

Online File Folder

The Online File Folder gives you the ability to store and access important files online. This application gives you on-the-go access to any file that you upload to your account. You can store, access, and share presentations, spreadsheets, reports, and even large files like music, photos, and film clips in your Online File Folder.

Setting Up your Online File Folder

To set up your Online File Folder:

1. Log in to the Account Manger and select **Online File Folder** from the *Hosting & Email* menu.
2. Click **Set Up Account** under the Online File Folder edition that you wish to set up. **Note:** You can only set up an account for the editions for which you have available credits.

Economy Edition	Deluxe Edition	Premium Edition
3 Credit(s)	41 Credit(s)	4 Credit(s)
SETUP ACCOUNT	SETUP ACCOUNT	SETUP ACCOUNT

3. Enter a user name and password, confirm your password, and then click **Continue**.
Note: Your user name and password may contain letters, numbers, periods, dashes, and underscores; and the maximum length for your password is 25 characters.

Enter a user name and password for your Online File Folder account.

User Name:

Enter your Password:

Confirm Password:

[CONTINUE](#)

4. You may choose to associate your Online File Folder with an existing email account if you have any email accounts currently set up in your customer account. Choose the email account you wish to use from the *Email Accounts* dropdown list, or select "Do Not Associate," and then click **Continue** to set up your Online File Folder.

You may select an existing email address from the *Email Accounts* drop down menu below, or you may select "Do Not Associate."

Email Accounts:

[CONTINUE](#)

The set up process may take a few minutes.

Accessing your Online File Folder

If you have associated your Online File Folder with an email account, you may access your Online File Folder through your email account.

To access your Online File Folder through your email account:

1. Go to email.secureserver.net, enter your user name and password for your email account, and click **Log In Now**.
2. Click the **Online Storage** button in the navigation menu at the top of the window, enter your user name and password for your Online File Folder and click **Log In Now**.

If you have elected to not associate your Online File Folder with an email account, you can access Online File Folder directly through the Internet.

To access Online File Folder from the Internet:

1. Go to www.onlinefilefolder.com, enter your user name and password you created in the Online File Folder set up process, and click **Log In Now**.

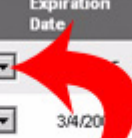
Managing your Online File Folder

Manage your Online File Folder by logging in to the Account Manger and selecting **Online File Folder** from the *Hosting & Email* menu.

To associate existing Online File Folder with a different email account:


1. Select an email account from the drop down list next to the Online File Folder account you wish to update.

Username	Status	Storage Space	Assoc. Email Acct.	Expiration Date	Action
customer1	Active	1000 MB + 3000MB	12@0000-11.COM		Save Change Edit Password Delete Add storage
1111	Active	1000 MB	Email Not Selected	3/4/2005	Save Change Edit Password Delete Add storage



2. Click **Save Change**.


Username	Status	Storage Space	Assoc. Email Acct.	Expiration Date	Action
customer1	Active	1000 MB + 3000MB	12@0000-11.COM		Save Change Edit Password Delete Add storage
1111	Active	1000 MB	Email Not Selected	4/2005	Save Change Edit Password Delete Add storage



To change your Online File Folder password:

1. Click **Edit Password** next to the account that you wish to update.

Username	Status	Storage Space	Assoc. Email Acct.	Expiration Date	Action
customer1	Active	1000 MB + 3000MB	12@0000-11.COM	4/2/2005	Save Change Edit Password Delete Add storage
1111	Active	1000 MB	Email Not Selected	3/4/2005	Save Change Edit Password Delete Add storage



2. Enter and confirm your new password, and then click **Submit**.

Type your new password in the fields below.

New Password:


Confirm Password:

Passwords are case-sensitive and should include a combination of letters, numbers, and symbols. However, spaces, percent signs, and questions marks are invalid characters.

To delete an existing Online File Folder account:

1. Click **Delete** next to the account that you wish to remove.

Username	Status	Storage Space	Assoc. Email Acct.	Expiration Date	Action
customer1	Active	1000 MB + 3000MB	12@0000-11.COM	4/2/2005	Save Change Edit Password Delete Add storage
1111	Active	1000 MB	Email Not Selected	3/4/2005	Save Change Edit Password Delete Add storage



2. A confirmation dialog box opens to verify that you wish to delete the Online File Folder account and all of the data and files stored in the account. Click **OK** to delete the account or **Cancel** to keep the account active.

Note: You cannot delete an Online File Folder account that has additional storage attached to it. You must first cancel the additional storage for the account and then delete the Online File Folder account.

To increase the amount of storage space for an account:

1. Click **Add Storage** next to the account for which you wish to purchase additional storage space.

Username	Status	Storage Space	Assoc. Email Acct.	Expiration Date	Action
customer1	Active	1000 MB + 3000MB	12@0000-11.COM	4/2/2005	Save Change Edit Password Delete Add storage
1111	Active	1000 MB	Email Not Selected	3/4/2005	Save Change Edit Passw Delete Add storage



2. Select the number of 1000MB upgrade packs you wish to add and click **Add To Cart**.
Note: You may have up to a total of 10GB of storage space.

You may purchase additional storage space for the selected Online File Folder account !

Select the number of 1000MB upgrade packs to add to this account: x 1000MB

ADD TO CART

3. Proceed through the shopping cart and complete the check out process.

To cancel additional storage purchased for an Online File Folder account:

1. Click the link under *Storage Space* for the additional storage amount next to the Online File Folder account that you would like to update.

Username	Status	Storage Space	Assoc. Email Acct.	Expiration Date	Action
customer1	Active	1000 MB + 3000MB	12@0000-11.COM	4/2/2005	Save Change Edit Password Delete Add storage
1111	Active	1000 MB	Email Not Selected	3/4/2005	Save Change Edit Password Delete Add storage



2. Use the checkboxes to select the 1000MB upgrade packs that you wish to delete from the selected Online File Folder account. Then click **Yes** to cancel the selected storage packs, or click **No** to retain your current additional storage.

Additional storage units

1000 MB

1000 MB

1000 MB

Cancel selected additional storage products?

3. If you click **Yes**, a confirmation dialog opens to verify that you wish to cancel the selected upgrade packs for the selected Online File Folder account. Click **OK** to cancel the upgrade storage packs or **Cancel** to keep the upgrade storage packs active.

Synchronizing Online File Folder

Your Online File Folder includes an optional downloadable tool that you can install on your local machine and run from there. Closely integrated with the Web-based application, the Online File Folder Synchronization tool enables you to synchronize the contents of a folder in your Online File Folder with a folder on your local machine (e.g. My Documents\OnlineFileFolder).

You can initiate synchronization manually or, you can set it up as an automated function to synchronize the selected files and folders at predetermined intervals. You can update your local files, remote files, or both.

Downloading the Synchronization Tool

To download the Synchronization tool, click the "Download Synchronization Tool" link on the Online File Folder Sign In page or at the top of the main Online File Folder page.

Manual Synchronization

To synchronize your files manually:

1. Go to the *Online File Folder Synchronize* window and click **Update Local Files** or **Update Remote Files**.
 - **Update Local Files** will synchronize the files in your local folder so that they correspond with the ones in your remote folder.
 - **Update Remote Files** will update your remote files to correspond with those in the local folder.
2. Click **Get Status** to check for any changes to the local and remote folders since the last synchronization.

You can change the local and remote synchronization folders in the "Preferences" tab of the Online File Folder interface.

WARNING: Synchronizing files creates an exact mirror of the local and Online File Folder files. As such, files stored in the source folder (local or remote) will overwrite all target files AND any files in the target folder that are not in the source folder will be removed.

Automated Synchronization

To set up automated synchronization of your stored files:

1. Go to the *Preferences* tab and select the desired local and remote folders for synchronization.
2. Check the *Enable Automated Tasks* option.
3. Select the desired synchronization option:
 - **Get status only** This will check the status of your local and remote folders, detecting any changes to the selected folders since the last synchronization.
 - **Update remote files** This will synchronize the files in your remote folder with those of your local folder. Select this option if the most recent versions of the files in question are located in the local folder.
 - **Update local files** This will synchronize the files in your local folder with those in your remote folder. Select this option if the most recent versions of the files in question are located in the remote folder.
4. Select how often you want Online File Folder to perform the selected task.
5. Click **Save** to store your Online File Folder preferences.