**Layout:**   
  
**Title:** How to [Task name]

**Task:** Description of how to get it completed

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**Instructions:**

* Step 1
* Step 2
* Step 3

Description of what will happen once the task gets done

**Further reading:** Links for related articles

**Example:**

**Title:** How to limit access to shared links to members of your team

To limit access to shared links in the team,

1. Sign in to the website
2. Hover over the file or folder name and click the share button that appears in the popup, click link settings.
3. Next to link access, select team members from the dropdown menu.
4. Click save
5. Once saved, you can copy and paste the link to an email or send it directly through the website.

**Further reading:** Links for related articles

* How to add passwords to shared links
* How to set expiration dates for your shared links
* How to disable downloads for a shared link