

ShareSync Get Started Guide for Windows



OVERVIEW

ShareSync is a file sharing and backup service. It allows you to:

- Access files from any computer, the ShareSync web portal, and mobile devices
- Easily and securely share files with people inside and outside your company
- Back up your files in real-time to protect against data loss from ransomware, accidental file deletions, and other incidents

Follow these steps to get started using ShareSync.

You can also visit <http://howto.sharesync.com> to learn more.

INSTALLATION



You can download the app at <https://howto.sharesync.com/>

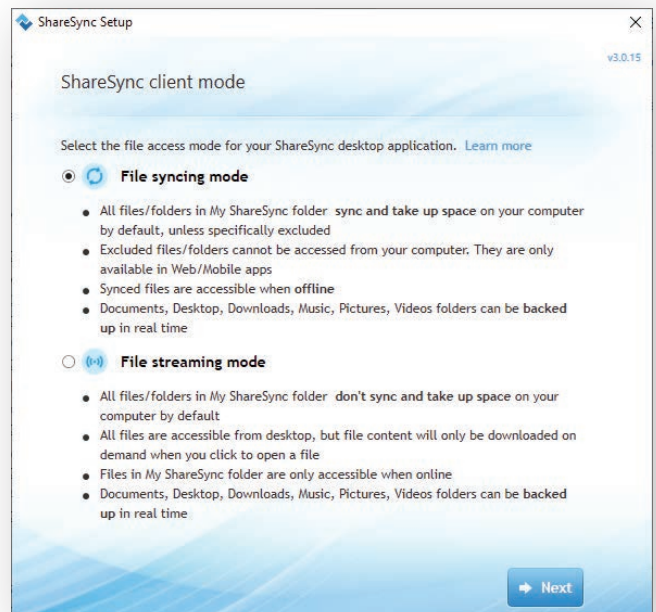
Once installed, login using your email address and your ShareSync password.

APPLICATION MODES

As part of the installation sequence, you will need to choose between the following application modes.

File Sync mode works better for those with small to medium file sets and who need to frequently access files while offline.

File Streaming mode generally works better for those with medium to large file sets and smaller hard drives and/or limited network bandwidth.



BACKUP CONFIGURATION

Once ShareSync is installed on your computer, it creates a designated folder called My ShareSync. All files and folders added to the My ShareSync folder are automatically backed up and available to be accessed from other PCs, Macs, mobile devices, and the ShareSync Web App.

To add files to My ShareSync, you can:

- Save files to the folder using “Save As” in Word, Excel, PowerPoint and other programs
- “Drag and drop” or “copy and paste” files from other locations on your PC
- You can also create new folders in My ShareSync

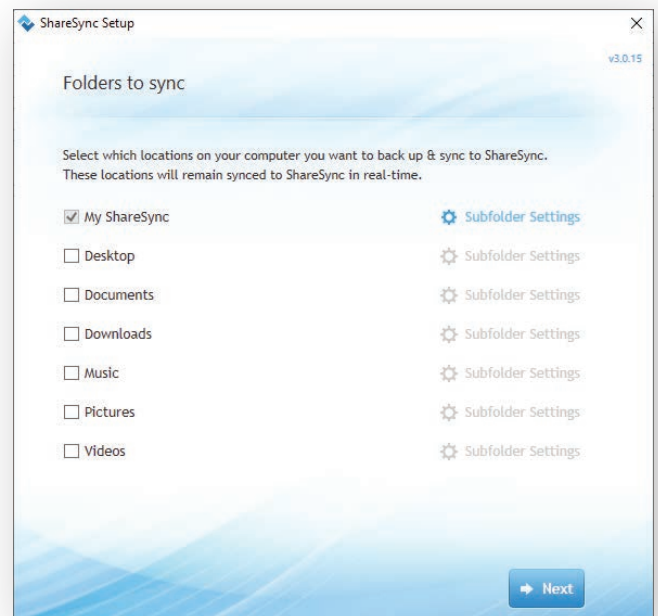
In addition to the My ShareSync folder, you can choose to sync and backup Desktop, Documents, Music, Pictures, Videos, and Downloads folders.

All files and folders added or updated in these locations will be backed up to ShareSync in real time.

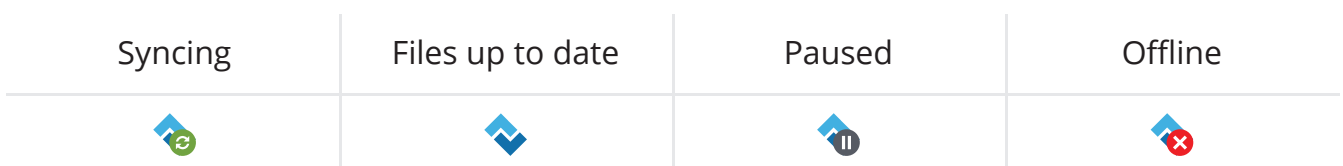
You can view ShareSync sync status in the taskbar on the bottom right of your PC.



ShareSync



The following icons depict various ShareSync statuses:



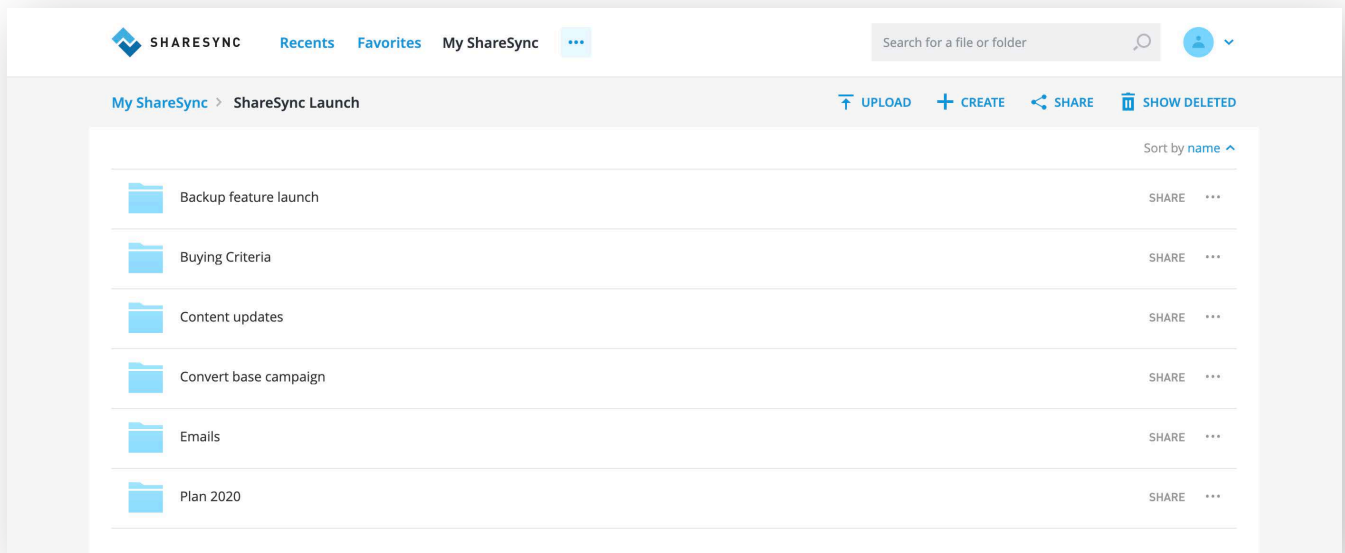
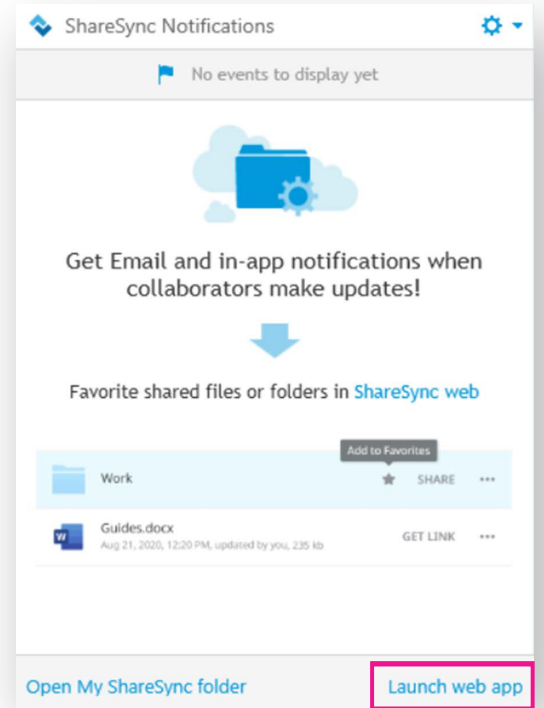
SHARESYNC WEB APP

ShareSync Web App enables you to access and manage all of your ShareSync files from a browser.

You can launch the ShareSync Web App in two ways:

1. Right-click on the ShareSync icon in your task bar and choose "Launch Web App"
2. Login from any web browser at <https://sharesync.com>

Note: you will need your ShareSync username and password.



FILE & FOLDER SHARING

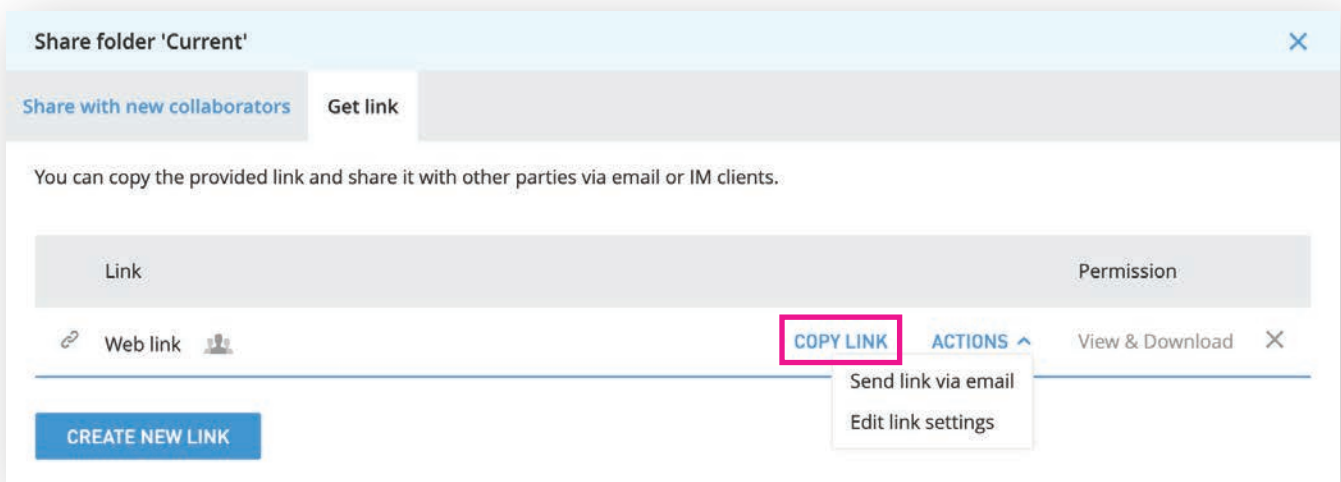
Once you've added files to ShareSync, you can securely share files and folders with people inside and outside your company. There are several different ways to share files:

- **Web Links:** a good way to share content with people who only need short-term access to review a file or group of files. You can share Web Links with anyone, even if they don't subscribe to ShareSync.
- **Collaborative Folder Sharing:** a good sharing option for longer term sharing activities, when multiple people need to access and edit files on an ongoing basis.

Share Files & Folders via Web Link

To create Web Links:

- Login to ShareSync Web App
- Select the file or folder you wish to share
- Click "Share" and choose "Get Link" tab
- Copy link
- Paste link in an email or send directly from ShareSync using "Send link via email" from the Action menu



When you create Web Links you can set different permission types, including View only or View and Download. You can also create Upload links as a secure way for people outside your company to share content.

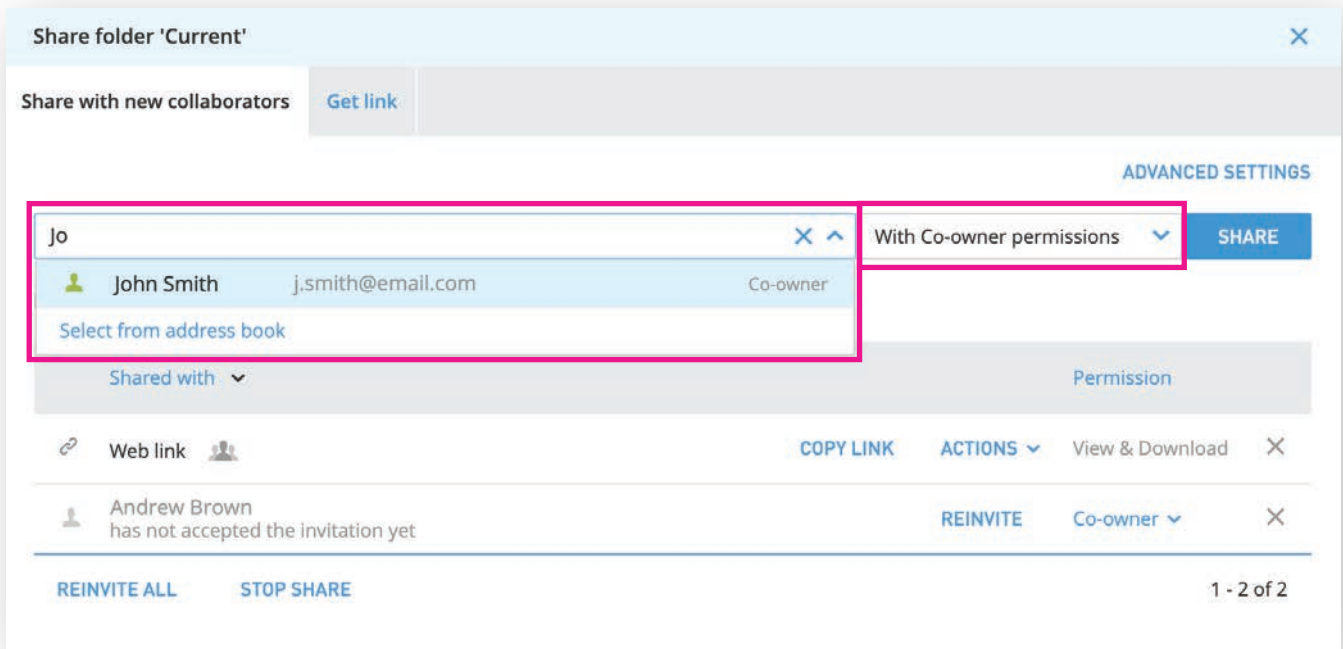
Collaborative Folder Sharing

To share a folder with collaborators:

- Login to ShareSync Web App
- Select the “Share” action next to the folder you’d like to share you wish to share
- For sharing with people inside your company, select the names of the users with which you’d like to share the folder. If you are sharing a folder with an external party (for example, a business partner or client), you can type their email address to send an external sharing request.

Note: depending on your permission settings, your company’s account administrator may need to approve external sharing.

- Select Sharing Permissions: View, Modify or Co-Owner

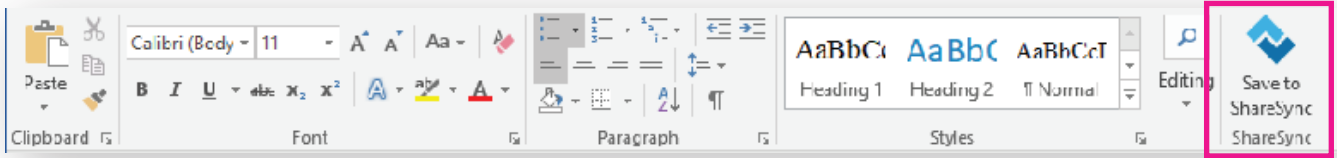


For any sharing activities, recipients will receive an email notification with a link. Folder sharing invitees must accept an invitation before they can access content.

You can also share folders by right-clicking on a file or folder from the desktop.

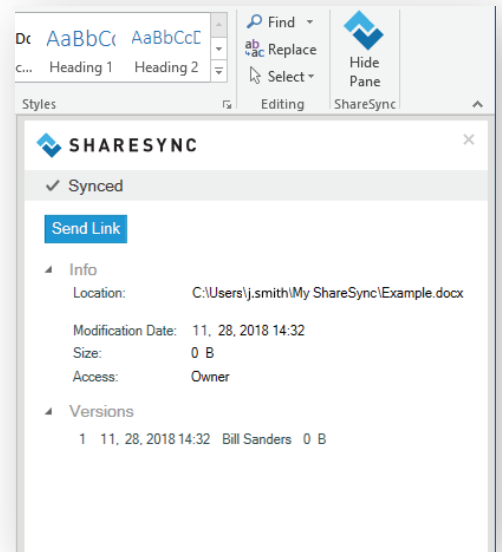
SHARESYNC + MICROSOFT OFFICE APPS

Microsoft PowerPoint, Excel, and Word

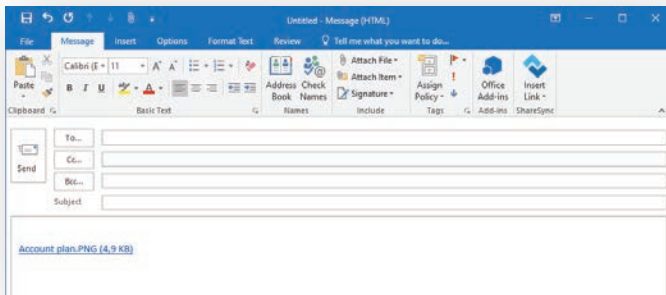
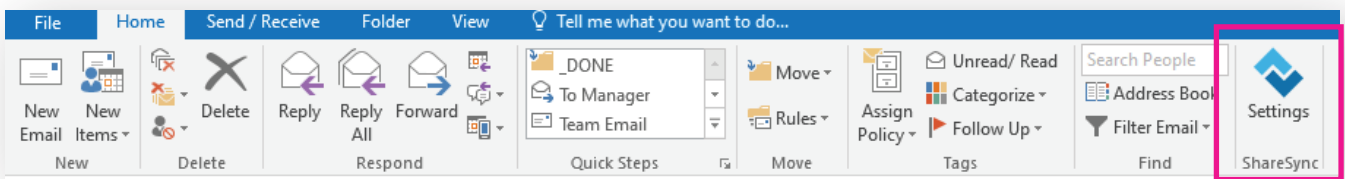


When you install the ShareSync desktop client, plugins for Microsoft Office and Microsoft Outlook are also installed.

Through the Office plugin, you can share files, manage versions, and also see who is editing the file at the same time. Access ShareSync by selecting Show Pane in the ShareSync menu on the Office ribbon.



Microsoft Outlook

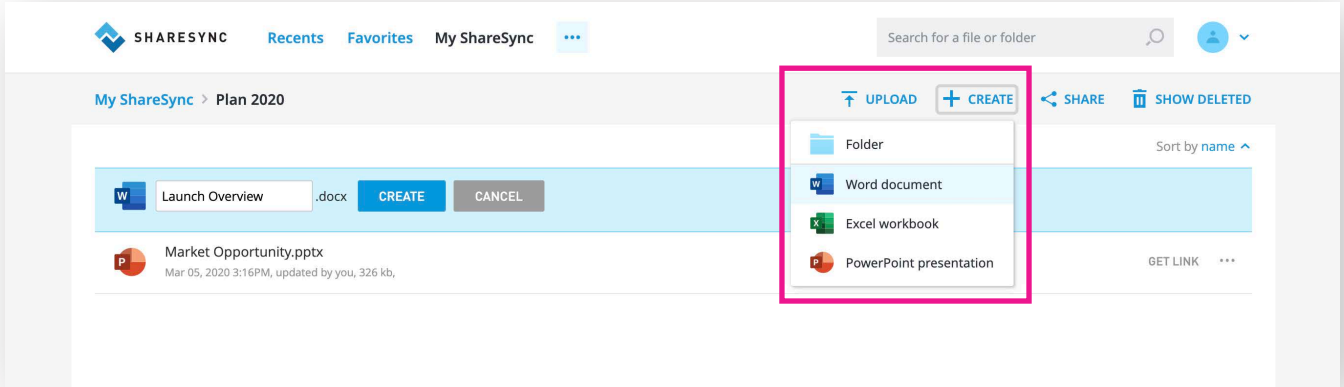


In Outlook, you can set up ShareSync to automatically replace email attachments with ShareSync Web Links, enabling you to send attachments of any size. You can configure the ShareSync plugin Settings in the Outlook ribbon.

Microsoft Office Online

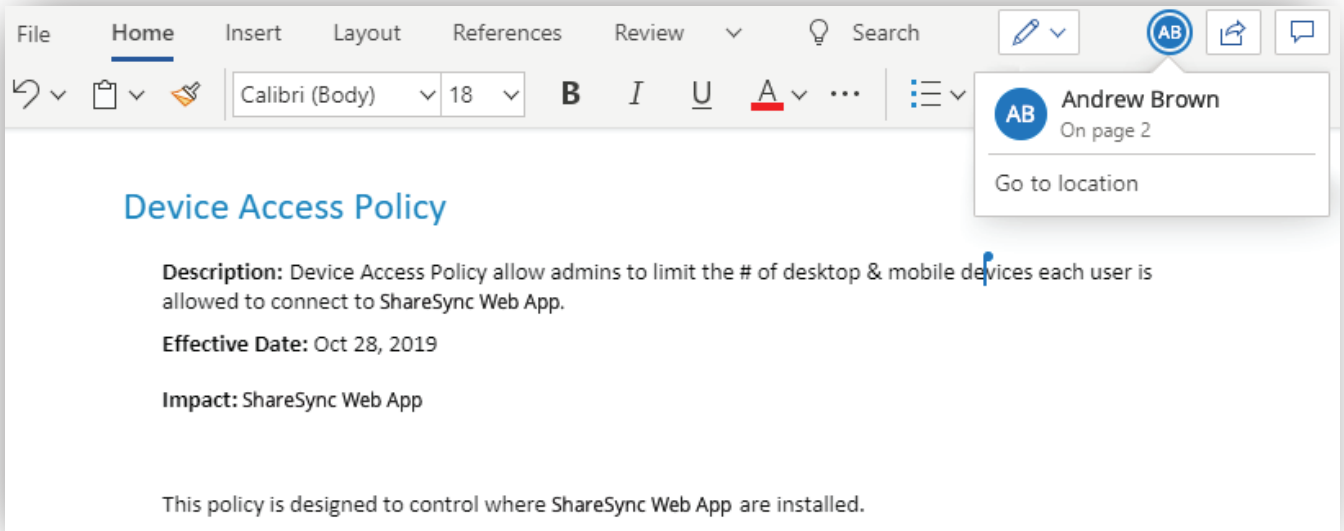
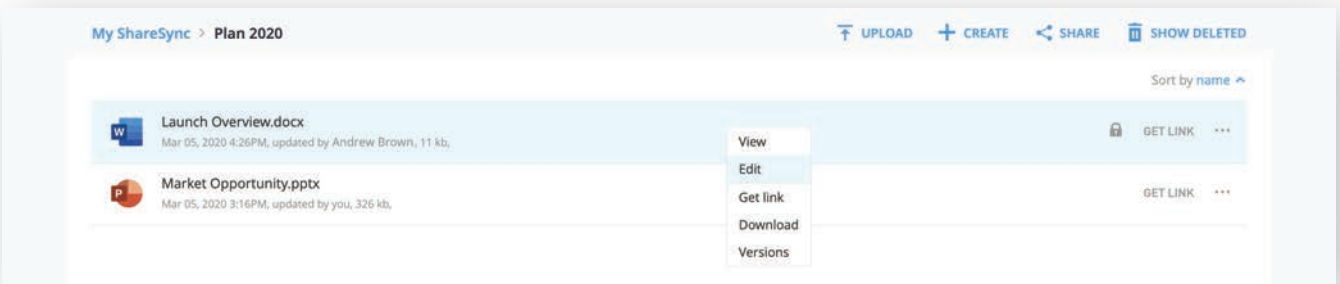
Create and Edit Files with Microsoft Office Online

ShareSync works with web versions of Microsoft PowerPoint, Excel, and Word to allow you to create and edit files directly from the ShareSync Web App.



Co-edit Files in Real-time with Multiple Collaborators

When two or more people edit a file through the ShareSync Web App, they can make simultaneous changes to a shared file. Each collaborator's edits will be saved into a single file version.



MOBILITY

ShareSync mobile apps enable you to view, manage, and share all your files from your favorite smart-phone or tablet device.

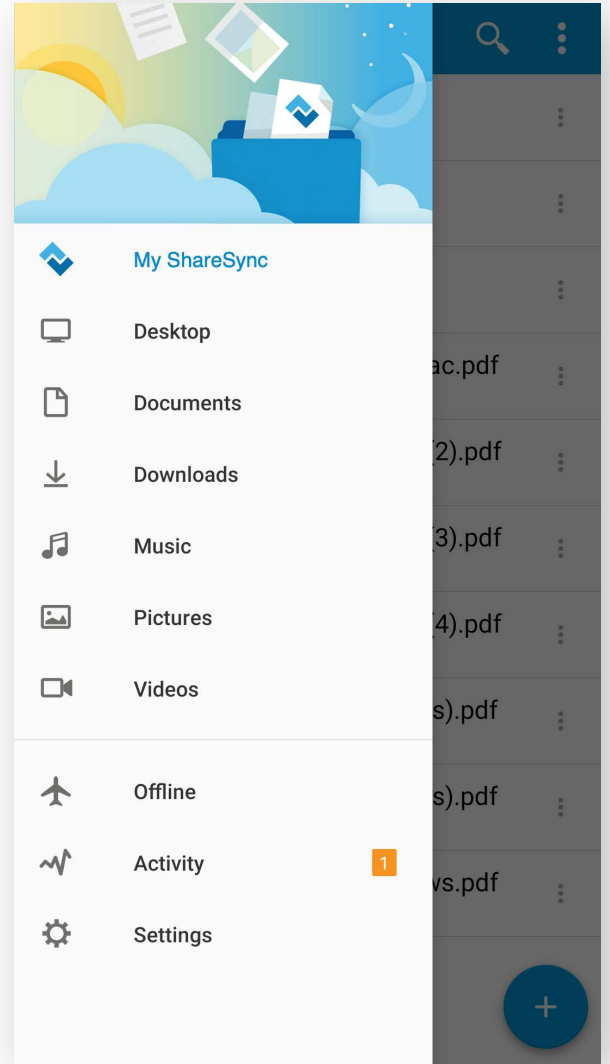
Installation

To set up ShareSync on your mobile device:

- Open the application store on your mobile device (Apple App Store & Google Play)
- Search for ShareSync
- Install the ShareSync application
- Login with your username and password

Automatic backup of mobile photos and videos

You can configure ShareSync to automatically upload photos and videos on Android and iOS devices through the Settings menu on the ShareSync mobile application. Mobile gallery content is automatically backed up to the Pictures/Camera Uploads folder which can be accessed via the ShareSync Web and desktop apps (only if Pictures folder is configured to sync).

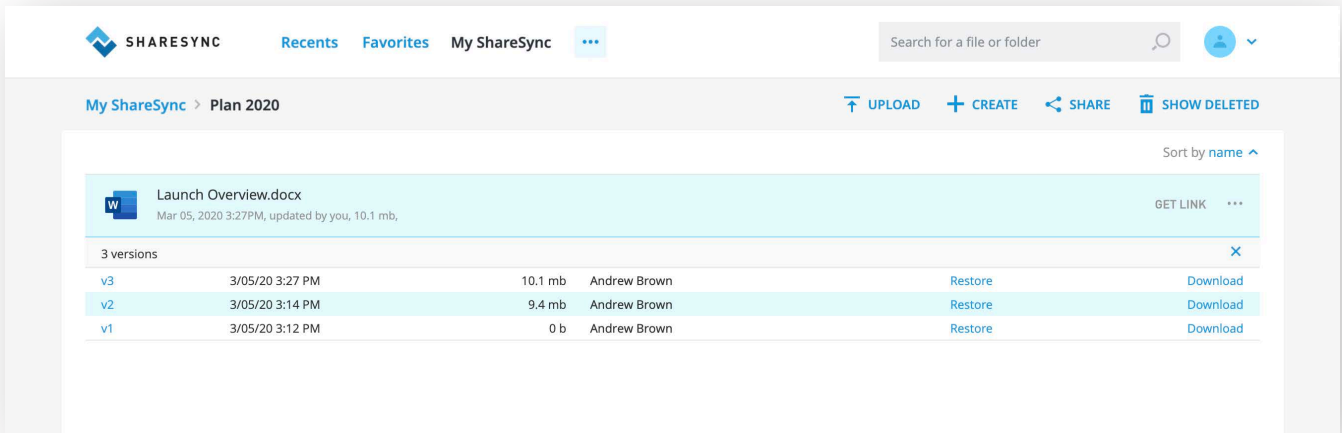


FILE RESTORE

Changes made to any ShareSync file are tracked, allowing you to easily recover any previous or deleted version of a file.

Versioning

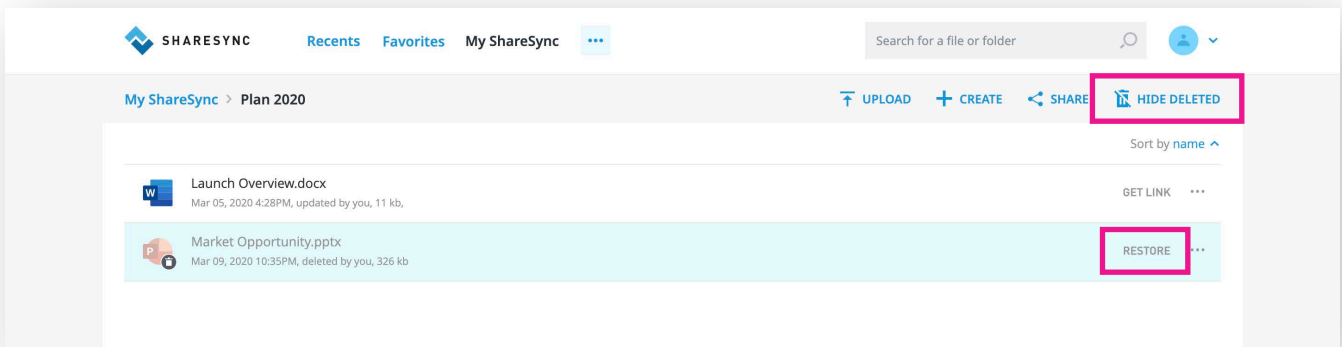
You can download, preview and restore previous versions of any file using the Versions menu in the ShareSync Web App.



Restoring Deleted Files

If you accidentally delete a file, you can easily restore it within the Deleted Items view in ShareSync Web App.

Note: You can also permanently delete files within the same view. Once a file has been permanently deleted, it cannot be restored.



Note: if you need to restore a large number of files, in case of a ransomware attack or other type of large file loss, we recommend contacting the person at your company who manages your ShareSync service. They can perform a mass file rollback.