



# FileCloud Online Version 23.232

## About FileCloud Online

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## What is FileCloud Online?

FileCloud is a file access, sharing and sync solution for enterprises. While FileCloud Server is an on-premises solution, FileCloud Online is hosted by FileCloud and offered as a service (SaaS) to customers.

- FileCloud allows complete control, unmatched security and access to your data using a variety of clients regardless of your location.
- FileCloud also provides Sync clients for Windows, Mac and Linux OS and mobile access clients for iOS and Android.
- You also have the option of mounting your FileCloud data as a local drive using our Windows and Mac Drive clients.

Using FileCloud, you are never more than few clicks away from accessing your data securely.



## How Do I Begin Using It?

To begin using FileCloud Online, follow the instructions on the page [FileCloud Online Quick Start Guide](#) to register for a trial and to begin using it.


<b>Administrator</b>	Uses the account provided by FileCloud to set up: <ul style="list-style-type: none"><li>• Users</li><li>• Device management</li><li>• Team folders</li><li>• Security</li><li>• Compliance</li></ul>
<b>User</b>	Uses the account created by FileCloud to: <ul style="list-style-type: none"><li>• Log in</li><li>• Add files</li><li>• Access file remotely from mobile devices</li><li>• Share files and folders</li><li>• Sync local workspaces with your FileCloud hosted site</li><li>• Set up FileCloud Drive</li></ul>

### Still need more help?



[→ Contact FileCloud Support](#)

# FileCloud Online Quick Start Guide

 Active Directory (AD), single sign-on (SSO), and data leak prevention (DLP) features are only available in some versions of FileCloud Online.

Follow the steps in this guide to start sharing and syncing your files through the FileCloud Online service..

Begin by registering for a trial version and exploring FileCloud with the sample users and files we provide you with. Then create your own components to see how FileCloud Online works with your specific use case. When you are ready to go live, we'll remove any test components, but you can keep any that you'd like to use in your live system and continue to build from what you have already created.



## 1. Register



- Go to: <https://www.filecloud.com/#hostedTrial> and click **Online**.
- Start a free trial
- Check your email for your site URL and credentials

We host the FileCloud site for you.



FileCloud creates the site based on the team name you use when registering for trial.

For example: <https://<yourteamname>.filecloudonline.com>



FileCloud sends you an email with your trial username and password as well as links to your user and Admin sites. Log in to both sites with the username and password sent to you.



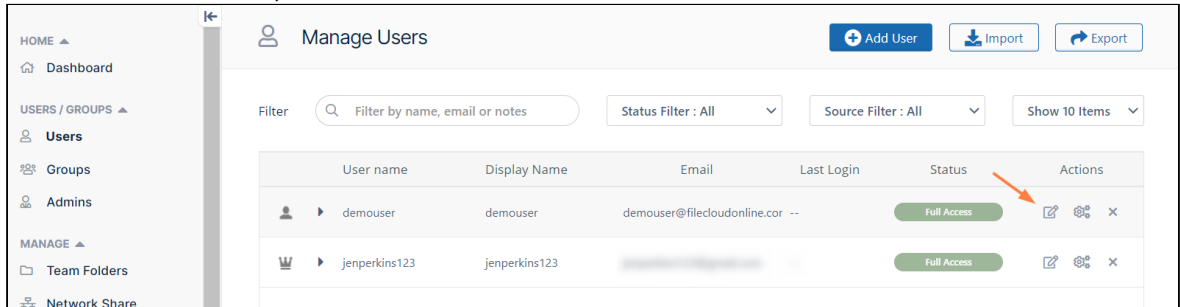
## 2. View and Add User Accounts

User accounts let employees in your company access the FileCloud Online user site so they can share and sync files. When you begin the FileCloud Online trial, two user accounts have been added to the system for you: your user account and the **demouser** user account.

1. To view the user accounts, [log in to the Admin portal](#) with the user account and password sent to you in your Welcome email, and click **Users** in the navigation panel.  
The **Manage Users** screen shows your user account and **demouser**.

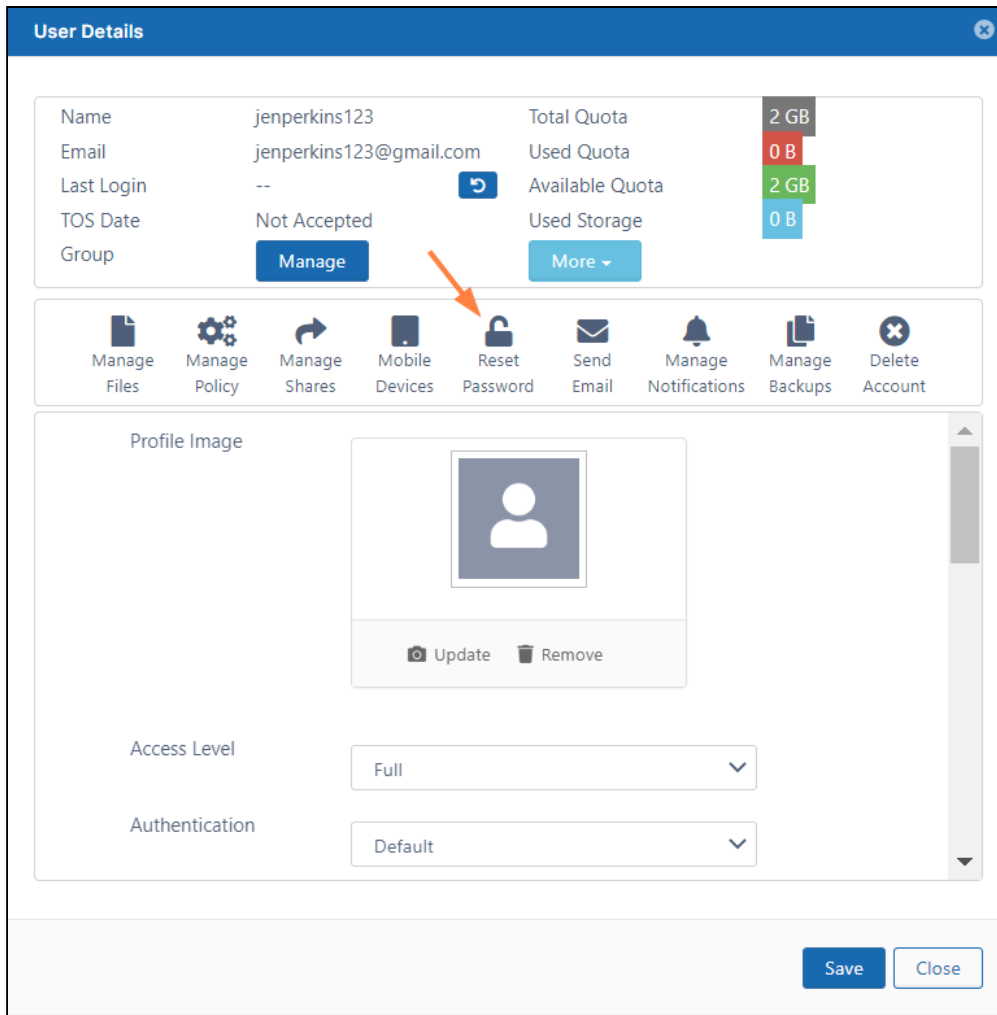
Your user is an Admin user, which means in addition to logging in to the user site, you can log in to the Admin site and perform admin functions. Your user account has access to all administrative functions. The user **demouser** is not an Admin user, and therefore only has access to the user site.

2. In order to log in as **demouser** in the user portal, reset **demouser**'s password in the admin portal:
  - a. Click **Users** in the navigation panel.
  - b. In the row for **demouser**, click the Edit icon.

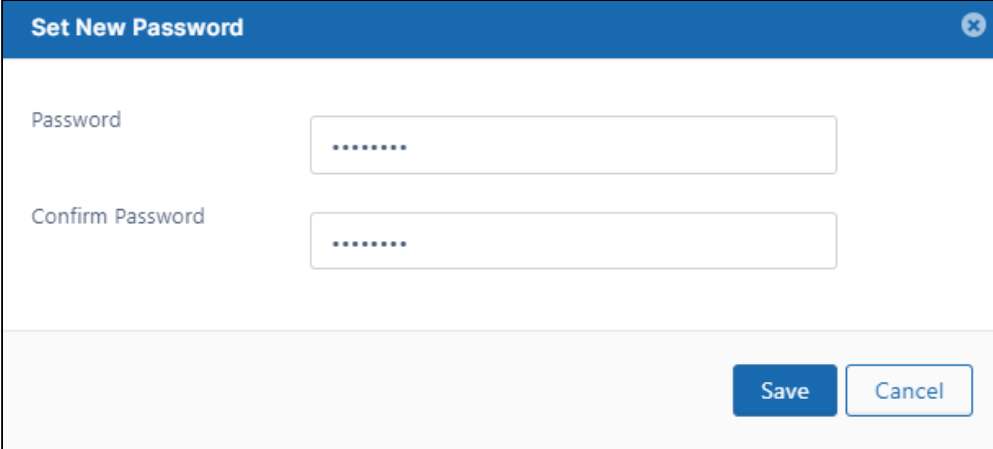


The User Details window opens.

- c. Click **Reset Password**.



The **Set New Password** dialog box opens:

A screenshot of a 'Set New Password' dialog box. The dialog has a blue header bar with the title 'Set New Password' and a close button (X) in the top right corner. Below the header, there are two text input fields. The first field is labeled 'Password' and contains seven dots. The second field is labeled 'Confirm Password' and also contains seven dots. At the bottom right of the dialog, there are two buttons: a blue 'Save' button and a white 'Cancel' button with a blue border.

- d. Set the new password for **demouser** and click **Save**.
3. Add additional user accounts and see what users with different levels of permissions can do. See [User Account Types](#) for more information about user permissions.



## Add users to FileCloud

**i** The default user storage quota for every new user is set in Managed Storage. See [Setting up Managed Disk Storage](#)

To create a FileCloud user with default authentication:

- Log on to Admin Portal.
- In the left navigation panel, click **Users**.
- In the top right corner, click the **Add User**.

The screenshot shows the 'Manage Users' interface. The left navigation panel has 'Users' selected. The main area contains a table with the following data:

	User name	Display Name	Email	Last Login	Status	Actions
	alah	Aliah	alahp@example.com	25 Jul 2022 13:46	Full Access	[Edit] [Settings] [Delete]
	brianna	Brianna	brianna@example.com	16 Feb 2022 14:31	Guest Access	[Edit] [Settings] [Delete]
	briano	Brianna	briano@example.com	--	Disabled Access	[Edit] [Settings] [Delete]

- Set the required account information.

The 'Add User' form contains the following fields and options:

- Authentication: Default Authentication
- Access Level: Full (Licensed Account with storage)
- User name \*: Keira Walsh
- Display Name: Keira
- Password \*: [Redacted]
- Email \*: kwalsh@site.com
- Send Email Notification:
- Include Password in Email:

Buttons: Create, Close

Settings	Description
<b>Authentication</b>	<p>Allows you to select the <a href="#">authentication type</a> for granting access into the system.</p> <ul style="list-style-type: none"> <li>• <a href="#">Default Authentication</a> - creates a local user account. User credentials are stored and authenticated within FileCloud.</li> <li>• <a href="#">LDAP or AD Authentication</a> - creates an external user account. User credentials are stored and authenticated from an external LDAP or AD server.</li> </ul>
<b>Access Level</b>	Allows you to select the <a href="#">user type</a> . A user account with Full or Guest access counts as a license.
<b>User name</b>	<p>Name to be used to log into the system. By default, <b>User name</b> can only contain numbers, spaces, hyphens, periods, underscores, and letters from the Latin alphabet (A-Z, uppercase and lowercase), and email addresses may not be used as usernames.</p> <p><b>Note:</b> To also enable use of apostrophes in the <b>User name</b>, go to <b>Settings &gt; Admin</b> and check <b>Allow Email as Username</b>.</p>
<b>Display name</b>	Name that appears on user interface
<b>Password</b>	Password for the user (Should adhere to password length and strength requirements for your organization)
<b>Email</b>	An email id that is unique in the FileCloud system
<b>Send Email Notification</b>	<p>When checked, a welcome email is sent to the new user. Unchecked by default.</p> <p>Beginning with FileCloud 20.1, if you uncheck this, you can send a welcome email with a newly generated password later. See <a href="#">Send Email from User Details</a>.</p>
<b>Include Password in Email</b>	<p>When checked, the new user's password is included in the welcome email. Checked by default.</p> <p>Beginning with FileCloud 20.1, if you uncheck this, you can send a welcome email with a newly generated password later. See <a href="#">Send Email from User Details</a>.</p>

e. Click **Create**.

Also see:

[Import a user account from AD or LDAP Service](#)  
[Bulk creation of User Accounts from a CSV File](#)  
[Managing Groups](#)



### 3. Configure Team Folders

Team Folders are an easy way to share files and folders among a team. When you begin the FileCloud Online trial, a Team Folders account and four Team Folders have already been set up for you.

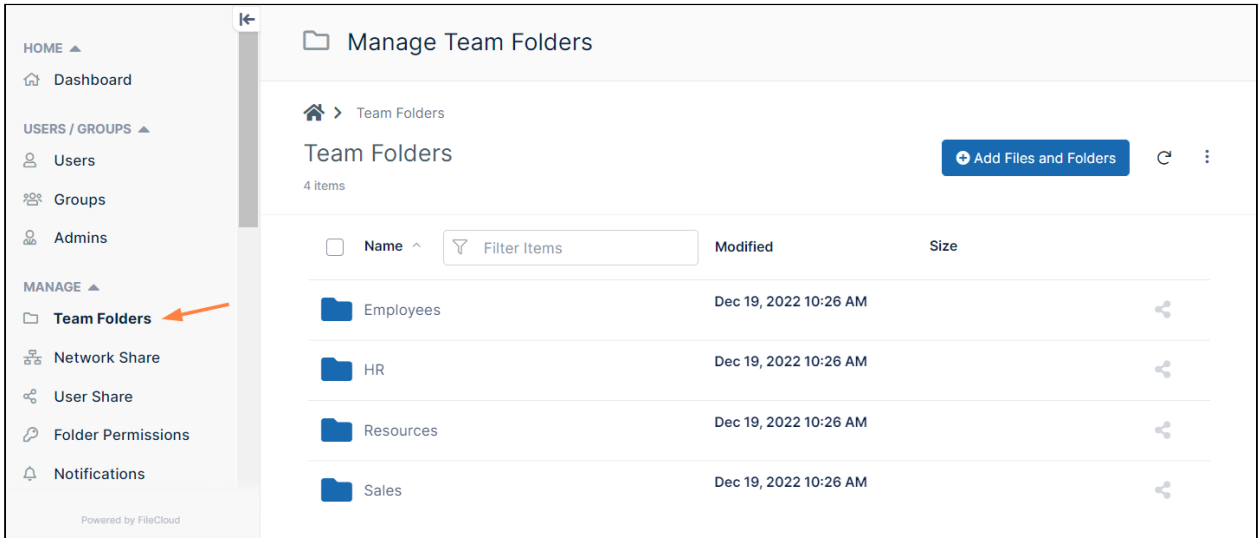
#### To see your Team Folder account:

1. Log in to the Admin portal, and in the navigation pane click **Settings**. Then click the **Team Folders** tab. **Enable Team Folders** is checked, and the **Team Folder Account** is set up for you with your site name.

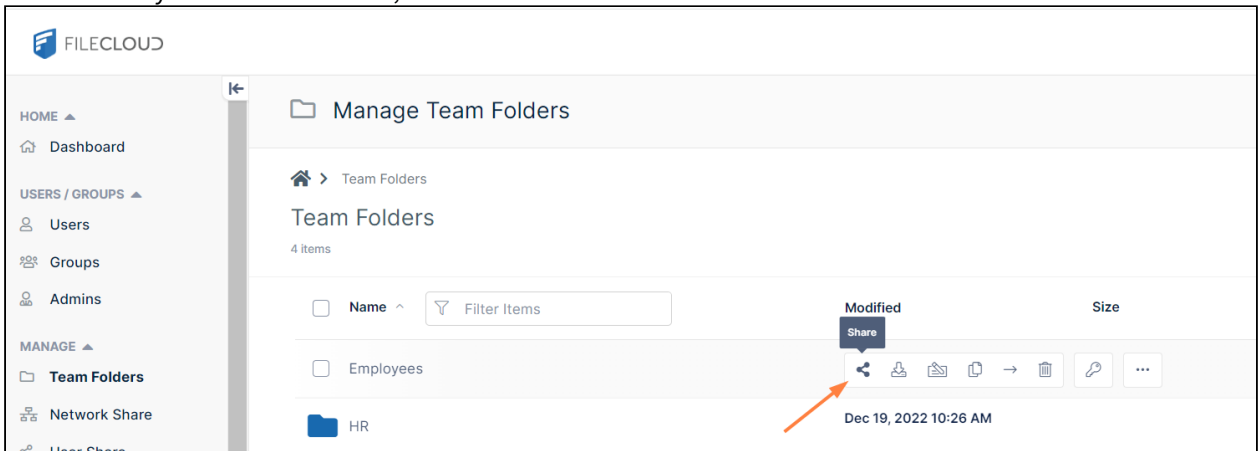
The screenshot displays the FileCloud Online Admin portal. On the left, a navigation pane shows 'Settings' selected with an orange arrow. At the top, a horizontal menu has 'Team Folders' selected with an orange arrow. The main content area is titled 'Team Folder Settings' and includes the following elements:

- Enable Team Folders:** A checkbox is checked, with the text 'Click to enable and manage team folders.'
- Team Folder Account:** A text input field contains 'Innopcorp', followed by a blue 'Set Account' button. Below it, the text reads 'Master account to manage Team Folders'.
- Manage Team Folder Account:** A blue 'Manage' button is present, with the text 'Manage team folders account' below it.

2. Now, click **Team Folders** in the navigation panel. The four sample Team Folders are listed:






3. Hover over any of the Team Folders, and click the share icon:



A **Share link for folder** dialog box opens and shows you which users the Team Folder are shared with and what their access to the folder is. The only user with access to the Team Folders when you begin using the FileCloud trial is your user account. **demouser** has not been given access to the Team Folders.

Share link for folder Employees

Share Link

<https://lmmnopcorp.filecloudonline.com/url/yiqpqsfwbwuprm6nb> [Modify Link](#)   

Shared Folder  
/lmmnopcorp/Employees

**Share Options** Share History

Share Name: Employees [Change](#)


Expires: Never Expires


Upload Size Limit (MB): Unlimited

Send Email Notifications: Yes

Allow anyone with link  
 Allow anyone with link and a password  
 Allow selected users or groups

**Users (1)** Groups

Sharing Permissions: [+ Invite Users](#) 

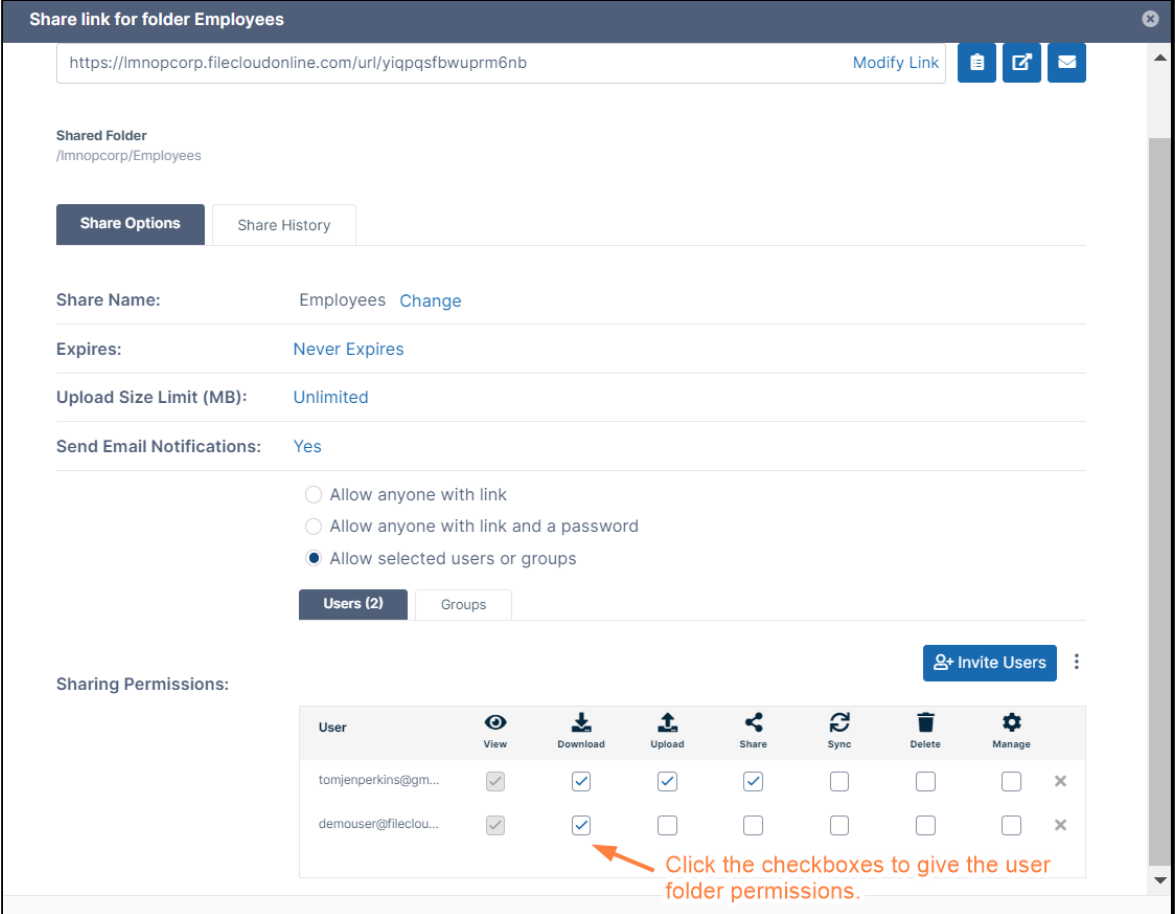
User	View	Download	Upload	Share	Sync	Delete	Manage
tom	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 

Your user account has access to this team folder.

If you log in to the user portal using your user account, you'll see that your account has access to all four team folders. If you log in as **demouser**, you'll see that **demouser** has access to none of the Team Folders.

4. Share the folder with **demouser**.
  - a. In the **Share link for folder** dialog box, click **Invite Users** and add find **demouser** in the search box.
  - b. Add **demouser** to the share.

- c. Check the boxes in the listing for **demouser** to give the user permissions to the Team Folder.



Share link for folder **Employees**

https://lmnopcorp.filecloudonline.com/url/yiqpqsfbwuprm6nb Modify Link

Shared Folder  
/lmnopcorp/Employees

**Share Options** | Share History

Share Name: Employees [Change](#)

Expires: Never Expires

Upload Size Limit (MB): Unlimited

Send Email Notifications: Yes

Allow anyone with link  
 Allow anyone with link and a password  
 Allow selected users or groups

**Users (2)** | Groups

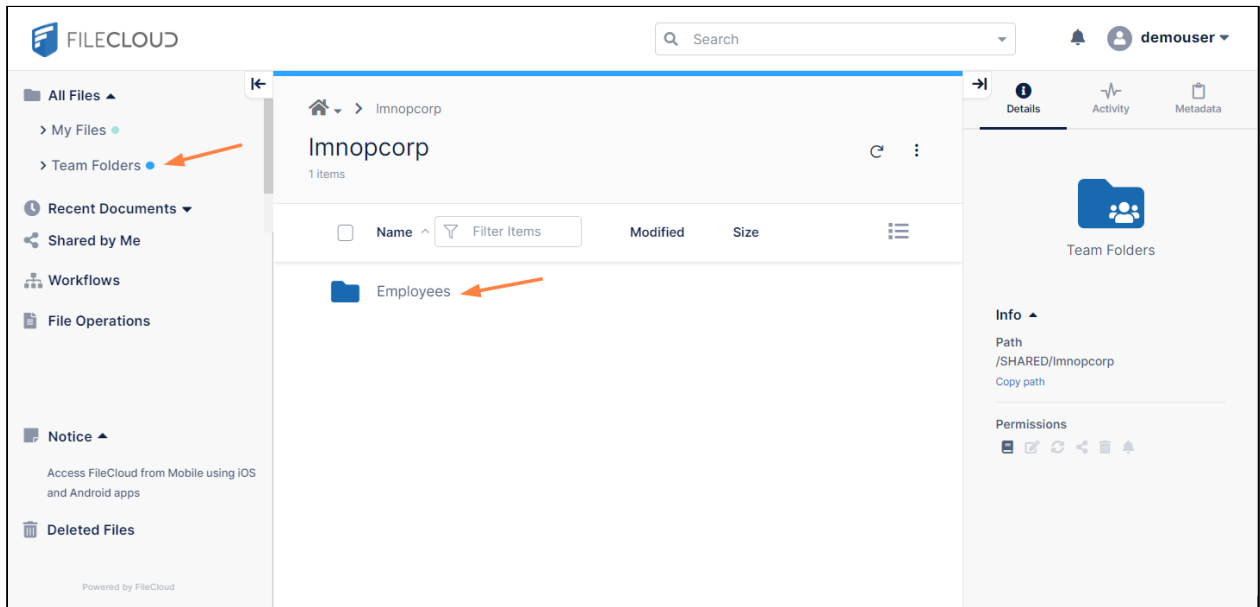
[Invite Users](#)

Sharing Permissions:

User	View	Download	Upload	Share	Sync	Delete	Manage	
tomjenperkins@gm...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	×
demouser@fileclou...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	×

Click the checkboxes to give the user folder permissions.

5. Log in to the user portal as **demouser** (or refresh the screen if you are already logged in). Now **demouser** lists **Team Folders** in the navigation panel and has access to the Team Folder you have just shared.



When you set up FileCloud to use with your users, you can set up your own Team Folders. See [Seed and Organize Team Folder Data](#).

Also see:

[Share Team Folder and Set Share Permissions for users and groups](#)

[Set Granular Permissions on Team Folders](#)



## 4. Configure Security

Security means not only verifying the identify of someone who connects to a network resource, but also setting alerts to know when there are problems and setting permissions on folders shared on the cloud.

<p><b>Administrator</b></p>	<p>To manage security, choose how you want to secure your resources:</p> <ul style="list-style-type: none"> <li>→ <a href="#">Single sign-on (SSO)</a> <ul style="list-style-type: none"> <li>• FileCloud supports SAML (Security Assertion Markup Language) based web browser Single Sign On (SSO) service.</li> <li>• SSO provides full control over the authorization and authentication of hosted user accounts that can access FileCloud Web based interface.</li> </ul> </li> <li>→ <a href="#">Two Factor Verification</a> <ul style="list-style-type: none"> <li>• Two Factor Authentication (2FA) refers to the two-step verification process that is available in FileCloud v9.0 and later.</li> <li>• This verification is designed to provide an extra layer of security.</li> </ul> </li> <li>→ <a href="#">View Alerts</a> <ul style="list-style-type: none"> <li>• Allow FileCloud to track all unhandled exceptions, system error messages generated in the FileCloud server.</li> <li>• The number of alerts are shown in the Dashboard and the Alerts page</li> <li>• The alerts show detailed information about the various errors encountered.</li> </ul> </li> <li>→ <a href="#">Send Email Alerts</a> <ul style="list-style-type: none"> <li>• You can also set alerts to send notification on specific user actions or system status.</li> </ul> </li> <li>→ <a href="#">Manage Folder Level Permissions</a> <ul style="list-style-type: none"> <li>• In many sharing scenarios, you might need to setup folder permissions so that even if a top level folder allows some actions, a specific subfolder does not.</li> </ul> </li> </ul>
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To maintain your FileCloud Online site, see [FileCloud Online Administrator Tasks](#).



## 5. Work in the User Portal

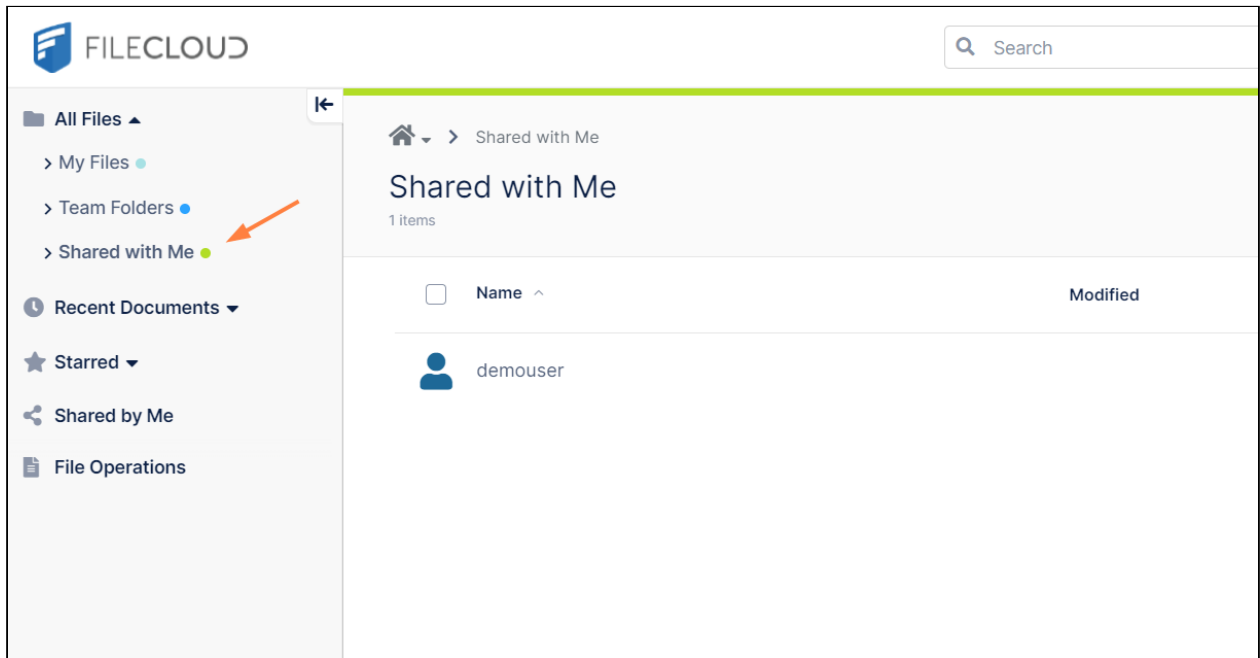
Once you have the site configured, you can log in to the user portal to see how your end users will experience FileCloud.

To help you see how file sharing works, your trial installation includes a file shared by **demouser** with your user account.

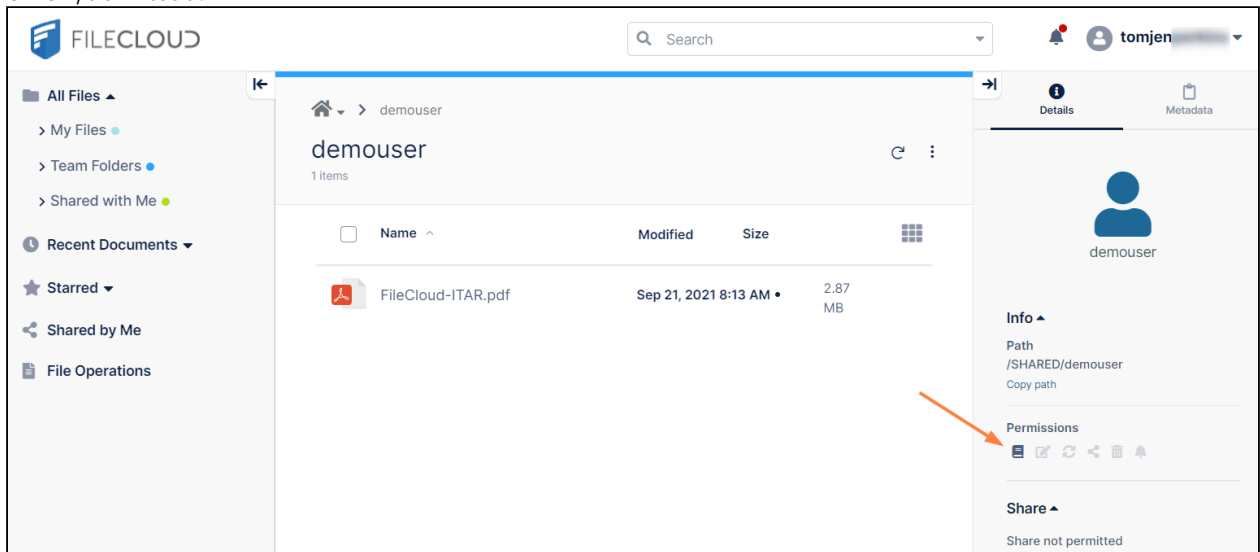
To view the file shared with you:



1. Go to [https://\[yourcompanyname\].filecloudonline.com](https://[yourcompanyname].filecloudonline.com) and log in with the account and username originally sent to you.
2. In the navigation panel, click **Shared with Me**.  
In the **Shared with Me** screen, **demouser** is listed. Any other users who shared files with you would also be listed.



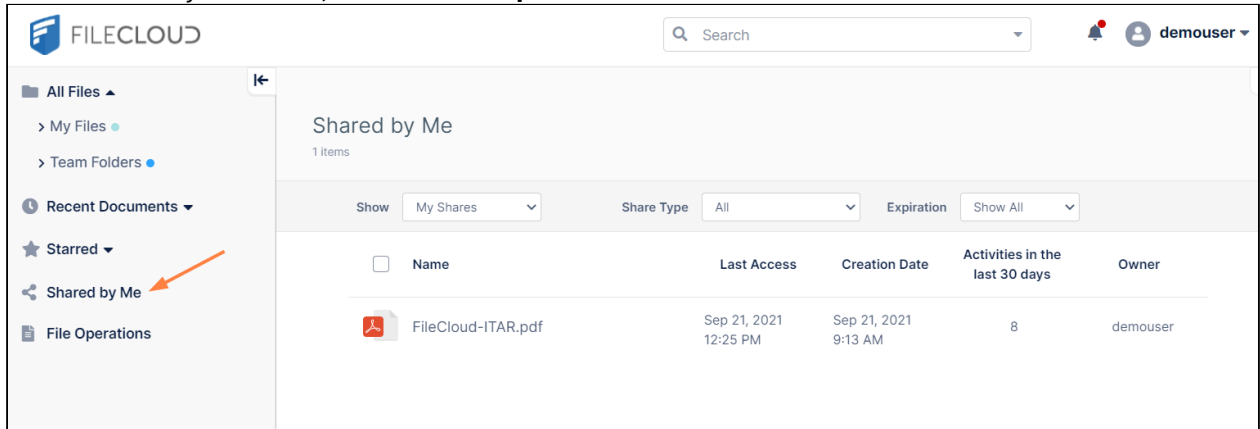
3. In the **Shared with Me** screen, click **demouser**.  
The file shared with you by **demouser**, **FileCloud-ITAR.pdf**, appears.  
If you look in the **Details** tab of the right panel, you can see that the only permission you have for this shared file is view/download.



4. To see how the shared file appears to the user who created the share, log out, and log in as **demouser**.

5. Click **Shared by Me**.

The file shared by **demouser**, **FileCloud-ITAR.pdf** is listed on the screen.




The screenshot displays the FileCloud Online interface. The left sidebar contains navigation options: All Files, My Files, Team Folders, Recent Documents, Starred, Shared by Me (highlighted with an orange arrow), and File Operations. The main content area is titled 'Shared by Me' and shows 1 item. Below the title are filters for 'Show' (My Shares), 'Share Type' (All), and 'Expiration' (Show All). A table lists the shared file:

<input type="checkbox"/>	Name	Last Access	Creation Date	Activities in the last 30 days	Owner
<input type="checkbox"/>	FileCloud-ITAR.pdf	Sep 21, 2021 12:25 PM	Sep 21, 2021 9:13 AM	8	demouser

For links to more end user features available to FileCloud Online users, see [FileCloud Online User Tasks](#)

## FileCloud Online Administrator Tasks

 Active Directory (AD), single sign-on (SSO), and data leak prevention (DLP) features are only available in some versions of FileCloud Online.

Follow the steps in this guide to start sharing and syncing your files through the FileCloud Online service.



### What Can Administrators Do with the FileCloud Site?

Although FileCloud is hosting and maintaining your site, you still need to configure a few basic settings before letting users log on.

<p><b>Administrator</b></p>	<p>You should use the administrator account provided by CodeLathe to perform the following tasks:</p> <ul style="list-style-type: none"> <li>➔ <a href="#">Access the Admin Portal</a> <ul style="list-style-type: none"> <li>• Login to the FileCloud Online Administrator dashboard</li> <li>• Enable Team folders</li> </ul> </li> <li>➔ <a href="#">Manage Users</a> <ul style="list-style-type: none"> <li>• Create users manually</li> <li>• Import a user from Active Directory or LDAP</li> <li>• Create users in bulk using a CSV file</li> <li>• Create user groups for easy sharing</li> </ul> </li> <li>➔ <a href="#">Manage Folders</a> <ul style="list-style-type: none"> <li>• Best Practices for Organizing Your Folders</li> <li>• Create team folders</li> </ul> </li> <li>➔ <a href="#">Manage Security</a> <ul style="list-style-type: none"> <li>• Enable Single Sign-On</li> <li>• Enable Two-Factor Verification for additional security</li> <li>• Set Alerts to send notification of specific user actions or system status</li> <li>• Set folder-level permissions</li> </ul> </li> <li>➔ <a href="#">Customize Your Site</a> <ul style="list-style-type: none"> <li>• Add a logo to the hosted site</li> <li>• Choose the background image for the Website and Mobile app user portals</li> <li>• Customize email messages</li> </ul> </li> </ul>
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## Login to the Administrator Portal



Follow the steps in this guide to start sharing and syncing your files through the FileCloud Online service.

You will use the dashboard on the Administrator Portal to configure the site hosted by FileCloud in the following ways:

- Access the Admin Portal
- Manage Users
- Manage Folders
- Manage Security
- Customize Your Site

When you initially register for a FileCloud Online trial, you are sent a welcome email with a user name and password you can use to access both the Admin portal and the user portal. The account associated with this user is an Admin user account, which means that the account owner is an end user with administrative privileges. Once you purchase FileCloud, you are given a main Admin account that has complete control over the FileCloud site and all other users.

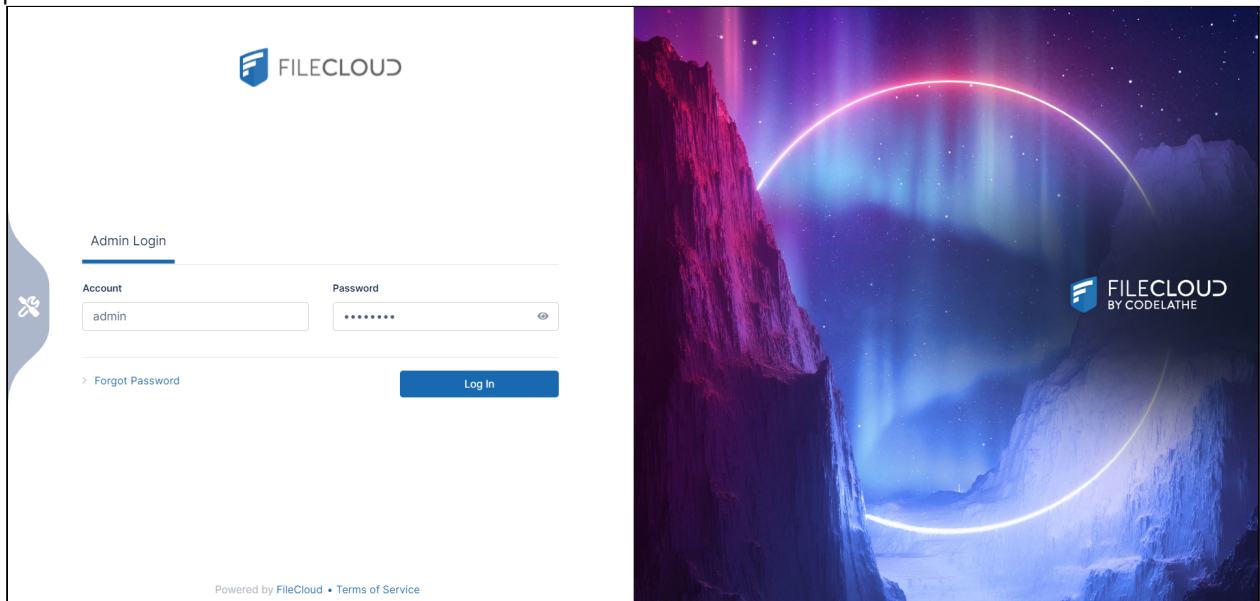
⚠ After you log in for the first time with the password provided by FileCloud, you should change the password immediately.

You can use any of the following supported Web browsers to access the Administrator portal:

- Google Chrome
- Microsoft Edge
- Mozilla Firefox
- Safari

### To log in to the portal using your Admin user or main Admin account:

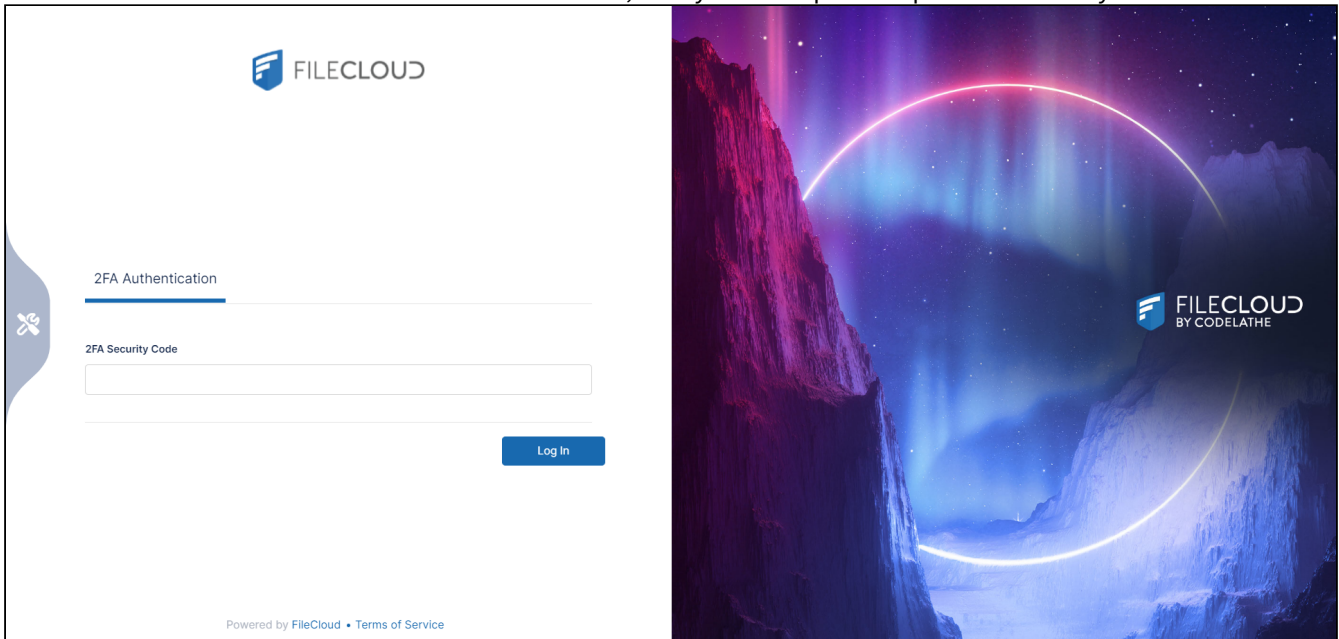
1. Open a Web browser.
2. Type in the URL to your Administrator dashboard. For example, <https://<yourteamname>.filecloudonline.com/admin>
3. Type in the user name and password provided in the welcome email sent by FileCloud or the Admin name and password.



4. You are prompted to change your password after the first login.

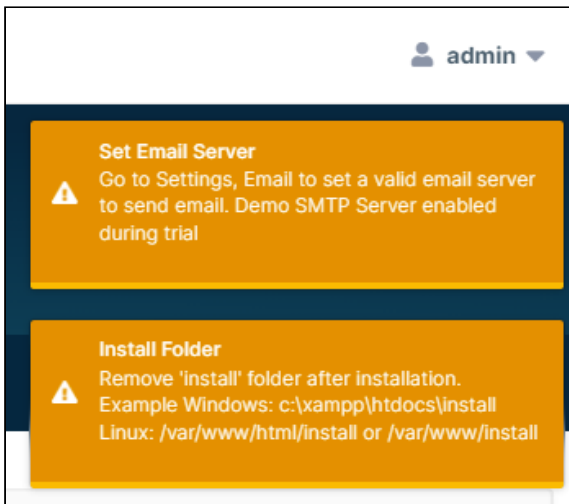
## Two-factor authentication

If [Two factor authentication for Administrator](#) is enabled, then you are required to provide a security code to continue.



## Viewing and Clearing Checklist Notifications


Each time you log in, you are alerted of any system set-up recommendations that you skipped:



To avoid seeing the alerts again, correct the settings. To clear an alert for this session, click on it. To clear all alerts for this session, click Escape.

## Customizing the Login Page

To customize the image on the admin login screen, see [Themes, Labels, and Logos](#).

 You can add additional Administrator accounts.

 [Managing Admin Users](#)

## Manage FileCloud Online Users






Adding a user allows an employee in your company access to the FileCloud Online site so they can share and sync files.

As an administrator, you can control:

- how the user authenticates when logging in
- what access level the user has
- assign a new user name and password OR use an existing AD/LDAP account

This level of control allows you to manage data in many different situations; for example, when an employee leaves the organization. The data can continue to be saved for a disabled user account while not allowing that user to log in to FileCloud Online anymore. Then later this saved data can be made available to a new employee.

Administrators can create users in the following ways:

-  [Manually Add a User](#)
-  [Import a User from Active Directory or LDAP](#)
-  [Bulk creation of User Accounts from a CSV File](#)

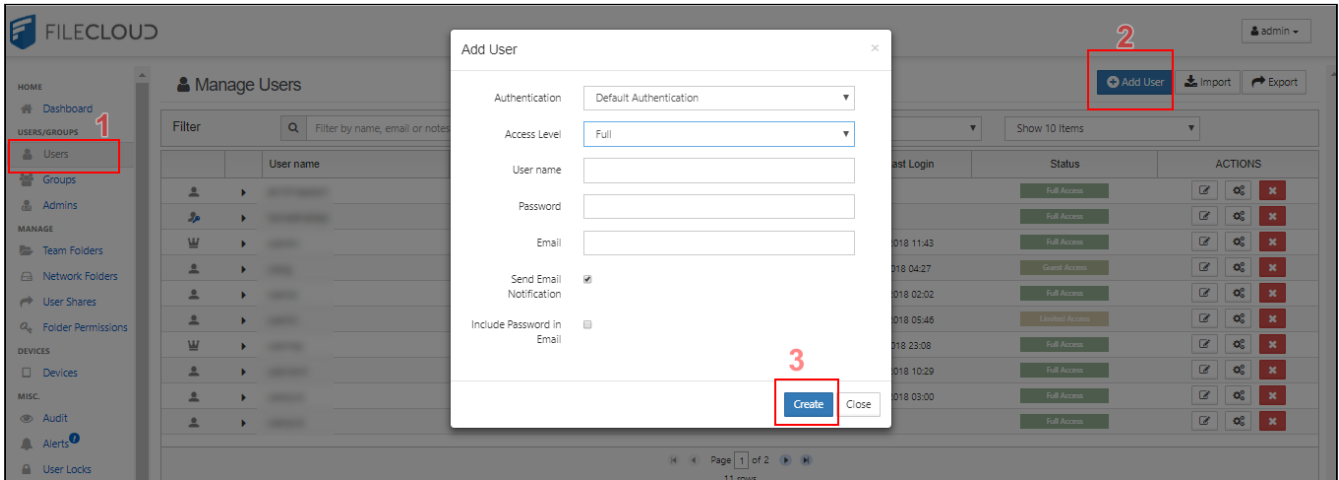
 You can also [create user groups](#) for easy sharing.

## Manually Add FileCloud Online Users



Adding a user manually allows you to set specific attributes per user as you create them one at a time.

Figure 1. Manually Adding a User



To manually add a new user:

1. Login to the [Admin Portal](#).
2. From the left navigation panel, under *Users/Groups*, click **Users**.
3. On the right side of the *Manage Users* page, click the **Add User** button.
4. In the Add User window, in Authentication, select one of the following methods:
  - Default authentication - you want to create a user by assigning a unique User name, Password, Email address
  - AD or LDAP - you want to import an existing user's information from your AD or LDAP environment. This allows the user to log in to FileCloud Online like they would for any other resource in your company's network.
5. In the Add User window, in Access Level, select one of the following settings:

Access Level	User Log In	Account Exists	File Storage	Counted in the License
Disabled	✗	✓	✓	✗
Guest	<ul style="list-style-type: none"> <li>• Web portal</li> <li>• Client application</li> </ul>	✓	✗	✓
External	Web portal Only	✓	✗	✗
Full	<ul style="list-style-type: none"> <li>• Web portal</li> <li>• Client application</li> </ul>	✓	✓	✓

6. In the **Add User** window, in **User name**, type in a unique user name.
7. In the **Add User** window, in **Password**, type in a unique string of 8 characters.
8. In the **Add User** window, in **Email**, type in the user's email address.



9. In the **Add User** window, if you want to automatically send a Welcome email to the new user's email address, select **Email Notification**. This option includes sending the user name but not the password.
10. In the **Add User** window, if you want to automatically send a Welcome email to the new user's email address with new user name and password, select **Include Password in Email**.
11. In the **Add User** window, click **Create**.

## Manage FileCloud Online Folders



Team Folders are easy way to share files among a team.

<p><b>Administrator</b></p>	<p>Team Folders use managed storage and are not available for network storage.</p> <p>Therefore, team folders are created on managed storage where all files and folders under team folders are stored.</p> <ul style="list-style-type: none"> <li>• <b>Centralized Content Management:</b> Team Folders facilitate organizing files and folders in a centralized place.</li> <li>• <b>Easy Provisioning of Users, Files and Folders:</b> New users can be provisioned quickly with access to specific files and folders through team folders.</li> <li>• Similarly, New files can be granted immediate access to all relevant users by uploading the file to the relevant team folder.</li> <li>• <b>Granular Control of Folders:</b> Team Folders and their sub folders can be given granular permissions to users with Read, Write, Share and Sync access.</li> <li>• <b>Manage Selective Sync:</b> Admins can select specific team folders and enable or disable sync permissions on an easy to use user interface.</li> </ul>
<p><b>Set up Team Folders</b></p>	<ol style="list-style-type: none"> <li>1. <a href="#">Configure the Team Folder Account.</a></li> <li>2. <a href="#">Seed and Organize Team Folder Data</a></li> <li>3. <a href="#">Share Team Folder and Set Share Permissions for users and groups.</a></li> <li>4. <a href="#">Set Granular Permissions on Team Folders</a></li> </ol>

## Manage FileCloud Online Security



Security means not only verifying the identify of someone who connects to a network resource, but also setting alerts to know when there are problems and setting permissions on folders shared on the cloud.

To manage security, choose how you want to secure your resources:

➔ [Enable Single Sign On](#)

- FileCloud supports SAML (Security Assertion Markup Language) based web browser Single Sign On (SSO) service.

- SSO provides full control over the authorization and authentication of hosted user accounts that can access FileCloud Web based interface.

#### → Enable Two Factor Verification

- Two Factor Authentication (2FA) refers to the two-step verification process that is available in FileCloud v9.0 and later.
- This verification is designed to provide an extra layer of security.

#### → Enable reCaptcha Integration

- Protect your system from robots by requiring proof that users are human when they log in to the system and access password-protected shares.

#### → View Alerts

- Allow FileCloud to track all un handled exceptions, system error messages generated in the FileCloud server.
- The number of alerts are shown in the Dashboard and the Alerts page
- The alerts will show detailed information about the various errors encountered.

#### → Send Email Alerts

- You can also set alerts to send notification on specific user actions or system status.

#### → Manage Folder Level Permissions

- In many sharing scenarios, you might need to setup folder permissions so that even if a top level folder allows some actions, a specific subfolder does not.

## Customize Your FileCloud Online Site

**Follow the steps in this guide to start sharing and syncing your files through the FileCloud Online service.**



Even though your FileCloud site is hosted by CodeLathe, you can still have some customization options.

In FileCloud, Administrators can customize the following objects:

### Add Your Own Logo

- Choose the image that will be displayed to all users on the User Portal.
- Choose the image that will be displayed on the top left in Mobile Apps when user is logged in.
- Choose the icon that will be used to represent your FileCloud site.

### Customize the Background

- Choose the image that will be used as the background for the User Portal Login page.

### Customize the User Portal Interface

- Enable or disable the ability for a user to customize the User Portal
- Show supported documents as a PDF preview in the User Portal
- If your users frequently share PDF files, you can enable an option to open the file share in a full preview mode  
This will be useful in case of PDF file shares.
- Allow users to create new Office documents
- Show or disable the Music Player in the User Portal
- Show or disable the news feed in the User Portal
- Disable the user's ability to download full folders or multiple items as zip files
- Enable or disable the getting started walkthrough which a new user sees when they login for the first time

### Customize a User's Login Experience

- Customize user options
- Customize the login experience
- Add links to the Account menu
- Customize how files are listed

### Customize Styles

- Customize any element of the User Portal's interface

### Customize Email Messages

- Overriding the default email messages that are provided

## FileCloud Online User Tasks








Follow the steps in this guide to start sharing and syncing your files through the FileCloud Online service.



### What Can Users Do with the FileCloud Site?

After your Administrator has configured the site and created your account, you are ready to start using the site in the following ways:

 <p>Learn more about FileCloud...</p>	<ul style="list-style-type: none"> <li><a href="#">➔ User Account Types</a></li> <li><a href="#">➔ Comparison of FileCloud Sync and Drive</a></li> </ul>
 <p>Log In to the User Portal...</p>	<ul style="list-style-type: none"> <li><a href="#">➔ Accessing FileCloud</a></li> </ul>

 <p>View files and manage files from...</p>	<ul style="list-style-type: none"><li><a href="#">➔ Web Browser (User Portal)</a></li><li><a href="#">➔ FileCloud Sync</a></li><li><a href="#">➔ FileCloud Drive</a></li><li><a href="#">➔ FileCloud Drive for Mac</a></li><li><a href="#">➔ Mobile Devices</a></li></ul>
 <p>Share my files...</p>	<ul style="list-style-type: none"><li><a href="#">➔ Sharing Files and Folders</a></li></ul>
 <p>Access my FileCloud documents from Microsoft apps...</p>	<ul style="list-style-type: none"><li><a href="#">➔ Integration with Microsoft</a></li></ul>