# File Browser - Outlook AddIn

## Introduction

The File Browser is similar to Windows Explorer or Mac OSX Finder. The files and folders in the File Browser are remote and stored in the Filecloud server rather than the local disk.

Starting with FileCloud 17.0, the Outlook add-in contains a remote file browser function to access, edit and view all files on the server. This is an alternative to the web browser to access FileCloud. To open the File Browser, open the **New Email** window and click the File Browser button.
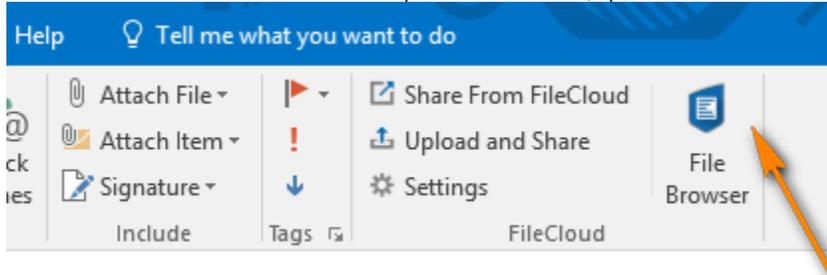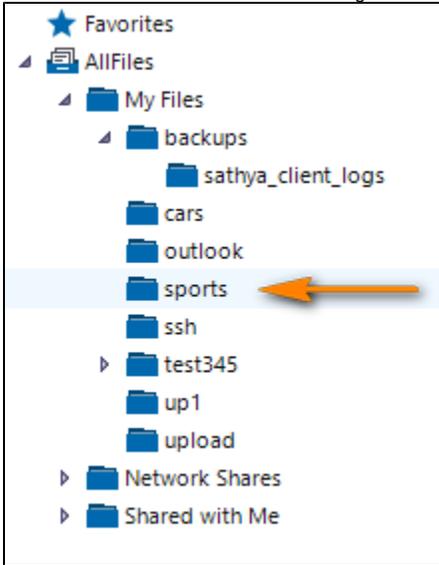


The File Browser user interface opens:
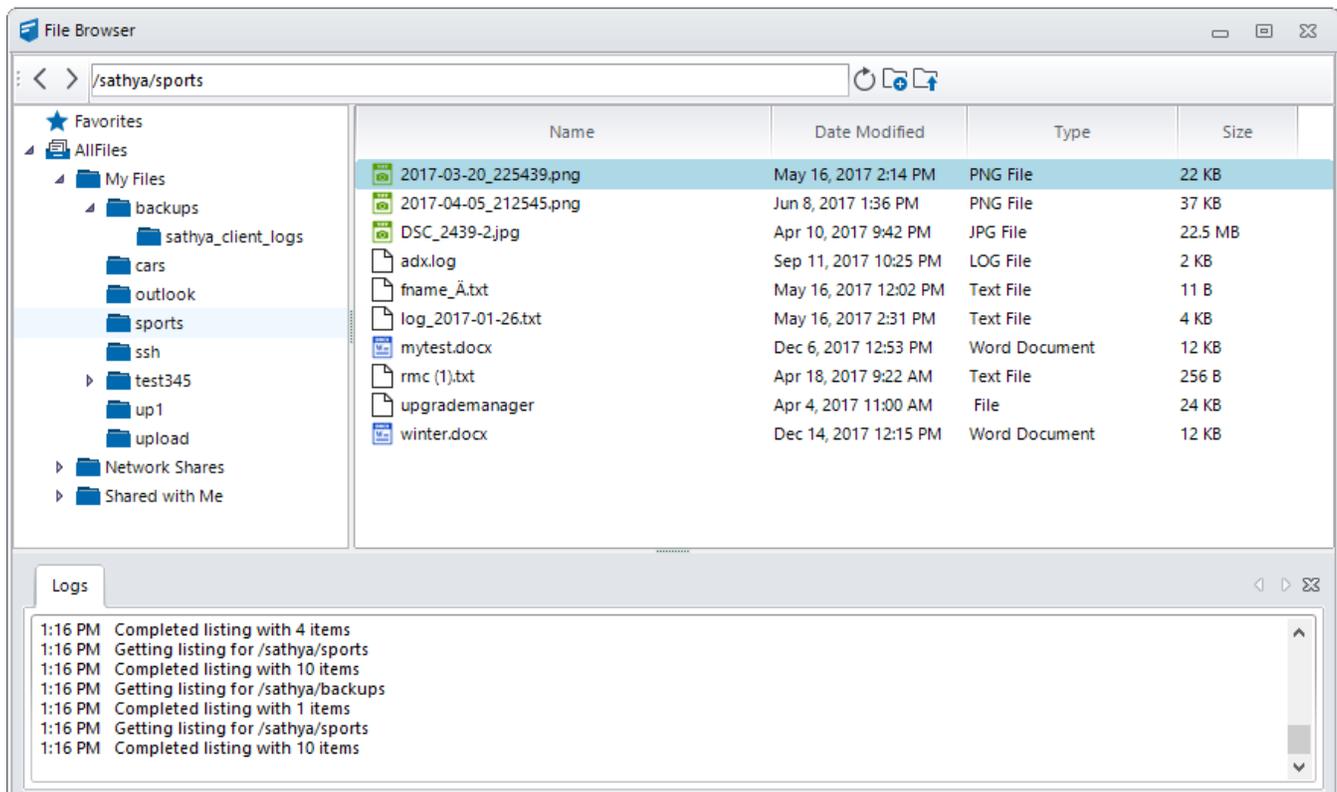


## Navigation

In the File Browser, you can navigate to different locations in the remote FileCloud server by different methods.

- Use the left hand side folder tree to navigate to different folders



OR

- Double-click folders on the right hand side folder listing

| Name | Date Modified | Type | Size |
|---|---|---|---|
| backups | Nov 17, 2017 10:46 PM | File folder | |
| cars | Nov 15, 2017 9:58 AM | File folder | |
| outlook | Sep 19, 2017 2:05 PM | File folder | |
| sports | Mar 29, 2017 12:03 AM | File folder | |
| ssh | Jul 10, 2017 12:28 PM | File folder | |
| test345 | May 24, 2017 10:02 AM | File folder | |
| up1 | Nov 21, 2017 10:48 AM | File folder | |
| upload | Jul 10, 2017 10:06 AM | File folder | |
| boostcpp.jam | Sep 30, 2017 9:49 AM | JAM File | 23 KB |
| spring345.docx | Dec 14, 2017 12:15 PM | Word Document | 12 KB |

## History

You can also navigate to older locations that you previously visited by using the History back and forward arrows.



/sathya/cars

## Upload Files or Folders

You can use the icons located in the top bar to upload a file.



/sathya/cars

## Create a New Folder

Select the Create Folder icon to create a new folder in the current location.

## Refresh a File Listing

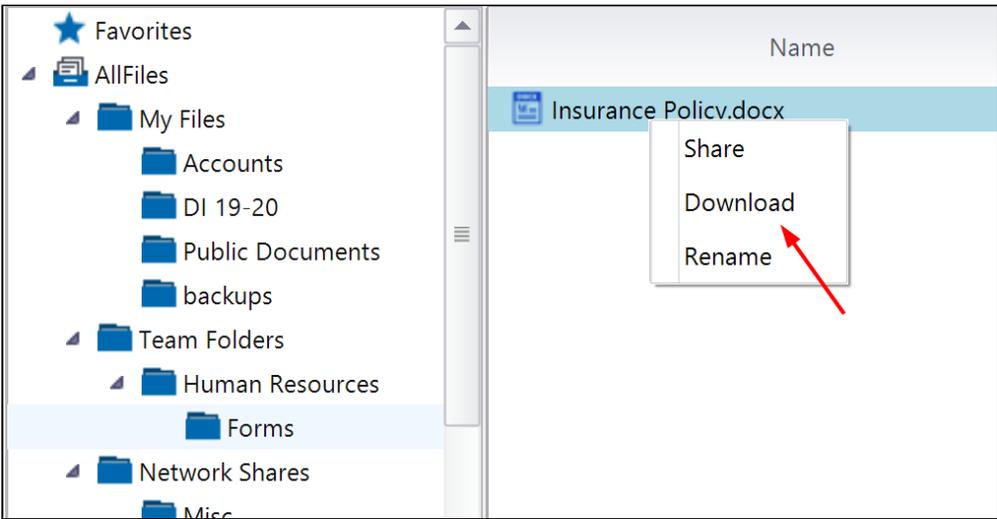In any file listing, select the Refresh Icon to refresh the file listing.



## File Actions

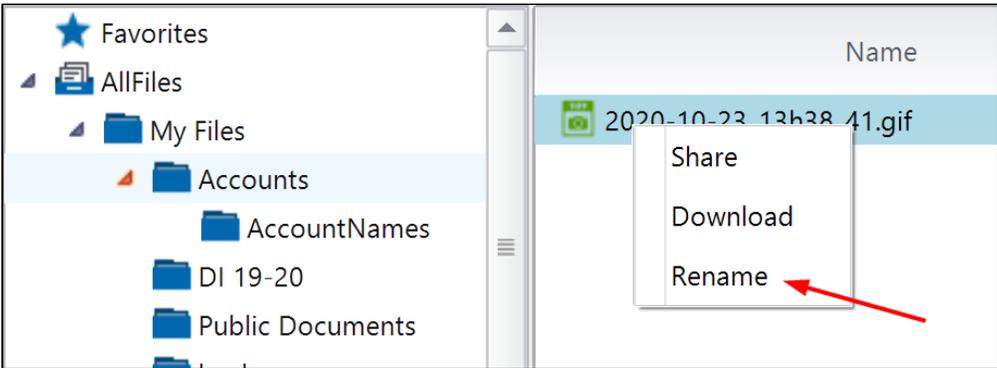The following actions are not available in all FileCloud folders and for all files in the File Browser.

### Downloading Files

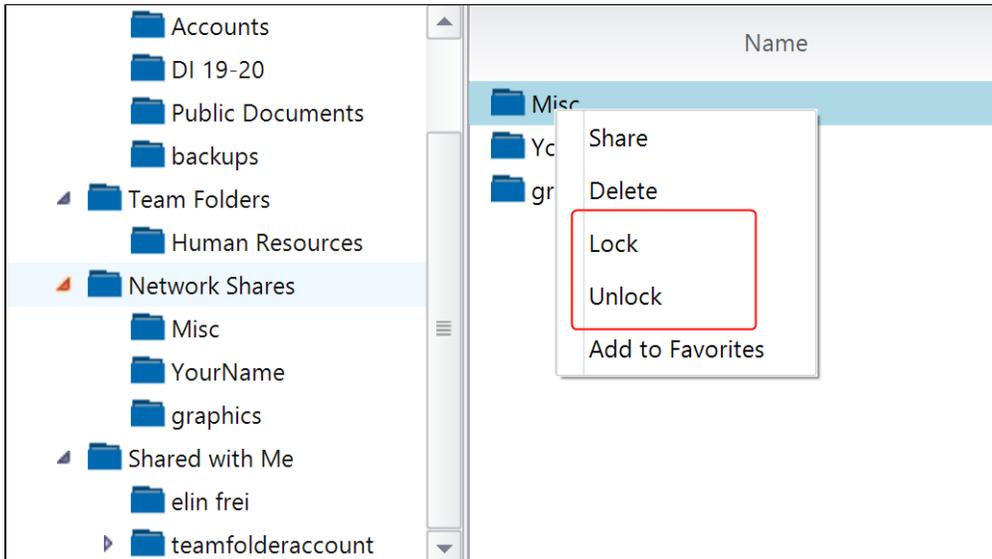Right-click on a file and select download, then choose the local location to download to.



### Renaming Items

Right-click the item you want to rename and select the 'Rename' option.
Enter a new name and hit "enter" or the "OK" button.
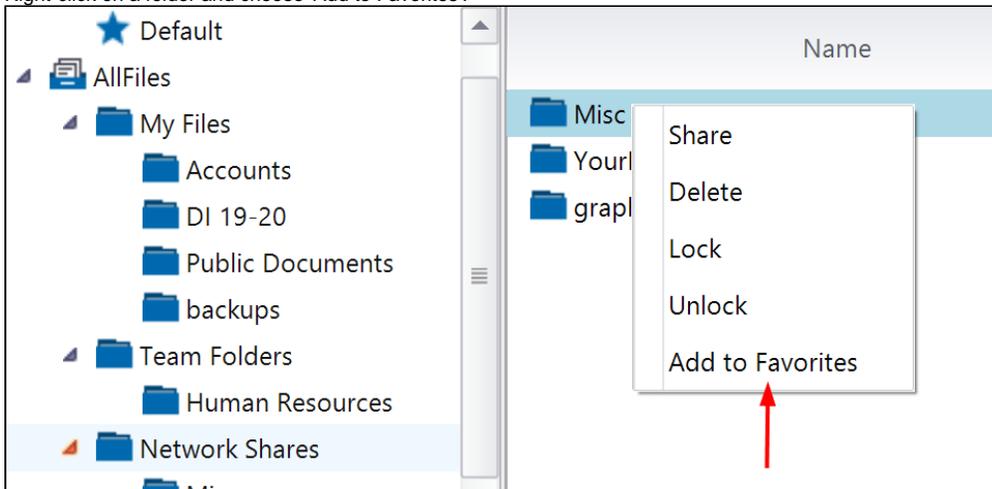


### Locking and Unlocking Folders

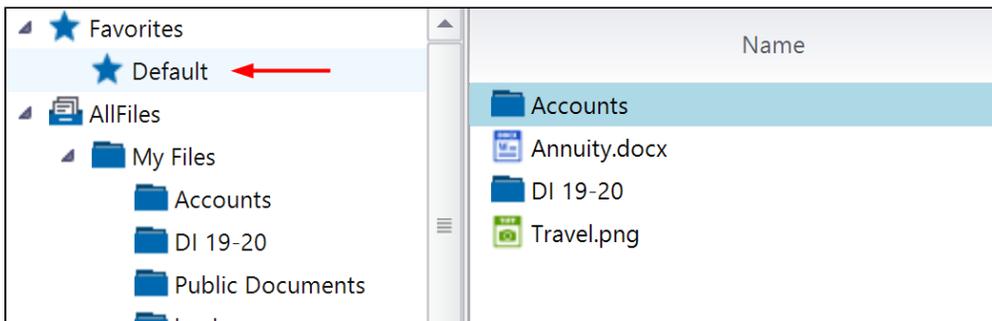Right-click on a folder and choose 'Lock' or 'Unlock'.

## Adding to Favorites

Favorites are starred items in the FileCloud web browser.

Right-click on a folder and choose 'Add to Favorites'.



Quickly navigate to different folders or files saved in favorites by clicking **Favorites > Default** in the navigation pane.



## Sharing

Right-click on an item and choose "Share."