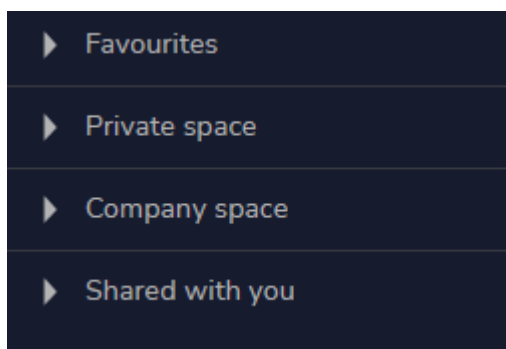# NetExplorer

Bookmarks (favourites), Private space, Company space and Shared with you
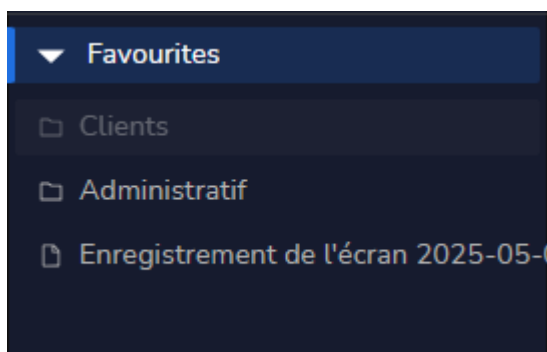
Guilhem VERGON - 2025-08-20 - Use your platform

On the left row, you will find dedicated area for folders under DOCUMENTS subdivided in 4 spaces :
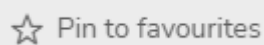

Favourites (Bookmarks)

This section allows you to pin folders or even files for quick access.
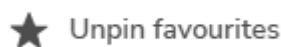
* Add a bookmark/favourite

- Connect onto your NetExplorer platform

- Spot a folder or file and right-click on it, then select

  ☆ Pin to favourites

- Your folder is pinned on the left panel

* Unpin a bookmark/favourite

- Choose the folder or file you want to unpin, the right-click on it and select

  ★ Unpin favourites

- You're done

* Organize bookmarks/favourites

- You can freely adjust position of each line and regroupe some of them, or put them at the top of the list.

* Private space *(if activated)*
This area is private for every user. each of them will own dedicated space.

Documents and files inside of it are strictly confidentials and cannot be accessed by any other user, including administrators, according to RGPD laws.

This space is strictly personnal, though you can share folders and documents from it, if allowed by administrator.

- COMPANY space : is an area for working and sharing, controled by administrators.

COMMUN folder is default accessible for everyone.

- SHARED WITH YOU appears when someone invited you onto a folder where you previously had no rights, by user or group invitation.

Company space

That space is defined by the rights given by administrator.

Therefore, it can be different than your workmate's.

Shared with you

That space contains folders shared with you from another user's private space, when you have been invited to collaborate.