Quick Start Guide

Oodrive Work - «My Space» section

Go to the list of spaces

Return to the home page of the solution to browse the teamspaces that are available to you.

Share files

Create a quick share via link or email. You can share files and folders from either your computer or your space.

Browse your files and favorites

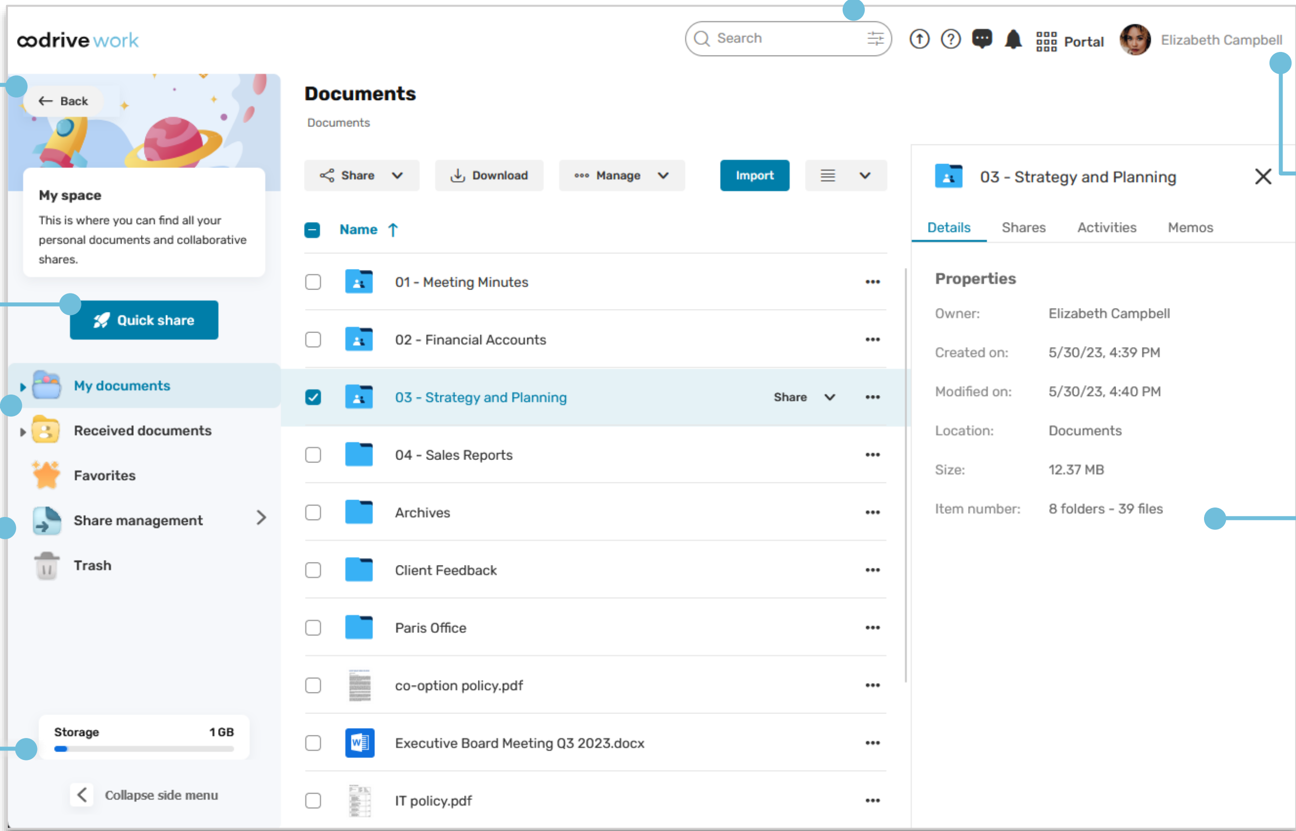
From the navigation panel, access the file explorer, items saved as Favorites, and all items shared with you collaboratively or via e-mail.

Manage sent shares

Modify, disable or re-enable the shares you created.

Keep an eye on your data usage

Follow the total storage space available and currently used, as well as the storage space used by items in your Recycle bin.



Search for your files

The search is performed on the name and contents of files in your Documents.

Access your account

You can view and modify your personal information and preferences, manage your delegations, access online help and log out of your session.

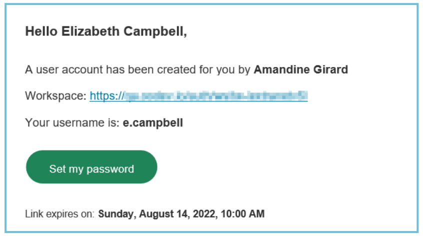
View file details

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:

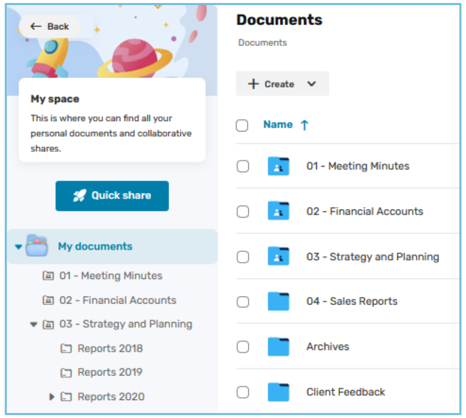
3. Enter your username and password, then click **Log in**.

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

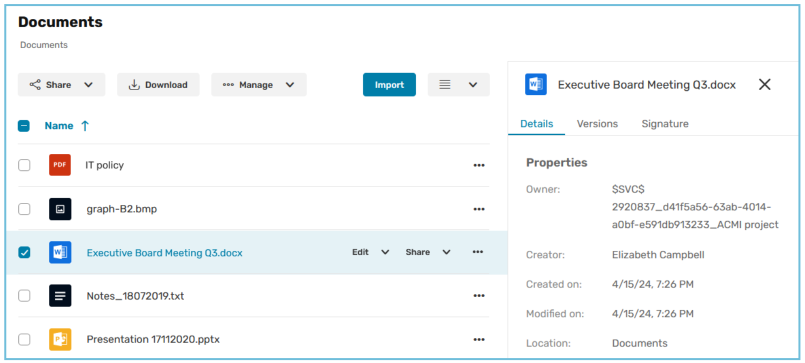
② Browse your files

1. Go to the **My space** section of your Oodrive Work application.
2. In the navigation panel, click on the **My documents** section.
3. From here, you can view all of your files and folders.

   Tip: Go to the **Received documents** section to view all shares you have received (collaborative or via email).



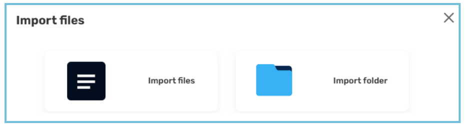
4. To view a file or a folder's details, select it then click in the upper-right corner above your files.



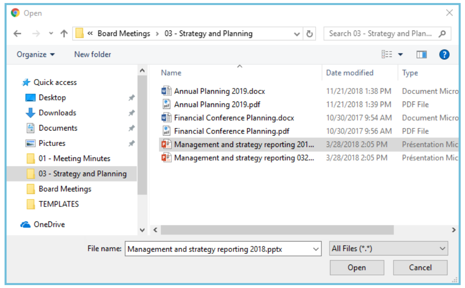
From the information panel displayed on the right side of the page, you can view the selected item's properties.

3 Add files

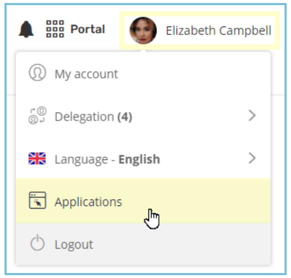
1. In the navigation panel, click on the **My documents** section.
2. If you want to add files to a specific folder, browse your folders and open the folder of your choice.
3. Click **Import**, then select **Import files**.



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 **My documents** section.

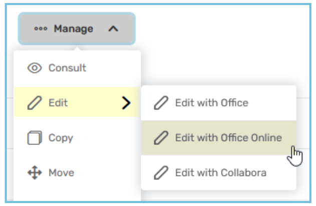
Tip: To import a local folder to your Oodrive Work workspace, download the EasyTransfer plugin from the **Applications** menu, which you can access by clicking on your profile.

4 Edit a file with Office Online

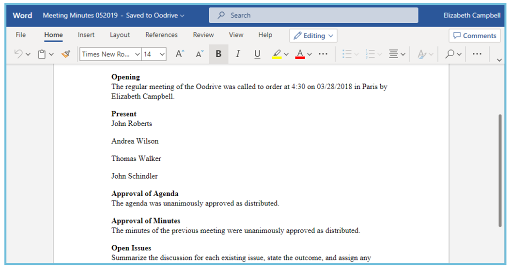
1. Browse your files and select the file you'd like to edit.

   Please note: You can edit your own files as well as shared files for which you have editing rights.

2. Click **Manage** and select **Edit**, then **Edit with Office Online**.



The document opens in a new tab.



3. Log in to your Office 365 account.
4. Make changes as desired.

   Your changes are saved automatically, as you make them.

5. 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**.

5 Make a quick share via email

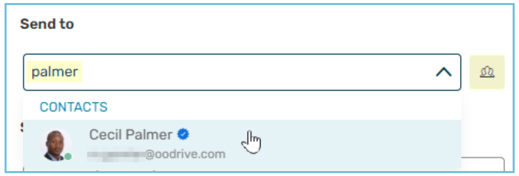
1. In the navigation panel, click **Quick share**.

2. From the file explorer on your computer, select the files and folders you'd like to share, then drag-and-drop the selected items into the quick share window.

   Tip: Click **Add from the app** to select items from your workspace.

3. Select **Share via email**.

4. In the **Send to** section, browse for contacts or enter a new email address to add one or more recipients.



   Tip: Click to select the recipients directly from your address book or to create a contact quickly via the **Create a contact** button.

5. If needed, enter the contents of the email message.

6. 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

7. When you are finished, click **Share via email**.

The recipients will receive an email containing a link allowing them to access and download the shared items.

6 Create a collaborative share

1. Create a new folder by clicking **Create**, then **Create a folder**.

2. Add all the items you'd like to share to the new folder.

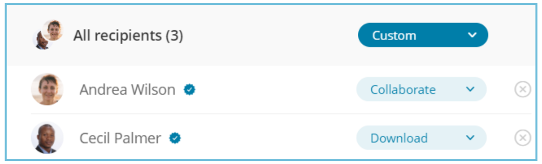
3. Select the folder.

4. Click **Share**, then select **Create a collaborative share**.

5. In the sharing form, use the address book to add one or more recipients.

   Note: To make things easier, a blue check mark indicates which colleagues you can add to a collaborative share.

6. Select the share permissions you want to grant your recipients.



   When you create a collaborative folder, you can configure the access rights for all recipients at once or individually.

7. Click **Next**, then modify the sharing options according to your preferences:

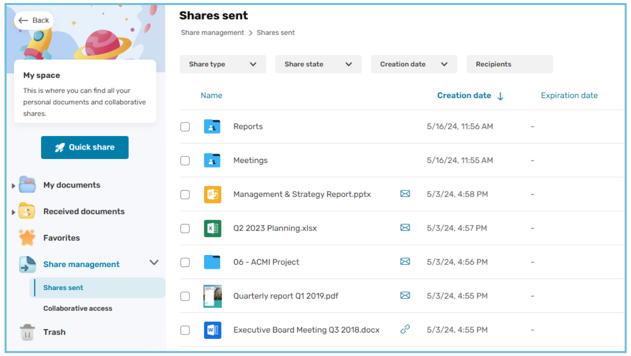
   - ☑ Share end date
   - ☑ Add a watermark
   - ☑ Make recipients visible to one another
   - ☑ End-of-share alert
   - ☑ Send me an activity summary
   - ☑ Send recipients an activity summary

8. When you are finished, click **Share**.

Tip: Use the Memos tab of the information panel to communicate with your colleagues by adding memos to files and folders on which you collaborate. You can tag other users in your memos by adding the @ symbol followed by your colleague's name. The tagged colleague will be notified via email.

7 Modify a share

1. In the navigation panel, click **Share management > Shares sent**.



You view all your shares, as well as items that have been re-shared by your colleagues.

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

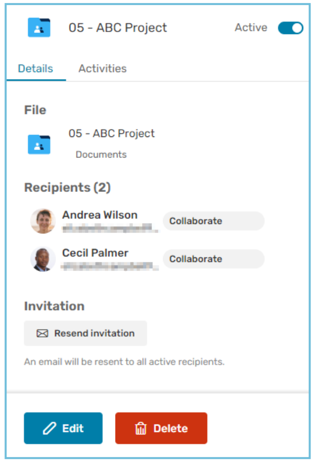
3. Click on the share you'd like to modify to view its details.

4. Click **Modify**.

5. Modify the recipient(s), share rights, email message and share options.

6. To update your changes, click **Validate**.

Please note: If your share has been re-shared by a colleague, you won't be able to modify the new share, but you will be able to disable or delete it.



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

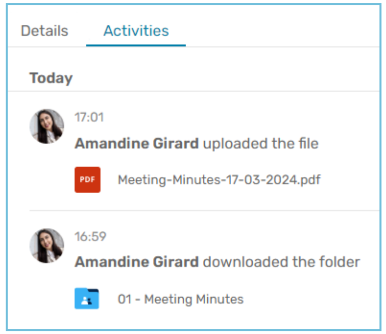
8 Manage your shares

To track activity on a share:

1. In the navigation panel, click **Share management > Shares sent**.

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 **Share management > Shares sent**.

2. In the share item you'd like to modify, click on the toggle switch.

To delete a share:

1. In the **Share management > Shares sent** 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.