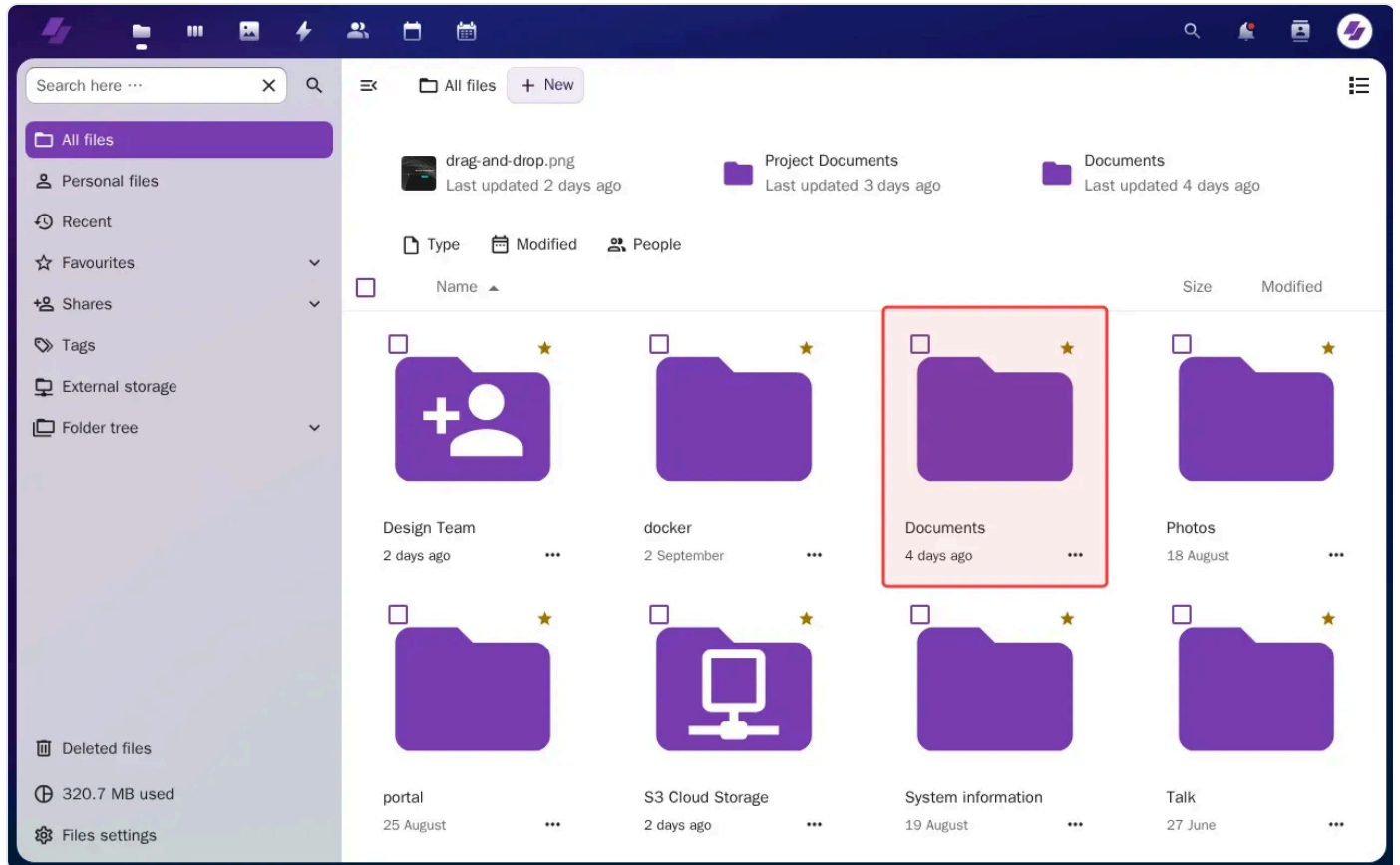


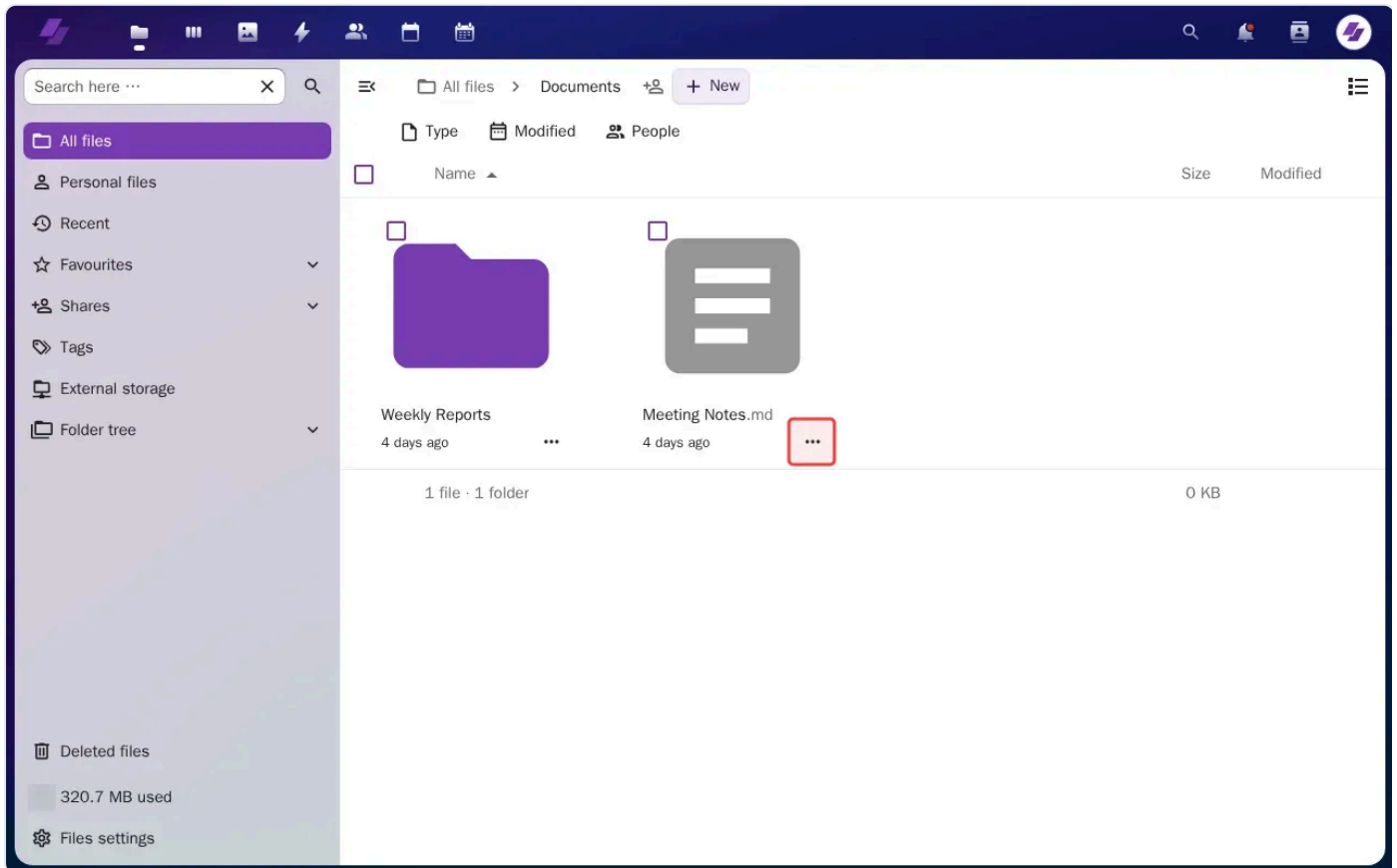
# How to share a file in a folder

NextCloud 6 steps · 1m 52s

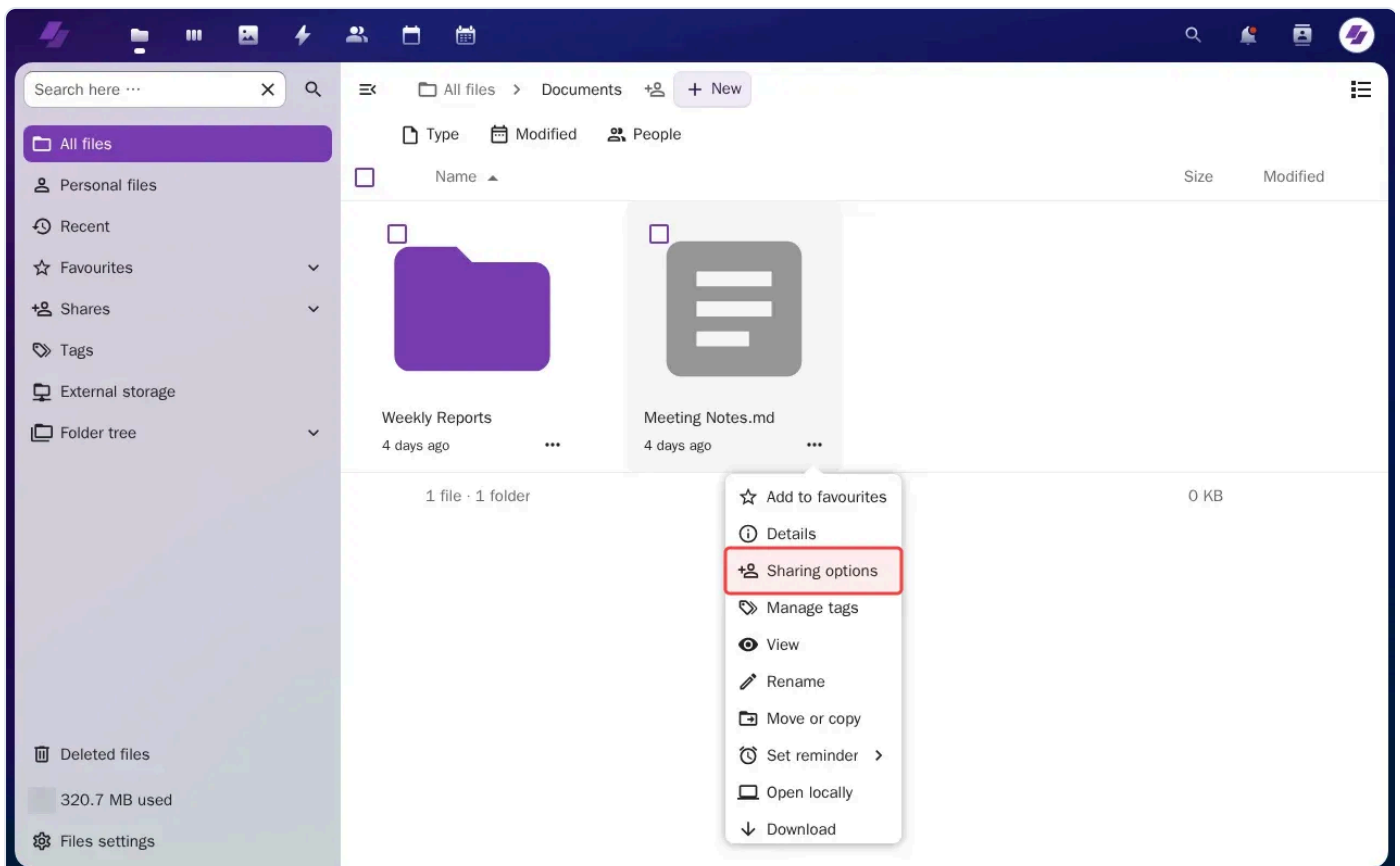
## 1 Click Documents folder to open it and find files.



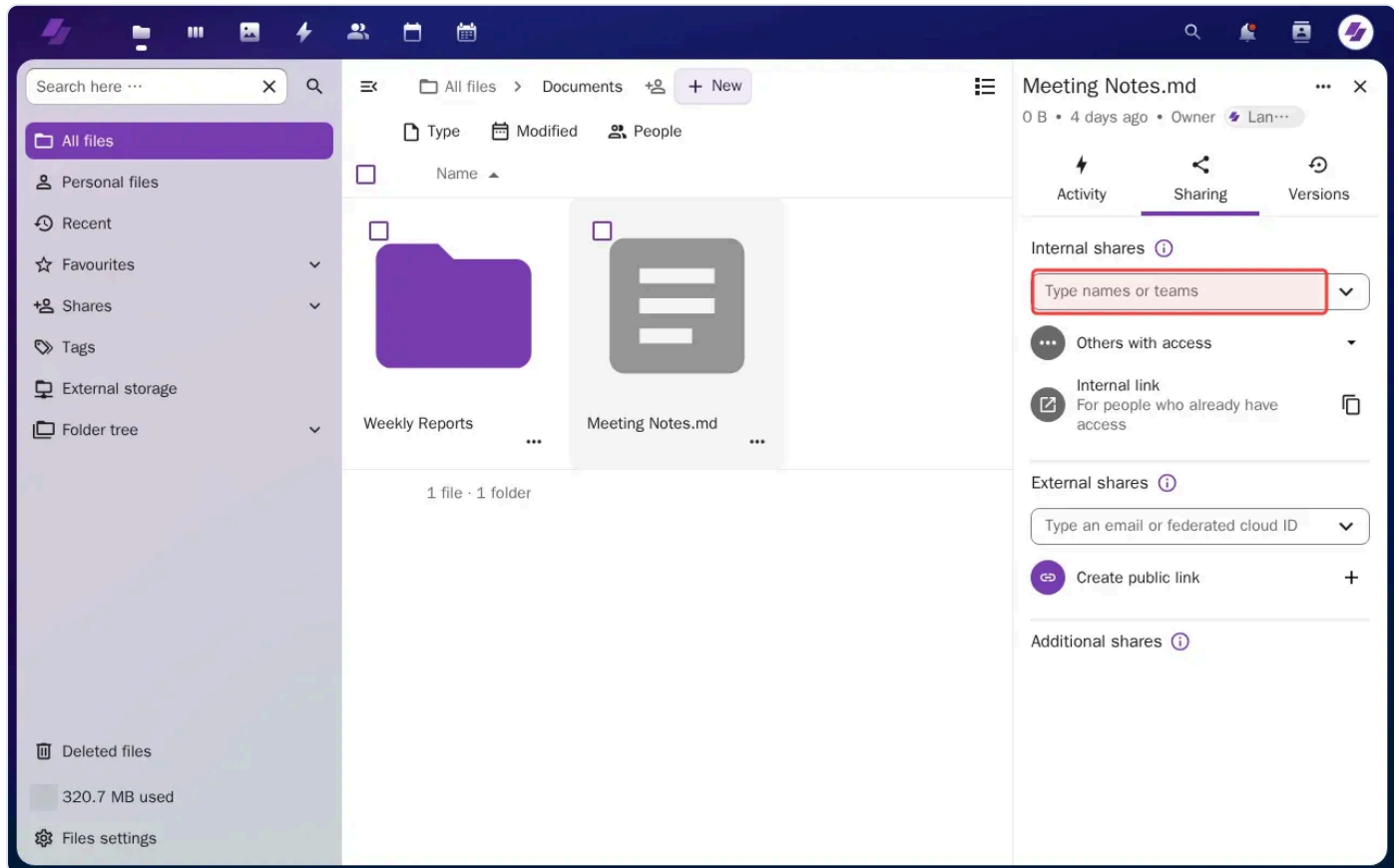
## 2 Click Actions menu for Meeting Notes file.



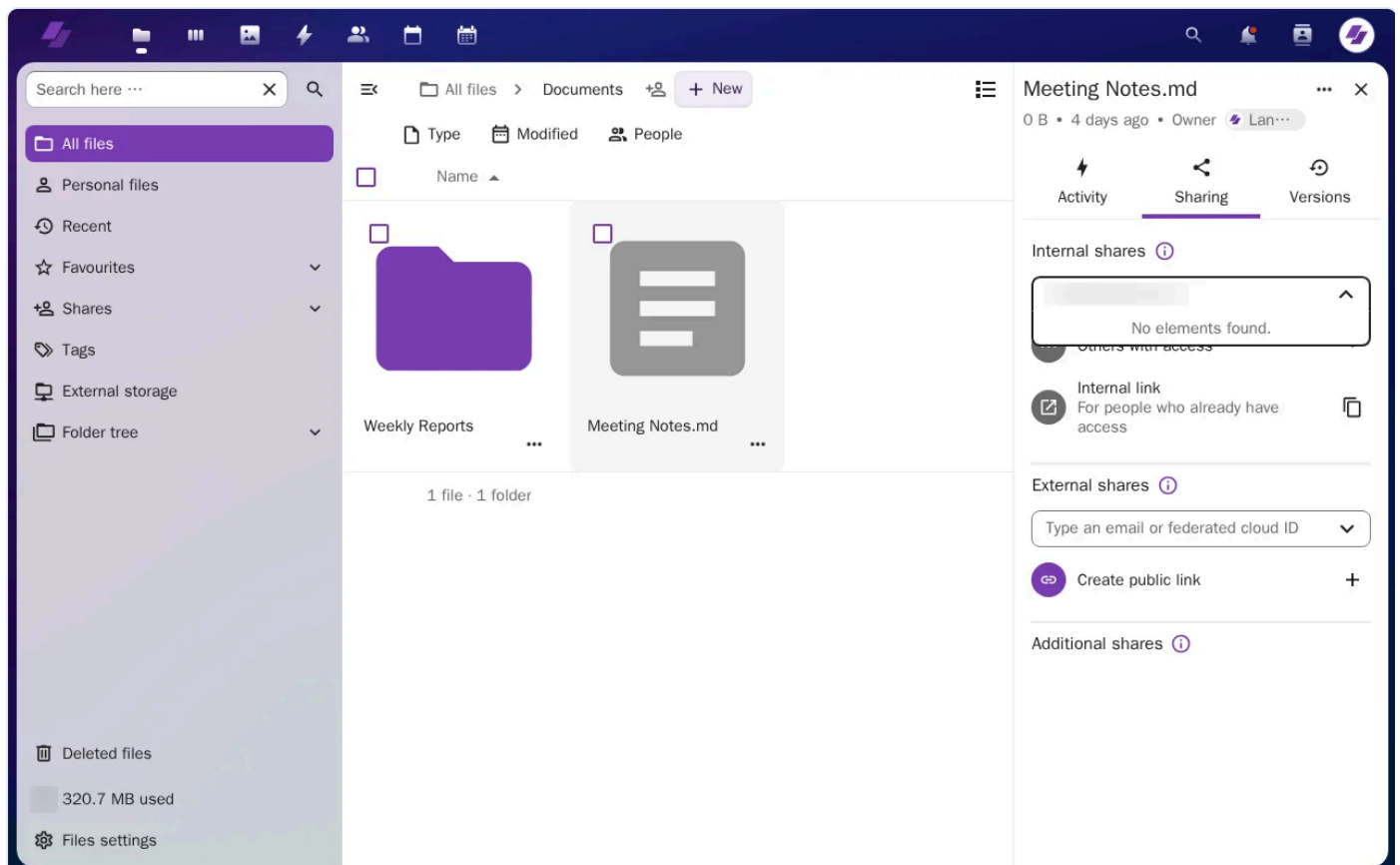
## 3 Click 'Sharing options' to open file sharing settings.



#### 4 Type email address in the sharing field.



#### 5 Scroll to find the Share button to complete sharing.



6 Click '+' button to create the share.

