






















# 20.1 Basic Folder Operations

After logging in to the User Portal, the first thing to do is start uploading files.

 Want to see a quick video of the folders on a dashboard?

 [Video of basic folder operations](#)

## What do you want to do?

 Add Files	<div> <a href="#">20.1 Uploading Items</a></div> <div> <a href="#">Creating a Folder</a></div> <div> <a href="#">Copy Items</a></div> <div> <a href="#">20.1 Move Items</a></div>
 Manage files	<div> <a href="#">Rename Items</a></div> <div> <a href="#">20.1 Download Items</a></div> <div> <a href="#">20.1 Delete Items</a></div> <div> <a href="#">20.1 Recover Deleted Items</a></div> <div> <a href="#">20.1 View Folder Properties</a></div> <div> <a href="#">Add File and Folder Comments</a></div> <div> <a href="#">20.1 Work with Email Files</a></div>
 Find Your Files	<div> <a href="#">20.1 Browsing Folders</a></div> <div> <a href="#">Search</a></div> <div> <a href="#">Using Filters in a Folder</a></div> <div> <a href="#">Sorting Items in a Folder</a></div> <div> <a href="#">Selecting Items in a Folder</a></div>