# Point.io web console

How to access a storage site via an access rule

1. Go to Account -> Add Access Rule
2. Select the Storage Site you want to access to.
3. At this step, fill the information fields about the access rule:

Share Name is the name that will be displayed for this access rule in the access rule list.

You can enter an expiration date (mm/dd/yyyy) after which this access rule will be automatically deleted.

Tick the “Is folder locked to root” option if you want to prevent users to go to the parent folders of your change root. See the change root field below.

Enter a comment that will be displayed in your access rule list to remind yourself of this access rule’s specificity.

The permissions list let you decide which actions are available on the storage site’s documents when access via this access rule.

The notifications list will send a notification email each time one of the ticked actions is performed. Don’t forget to tick the “Enable Notifications” option, and to precise a notification email.

The change root is the path a user will start at when accessing the storage site via this access rule. You can lock it as the root by ticking the “Is folder locked to root” option.

Click the “Create Access Rule” button.

1. The new Access rule is visible in your account’s list of access rule. Go to Access -> View My Files to browse your storage site’s documents via your access rules, or delete your access rules.