**CLAIMS**

1. A file management system comprising
a server (110) for managing operations of the system;
a database (120) for storing at least one file;
a platform (200) for providing at least one interface for managing the file;
a categorizing module (130) for establishing one or more categories for the file, wherein the category includes any one or combination of a file group and a file access authority;
a storing module (140) for storing the file to the database (120) upon assigning the file to at least one category accordingly, through transferring or uploading the file from a third-party platform to the database (120) of the file management system; and
a sharing module (160) for sharing the file to one or more users;
wherein the stored files include email that are retrievable based on the assigned category through the platform by a retrieval module (150), and sequence of the users to edit or view the file is set based on level of the file access authority by the sharing module (160).

2. The file management system according to claim 1, wherein the categorizing module (130) is configured to scan content of the email to detect the assigned category inserted therewithin.

3. The file management system according to claim 1 or 2, wherein the files further include any one or combination of images, audios, videos, texts, documents, and websites.

4. The file management system according to any one of the preceding claims, wherein the categorizing module (130) is configured to prompt the user to

assign the category to the files upon instructing the storing module (140) to store the file in the database (120).

5. The file management system according to any one of the preceding claims, further comprising a sorting module (170) for sorting the stored files in chronological order.

6. A file management method comprising the steps of
establishing one or more categories for at least one file through a platform (200) using a categorizing module (130), wherein the category includes any one or combination of a file group and a file access authority;
storing the file to a database (120) by a storing module (140) upon assigning the file to at least one category accordingly; and
sharing the file to one or more users of the file management system by the sharing module (160);
wherein the stored files include email that are retrievable based on the assigned category through the platform (200) by a retrieval module (150), and sequence for the users to edit or view the file is set based on level of the file access authority by the sharing module (160).

7. The file management method according to claim 6, wherein the email is assigned with the category by inserting the category within content of the email.

8. The file management method according to claim 6 or 7, wherein the content of the email is scanned to detect the inserted category by the categorizing module (130).

9. The file management method according to any one of claims 6 to 8, wherein the files further include any one or combination of images, audios, videos, texts, and websites.

10. The file management method according to any one of claims 6 to 9, further comprising the step of prompting the user to assign the category to the files upon instructing the storing module (140) to store the file in the database (120) by the categorizing module (130).

11. The file management method according to any one of claims 6 to 10, further comprising the step of sorting the stored files in chronological order by a sorting module (170).