



## Ordering project folders

Ordering a project folder by attach a completed form in a new case in [selfservice.ki.se](https://selfservice.ki.se)

Project folder	
Desired name of the folder:	
Folder owner:	
Folder size:	
How much will the folder increase:	
Which users should have access to the folder:	

Information
<p>Owners and users must be specified with first name, last name and KI-ID (eg Per Kalsson, perkal).</p> <p>You can only share lab folders with people who have a KI ID (employees and affiliates)</p> <p>Try to specify the size of the folder. It does not need to be specified exactly, the nearest 100 GB or TB limit is enough.</p> <p>If you know that the folder will increase a lot in storage space in the next year, note that above.</p> <p>To access the project folders, you must have a KI client computer and be connected to a KI client network (eg KI staff) or via VPN. The project folders are automatically connected to KI client computers when you are connected to the correct network</p>