

20.1 Managing Files in File Explorer



The remote file browser functionality is available in FileCloud Server version 13.0 and later.

The ability to access details and metadata for a file directly in Sync is available in FileCloud Server version 18.2 and later.



You can use FileCloud Sync synchronize your files with the FileCloud Server.

FileCloud Sync displays as a mapped drive in a file explorer window:

- Windows Explorer
- Mac OSX Finder

The only difference is that the files you are working on are stored in a remote location (the FileCloud Server) and not on your local disk.

Sync is an alternative to using a web browser to access files stored on the FileCloud Server.

What do you want to do?



Locate and Manage Files

- ➔ [Browse my files](#)
- ➔ [Search for a folder](#)
- ➔ [Create a new folder](#)
- ➔ [Move Files and Folders](#)
- ➔ [Rename a file or folder](#)
- ➔ [Delete a file or folder](#)
- ➔ [Lock and Unlock Folders](#)



Share Files and Folders

- ➔ [Share Files](#)
- ➔ [Share a FileCloud Link](#)
- ➔ [Create Direct FileCloud Link](#)



Work with Files

- ➔ [Edit a file](#)
- ➔ [View or add comments about a file](#)
- ➔ [View or add metadata to a file](#)
- ➔ [Download a File](#)
- ➔ [Upload a File](#)



Troubleshooting

- ➔ [View or Clear Log Messages](#)