Why Can't Anyone See My Document?
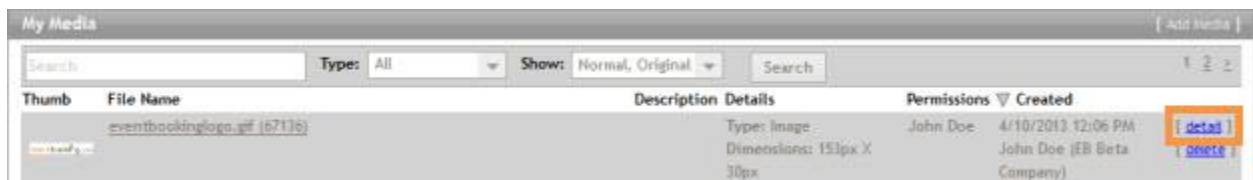
Updated: November 24, 2014

Have you uploaded a document of other file to the media library, only to discover that no other users are able to view or modify it? Complete the following steps to correct this issue:

1. Hover over your name in the upper-right corner of the browser window.
2. Click **My Media**.

3. Find the file you would like other users to see.
4. Click **detail**.

5. Click **Edit**.

6. Check the **View** or **Manage** boxes for the desired permission profiles.

7. Click **Save**.

8. Click **Done**.

9. The file will now show the number of permission profiles with which it has been shared.