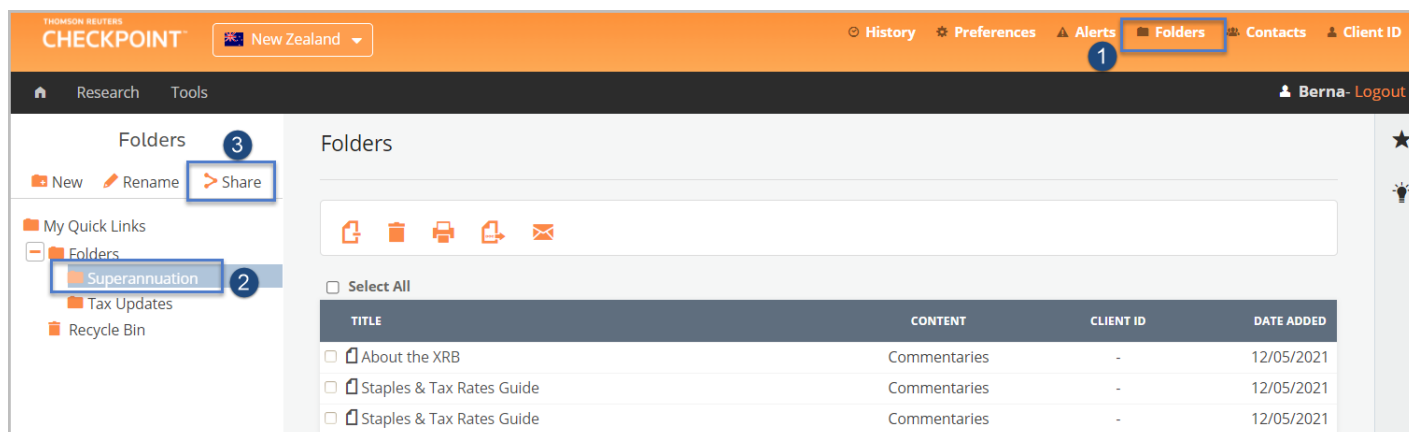# Checkpoint
Sharing Folders

Share your folders and the associated sub-folders with other Checkpoint users within your organisation.

To share a folder:
1. Click **Folders** from the orange toolbar
2. Select the folder to share
3. Click on the **Share** link

4. From the **Folder Sharing** pop-up window, the **Apply to subfolders** checkbox will control access to subfolders. Unticking the checkbox will prevent contacts from accessing the subfolders within the folder.
   Note: By default, contacts will have access to all folders and any sub folders.
5. To add a new contact(s) click on the **Add Members** button
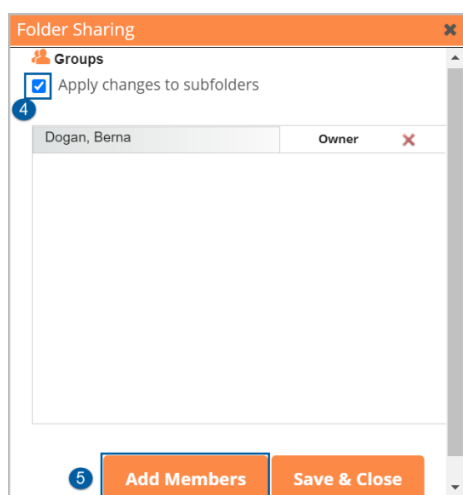
6. Select a contact(s) from the Contacts list select to add.
   Note: You can search for a contact by entering their name in the '*Search by name...*' field
7. Alternatively, select a Group from the Group list to add.
   Note: You can search for a group by entering the name in the '*Search by group...*' field
8. Selected contacts and/or groups will be added to the Group Members list
9. Click **Save & Close** to exit

Note: The names listed in the Contacts will only be users within your organisation who have been issued with a Checkpoint Username & Password or who have personalised their IP Access.
To add or remove names, please contact Customer Support on supportANZ@thomsonreuters.com

10. From the **Folder Sharing** pop-up window, select the permission level for the newly added contact and/or group.
    Note: There are 2 permission levels that can be assigned when sharing folders
    Reviewer - Can only view and read the shared documents
    Contributor - Can review and save documents or searches to the shared folder.
11. Click the **Save & Close** button
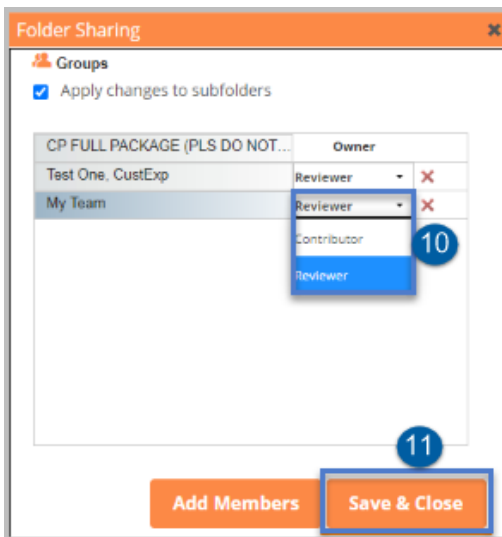
12. The Folder(s) list will display the People icon to indicate that this folder has been shared, and the user(s) shared with will see the shared folder in their directory.
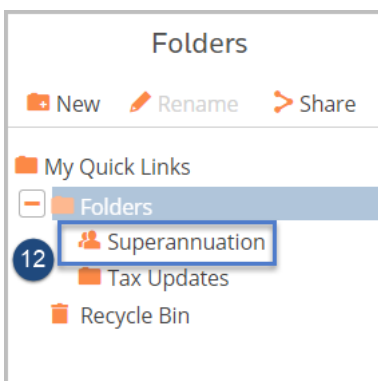
13. To stop sharing with a user, select the Folders
    a.   Select the shared folder from the Folders list
    b.   Click the **Share** link
    c.   From the Folder Sharing pop-up box, click the **X** to the right of the Contacts/Groups you wish to remove
    d.   Click the **Save & Close** button