



Quick Start Guide

CloudMe's cloud service can be described simply as a service that allow you to safely store, retrieve and share information no matter where you are or what device you're using, computer, smartphone or tablet.

This is a short introduction to using the service through our website cloudme.com. You may also be aware that there is a 'sync', an (download at CloudMe.com) application that allows your files to be synchronized, uploaded and / or downloaded between your computer and our service. This function is important and therefore dealt with in a separate document.

Using CloudMe

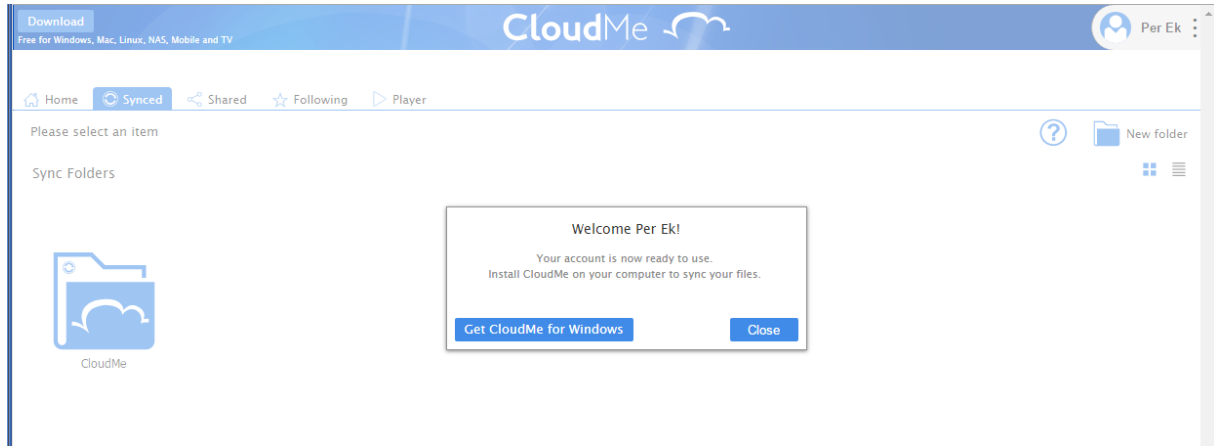
In CloudMe you have a large amount of possibilities to store / backup, manage, share and collaborate on folders and documents. Below we present some ways to simplify your handling of documents and files by using CloudMe.

- If you have large files that cannot be sent via email it is very easy to add the files to a folder, and then share this folder to the person or persons who shall have access to the file via CloudMe. You can then send the link to the shared folder via email and the recipients simply download the file from the folder using the link. You can then add more files in the same folder as which your receiver can also download.
- Do you need others to be able to send you files? With CloudMe others don't need to have an account to share to your account. Working together on a document is made easier if both people have downloaded CloudMe and can work locally in a shared folder together while CloudMe keeps both copies up to date.
- Communicate with a large number of vendors, customers, departments, etc. It is very easy to create a folder and share it with each recipient. Then they will be able to access any files you put in the folder. Additionally you can choose if you want the recipient to be able to add, modify or delete documents in the folder you have shared with him.
- Another advantage compared with sending and receiving files and documents by mail, is that you get an effective and clear structure of your documents and files as CloudMe works with folders and files just like your computer file system.
- You can edit Office documents right in your browser.
- Upload anything to get a safe backup of your document and files which then can also be accessed from your mobile, tablet, or another computer.



Overview

Once you have created an account and logged in, you will reach our homepage as shown below.



At the top of the page you will find a number of tabs: "Home", "Synced", "Shared", and "Following"



"Home" at the left side of the tab is where you will find all your folders and files. However, those folders that others shared with you can be found under "Following".

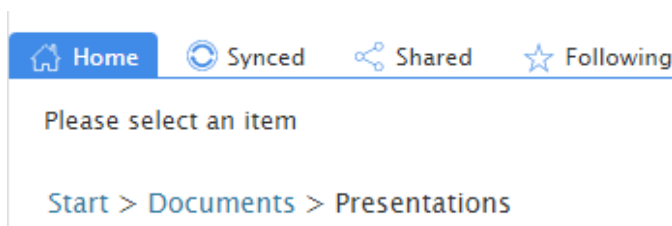
"Synced" takes you to a tab that shows the CloudMe folder. Later on you will also see all your folders you have chosen to sync.

"Shared" shows which folders you have shared out to anyone. For example, if you distributed a folder with financial reports or even photographs to your family.

"Following" displays the folders that others shared with you.

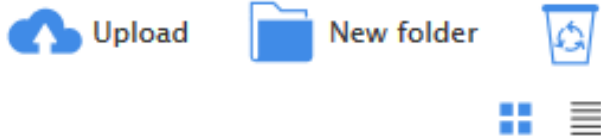
Below these tabs you will also find the path to the folder you currently have open. In this example, I am looking at the files in the "Presentations" folder which is in the "Documents" folder which is in the "Start" folder.

The example in the picture below shows the path: Start > Documents > Presentations





To the right you will then find further symbols



The first icon allows you to upload a document, photo, music or other file. Remember that the document is uploaded to the folder where you are currently located.

The next icon lets you create a new folder in the folder where you are currently located.

The third icon, Trash can/Recycle allows you to view and retrieve files or folders you have deleted. NOTE! Note that you can choose to click on the trash can regardless of which folder you are in and then see which folders and / or documents you deleted from that particular folder.

The two symbols down to the right indicate how you want to view your folders and files, as symbols or in a list.

Share folders and collaborate

There are three options for sharing using CloudMe




- WebShare
- WebShare +
- Collaborate

NOTE! However you choose to share the receiver does not need to have a CloudMe account to access the files or upload his own files.



WebShare creates a link you can send to the person you want to receive the documents, images, or other files. All you need to do is enter the email address of the person or persons you want to take part of the contents of your folder.

Share the folder 'Movies' as

 <p>WebShare</p>	 <p>WebShare+</p>	 <p>Collaborate</p>
Let your friends access and follow your files through a http link	Share your files, but also allow your friends to upload to your WebShare. A file inbox provided through a http link.	Collaborate and share a WebShare with friends and work together in a common folder through a http link.



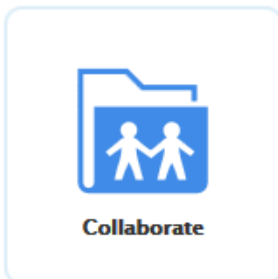
Options

Before publishing, make sure you own the copyrights and other rights to all materials you publish or that you obtained all necessary permissions.

[See an example of a WebShare.](#)

WebShare+ does basically the same thing. The difference is that, those you shared this folder to can also place new documents or files in the folder and you must protect the folder with a password of your choosing.

Share the folder 'Movies' as

 <p>WebShare</p>	 <p>WebShare+</p>	 <p>Collaborate</p>
Let your friends access and follow your files through a http link	Password required <input type="text"/> Share your files, but also allow your friends to upload to your WebShare. A file inbox provided through a http link.	Collaborate and share a WebShare with friends and work together in a common folder through a http link.

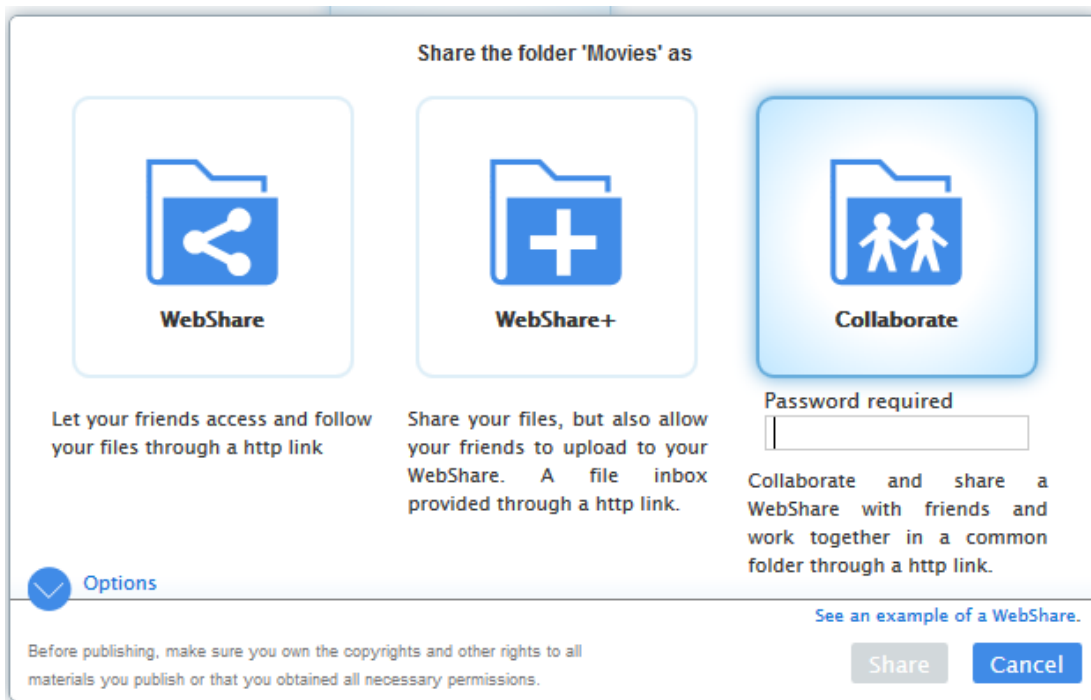
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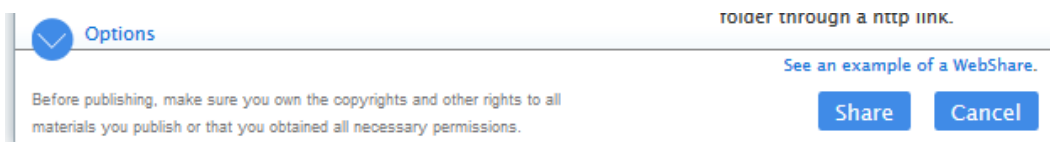
[See an example of a WebShare.](#)



Collaborate not only shares the files, but also all who have received an invitation to the folder can also add, edit or delete documents. I.e. all invited to take part of the contents of the folder has the same "privileges". Collaborate works without software that synchronizes all files but the major benefits will come only when you choose to download CloudMe and sync the folder which then also simultaneously updates the content with other invited guests. This means that everyone who has synchronized the folder always has the same version of the files.



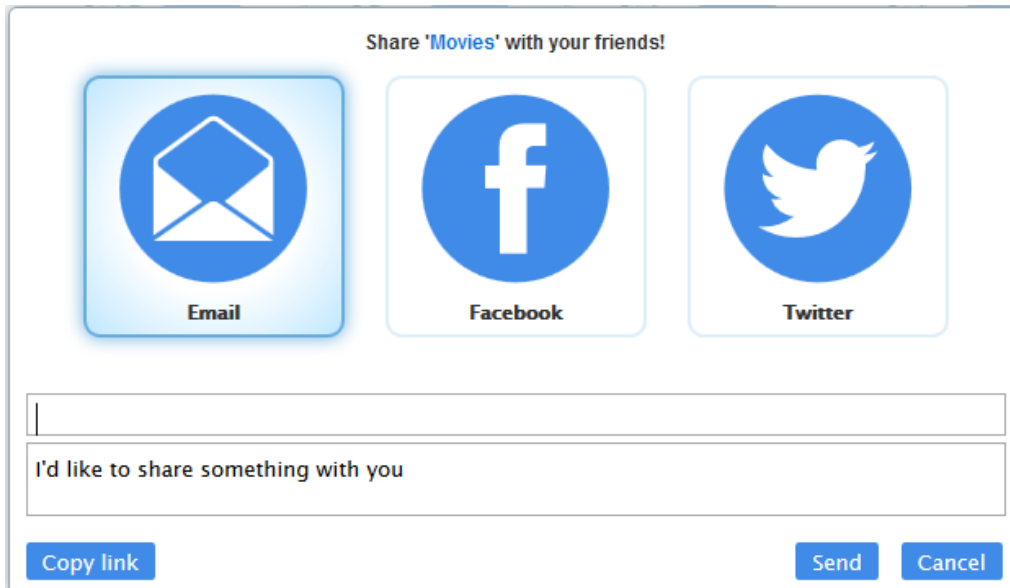
Once you have decided what type of share you like, click on the blue button labeled "Share."





Then choose whether to share via email, Facebook or Twitter. If you choose mail, simply enter the email address of the person you want to share the folder with.

NOTE! You need a space after / between the email addresses.



Summary

This is a very brief introduction to CloudMe, which contains a wide range of capabilities and features. We therefore recommend that you start using the service and familiarize yourself with the various features. **Another thing to consider is how you want to organize your folders and sharing just as you might set up your computer or network.**

Should you get stuck we are of course available to help you or answer your questions! You'll find links to our different help features here below but also at the bottom of our homepage.

FAQs: <https://cloudme.com/faq>

Forum: <http://forum.cloudme.com/>

Help with syncing: <https://cloudme.com/sync/help>

More tutorials: <https://cloudme.com/tutorials>

Good luck!

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