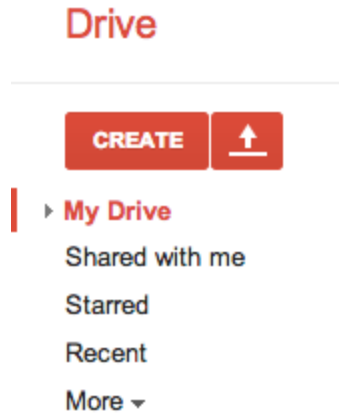
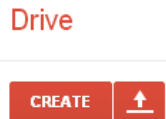


How to Create a Document in UGCloud

1) Make sure you are in *MY DRIVE* (highlighted in left toolbar).



3) Click on the red *CREATE* button above the left toolbar.



4) Click on *Untitled document* in the top left hand corner, to rename the document.

5) Give the document a title.

How to Make a Copy of a Document in UGCloud

1) Open the document you need to copy.

2) At the top click on *FILE* and go down to *MAKE A COPY*.



3) Re-name your document using a new title. This will now appear in *My Drive* (your own documents).

How to Share a Document in UGCloud

1) In the top right corner of your open document, click on the blue *SHARE* button.



2) Type the name of the person in the line provided.

3) Select the rights you wish the person to have (Can View, Can Comment, Can Edit).

4) Click *SHARE and SAVE* and then *DONE*.

Add people:

 Can comment ▾

Notify people via email - [Add message](#)

Send a copy to myself
 Paste the item itself into the email