

# Files

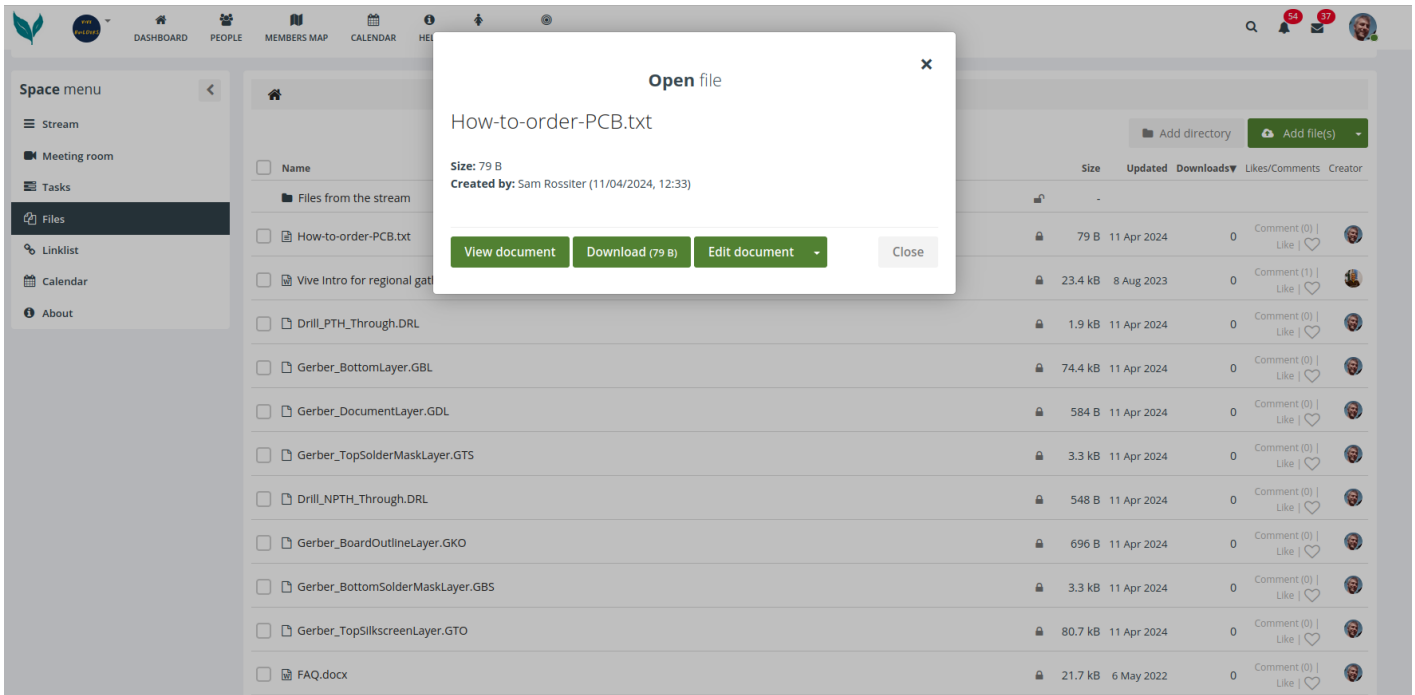
## Files

Enhance your network's efficiency with the Files Module, a complete solution for easy file management. This module enables you to manage and share important files throughout your network and team.

## Key Features

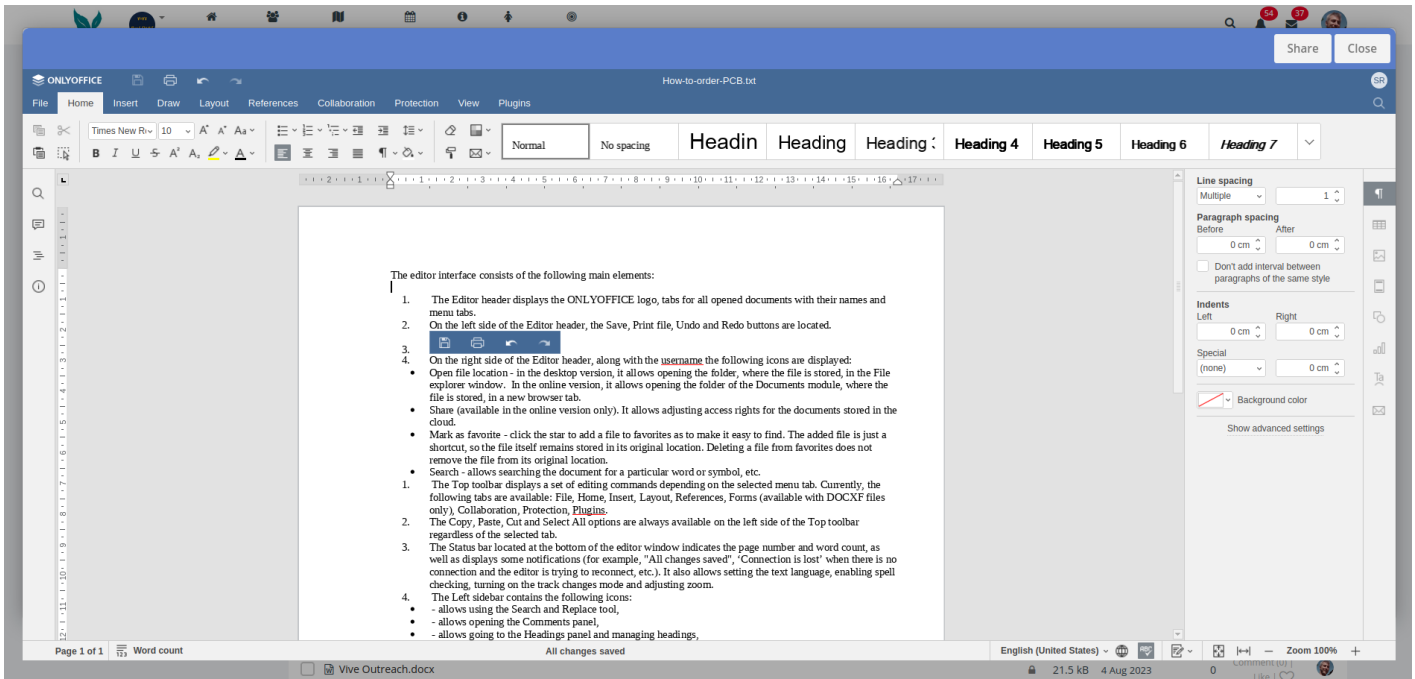
- **File Overview:** Get instant access to all files from your stream and profile.
- **Interact:** Comment on and like files for better collaboration and feedback.
- **Folder Structure:** Organize your files into unlimited folders and subfolders.
- **Migration:** Effortlessly move files and folders within your network.
- **File Info:** Always visible information about the creator, editor, and creation date.
- **Import Files:** Import files and folder structures directly from a .zip file.
- **Export Files:** Download folders and files in bulk as a .zip file.

In the files tab you will see a list of all files that are available within your space. If you click on them you will be asked if you want to view, download or edit the document



# Editor

If you select edit document you will see an editor interface open



For further help using the editor check the [Only Office documentation](#)