Getting Started Guide
Online File Folder
Become an Expert at Managing Your Files Online

Getting Started Guide: Online File Folder

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Introduction

Never lose a file again. With Online File Folder you can easily manage your files online without the hassle of storage disks or emailing important files to yourself. Online File Folder lets you store files securely and easily so you can access them from any computer, anytime.

With Online File Folder, you can retrieve, back up, and share your files. You can upload and download files via FTP, or sync your computers to ensure you always have the right version of your files. In addition, you can edit files in Online File Folder, automate backups, and more.

In this guide, you'll learn about:

Managing Files and Folders	Sort, send, share, and encrypt files in your Online File Folder account.
Managing Your Address Book	Organize the contacts related to your files.
Managing Your Settings	Change the password or email address associated with your account, and specify settings for uploading your files.
Using Workspace Desktop Tools	You can access, back up, and edit your files from your Online File Folder account.

SETTING UP ONLINE FILE FOLDER

You can set up Online File Folder from your account manager. This section describes how set up Online File Folder account for the first time.

To Set Up Online File Folder

1. Log in to your Account Manager.

2. In the **My Products** section, click **Online File Folder**.

3. Click **Setup Account**.

4. In the **User Name** field, enter your user name.

5. In the **Enter your Password** and **Confirm Password** fields, enter your password.

6. Click **Continue**.

7. *(Optional)* From the **Email Accounts** list, associate Online File Folder with an existing email account.

8. Click **Continue**.

Managing Files and Folders

After you set up your Online File Folder account, you can begin managing and sharing your files.

USING THE DROPBOX

The Online File Folder Dropbox lets you receive files via email in your Online File Folder account.

Files sent to you at *yourdropbox*@onlinefilefolder.com (where *yourdropbox* is an email address you specify in the steps below) are placed in your Dropbox folder. Friends, family, and business associates can send you files simply and securely with Dropbox.

To Use the Dropbox

1. Log in to Online File Folder.

2. From the **Settings** menu, select **File Settings**.

3. In the **Set Dropbox Options** area, select **Enable Dropbox**.

4. Enter your Dropbox email address. Emails sent to you at *yourdropbox*@onlinefilefolder.com are placed in your Dropbox folder.

5. You can restrict who has permission to send files to Online File Folder by enabling the Remote Delivery ID. To enable the Remote Delivery ID, select **Yes**. Specify a word or phrase to use as the ID in the Remote delivery ID field. Senders must use the word or phrase as the subject of their email to send files to Online File Folder.

   Select **No** and leave the field blank to allow anyone to send files to your Dropbox.

6. From the **Overwrite action** list, select Online File Folder's behavior when it receives duplicate files.

   If you select **Replace Existing Files**, the file will not be received in the Online File Folder Dropbox. The sender receives a notice that the file was not received.

7. Click **OK**.

ADDING FILES AND FOLDERS

To store or share your files and folders, you can upload them to Online File Folder account. You can upload as many files as the storage space for your plan allows, up to 1 GB at a time. When organizing your files in Online File Folder, you can create customized folders or add folders from your computer.
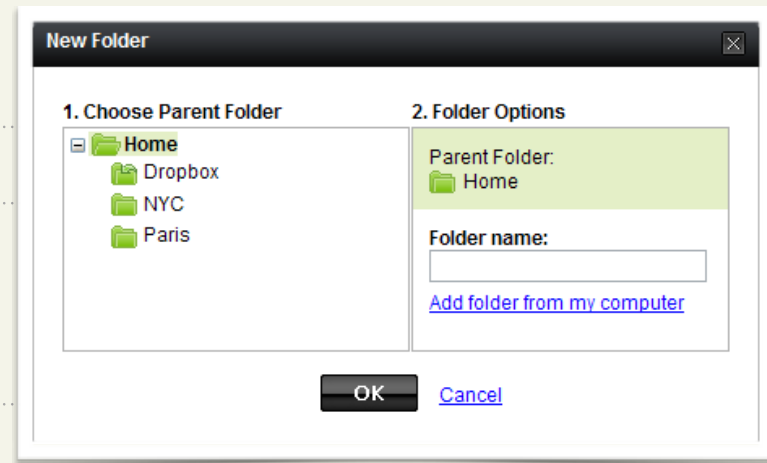
To Add a File to Online File Folder

1. Log in to Online File Folder.

2. Click **Add File**.

3. In the **Select Files to Upload** window, select the file you want to upload, and then click **Upload**.

4. Click **Start Upload**.

After uploading files, click and drag them into folders.

To Create a New Folder

1. Log in to Online File Folder.

2. Click **New Folder**.

3. In the Choose Parent Folder section, navigate to and select the folder under which you want to add the new folder.

4. In the **Folder Name** field, enter a name for the folder.

5. Click **OK**.

DELETING FILES AND FOLDERS

You can delete any folders that you have created or files that you have added to Online File Folder. The Dropbox folder serves as your Inbox and cannot be deleted.

To Delete a File or Folder in Online File Folder

1. Log in to Online File Folder.

2. Right–click the file or folder you want to delete, and then select **Delete**.

3. In the Delete window, click **OK** to confirm the deletion.
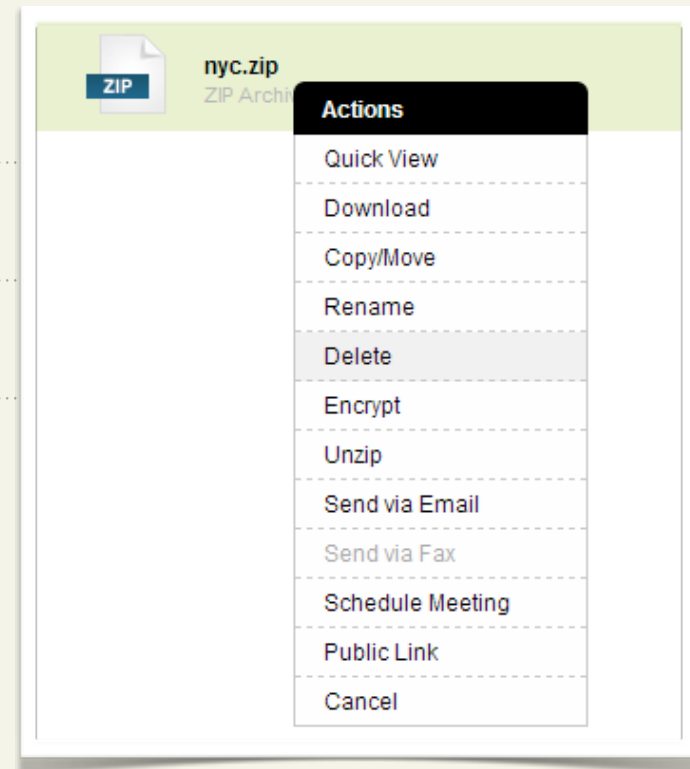
SENDING AND SHARING FILES AND FOLDERS

In Online File Folder, you can share files with others by emailing them a link to download a file directly through a Web browser.

To Share a File or Folder

1. Log in to Online File Folder.

2. Right-click the folder or file that you want to share, and then select **Public Link**.

3. In the **Share Files and Folders** window, in the **Select Share Options** section, complete the following:
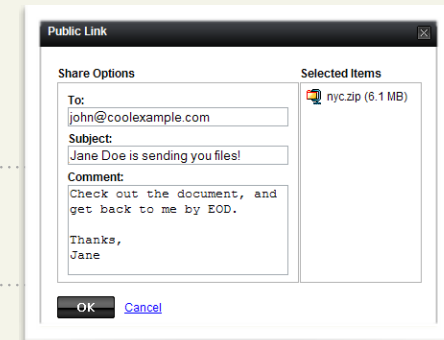
To	If you are sending a link, enter the recipients' email addresses.
Subject	If you are sending a link, enter a subject line for the email message.
Comment	If you are sending a link, enter any for the email message.

4. Click **OK**.

When you send a link, an email is sent to the email addresses you specified. Users can follow that link to view the file or folder.

ENCRYPTING AND DECRYPTING FILES

You can encrypt files through Online File Folder for additional security. To view the files, you, or the viewer, must decrypt them first.

To Encrypt Files

1. Log in to Online File Folder.

2. Right-click the file or folder you want to encrypt, and then select **Encrypt**.

3. In the **Encryption password** and **Confirm encryption password** fields, enter the password you want to use to open the file.

4. In the **Password hint** field, specify a hint to remind you of the password.

5. Click **OK**.

After encrypting files, they must be decrypted before you can access them.

To Decrypt Files

1. Log in to Online File Folder.

2. Right–click the file of folder that you want to decrypt, and then select **Decrypt**.

3. In the **Password** field, enter the encryption password, and then click **OK**.

SEARCHING FOR FILES

If you need to locate a specific file, you can search for it using one of the Online File Folder's search features:

Basic Search	Lets you quickly search files for a specific keyword without opening the full search feature.
Advanced Search	Lets you select a value to search for, and narrow search parameters to specific fields, folders, sizes, and dates.

You can access the search features using the Basic Search in the upper–left corner of your folders list or by clicking **Advanced Search** beneath it.

To Search for Files Using Basic Search

1. Log in to Online File Folder.

2. In the Basic Search field, enter the word or phrase you want to search for and then press the **Enter** key on your keyboard.

The Advanced Search lets you narrow results by specifying search criteria.

To Search for Files Using Advanced Search

1. Log in to Online File Folder.

2. Click the **Advanced Search** hyperlink below the Basic Search field.

3. In the **Advanced Search** field, enter the word, phrase, or other value you want to search for.
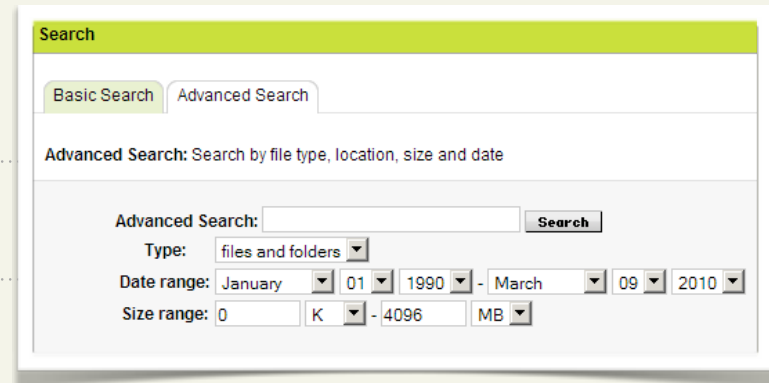
4. (*Optional*) Enter additional parameters to narrow your search, including:

Type	Specify if you want to search files and/or folders.
Date Range	Select a specific date range to search.
Size Range	Enter a minimum and a maximum file size, and then specify whether the size is in kilobytes or megabytes

5. Click **Search**.

Managing Your Address Book

You can use the address book in Online File Folder to store the names and email addresses of the contacts you frequently share your files with. In this section, you'll learn about:

Adding Contacts	Store contact information for people you share files with in your Online File Folder address book.
Deleting Contacts	Remove contacts from Online File Folder address book at anytime.
Editing Contacts	Keep your contacts up-to-date. You can update contact information for your correspondents including their names, nicknames, and email addresses.

ADDING CONTACTS

You can easily store contact information for the people you share files with. Add friends, associates, and family to your address book, so you can easily share great files with them.

To Add Contacts

1. Log in to Online File Folder.

2. From the **Contacts** menu, select **New**.

3. In the **Create Contact** section, complete the following:

First Name	The contact's first name.
Last Name	The contact's last name.
Email	The contact's email address.
Nickname	A nickname or display name for the contact.

4. Click **OK**.

MANAGING CONTACTS

You can delete contacts from the Online File Folder address book.

To Delete Contacts

1. Log in to Online File Folder.

2. From the **Contacts** menu, select **All**.

3. In contact list, in the **Actions** column, click **Delete** next to the contact you want to delete.

4. In the **Delete Contac**t window, click **OK** to confirm the deletion.

You can edit information for your contacts at any time in the Online File Folder address book.

To Edit a Contact

1. Log in to Online File Folder.

2. From the **Contacts** menu, select **All**.

3. In contact list, in the **Actions** column, click **Edit** next to the contact you want to modify.

4. In the Edit Contact window, update your contact's information, and then click **OK**.

Managing Your Settings

In the Settings area, you can change your personal settings and specify options for your file settings. In this section, you'll learn about:

Personal Settings	Manage personal settings, including your email identity and Online File Folder password.
File Settings	Manage and update file settings, including upload and Dropbox options.

MANAGING YOUR PERSONAL SETTINGS

You can create an email identity, which displays as the "From" address when you share files through Online File Folder.

To Create an Email Identity

1. Log in to Online File Folder.

2. From the **Settings** menu, select **Personal Settings**.

3. In the **Set Email Identity** section, edit the **Email from name**.

4. Click **OK**.

You can also change your Online File Folder password.

To Change Your Online File Folder Password

1. Log in to Online File Folder.

2. From the **Settings** menu, select **Personal Settings**.

3. In the **Set Password** section, enter your **Current Password**, **New Password**, and then **Confirm** it.

MANAGING YOUR FILE SETTINGS

In the File Settings area, you can edit options for uploading and editing your files.

To Manage File Settings

1. Log in to Online File Folder.

2. From the **Settings** menu, select **File Settings**.

3. From the **Set Upload Options** section, select **Replace existing files**, **Leave existing files**, or **Rename the file**.

4. In the **File Editing Tool Options** section, select to enable or disable **Automatically open file for editing**.

    If you select this option, double-clicking a file automatically opens it. If you do not select this option, Workspace Desktop Tools prompts you to **Open** or **Save** the file.

    If you do not have Workspace Desktop Tools installed, this option is not available. For more information, see **Using Workspace Desktop Tools** in this guide.

5. Click **OK**.
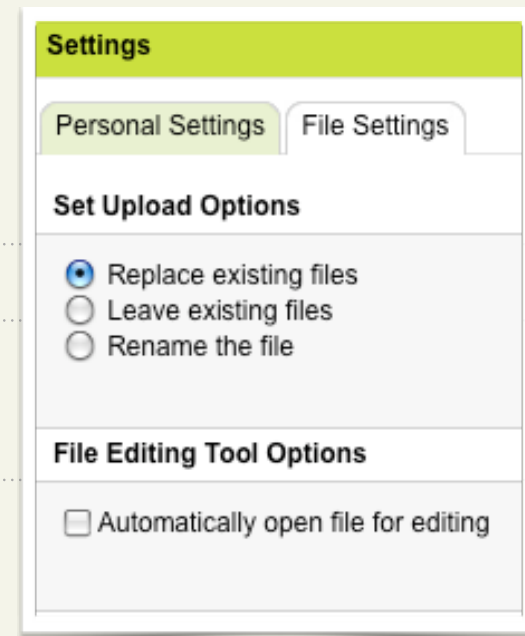
Using Workspace Desktop Tools

Workspace Desktop Tools help you manage your Online File Folder account. It includes three separate tools:

Backup	Back up files from your computer to Online File Folder and, using the Sync feature, synchronize files from Online File Folder with your computer.
Drive Map	Connect your computer to Online File Folder as if it were a removable drive, which lets you manage your contents directly in Windows Explorer without directly logging in to Online File Folder.
File Editing Tool	Open and manipulate files directly in Online File Folder without saving them to your computer.

To Install Workspace Desktop Tools

1. Log in to Online File Folder.

2. From the **Tools** menu, click **Workspace Desktop**.

3. Click **Install Now**, and then click **Save File**.

4. Open the file, and continue the installation process.

To access Workspace Desktop Tools on a PC, go to your **Start** menu, select **All Programs**, select **WorkSpace,** and then click **Desktop Tools**.

To access Workspace Desktop Tools on a Mac, go to your **Applications** folder, and then double–click **DesktopTools**.
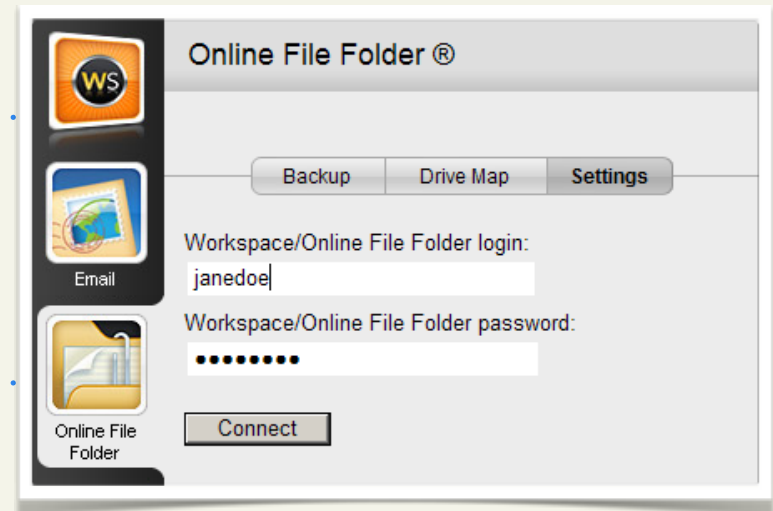
The first time you open Workspace Desktop Tools, go to the **Settings** tab and enter your Online File Folder login and password.

USING BACKUP

Backup lets you create automatic backups of files from your computer to your Online File Folder account.

To Create a New Backup

1. Launch **Workspace Desktop Tools**.

2. Go to the **Backup** tab, and then click **New**.

3. Select the type of backup you want to create. If you select **Custom Backup**, select the folders on your computer you want backed up, select your backup options, and select the backup's schedule.

4. Click **Accept**.

USING THE FILE EDITING TOOL

The File Editing Tool lets you open files directly from Online File Folder without first saving them to your computer. After you've made any desired modifications to the file, save it normally, and Online File Folder prompts you to save it to your account.

USING DRIVE MAP

When you install and set up Drive Map, you can access your Online File Folder account as if it were a hard drive connected to your computer. With Drive Map you can do the following:

- Open and edit files, and then save them to their original location in your Online File Folder account.

- Rename files.

- Create new files and folders.

- Move or copy files to and from your Online File Folder account.

To Set Up Drive Map

1. Launch Workspace Desktop Tools.

2. If you're using a Windows-based PC, select a **Drive Label**.

3. (*Optional*) If you want Workspace Desktop Tools to connect to your Online File Folder account whenever your computer starts, select **Reconnect at Login**.

4. Click **Connect**.

CONGRATULATIONS!

You have the tools and know-how to manage your files using Online File Folder. Now you can upload files, edit them to your heart's content, and share them with friends. You'll be amazed at how simple file management is with Online File Folder. If you need additional information or assistance with Online File Folder, please visit our Help Center.