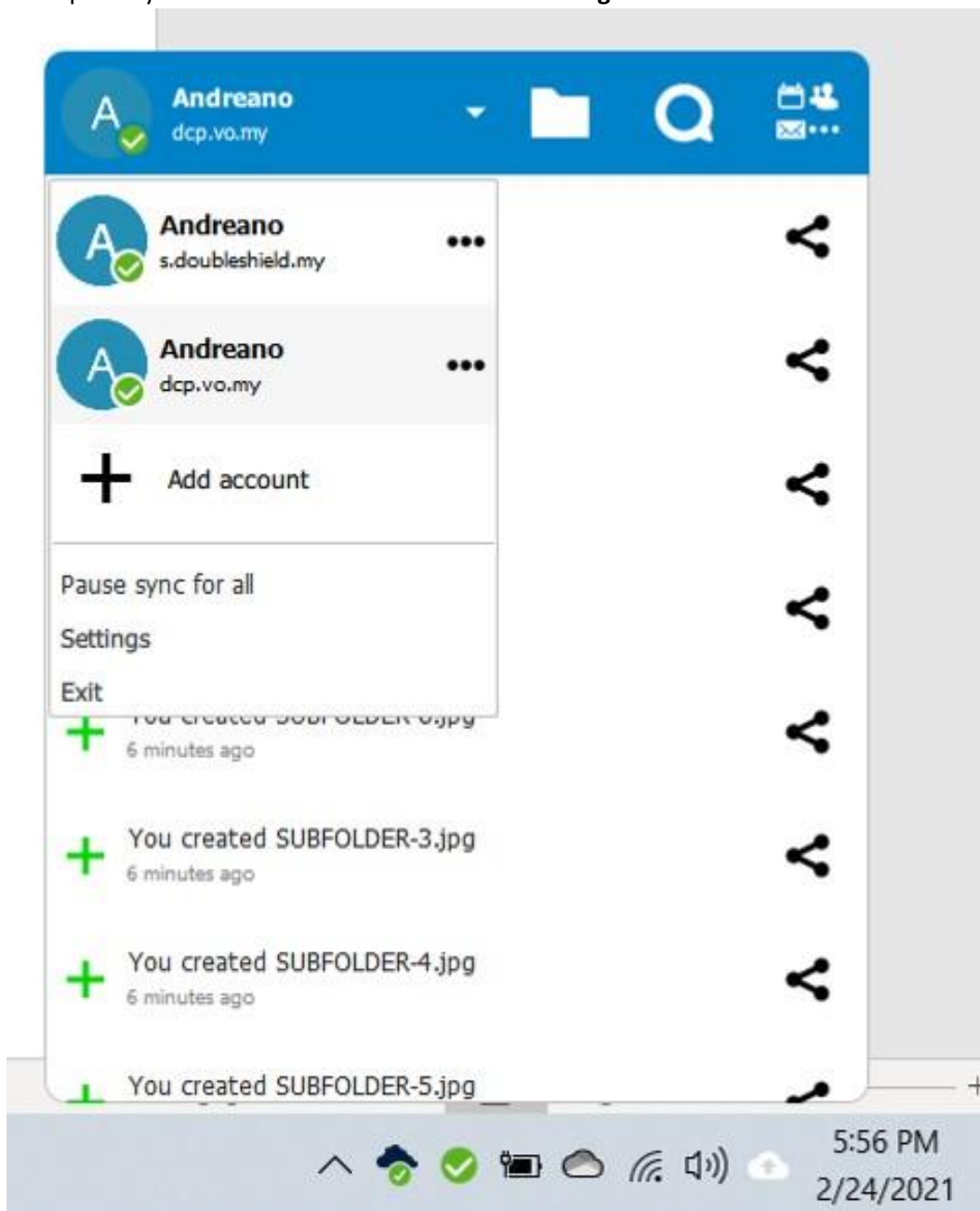
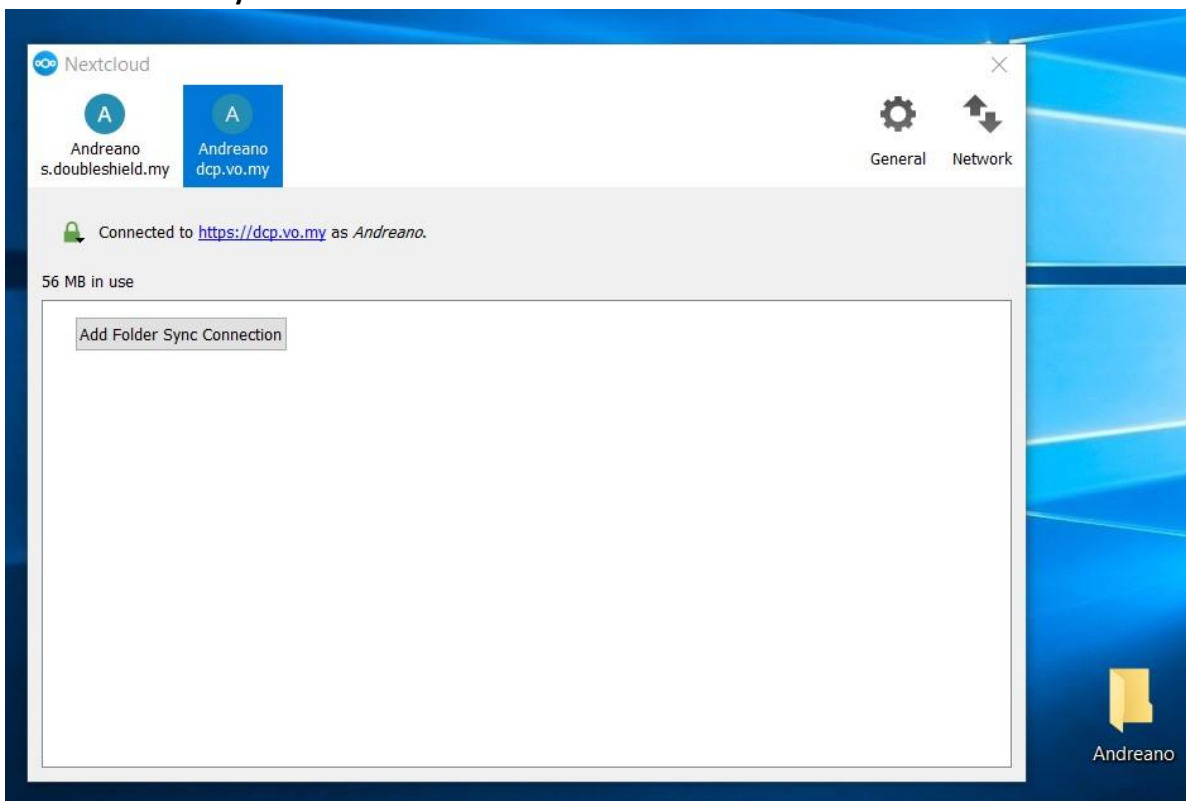


## HOW TO CREATE SUB-FOLDER & CONFIGURE TO GROUP FOLDER LOCATED ON DCP VIA SYNC CLIENT

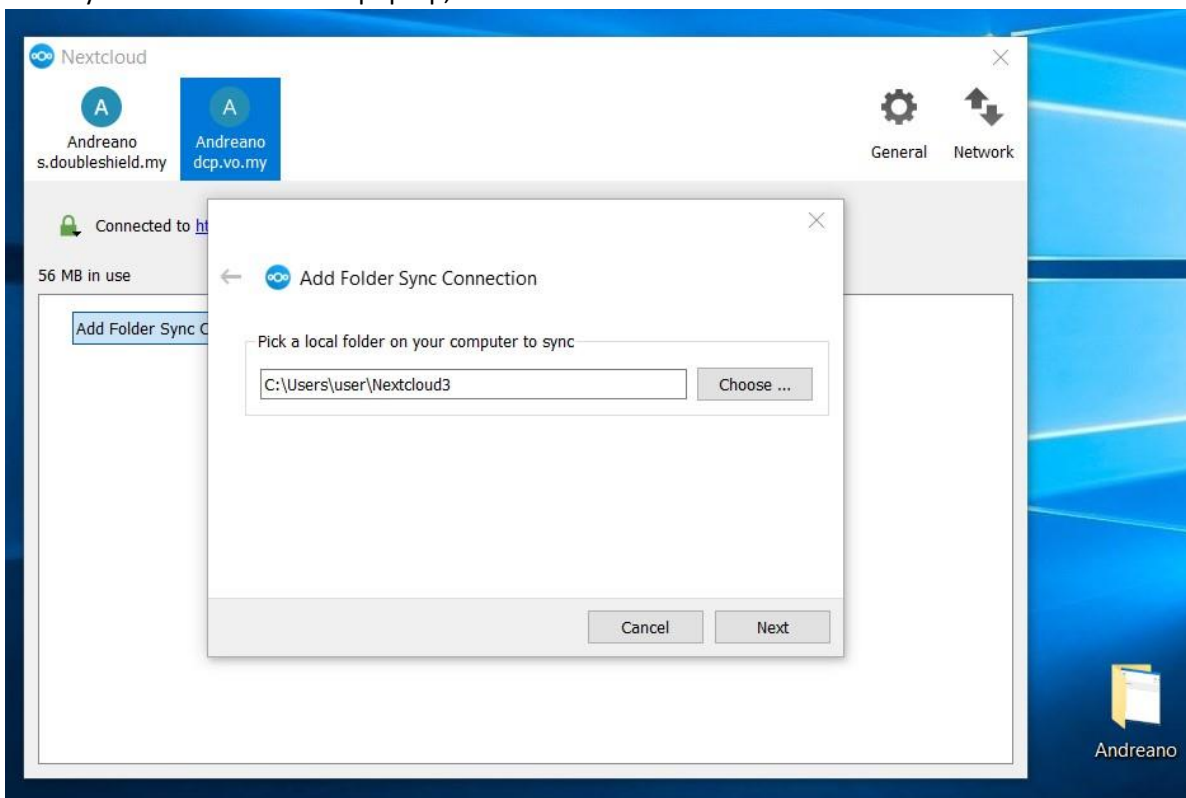
1. Create a folder on your local desktop to be the sub-folder on Group Folder on DCP. In our example, the folder created is named as **“Andreano”**
2. Call-up the synchronization client and click on **“Setting”**



3. Click **“Add Folder Sync Connection”**

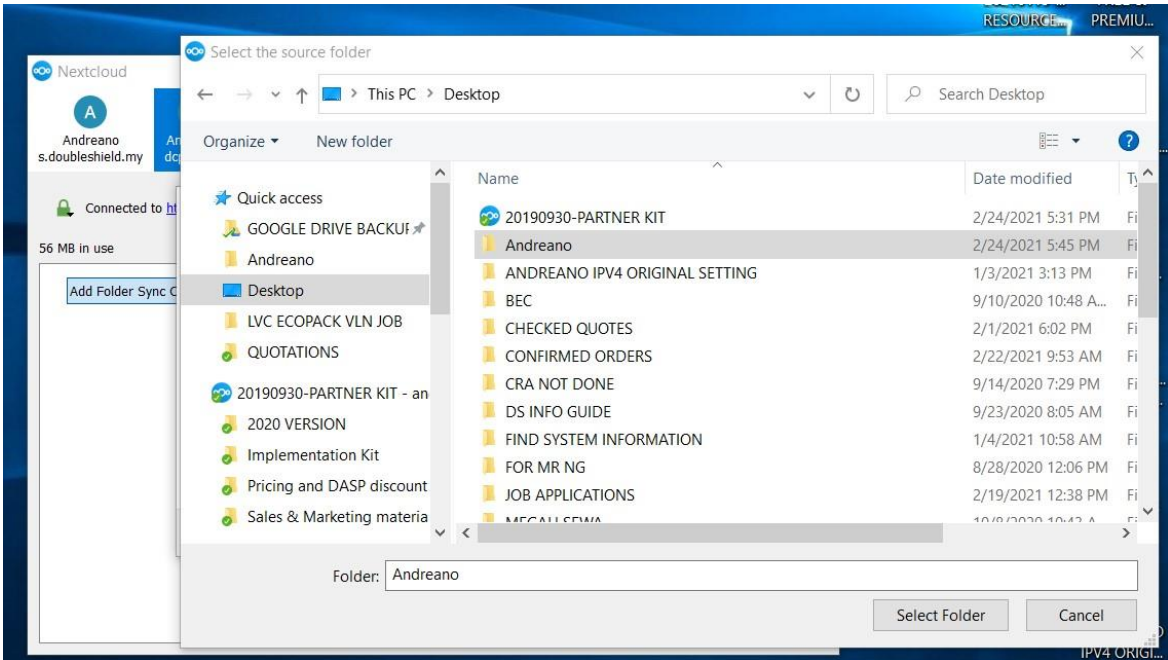


4. When you see the below box pop-up, click **“Choose”**

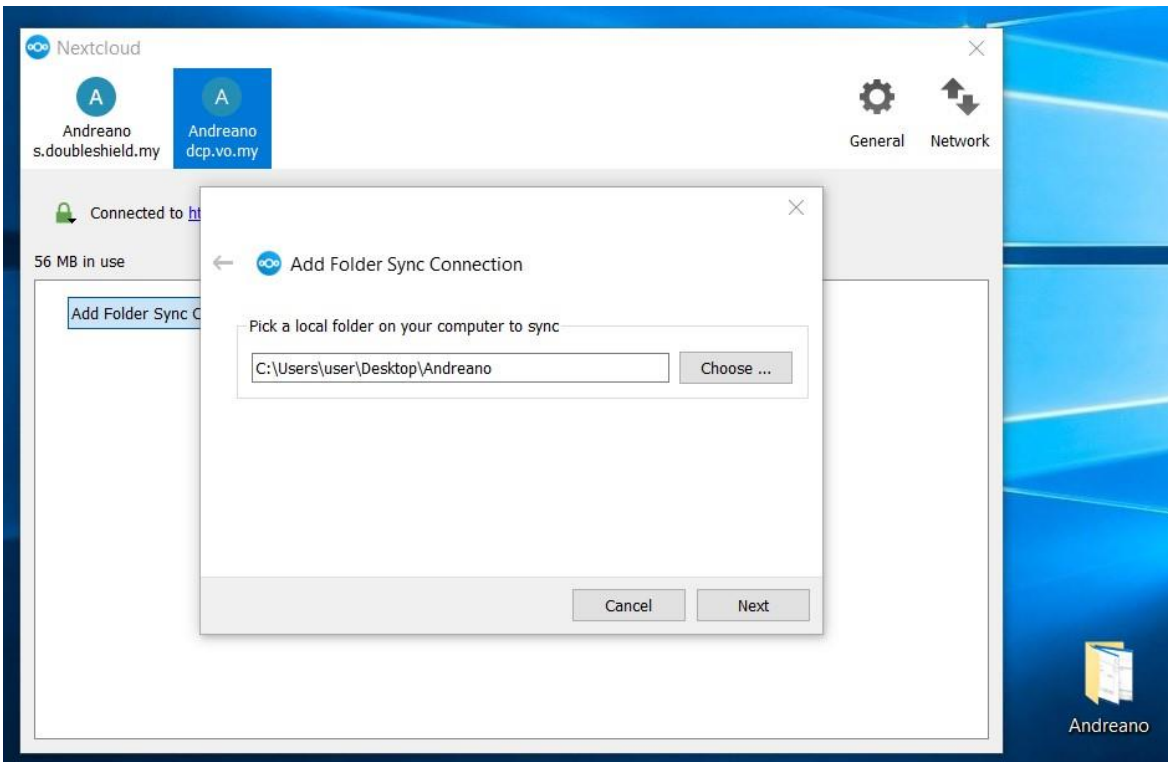




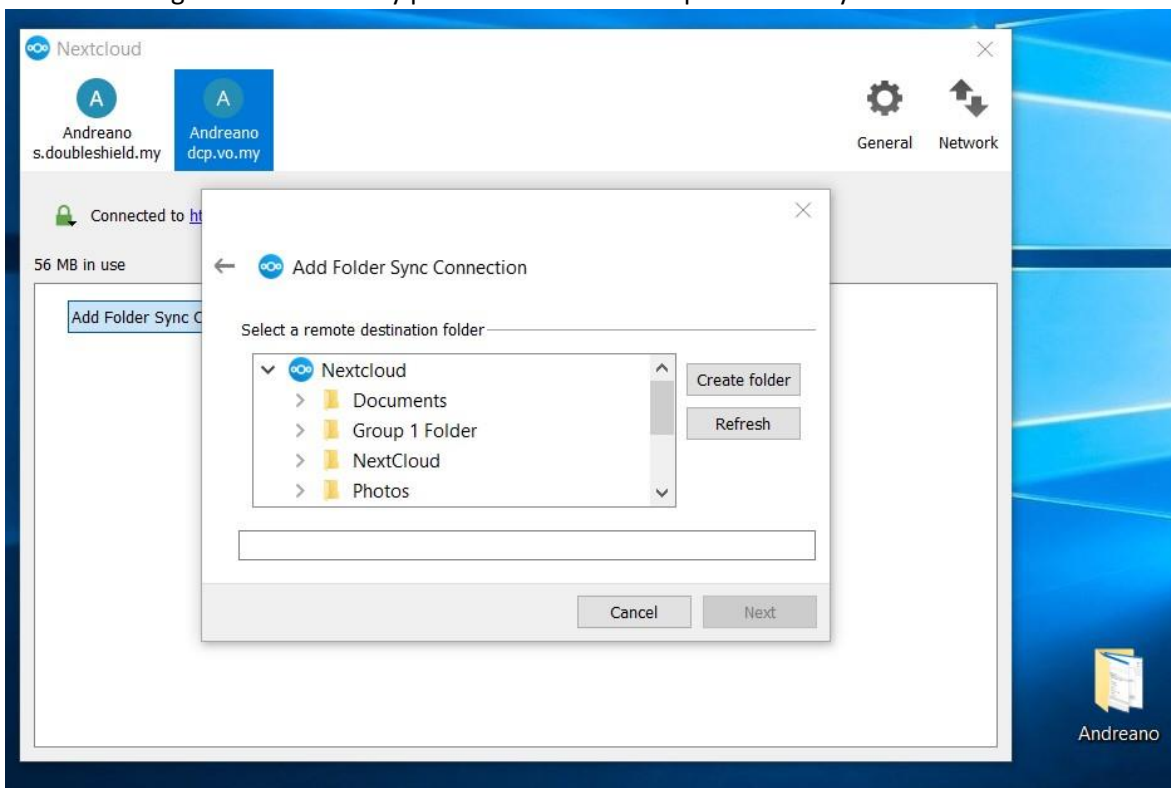
5. You'll see your local computer directory. Select the sub-folder you've created, e.g. **"Andreano"** & click **"Select Folder"**



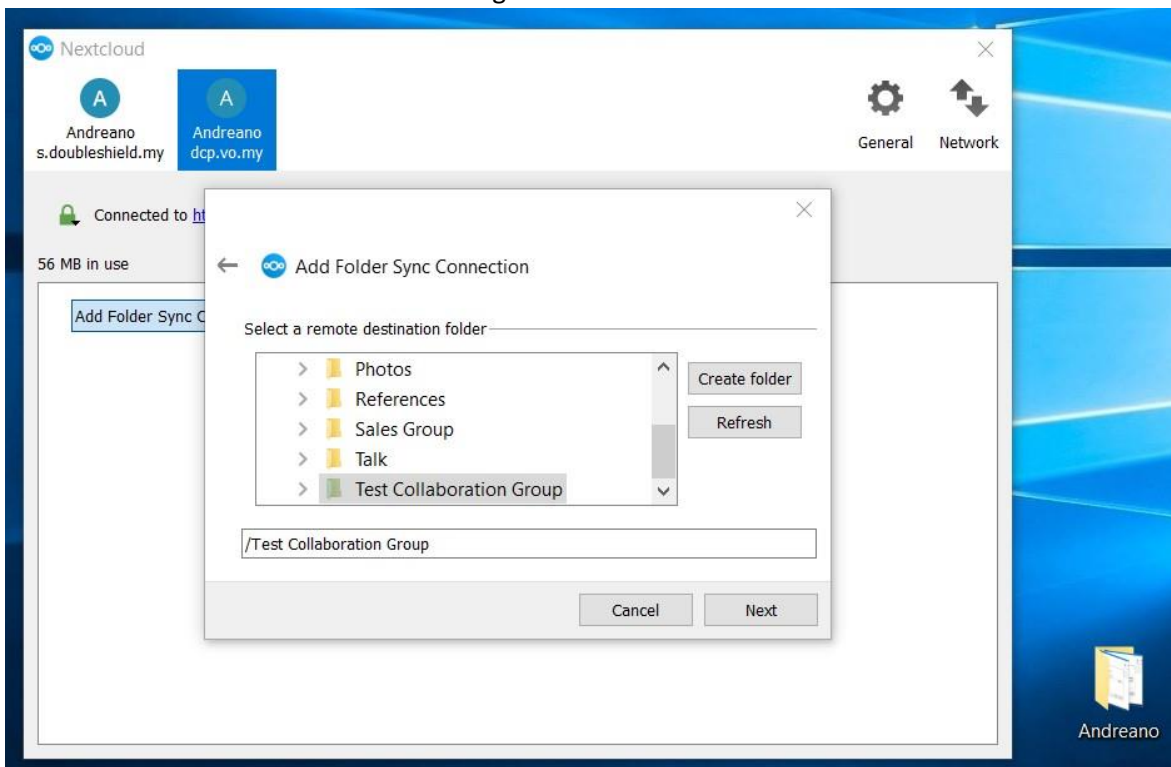
6. As seen below, the folder **"Andreano"** created to be sub-folder for a Group Folder has been selected then click **"Next"**



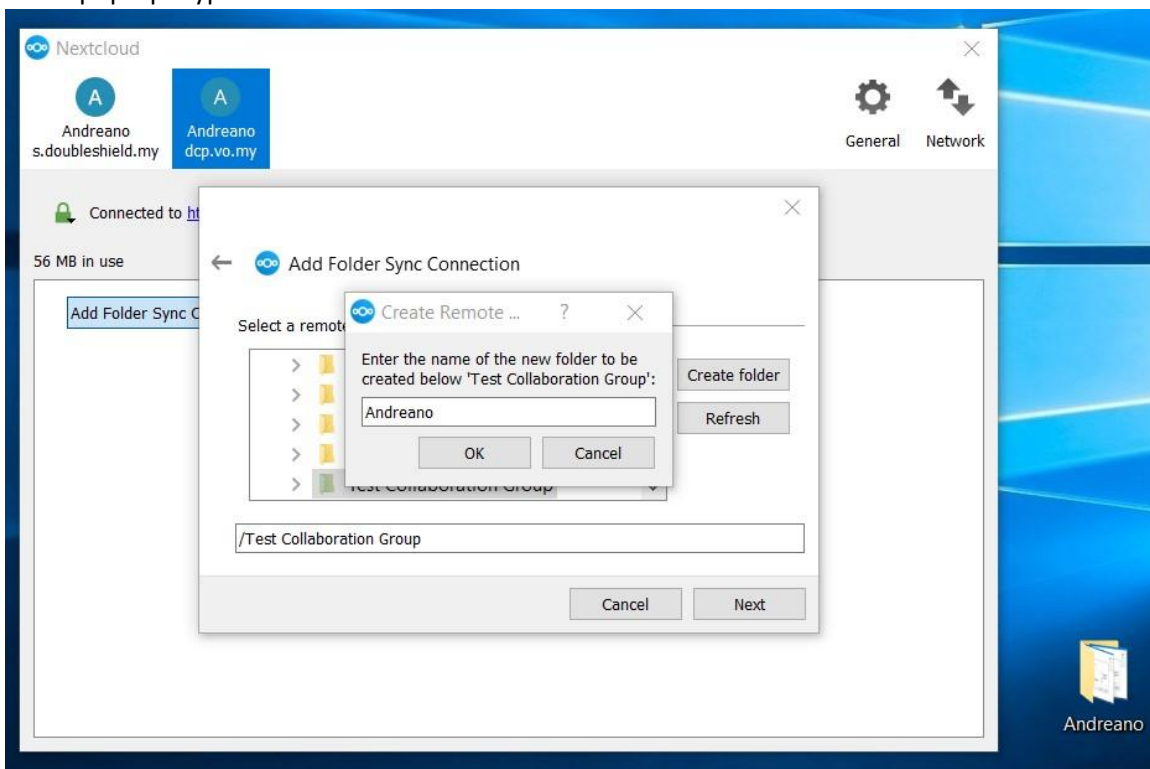
7. You'll be brought to the directory path or Folders & Group Folders on your DCP



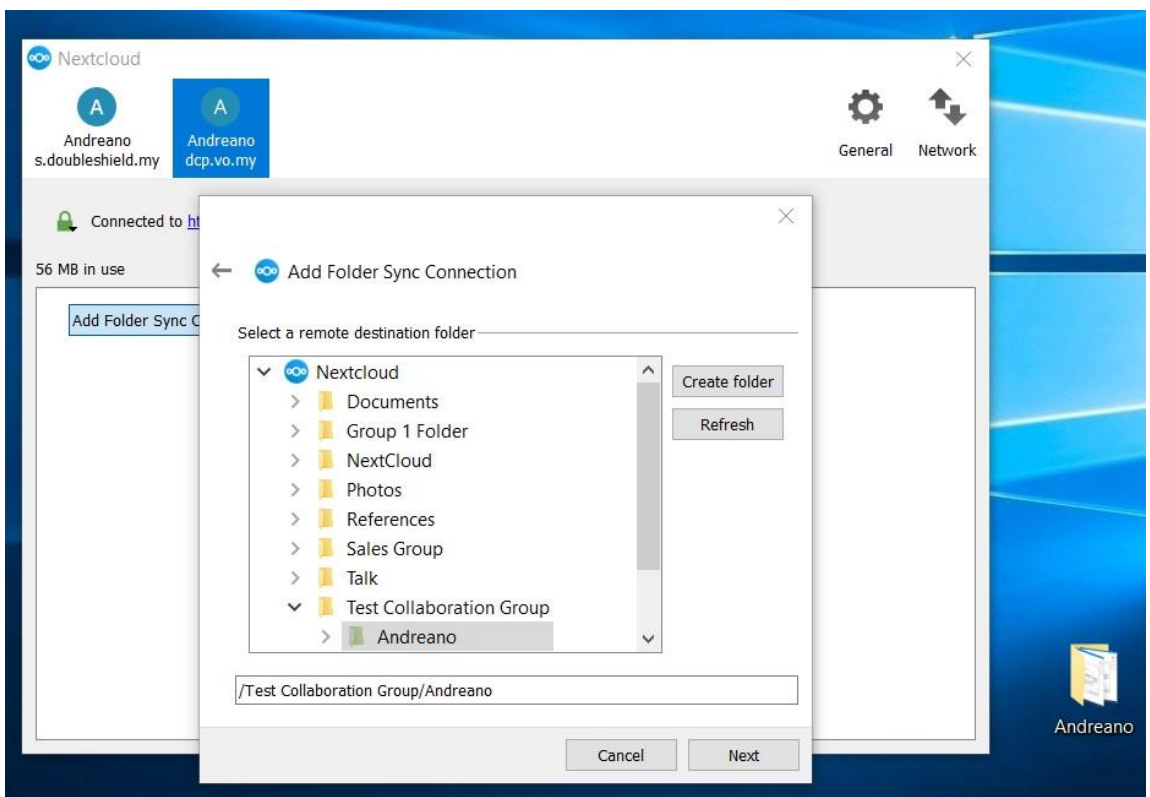
8. Select the desired Folder or Group Folder. Here we choose "Test Collaboration Group Folder" and click "Create Folder" button at the right.



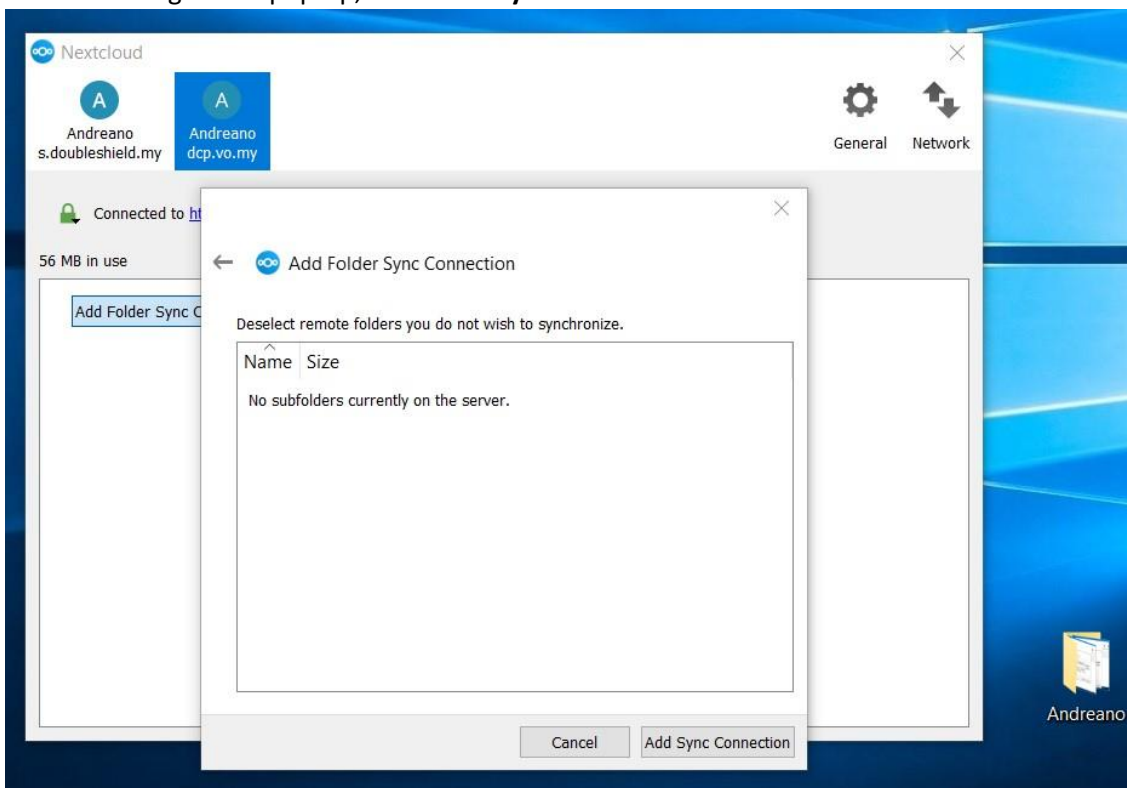
9. A box pop-up. Type the name of the sub-folder “**Andreano**” and click “**OK**”



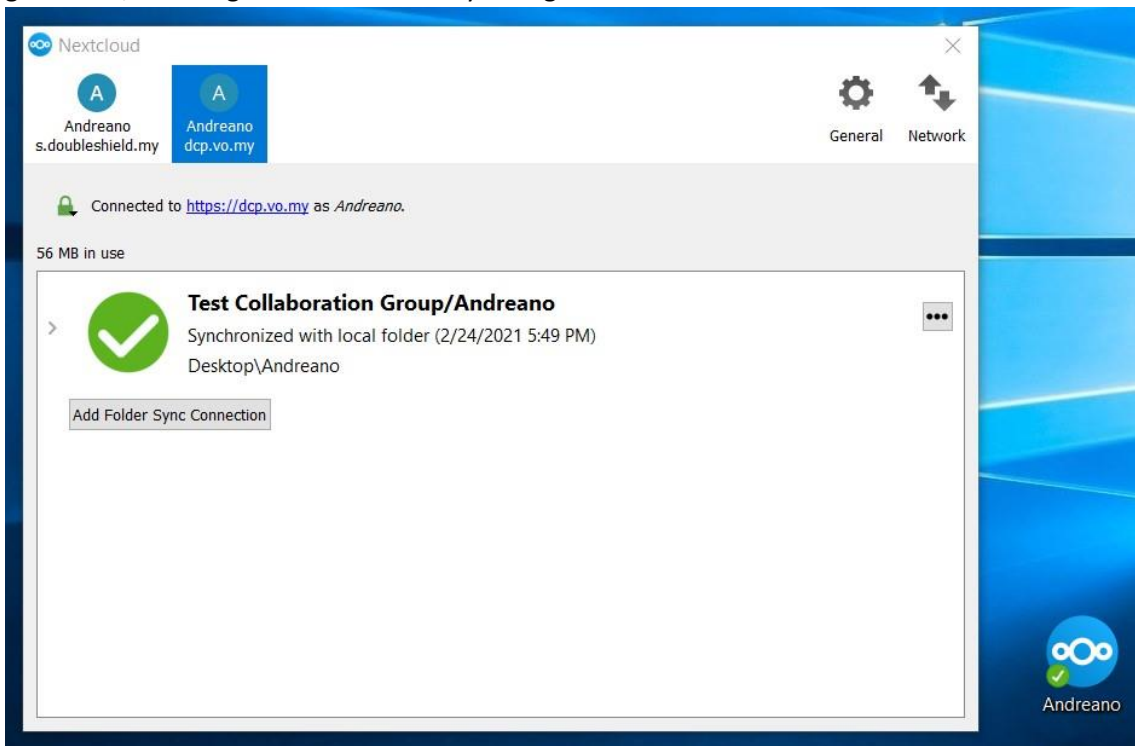
10. As seen below, sub-folder “**Andreano**” created under “**Test Collaboration Group Folder**”. Click “**Next**”



11. Another dialogue box pop-up, click “Add Sync Connection”

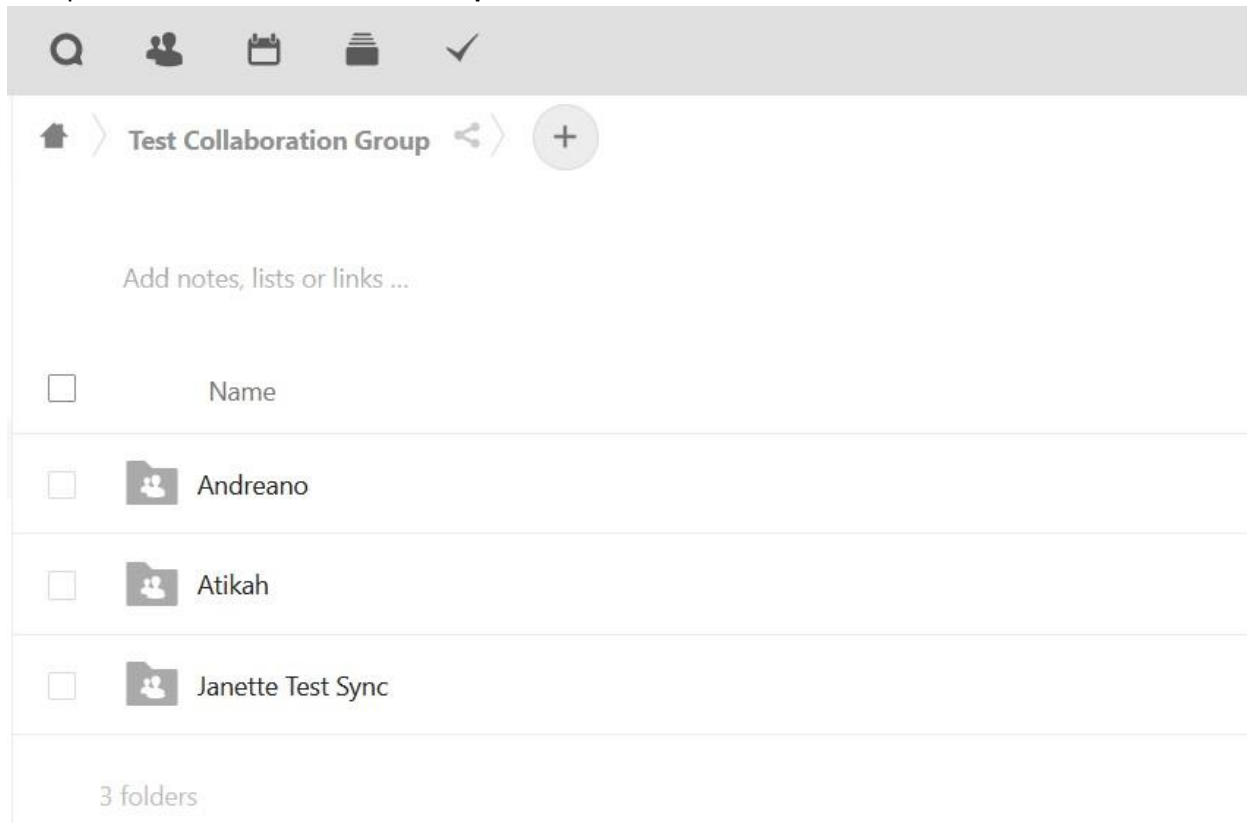


12. Once the sub-folder has been synced up to DCP, you'll see as follows and also notice the folder icon for “Andreano” sub-folder on the local desktop has changed to the sync client logo with green tick, meaning it is connected & syncing





13. Log in to your DCP web browser and you will see, sub-folder “**Andreano**” has been added to Group Folder “**Test Collaboration Group**”



14. By creating / adding sub-folder to Group Folder on DCP would prevent any files / data placed in “Andreano” local sub-folder on Andreano’s desktop to be synced to others’ local desktop. In this example, the file placed by Andreano inside his local folder “Andreano” is only sync up to sub-folder “Andreano” under “Test Collaboration Group” and not being synced down to Atikah & Janette. Hence, avoid cluttering and taking up the disk space on Atikah’s & Janette’s desktops
15. If you want whatever files / data placed by any members in their local synch folders linked to Test Collaboration Group Folder on DCP and to sync down to all other members simultaneously, then sub-folder should not be created and configured with the synchronization client.

The End.