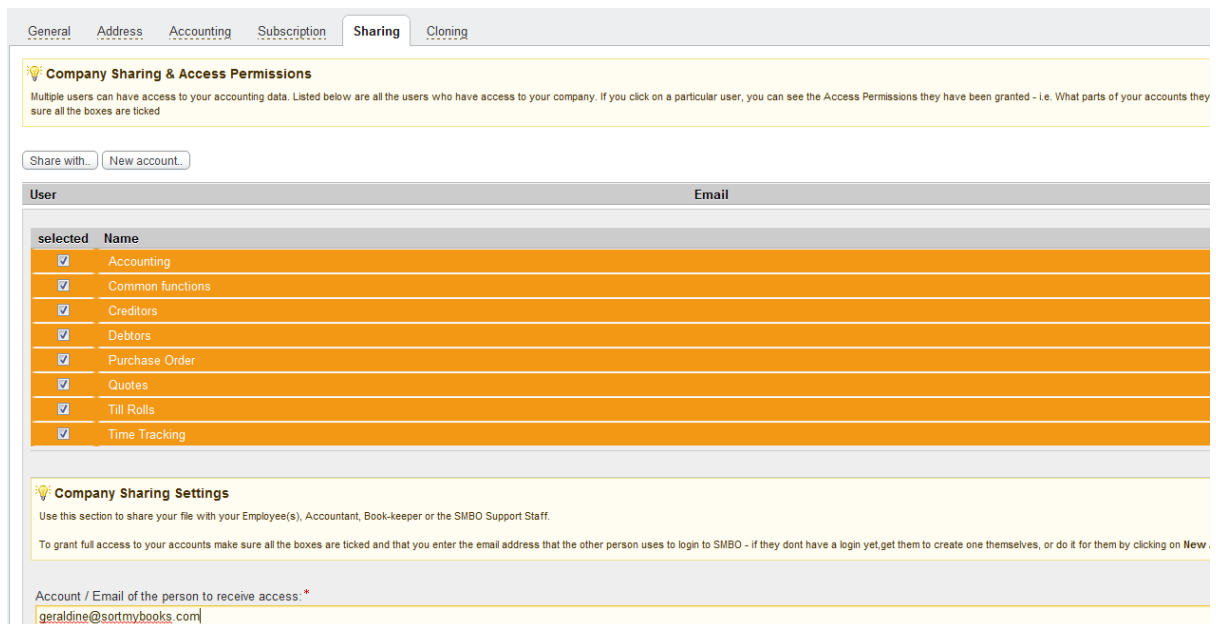# How to share your file.

Only file **owners** have the facility to share their file.

Go to Home and Settings and click on the Sharing tab.

Click on the Share with button

Select what access you want to give the person you are sharing with by clicking the boxes above

Then insert the email address you want to share your file with and then click OK