



ShareFile For Windows Installation Guide

ShareFile for Windows is a secure file-sharing and collaboration tool by Citrix that integrates directly with your desktop. It lets you access, upload, and manage files from your ShareFile account without opening a browser. With features like drag-and-drop, offline access, and drive mapping, it simplifies workflows while keeping your data protected. To make file access easier and avoid email attachments, we recommend installing ShareFile for Windows. ShareFile for Windows allows you to access your files directly through a mapped drive, providing a native Windows Explorer experience. Files are downloaded only when accessed, and temporarily stored on your computer. Changes made to the files are automatically saved back to the cloud.

Once installed, you'll see an **S:** drive on your computer where you can easily access and sync files. Instead of receiving the attachment via email, GEMCOR will transfer the files to your ShareFile folder which will be synced to the S: drive on your computer for you to open or download directly. ShareFile will automatically send you an email notification when new files are added to your folder. You can also drag and drop files into this folder on your desktop instead of uploading to the ShareFile website. GEMCOR will receive an automated email when you add the file to the folder.

Here's how to install:

1. Ensure your Windows device is either Windows 10 x64 OR Windows 11 x64 with local administrator rights. If you don't have admin rights, contact the IT professional at your location.
2. Go to <https://docs.sharefile.com/en-us/sharefile/sharefile-downloads>
3. Select **ShareFile for Windows x64**
4. Run the installer (as admin if required) and follow the prompts to install
5. Click "Launch" or open the ShareFile app from the start Menu
6. Enter **gemcorinc** as the company domain
7. Login using your ShareFile credentials
8. The ShareFile **S: Mapped drive** will appear in Windows Explorer

Click here for the ShareFile step by step installation guide including screen shots:

👉 <https://docs.sharefile.com/en-us/sharefile/sharefile-app/sharefile-for-windows/download.html>

Click here for the GEMCOR video tutorial on installing ShareFile for Desktop:

👉 <https://youtu.be/rItQSM5t7W8>

If you are having trouble installing the software on your local machines, you may need to contact your IT professional for the install.

For additional assistance, please reach out to a member of our IT Department:

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