

User Quick Start Guide

What is FilesAnywhere?

FilesAnywhere is more than an online storage provider. We are a customer-focused company with a talent for streamlining your digital life. Think of us as your own private cloud, where your data is always at your fingertips and sharing is just a click or swipe away. FilesAnywhere allows you to backup, sync, edit, collaborate, and share everything from pictures to business documents in a feature-rich environment.

Creating A Folder With FilesAnywhere

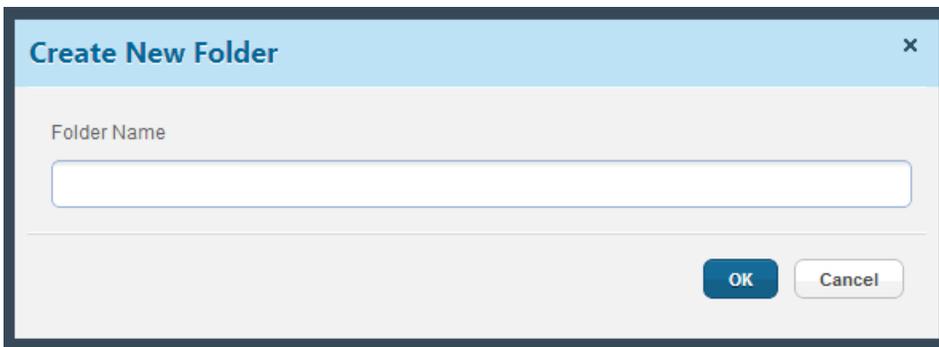
Step 1

Navigate to and select **New** on the toolbar.



Step 2

Enter the desired new folder name, click **OK**.



Adding Files To Your FilesAnywhere Account

Standard Upload for Single Files

Step 1

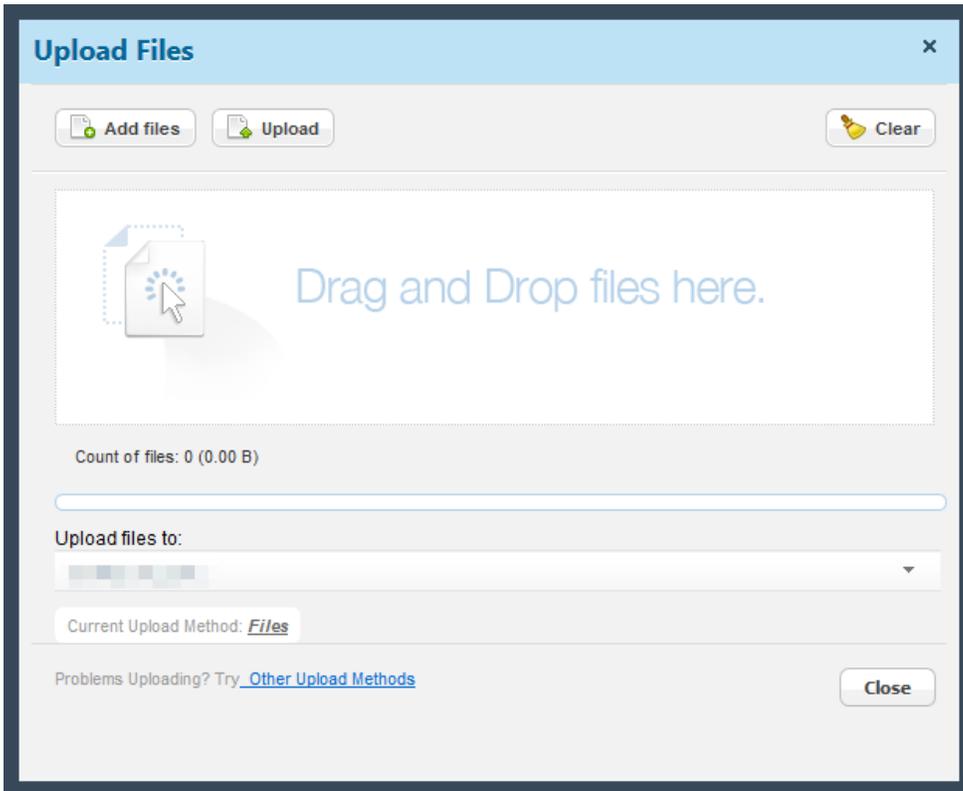
Navigate to and select **Upload** on the toolbar.

Root Folder > SQUIP >



Step 2

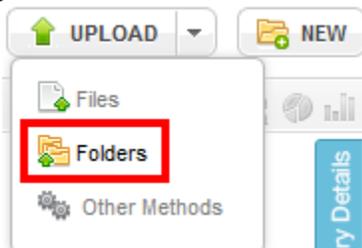
Select **Add Files** to choose local files to add **OR** drag and drop local files into the field labeled **Drag and Drop files here**, click **Upload**.



Bulk Upload for Uploading Entire Folders

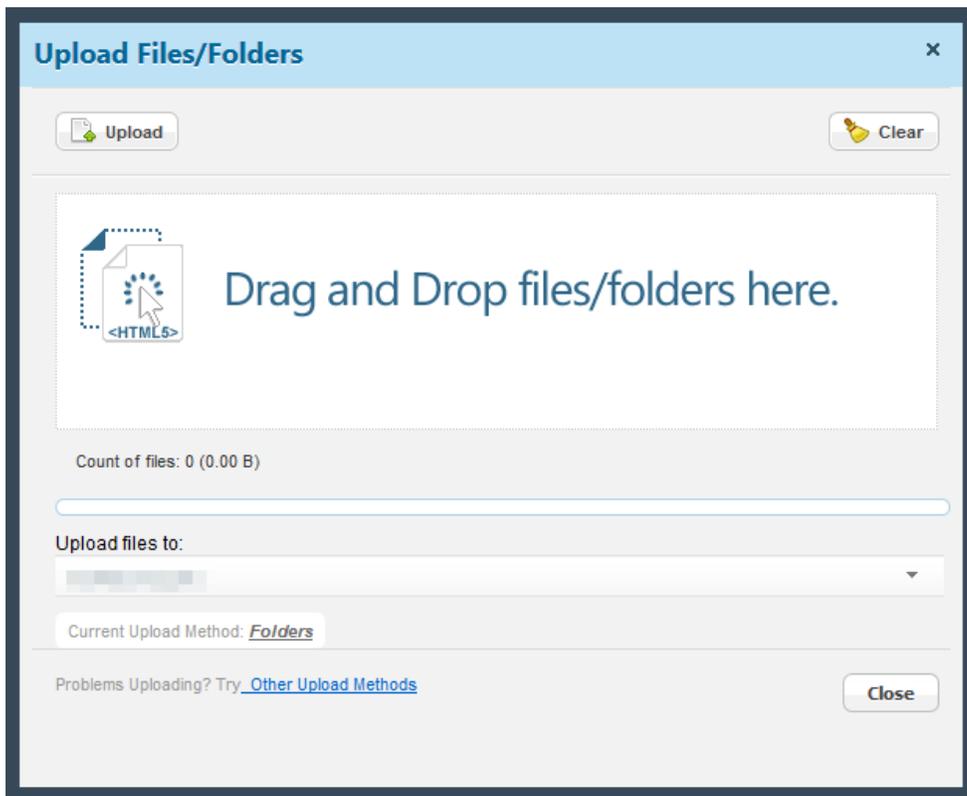
Step 1

Navigate to and select the down arrow to the right of **Upload** on the toolbar, click **Folders**.



Step 2

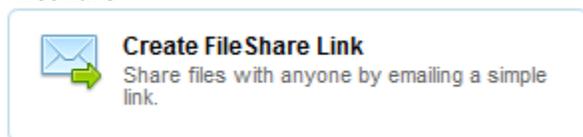
Drag and drop local files/folders into field labeled **Drag and Drop files here**, click **Upload**.



Sharing Files With FilesAnywhere

Your FilesAnywhere account eliminates the need for cumbersome email attachments, file size limits, and even expensive office equipment. How? By harnessing the power of the cloud. You can share files, folders, pictures, and fax from your computer or your favorite mobile device using these features.

FileShare

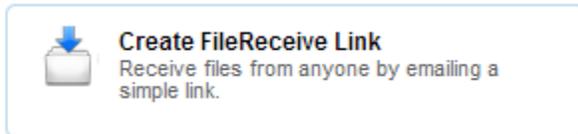


FileShare allows you to share files with anyone, even if the recipient isn't a FilesAnywhere user. Select the file(s) you would like to send, choose the **FileShare** button, and enter your recipients' email address(es). A **FileShare** link is generated that can then be emailed or copied/pasted to your desired location. Recipients just click the link to download the files you shared. **FileShare** also comes with enhanced features, such as permissions, tracking, and history, giving you the ability to control your data.

More Information on **FileShare**:

[Step-by-Step Instructions](#)

FileReceive Links

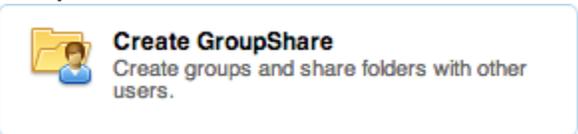


You can designate a folder to receive files from anyone, even if the sender isn't a FilesAnywhere user. **FileReceive** Links can be emailed, or copied/pasted to your desired location. The sender clicks the link, adds the file(s), and sends them straight to your account. **FileReceive** Links also come with advanced elements, such as individually designated folders, password protection, and link tracking, giving you the ability to manage incoming information.

More Information on **FileReceive** Links:

[Step-by-Step Instructions](#)

GroupShare

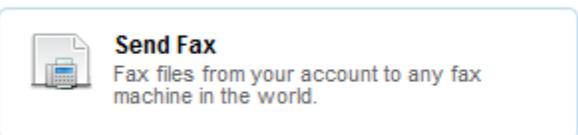


GroupShare is a powerful tool that allows you to share folders and collaborate with other FilesAnywhere users. Available on Web Advanced, Professional, and Enterprise accounts, simply select the folder you wish to share and click the **GroupShare** button. A prompt allows you to add users and individually assign permissions so that you can regulate the way data is shared. You may also change these settings at any time to allow more or less access to shared folders.

More Information on **GroupShare**:

[Step-by-Step Instructions](#)

Fax



Need to send a fax, but don't have a fax machine? No problem! Every paid FilesAnywhere account is able to send outbound faxes. It's simple, efficient, secure, and free!

More Information on **Faxing**:

[Step-by-Step Instructions](#)

Picture Links

**Create Picture Link**
Create links to share pictures in your account.

Sharing pictures has never been easier! From personal photographs to professional albums, Picture Link allows you to share as many photos as you like without the size limitations of email attachments. You can add photographs, create individual links, and then share the link with friends, family, clients, or post in forums you like to visit. FilesAnywhere also generates HTML code for your photo, giving you additional options for embedding your picture in HTML documents.

More Information on **Picture Links**:

[Step-by-Step Instructions](#)

E-Send

**Esend**
Instantly send files to another user.

The **Esend** option is a highly secure data transfer between FilesAnywhere user accounts. No data is transferred over the Internet, but rather behind our firewall. All that's required is the selection of files and the recipient's FilesAnywhere username. The selected files are copied to the recipient's Inbox and an email notification lets them know that new files have arrived. **Esend** delivery is instant and supports any file size (as long it does not exceed the recipient's maximum storage available). Note: Files may only be transferred to accounts of the same type, e.g. free to free or personal paid to personal paid.

More Information on **Esend**:

[Step-by-Step Instructions](#)

Send Local Files

**Send Local Files**
Upload a file and send a FileShare link in just one step.

You can also upload and email local files in one screen. Click the **Send Local Files** button, select your destination folder, click the **Add Files** button, and choose the file(s) you wish to upload and send. The final step is adding recipient(s) email addresses. When you click Send, FilesAnywhere takes care of uploading the file and emailing the **FileShare** link in just one step. Once complete, click the destination folder to view your uploaded file.

More Information on **Send Local Files**:

[Step-by-Step Instructions](#)