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FileCloud Exchange Arbonia User Guide

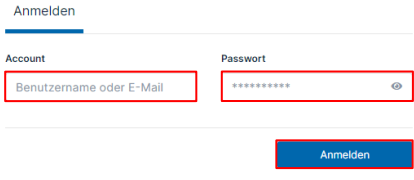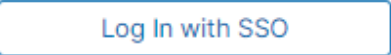# ARBONIA ◣

Content

1   Important instructions

FileCloud (https://files.arbonia.com) is destined for the exchange of data which is too large for the email traffic (>12MB).
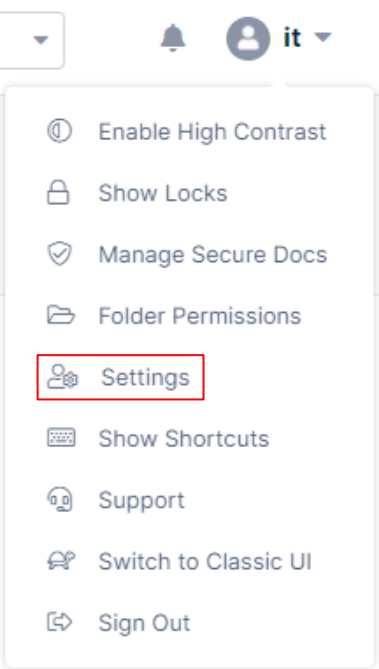
1.1 Rulebook

1. It is obligatory to protect all send out links with a password.
2. It is forbidden to send the access password and the link of the share in the same email. In the best case, the access password will be communicated by telephone.
3. It is forbidden to edit the link of the share by the user.
4. To create a share it is mandatory to define a validity period. The major validity period is defined by the server to 30 days.
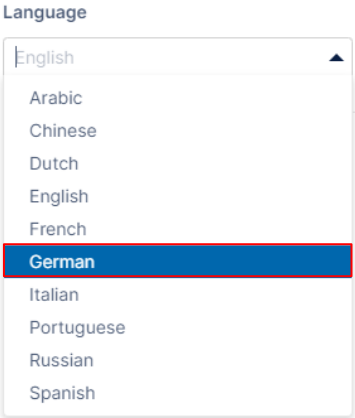
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2 Login

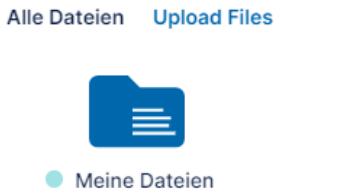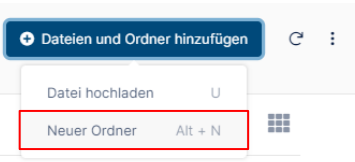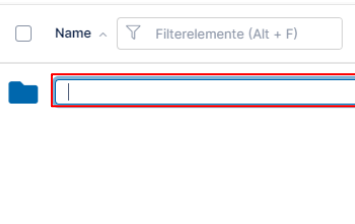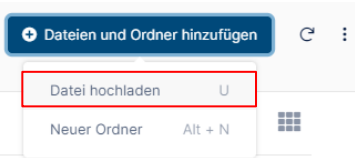|	
https://files.arbonia.com/	**Open link** Type in the URL **https://files.arbonia.com** in your browser.
Anmelden Account: Benutzername oder E-Mail Passwort: ********** Anmelden	**Login (Version 1)** Log on with your windows credentials Click on **Login**
—— Or use your SSO —— Log In with SSO	**Login (Version 2)** Click on **Log In with SSO** Afterwards you will be logged in **automatically**. This only works if you are in the **Company** or connected with **VPN**.

3 Change language

The default language of FileCloud is English. You can easily change it. Follow the instructions below.

it ▾ Enable High Contrast Show Locks Manage Secure Docs Folder Permissions Settings Show Shortcuts Support Switch to Classic UI Sign Out	**Open settings** click on **Settings**.

![ARBONIA]
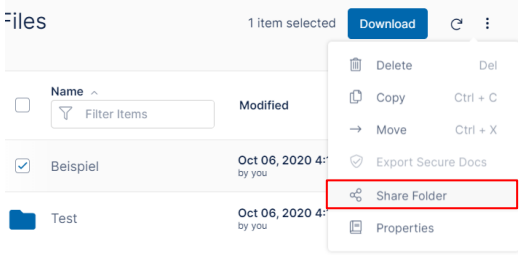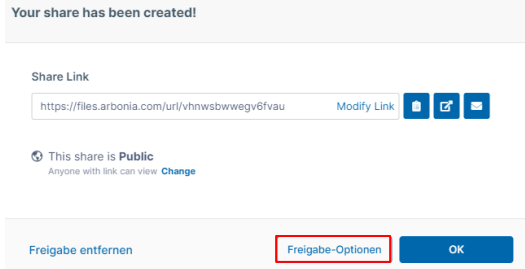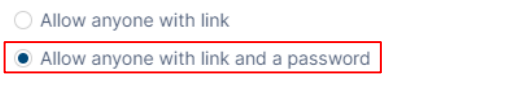
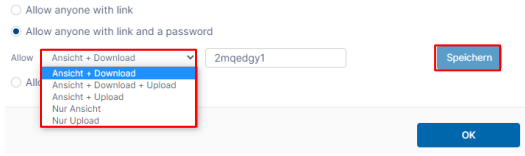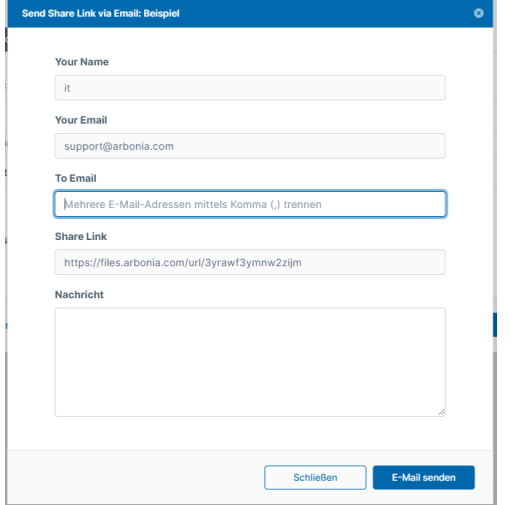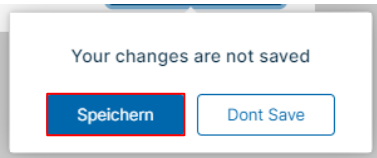|	
Language English ▲ Arabic Chinese Dutch English French **German** Italian Portuguese Russian Spanish	**Change the language** Select the desired language at Language

4 Create a folder-share

4.1 Create Folder
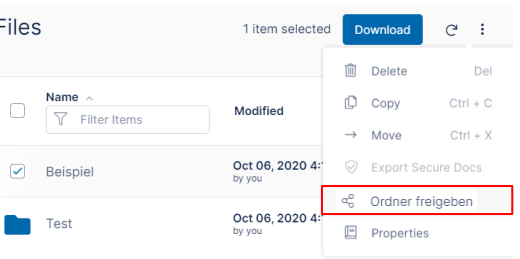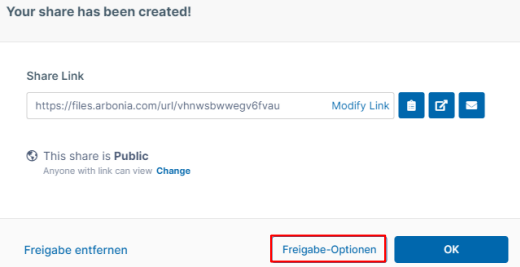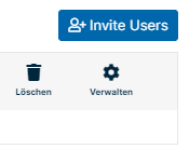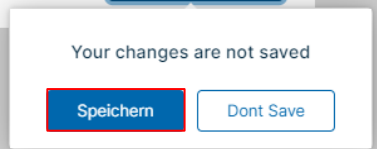
Alle Dateien Upload Files 📁 ● Meine Dateien	**My Files** Open **My Files**
⊕ Dateien und Ordner hinzufügen C ⋮ Datei hochladen U Neuer Ordner Alt + N	**Create folder** Click on **Add files and folders** Click on **New Folder**
☐ Name ∧ ▽ Filterelemente (Alt + F) 📁 |	**Name** Type the **name** of the folder in the text box. Tap on **Enter** In this folder you can put **files to share**.
⊕ Dateien und Ordner hinzufügen C ⋮ Datei hochladen U Neuer Ordner Alt + N	Click on **Add files and folders** Click on **Upload file** Select the desired **file** and tap on **open**. The file can also be **dragged and dropped** into the folder.

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4.2 Create a file-share

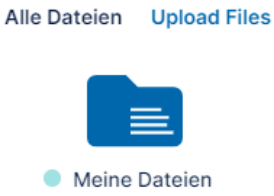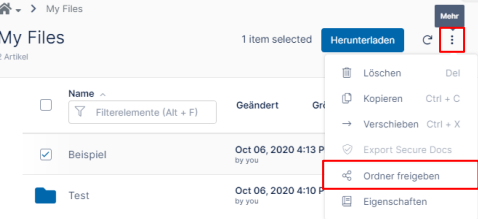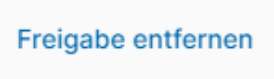|	
Files 1 item selected Download Delete Del Copy Ctrl + C Move Ctrl + X Export Secure Docs **Share Folder** Properties Name ☑ Beispiel Oct 06, 2020 by you 📁 Test Oct 06, 2020 by you	**Share** Select the **folder to share** Click on the **three points** Click on **Share Folder**
Your share has been created! Share Link https://files.arbonia.com/url/vhnwsbwwegv6fvau Modify Link 🌐 This share is **Public** Anyone with link can view **Change** Freigabe entfernen Freigabe-Optionen OK	Click on **Sharing Options.**
○ Allow anyone with link ● Allow anyone with link and a password	**Activate password protection** Password protection must always be activated.
○ Allow anyone with link ● Allow anyone with link and a password Allow [Ansicht + Download ▾] 2mqedgy1 Speichern Ansicht + Download Ansicht + Download + Upload Ansicht + Upload Nur Ansicht Nur Upload OK	**Share permission** In the rear text field you can set the **password** for the release. Then click on **Save** Select the correct permissions in the **drop-down menu**.
📋 ↗ ✉	**Send share link** Click on the **e-mail symbol** at the top right
Send Share Link via Email: Beispiel ✕ Your Name it Your Email support@arbonia.com To Email Mehrere E-Mail-Adressen mittels Komma (,) trennen Share Link https://files.arbonia.com/url/3yrawf3ymnw2zijm Nachricht Schließen E-Mail senden	Enter the **e-mail address** of the recipient Optionally send a **message** to the recipient. Click on **Send Email** *Info* *Multiple email recipients can be selected* *[Comma-separated]* *(z.B: test@beispiel.com, test2@beispiel.com)* The recipients receive an e-mail with all necessary data.
OK	Click the **OK** button

	Save changes To save the changes, click on **Save**
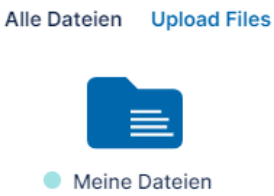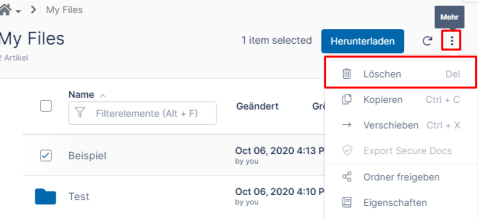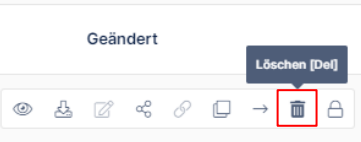
4.1 Share folders with employees

	Share Select the **folder to share** Click on the **three points** Click on **Share Folder**
	Click on **Sharing Options.**
	Select **Allow selected users or groups**
	Click on **Invite Users**
	. Search for the appropriate **employee** here
	Click on **Add Users to this Share**
	Then you can select the **permissions**
	Click the **OK** button
	Save changes To save the changes, click on **Save**

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5 Remove share

	Select the desired **folder**.
	Edit Share Select the relevant **folder**. Click on the **three points** Click on **Share folder**
	Click on **Remove Share** at the bottom left
	With **Remove**, the share is **permanently** removed.

6 Delete folder

	Select the desired **folder**.
	Delete folder (Version 1) Select the **relevant folder**. Click on the **three points** Click on **Delete** to delete the folder permanently.
	Delete folder (Version 2) Move the mouse over the selected folder and then click on the **delete icon.**