

## How to share a file or folder in PSFAConnect

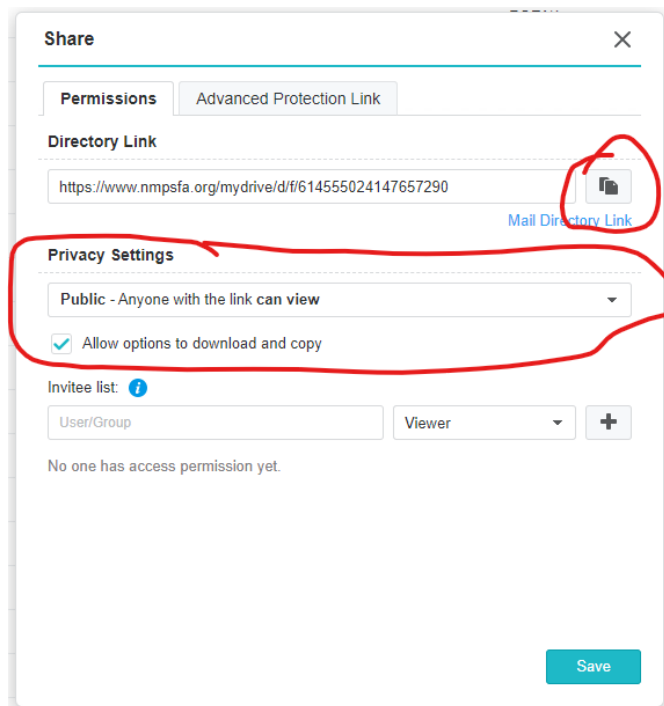
Locate file in your PSFAConnect box.



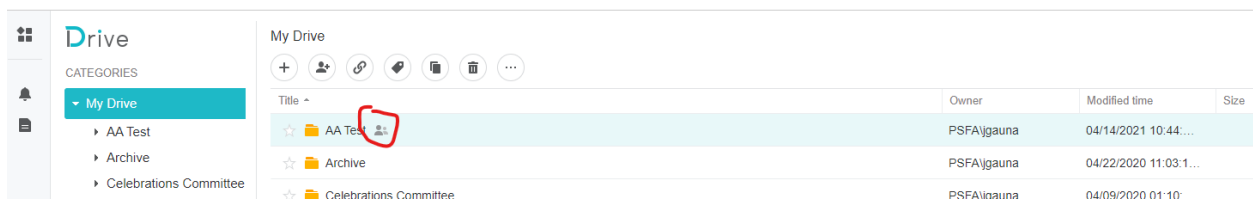
Click on the “Share” icon.

Change the “Privacy Settings” to “Public – Anyone with the link can view”

Click on the “Copy” icon. Then click “Save”



You will then see the “Shared” icon on to the right of the folder name.



Open a new email to the person(s) you want to send the link and paste the link into the email. Once they click the link, it will take them to the folder to view and/or download any file(s).