

CLOUD DIRECT

Cloud Direct : Access, Backup and Collaboration - Quick Start Guide

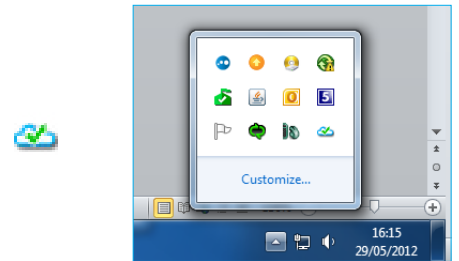
Welcome to Cloud Direct : ABC. This guide helps you install the software, setup your first backup and begin to explore the features of Cloud Direct : ABC.

1. Install the software and connect to your account

In the Cloud Direct : ABC welcome email click on the "Click here to activate your account" link.

Download and install the Agent by following the simple on screen prompts.

An icon will appear on your toolbar or system tray to show your connection status. A green tick shows that a secure SSL connection has been established.



2. Setup your first backup

During install, Cloud Direct : ABC will automatically select your 'Documents' folder for backup.

You can change this default setting and select which folders and files you want backed up.

To select your folders and files for backup after installation:

PC

1. Double click on your Cloud Direct: ABC icon in the system tray. If you can't see the icon, you may need to click on the little arrow near the clock to see more items.
2. Click 'Settings' and select 'Backup Settings'

Mac

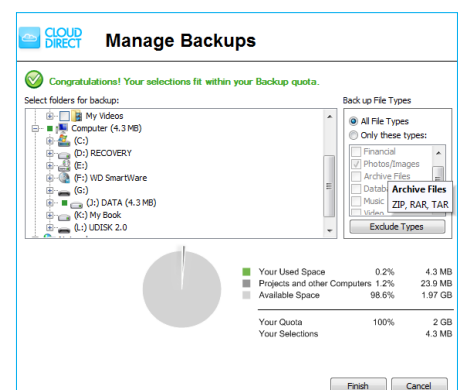
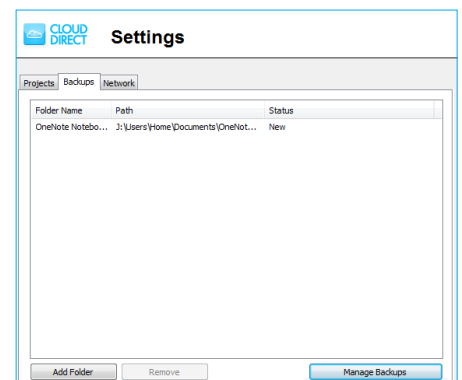
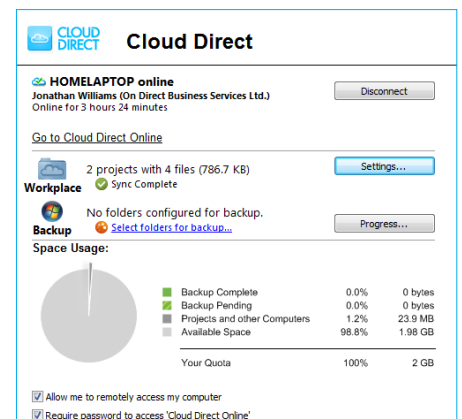
1. Right click on the Cloud Direct icon in your system tray (usually in the top right corner of the screen)
2. Select 'Backup Preferences'.

All systems

3. Select your folders for backup on the left hand side. Navigate through the folder structure and tick those folders you want backed up.
4. You are also able to backup certain file types. To change the file types that are backed up, click "Only these types" on your right and make your file type selections.

As you make choices, you will see a clear picture of your file selections and how much of your backup quota they represent.

For large amounts of data, we recommend uploading critical data first to ensure it is protected as soon as possible, then add non-critical data over time.



3. Explore Cloud Direct : ABC and start creating projects

Cloud Direct Online

Cloud Direct Online is a web based portal to your ABC account; from here you can manage your backups, access files on your computer remotely, restore your data, share your documents and more. The desktop agent you have just installed facilitates the online portal, it sends your documents into the cloud and allows you to access them remotely anywhere anytime.

You can access the portal by going to **one.clouddirect.net** and entering your login details or you can click 'Go to Cloud Direct : ABC Online' from the system tray icon

Once logged in you will see four main tabs at the top of the page.

Dashboard

Your Dashboard shows you all your key file and team activity, with the most recent activity always visible at the top. As you are just getting started, there may not be a lot of activity there at this time, but you'll find it invaluable as you continue to use Cloud Direct : ABC.

Projects

From here you can see the Projects you are part of, access the files, share with other people and create new Projects.

Computers

Unlike some other software Cloud Direct : ABC does not limit the number of machines you can install it on, you can share and backup between as many computers as you have. From the Computers tab you can view each machine your account is installed on, review your backup and even access the entire file system of any connected computer.

Team

This lists the people who are currently on your team. Your team can consist of full members and also Connections (guest members).

You may add any member or guest to a Project if you have full access rights or are the owner of the Project. These rights are defined as members are added to the Project.

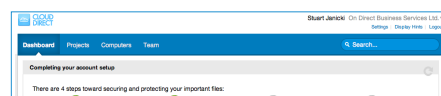
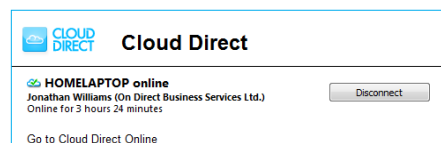
Collaboration and Cloud Direct Projects

When using Cloud Direct : ABC a "Project" is an organisational unit for sharing a collection of files with other computers and people. They will enjoy all the cloud services (viewing, search, print, fax, etc.) that Cloud Direct : ABC backup folders have.

There is a special folder created in your user directory called "Cloud Direct Projects". This contains all of the projects currently synced with your computer. Any changes to files in this folder will automatically update on-line to all connected remote computers. You can even work offline and changes to files will be updated across all connected computers when a connection is available.

You are the "owner" of all the Projects you create and have complete control over who accesses the files and what they can do with them. All data in Projects you own will be taken from your data quota even if those files are added by another member or connection.

You and your team members can add files and folders to your Projects in a number of ways, using your Cloud Direct Projects folder, upload content directly through the browser or by emailing attached files to the project's special address. You can even add comments to individual files or folders. Changes by your team members will appear in your Dashboard and you can choose to be notified of changes by email and SMS.



Create a Project

To create an online Project through the Dashboard:

1. Click on the "Projects" tab
2. Click on the "+ Create New Project" button to add a Project
3. Give the Project a name you'll remember. When you are done, it'll appear in your Projects page.

To create a Project on your computer:

1. Open your Cloud Direct Projects folder
2. Right click and "New" -> "Folder"
3. Give the folder a name you'll remember. When you are done, it'll appear in your Projects page.

Populate a Project

There are several ways to put content into your Project. The simplest method is to use your Cloud Direct folder on your computer.

When you open the Cloud Direct folder you will see a number of folders that correspond to your online Projects. To add files to a Project simply drag and drop them onto the corresponding folder.

You can also add files and folders to your Projects through the Dashboard online from any location you can even email file attachments into a Project.

To add files through the Dashboard:

1. Click on the "Computers" tab and find a file or folder that you would like to include in your Project.
2. Click on the drop down menu and choose to "Copy to Project" option.
3. From the list of available Projects, choose the target Project.

Share a Project

Projects can only be shared through the online portal "Cloud Direct Online". From there you can select which Team Members or Connections can access or make changes to your Projects.

To share a Project:

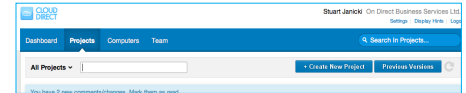
1. Click on the Project tab and find the Project you would like to share
2. Click on the drop down menu and choose the "Share" option
3. Click into the "Recipients" text box. Initially it will be empty and you'll need to 'Invite' team members. You can either type the users name or click the link to "Pick from Team" to select who you will collaborate with.

Share with people outside of your team.

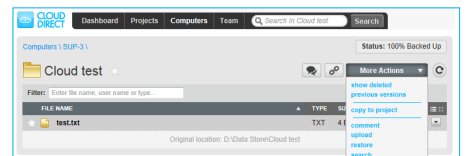
Sometimes you may need to share files or folders with people outside your team. ABC gives you two options to facilitate this need, **Connections** and **Public Links**

Connections

These are similar to full members and are created through the Team section of Cloud Direct Online. They allow you to share your Projects with an external person. These would usually be



NOTE: You can't put files directly into the Cloud Direct folder, they must be placed into one of the project folders within.



NOTE: To add files through the portal they must first be part of your backup. You can add files and folders to your backup through the Remote Access tab of a selected computer.

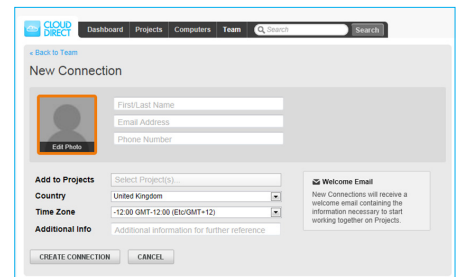
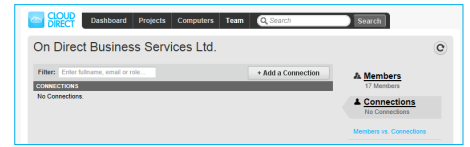
used for collaborating over an extended period with a partner.

Public Links

These allow you to share a single file or folder for a fixed period of time through a web link you can send to as many people as you like. You can password protect the link and even allow people to upload files to the link. These would usually be used to allow quick access to files for clients or short term partners.

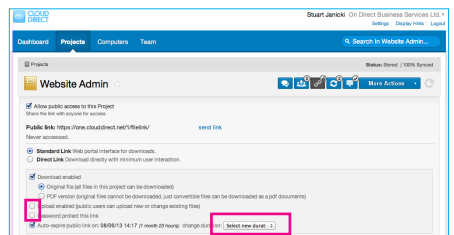
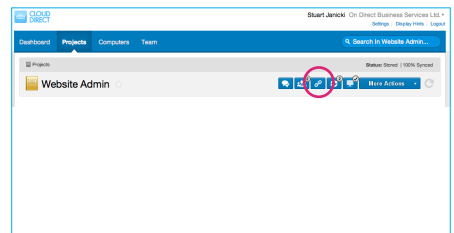
To create a connection:

1. Click on the Team tab and then click on "Guests"
2. Click on the "+Add a Connection" button
3. Fill in the personal details and select which Project(s) the connection will allowed access to. To finish creating their Connection click "CREATE CONNECTION" at the bottom of the page. The new connection will receive a welcome email.



To create a public link:

1. Click on the Projects tab and then click on one of your Projects
2. Click on the Public Link button
3. Tick the "Allow public access to this Project"
4. Tick the "Upload enabled" you will be prompted to password protect the link
5. You can the duration that the link will stay active by clicking the "select new duration" drop down box
6. Click "APPLY CHANGES" to complete creating the link



Note: In order to allow uploads the link must be password protected.