

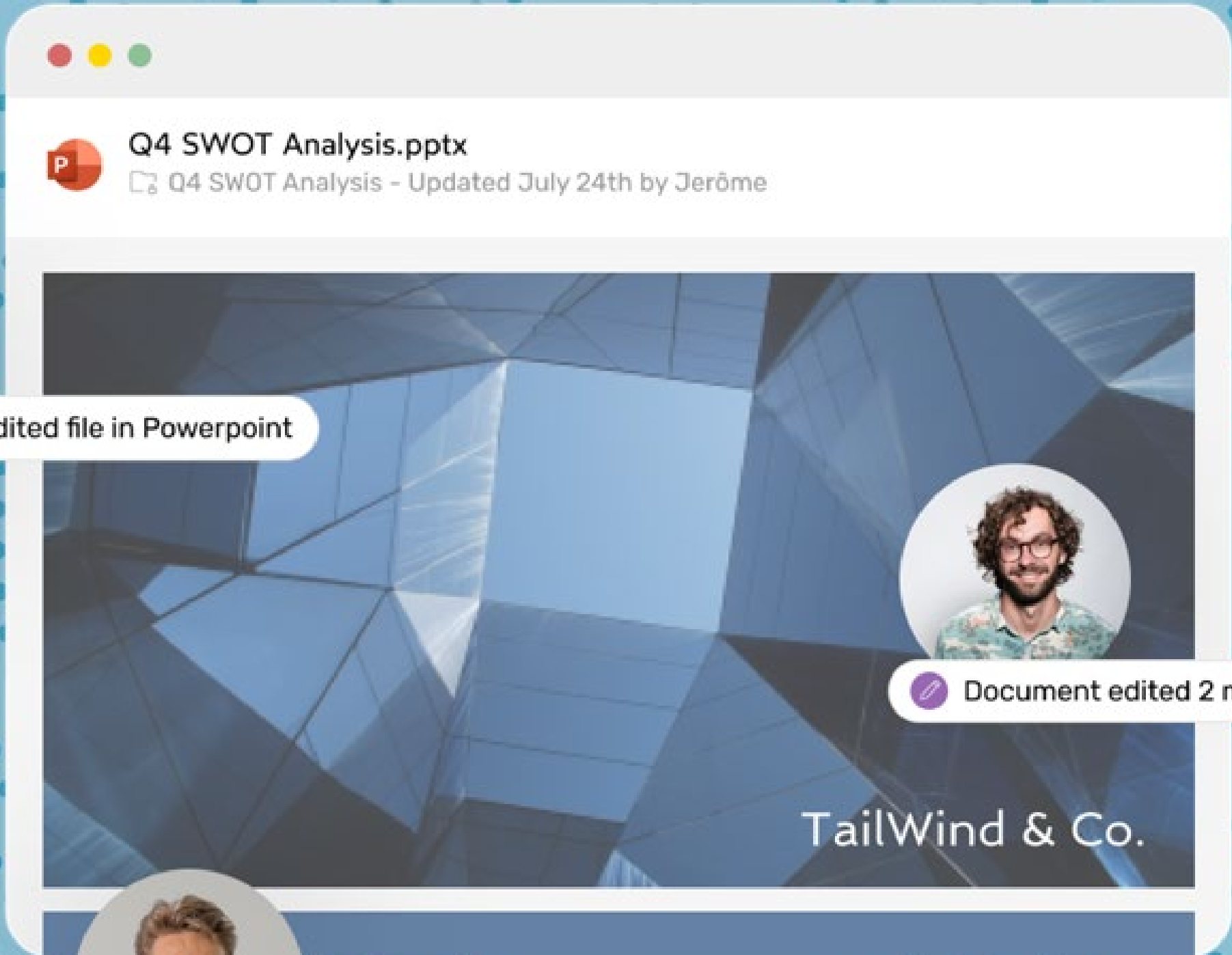
∞drive work

Quick Sheet

Easy Transfer



Edited file in Powerpoint



Document edited 2 mins ago



Submitted for approval

Install EasyTransfer

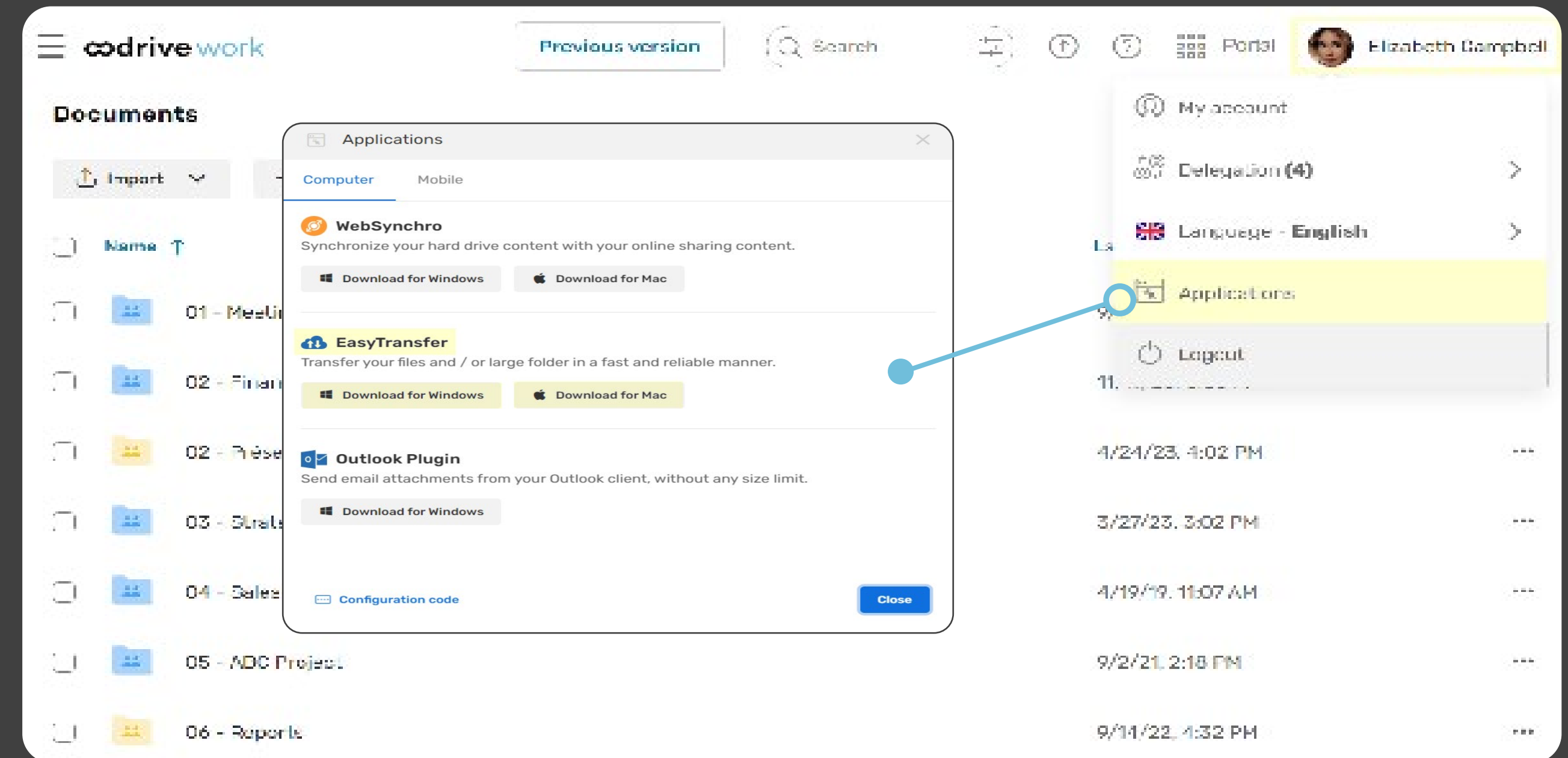
What is EasyTransfer?

EasyTransfer is the desktop app for managing transfers from and to Oodrive Work. It handles transfers on the browser and allows users to import or download sensitive data without size constraints.

EasyTransfer also lets you edit your workspace files locally on your computer with the Microsoft Office app.

1 Download EasyTransfer

- 1 Log in to your workspace and access the **Oodrive Work_share** or **Oodrive Work** app.
- 2 Click your username in the upper-right corner of the screen and select **Applications**.
- 3 Download **EasyTransfer** for **Windows** or **Mac**.

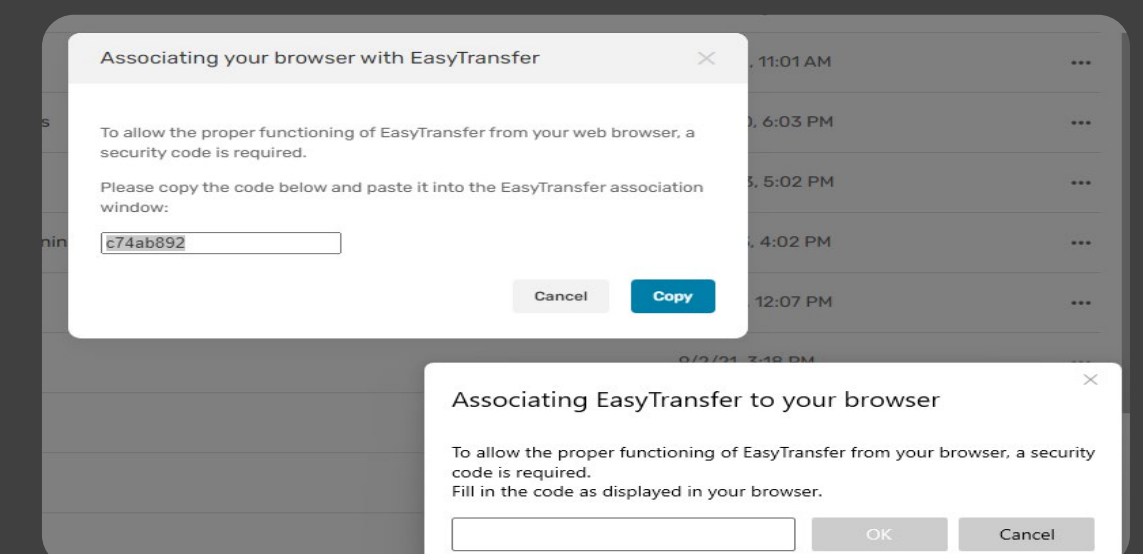


2 Install EasyTransfer

- 1 Click on the EasyTransfer installer file in your browser
- 2 Allow installation of EasyTransfer and click **Next**.
- 3 Follow the steps in the installation wizard to complete installation and launch EasyTransfer.

3 Associate EasyTransfer with your Oodrive Work workspace

- 1 Two windows pop up, prompting you to associate your browser with EasyTransfer:
 - the first one contains an automatic pairing code.
 - the second one requires you to enter this code to complete the pairing process.
- 2 Copy the pairing code and paste it into the EasyTransfer window, then click **Ok**.



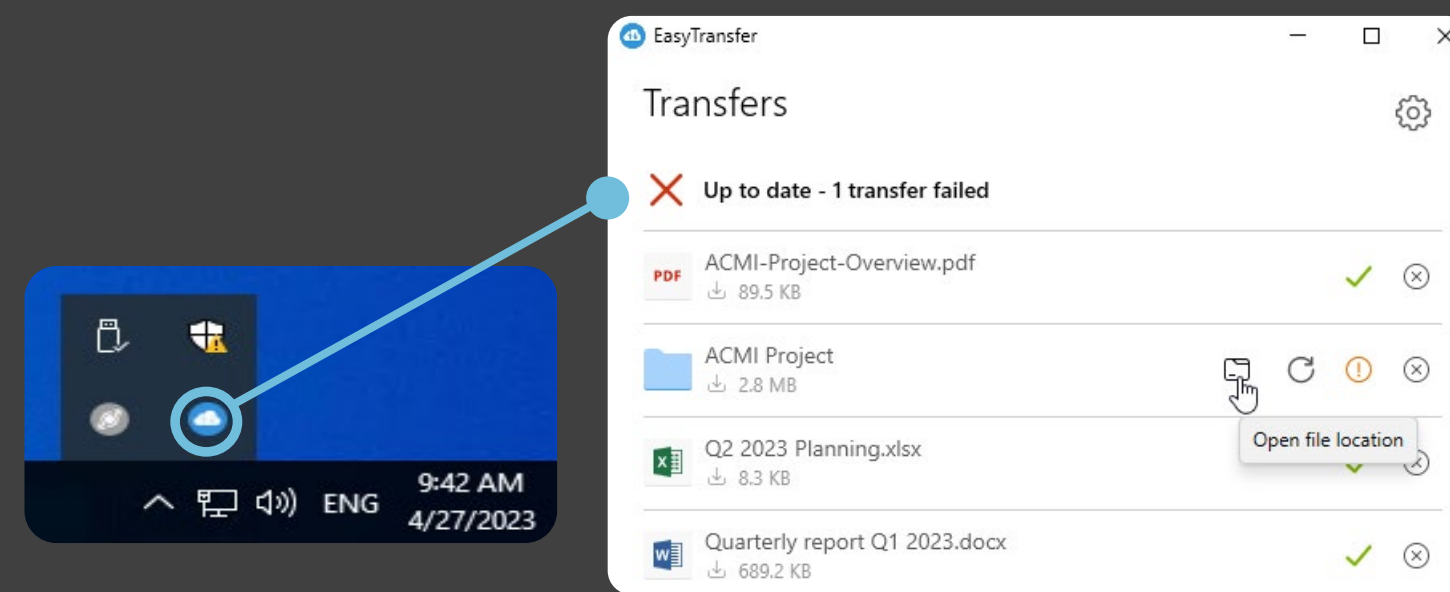
Manage your Oodrive Work documents with EasyTransfer

Manage your downloads and uploads







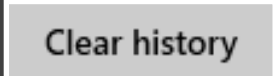
You can view the transfers performed by EasyTransfer between your computer and your workspace at any time.

- 1 Double-click the **EasyTransfer** icon in the task bar.

You access your completed and in-progress transfers:



- 2 From here, you will be able to do the following :

- View the progress and status of your transfers
- Pause  and resume  transfers
- Access the local target folder of an item on your computer 
- Cancel  a transfer in progress
- Relaunch a failed transfer 
- Remove a transfer from the list 
- Completely empty the list of already processed transfers 

Edit a document with Word via EasyTransfer

EasyTransfer allows you to edit documents from your workspace directly on your computer, provided that you own the documents or have been granted editing permissions.

- 1 In the navigation panel of Oodrive Work, click the **Documents** or **Favorites** section.
- 2 Browse your files and select the document you'd like to edit.
- 3 Click **Manage** and select **Edit**, then **Edit with Office**. The document opens in Microsoft Word.
- 4 Make your changes and save the document when you have finished. EasyTransfer will immediately synchronizes the document with your workspace.

Please note: To prevent the creation of conflicting versions, a document that is being edited in Office is locked on your workspace. It will unlock once you have saved and closed the document on your computer.

