

## INSTALLING YOUR FILE SYNC TOOL

With your file sync tool, you have access to your content anytime you need it, and you can share this content with your internal coworkers and with colleagues outside of your organization. You can access all of your synced files and folders through your computer and your mobile devices.

### 1. Download the Agent

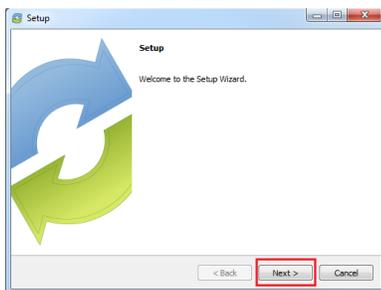
The first thing you will need to get started is your welcome email, which includes:

- Your login credentials
- A URL to access the web portal
- A link to download an agent for your computer, mobile apps, and an Outlook add-in

As a first step, click the link in your welcome email to download and install the agent on your computer.

### 2. Install the Agent

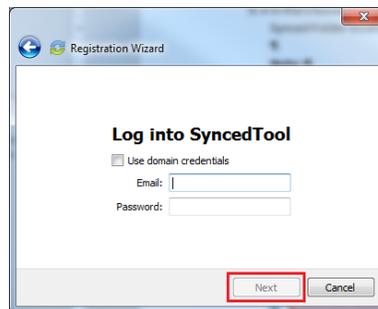
When the file finishes downloading, you can launch the installation wizard to help you through the setup process.



You can accept all of the default settings by clicking the **Next** button during each step of the installation process.

### 3. Register the Agent

When the agent is installed, you will then need to register your agent using your same login credentials that were sent to you in your welcome email.



You can accept all of the default settings by clicking the **Next** button during each step of the registration process.

### 4. Access your Content

You can now access your file sync folder. Anything you place in your file sync folder will sync to the cloud and become

available in all of your connected devices.

To access this folder, click your file sync system tray icon and select **Open**.



### 5. Monitor Your Sync Status

The system tray icon will also show you your sync status:

Your file sync folder is synchronized

Your file sync folder is still syncing

### 6. Access the Web Portal

In addition to working in your file sync folder on your computer, you can access advanced functionality in the web portal, including:

- View and restore deleted files and folders
- View and restore older versions of files
- Track all of your share links and Team Shares

- Monitor activity
- And more

To access the web portal, click your file sync system tray icon and select **Go to Web Portal**.

