20.1 View Folder Properties
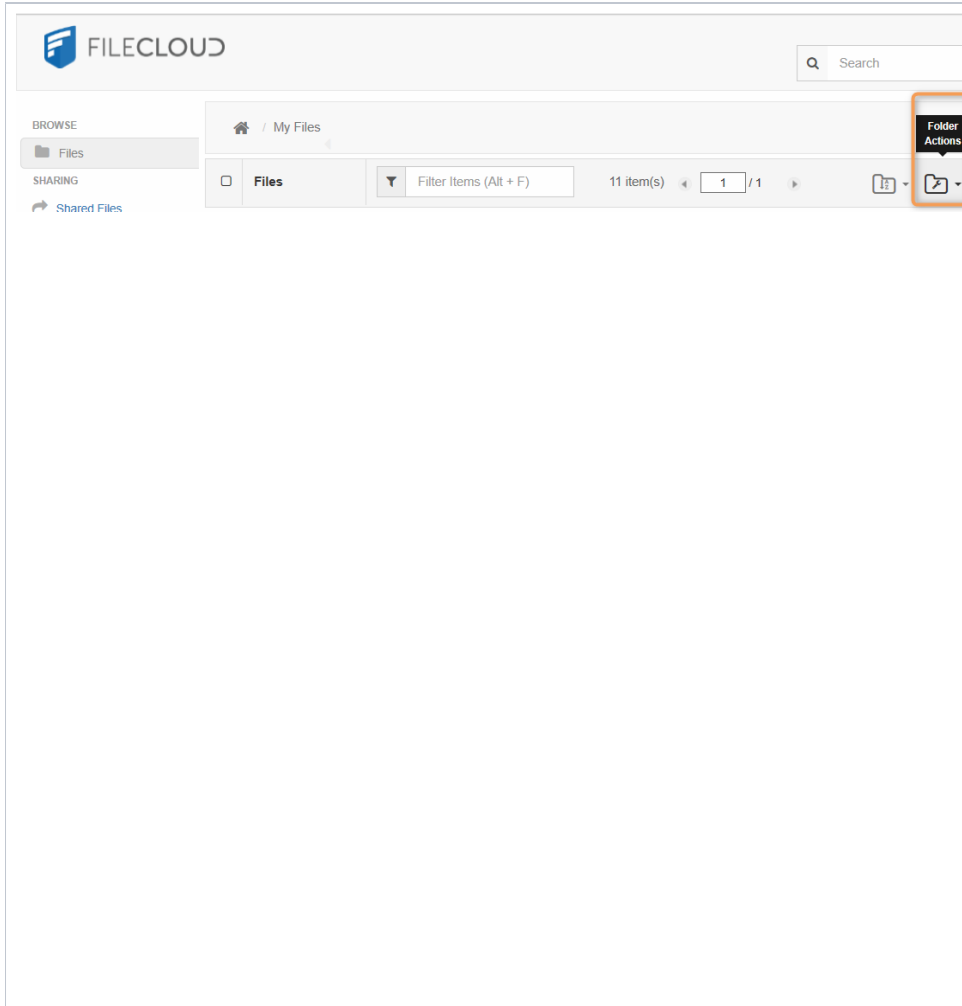
You can use the information about a folder to determine how much storage space it is using and how many files it contains.

User Home Properties

Entry	File Size	File Count	Folder Count	Actions
Live	211.56 MB	33	8	
Previous Versions	44.29 MB	14	-	Clear
Partial Incomplete Uploads	0 B	0	-	
Deleted Files	53.17 MB	8	0	Show Cle
Total	281.93 MB	51	8	

You can see the properties by using the Folder Actions menu.

Folder Actions

⚠ The *Properties* option is not available in the menu if you have something selected in the *Files* list. To get the properties of a folder, it should be open and you should be able to see the folder contents in the *Files* list, with no item selected.

To view a folder's properties:

1. Open a browser and log in to the *User Portal*.
2. In the *User Portal*, from the left navigation pane, click *Files*.
3. Open the folder that you want to see the properties for.
4. Make sure that nothing is selected in the *Files* list.
5. Click the *Folder Actions* menu, and select *Properties*.