

Files & Folders

The Junovy Business Suite connector gives your AI assistant access to your files in Junovy Cloud Storage. You can browse, upload, download, search, and share files without leaving your conversation.

Browsing files

Ask your assistant to show what's in your Cloud Storage:

“List my files”

“What's in the 'Projects' folder?”

“Show me files modified this week”

Results include file names, types, sizes, and modification dates.

Creating folders

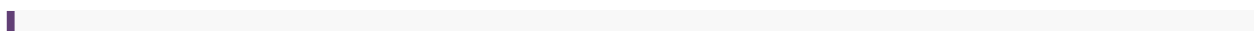
Organise your storage with new folders:

“Create a folder called 'Q1 Reports'”

“Create a folder called 'Invoices' inside the 'Finance' folder”

Uploading and downloading files

Move files between your computer and Junovy Cloud Storage:



"Upload this document to my 'Reports' folder"

“Download the file 'proposal.pdf' from my Cloud Storage"

The assistant handles the transfer. For uploads, you may need to attach the file to your conversation first (depending on your AI app).

Searching for files

Find files by name or content:

“Search for files containing 'budget'"

“Find all spreadsheets in my Cloud Storage"

“Are there any PDFs in the 'Contracts' folder?"

Sharing files

Share files with colleagues or external contacts:

“Share 'project-plan.docx' with anna@example.com"

“Create a public link for the 'Brand Assets' folder"

The assistant will create the share and return the link or confirmation.

Tips

- File paths work like you'd expect: "List files in Projects/2026/Q1" navigates nested folders.
- Search results include the full path so you can find files in deeply nested folders.
- Sharing respects your workspace's sharing policies. If external sharing is disabled by your admin, the assistant will let you know.

Next steps

- Create and edit documents: [Documents & Office](#)
 - Send messages: [Talk & Messaging](#)
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