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

Document L	ibrary	
Create Document In	vitation	
Email Settings		
Recipients *	jane.doe@yahoo.com; john.smith@gmail	. com
Distribution List	One Corporate Tower (3'd and 4th floor te One Corporate Tower (4) Non-Tenant User One Corporate Tower (4) Tenant Manager One Corporate Tower (4) Tenant Manager One Corporate Tower (4) Tenant Manager One Corporate Tower (7) Tenant Manager One Corporate (7) Tenant Manager One Corporate (7) Tenant Manager One Corporate (7) Tenant Manager One Corporate (7) Tenant Manager	One Corporate Tower (All Tenants - Query A
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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.

Expiration Date	1/27/2016 🥩	
Email Subject *	Building Updates	
	Here are the building updates for this month.	
Email Message *		



7. Click Submit.