

## 20.1 Work with Metadata in Sync



You can view the metadata attributes for a file, or add an attribute if your administrator allows it.

To view or add metadata:

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 view the properties for, and then select View FileCloud Properties.
4. Use the following instructions to manage [metadata](#).