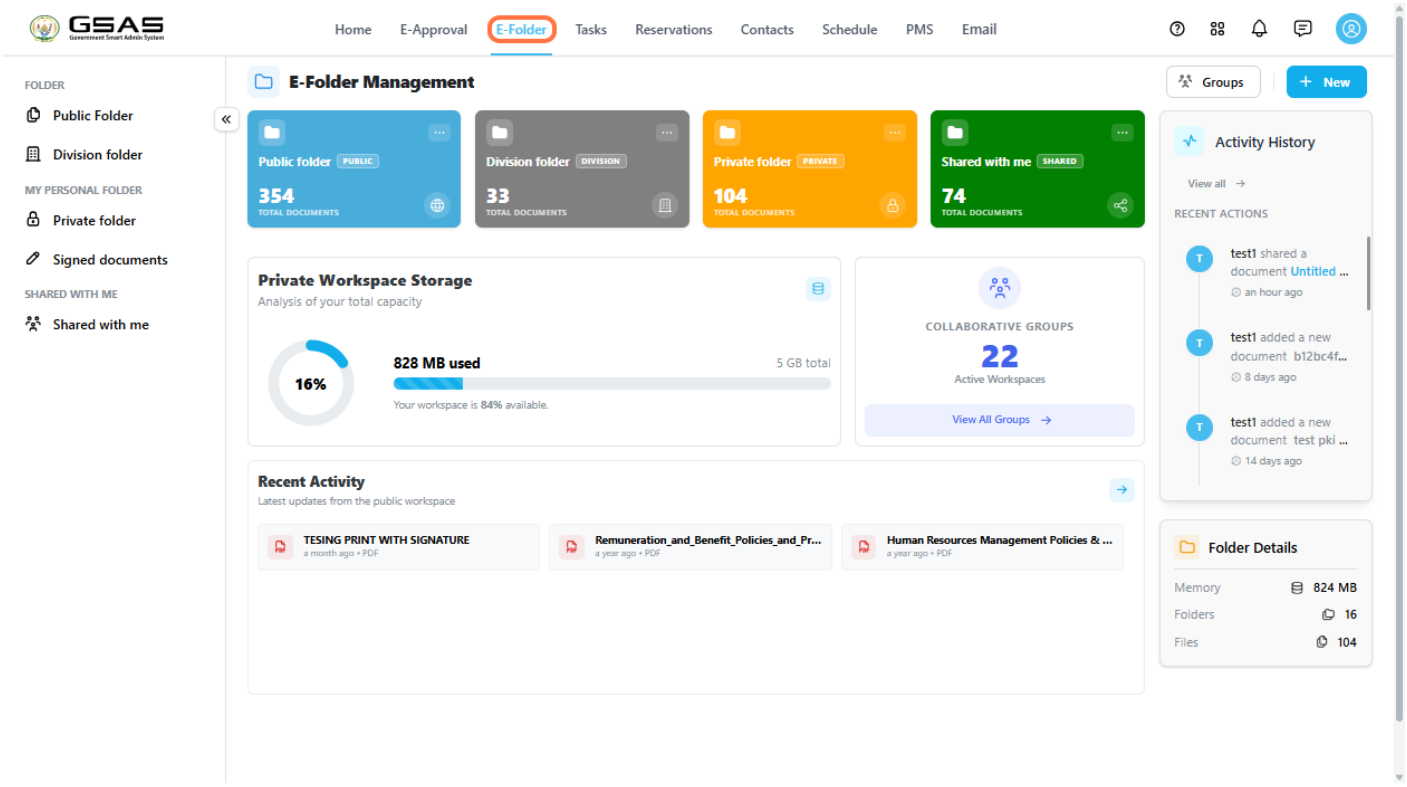
Overview

E-Folder is a secure digital file storage for work documents integrated directly into the system. Upload, create, organize, and share documents all in one place, accessible from anywhere. Because it lives within the system, your work files are always where you need them, securely stored and easy to access.

Getting to E-Folder

Click the **E-Folder** tab in the top navigation bar. This opens the E-Folder home screen, which shows your four main folders, your storage usage, recent activity, and a summary of your collaborative groups.



Your four main folders

Your files are organized across four main folders, each with a different audience and purpose.

Public Folder	Contents are visible to all staff in your institution. Use it for documents that everyone should be able to access.

Division Folder	Contents shared with your department or division only.
Private Folder	Only you can see the content of this folder. Your personal storage for work files and folders.
Shared with Me	Contains files and folders that other users have shared directly with you. What you can do on the share documents depends on the permission the owner granted. See the note below.

> **Note:** In the **Shared with Me** folder, what you can do with a file depends on the permission the owner gave you. With **Read** permission you can view and download the file. With **Write** permission you can also edit, export, and re-share it.

Storage

The E-Folder home screen shows how much of your private storage you have used. Each user starts with a **1 GB** storage allowance. If you need more space, your institution's administrator (IT) can increase this limit.

Activity History

On the right side of the home screen, the **Activity History** panel shows a log of recent actions taken across your folders — such as documents added or updated. Click **View all** to see the full history.

Collaborative Groups

Groups are shared workspaces where users from one or more institutions can store and collaborate on files together. The home screen shows how many active groups you belong to. Click **View All Groups** to see them, or use the **Groups** button at the top right to manage your groups. Groups are covered in detail in the *Groups* page.
