

4.C USERS: ACCESS YOUR PERSONAL FOLDER IN THE HOME

Your LaCie CloudBox personal folder can be accessed on a home computer. While the Family folder is always available, your personal folder requires your user name and password.

Windows XP

1. Open an Explorer Window by clicking twice on your internal hard drive (e.g. **My Computer** or the C: drive).
2. Click on **My Network Places**.
3. Click on **View workgroup computers**.
4. Click twice on **LaCie-CloudBox**
5. You will see your personal folder as well as **Family**. If the administrator has created personal folders for other members of the household, they will be listed as well. Click twice on your personal folder.
6. Enter the *User name* and *Password* provided by the CloudBox administrator. To make certain that your personal folder does not appear automatically on the computer, **DO NOT** check the box next to *Remember my password*.
7. Your personal folder will open.

Windows Vista/7/8

1. Open **Computer** (Vista and 7) or **Libraries**.
2. Click on **Network**.
3. Click twice on **LaCie-CloudBox**
4. You will see your personal folder as well as **Family**. If the administrator has created personal folders for other members of the household, they will be listed as well. Click twice on your personal folder.
5. Enter the *User name* and *Password* provided by the CloudBox administrator. To make certain that your personal folder does not appear automatically on the computer, **DO NOT** check the box next to *Remember my credentials*.
6. Your personal folder will open.

Mac

1. Open the **Finder**
2. Under **SHARED**, click on **LaCie-CloudBox**.
3. Click on the button **Connect as**.
4. Enter the *User name* and *Password* provided by the CloudBox administrator. To make certain that your personal folder does not appear automatically on the computer, **DO NOT** check the box next to *Remember this password in my keychain*.
5. Your personal folder will open.