

## **AKO Files Structure**

There are three types of content that you can create within AKO/DKO. They are:

- File Communities
- Folders
- Files

### **File Communities (folder icon with two heads within it)**

A file community is a broad grouping for folders; most often they are simply mirrored from Army and **DoD** organizations. There are little permissions that are set at this level. A file community can be placed only inside another community.

### **Folders (folder icon)**

A folder is the actual repository for files in the files section.

Folders can be placed within a file community, in your Personal & Teams section, or within another folder.

### **Files**

Files are the actual content being stored within the files section. Depending on the file type, it will be represented by the symbol of the file type or by a blank page icon. Files can only be placed within folders.

To find out more on the AKO/DKO files section, go to the AKO training page:<https://www.us.army.mil/suite/page/139150>