





# Emailing Files and Folders

[Control Panel > Document Library](#)

## Emailing Files and Folders:

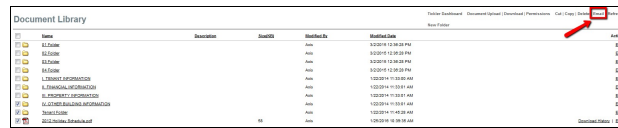
Files can be emailed to users through the Document Library. When a file is emailed, it sends the user(s) an email with a link to the file.

### Note:

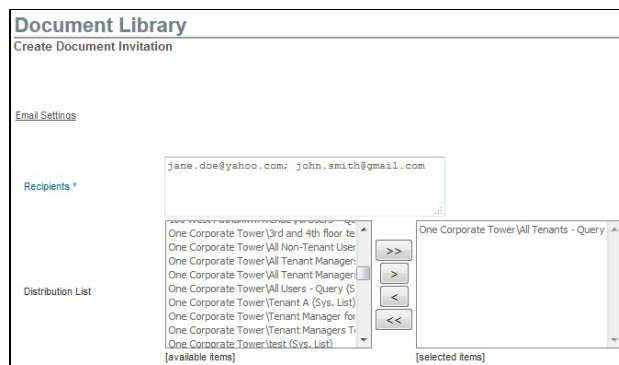
- If a folder is selected to be emailed, the email that is sent will contain links to the individual *files* with the folder and its sub-folders.
- It does not send a link for the folder itself.

To email a file(s) to a user(s), follow these steps:

1. Go to **Control Panel > Document Library**.
2. Locate and select the desired file(s) and/or folder(s) using the checkboxes. Ensure the correct file(s) and/or folder(s) have been selected.
3. Click **Email** on the top right.



4. Enter the users' email addresses under **Recipients** (separated with a semi-colon) and/or add the desired **Distribution List(s)** using the right arrows.

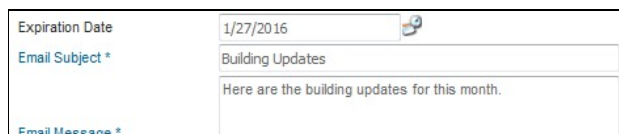


5. Enter an **Expiration Date**.

### Note:

- File links expire at 11:59pm CST on the selected date.
- If this date is left blank, the Expiration Date will default to 11:59pm CST the next day.

6. Enter the **Email Subject** and **Email Message**.



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7. Click **Submit**.