

# Establishing a TappIn Folder Share

## THE INFORMATION IN THIS ARTICLE APPLIES TO:



### QUESTION:

How do I establish a TappIn folder share?

### ANSWER:

There are default shares automatically established for user convenience; however, follow the steps below to share out another folder or folders.

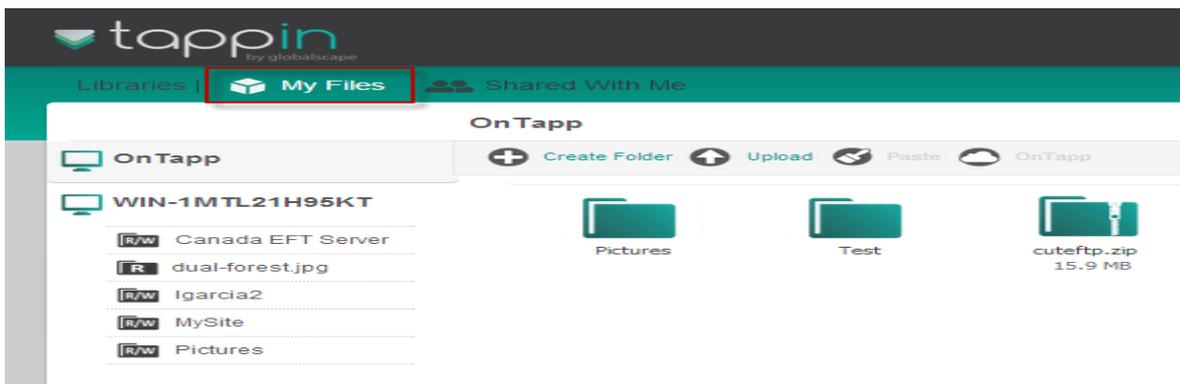
1. Navigate to the TappIn icon on your systray located on the bottom right corner of your screen as shown below:



2. Click the TappIn icon and choose **TappIn folders**:

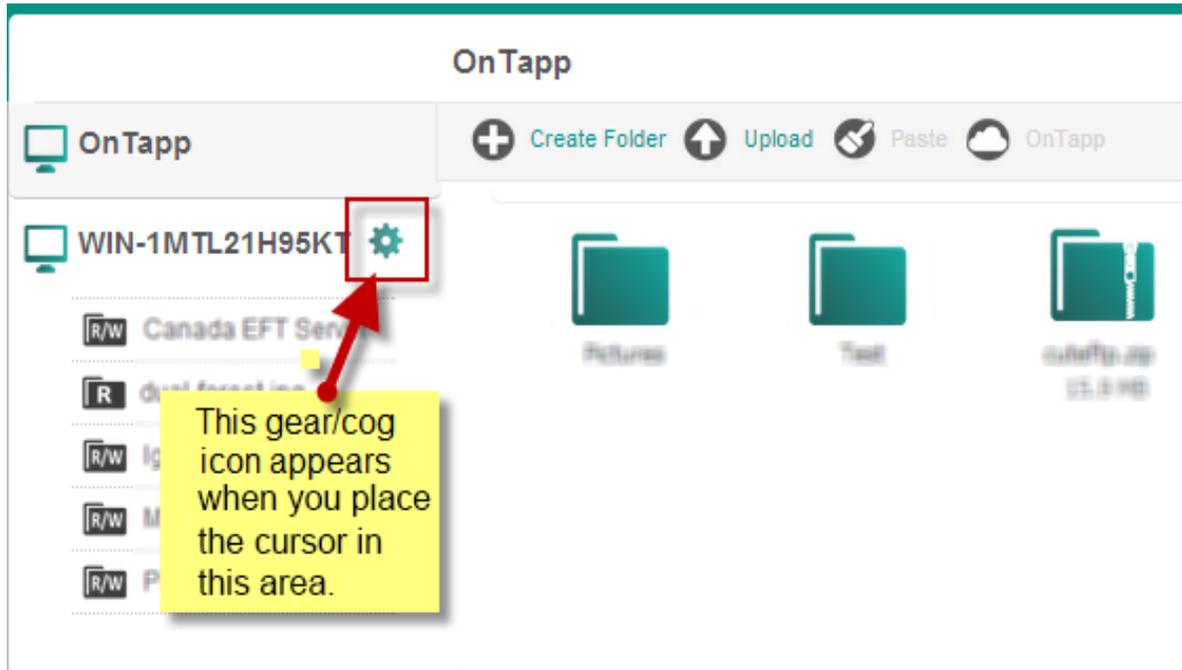


3. The **Libraries / My Files** page will appear in the browser window as pictured below:



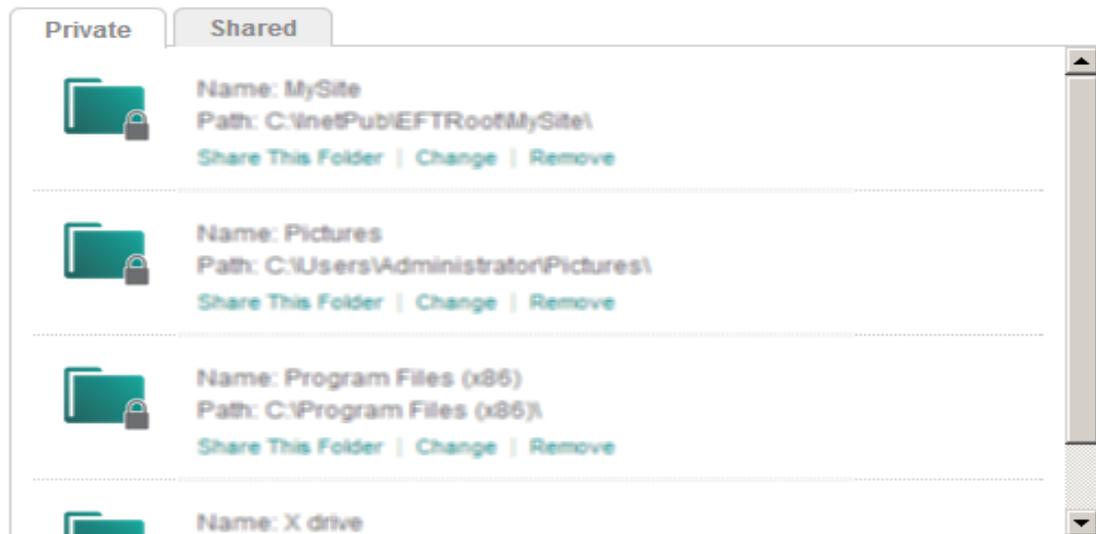
## Establishing a TappIn Folder Share

- Click on the **gear / cog icon** as shown below.



- A new screen will appear titled **Manage Folders**. In the bottom right corner click **Make Another Folder Available**.

### Manage Folders



**Make Another Folder Available**

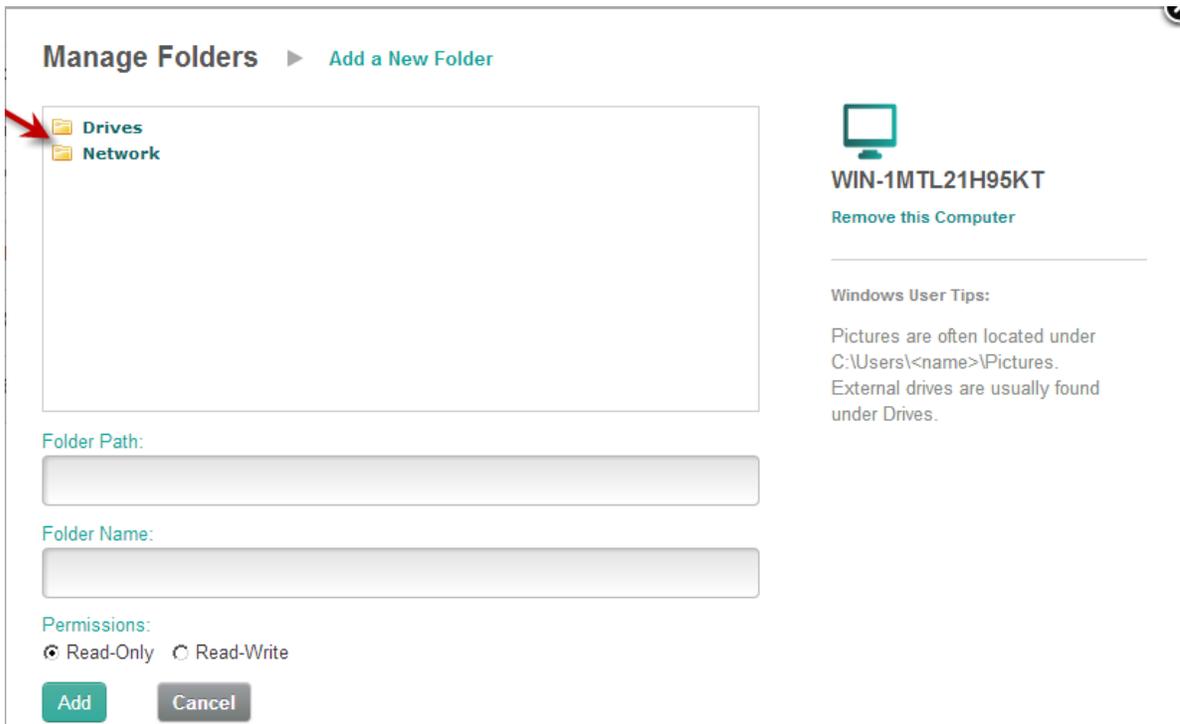
*Example: Select a folder you would like to make available (to yourself)*

Continue

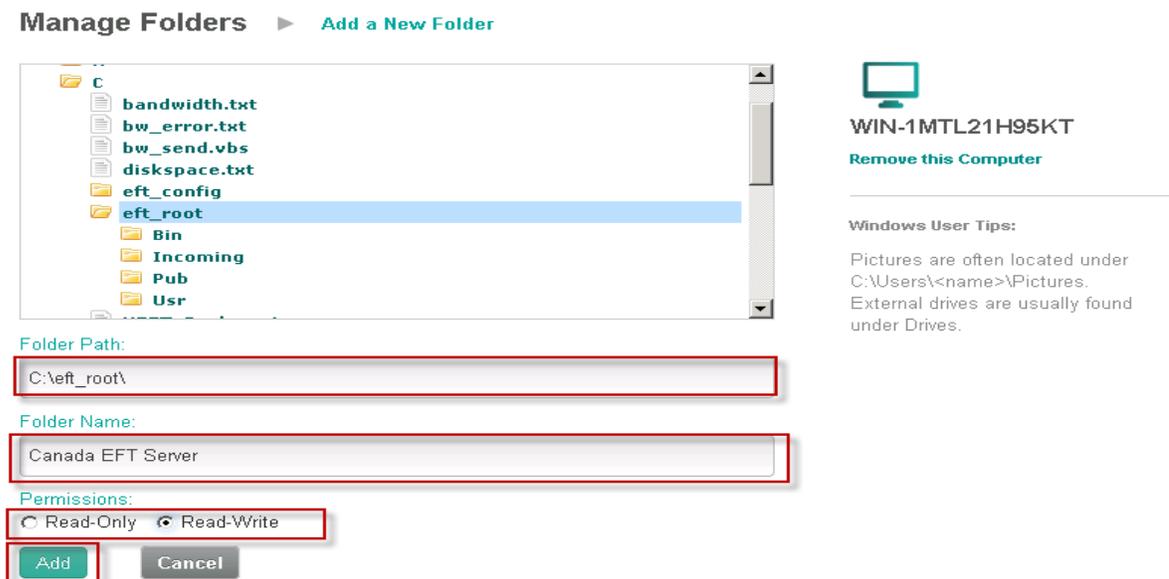
Cancel

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6. Choose either **Drives** or **Network** depending on the location of the folder or item you want to share. Make note of the **Windows User Tip** as pictured below.

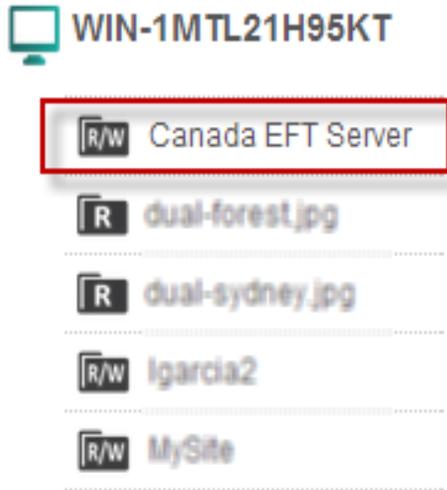


7. The view will expand and show a more detailed folder structure. Select the file and contents to be shared. Make note of the **Folder Path**, **Folder Name** (this can be changed provided the name does not already exist), and **Permissions** (choose **Read-Only** or **Read-Write**). **Read-write** will allow a remote share holder the ability to change the folder and file contents.



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8. Next click **Add**. The screen will switch back to **Manage Folders**, and you should now see your new share listed.
9. Click **Continue** at the bottom of the page.
10. The new TappIn folder share will be setup on the **My Files** page below Libraries.



GlobalSCAPE Knowledge Base

<https://kb.globalscape.com/Knowledgebase/11079/Establishing-a-TappIn-Folder...>