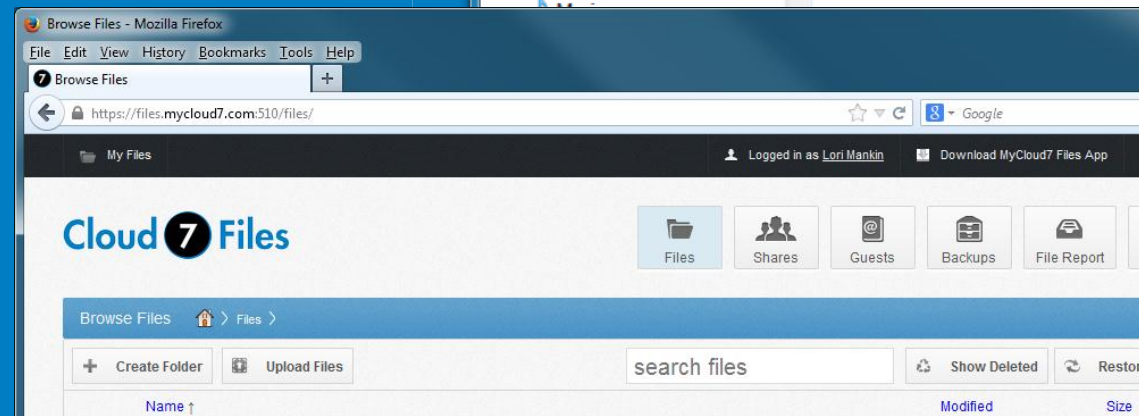
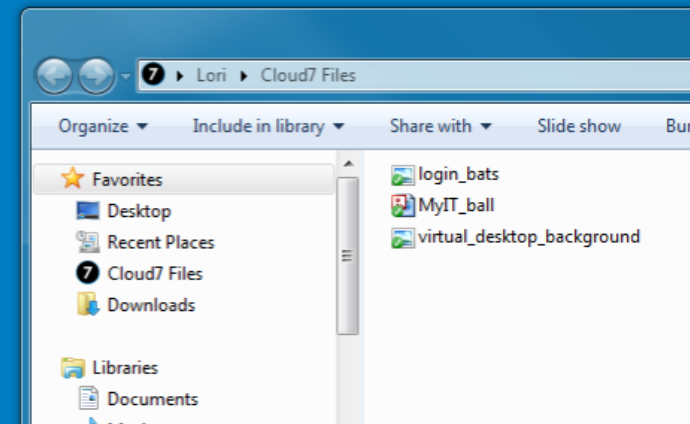


Cloud7 Files Training



Welcome to Cloud7 Files

Hi,

Once you get the hang of it, I think you will enjoy using Cloud7 Files. Please let me know if there is anyway I can improve our training.

Thank you,

Lori Mankin

lori@myitpros.com

Benefits

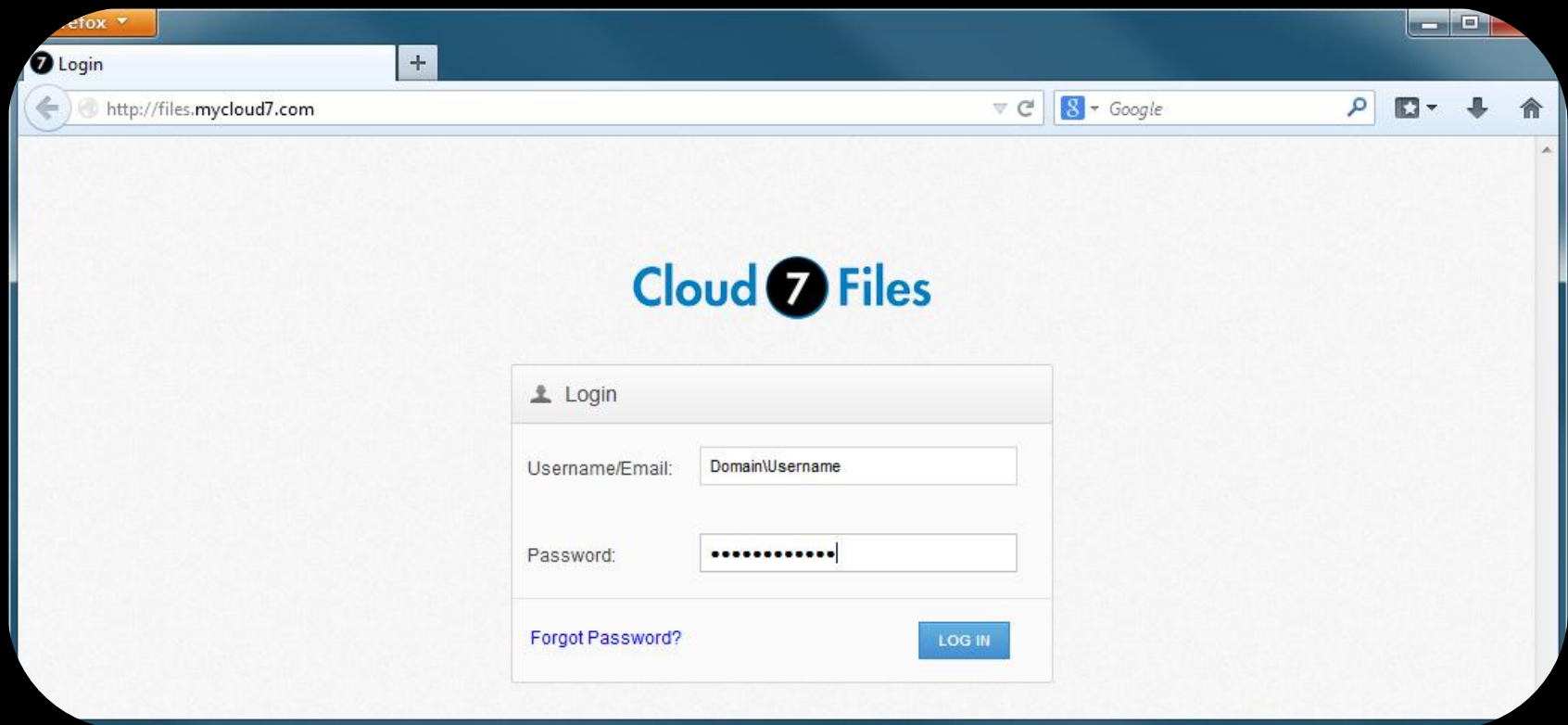
- Access to files on any device
- Easy to share files internally or externally
- Simple to work offline
- Data is safe and secure

Table of Contents

1. [How to Access Your Account](#)
2. [How to Upload Files](#)
3. [What Should Stay On Cloud7 Files?](#)
4. [How to Sync Files To All Devices](#)
 - a) [Cloud7 Files App](#)
6. [How to Share a File](#)
 - a) [Share Files from the Web Browser](#)
 - b) [Share Files from Cloud7 Files App](#)
 - c) [Tracking Your Shares](#)
7. [Deleting a File](#)
8. [What Are Revisions?](#)
 - a) [How to Restore a Previous Version?](#)

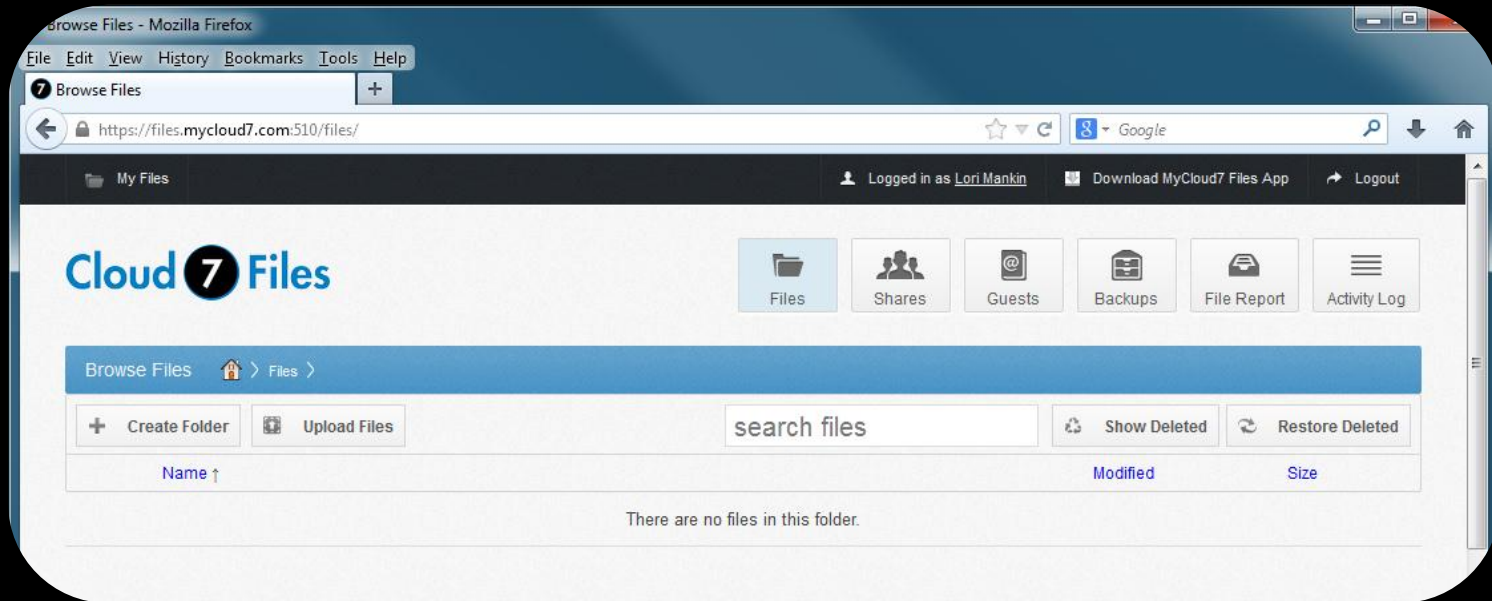
How to Access Your Account

How to Access Your Account



1. Open any internet browser
2. Type <http://files.mycloud7.com> in the address bar
3. Enter your username (your domain username)
4. Enter your password (provided by MyITpros)
5. Click *Log In*

How to Access Your Account

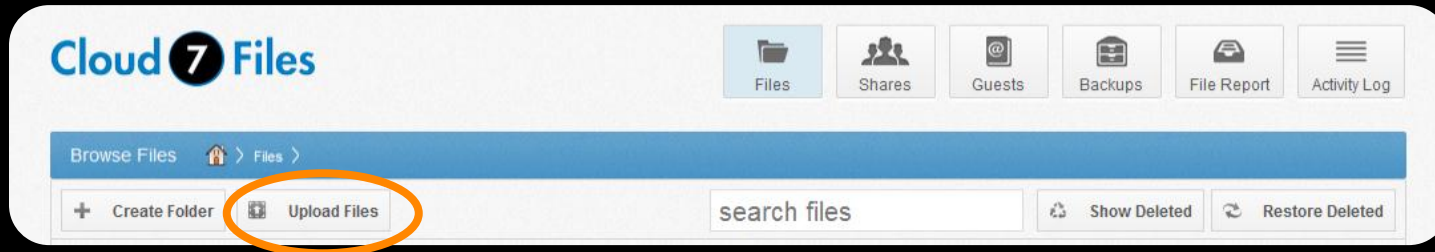


Great! Now you should be logged in to the system. You will see your personal dashboard where you can open, share and collaborate your files.

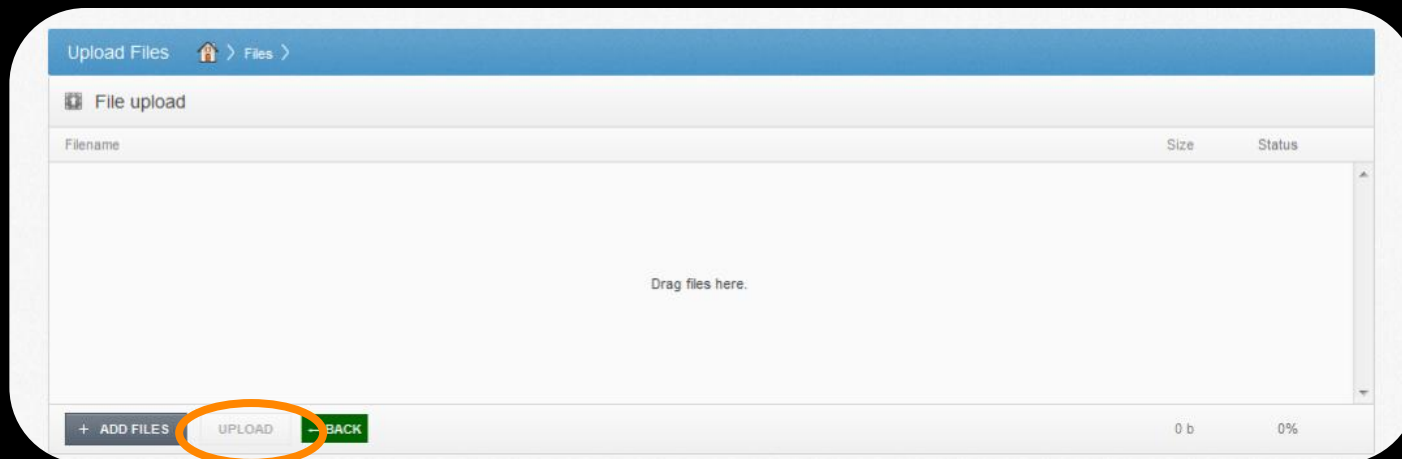
How to Upload Files

How to Upload Files

To upload a file, navigate to the *Upload Files* button on the top left of your screen.

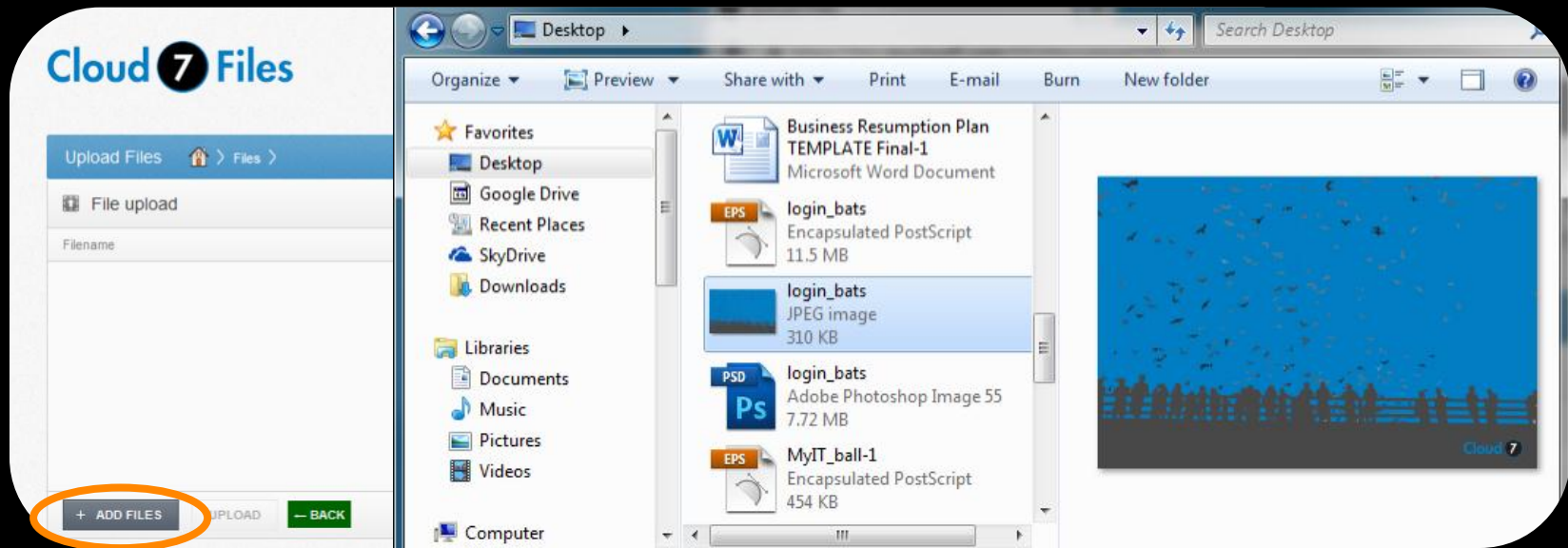


Once *Upload Files* is clicked, it will redirect to a new page. Drag and drop the files you would like to sync up to Cloud7 Files. Then click *Upload*.



How to Upload Files

An alternate way to upload is to click *Add Files* and search for files manually on your machine.



What Should Stay On Cloud7 Files?

What Should I Store On Cloud7 Files?

It is best for you to store most files on the company server. However, with some documents it makes the most sense to store them on Cloud7 Files.

If You Are Often Without Internet

You can access Cloud7 Files without an Internet connection. So if you fly frequently or have large gaps between Internet access it may make more sense to store those documents on Cloud7 Files.

If You Use Local Software

My design software is installed on my desktop and laptop. Which means it makes more sense for me to store those documents on Cloud7 Files. This ensures my design files are backed up and accessible on all devices.

When You Want To Share Documents with a Third Party

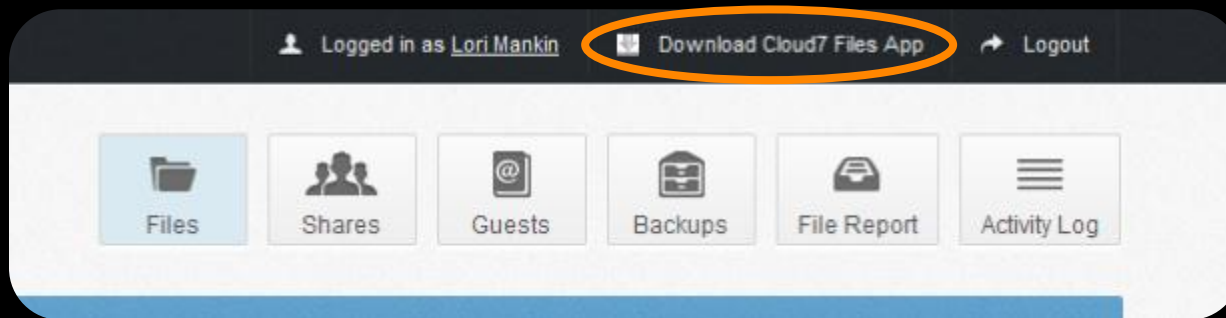
If you share certain documents frequently you should store them on Cloud7 Files.

How to Sync Files to all Devices

How to Sync Files to all Devices

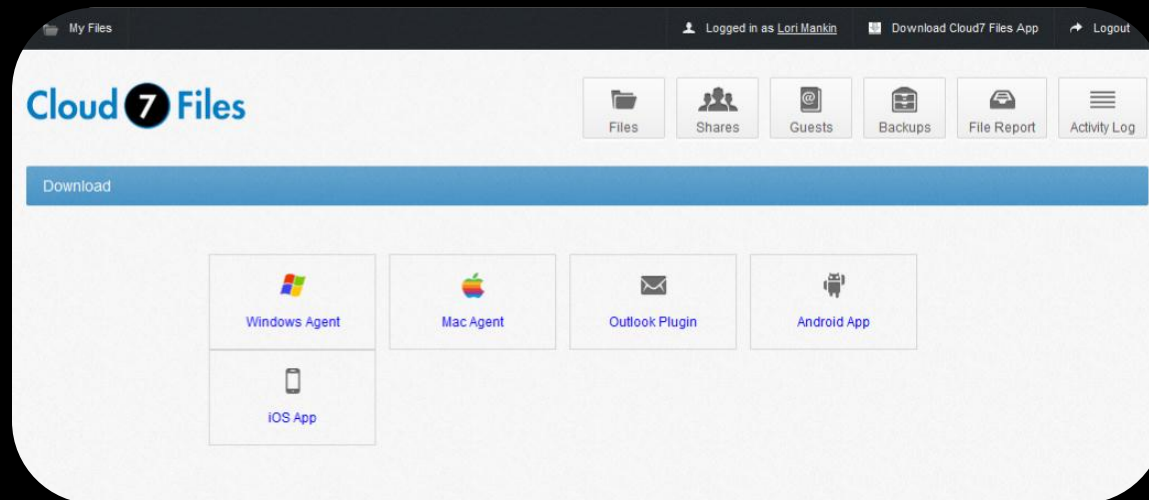
One of the main values of Cloud7 Files is being able to access your files from all devices. Not only will your files be backed up in Cloud7 Files, but on local machines as well.

On the top right of the dashboard you will find a link *Download Cloud7 Files App*. This is where you will click to install the agent for offline file access.



How to Sync Files to all Devices

Once you click *Download Cloud7 Files App* it will redirect to a page to download Windows, Mac, iOS, Android app or Outlook Plugin.

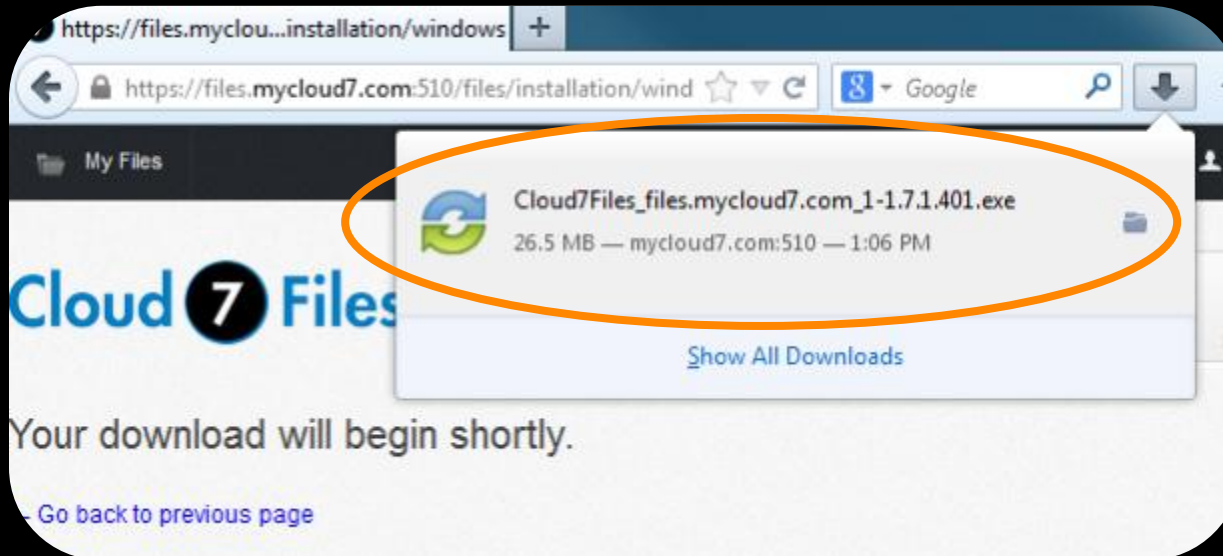


Choose the appropriate OS (Operating System).

How to Sync Files to all Devices

Open the downloaded installation link. These steps may vary for you.

1.

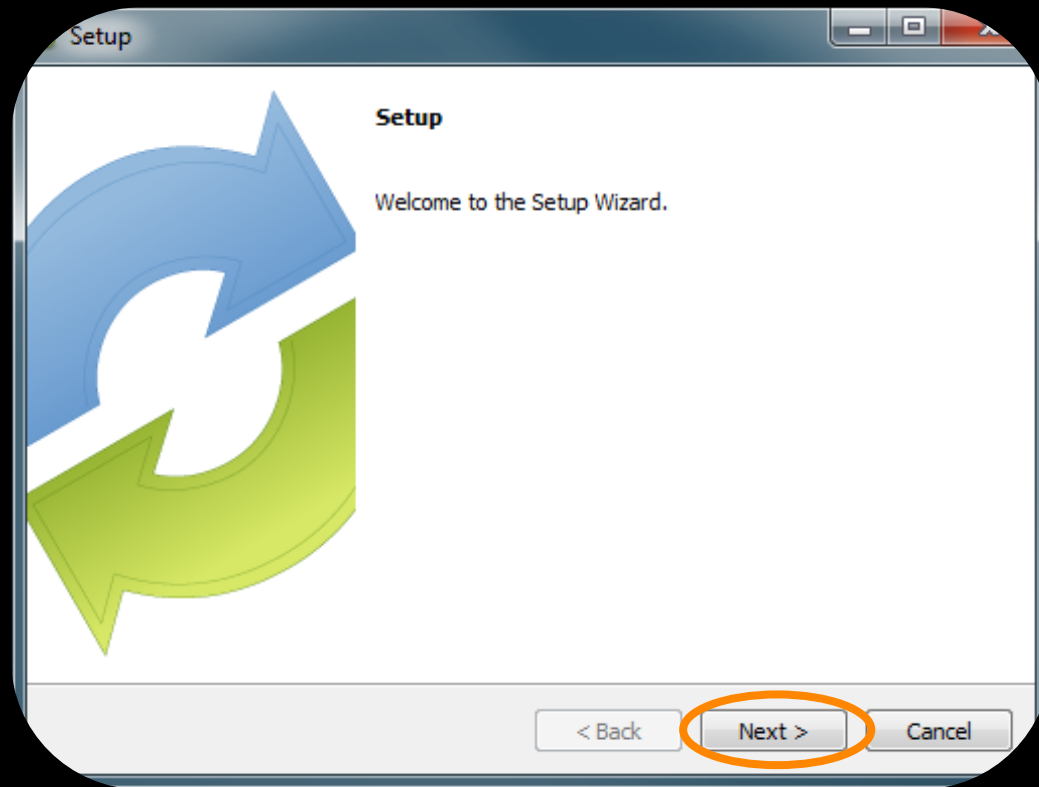


2.



How to Sync Files to all Devices

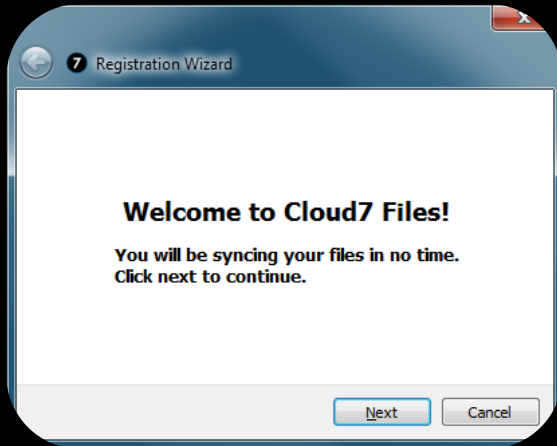
Follow the installation instructions until you reach the finish button.



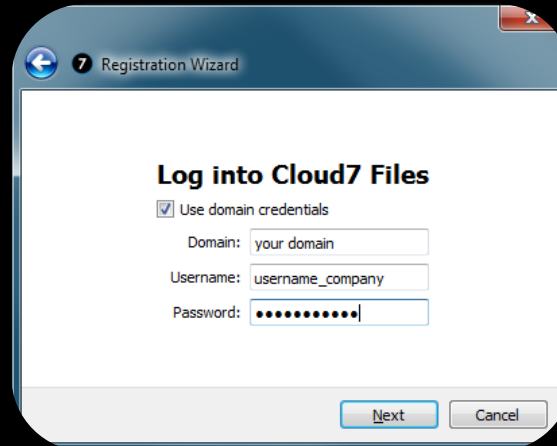
How to Sync Files to all Devices

Pop-up #1 will appear. Follow the series below to finish.

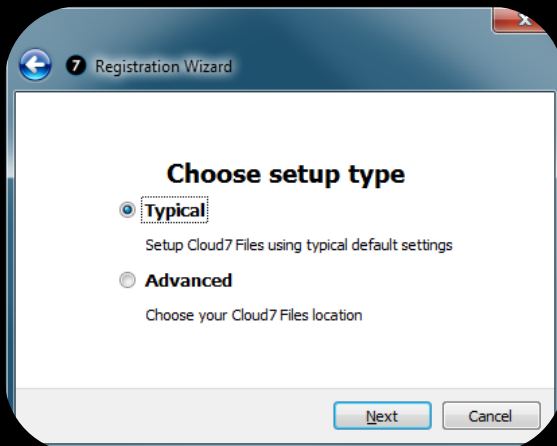
1.



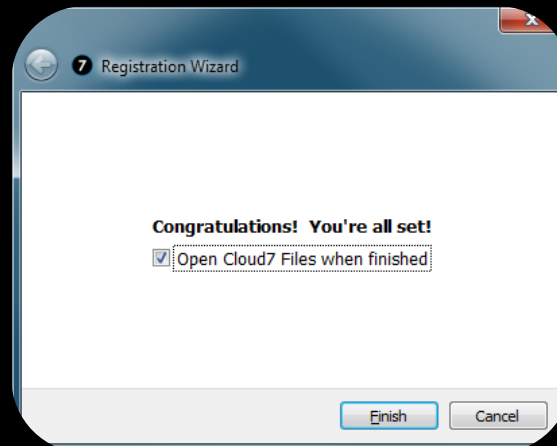
2.



3.



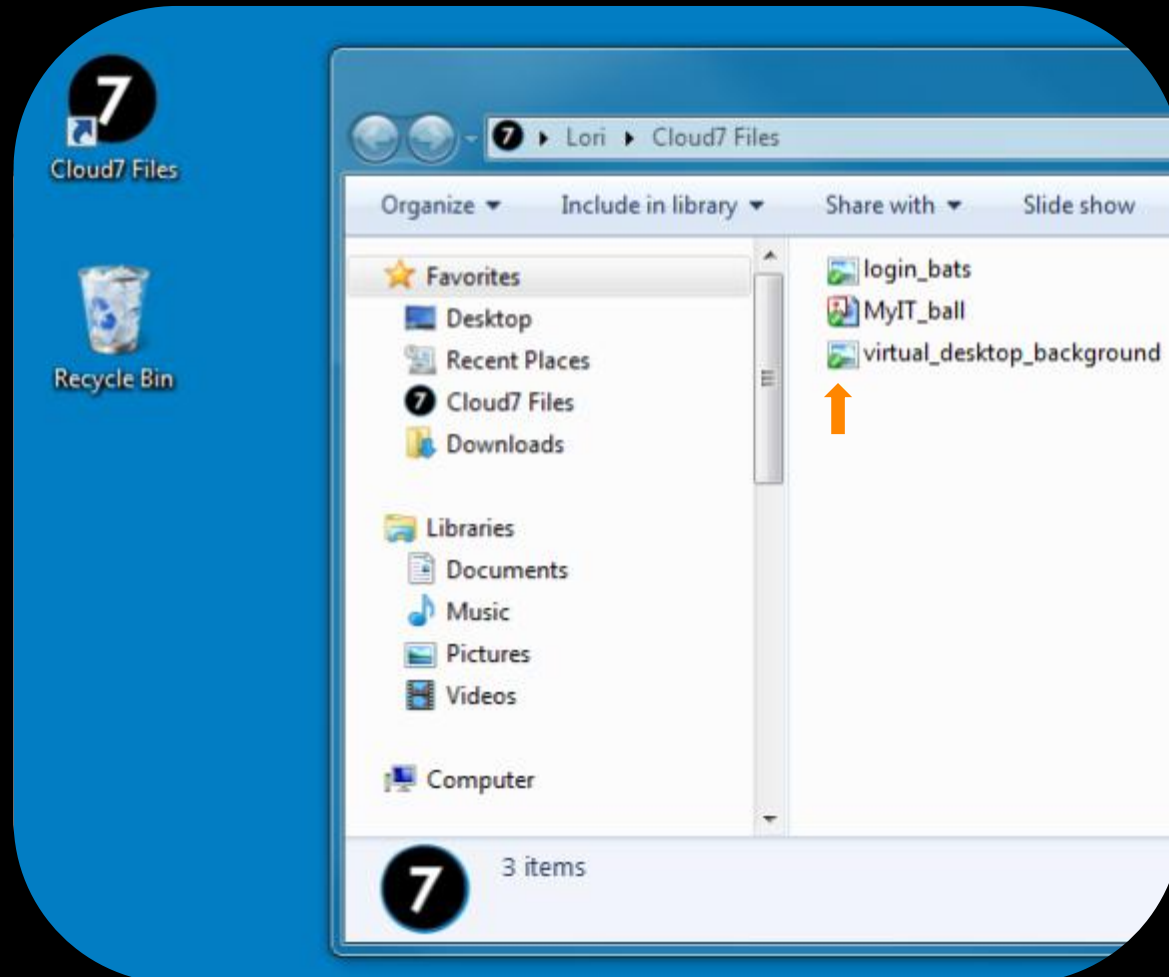
4.



Cloud7 Files App

Cloud7 Files App

The documents in Cloud7 Files will then propagate down to that machine. Each file will show a little blue icon, which means it is now syncing.



You can also upload files by dropping them into your sync folder.

Once files are done syncing down to the local machine, they will change to a small green checkmark as seen to the left.

How to Share a File

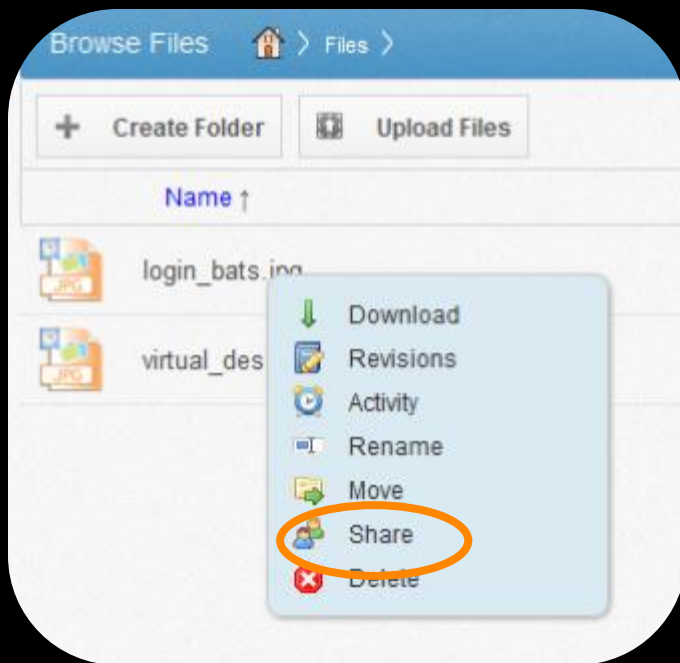
How to Share a File

Using the third party share, you can share files with people who are not a user in the system. It will send a secure link to download the file. This a more secure option than sharing files via email and is more practical for sharing large files.

Share Files from the Web Browser

Share Files from the Web Browser

Sharing a file with an individual or group is simple. Just right click on any file or folder and click *Share*.



When you click share, it will redirect to a form.

Share Files from the Web Browser

Check Secure Share or Public Share URL.

Secure Share: Recipients must login with their account in order to access the item. If a recipient does not already have an account a guest account will be created for them.

Public Share URL: Anyone with access to the link may view the item.



The screenshot shows a 'Share Access' dialog box with the following elements:

- Secure Share** (radio button) and **Public Share URL** (radio button, selected).
- Public Share URL** text input field containing: `https://files.mycloud7.com:510/shares/file/a1fba5`
- Share Options** (expanded):
 - Expiration Date**: text input field with a calendar icon.
 - Download Limit**: text input field.
 - Notify on Download?**: checkbox.
- Share With** (expanded):
 - Recipients**: text input field with placeholder 'Add names or emails'.
 - Notify**: radio buttons for **New Recipients** (selected), **Everyone**, and **None**.
 - Message**: text area.
- Table** with 4 columns: **Name**, **Can Upload**, **Can Delete**, and **Remove**.
- Buttons**: **CLOSE** and **SAVE** at the bottom right.

Share Files from the Web Browser

You can add an expiration date for the share to expire. Once the share expires, the link will no longer be available. To track who opens and downloads the file, check *Notify on Download?*

Fill out all email addresses. We also allow you to add a message if needed.

Share Access

☐ Secure Share ?

☒ Public Share URL

▼ Share Options

Expiration Date

Download Limit

☐ Notify on Download?

▼ Share With

Recipients

Notify ☒ New Recipients ☐ Everyone ☐ None

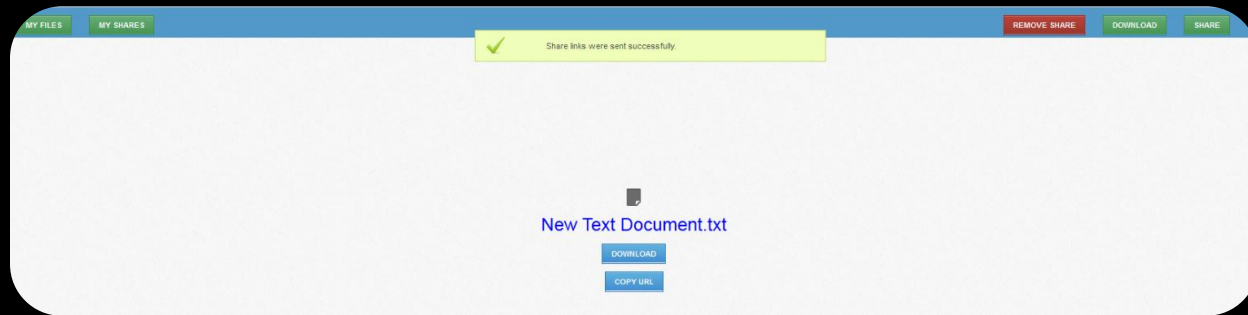
Message

Name	Can Upload	Can Delete	Remove
------	------------	------------	--------

CLOSE SAVE

Share Files from the Web Browser

After the *Share* button is clicked, a message will say, “Share links were sent successfully.”

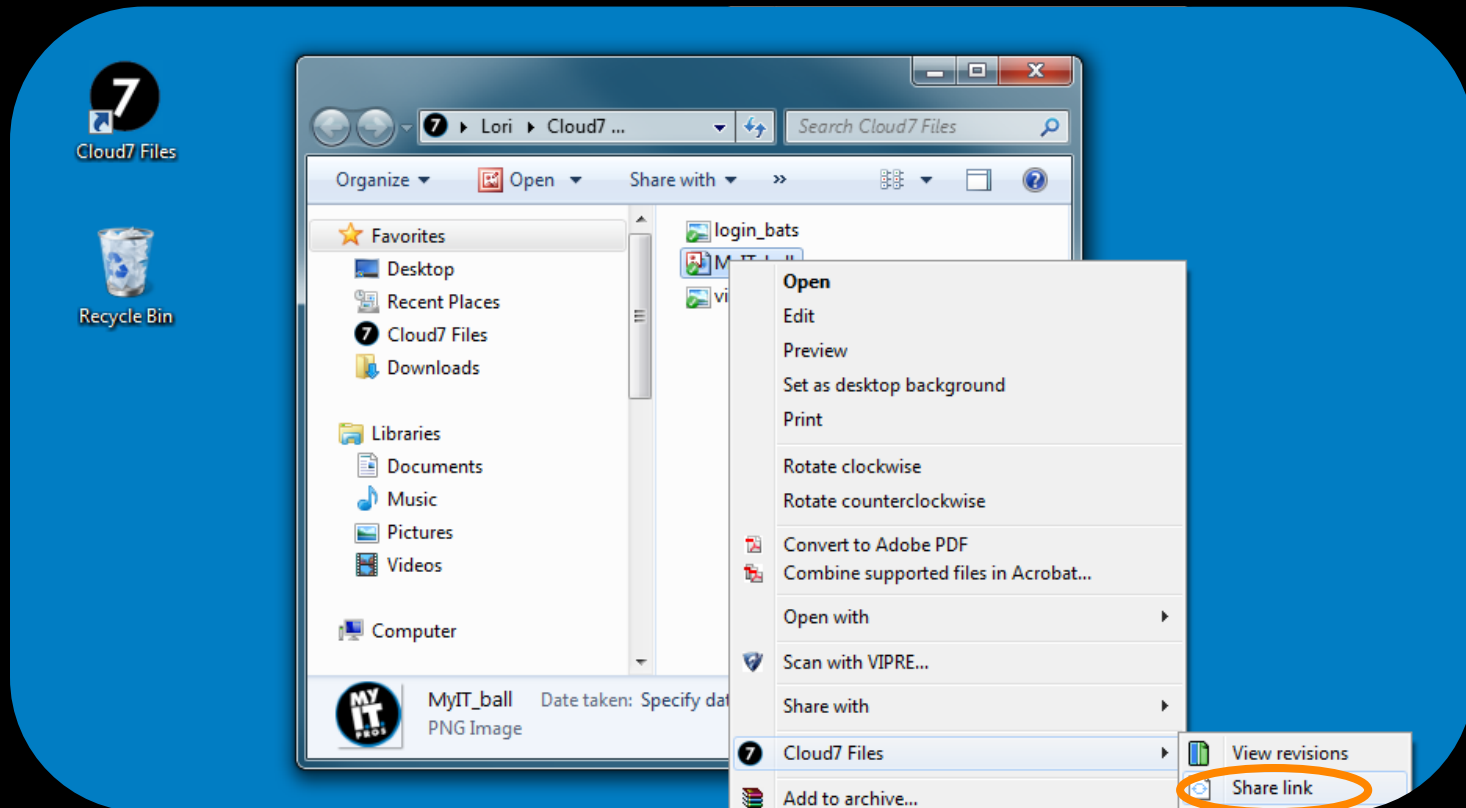


You will be left on a page that gives an option to download the file to your local machine, remove the share, go to your files or track your shares.

Share Files from Cloud7 Files App

Share Files from Cloud7 Files App

Sometimes it is easier to do a 3rd party share directly from the sync folder. Just right click on the file, navigate to *Cloud7 Files*, and click *Share link*. This will redirect to the same form as above.



Tracking Your Shares

Tracking Your Shares

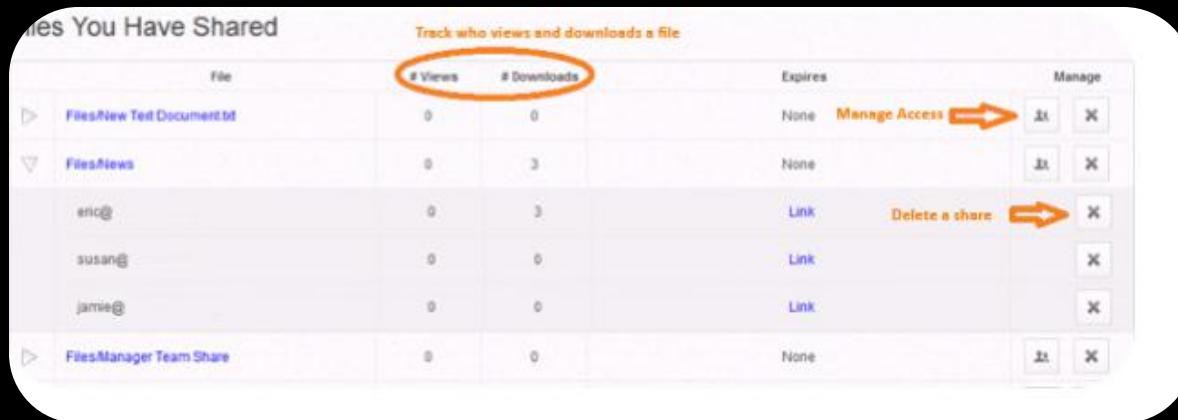
You can track and view all of your third party shares. Just click on the *Shares* tab. On the top portion you will see your third party shares.

The screenshot displays the 'Shares' tab in a web application. At the top, there is a navigation bar with four tabs: 'Files', 'Shares' (which is highlighted), 'Backups', and 'Activity Log'. Below the navigation bar, the main content area is titled 'Shares'. Under this title, there is a section for 'Team Shares' which contains a table with three columns: 'Share', 'Created', and 'Browse'. The table lists a single share: 'Files/GreenOnionShare' created on 'February 04, 2013', with a folder icon in the 'Browse' column. Below the 'Team Shares' section is a section titled 'Files You Have Shared'. This section contains a table with five columns: 'File', '# Views', '# Downloads', 'Expires', and 'Manage'. The table lists six files, each with a dropdown arrow in the 'File' column, view and download counts, an expiration date of 'None', and a 'Manage' column with icons for sharing and deleting.

File	# Views	# Downloads	Expires	Manage
Files/New Text Document.txt	0	0	None	
Files/News	0	3	None	
Files/Manager Team Share	0	0	None	
Files/fileservvalueprop.txt	0	0	None	
Files/difference between sync and backup.txt	0	0	None	
Files/Anchor MyDrive Cloud Solution.pptx	0	0	None	

Tracking Your Shares

For third party shares, you can delete, track and view your shares.



Files You Have Shared

Track who views and downloads a file

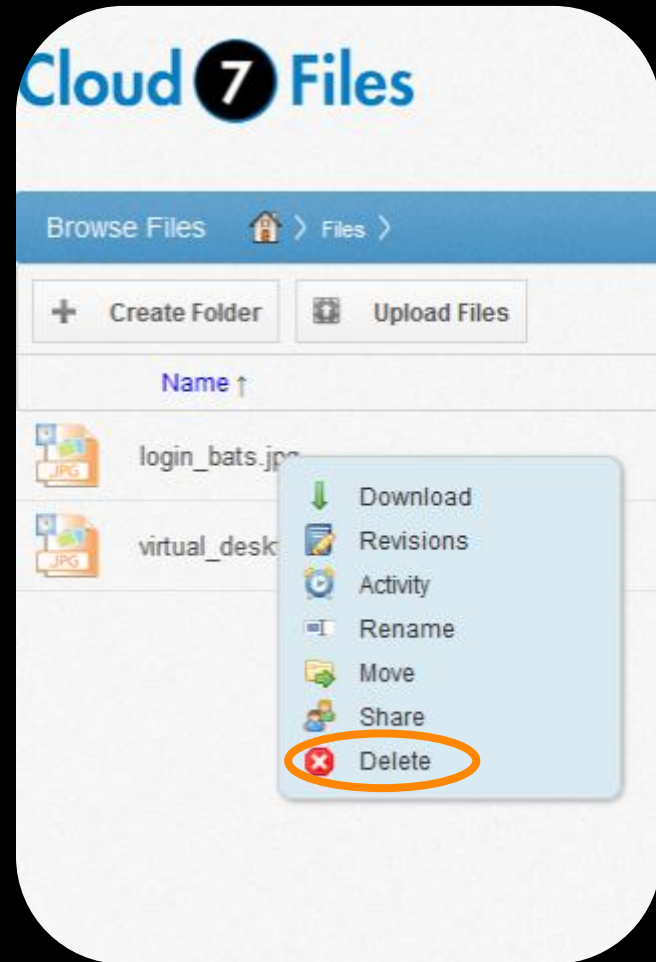
File	# Views	# Downloads	Expires	Manage
FilesNew Test Document.txt	0	0	None	Manage Access →
FilesNews	0	3	None	
eric@	0	3	Link	Delete a share →
susan@	0	0	Link	
jamie@	0	0	Link	
FilesManager Team Share	0	0	None	

Deleting a File

Deleting a File

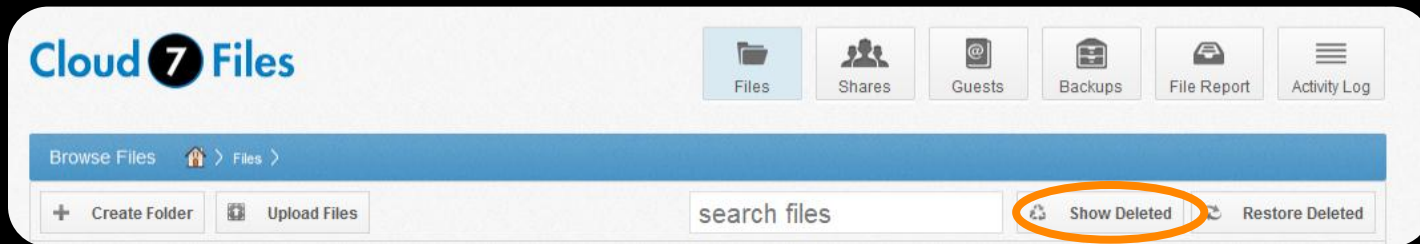
Generally, users aren't allowed to delete their own files unless they have permission.

If you right click and press *Delete* the file will still be on the server.

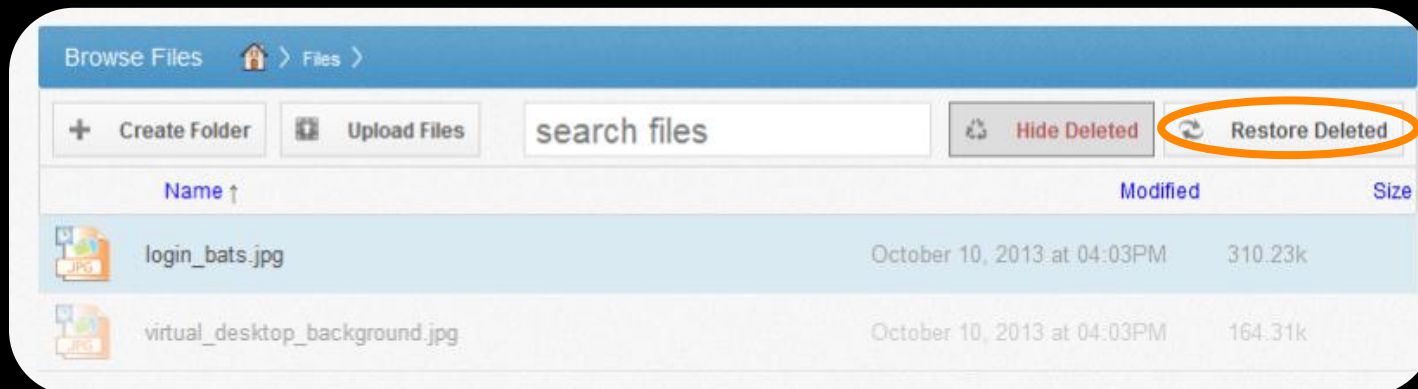


Deleting a File

If you accidentally delete or need to find the file again, it is easy to restore. On the top right of the screen next to the file search bar, you will find *Show Deleted*.



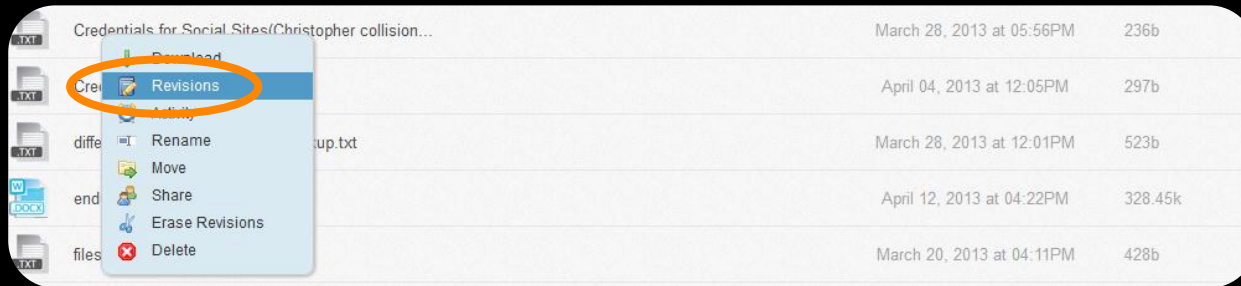
After you click *Show Deleted*, all deleted files will show up faded out. To restore files, click *Restore Deleted*.



What Are Revisions?

What Are Revisions?

Revisions or versions of file changes are kept. You can go back to older versions of files very easily. From the web browser right click on the file and click *Revisions*.



How to Restore a Previous Version

How to Restore a Previous Version

Once you click *Revisions* it will redirect to a screen where you can download older versions or restore an older version to the current revision. The most current version will be highlighted in green.

Files

Shares

Backups

Activity Log

Browse File Revisions - enduserguide.docx

Files

Revisions for enduserguide.docx

Filename	Received	File Size	Full Size	Delta Size	Download	Restore
enduserguide.docx	April 12, 2013 at 07:07PM	836.89k	751.42k		Download Current	Current Revision
enduserguide.docx	April 12, 2013 at 04:22PM	328.45k	309.84k	216.07k	Download Revision	Restore Revision
enduserguide.docx	April 10, 2013 at 06:59PM	240.17k	211.30k	13.61k	Download Revision	Restore Revision
enduserguide.docx	April 09, 2013 at 06:57PM	239.17k	210.36k	11.62k	Download Revision	Restore Revision
enduserguide.docx	April 09, 2013 at 06:41PM	51.67k	48.11k		Download Revision	Restore Revision

Currently Displaying Revisions For 5 File(s)