

ShareFile Client Guide

Introduction: The ShareFile Client Guide Covers:

1. Activating your ShareFile account
2. Downloading files from a shared folder
3. Uploading files to a shared folder
4. Using Favorite folders
5. Creating and Using Sub folders

1. Activating ShareFile account

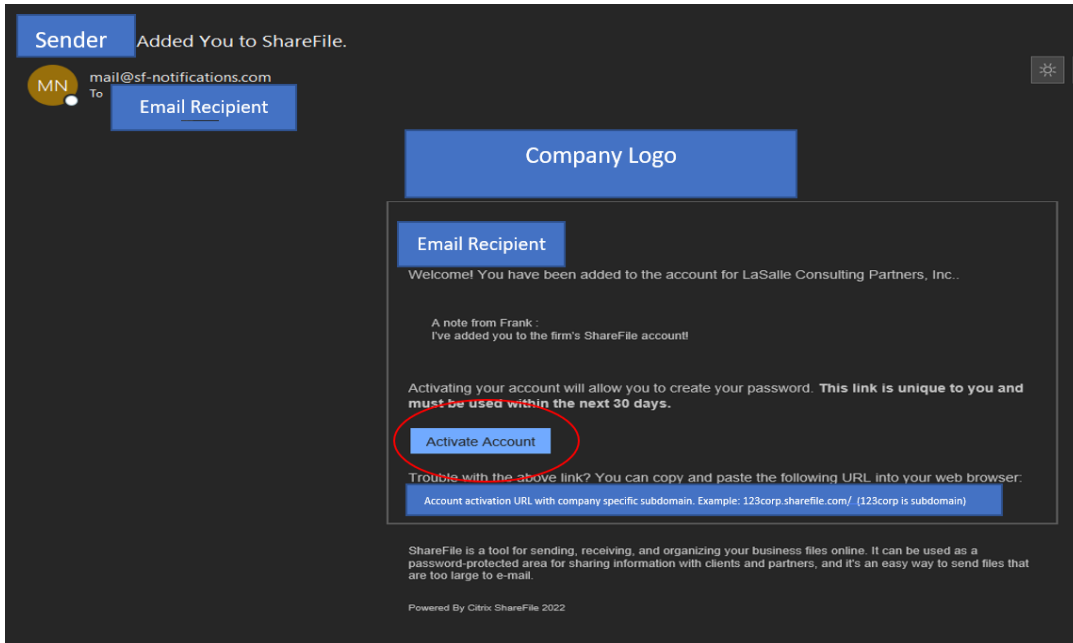
1. Once a LaSalle Consulting Partners client coordinator creates a ShareFile account and associates it with your email address, you will receive an email from ShareFile with a link to activate your user account.

Example of header of email:



Example from Outlook of email:

[Type here]



Note: If you have trouble receiving the activation email; please verify that the following email addresses are not blocked by your spam filter.

- *.sf-notifications.com
- mail@sf-notifications.com
- noreply@sf-notifications.com
-

ShareFile configuration information – [Link](#)

1. Once your user account is activated, you can access your organization's ShareFile folders and documents by navigating your browser to:
<https://secure.sharefile.com/Authentication/Login>

[Type here]

Example of login screen:

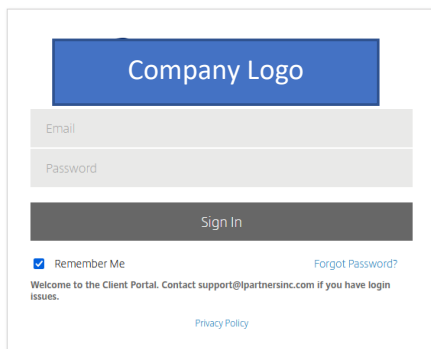


2. Input your accounts subdomain and click Continue. (subdomain can be found in the activation link email)

Example of subdomain: 123corp is sub domain of 123corp.sharefile.com

You should have landed on company specific ShareFile login screen and can log in with the created credentials when activating your account. * Bookmarking this webpage can allow access to login page without the need to enter in subdomain. *

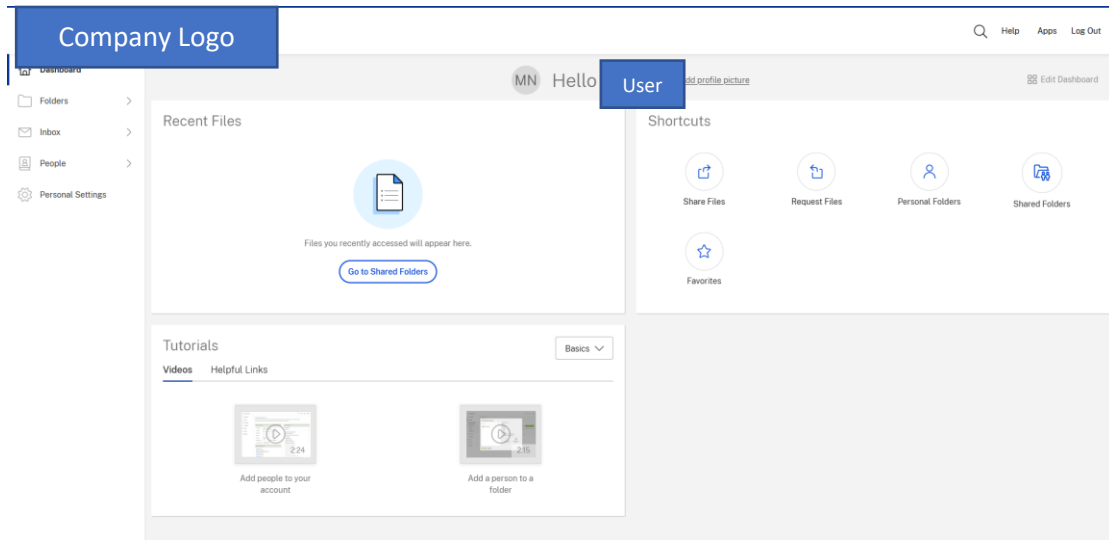
Example of company specific ShareFile login screen:



Once logged in the user should have landed in the Dashboard.

Example of Dashboard:

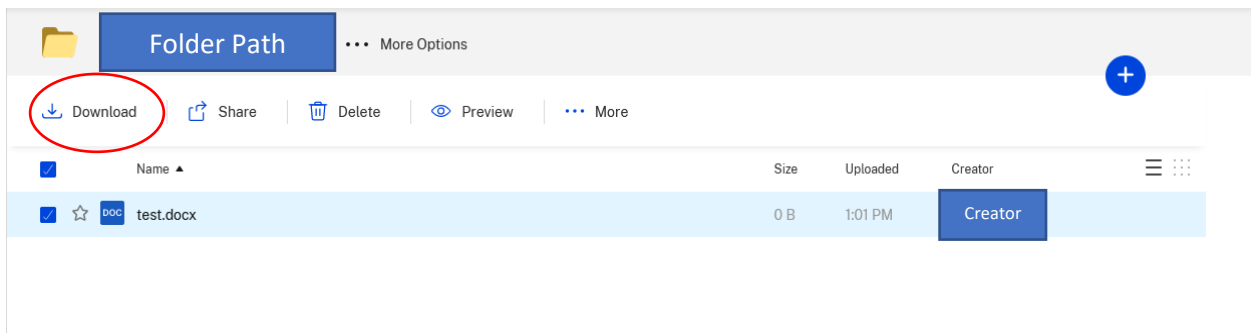
[Type here]



2. Downloading Files From a Shared Folder

1. Using the boxes next to files and folders in the ShareFile account, select the files and folders you wish to download and click Download. To download an individual file, you can also click the file name.

Example of Downloading file:



2. Depending on your web browser, you may see the file name displayed on the bottom of your screen, or a pop-up will appear prompting you to save or open the file. Select to save or open the file.

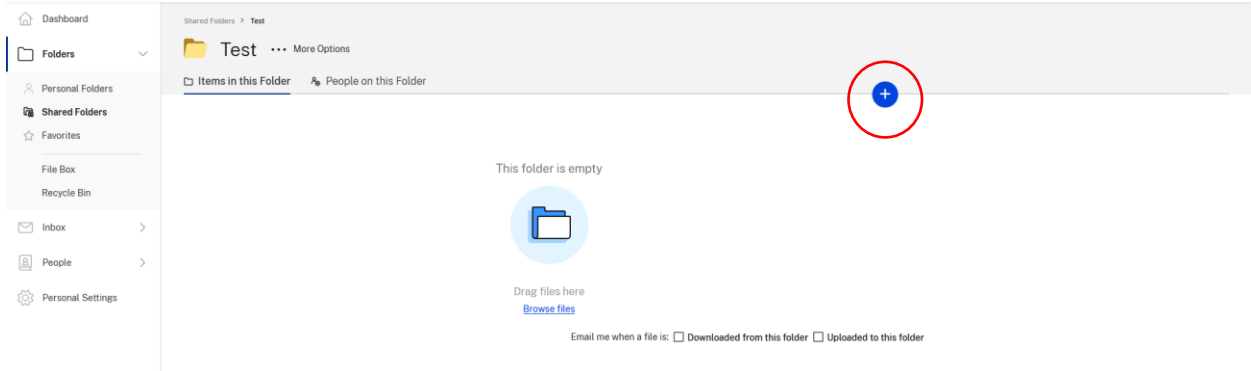
3. If you choose to open the file rather than save, you can save the file to your computer once it is open.

[Type here]

3. Uploading Files to a Shared Folder

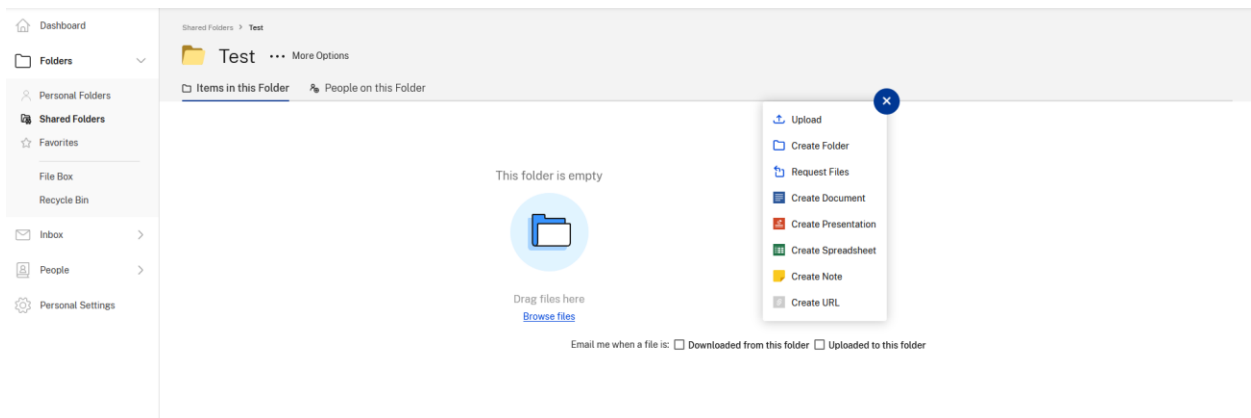
1. Enter a shared folder through the Dashboard by clicking Folders dropdown menu, clicking Shared folders, and selecting the folder you wish to upload files to.

Example of shared folders:



2. Once you are in the shared folder that you wish to upload to you can click the blue + button and click upload to upload your file or drag and drop the file into the folder.

Examples of upload:



3. Once upload has been clicked, click "Choose Files" and then select the files from your computer that you would like to upload.
4. Click Upload Files.

[Type here]

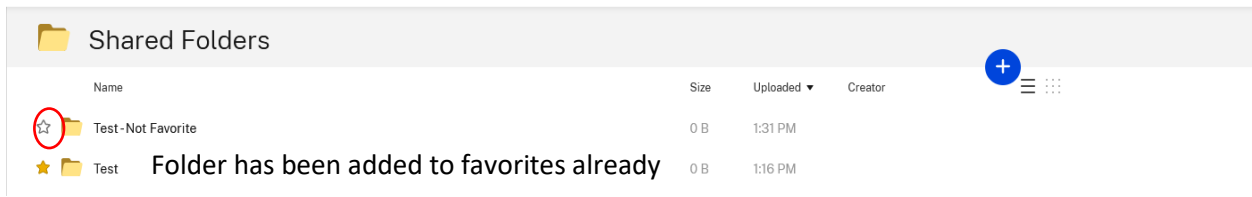
4. Favorites folder

1. To add a folder to your favorites, navigate to the folder that you wish to favorite, click the star icon next to the Folder name and it will be added to your Favorites Folder tab.

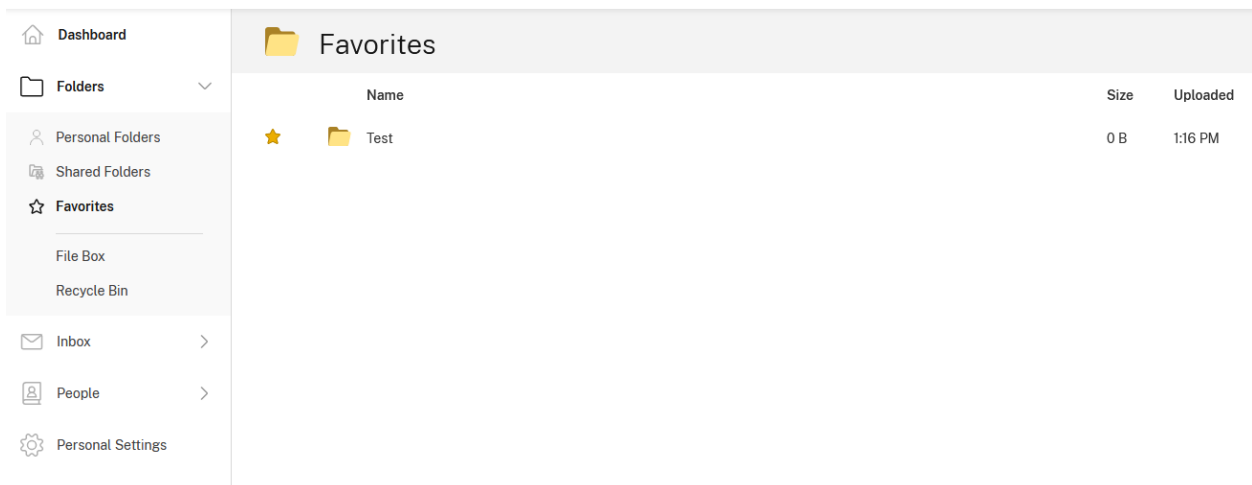
You can view your favorite folders by selecting the Favorites Folder tab.

You can remove a folder from the Favorite Folders tab at any time by clearing the star to the left of its name in either the Folders or Favorite Folders tab.

Example of adding folder to favorite:



Example of folder in Favorites folder:

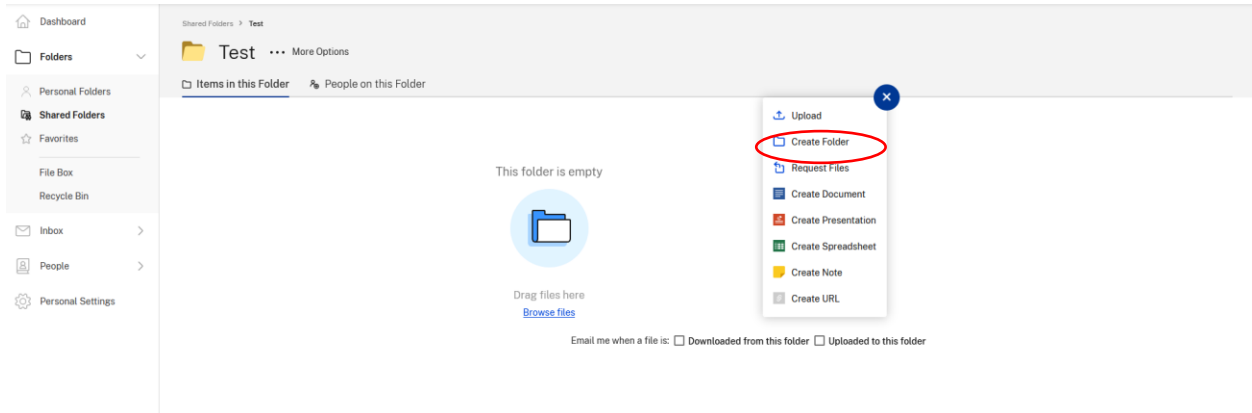


[Type here]

5. Creating and using subfolders

1. Navigate to the folder that you wish to add a subfolder to, once in the folder click the blue + button and click Create Folder

Example of making sub folder:



2. Name the folder and add detail information and click Create Folder. A new subfolder should have been created.

Example of subfolder in folder:

