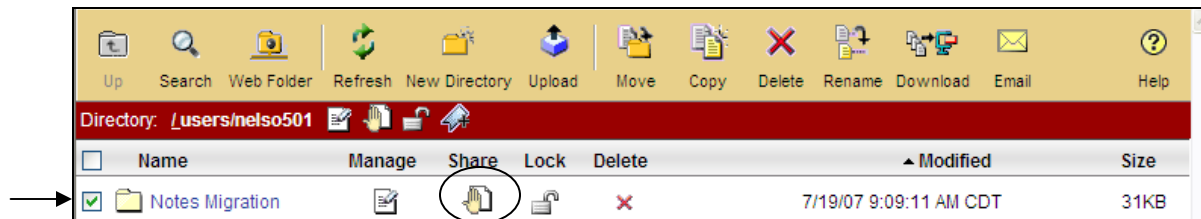


Sharing Files with Others Using NetFiles

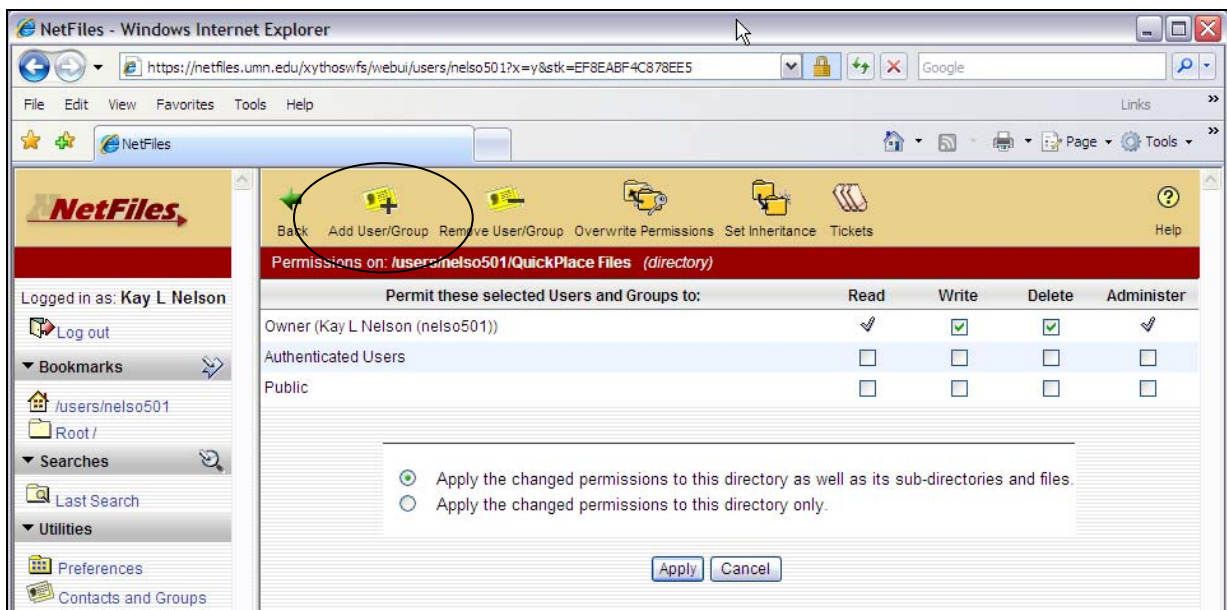
After uploading files in NetFiles you can share your files with others. The following is a brief description. For more detailed information or to view a tutorial, please visit:


www.umn.edu/netfiles

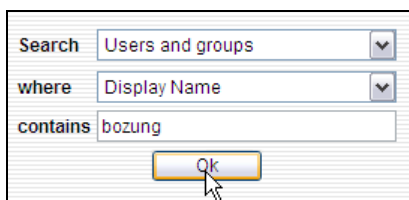
1. Click the checkbox for the directory or files you want to share.



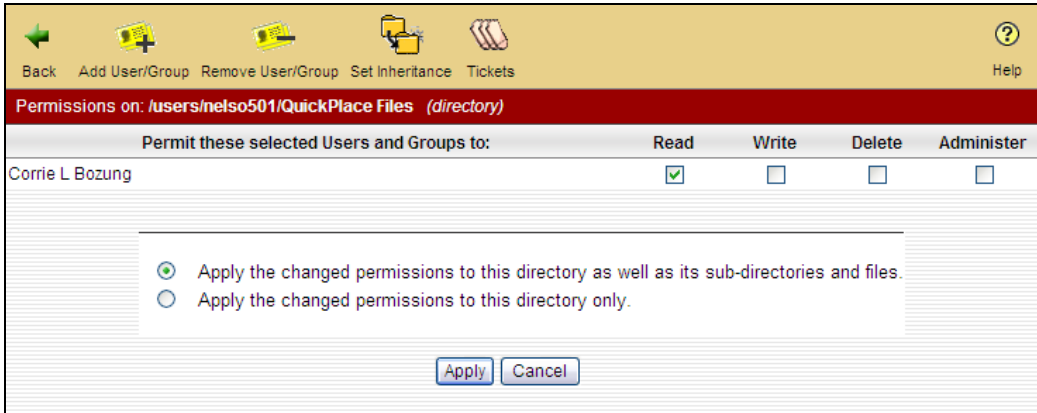
2. Click the Share button.  The following screen displays.



3. Click .
4. To search for a name, enter the desired text in the **contains** field, and click **OK**.

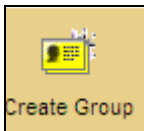


5. Netfiles searches to locate a match. The following screen displays.



6. Select the security level for this person, and click **Apply**.

Note: If you want to make a group for setting access levels, select **Contacts and Groups** from the left-hand navigation area, and select Create Group.



For more information or to view a tutorial, please visit: www.umn.edu/netfiles.