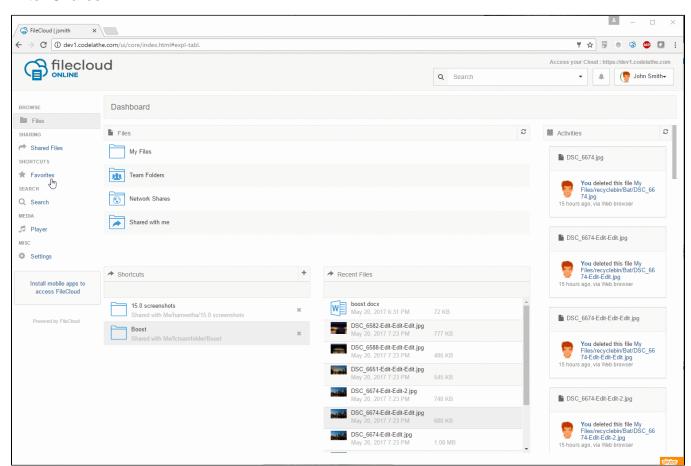
# 20.1 Viewing Existing Shares

### Viewing and Managing Shares

Click on "Shared Files" on the left menu to see a list of all shared files and folders.



#### Filter Shares



## Filter Attributes

All Shares : This will list all shares

Private Shares : This will list private shares only Public Shares : This will list public shares only

To reset the filter by, click on "All Shares"

#### Filter by Expiry

All: This will list all the shares irrespective of the expiry

Expired: This will list expired shares only

Not Expired: This will list not expired shares only

To reset the filter by expiry, use "All"