

## Quick Guide

# Managing Files



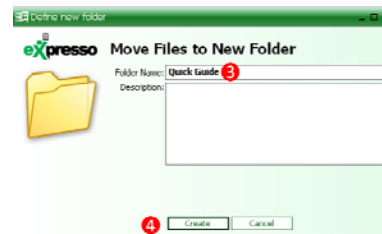
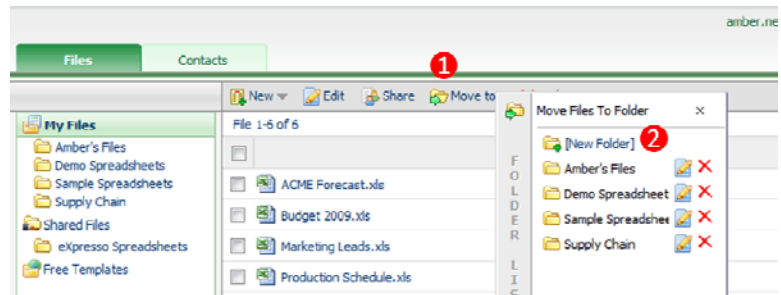
**Welcome to eXpresso!** This Quick Guide will explain how to manage and organize your files. It covers; **Working With Folders**, and **Managing Files**. You will learn how to move files into folders, rename files and folders, delete files or folders and restore deleted items.

## Working with Folders

When you register for eXpresso, you will automatically have two folders that contain your files. The **My Files** folder contains files that have been created or uploaded by you. The **Shared Files** folder contains files that someone else has shared with you. If you would like, you can create sub folders in both the My Files and Shared Files folders.

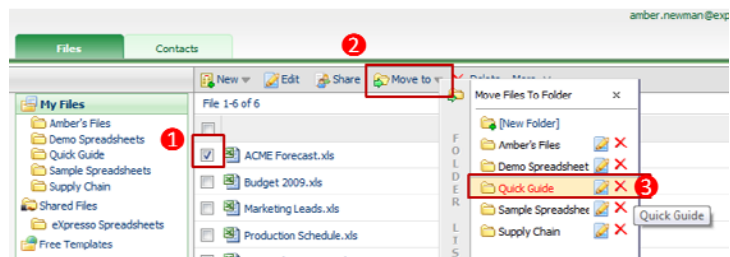
### Create a New Folder

- 1 Click **Move To** from the main menu.
- 2 Select **New Folder**.
- 3 Give your folder a name.
- 4 Click **Create**



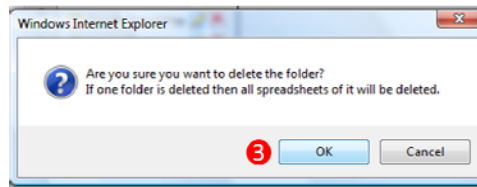
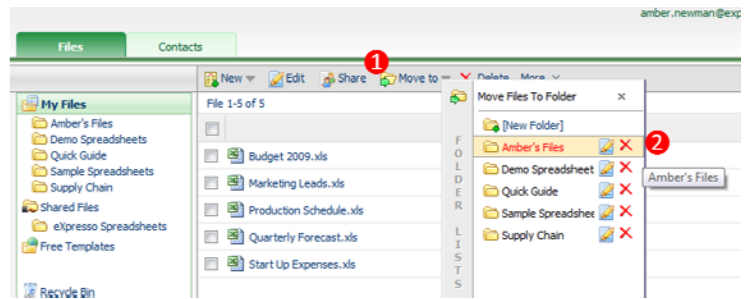
### Move Files Into Folders

- 1 Click the box next to the file(s) you want to move.
- 2 Click **Move To**.
- 3 Select the destination folder.



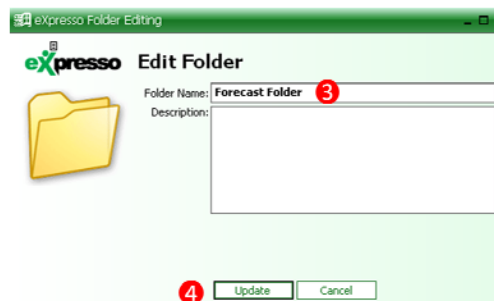
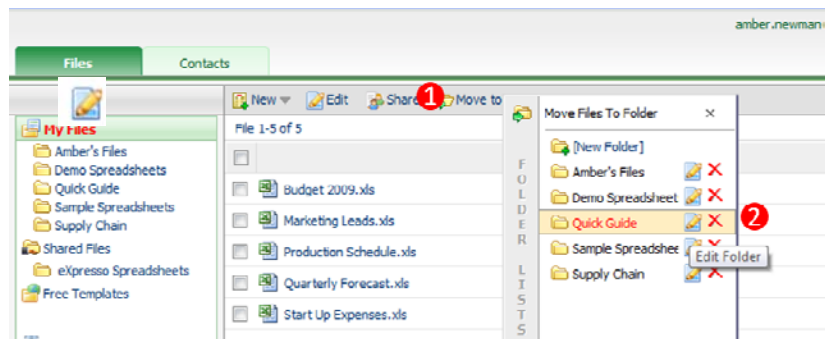
## Delete a Folder and Its Contents

- 1 Click **Move To** from the main menu.
- 2 Click next to the folder you want to delete.
- 3 Choose **OK** to confirm the deletion.



## Rename a Folder

- 1 Click **Move To** from the main menu.
- 2 Click (edit) next to the folder you want to rename.
- 3 Give your folder a new name.
- 4 Click **Create**

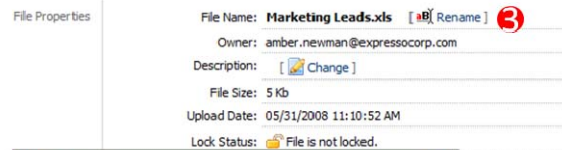
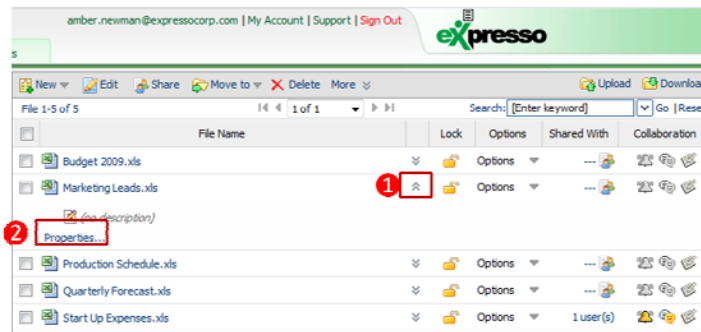


## Managing Files

You can manage the files in your “My Files” and subfolders by, renaming them or deleting them. You can also restore deleted files. You can manage the files in your “Shared Files” folder and sub folders by accepting or rejecting them.

### Rename a File

- 1 Click the arrow to expand the file details.
- 2 Click properties to see the properties of the file.
- 3 Click the **Rename** link.
- 4 Give your file a new name.
- 5 Click **Done**.

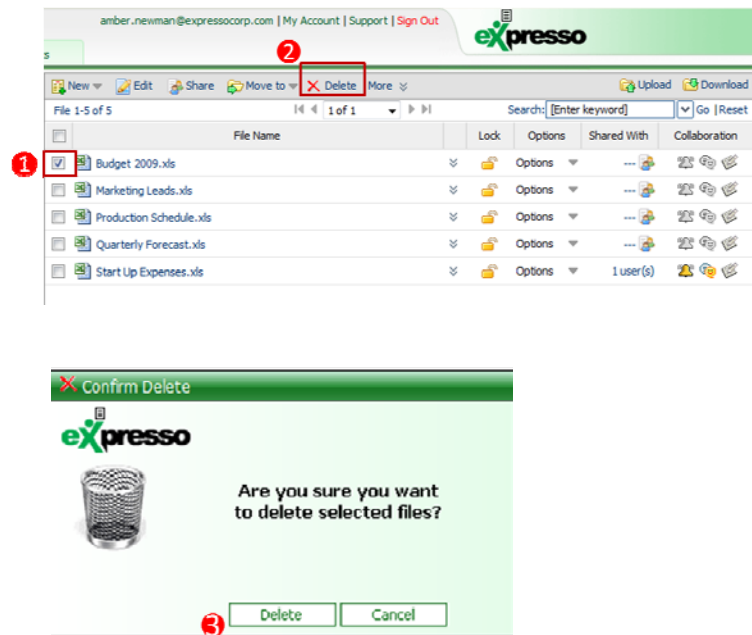


## Delete a File

- 1 Click the box next to the file(s) you want to delete.
- 2 Click **Delete**.

- 3 Click **Delete** to confirm the deletion.

Note: Once you have deleted a file, others with whom the file was shared will no longer be able to access it.



## Restore a Deleted File or Folder

Deleted files and folders are moved to your **Recycle Bin**. If you accidentally delete a file or change your mind, you can restore the file. If you want to remove a file or folder from your account permanently, it must be deleted from the Recycle Bin.

- 1 Open the Recycle Bin by choosing it from the left side navigation bar.
- 2 Click the check box next to the file(s) or folder(s) you wish to restore.
- 3 Click **Restore**. This will return the file to the folder from which it was deleted. If the file was shared before it was deleted, the sharing relationships will also be restored.

