1. After opening the project folder, you can give more users access following these instructions. From the Project Folder, click on People on this Folder.
*This can be done while in any folder to limit what the added users have access to.
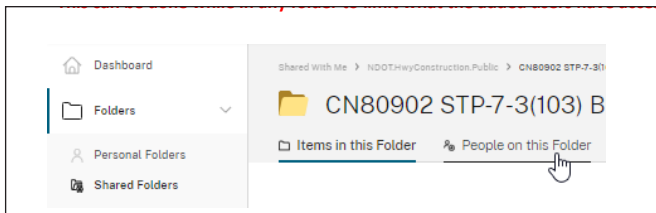

2. From here you can view the current list of people on this folder with permission settings and add people. Click on Add People to Folder. *Avoid giving users Admin or Delete permissions.
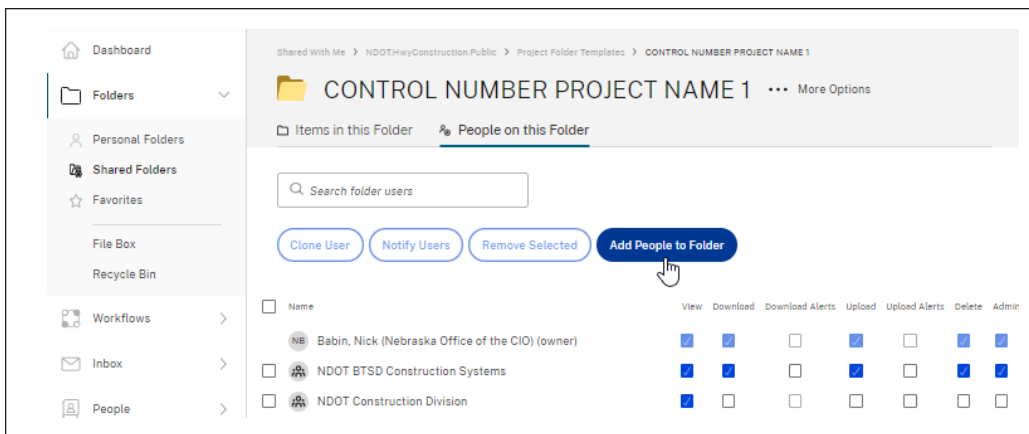
3. Search for people to add, select the person, set permissions, set notifications. Click Add (bottom left of window *Avoid giving users Admin or Delete permissionsl
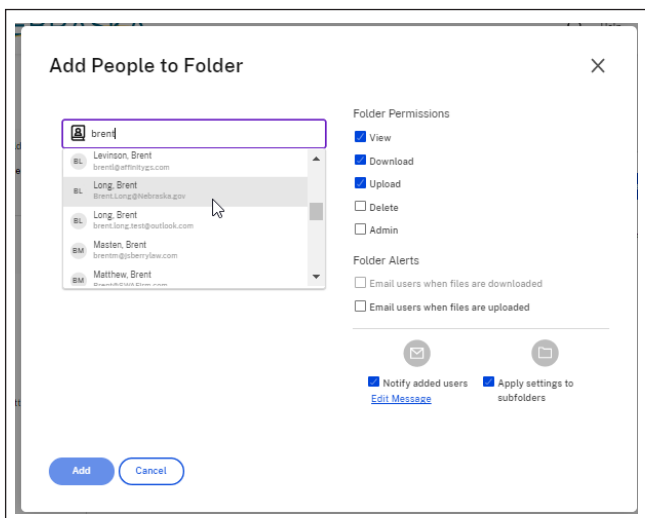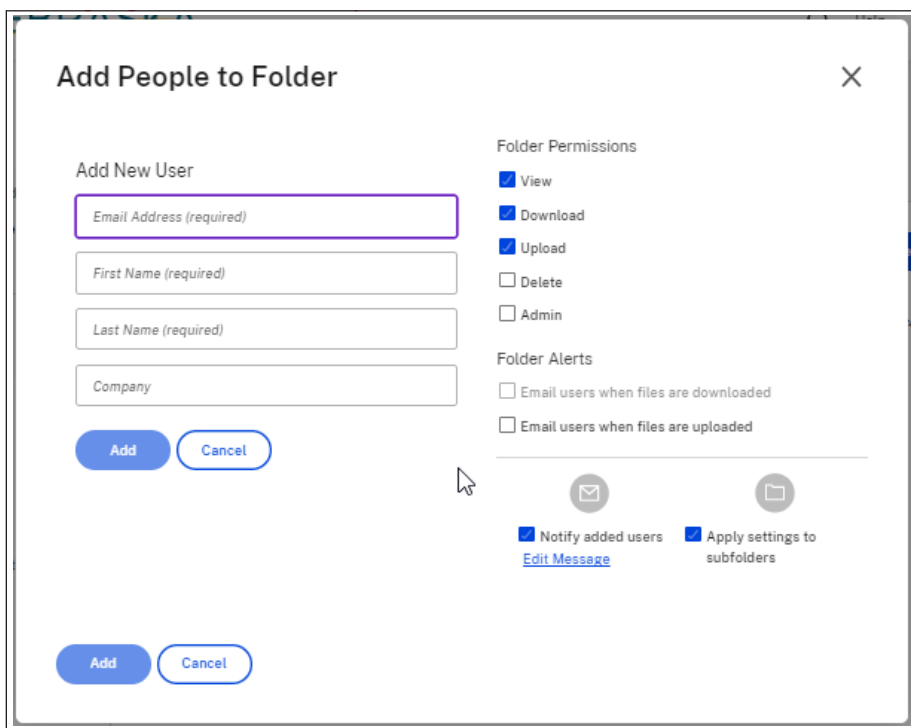
4. If the person isn't in the search, you can add them by clicking on Create New User.
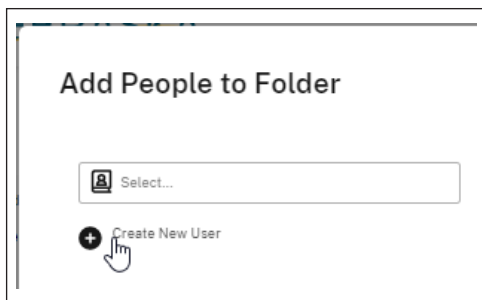
5. Fill out the required fields and click Add (below the company field), then set permissions, set notifications. Click Add (bottom left of window)
*Avoid giving users Admin or Delete permissions.

The person would receive an email if you checked the box (Notify added users)
Refer to email example from ShareFile QRG for new users, Step 1.

If you require any technical support, please contract us at **ndot.awprojectsupport@nebraska.gov**

Or call **402-479-4760**