FileCloud Exchange Arbonia User Guide

Gilecloud

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1 Important instructions

FileCloud (<u>https://files.arbonia.com</u>) 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.

2 Login

https://files.arbonia.com/	Open link
	Type in the URL <u>https://files.arbonia.com</u> in your browser.
Anmelden	Login (Version 1)
Account Passwort Benutzername oder E-Mail ********* 📀	Log on with your windows credentials
Anmelden	Click on Login
Or use your SSO	Login (Version 2)
	Click on Log In with SSO
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.

	Open settings
÷ • •	click on Settings .
① Enable High Contrast	
A Show Locks	
⊘ Manage Secure Docs	
🗁 Folder Permissions	
Le Settings	
Show Shortcuts	
D Support	
₽ Switch to Classic UI	
li⇔ Sign Out	

anguage	Change the language
English	Select the desired language at Language
Arabic	
Chinese	
Dutch	
English	
French	
German	
Italian	
Portuguese	
Russian	
Spanish	

4 Create a folder-share

4.1 Create Folder

Alle Dateien Upload Files	My Files
Meine Dateien	Open My Files
Dateien und Ordner hinzufügen C :	Create folder
Datei hochladen U	Click on Add files and folders
Neuer Ordner Alt + N	Click on New Folder
Name ~ Y 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 :	Click on Add files and folders
Datei hochladen U	Click on Upload file
Neuer Ordner Alt + N	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 C :	Share
Name ^ Modified Copy Ctrl + C	Select the folder to share
v Finter items → Move Ctrl + X Oct 06, 2020 4: Export Secure Docs by you	Click on the three points
Test Oct 06, 2020 4: by you Properties	Click on Share Folder
Your share has been created!	Click on Sharing Options.
Share Link https://files.arbonia.com/url/vhnwsbwwegv6fvau Modify Link Image: Start	
Freigabe entfernen OK	
O Allow anyone with link	Activate password protection
Allow anyone with link and a password	Password protection must always be activated.
Allow anyone with link Allow anyone with link and a password	Share permission
Allow Ansicht + Download 22mgedgy1 Speichern All Ansicht + Download + Upload Nar Ansicht + Upload Nar Ansicht + Upload OK Nar Ansicht + Upload OK	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 .
ê 13° 🔤	Send share link
	Click on the e-mail symbol at the top right
Send Share Link via Email: Beispiel	Enter the e-mail address of the recipient
Your Name it	Optionally send a message to the recipient.
Your Email support@arbonia.com	Click on Send Email
Mehrere E-Mail-Adressen mittels Komma (,) trennen Share Link https://files.arbonia.com/url/3yrawf3ymnw2zijm Nachricht	Info Multiple email recipients can be selected [Comma-separated] (z.B: test@beispiel.com, test2@beispiel.com)
Schließen E-Mail senden	The recipients receive an e-mail with all necessary data.
ок	Click the OK button

Your element or not could	Save changes
Speichern Dont Save	To save the changes, click on Save
Speciel Dont Save	
4.1 Share folders with employees	
Files 1 item selected Download C ⁴	Share
Name ^ Modified Copy Ctrl + C	Select the folder to share
✓ Filter Items ✓ Filter Items ✓ Move Ctrl + X ✓ Beisniel Oct 06, 2020 4: ✓ ✓ Export Secure Docs	Click on the three points
Test Oct 06, 2020 4: Properties	Click on Share Folder
Your share has been created!	Click on Sharing Options.
Share Link	
This share is Public	
Anyone with link can view Change	
Freigabe entfernen Freigabe-Optionen OK	
 Allow anyone with link 	Select Allow selected users or groups
\bigcirc Allow anyone with link and a password	
Allow selected users or groups	
음+ Invite Users	Click on Invite Users
i contra la cont	
Add email address or account	. Search for the appropriate employee here
Search Users	
Cancel Add Users to this Share	Click on Add Users to this Share
● <u>Ł</u> <u>≮</u> ⊖ i ¢	Then you can select the permissions
View Herunterladen Hochladen Teilen Synchronsieren Loschen Verwalten	
	Click the OK button
UK	
	Save changes
Your changes are not saved	To save the changes, click on Save
Speichern Dont Save	

5 Remove share

Alle Dateien Upload Files	Select the desired folder .
Meine Dateien	
Mor Mor My Files 1 item selected Herunterladen C [*]	Edit Share
2 Artikel ■ Löschen Del Name ^ Geändert Gri (D Kapieren Ctri + C	Select the relevant folder .
Y Filterelemente (Alt + F) → Verschleben Ctrl + X ✓ Beispiel bryvou Export Secure Docs	Click on the three points
Test Oct 06, 2020 4:101	Click on Share folder
Freigabe entfernen	Click on Remove Share at the bottom left
Are you sure you want to remove the share? Entfernen Abbrechen	With Remove , the share is permanently removed.

6 Delete folder

Alle Dateien Upload Files	Select the desired folder .
Meine Dateien	
My Files My Files 1 item selected Herunterladen C	Delete folder (Version 1)
2 Artikel	Select the relevant folder .
✓ Filterelemente (Alt + F) ✓ ✓ Verschieben Ctri + X ✓ Beispiel Oct 06, 2020 4:13 P ✓ ✓	Click on the three points
Test Oct 06, 2020 4:10 P by yow Eigenschaften	Click on Delete to delete the folder permanently.
Geändert	Delete folder (Version 2)
Lõschen [Del] ③ 提 ℤ ⇔ ♂ □ → 面 A	Move the mouse over the selected folder and then click on the delete icon .