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	➡️ 20.1 Uploading Items ➡️ Creating a Folder ➡️ Copy Items ➡️ 20.1 Move Items
Manage files	➡️ Rename Items ➡️ 20.1 Download Items ➡️ 20.1 Delete Items ➡️ 20.1 Recover Deleted Items ➡️ 20.1 View Folder Properties ➡️ Add File and Folder Comments ➡️ 20.1 Work with Email Files
Find Your Files	➡️ 20.1 Browsing Folders ➡️ Search ➡️ Using Filters in a Folder ➡️ Sorting Items in a Folder ➡️ Selecting Items in a Folder