**Creating, managing and sharing folders**

Here it is described how to create, manage and share folders step by step. You will learn how to create a new folder, upload a new document, rename it, share it and give permission to edit file.

**Before you begin**

Make sure you have an active internet connection and possess an account on Nextcloud.

**How to create a new folder**

**Steps**

1. From the main page, click on the folder icon in the toolbar, located in the upper left corner.
2. Click on the plus icon located below the toolbar.
3. Select “New folder” from the dropdown menu.

**How to upload a new file**

**Steps**

1. From the main page, click on the folder icon in the toolbar, located in the upper left corner.
2. Select the desired folder.
3. Click on the plus icon located below the toolbar.
4. Select “Upload file” from the dropdown menu.

**How to rename an uploaded file**

**Steps**

1. From the main page, click on the folder icon in the toolbar, located in the upper left corner.
2. Select the desired folder.
3. Select the desired file
4. On the right side click on the three dots
5. Choose “Rename” from the dropdown menu.

**How to share and give permission to edit**

**Steps**

1. From the main page, click on the folder icon in the toolbar, located in the upper left corner.
2. Select the desired folder.
3. Select the desired file.
4. On the right side click on the share icon
5. Type the desired email address in the intended bar
6. After the email address is visible, click on the three dots on the right side
7. In the dropdown menu tick the box giving to give editing permission