



Giving Shape to Ideas



Quick Start Guide

cloud



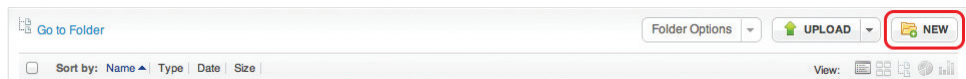
start

What is FileAssist?

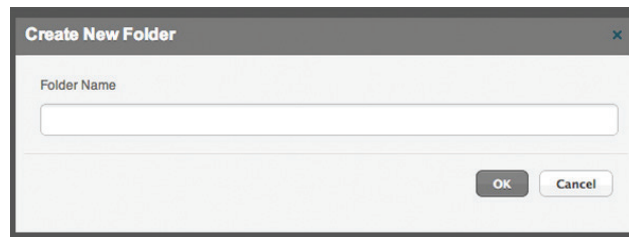
FileAssist is more than an online storage tool. It is a customer-focused tool with a talent for streamlining your digital life. Think of this as your own private cloud, where your data is always at your fingertips and sharing is just a click or swipe away. FileAssist allows you to backup, sync, edit, collaborate, and share everything from pictures to business documents in a feature-rich environment.

Creating a Folder With FileAssist

Step 1 | Navigate to and select **New** on the toolbar.

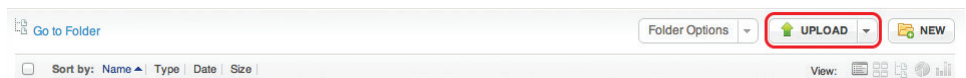


Step 2 | Enter the desired new folder name, click **OK**.

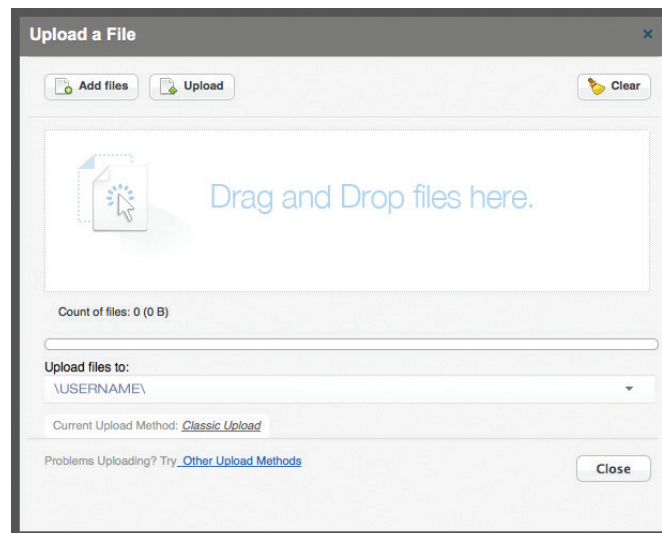


Adding Files to Your FileAssist Account

Step 1 | **Standard Upload for Single Files**
Navigate to and select **Upload** on the toolbar.



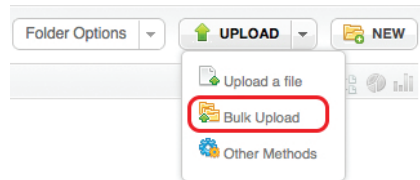
Step 2 | Select **Add Files** to choose local files to add **OR** drag and drop local files into the field labeled **Drag and Drop files here**, click **Upload**.



Step 1

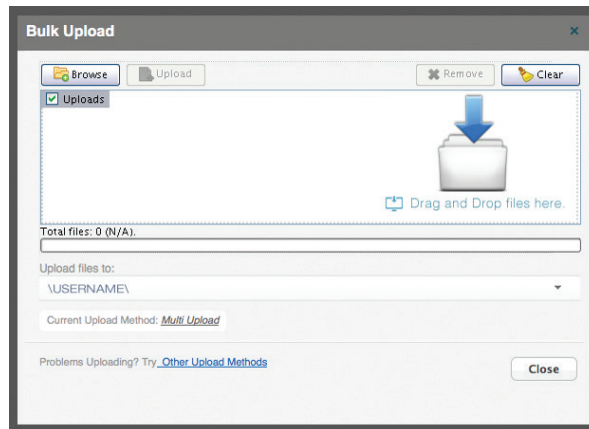
Bulk Upload for Uploading Entire Folders

Note: You must have Java enabled in order to use the **Bulk Upload** for Folders. Navigate to and select **Upload** on the toolbar, click **Bulk Upload**.



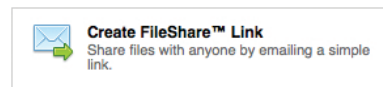
Step 2

Select **Browse** to add local files/folders **OR** drag and drop local files/folders into field labeled **Drag and Drop files here**, click **Upload**.



Sharing Files With FileAssist

Your FileAssist account eliminates the need for cumbersome email attachments, file size limits, and even expensive office equipment. How? By harnessing the power of the cloud. You can share files, folders, pictures, and fax from your computer or your favorite mobile device using these features.



FileShare™

FileShare allows you to share files with anyone, even if the recipient isn't a FileAssist user. Select the file(s) you would like to send, choose the **FileShare** button, and enter your recipients' email address(es). A **FileShare** link is generated that can then be emailed or copied/pasted to your desired location. Recipients just click the link to download the files you shared. **FileShare** also comes with enhanced features, such as permissions, tracking, and history, giving you the ability to control your data. [More Information on FileShare: Step-by-Step Instructions](#)



Create FileReceive Link
Receive files from anyone by emailing a simple link.

FileReceive Links

You can designate a folder to receive files from anyone, even if the sender isn't a FileAssist user. **FileReceive Links** can be emailed, or copied/pasted to your desired location. The sender clicks the link, adds the file(s), and sends them straight to your account. **FileReceive Links** also come with advanced elements, such as individually designated folders, password protection, and link tracking, giving you the ability to manage incoming information.

More Information on FileReceive Links: [Step-by-Step Instructions](#)



Create GroupShare
Create groups and share folders with other users.

GroupShare™

GroupShare is a powerful tool that allows you to share folders and collaborate with other FileAssist users. Simply select the folder you wish to share and click the **GroupShare** button. A prompt allows you to add users and individually assign permissions so that you can regulate the way data is shared. You may also change these settings at anytime to allow more or less access to shared folders.

More Information on GroupShare: [Step-by-Step Instructions](#)



Send Fax
Fax files from your account to any fax machine in the world.

Faxing (Optional)

All FileAssist accounts have the ability to fax documents via the web to anywhere in the world. Like other FileAssist features, faxing is simple and intuitive. Select the file you'd like to fax, click the **Send Fax** button, and then fill in the requested fields. You can elect to send a cover page and even save copies of all sent faxes. A fax viewer allows you to access a complete fax history with more options to search, resend, forward, or delete selected files for easy organization.

More Information on Faxing: [Step-by-Step Instructions](#)



Create Picture Link
Create links to share pictures in your account.

Picture Links

Sharing pictures has never been easier! From personal photographs to professional albums, **Picture Link** allows you to share as many photos as you like without the size limitations of email attachments. You can add photographs, create individual links, and then share the link with friends, family, clients, or post in forums you like to visit. FileAssist also generates HTML code for your photo, giving you additional options for embedding your picture in HTML documents.

More Information on Picture Links: [Step-by-Step Instructions](#)



Esend
Instantly send files to another user.

Esend

The **Esend** option is a highly secure data transfer between FileAssist user accounts. No data is transferred over the Internet, but rather behind our firewall. All that's required is the selection of files and the recipient's FileAssist username. The selected files are copied to the recipient's Inbox and an email notification lets them know that new files have arrived. **Esend** delivery is instant and supports any file size (as long as it does not exceed the recipient's maximum storage available). *Note: Files may only be transferred to accounts of the same type, e.g. free to free or personal paid to personal paid.*





Send Local Files
Upload a file and send a FileShare™ link in just one step.

Send Local Files

You can also upload and email local files in one screen. Click the **Send Local Files** button, select your destination folder, click the Add Files button, and choose the file(s) you wish to upload and send. The final step is adding recipient(s) email address(es). When you click **Send**, FileAssist takes care of uploading the file and emailing the **FileShare** link in just one step. Once complete, click the destination folder to view your uploaded file.

More Information on Send Local Files: [Step-by-Step Instructions](#)



Frequently Asked Questions

Can I access my FileAssist account on my mobile device?

Yes, we understand that you are constantly on the go, and access to vital information from mobile devices isn't just a convenience—it's a must! Every FileAssist account can access their account from any mobile device. In addition to apps for the iPhone, iPad, and Android, the FileAssist mobile site provides access anytime, anywhere.

Is my data safe with FileAssist?

Absolutely. We have gone beyond standard measures to protect our customers and their data. Our unyielding commitment has made safe cloud storage possible. We deploy a blend of security measures to ensure maximum protection and the greatest overall data safety.

Can more than one person use the same user account?

The short answer is no. The long answer is the FileAssist [Terms of Use](#) expressly forbids sharing of account logins, and the FileAssist license allows only one registered user per login. Users violating this rule are subject to a permanent ban. In addition, sharing your login information with another person could present problems, including unintended deletions and security risks.

Does FileAssist have audit trail of all account activity?

Yes, your account includes an administration console for user management, reporting, and audit trails. Post admission auditing ensures users operate within policy, including admin activity and action reports, user activity and action reports, and universal security and default changes.

Is FileAssist accessible on both Mac and PC?

Yes, all FileAssist accounts are both Windows and Mac compatible. Additionally, all popular web browsers are supported. This means you can enjoy all the advanced features FileAssist has to offer through Microsoft Internet Explorer, Mac Safari, Firefox, Chrome, Netscape, AOL, and Opera.



For complete information on Konica Minolta's FileAssist solution please visit:
www.file-assist.com



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