

Sharing a Folder with Others:

1. Log into the Cloud Share Site at <https://cloud.gtaeng.com> and verify you are in the “All files” section of the website. You can click on “All files” to be certain.



2. Find the FOLDER you want to share with others, in this example we will be sharing the folder titled, “PROJECT 001.” Click the “Share Icon” to the far-right of the folder’s name.

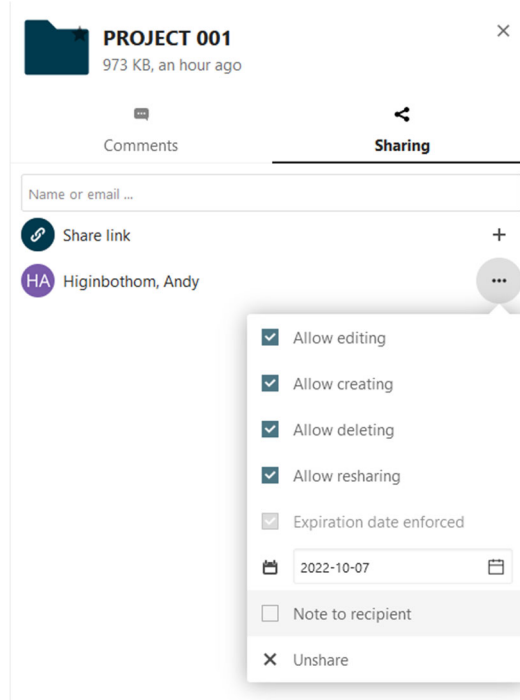


3. This will open the “Sharing Menu.”



4-A (Sharing with an internal MRA User)

- Find the “Name or email ...” box located inside the “Sharing Menu.” Simply enter their email address and a button will appear with the email address in it. Click their email address to share the folder. Once the folder is shared, the users name will appear in the list. This means the folder is shared and the email has been sent. Click the “3 Dots” button to open an options menu.



From here, you can check or uncheck different options for THIS USER.

--Allow editing: Allows the user to edit things like the name of the folder/contents

--Allow creating: Allows the user to create files within the folder

--Allow deleting: Allows the user to delete items in the folder or the folder itself.

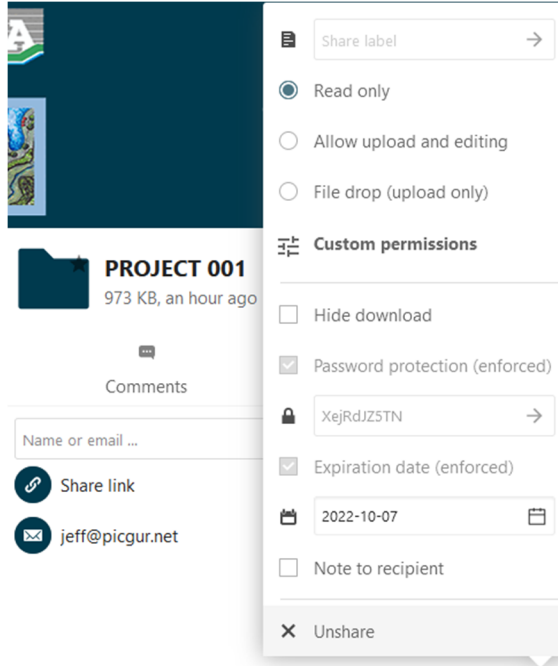
--Expiration date enforced: This is the date the users access to the folder will be Terminated.

--Note to recipient: A note that will be added to the invitation email.

--Unshare: Un-share the folder immediately.

4-B (Sharing with External User)

- Find the "Name or email ..." box located inside the "Sharing Menu." Simply enter their email address and a button will appear with the email address in it. Click their email address to share the folder. Once the folder is shared, the users name will appear in the list. This means the folder is shared and the email has been sent. Click the "3 Dots" button to open an options menu.



From here, you can check or uncheck different options for THIS USER.

--Read only: Stops the user from editing anything in the folder.

--Allow upload and editing: Allows the user to upload and edit files inside the folder

--File drop: Allows the user to upload but not edit files inside the folder.

--Hide download: Hides the download button on the file share page.

--Expiration date (enforced): This is the date the users access to the folder will be Terminated.

--Note to recipient: A note that will be added to the invitation email.

--Unshare: Un-share the folder immediately.