

### Interact with folders

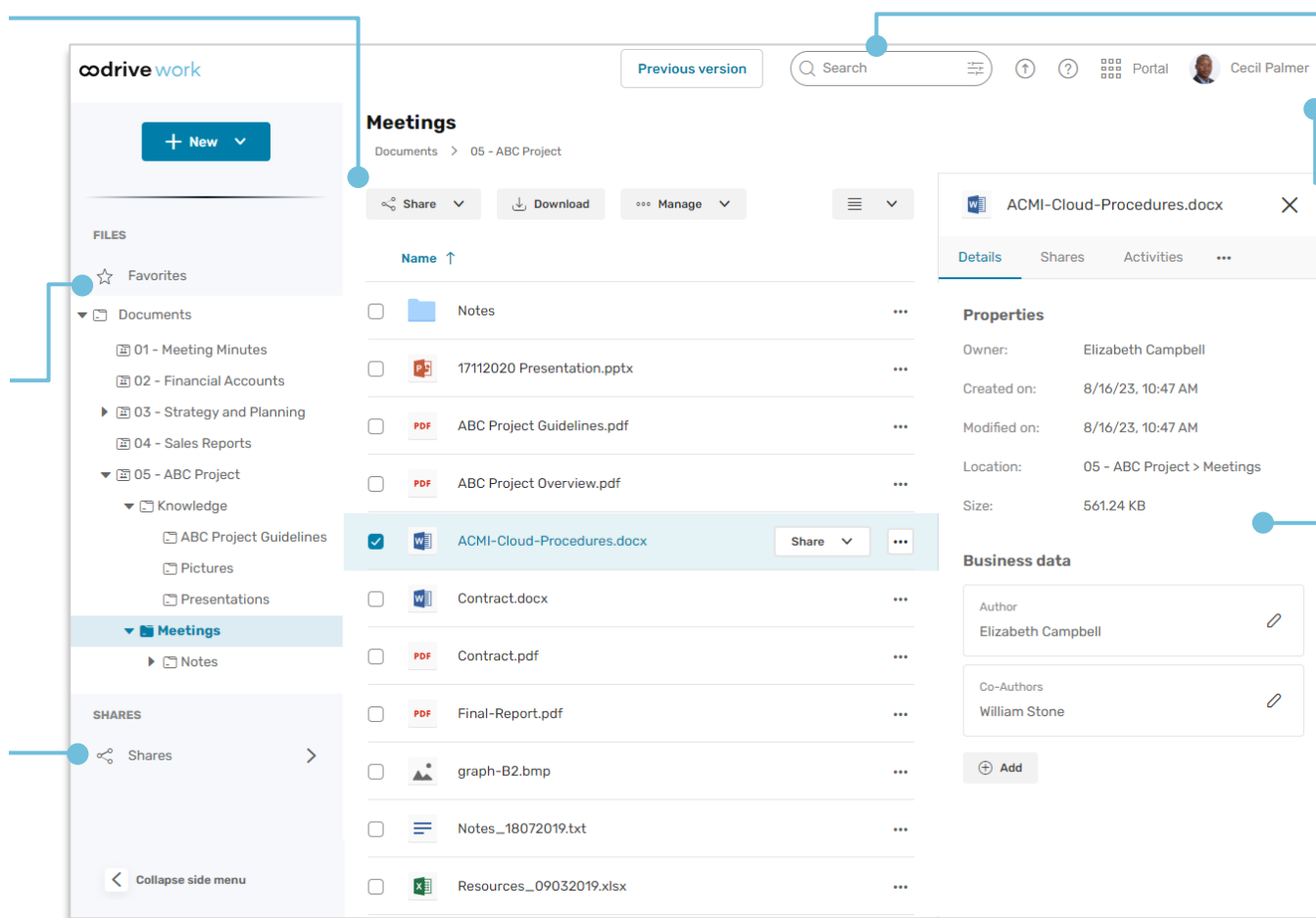
Depending on the access permissions you've been granted by the owner of the collaborative folder, you can download, share, edit, import or create items within a shared folder.

### Browse your files and favorites

From the navigation panel, view the folders made available to you and the items you've saved as Favorites.

### Manage sent and received shares

Modify, disable or re-enable the shares you created. Access all files and folders shared with you collaboratively or via e-mail.



### Search for your files

Search results include the title and contents of files in Documents.

### Access your account

You can view and edit your information and personal preferences depending on how your workspace is set up, access the online help and log out from your session.

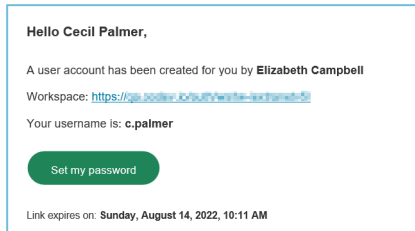
### View file details

Browse the information panel tabs to view an item's properties, follow the actions performed by you and your colleagues, add memos and business data, or view the different versions of a file.

# 1 Log in to your workspace

## First login

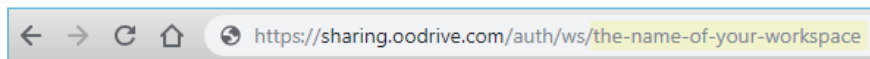
1. Retrieve the username emailed to you when your account was created.
2. Click **Set my password**.



3. You will be redirected to a browser page asking you to set a password and confirm before clicking **Validate**.
4. Click **Log in** to access the login page.
5. Enter your username and password, then click **Log in**.

## After the first login

1. Retrieve the username emailed to you when your account was created.
2. In your web browser, go to the login page for your workspace:

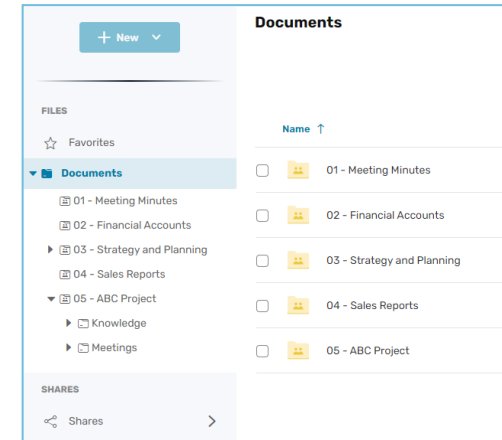



3. Enter your username and password, then click **Log in**.

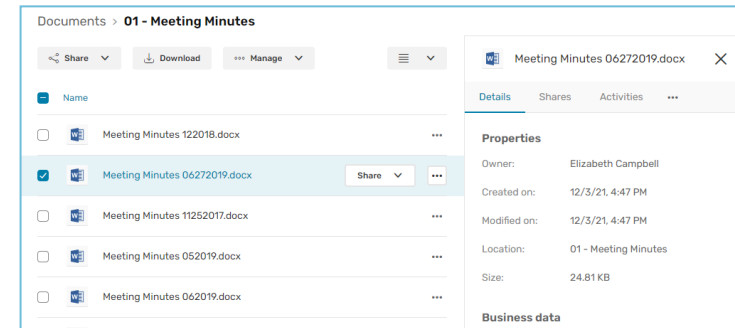
If you have forgotten your password, click **Forgot your password?**

# 2 Browse your collaborative folders

1. In the navigation panel, click on the **Documents** section.
2. From here, you can see all the collaborative folders to which workspace users have given you access.



3. To view a file or a folder's details, select it then click  in the upper-right corner above your files.

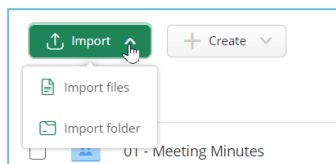


From the information panel displayed on the right side of the page, you can view the selected item's properties, add business data, track activities and versions, or add memos.

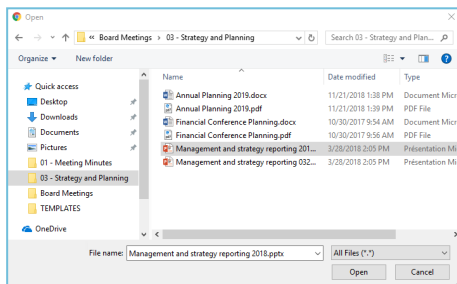
## 3 Add files

Depending on the rights you have been assigned by the owner of the shared item, you can add files to a collaborative folder yourself.

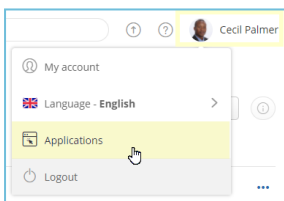
1. In the navigation panel, click on the **Documents** section.
2. If you want to add files to a specific folder, browse your folders and open the folder of your choice.
3. Click **Import**, then select **Import files**.



4. Browse the file explorer on your computer and select one or several files by holding down the **Ctrl** key.



5. Click **Open**.



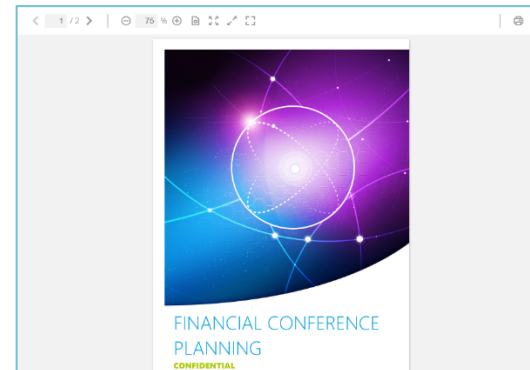
If you prefer, you can also drag and drop files from your computer's file explorer to the **Documents** section.

**Tip:** To import a local folder to your Oodrive WorkOodrive Work\_ share workspace, download the EasyTransfer plugin from the **Applications** menu, which you can access by clicking on your profile.

## 4 View a file

1. In the navigation panel, click on the **Documents** or **Favorites** section.
2. Double-click the file you'd like to view.

A viewing window opens, allowing you to browse your document.

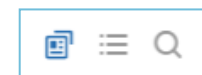


3. Scroll through the pages using the small navigation arrows located in the toolbar.



View the document contents using the other viewing tools:

- in the side panel of the viewer, accessible by clicking on the small gray arrow (page thumbnails, contents, the search bar).



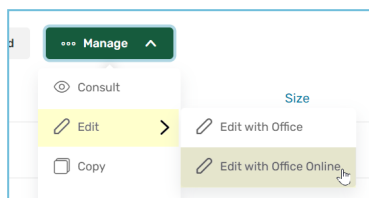
- in the toolbar (the zoom and other page display options).



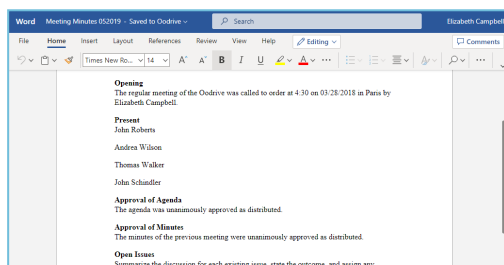
To return to your file manager, click on the X in the upper-right corner of the screen.

## 5 Edit a file with Office Online

1. In the navigation panel, click on the **Documents** section.
2. Browse the files for which you have editing permissions and select the file you'd like to edit.
3. Click **Manage** and select **Edit**, then **Edit with Office Online**.



The document opens in a new tab.



4. Log in to your Office 365 account.
5. Make changes as desired.  
Your changes are saved automatically, as you make them.
6. Once you finish, close the tab.

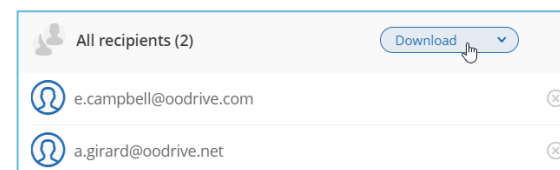
**Tip:** If you do not have an Office 365 account, you can edit a file locally using EasyTransfer. To do this, click **Manage** and select **Edit**, then **Edit with Office**.

## 6 Share files via email

1. In the navigation panel, click on the **Documents** or **Favorites** section.
2. Select one or more items by holding down the **Ctrl** key.
3. Click Share, then select **Share by email**.
4. In the sharing form, add recipients by entering their email address and selecting **Add the email**.



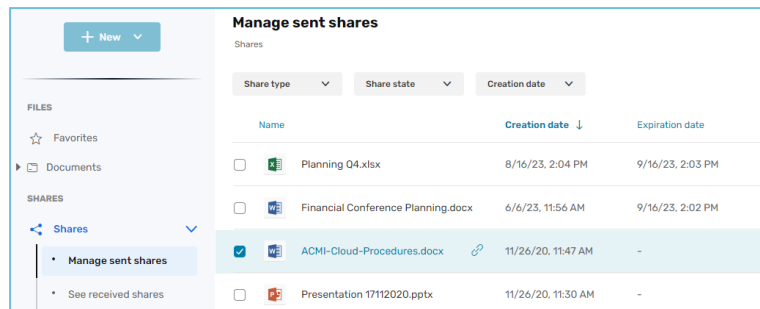
5. Select the share permissions you want to grant your recipients then click **Next**.



6. If needed, enter the subject and contents of the email message.
7. Modify the sharing options according to your preferences:
  - Share end date
  - Delete files when share ends
  - Password
  - Apply watermark
  - End-of-share alert
  - Max download limit
  - Send me an activity summary
  - Make recipients visible to one another
8. When you are finished, click **Share**.

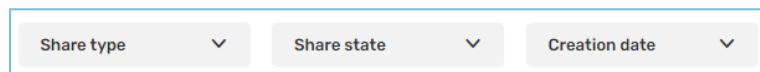
## 7 Modify a share

1. In the navigation panel, click **Shares > Manage sent shares**.



You view all your shares.

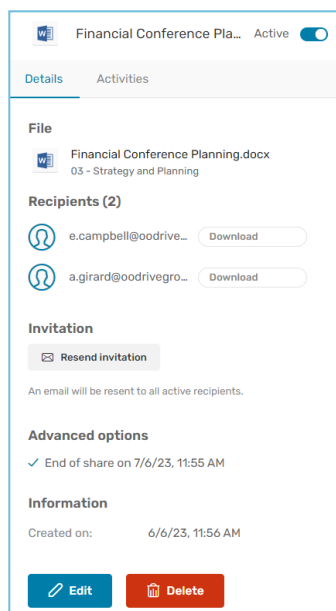
2. Use the filters along the top of the page to locate a specific share.



3. Click on the share you'd like to modify to view its details.
4. Click **Modify**.
5. Modify the recipient(s), share rights, email message and share options.
6. To update your changes, click **Validate**.

**Please note:** The owner of the files and folders you have re-shared can disable or delete your shares.

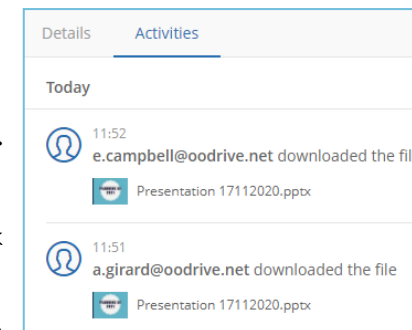
**Tip:** You can select multiple shares at once to delete them or to modify their share end date or status (active/inactive) in bulk.



## 8 Manage your shares

### To track activity on a share:

1. In the navigation panel, click **Shares > Manage sent shares**.
2. Select a share to display its details, then click on the **Activities** tab.
3. You view the actions of your recipients on the share.



**Tip:** To manage activity notifications for a collaborative share you're a recipient of, select it in the **Documents** section and enable/disable the notification option along the bottom of the **Details** tab.

### To disable or re-enable a share:

1. In the navigation panel, click **Shares > Manage sent shares**.
2. In the share item you'd like to modify, click on the toggle switch.



- When the toggle switch is grayed out, the share is inactive



- When the toggle switch is blue, the share is active

### To delete a share:

1. In the **Manage sent shares** section, identify the share you'd like to delete.
2. From the **Details** tab on the right, click **Delete**.
3. To permanently delete the share, click **Delete**.

**Please note:** Deleting a share does not delete the original files from your documents.