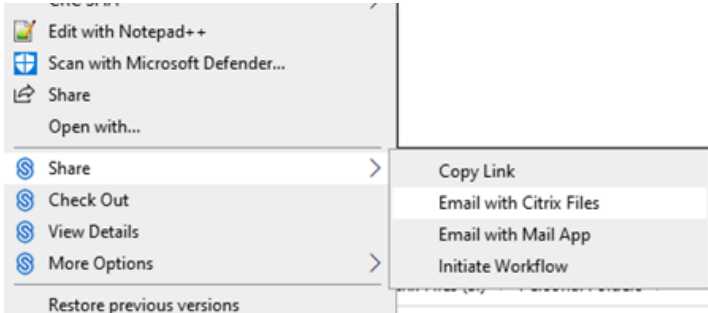


Share files

📅 August 31, 2022

The following steps explain how to share a file using Citrix Files for Windows.

1. Navigate to the file you want to share from the Citrix Files folder in Windows Explorer.
2. Right-click the file and select **Share**.



3. In the drop-down menu, select one of the following options to share the file:

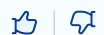
- **Copy Link:** Copies the link to the clipboard for pasting in a message.
- **Email with Citrix Files:** Opens **Email with Citrix Files** window. You enter the recipients, subject, and a message before sharing the file.
- **Email with Mail App:** Opens your primary mail app with the share link embedded in the message. You add the recipients email address, provide a subject, and a message.

NOTE:

Who can access this link allows you to select one of the following access options: *Allows recipient to view online only* or *view and download without watermark*.

4. Double-click to open and view the file.

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