**Managing your files and folders**

In the following description you will learn how to use the platform of tekom Cloud, more specifically creating a folder, uploading, renaming, and sharing your file, and lastly how to allow the editing of the file.

1. After signing into your account, click on the folder icon on the menu bar.
2. After selecting the folder icon, choose “Az összes fájl” and click on the plus icon under the menu bar creating and naming your “New Folder”.
3. Click on your “New Folder” next to the name of the folder, click on the plus icon. From the drop-down menu select “Fájl feltöltése” and upload the file from your computer.
4. After uploading the file, in the drop-down menu click on “Átnevezés” to rename your file.
5. Click on the share icon next to the file’s name to give access to other users. From the pop-up menu select the “Megosztás” option again. And write the e-mail address of the person you want to share your file with.
6. To allow editing click on the added e-mail address or name, and tick the box of “Szerkesztés engedélyezése” option.

hfA képen szöveg, szám, képernyőkép látható

Automatikusan generált leírás