# Connect 6: My Library

My Library

Every user has their own Library for storage of documents, images, videos, etc. to store that they wish to use to populate their pages. The library uses a high speed multi-file uploader with drag and drop functionality. The Library also includes the ability to share files among your users.

My Library:

This library is user specific. It allows you to create folders and subfolders to upload and store your files.

- To create a new folder:
    o Select My Library
    o Select Add New Folder
    o Enter the new folder name
    o Select Create

- To add files to the folder:
    o Select the folder
    o Select Upload Document
    o You then have the option drag and drop files from your computer into the resulting window 'or' you can select the 'Click Here to select files for upload' link to select files from your computer to add.
    o You will then select Done Uploading
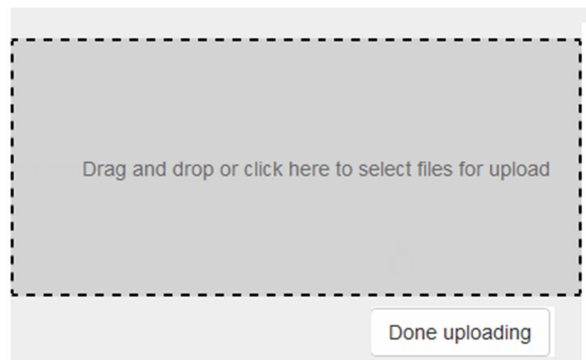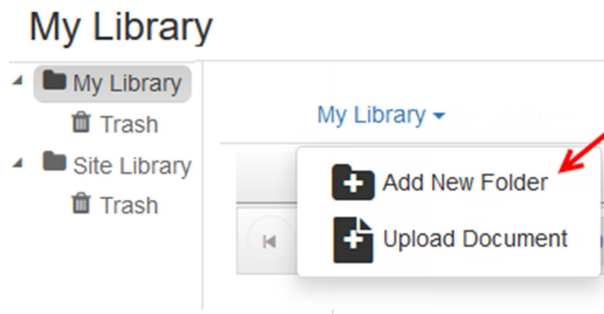
You have the following options once you have selected a file that has been uploaded:

    o Download
    o Move
   o Copy
    o Rename
    o Delete

- o Share (with user)
- o Share with Groups
- o Information
- o Tile View
- o List View

Site Library:

This library allows the Site Admin to store files for site users to view and use them to populate their pages. Unless otherwise specified, site users do not have editing permissions to these files and can only view and use them to populate their pages.

Note: A Site Admin has full access to this library and the same options as in My Library.
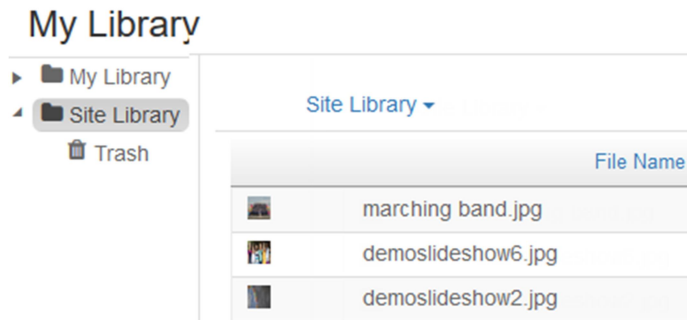
Shared with Me:

If files have been shared with a user, they will see this folder within their My Library area. They only have permissions to view the file and use to populate their pages.