Emailing Files and Folders

Control Panel > Document Library

Emailing Files and Folders:

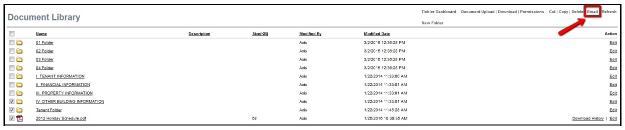
Files can be emailed to users through the Document Library. When a file is emailed, it sends the user(s) an email with a link to the file.

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.

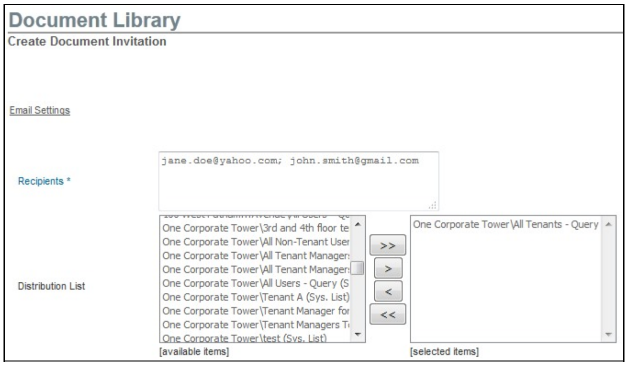
To email a file(s) to a user(s), follow these steps:

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.


Document Library
Tickler Dashboard
Document Upload | Download | Permissions
Cut | Copy | Delete | Email | Refresh
New Folder

☐	Name	Description	Size(KB)	Modified By	Modified Date	Action
☐	01 Folder			Axis	3/2/2015 12:36:28 PM	Edit
☐	02 Folder			Axis	3/2/2015 12:36:28 PM	Edit
☐	03 Folder			Axis	3/2/2015 12:36:28 PM	Edit
☐	04 Folder			Axis	3/2/2015 12:36:28 PM	Edit
☐	I. TENANT INFORMATION			Axis	1/22/2014 11:33:00 AM	Edit
☐	II. FINANCIAL INFORMATION			Axis	1/22/2014 11:33:01 AM	Edit
☐	III. PROPERTY INFORMATION			Axis	1/22/2014 11:33:01 AM	Edit
☑	IV. OTHER BUILDING INFORMATION			Axis	1/22/2014 11:33:01 AM	Edit
☑	Tenant Folder			Axis	1/22/2014 11:45:28 AM	Edit
☑	2012 Holiday Schedule.pdf		58	Axis	1/25/2016 10:39:35 AM	Download History | Edit

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.



Recipients * jane.doe@yahoo.com; john.smith@gmail.com

Distribution List

One Corporate Tower\3rd and 4th floor te
One Corporate Tower\All Non-Tenant User
One Corporate Tower\All Tenant Manager
One Corporate Tower\All Tenant Manager
One Corporate Tower\All Users - Query (S
One Corporate Tower\Tenant A (Sys. List)
One Corporate Tower\Tenant Manager for
One Corporate Tower\Tenant Managers T
One Corporate Tower\test (Sys. List)

One Corporate Tower\All Tenants - Query

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.

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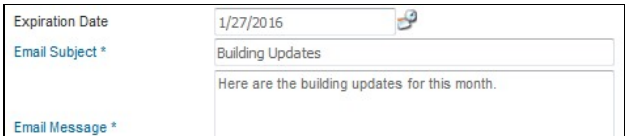
6. Enter the **Email Subject** and **Email Message**.



Expiration Date 1/27/2016

Email Subject * Building Updates

Email Message * Here are the building updates for this month.

7. Click **Submit**.