Collaborate in projects

This tutorial will teach you how to work together in projects through shared collaboration folders. These folders look like normal folders on your computer, but its contents will be synchronized with everyone being part of the project.

In order to utilize collaboration in CloudMe, you need to install CloudMe on your computer. You can download the software through https://cloudme.com/install. After installing CloudMe, you will get the blue CloudMe folder as a favorite. Any sub-folder of the CloudMe folder may be shared as a collaborative folder, or you may setup any folder, like a desktop folder, to be used for collaboration.

HOW DOES IT WORK?

CloudMe will keep your shared folders synchronized with the cloud. Any changes made to a file on your computer is synchronized to the cloud and changes in the cloud is then synchronized to your computer. In the cloud, your folder is shared with other members of the project and their CloudMe software synchronizes the folder contents with their computer. This means that all members of the project that shall work together needs to have a CloudMe account and the CloudMe software installed. One person becomes the owner of the folder and shares the folder with the other project members, who then *follow* the folder, which adds it to their account and enables them to sync it.

WHO'S ACCOUNT QUOTA IS CHARGED?

The contents of the folder will count towards the owners account quota, the followers accounts will not see any reduction of their available storage. This makes it possible for the owner to share a folder with 60 GB of contents to someone with a free account with only 3 GB available.

WORKING THROUGH A SHARED FOLDER

Open the CloudMe window, choose *Share Folder* or right click any folder (windows users), select *Collaboration* as the type and choose a password. Click the *Share* button. Select the *Mail* option and enter the username or registered email address of the CloudMe accounts for the other members of the project and hit space after typing each name. If it changes to green, it is a valid CloudMe user. Hit the *Send* button. The project members will now get the invitation pushed to their computers and phones. It is important that they accept to *Follow* your WebShare and choose to sync it to their computers. Everyone will now have the folder and can start working in it with instantly shared content.

ENABLING A FILE INBOX

Sometimes you only want people to be able to send you large files, photos or video – like a file inbox, but not being able to change or delete anything. CloudMe provides this type of collaboration in the form of WebShare+, available when sharing a folder.