**File Management**

In tekom Cloud, you can add, remove and share files. The server administrator can also grant access privileges and editing permissions to the users.

**Steps**

How to create a new folder

1. Click on the Files icon on the left side of the toolbar.
2. Click on the New button (+), then choose New Folder.
3. Name your folder and click on the arrow.

How to upload files to a folder

1. Click on the Files icon on the left side of the toolbar.
2. Click on the New button (+), then choose Upload File.
3. Choose a file to upload and click Open.  
   * + 1. Optionally, you can also drag and drop files from your file manager into the Folder.

How to rename uploaded files

Go to the files.

Click on the three dots right to the share icon.

Click on the Rename function and choose a new name for your file.

How to share a file with another user

* + - 1. Choose a file you want to share.
      2. Click on the Share icon and a new area will appear on the right side.
      3. Choose the Share function again and type in the email address or the name of another user(s) in the search bar.
      4. You can also copy the link directly by clicking on Share Link.

How to grant editing permission to another user

After choosing the user, click on the three dots and tick the Editing Permission box.