Sharing a Cloud Workspace

ishipdocs

1 Click on the **Cloud Workspace** icon on the left side of the screen
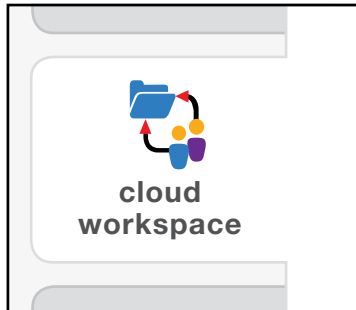
cloud workspace

2 Click on the Cloud Workspace you would like to share

Cloud Workspace ▼   Folder ▼
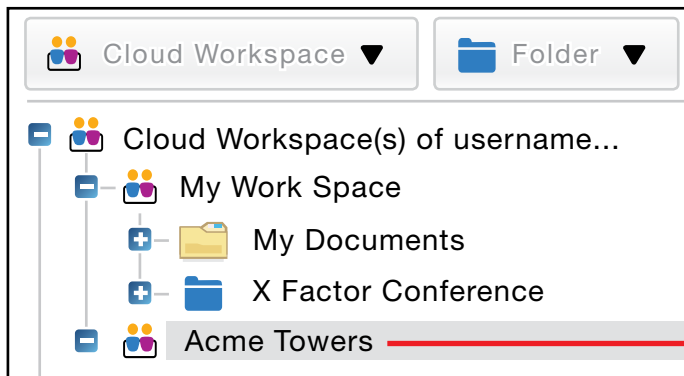
Cloud Workspace(s) of username...
My Work Space
My Documents
X Factor Conference
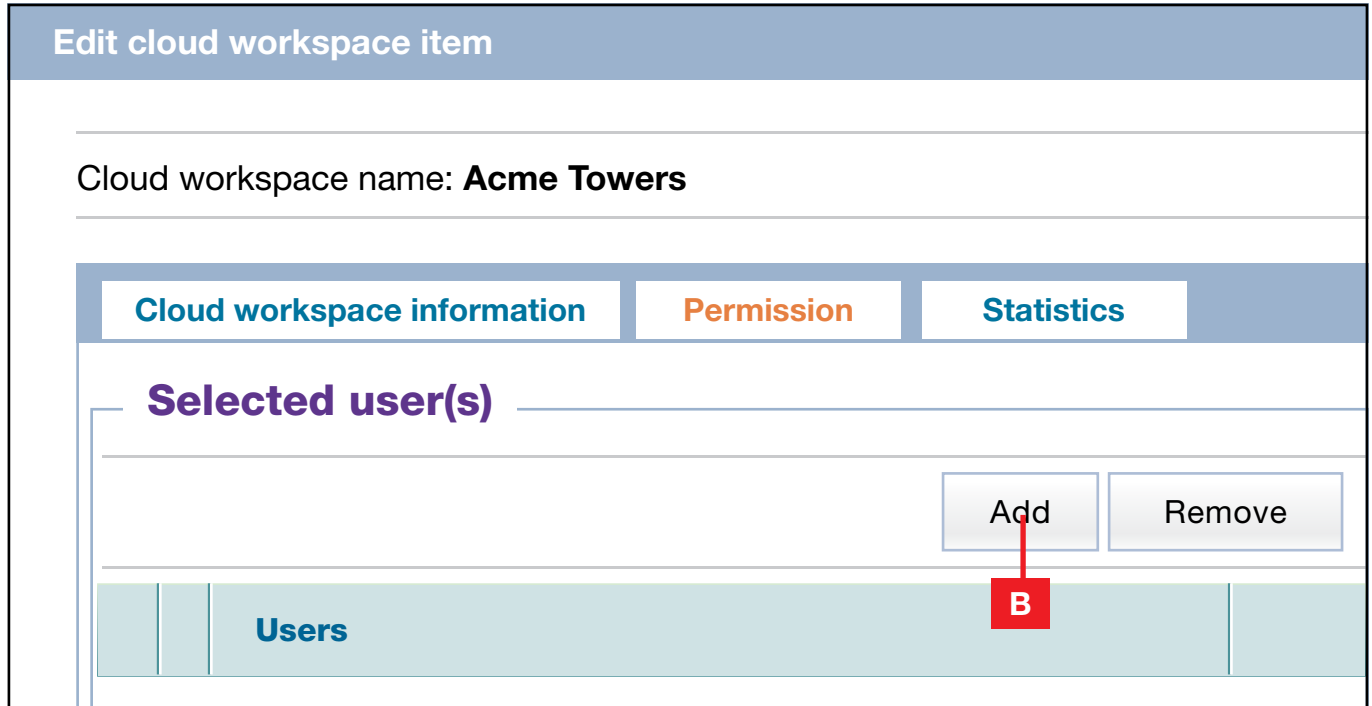Acme Towers ◄—— **Select the workspace to be shared**

3 Under the **Cloud Workspace** dropdown menu click on **Add/edit cloud workspace**

Cloud Workspace ▼   Folder ▼   **Files**

Add/edit cloud workspace —— **Click**
Remove cloud workspace
Set alert

File ▼   Count per page:

Document name
Ishipdocs packages and
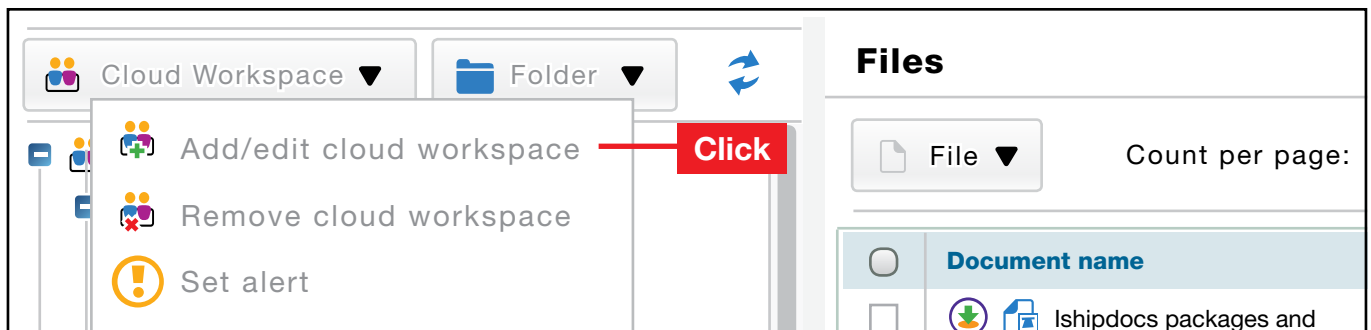
4 A) Click onto the **Permission** tab, then
B) in the Selected user(s) section, click **Add**

Edit cloud workspace item

Cloud workspace name: **Acme Towers**

Cloud workspace information	Permission	Statistics

Selected user(s)

Add   Remove

B

Users

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5 A) Pick the user(s), then
B) click Add
C) When done, click Close

User list

☐	**Users**
☑	Renee Baldwin

A

Add   Close

B   **C**
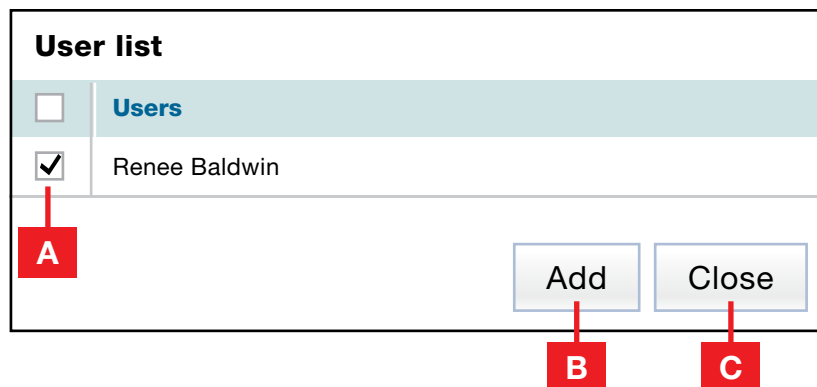
6 The user(s) you have chosen will now be listed under **Selected user(s)**

Cloud workspace information	Permission	Statistics

Selected user(s)

			Add	Remove

		Users	
☐	👤	Renee Baldwin	

7 A) You can now give permission regarding what the user(s) can and can't do in this workspace
B) Once you have chosen these parameters, click **Save**
C) When done, click **Close**

Permission of Renee Baldwin

Permission	Allow	Deny	
Full Control	☐	☐	
Read Work Space	☑	☐	A
Download Files	☑	☐	
Upload Files	☑	☐	
Add/Edit/Delete Folder	☐	☑	
Add/Edit/Delete Work space	☐	☑	

Save	Close
B	C