# Point.io web console

How to create a Hub and share documents

1. Go to Access -> View My Hubs
2. Click “Create Hub”.
3. At this step, fill the information fields about the hub:

Hub Name is the name that will be displayed for this hub in your hub list.

Enter a description about this hub to be displayed in your hub list.

The “Hide Users” option will hide the list of users to any member of the hub that is not the Hub manager.

You can enter an expiration date (mm/dd/yyyy) after which the Hub will be deleted.

Click the “Create Hub” button.

1. The new hub is accessible in your hub list in Access -> View My Hubs.

Share documents

1. To share documents, open the Hub from the hub list.
2. There click the “Add Share” button.
3. Fill the share details

Select a share, which is one of your access rules., from the drop-down.

Share Name is the name that will be displayed for this share in the hub’s share list

You can change root again, as you did when creating the access rule.

Make sure that the enabled option is ticked, and click “Add Share to Hub".

1. The share has been added to the hub’s share list. You can browse or remove a share from the opened hub.

Add users to the hub

1. Open the hub you want to add users to
2. At the bottom of the page, fill the user fields with an email address, first, and last name.
3. An email is sent to the user corresponding to the email address, and this hub has been added to his hub list on his account, from which he can access its shares.
4. You can remove users from the current hub users list in the opened hub.

You can also delete a hub, or check the actions performed by its user from the hub list.