## **Tuntex Cloud Guideline: Upload File**

Step 1: Login to <u>https://cloud.pttuntex.com/</u>



**Step 2**: Go to Folder where do you want to upload the files. For example: SHARE folder. Then click SHARE folder.

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**Step 3**: Inside the SHARE folder click UPLOAD. Next, choose the file location that you want to upload to cloud.



**Step 4:** The file you upload will appear in the cloud filestore list.



## **Tuntex Cloud Guideline : Share Link**

**STEP 1**: Go to the file store list then click the file that you want to share to the other. Click Shared and share link. Input password protection (it's a must) then click -> button.

**STEP2:** Share link will show up, copy link and give to third party/colleague include the password protected to download the link.

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