**File management in Tekom Cloud**

Tekom Cloud helps you organise and upload your files into folders and create a virtual workspace. You can create documents, sheets, presentations, graphics and much more. It also helps you to provide tags for your documents and you can also share your projects and work together with your teammates.

**How to manage your files?**

This section will provide information on how to create new folders in the system, add documents to an already existing folder, how to rename an uploaded document, and how to share files with other users.

**Before you begin**

Create a Tekom Cloud profile and customize the platform according to your preferences.

**Steps**

1. Step 1: Creating a new folder: Click on the **Files** icon on the navigation bar, located in the upper left corner of your screen. Then select **All documents** and click on the **+** icon, and the option for **Create a new folder** will appear.
2. Step 2: Adding documents to an already existing folder: Once you created the folder, you can add documents by clicking on the **+** icon and selecting **New document**.
3. Step 3: Renaming your document: Select the document you want to rename, then click on the three dots, and select **Rename**.
4. Step 4: Sharing documents: Select the document you want to share, then click on the three dots again. From here select the **Details** option, where the option for **Sharing** will appear in a pop-up tab.
5. Step 5: Giving access to edit uploaded files: Select the document, then click on the **Sharing** icon, where the option for **Share link** will appear, then select the **Can edit** option.

**Results**

By following these 5 easy steps, now you are able to manage your files in Tekom Cloud.