# Team Share – *step-by-step guide*

Your "Team Share" consists of Standard users and Admin users (usually just one), with user-level access to root folders. Any standard user who logs in will be able to access their own resources, and any that are shared with them by other users within your Team account. When you log in as an Admin user you are able to fully manage users and resources.

Your web portal will contain your business name in the top right corner of the screen, like this:
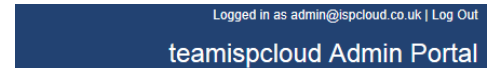
Displaying your business name may add confidence to your clients that this is your company's online file portal. If any of your users have shared files for the "Public", then visitors to the portal may download these files without requiring a password; public files do **not** consume any of your user licenses. You can also create a user, with a password, for your clientele to download private files without them being visible to the general public; this would consume **one** user license. Each user may also share a file or folder on an ad-hoc basis, simply by clicking the file and choosing "Share by email" – this will provide a temporary URL to give to the recipient, who can then download the file. Sharing a file or folder in this way does **not** consume any of your user licenses.

"Manage folders" provides an overview of the resources being used on your Team Share:

…and clicking a folder will generate a more **detailed report**:

Task: Adding a user
Click "Users", then "Add User"

Email Address	Name	Status	Usage	Portal
admin@ispcloud.co.uk	System Admin	Active	0 GB / 100 GB	View As User
sidekick@ispcloud.co.uk	Side Kick	Active	0 GB / 20 GB	View As User

Users | Home | **Users** ❯ **Add New User**

Your business account users are shown below. Click on any user's email address to view detailed user statistics, and to edit or delete the user account. Select "View as User" to log in to the user's web portal and see their files. Click on "Add User" above to add a new user to your business account.

Add User

Please enter the details for the user below, select which features you want the user to be able to use, and choose the Team Folders that the user should have access to.

Name	Side	Kick
Email Address	sidekick@ispcloud.co.uk	
Password	••••••••	
Confirm Password	••••••••	
User Level	Standard	
Max Computers	1	(Determines how many computers the user can install the desktop software on)

Backup
By enabling the Backup feature this user can backup folders that are on their computers to their online account. They can then view and restore the files that they have backed up

☑ Enable Backup on this account

Backup Quota 10 GB

Briefcase
Giving this user a Briefcase will provide a private area where they can store files. This area appears as a new drive on their PC – they can use it just like a normal drive, but it is synced between all of their computers and available from anywhere online.

☑ Enable Briefcase on this account

Briefcase Quota 10 GB

Team Folders
Team Folders are shared between select members of your team. They will appear in a Team Folders section in the Briefcase drive on each user's computer. Which Team Folders would you like this user to be able to access?

☑ Has Access	Team Folder	Team Folder Size		Users	Permissions
☑	Directors share		0 GB / 100 GB	1 User	Read Only ▾
☑	Internal		0 GB / 50 GB	1 User	Read Write ▾
☑	Public		0 GB / 50 GB	1 User	Read Only ▾

Advanced Options

☑ Can Use Mobile Apps

☑ Can Use Web Apps

☑ Can Use Desktop Client

☑ Can Use FTP

☑ Can Use SFTP

☑ Can Use WebDAV

☑ Can add Team Folders from web portal

Hide Advanced Options

Add New User

In the example above please note the following options when adding a new user:

"User level" – Standard or Admin (we recommend only having one Admin user)

"Max computers" – each user account can back up an unlimited number of computers, with unlimited storage space. Each computer can also have it's own "Share" cloud network drive. Alternatively you can limit the number of computers by specifying here.

"Backup" – this section allows you to enable/disable the "Backup" application feature, and limit the total storage capacity for this user.

"Briefcase" – this enables/disables the "Share" cloud network drive feature, and limit the individual folder quota for this user; any other folders that this user has been granted access to are also visible on this user's network drive. See more details later about **Team Root Folders**.

"Team Folders" – decide which Team Root Folders this user will have access to, and if they also have "write" access (ability to add/modify/delete files and sub-folders).

"Advanced Options" – control access to other features:

> **Mobile Apps** – iPhone/Android/etc. access from 3rd-party apps

> **Web Apps** – online music/video player, online document and image editor, Facebook/Flickr, etc.

> **FTP/sFTP** – access using the FTP protocol, using any FTP client on any device. FTP access provides access to the user's network drive, and any shared resources, without having to install the desktop software.

> **WebDAV** – similar to FTP, but using the WebDAV protocol.

> **Add Team Folders** – ability to create a new Team Root Folder via the web portal interface.

Now that the user has been added you can view a report any time on this user – just click the user's email address to view this user's report:

🏠 ⟩ **Users**					**Add User**

Your business account users are shown below. Click on any user's email address to view detailed user statistics, and to edit or delete the user account. Select "View as User" to log in to the user's web portal and see their files. Click on "Add User" above to add a new user to your business account.

Email Address	Name	Status	Usage		Portal
admin@ispcloud.co.uk	System Admin	Active		0 GB / 100 GB	View As User
sidekick@ispcloud.co.uk	Side Kick	Active		0 GB / 20 GB	View As User

…click "Edit user" to modify any of the above user settings:

🏠 ⟩ **Users** ⟩ **Side Kick**		**Edit User** **Delete User**

Backup Account Space
This user is using 0 GB out of their available 10 GB

Briefcase Account Space
This user is using 0 GB out of their available 10 GB

Total space used over last four weeks (By Day in MB)	Total space used over last four Months (By Day in MB)
No data available	No data available

Report Type [Four Weekly Usage ▾]   Report Type [Monthly Usage ▾]

Host Name	Last Accessed	Operating System	Memory	Processor
No computers listed for this user				

Task: Adding a Team Root Folder

Note: *You may add an unlimited number of Team Root Folders, each with different user-level access. The user-level access applies to all files and subfolders within the main root folder; subfolders and files "inherit" the same permissions as the root folder. There is no ability to customize the inheritance structure, hence why we allow you to create an unlimited number of folders in the "root" space on the Team Share.*

Click "Team Folders", then "Add Team Folder"

"**Team Folder Name**" – this is the name of the folder as it will appear on the network share and web portal. The folder name must start with a letter, although it may contain letters and numbers. Avoid using special characters such as "*!£$%^&*(){}[]@;;#~ (and so on).

"**Team Folder Quota**" – this is the maximum size limit for the contents of this folder.

"**Team Folder Users**" – here you can specify who can access this folder, and if they also have "write" access (ability to add/modify/delete files and sub-folders).

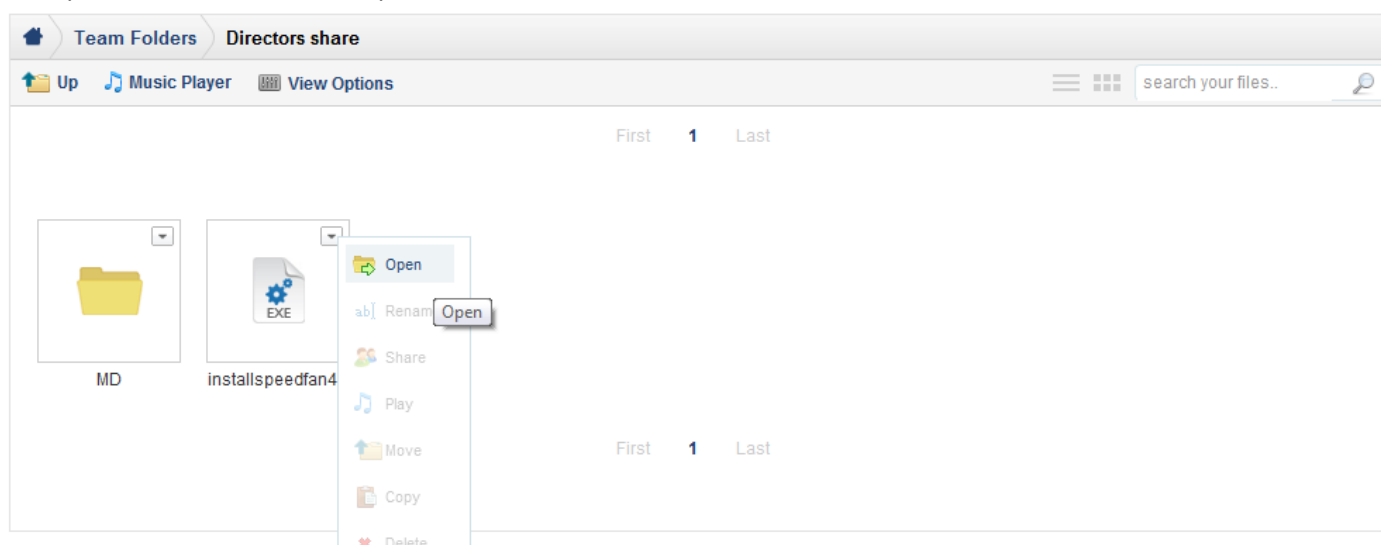# Implications of sharing resources and imposing user limitations

In this example the "Public" folder is **shared to the public** – note the icon in the top-left corner:
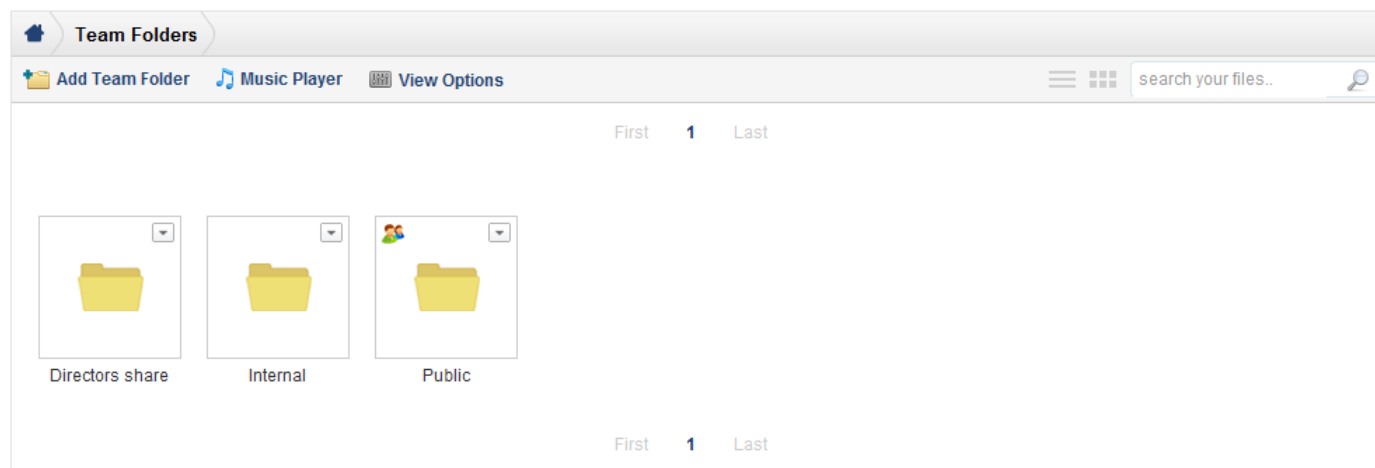
…and here's what the public would see:

In this next example the user has been given **"read only" access** to the "Directors share" folder – note that the user can open the file but all other options are unavailable:

In the following example the user who is logged in also has access to their own folder "SysAdmin secret folder" – they have **not shared this folder with anyone else**, so only they have access to it:
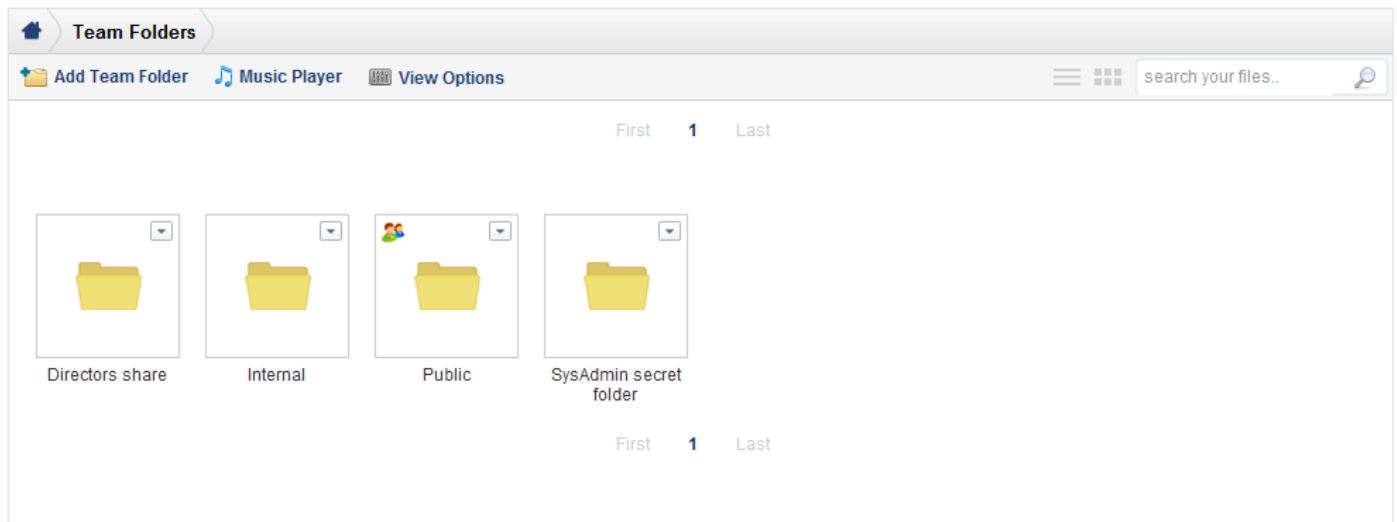
Finally, please note that the above features are in addition to the existing individual features already available in the "Backup" and "Share" services, which you can make available to each one of your users. Whenever you want to add more user licenses or increase the online storage capacity of your network drive, just let us know. Welcome to the stress-free way to manage your company data, with built-in disaster-redundancy and remote working!