Quick Sheet
WebSynchro

∞drive work

How to install WebSynchro

What is WebSynchro?

WebSynchro is an application which allows you to synchronize your sensitive data between your computer and your workspace. The application lets you access your documents both offline and remotely, and share them securely with your colleagues.

1 Download WebSynchro

1. Log in to your workspace and access the **Oodrive Work_share** or **Oodrive Work** application.

2. Click your username in the upper-right corner of the application and select **Applications**.

3. Download **WebSynchro** for **Windows** ou **Mac**.

4. In the **Configuration code** window, click **Copy code**. You will need to provide this code during installation.

2 Install WebSynchro

1. Click on the WebSynchro installer file in your browser.

2. Allow installation of WebSynchro and click **Next**.

3. At the **Configuration** step, paste the configuration code in the corresponding field.

4. Follow the steps in the installation wizard to complete installation and launch WebSynchro.

5. Enter your login credentials in the login window.

3 Define a default folder for synchronization

1. The first time you log in, click **Browse** to define a default folder for synchronization.

   FOLDER LOCATION
   C:\Users\e.campbell\Documents\WebSynchro   [Browse...]
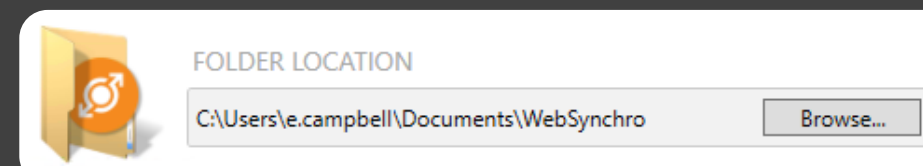
2. Click **Yes** to confirm your choice. This creates a new remote folder with the same name in your workspace.
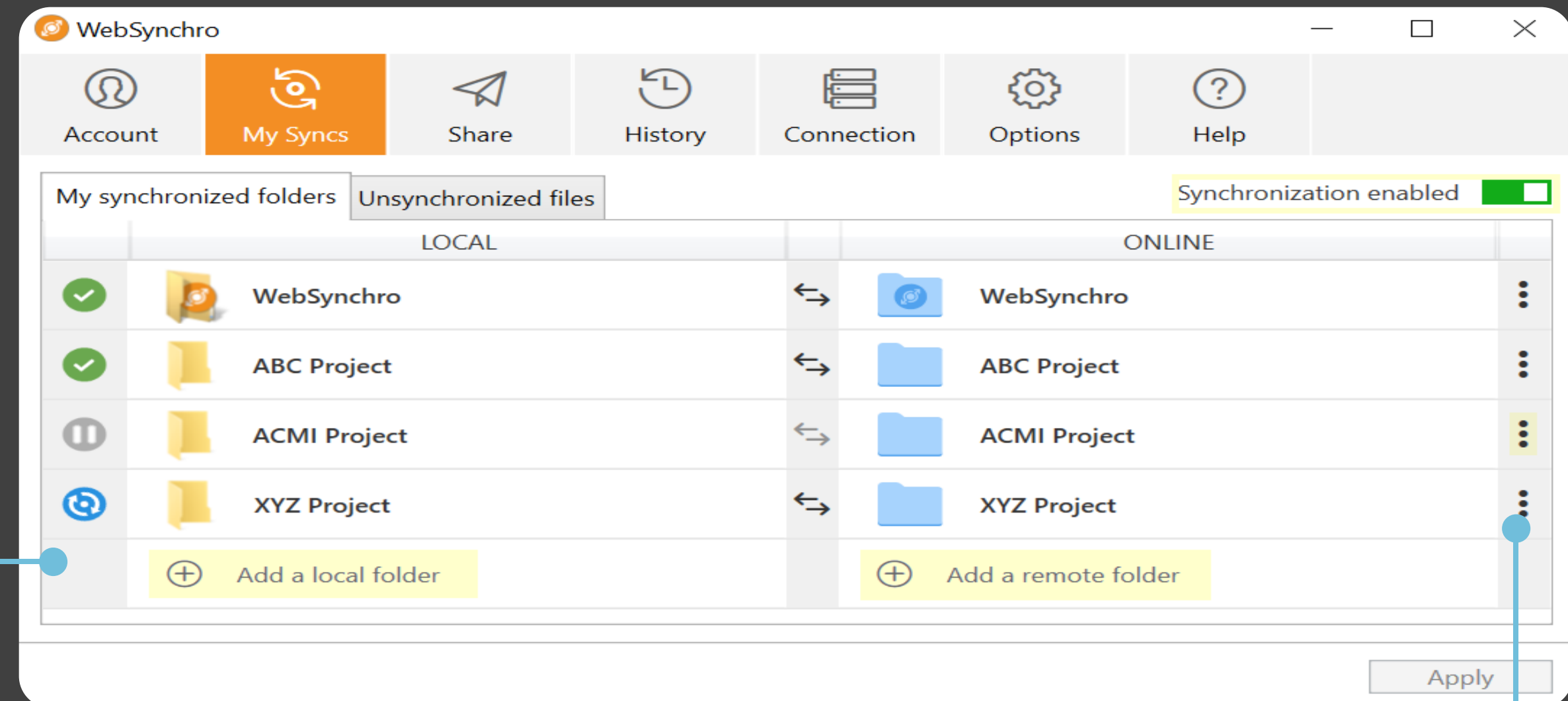
oodrive work
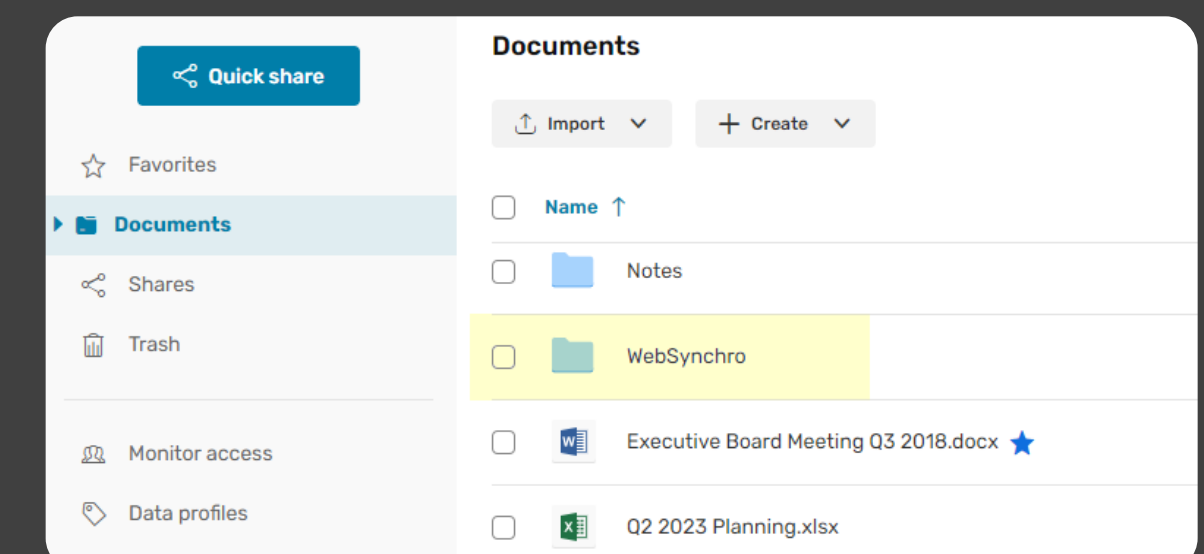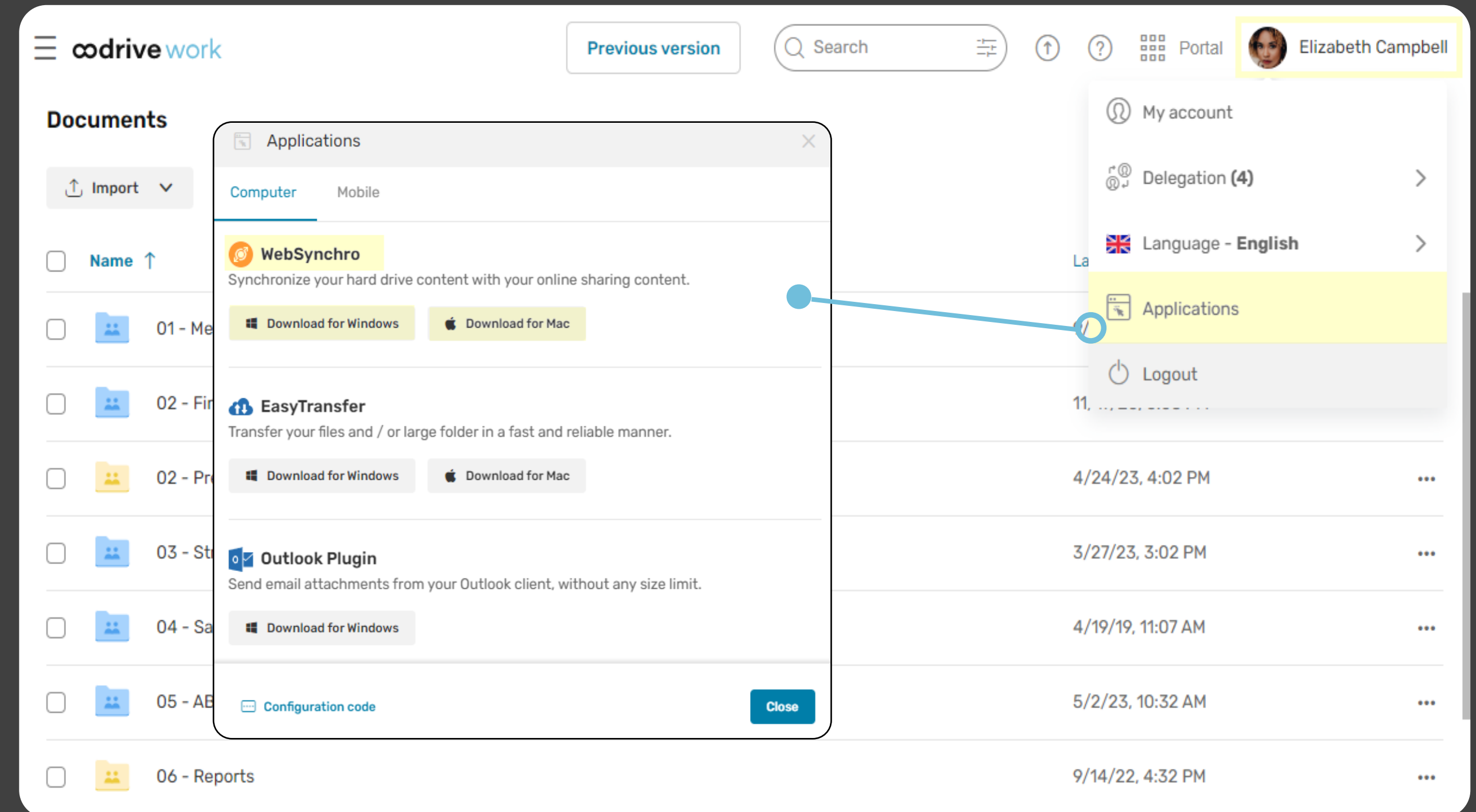
Synchronize your local folders with your workspace

Add synchronizations

When you synchronize a local folder with a folder in your workspace, you can be sure to always have access to the latest version of the documents the folder contains, both online and locally.

1 Double-click on the **WebSynchro** icon in the notification area.

2 Click **Add a local folder** and select the folder you want to synchronize with your online workspace.

3 Next, click **Add a remote folder** to choose the workspace folder you want to synchronize locally.

4 Click **Apply** to save the new synchronization.

Synchronization is performed automatically whenever you edit, add, or delete a file in the synchronized folder, whether locally or online.

WebSynchro

| Account | My Syncs | Share | History | Connection | Options | Help |

My synchronized folders | Unsynchronized files   Synchronization enabled

LOCAL		ONLINE
✓ WebSynchro	⇄	WebSynchro
✓ ABC Project	⇄	ABC Project
⏸ ACMI Project	⇄	ACMI Project
↻ XYZ Project	⇄	XYZ Project
⊕ Add a local folder		⊕ Add a remote folder

Apply

Tip: locking files

To prevent colleagues from editing a file while you are working on it, you can manually lock a file:

Guidelines

- Right-click the file and select **Lock**.

- When you have finished, right-click the file again and select **Unlock**.

A file that is locked locally will also be locked online, and can only be opened in read-only mode.

Identify synchronized items

In the file explorer, you can immediately identify files and folders synchronized online by looking at their WebSynchro status icon.

ABC Project   ACMI Project   XYZ Project
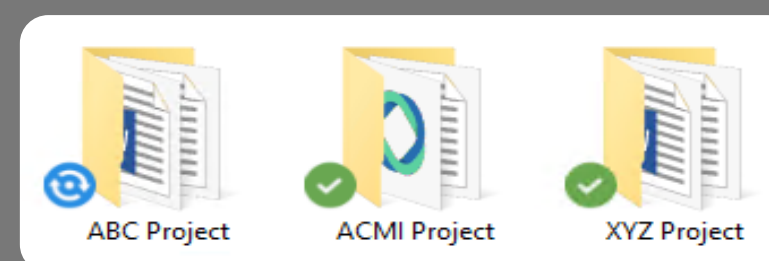
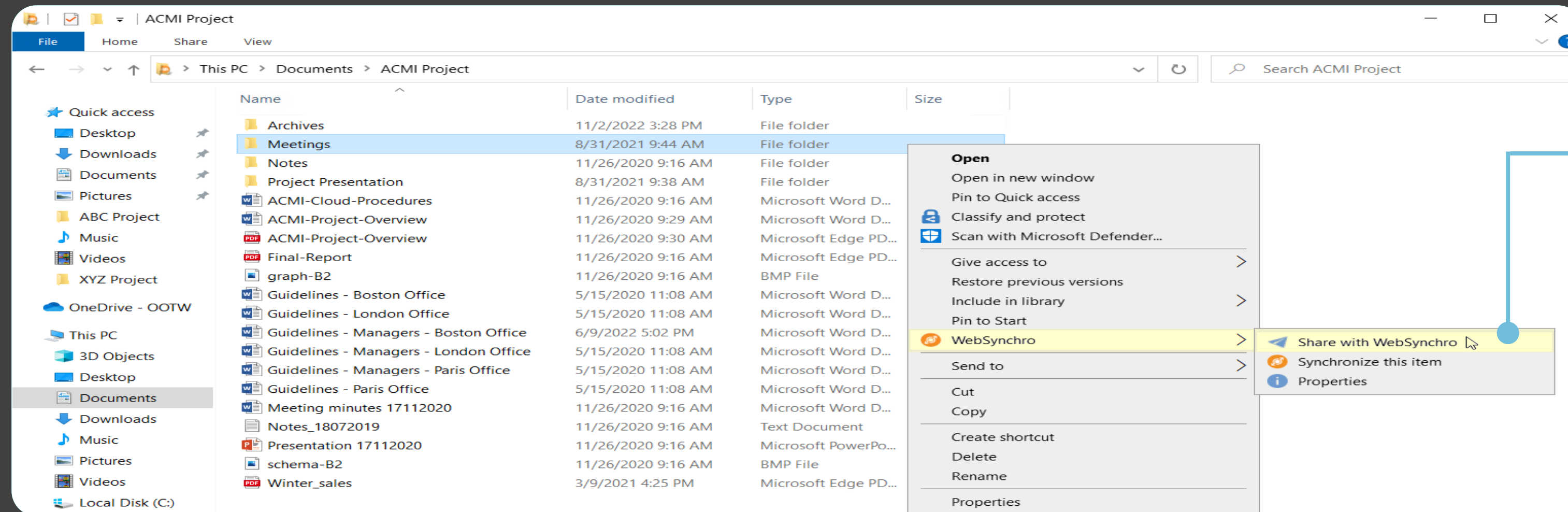A green icon indicates an up-to-date synchronized item, while a blue icon indicates that synchronization is in progress.

Disable or delete synchronizations

Click on the three dots to the right of a synchronization line and select the disable or delete option.

| ⇄ | | ⏸ Disable the synchronization |
| | | 🗑 Delete the synchronization |
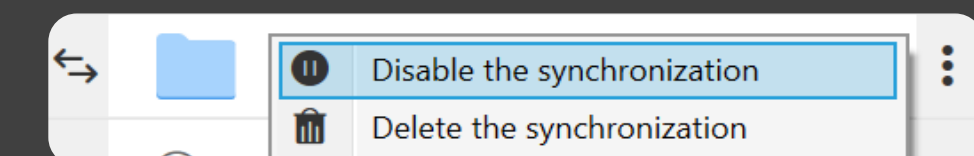
To re-enable a synchronization, click on the three dots again, then click **Enable the synchronization**.

Tip: Click the main toggle switch in the upper-right corner of your synchronized folders to disable or re-enable all your synchronizations.

Quick Sheet
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Share your local files and folders securely

Why share with WebSynchro?

WebSynchro lets you share any folder or file available locally on your computer, whether or not it is already synchronized with your workspace.

This enables you to share a sensitive file directly from your file explorer.

If necessary, you can modify or deactivate a share at any time from your online workspace.

Create secure sharing links

1 In the file explorer of your computer, right-click the file you want to share.

2 Click **WebSynchro**, then click **Share with WebSynchro**.

If the file has not already been synchronized, a copy is uploaded to the **My WebSynchro sharings** folder in your workspace.

3 Select **Get a sharing link**.

4 Modify the sharing options if you want to, then click **Create link**.

5 Copy the link and send it using the communication method of your choice. The recipient will then be able to access the file hosted on your workspace.

## Share folders collaboratively

If you have **Oodrive Work**, you can create collaborative shares from local folders.

1 In the file manager of your computer, right-click the folder you want to share and select **WebSynchro**, then **Share with WebSynchro**.

2 Select **Collaborative sharing** and follow the steps to add a synchronization.

3 Search for a contact or a group to add one or more recipients.
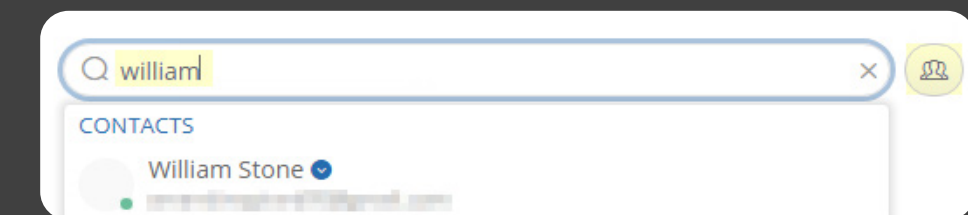
Tip: Click 👥 to select recipients directly from your address book.

4 Select the share permissions you want to assign to each of your recipients, then click **Next**.
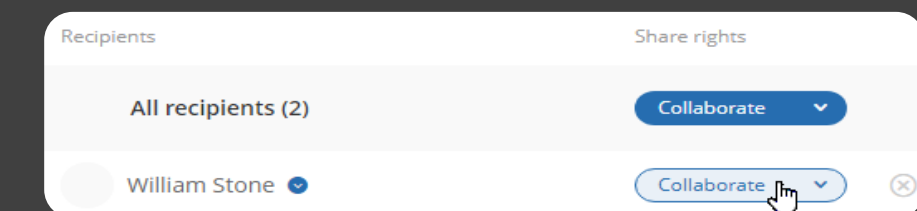
Edit, **Organize**, and **Collaborate** permissions enable colleagues to synchronize the shared folder with WebSynchro.

If they do, changes made locally by each user will be synchronized between all recipients.

5 Modify the sharing options according to your preference, then click **Share**.
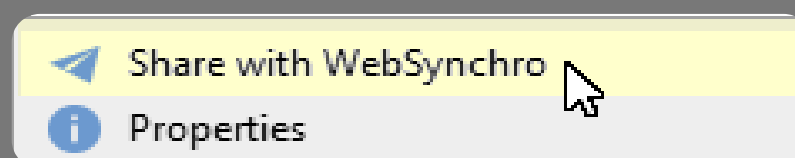
Your colleagues can now access the shared folder from the workspace.