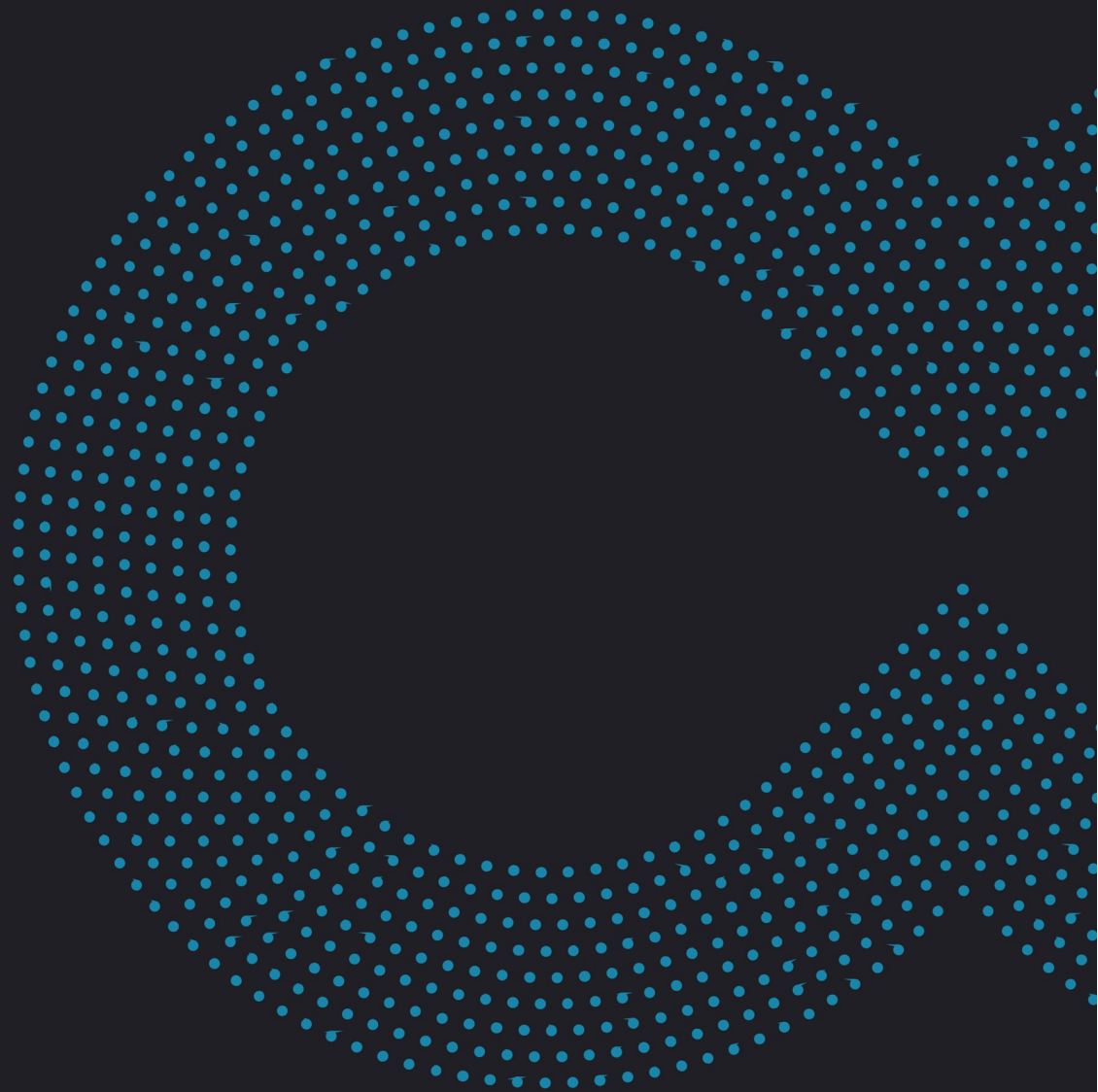


∞drive work

User Guide

WebSynchro



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1. Getting Started with WebSynchro

WebSynchro is a desktop application that allows you, as an Oodrive Work_share or Oodrive Work user, to synchronize sensitive data between your computer and your online workspace. It makes collaboration easier by allowing you to share sensitive files and folders directly from your computer's file explorer.

Automatic synchronization	Immediate access	Sharing and collaboration
<ul style="list-style-type: none">Once enabled, synchronization is performed automatically each time you modify, add, or delete a file in the synchronized folder, whether locally or online.	<ul style="list-style-type: none">All synchronized data is available immediately on both your Oodrive online workspace and your computer. You can then share folders and files with other users, or simply access them offline or remotely.	<ul style="list-style-type: none">Share data from your computer to all Oodrive contacts, directly from the file explorer, without using an internet browser.

Required components

WebSynchro requires the following components to run:

- Microsoft .NET: v4.7.2 or higher
- WebView 2: v90.0.818.66 or higher
- Microsoft Visual C++ 2015 Redistributable Update or higher.

If the installer is unable to detect these components on the user's computer, it will download and install them during the process. This action may require escalated "Administrator" permissions and a restart of the computer.

Please note that if the computer is not connected to the Internet when these components are downloaded, the installation will fail.

If you want to deploy WebSynchro using a centralized deployment tool, please ensure that the required components listed above have already been deployed.

Compatibility

WebSynchro is only supported by versions of Windows covered by Microsoft Standard Support.

WebSynchro is compatible with:

- Microsoft Outlook 2016
- Microsoft Outlook 2019

Operating systems

Windows

Oodrive desktop software is only supported by versions of Windows covered by Microsoft Standard Support.

macOS

Oodrive desktop software is only supported by the two most recent versions of the macOS operating system.

Web browsers

WebSynchro is compatible with the following browsers:

- Microsoft Edge
- Google Chrome
- Mozilla Firefox
- Internet Explorer 11
- Safari

Using WebSynchro with Chrome, Firefox or Edge requires no additional proxy configuration. The port used to communicate with these browsers is 19488.

For Internet Explorer and Safari, the WebSocket used is a secure server listening on port 19487. Because the Oodrive Work_share web application loads in HTTPS, Internet Explorer and Safari require that any connection made via the JavaScript code of the web page also uses a secure protocol. As a result, the WebSocket connection must also be secure, even though this is a local connection (since WebSynchro runs on the same computer as the browser).

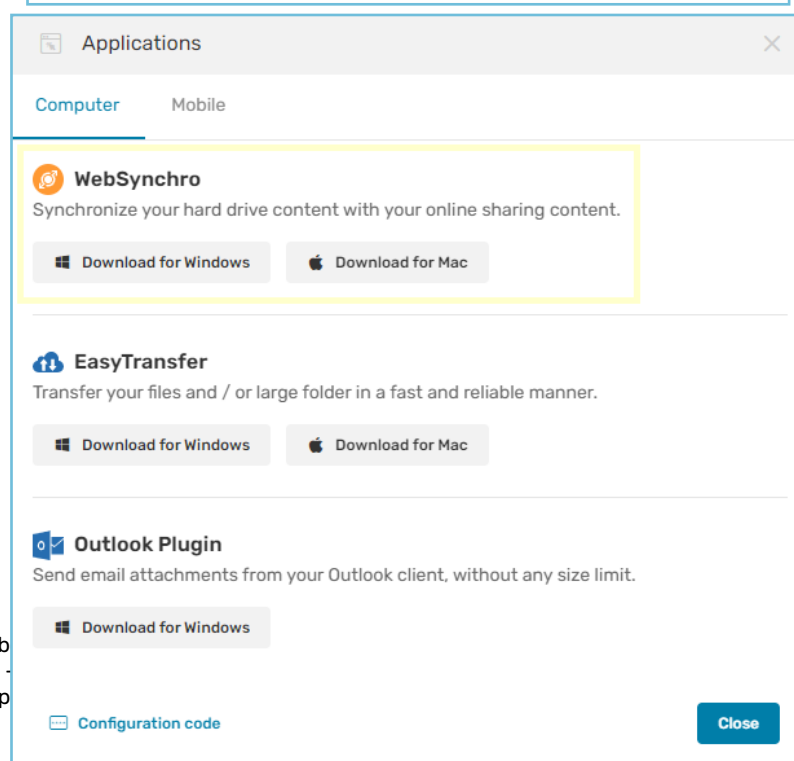
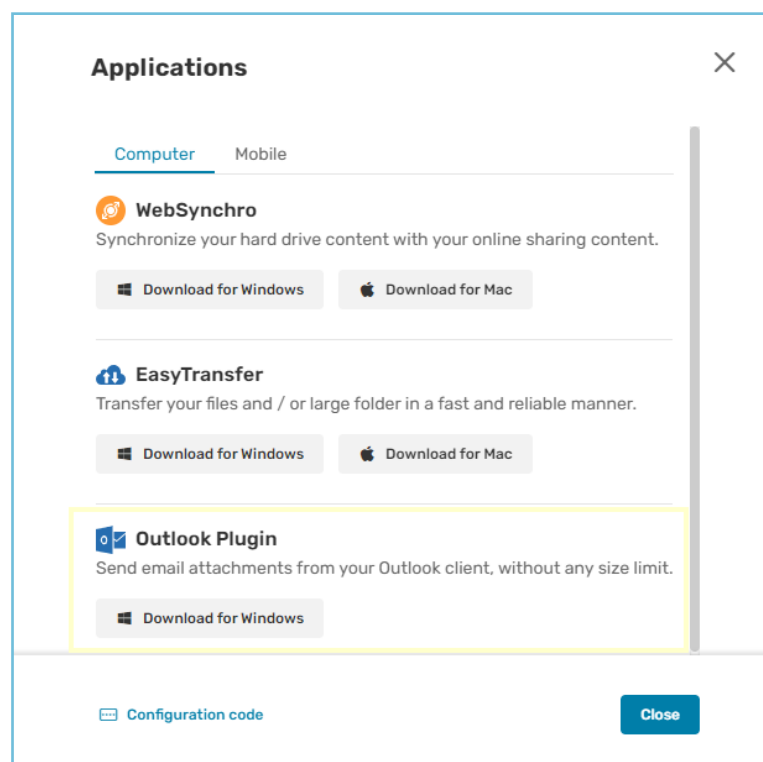
Office suite

WebSynchro is compatible with:

- Microsoft Office 365
- Microsoft Office Professional: 2013 or higher

1.1. Download and install WebSynchro

1. Go to your collaborative application.
2. Click your profile in the upper-right corner of the screen and select **Applications**.
3. Go to the **WebSynchroOutlook Plugin** section, then download the application for Windows or Mac.
4. In the window that appears, copy the **Configuration code** to fill in during installation.
5. Go to your Downloads folder and double-click the **WebSynchro-xxx.exe** installer.



6. Follow the steps in the installation wizard.
7. Once the application has been installed, ask the user to log in using their login and password.

You can then help them set a default synchronization folder and configure the application.

Log in to your workspace

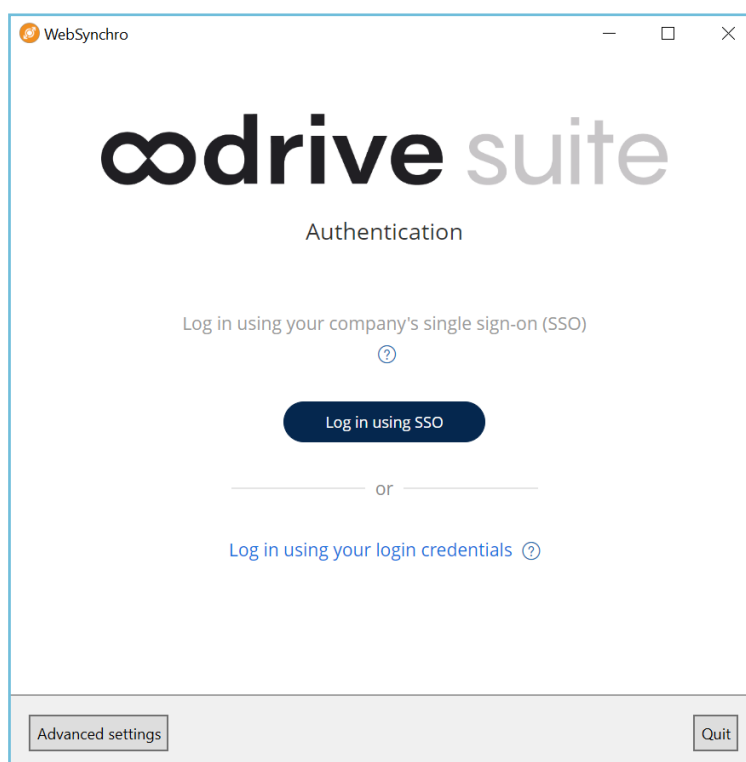
Requirements

Requirements: To use the WebSynchro desktop application, you must have a user or contact account with access to the Oodrive Work_share or Oodrive Work solution. When starting the application, authentication with your Oodrive credentials is necessary.

There are two ways to log in to your workspace:

- using your Oodrive login credentials
- using your company login credentials

The login options available on your workspace depend on your Access Management module settings.



Log in with your Oodrive login credentials

1. Click **Log in** to access the login page.

Please note: If the Oodrive login field is not displayed, click **Log in using your login credentials** to access it.

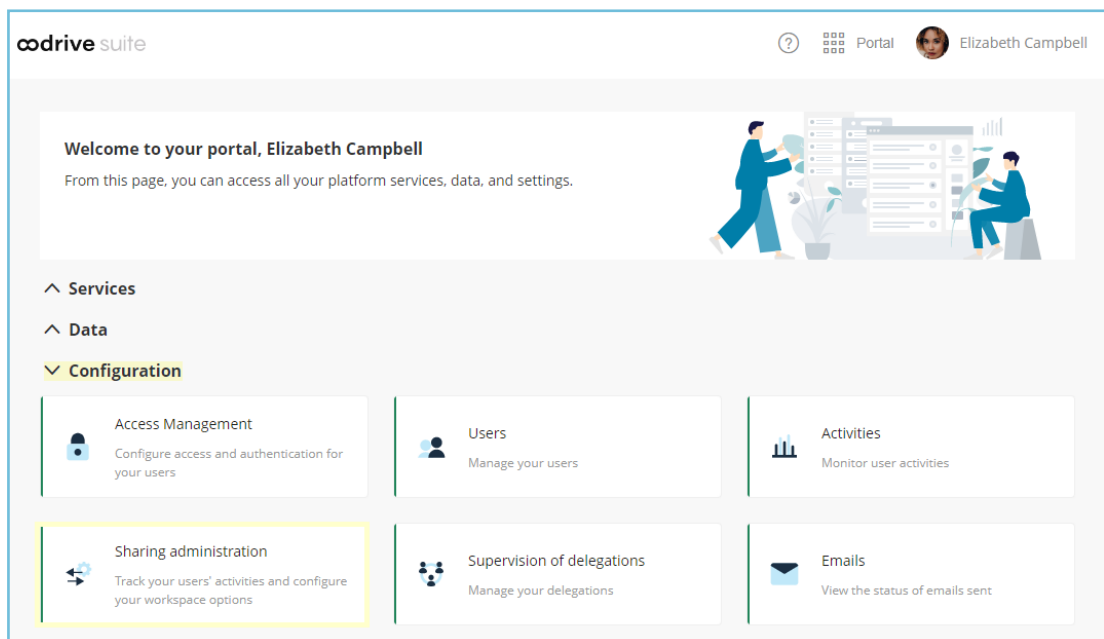
2. Enter your username and click **Next**.
3. Enter the password you have just specified, then click **Log in**.

Careful: After 5 failed login attempts, a security code will automatically be sent via email. This code will be required in addition to your password.

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

If two-factor authentication has already been configured on your workspace, you will also be asked to enter the code received on your mobile device.

4. Next, you will access your WebSynchro application, where you can add and manage your synchronizations and make shares with your colleagues.



Log in with your company login credentials

1. Click the **Log in using SSO** button.

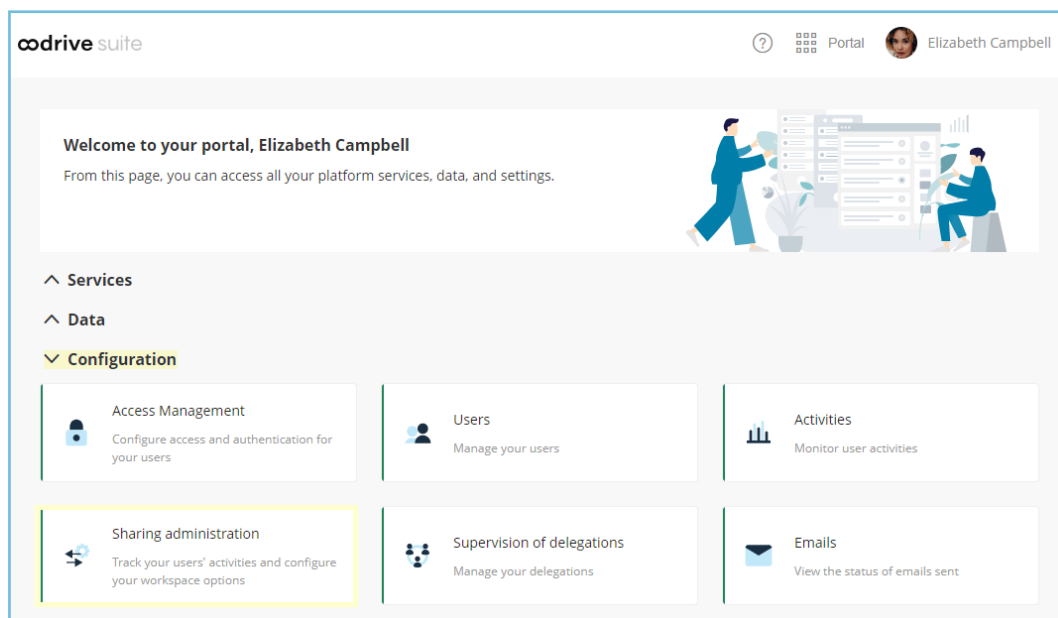
If the button is not available, click **Log in using your company's single sign-on (SSO)**

2. Enter your company login credentials and click **Log in**.

If you have forgotten the password associated with your company username, please contact your company's IT administrator.

If two-factor authentication has already been configured on your workspace, you will also be asked to enter the code received on your mobile device.

3. Next, you will access your WebSynchro application, where you can add and manage your synchronizations and make shares with your colleagues.

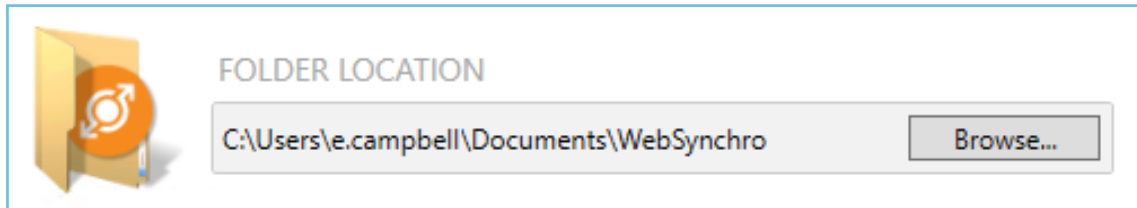


1.2. Configure the default synchronization folder

When you first log in to WebSynchro, you can set a default synchronization folder on your computer.

This step makes it easier to set up your first synchronization. It is not required.

1. When you first log in, click **Browse** to choose a default synchronization folder, and rename it if necessary.



2. Click **Yes** to confirm your selection. A folder with the same name is created at the root of your online workspace.

2. Manage your synchronizations

You can manage your synchronizations individually or in bulk from your WebSynchro application at any time. Some actions can be performed from the file explorer.

You can synchronize a folder only if :

- You are its owner,
- You have permission to **Edit**, **Organize** or **Collaborate** on a received collaborative share.

Below is a list of actions you can perform to manage your synchronizations:

- Add a new synchronization
- Enable/disable a synchronization
- Lock a synchronized file
- Delete a synchronization

2.1. Add a new synchronization

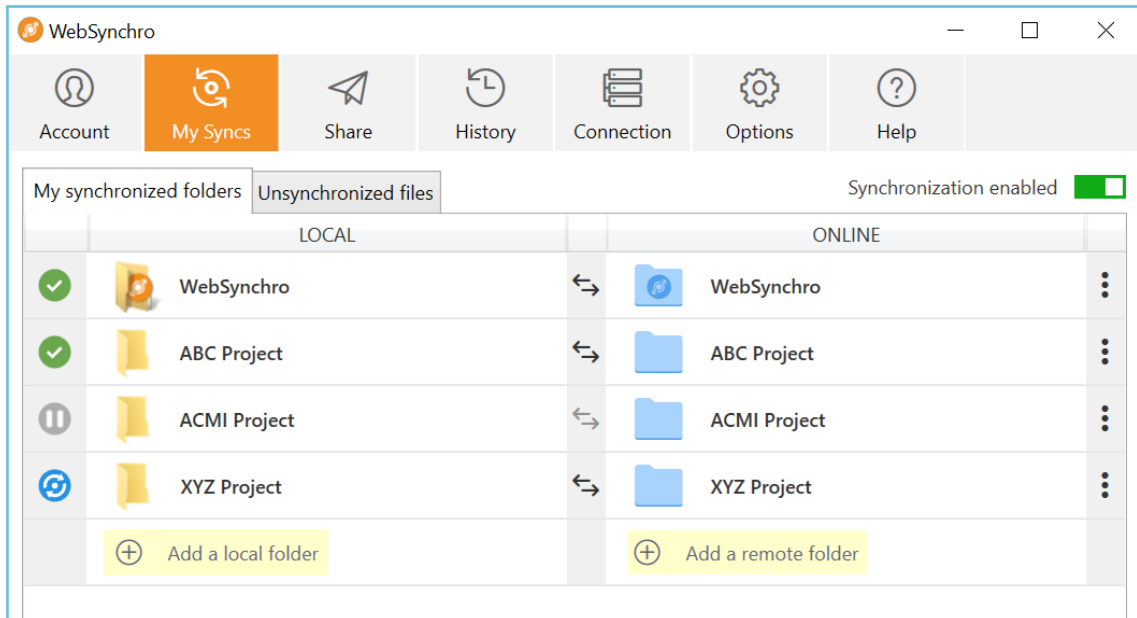
You can add as many synchronizations to your WebSynchro application as you'd like, either from the application or the file explorer.

From the My Syncs screen of the WebSynchro application

1. Access your WebSynchro application.
2. In the **My Syncs** tab, click the **Add a local folder** button to select a folder to synchronize with the online workspace.

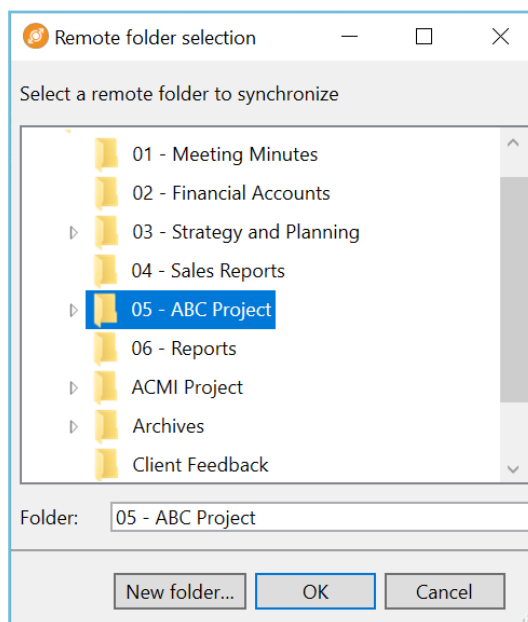
3. Select a local folder to synchronize. To create a new one, click **New folder...**



The selected folder is added in the **LOCAL** column.



4. To choose the folder for the online workspace for local synchronization, click **Add a remote folder**.
5. Select a remote folder to synchronize. To create a new one, select the parent folder, then click **New folder...**

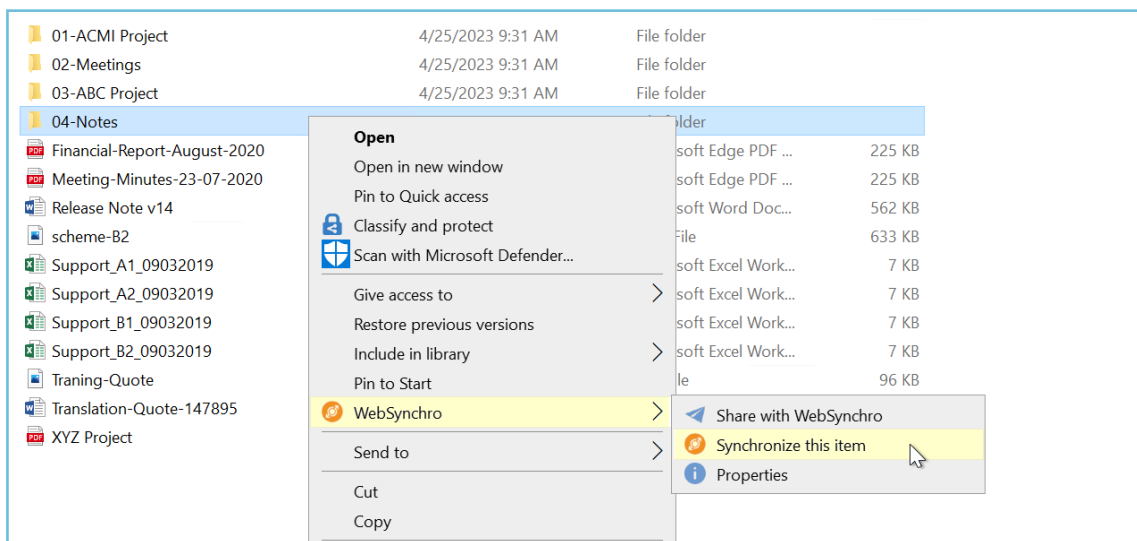
The folder is then created online and added to the **ONLINE** column.



6. Click **Apply** to start the synchronization. The blue icon  indicates synchronization is in progress.
7. Once all the subfolders and files have been synchronized, the green icon  indicates that the synchronization has been successful.

From the local file manager (quick sync)

1. In your local file explorer, choose the local folder to synchronize.
2. Right-click the folder you want to synchronize, then select **WebSynchro > Synchronize this item**.

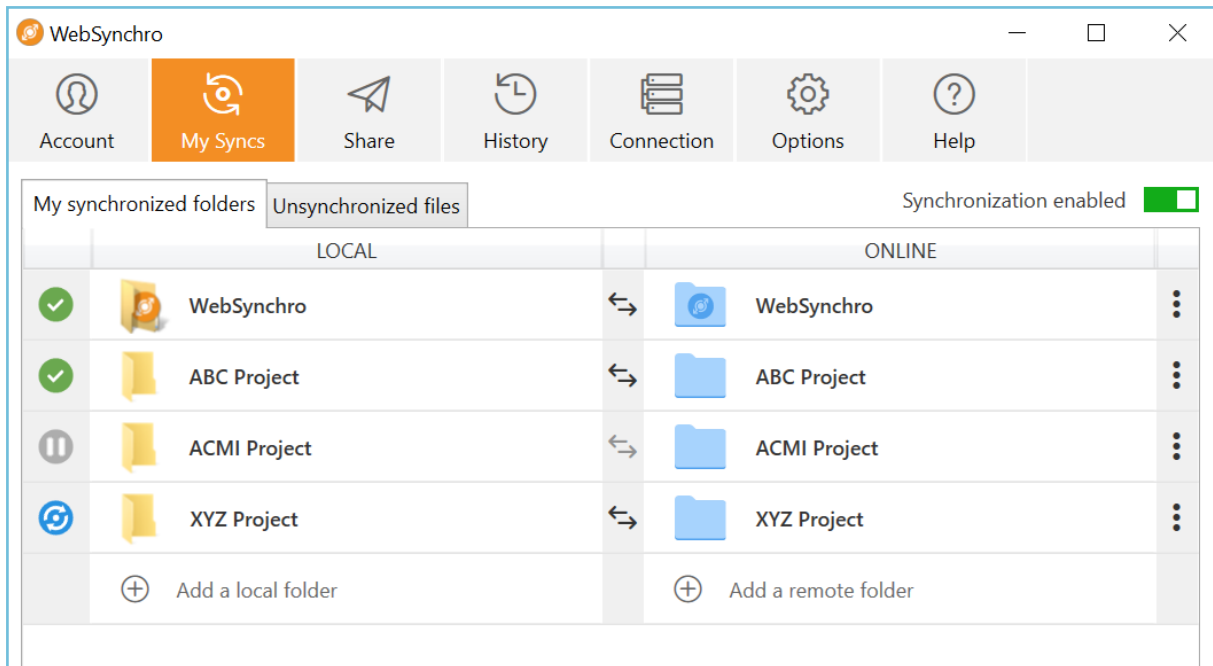


3. Choose the remote folder to synchronize with the local folder.
4. Click **Apply** to start the synchronization.

2.2. Quick access to synchronized folders

You can quickly access your local and online synced folders from the **My Syncs** tab.

To do so, double-click on the desired folder in the **LOCAL** or **ONLINE** column.



Please note: To access the remote folder, you must first authenticate yourself on the online workspace in your Internet browser. Otherwise, the login page will appear first.

2.3. Enable / Disable synchronizations

You can disable one or more synchronizations either from your WebSynchro application or your computer's file explorer at any time.

If you choose to disable one or more synchronizations, previously synchronized folders and files remain available as they were, both online and locally, but will no longer be synchronized.

From the My Syncs screen of the WebSynchro application

Disable /re-enable all synchronizations

1. Access your WebSynchro application.
2. In the **My Syncs** tab, click the general synchronization toggle switch in the upper-right corner of the screen to disable all synchronizations.

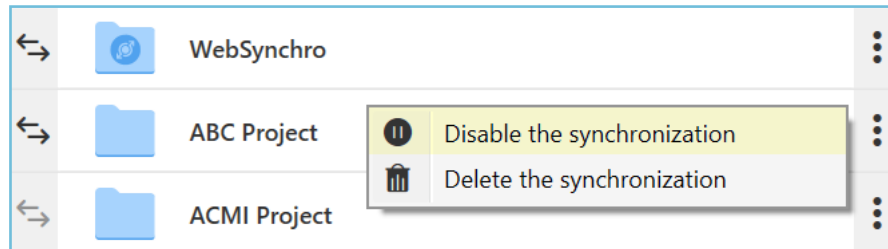
All your synchronizations are disabled and the toggle switch shows **Synchronization disabled**.

Synchronization disabled

3. Click the toggle switch again to re-enable synchronizations.

Disable /re-enable one single synchronization

1. Access your WebSynchro application.
2. In the **My Syncs** tab, click the three dots to the right of the synchronization line you want disabled.
3. Click **Disable the synchronization**.



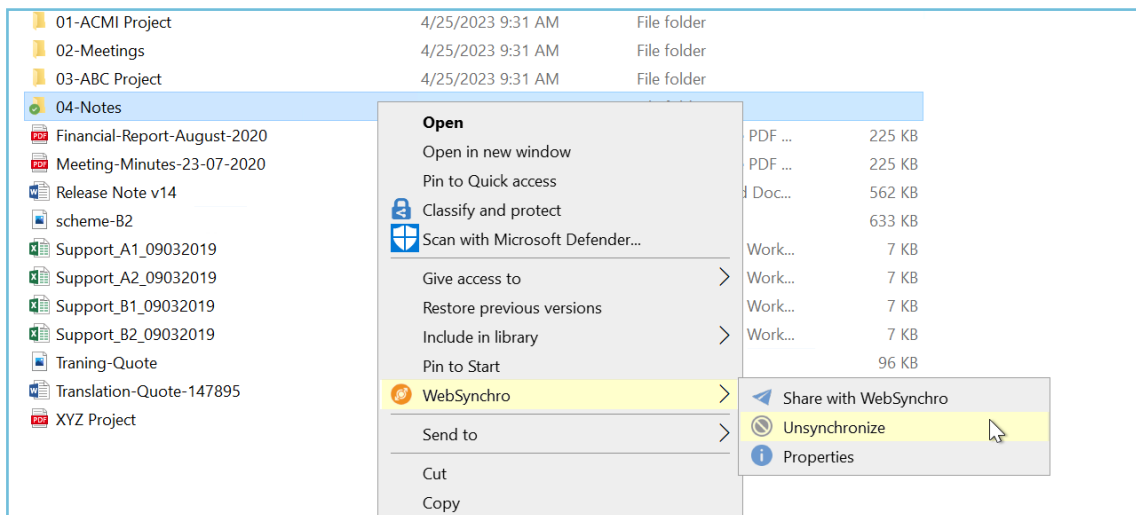
This will suspend synchronization.

4. To re-enable synchronization, click the three dots again, then click **Enable the synchronization**.

From the file explorer

You can disable/re-enable a synchronization from your local file explorer. For better flexibility and granularity of synchronization management, you also can operate on individual subfolders and files located within synchronized folders.

1. In the file explorer, select a synchronized folder/subfolder/file.
2. Right click the item, then select **WebSynchro -> Unsynchronize**



This will suspend synchronization. A gray dot will appear on the unsynchronized item, showing that its synchronization is disabled.

3. To re- enable synchronization, right- click the item and select **WebSynchro -> Synchronize**

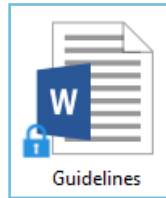
2.4. Lock a synchronized file

In the file explorer, you can manually lock a file to prevent changes by your collaborators:

- Locking the file locally will lock the file online when synchronizing, and vice versa.
- A locked file can only be opened in read-only mode.

In addition, when a file of your online workspace is edited locally using Microsoft Office via EasyTransfer, it is automatically locked and inaccessible for all other users who would try to synchronize it, until you close the file at the end of the editing process.

1. In the file explorer, select the file you want to lock.
2. Right click the file you want locked, then select **WebSynchro>Lock**.



3. To unlock it, right click the file and select **WebSynchro> Unlock**.

Please note: If you forget to lock a file and a collaborator using WebSynchro intervenes on it locally, WebSynchro will duplicate this file to keep both their changes and yours.

2.5. Delete a synchronization

You can choose, at any time, to delete a synchronization you no longer need.

1. Access your WebSynchro application.
2. In the **My Syncs** tab, click the three dots at the end of the synchronization line you want to delete.
3. Click **Delete the synchronization**.

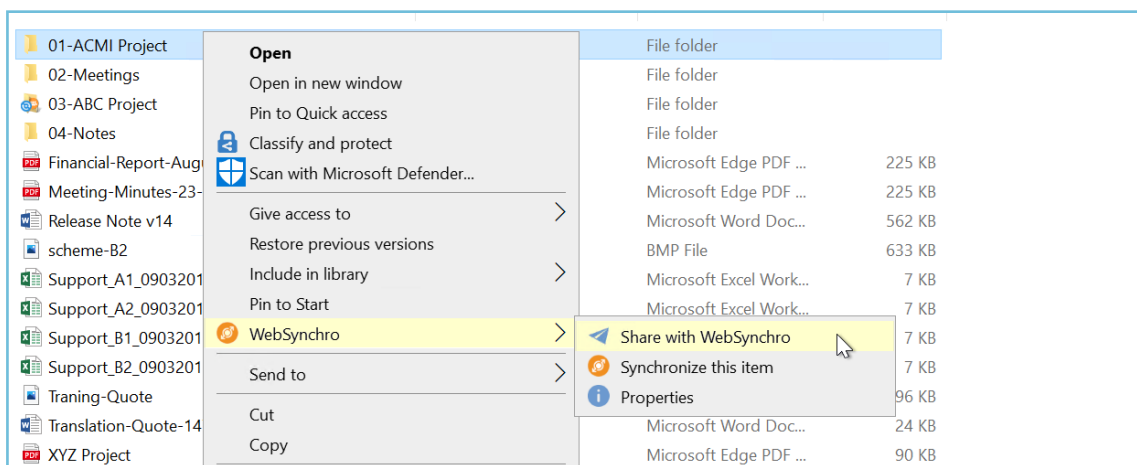
Folders will remain available as they are, both on your computer and in your Oodrive Work or Oodrive Work_share online collaboration application but will no longer be synchronized with each other.

3. Sharing via WebSynchro

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

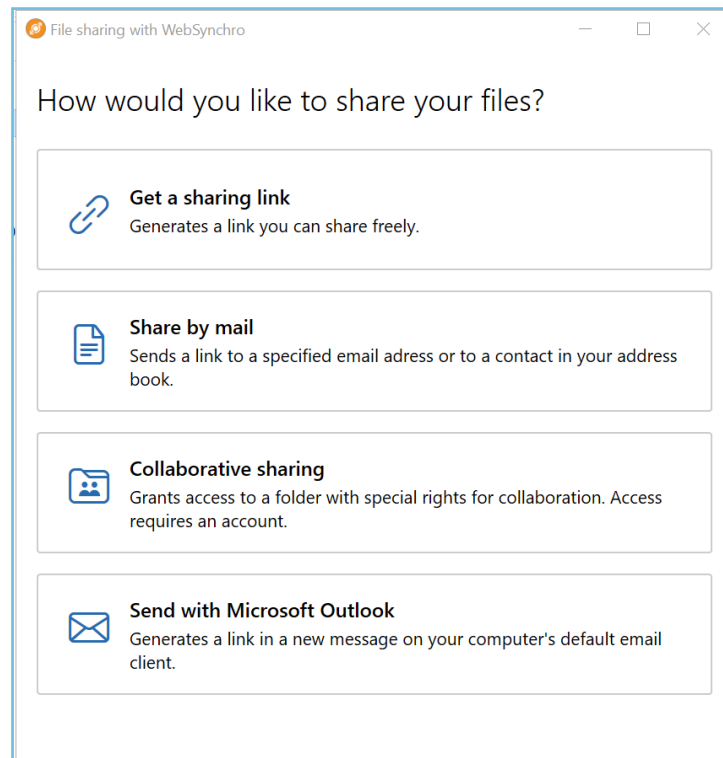
In the same way as on the web version of your Oodrive Work or Oodrive Work_share application, you can make different types of shares depending on the items to be shared and the access permissions you have over these items (owner, recipient with collaborate permission, etc.).

1. In the file explorer, select one or more items (folders, files).
2. Right click one of the selected items and select in the context menu **WebSynchro -> Share with WebSynchro**.



3. Choose a sharing method from the list (differs according to file/folder and user access permissions on the item).

- Share via link
- Share via Oodrive email
- Share with Outlook (or any other email client specified by default)
- Collaborative share (for folder sharing only)



4. Follow the steps indicated. The procedure is similar to sharing from your Oodrive Work or Oodrive Work_sharer online workspace.

Please note: Sharing via link and via email client does not allow the selection of recipients and access permissions, as these types of share generate public sharing links.

The table below describes the items that can be customized for each of the available sharing types:

Sharing type	Choice of recipients and access permissions to share	Choice of security options
Share via link	✗	✓
Share via Oodrive email	✓	✓
Share via Outlook	✗	✓
Collaborative share	✓	✓

The table below shows how selected items are shared when you share from the file explorer:








I want to share...	WebSynchro shares...
A synchronized item	The existing item online (quick sharing and no uploading)
An unsynchronized item, that I have never shared	The locally stored item (after uploading it to the online workspace)
An unsynchronized item, that I have already shared	You have the choice (*) to: <ul style="list-style-type: none"> • Use the existing item online • Use the local one by replacing the remote item with the local one (for files only) • Use the local one, renaming it to the current date

(*)These options can be set by default in the share settings menu to avoid having to choose an option each time the same item is shared again (see [5.2 Sharing options](#)).

4. Synchronization tracking

4.1. Synchronization states

Below is a list of icons representing the different synchronization states. They are visible in the file explorer as status icons applied to synchronized folders and files. You can also view them from the **My Syncs** tab of your application.

Icon	Description
	Synchronizing
	Folder synchronized
	Synchronization suspended
	Folder synchronized with warning (*)
	Synchronization issue (*)
	Files ignored during synchronizations
	Locked file

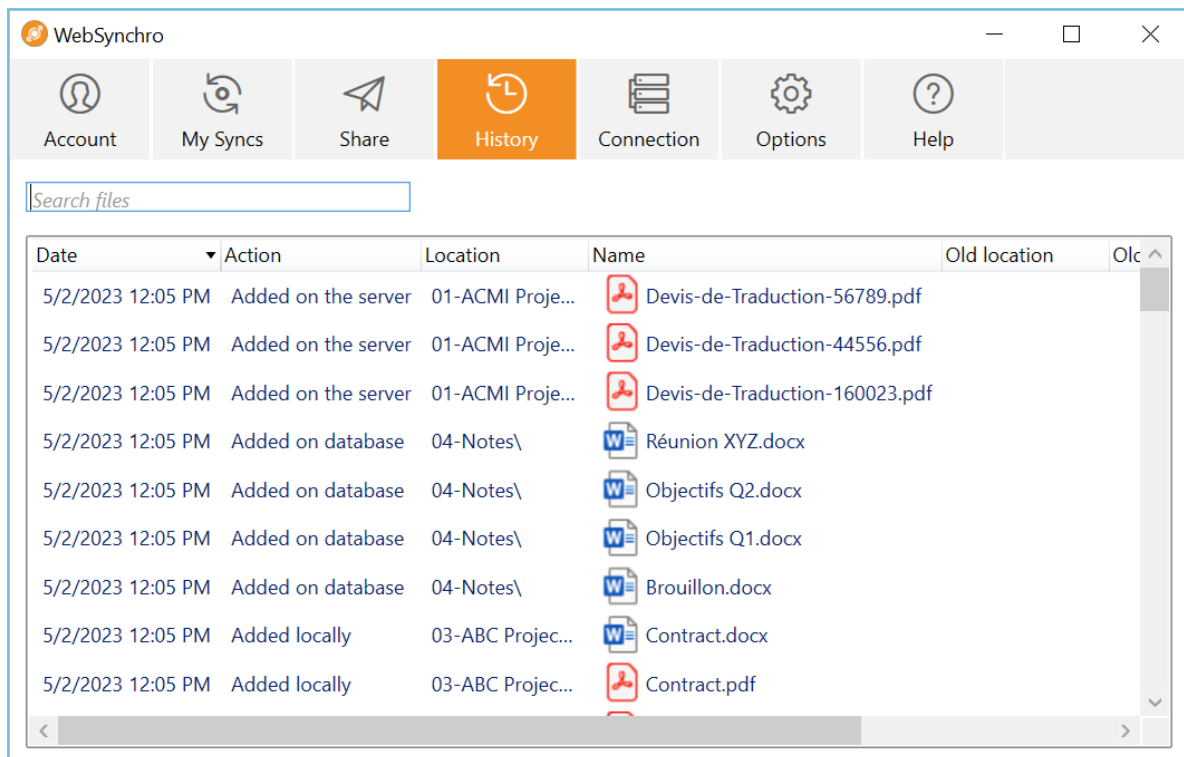
Note: (*) To view the details of these error states:

1. Click the icon itself, or the **Unsynchronized files** tab.
2. Hover the mouse over the **Details** column to display a tool tip with the details of the issue.

4.2. Synchronization history

The **History** tab allows you to view the details of the actions performed by WebSynchro on all the synchronized folders:

- Date of action
- Type of action: adding, deleting, renaming, moving, etc.
- Location and name of the affected file (old and new)
- Reason for action (attached to a server action)



To find actions performed on a specific file:

1. Access your WebSynchro application.
2. In the **History** tab, type the name of the file in the search bar.

The window shows the details of the synchronization actions performed on this item.

Tip: You can also track the synchronization history of an item from the file explorer. To do so, right-click this item and select **WebSynchro > Properties > Action history**. A new window displays the details of synchronization actions performed on this item.

5. Manage your application's Options

You can manage the general, sharing and network options of your WebSynchro application.

5.1. General application options

In the **Options** tab, you can manage the application's general options. You can choose to:

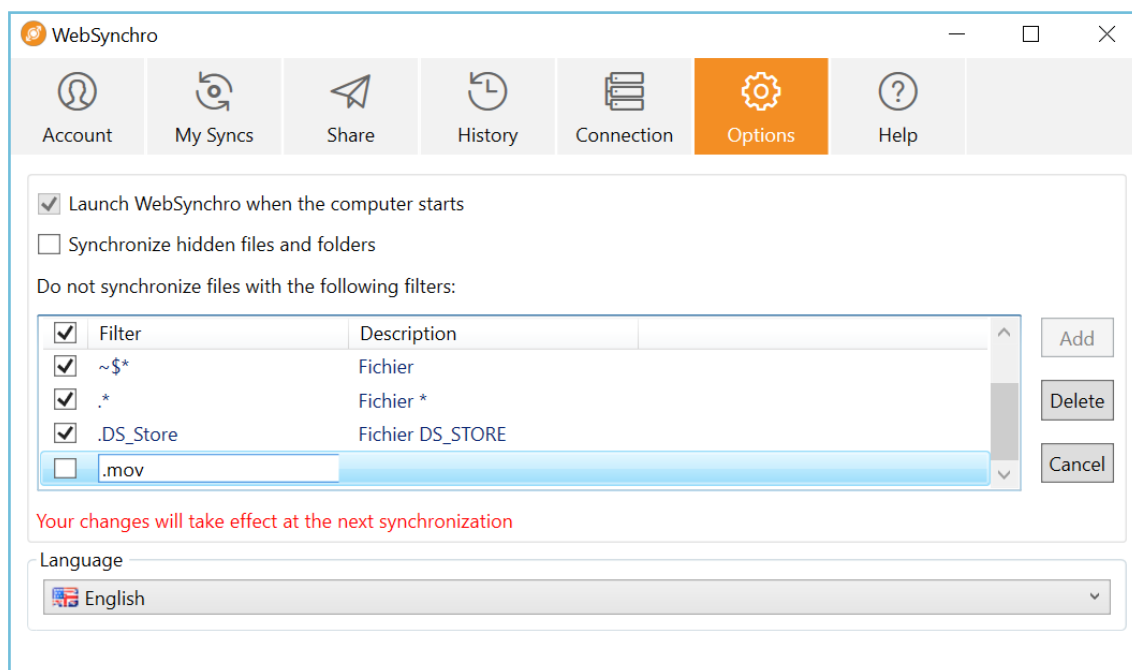
- Always launch WebSynchro when the computer starts up
- Synchronize hidden local folders and files
- Set filters for file extensions not for synchronization
- Change the language of the application (French, English, Spanish, Dutch, German)

Extension filters

Extension filters allow users to exclude specific files with a particular extension from their synchronizations.

Define a new extension filter

1. Access your WebSynchro application.
2. In the **Options** tab, Click **Add**, then enter a new extension. Example: ".mov":



3. Press the **Enter** key on the keyboard to confirm the entry.
4. Click **OK** at the bottom of the window to apply the changes and take this new filter into account in future synchronizations.

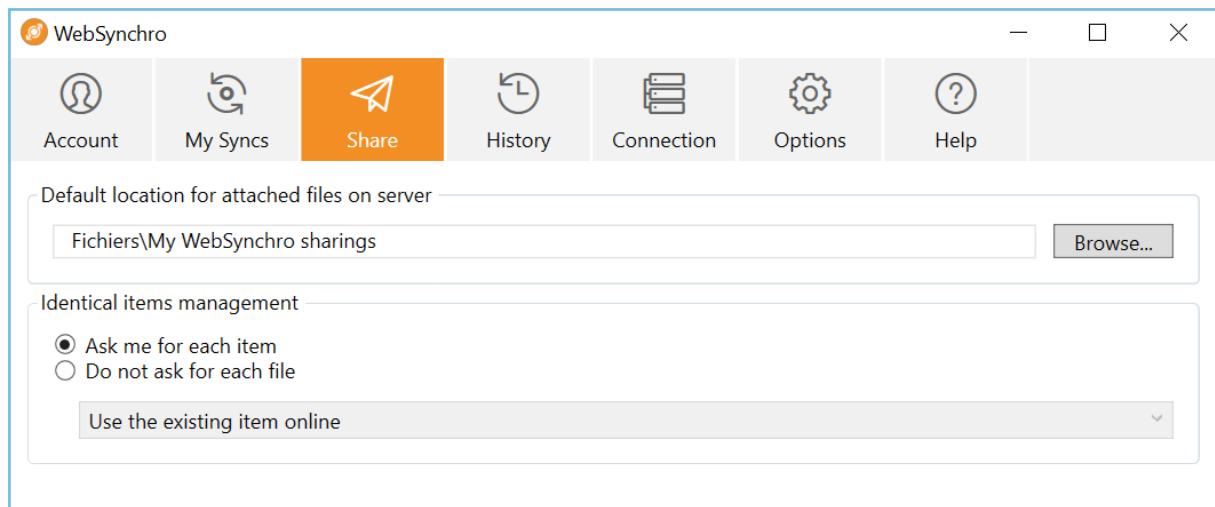
Remove an extension filter

1. Access your WebSynchro application.
2. In the **Options** tab, select the filter you want to remove, then click **Delete**.
3. Click **OK** to confirm your choice.
4. Click **OK** again to apply the changes.

5.2. Sharing options

In the **Share** tab, you can manage various options relating to sharing via WebSynchro, namely:

- The default online storage location for unsynchronized but shared files,
- The default behavior to adopt when resharing an unsynchronized item.



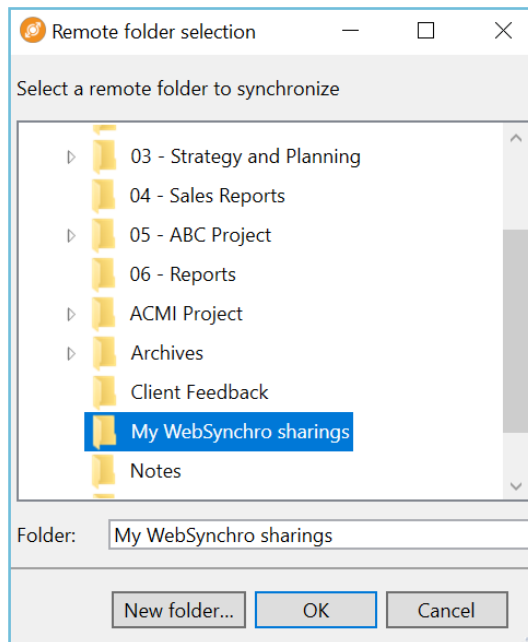
Default location for shared files (out of sync)

This is the default online directory that will host all unsynchronized items shared with WebSynchro.

The default location on the online workspace is **Files\My WebSynchro sharings**.

To change the default location:

1. Access your WebSynchro application.
2. In the **Share** tab, click **Browse**, then select or create another folder in the online workspace file manager.



3. Click **OK**, twice to apply changes.

Identical shared items management

When resharing an unsynchronized item, you can define a behavior according to different options:

- Use the existing item online,
- Use the local Item by replacing the item stored online (only for files),
- Use the local item by renaming it with the current date.

1. Access your WebSynchro application.
2. Go to the **Share** tab and select the setting to apply:
 - **Ask me for each item** to choose a different behavior on a case-by-case basis.
 - **Do not ask for each file** to set a default behavior (among the 3 possible choices) and not to be notified at each share.
3. Click **OK** to save your setting.

5.3. Network options

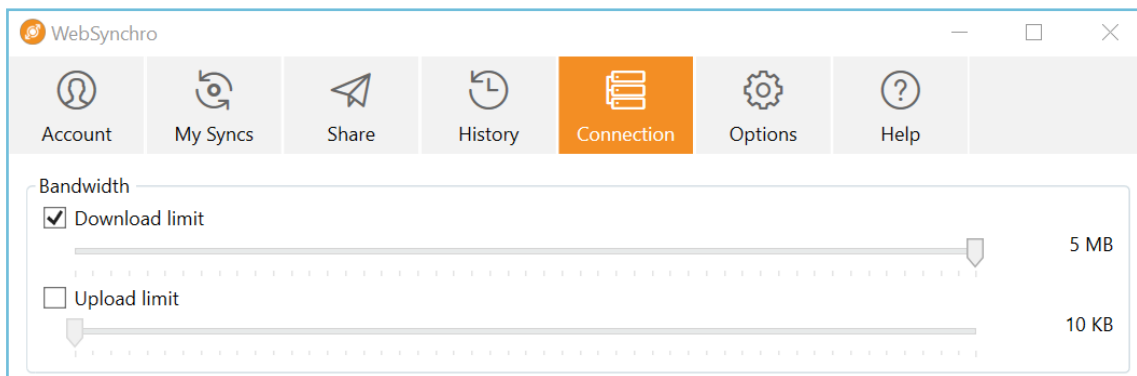
In the **Connection** tab, you can manage other options related to the Internet connection of the user's computer, namely:

- Set bandwidth limits for upload and download.,
- Define the settings for using a proxy.

Bandwidth limits

Users can limit the bandwidth on their WebSynchro application in order to optimize its distribution when their connection is limited.

1. Access your WebSynchro application.
2. In the **Connection** tab, check the **Download limit** or **Upload limit** box, then move the cursor to choose its value, ranging from 10 kb/s to 5Mb/s.
3. Click **OK** to apply the changes.



Use of a proxy

If a specific proxy server is set up for the company, users must configure it in the application.

1. Access your WebSynchro application.
2. In the **Connection** tab, select **Use the following proxy to connect to the internet** to bring up the proxy management window.

3. Click **New...** and enter the proxy information for the company.

The screenshot shows a 'Proxy management' dialog box. On the left, there is a list titled 'Default system proxy' with one entry, 'doc.websynchro'. Below this list are 'New...' and 'Delete' buttons. On the right, the configuration for the selected proxy is shown. The 'Proxy name' is 'doc.websynchro'. There are two radio buttons: 'Server' (selected) and 'Location'. The 'Server' configuration includes a text field for the host 'doc.websy.chro.com' and a port field '5151'. The 'Location' configuration has a text field with the value 'Automatic configuration script'. Below these is an 'Authentication type' dropdown menu set to 'Basic'. Underneath are fields for 'User name' (containing 'doc') and 'Password' (masked with dots). At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

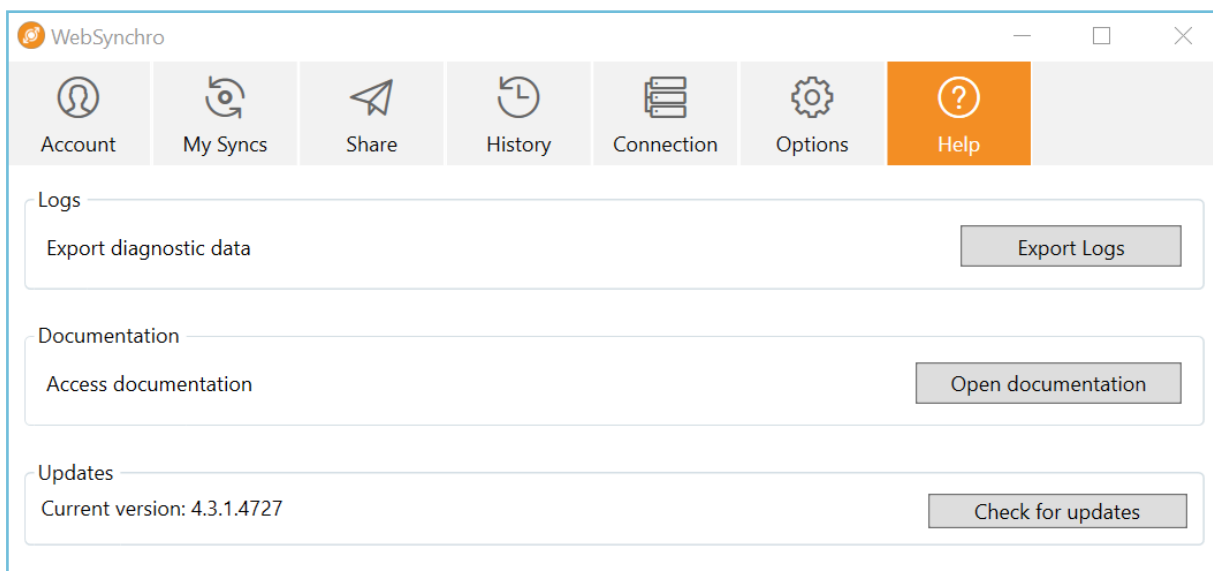
4. Once you have entered the information, click **OK** to save the settings.

6. Help and export logs

In the **Help** tab, you can:

- Export a zipped folder containing the latest logs for the application and its configuration. This is useful when communicating with Oodrive support, making it easier to diagnose any issues you may encounter.
- Access the application documentation, containing the user guides and release notes.
- Check whether an application update is available.

Please note: By default, WebSynchro warns you of updates with a notification when they are available. Manual installation of a new version of WebSynchro requires escalation of privilege to administrator level.



7. Notification area

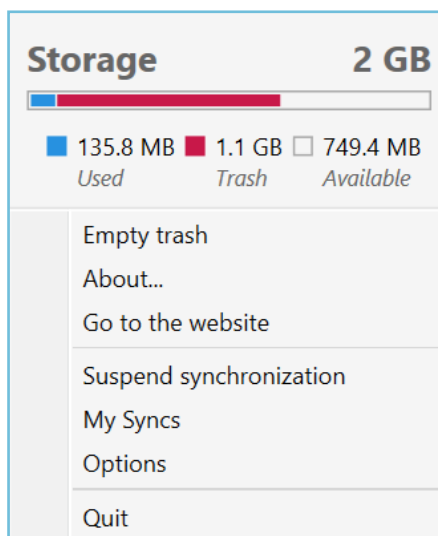
From the WebSynchro icon displayed in the notification area, various menus and options related to the online workspace are accessible and will allow you to:

- View used and available storage space
- Empty the trash for the online workspace
- Access the online workspace.

Users can also access application shortcuts to:

- Suspend/Resume all synchronizations
- Display the synchronizations window
- Display the application options window
- Access advanced options
- Quit the application

To access these options and shortcuts, right-click the WebSynchro icon  displayed in the notification area.



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