x20.1 Lock and Unlock Folders in Sync

You can set a lock to prevent other users from opening a folder.

Locking tells other users that you are actively using that folder.

When a folder is locked, the following conditions apply:

- The owner of the lock has full access to that folder and can modify it
- An Admin can always override a lock
- Users cannot download the locked folder
- Users cannot view the locked folder
- Users cannot modify the locked folder

When you lock a folder, all of the following clients will be subject to the lock restrictions:

- User Portal accessed from a web browser
- FileCloud Drive
- FileCloud Sync
- Mobile clients
- WebDAV

To lock a folder:

1. Launch FileCloud Sync by right-clicking on the icon in your system tray, and then selecting File Browser.
2. A File Browser window opens, displaying the contents synchronized with FileCloud Server.
3. Right-click the item you want to lock, and then select Lock FileCloud Folder.

A message will indicate if the lock is successful or not.

To unlock a folder:

1. Launch FileCloud Sync by right-clicking on the icon in your system tray, and then selecting File Browser.
2. A File Browser window opens, displaying the contents synchronized with FileCloud Server.
3. Right-click the item you want to lock, and then select Unlock FileCloud Folder.