



Getting Started with Think Cloud Sync



CLOUD HOSTING | MANAGED IT | VOIP PHONE SYSTEMS

855•789•6043 Opt 2 • service@think-team.com

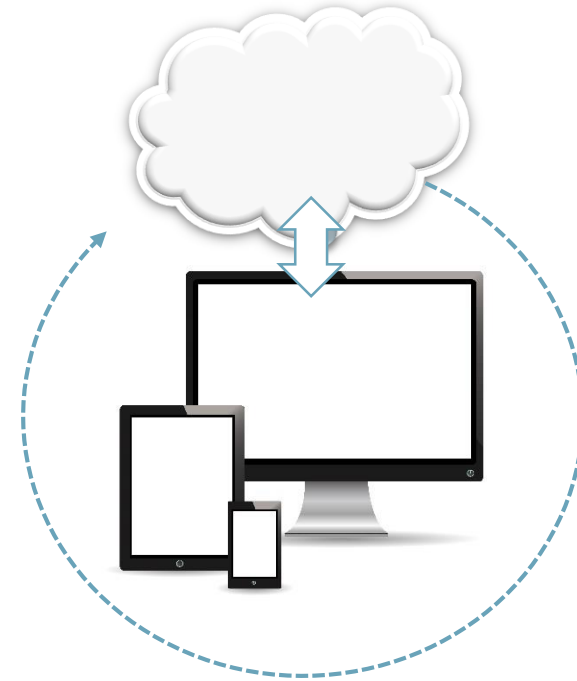
Part I:

Getting Started



Overview

- Using your file sync tool, you can:
 - Access your files, folders, and shared content across all of your devices.
 - Access your content anytime you need it.
 - Share content with your coworkers and with colleagues outside of your organization.

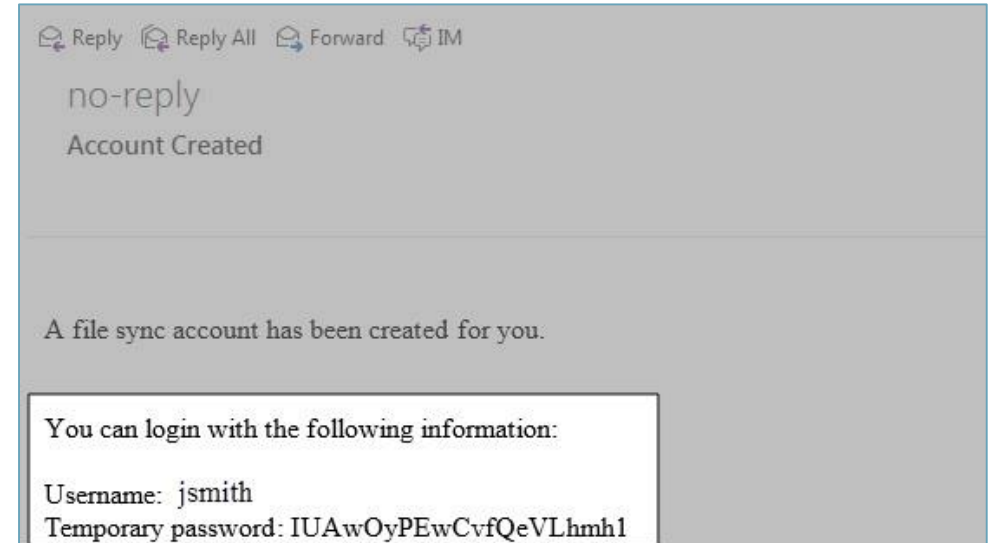


Goals

- You will be able to:
 - Share files and folders,
 - Lock files and folders,
 - Configure the Outlook add-in,
 - Manage revisions,
 - Create and manage backups, and
 - Monitor and track activity.

Before We Begin

- You will need:
 - A welcome email from the administrator,
 - Internet access, and
 - A compatible browser.



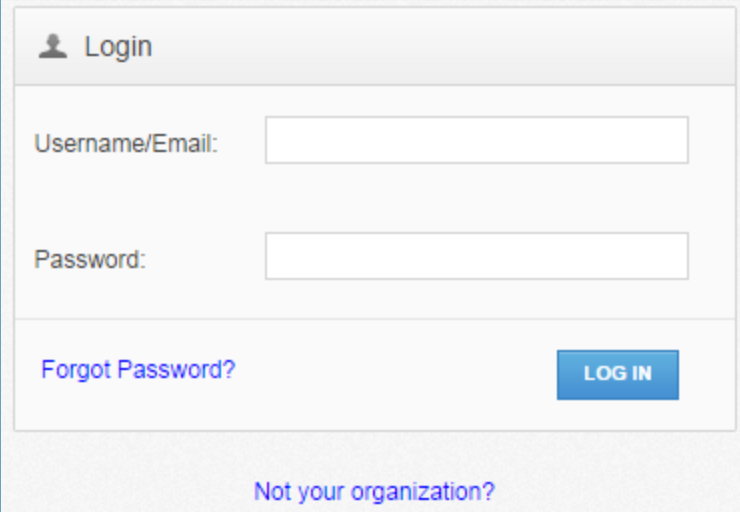
Part II:

The Web Portal



How to Log In

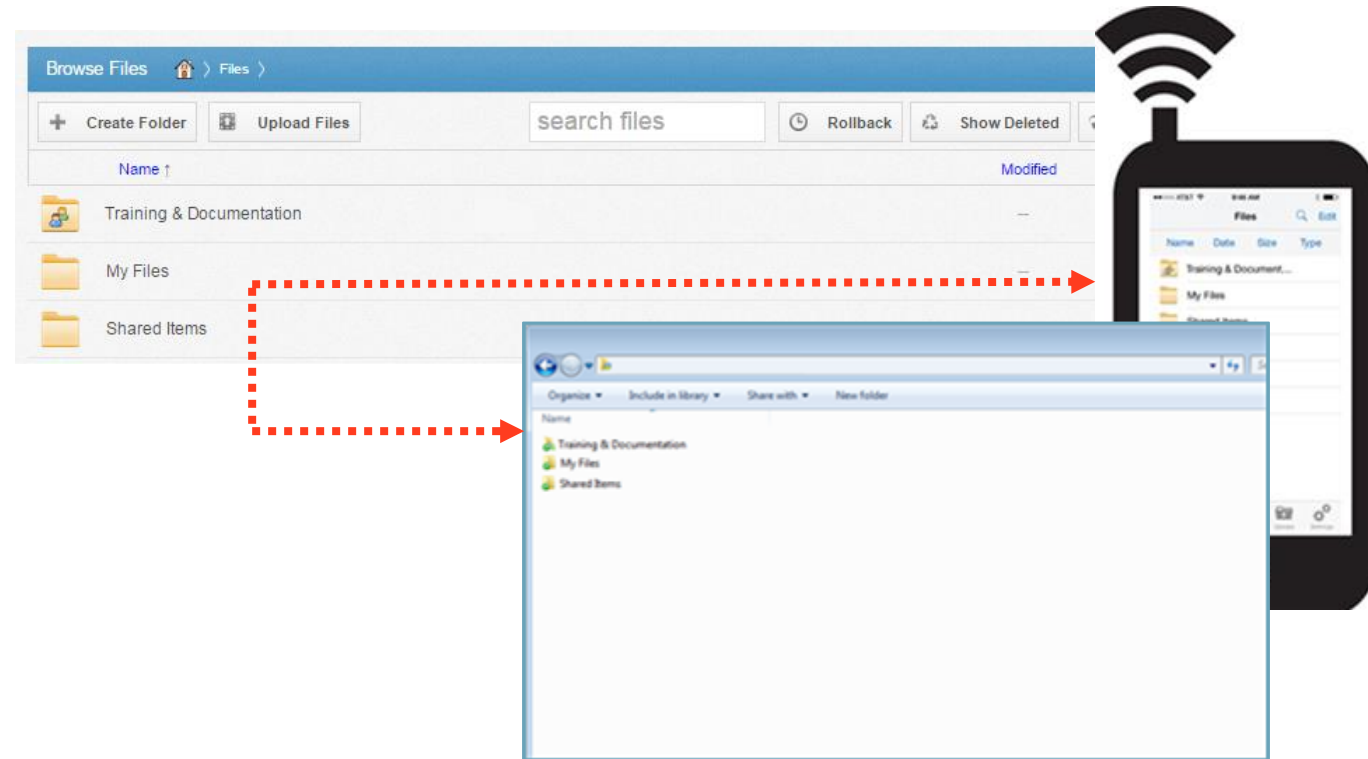
- First, navigate to the URL listed in your welcome email.
- Log in using your credentials.



The image shows a login form with a light gray background. At the top, there is a header bar with a user icon and the text "Login". Below this, there are two input fields: "Username/Email:" and "Password:". To the right of the "Password:" field is a blue button labeled "LOG IN". Below the input fields, there is a link that says "Forgot Password?". At the bottom of the form, there is a link that says "Not your organization?".

The Basics

- When you create folders and upload files in the web portal, all of these items will propagate down to any of your connected devices.



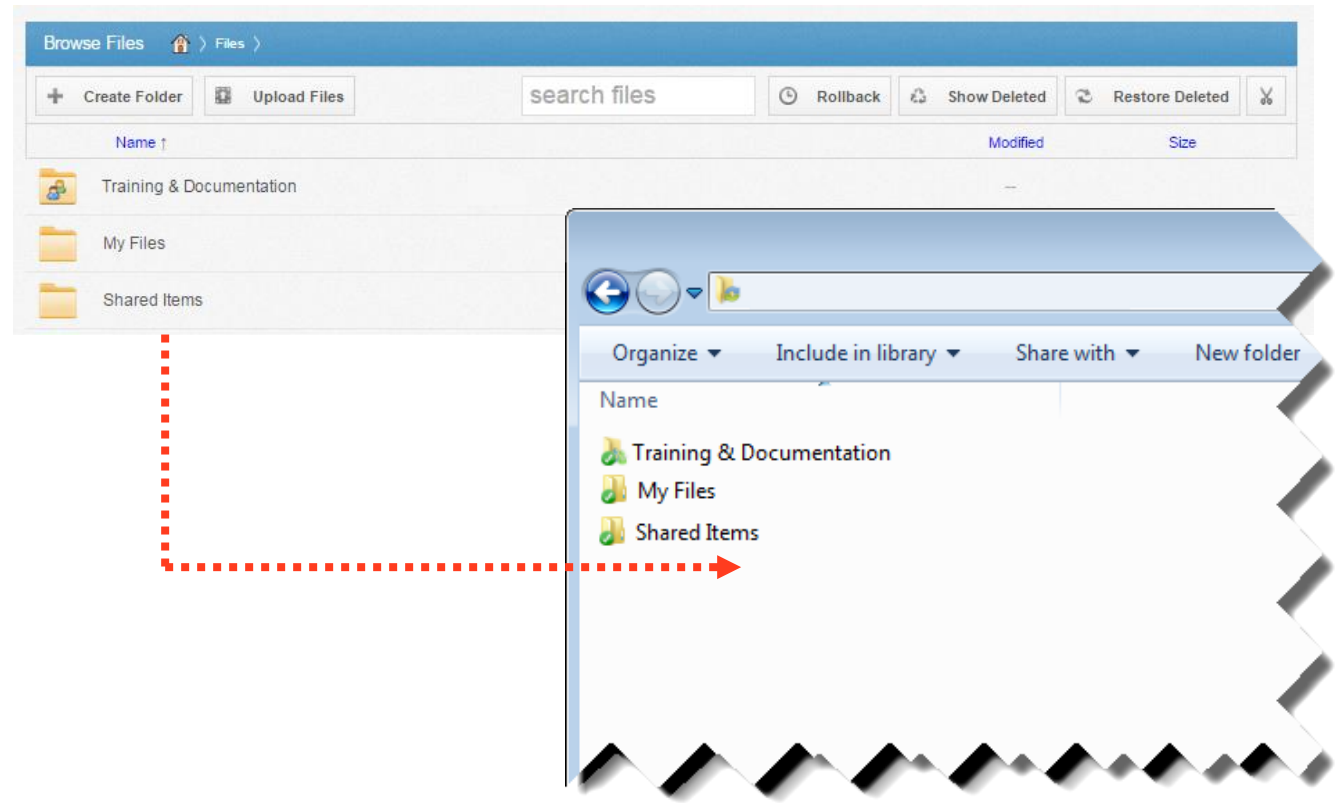
Part III:

The Agent



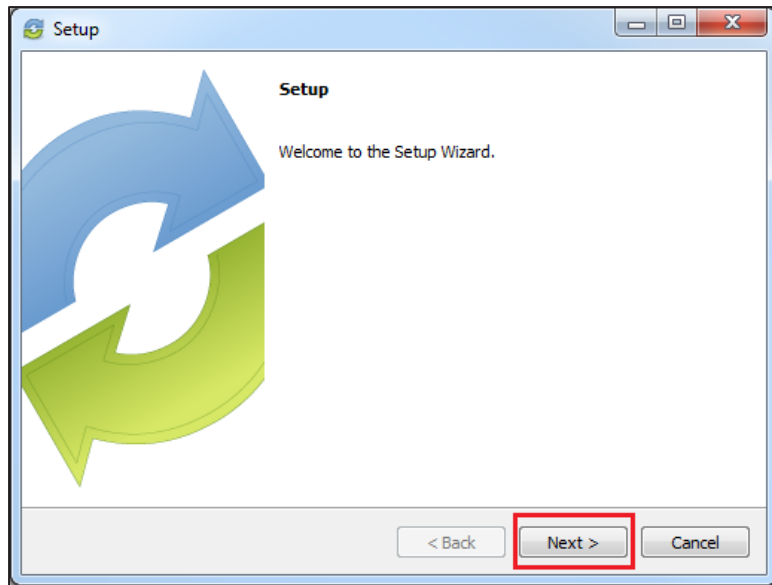
What is the Agent?

- Using the agent, you have access to a special folder that holds all of your synced content.
- Content that is added to your folder will automatically sync to the web portal and any other connected device.



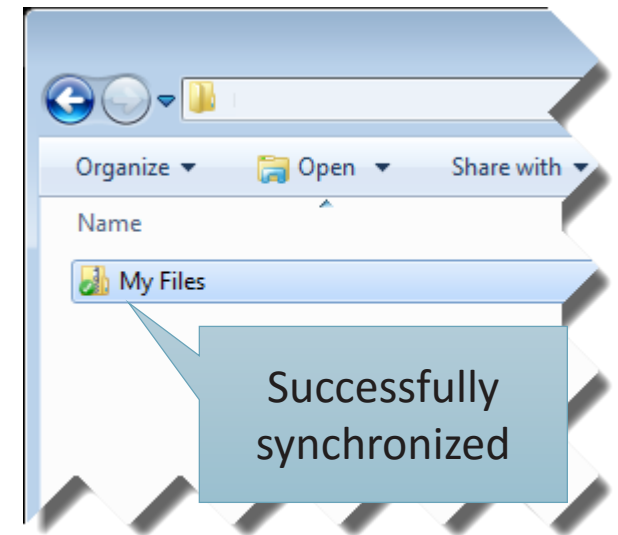
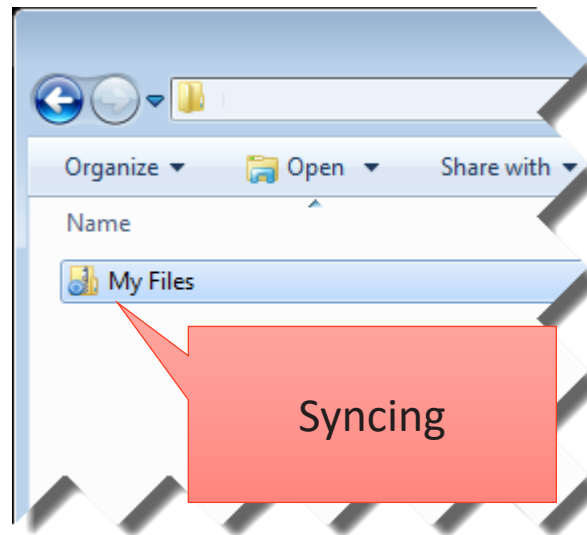
How to Install and Register the Agent

- *Call Think Technologies and request deployment*



How to Use the Agent

- Drag your files or folders into the explorer window.
- The icons will help you understand the sync progress.



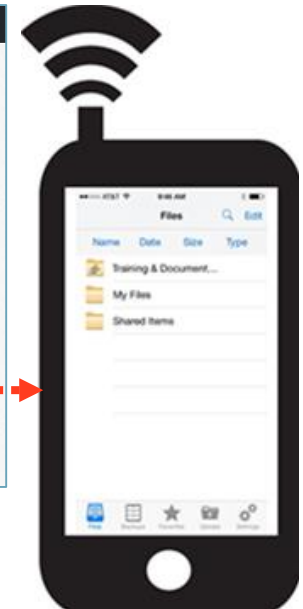
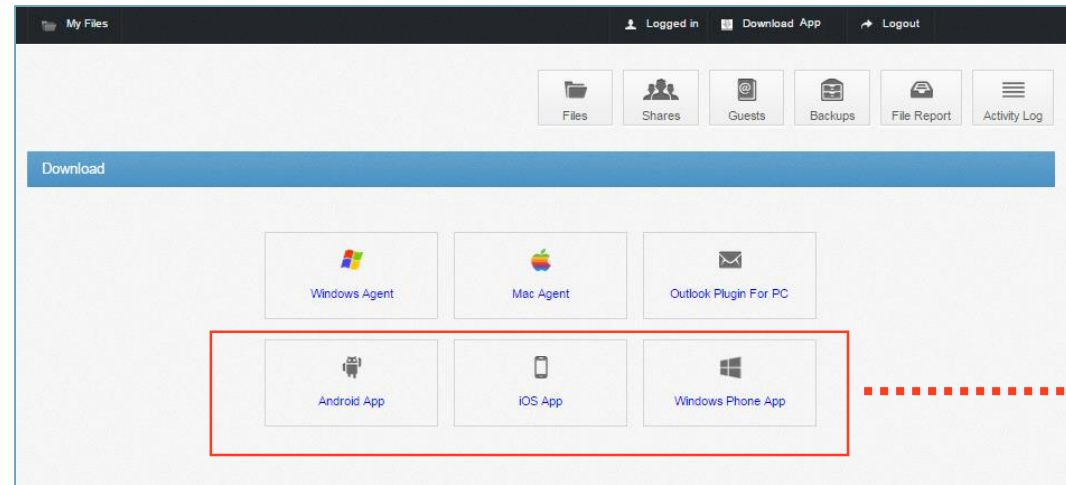
Part IV:

Mobile Apps



Finding Mobile Apps

- You can also manage files and folders from an app on your mobile device.
- You can access a direct link to your device-specific app in the web portal.
- *Demo*



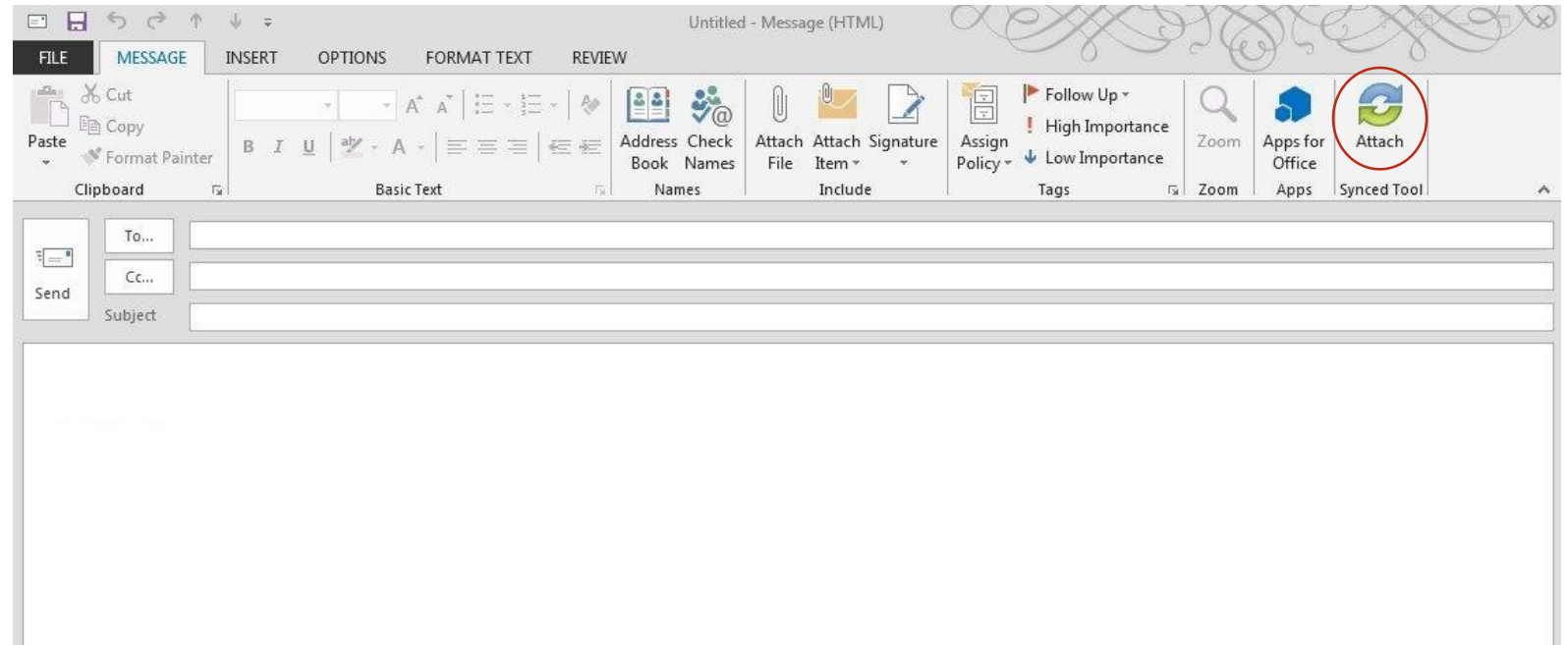
Part V:

The Outlook Add-In



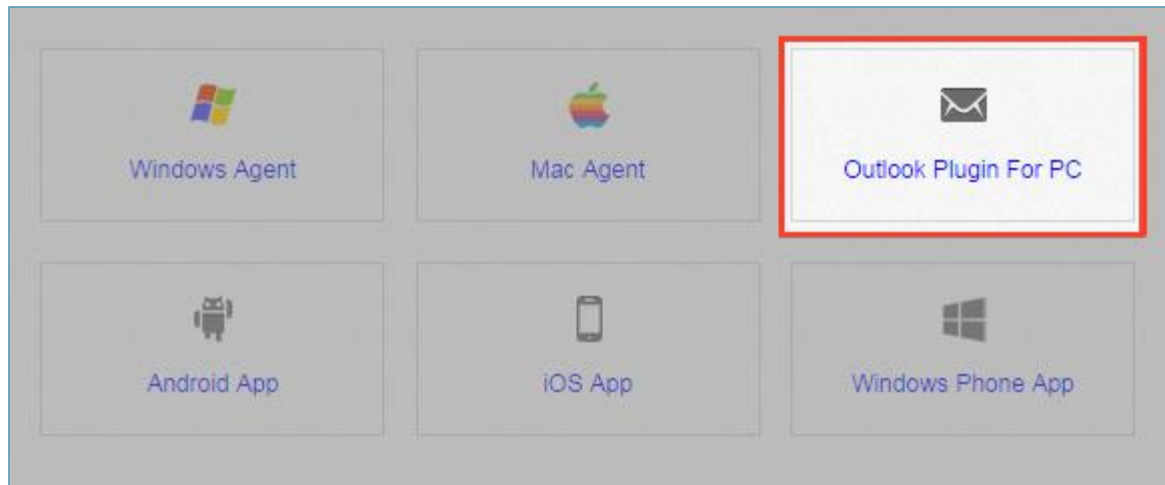
What is the Outlook Add-In?

- You can email a link to files and folders from your Microsoft Outlook application.
- This feature is useful when you need to share large files or folders with recipients.

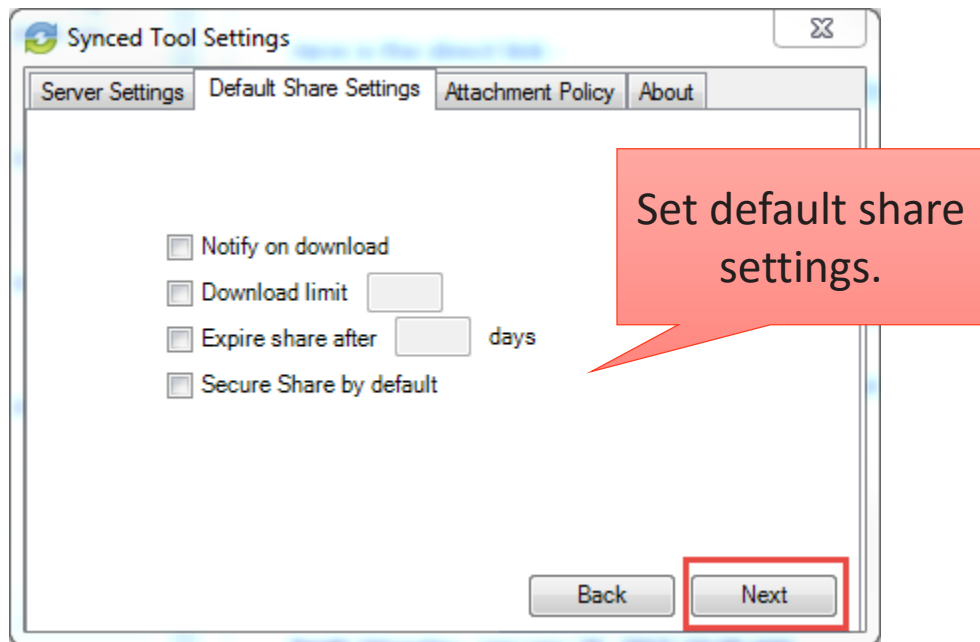


How to Install the Outlook Add-In

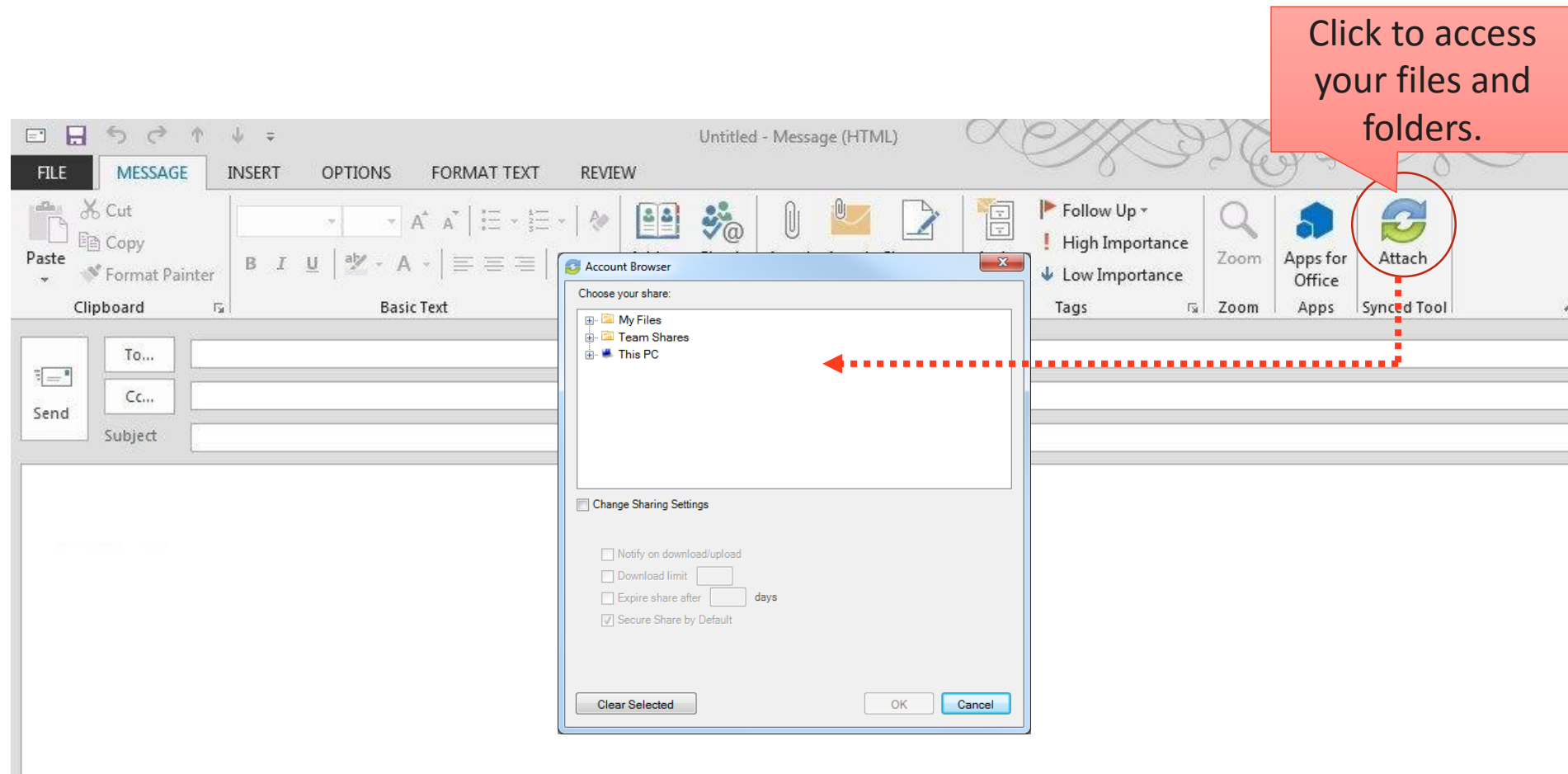
- *Call Think Technologies support for installation*



How to Configure the Outlook Add-In



How to Use the Outlook Add-In



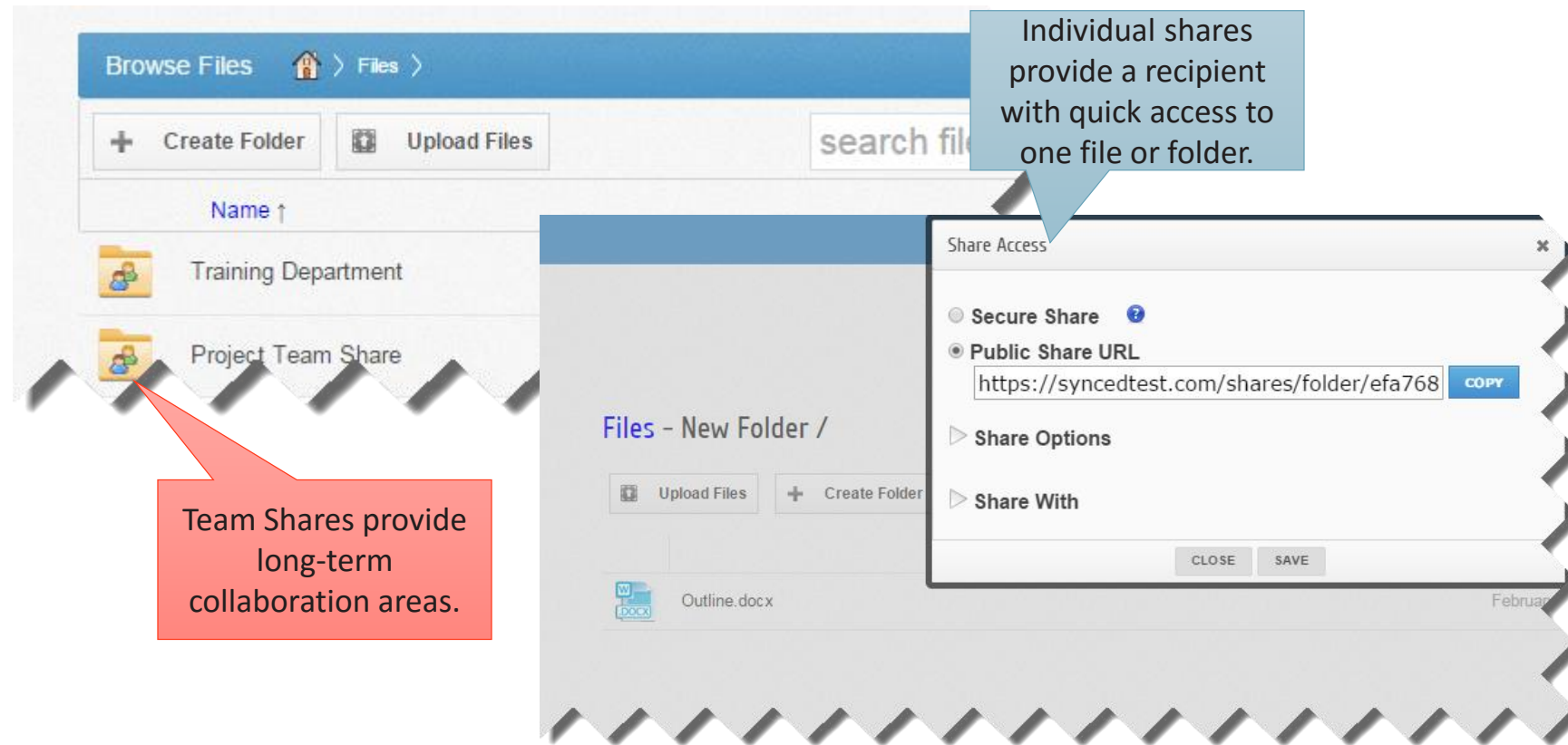
Part VI:

Sharing Content



Team Shares vs. Individual Shares

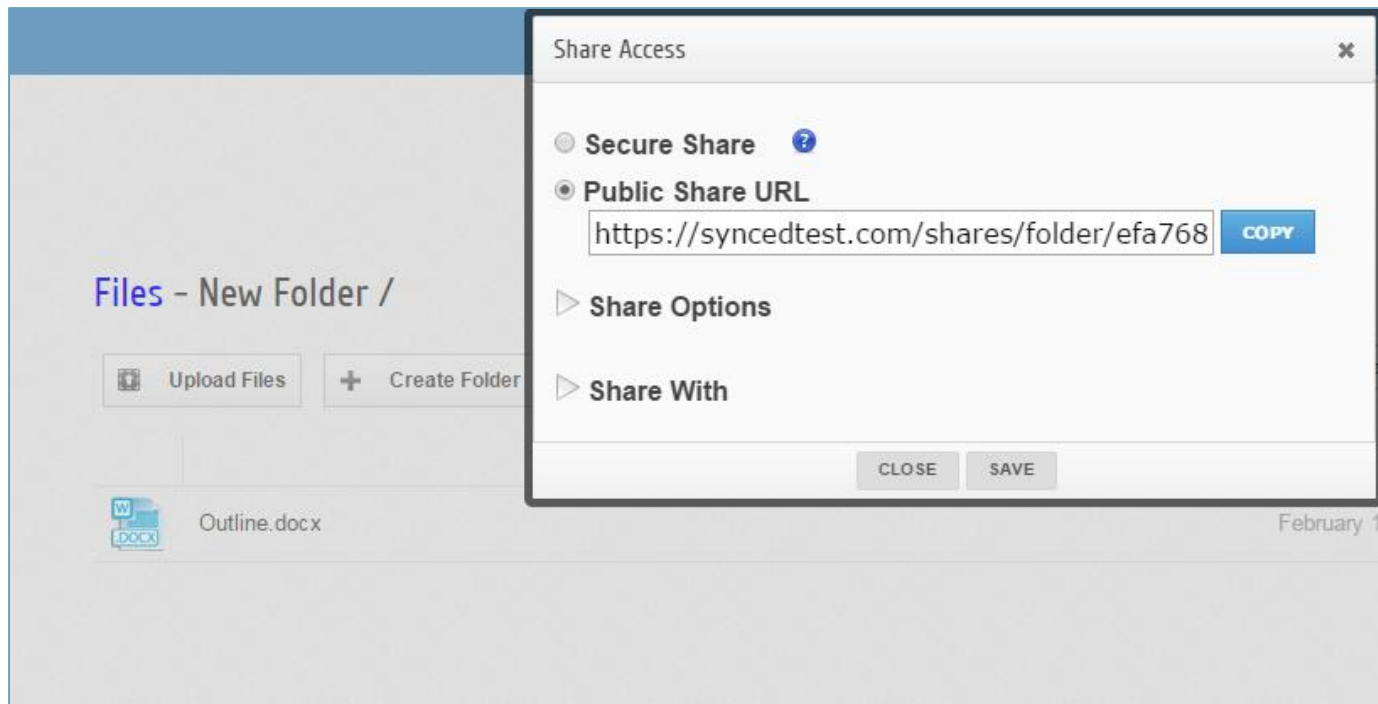
- Team Shares can be configured for groups of users within your organization.
- Individual share links allow you to share a direct link to a file or folder.
 - Public Shares
 - Secure Shares



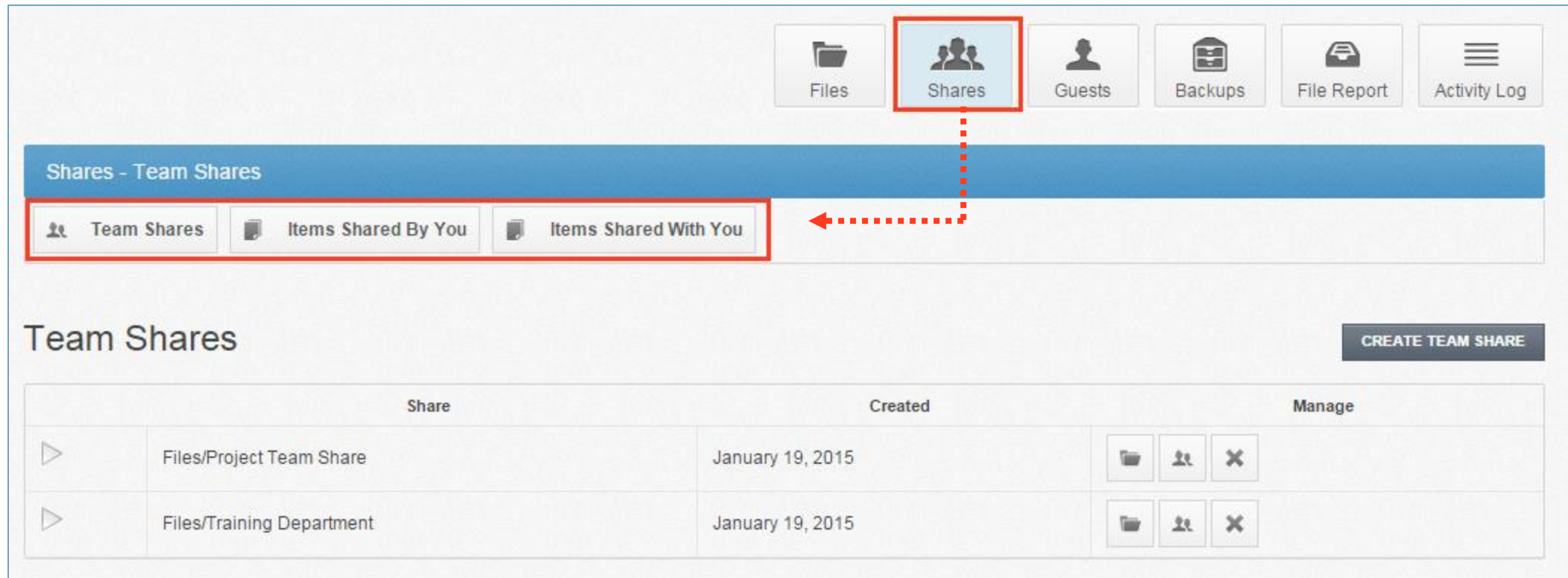
How to Create Team Shares

- *Work with department heads, colleagues, and Think engineering to determine if a separate structure is required from the existing folder structure*
 - *If so, request a new Team Share to be created by Think and information on who approves access as well as which users should have permissions to access the Team Share.*
-







How to Send Individual Shares



How to Manage Shared Items



The screenshot shows the 'Shares - Team Shares' section of a web application. At the top, there is a navigation bar with icons for 'Files', 'Shares', 'Guests', 'Backups', 'File Report', and 'Activity Log'. The 'Shares' icon, which depicts three people, is highlighted with a red rectangular box. Below this bar is a blue header labeled 'Shares - Team Shares'. Underneath the header, there are three tabs: 'Team Shares' (with a people icon), 'Items Shared By You' (with a folder icon), and 'Items Shared With You' (with a folder icon). A red dashed line with an arrow points from the 'Shares' icon in the top navigation bar to the 'Team Shares' tab. Below the tabs, the main heading 'Team Shares' is displayed on the left, and a 'CREATE TEAM SHARE' button is on the right. A table follows, with columns for 'Share', 'Created', and 'Manage'. The table contains two rows of data. Each row has a play button icon in the first column, followed by the share name, the creation date, and a 'Manage' column containing icons for a folder, a group of people, and a delete 'X' icon.

	Share	Created	Manage
▶	Files/Project Team Share	January 19, 2015	  
▶	Files/Training Department	January 19, 2015	  

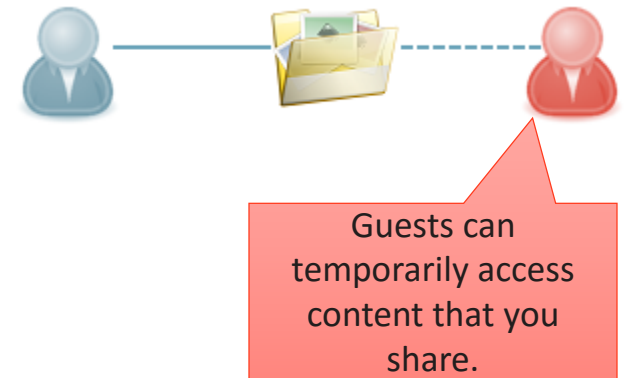
Part VII:

Guests



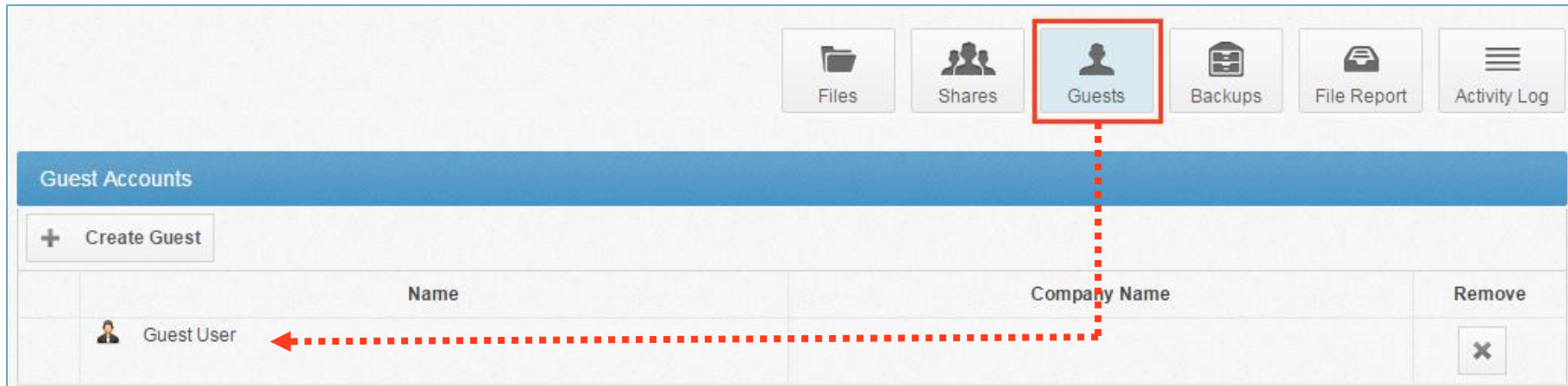
What are Guests?

- Guests are special accounts that are created for individuals outside of your organization.
- You can manually create a guest account and give that guest account access to content.
- Alternatively, if you send a private individual share invitation to a person outside of your organization, you are automatically creating a guest within the system.



How to Manage Guests

- *Demo*



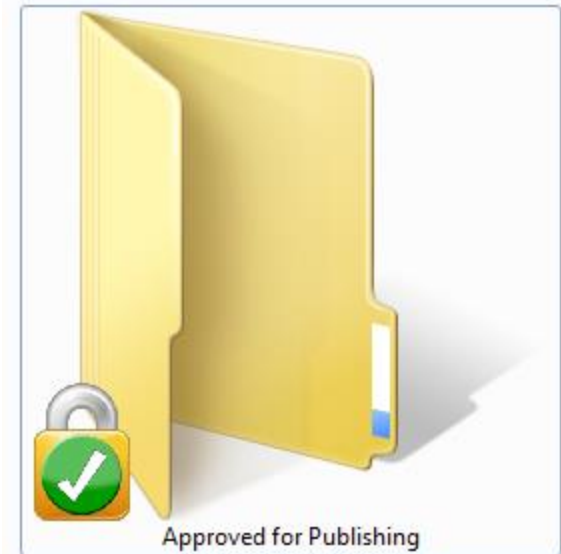
Part VIII:

File and Folder Locking



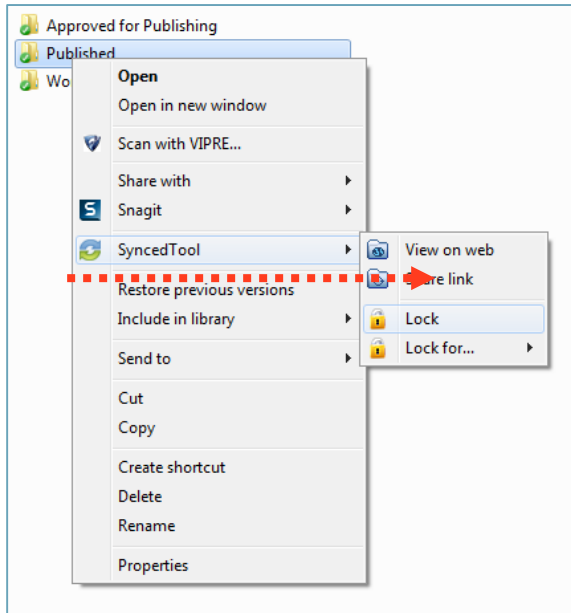
What is File and Folder Locking?

- File locking allows users to place locks on files and folders.
- This feature is useful when you want to prevent other users from accessing your items when you are making changes, preventing sync collisions from occurring.
- You can place locks on a whole Team Share, a subfolder in a Team Share, or a file in a Team Share.



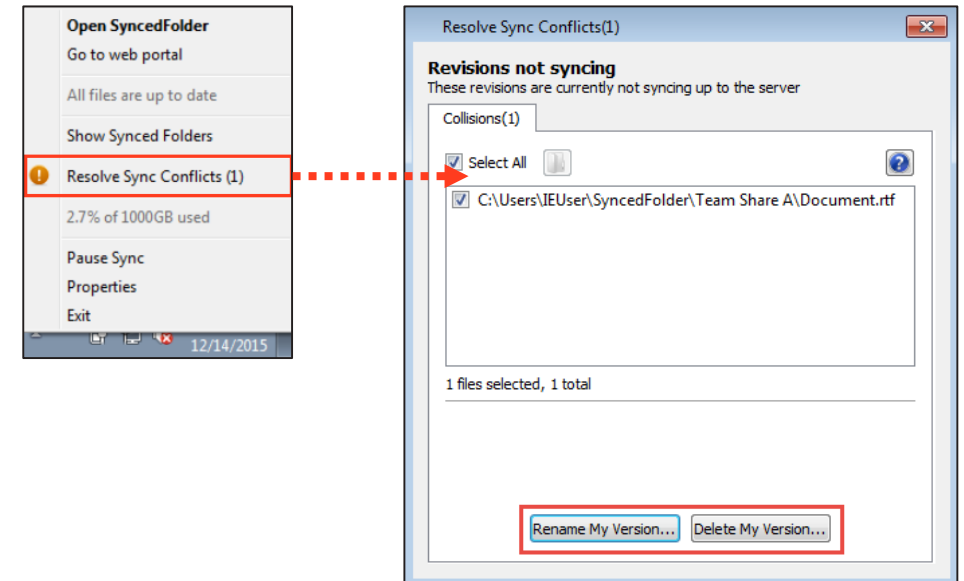
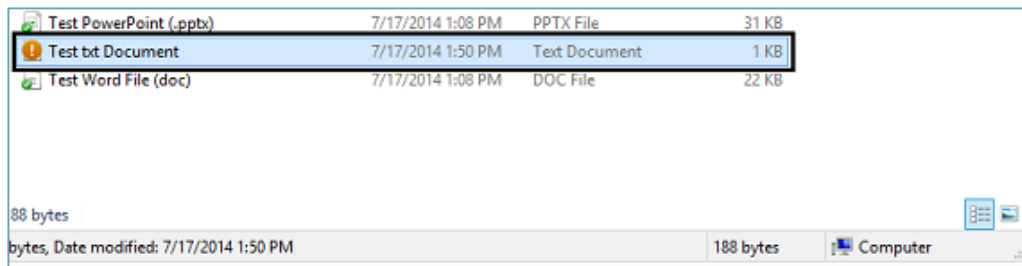
How to Lock Files and Folders

- *Manual Locking and Auto-Locking*



How to Manage Collisions

- If you forget to lock a file or folder, you might encounter instances where another user has made changes to the same item at the same time.
- You can resolve your collision in the *Resolve Sync Conflicts* dialog box.



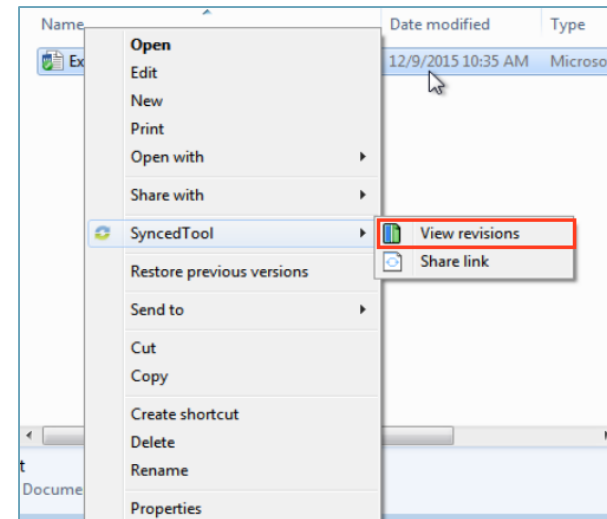
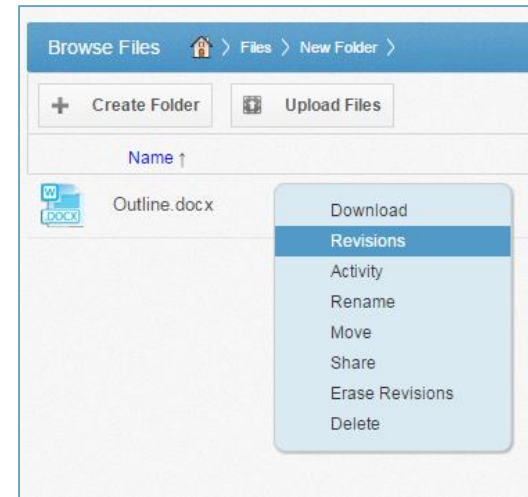
Part IX:

Revisions




What are Revisions?

- When you edit a file, the system keeps track of each revision.
- Using the revisions feature in the web portal, you can view—and optionally restore—older versions of files.
- This feature is useful when you make a mistake editing and saving a file, or if you want to see revisions made by other members of your Team Share.



How to Manage Revisions

Browse File Revisions - Overview.rtf						
 Home > Overview.rtf > Revisions						
Revisions for Overview.rtf						
Filename	Received	File Size	Full Size	Delta Size	Download	Restore
Overview.rtf	October 06, 2014 at 08:02AM	43.49k	8.50k		Download Current	Current Revision
Overview.rtf	October 03, 2014 at 09:28AM	2.01k	864b		Download Revision	Restore Revision

Part XI:

File Reports and the Activity Log



What are File Reports and the Activity Log?

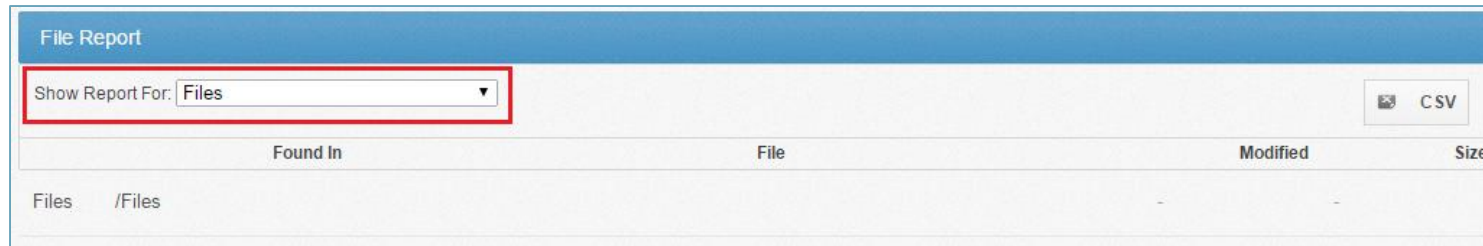
- You can keep track of file listings and activity directly from the web portal.
 - With the file report, you can generate reports for all of your files and export the report to your local machine.
 - Using the *Activity Log* page, you can track usage, view audit trails and follow activity on Team Share users and guest accounts.

Activity Log	
Show Activity In: Files	with activity type of: Any activity type between: AND
Show Activity By: Anyone	filename contains enter at least 4 characters CLEAR SUBMIT
End User (Web) deleted folder My Folder	March 23, 2015 at 04:44PM
End User (Web) deleted file 0300001E.png	March 23, 2015 at 09:13AM
End User (Web) created file 0300001E.png	March 23, 2015 at 09:13AM
End User (Web) deleted file MyRecentlyDeletedDoc.docx	March 12, 2015 at 03:52AM

File Report			
Show Report For: Files	CSV		
	Found In	File	Modified
Files	/New Folder		
Files	/New Folder/Outline.docx		February 11, 2015 at 09:24AM by End User (Web)
			12.68k

How to View File Reports

- *Demo*



The screenshot displays a web interface titled "File Report". At the top, there is a blue header bar with the text "File Report". Below this, on the left, is a label "Show Report For:" followed by a dropdown menu currently showing "Files". This dropdown menu is highlighted with a red rectangular border. To the right of the dropdown is a button with a file icon and the text "CSV". Below these elements is a table with four columns: "Found In", "File", "Modified", and "Size". The first row of the table shows "Files" under "Found In" and "/Files" under "File". The "Modified" and "Size" columns for this row contain hyphens (-).

Found In	File	Modified	Size
Files	/Files	-	-

How to Track Activity

Activity Log

Show Activity In: Files

with activity type of: Any activity type

between: AND

Show Activity By: Anyone

filename contains

CLEAR

SUBMIT



Thank You



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