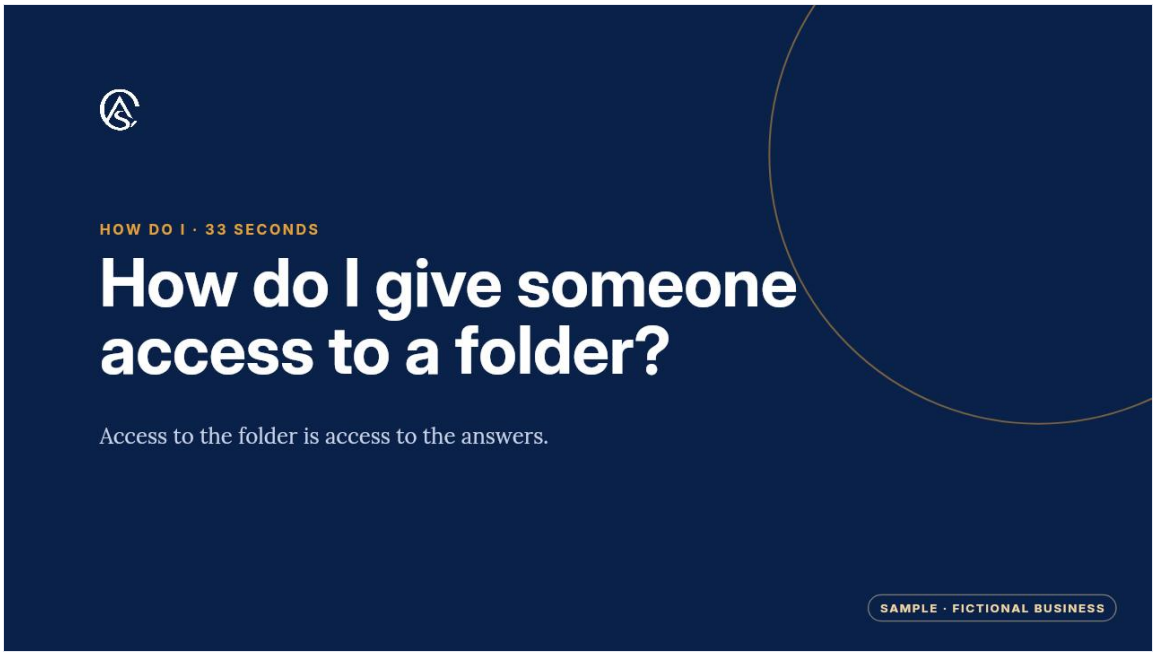
DOCUMENT DESK · HOW DO I

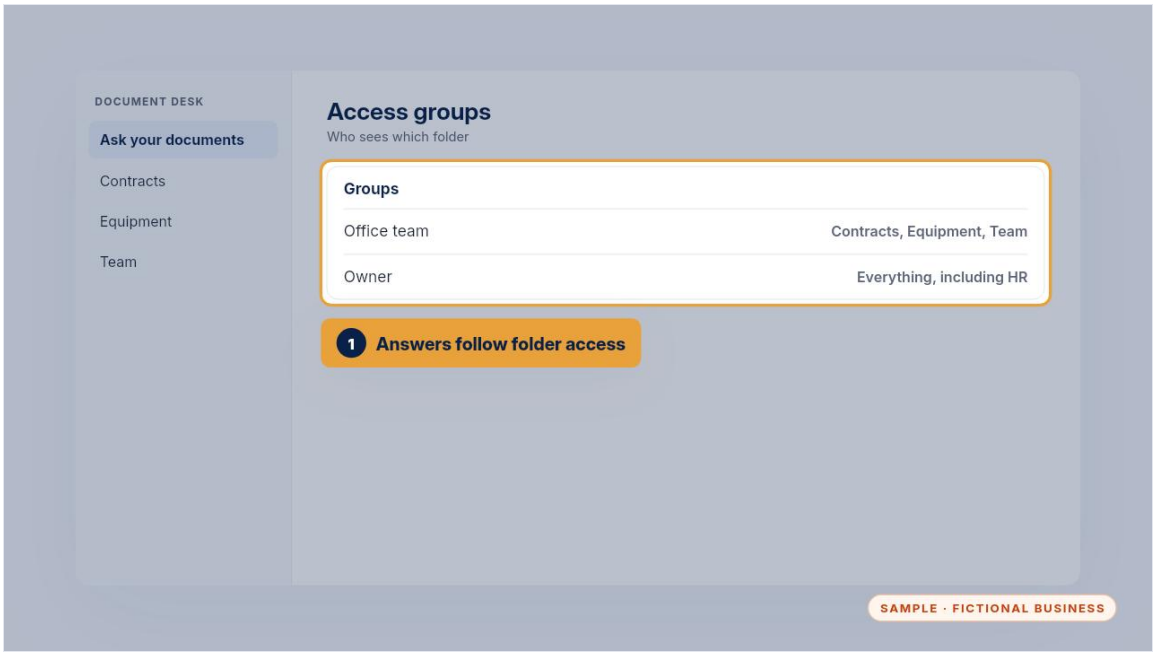
How do I give someone access to a folder?

Let a team member ask about a folder, and confirm what they can see.

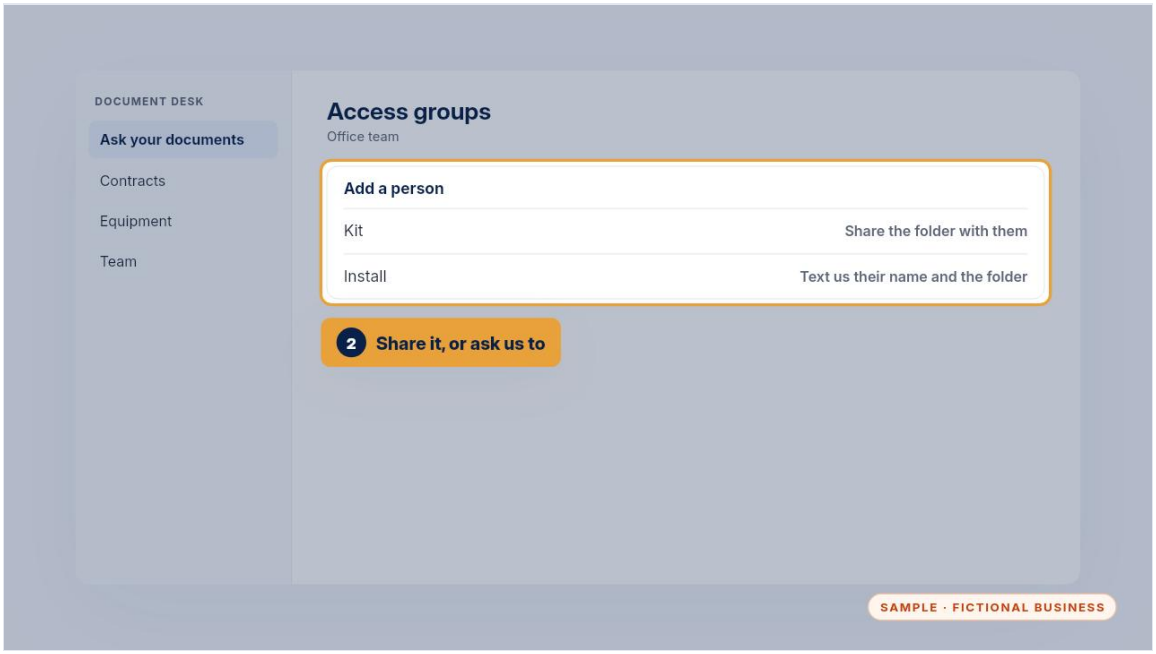
Watch the narrated video: https://openarmsolutions.com/guides/document-desk/give-someone-access



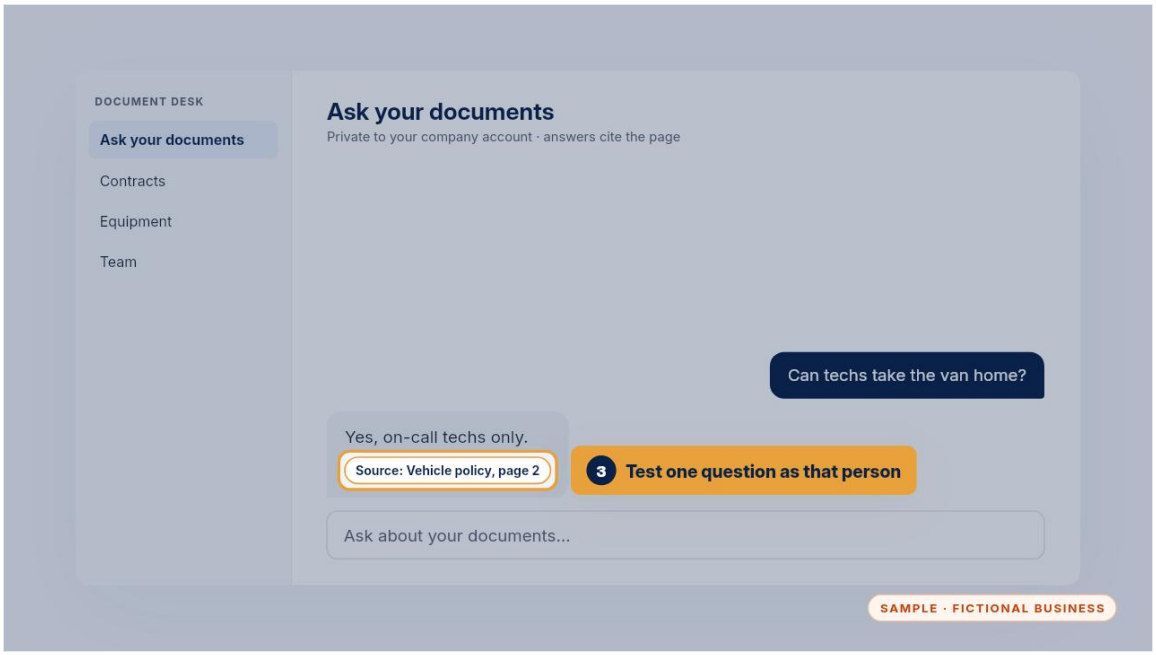
1. Here's how to let someone ask about a folder they couldn't see before.



2 The assistant only answers from folders a person can open. So giving access to answers means giving access to the folder.



3 With the Kit, share the folder with that person. With the Install, text us their name and the folder, and we add them to the right group.



4 Then test one question as that person, to confirm they see what they should and nothing more.

Remember

1. Access to files is access to answers
2. Share only what's needed
3. Test as that person

SAMPLE · FICTIONAL BUSINESS

5 Share only what they need, then test it as them.