

CONFIGURE YOUR WUALA BUSINESS STORAGE

Wuala recommends that the administrator for your Business storage follows all instructions to create and manage your Company on Wuala.

WUALA BUSINESS: YOUR COMPANY

Your Wuala Starter Code allows you to build a profile for your team. Your Wuala business, called a *Company*, features 100GB of secure online storage and supports up to five *Wuala Business Groups*. A Business Group may be thought of as a single volume that is contained within your Wuala Company. Since they act as the storage volumes, you will use the Business Groups to host your folders and files. A single Business Group supports up to five users, including the administrator.

Example Wuala Company Account

CloudCentre has decided to use Wuala Business to enhance its digital workflow. The administrator, Davidadmin, already has personal Wuala storage and will now create a Wuala Company for CloudCentre. Once the Company is created, Davidadmin can add up to five Wuala Business Groups to store the CloudCentre's data. The Business Groups are expected to optimize data organization and collaboration. For example, Business Groups will be assigned as:

- *CloudGroup-01* to store all documents that pertain to the general business.
- *CloudCentre-Photos* to store the company's image library.
- *CloudCentre-Creative* to store all advertising and artwork.
- *CloudCentre-Accounting* to store invoices for accounts payable/receivable.
- *CloudCentre-Human Resources* to store files critical to managing personnel.

Of course, not all members of the company require access to all of CloudCentre's Business Groups. Therefore, Davidadmin gives the Human Resources department access to its own Business Group, the Accounting team access to its own Business Group, etc. Each Business Group supports up to five users, including the administrator. This means that an administrator can invite more than five users to join the Company Account since each Business Group will be accessed by different users per department.

YOUR COMPANY

Wuala Business is easy to integrate into your company's workflow. Before getting started, please confirm that:

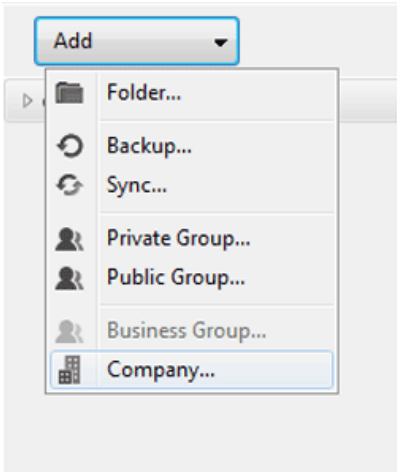
- Wuala is installed on your computer and that you have configured your Wuala personal storage. If you do not have Wuala storage, please go to [Create a New Account](#).
- You have a Wuala Business Starter Code. To order a Wuala Business Starter Code, please go to [Wuala Business Starter Code](#). Details on pricing are available at [Wuala Business](#).

Wuala Business Trial Offer: Wuala offers a special 30-day trial pack if you would like to try our secure online storage before purchasing the Business Starter Code. Once you and your team have seen how easy it

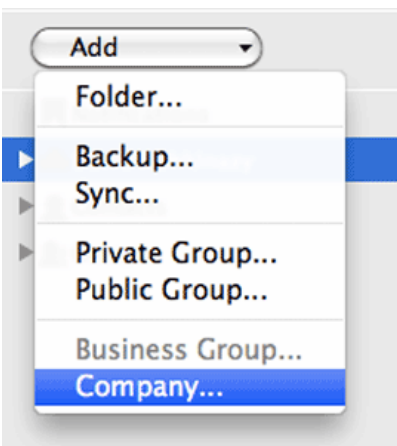
is to work together on Wuala, we are confident that you will be hooked! Visit [Wuala Business Trial](#) for more information.

Add Company

1. Log on to your Wuala account.
2. Select **Add > Company**.

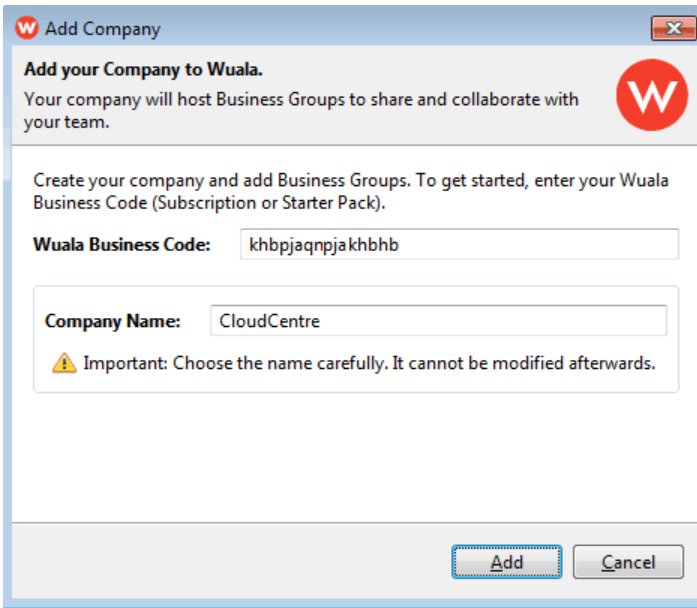


Windows



Mac

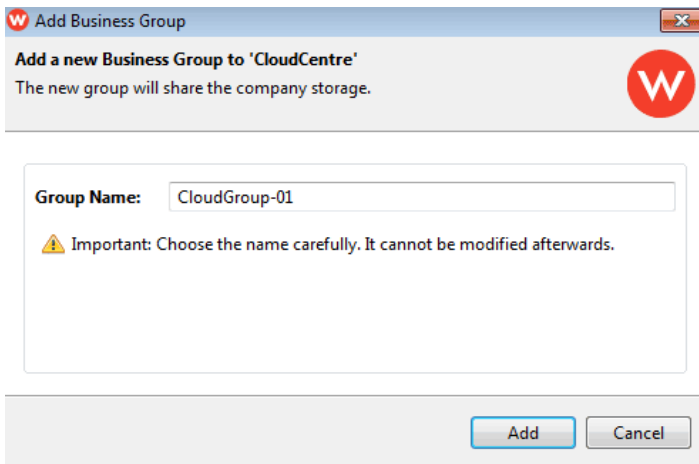
3. Enter your Wuala Business Code and Company Name. The code is case insensitive and dashes are not required. NOTE: **The Company Name cannot be changed once it has been accepted.**



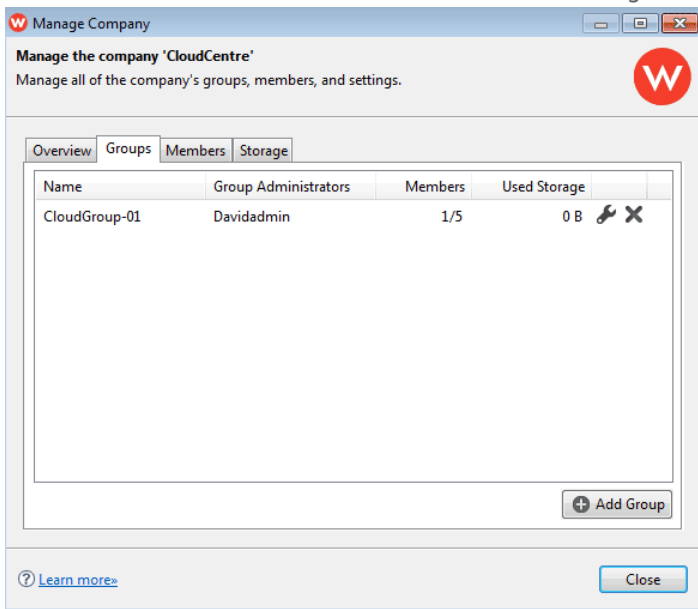
4. A prompt will ask you to create a Business Group for your company. The Business Group is the volume that hosts your company's folders and files on Wuala. Click **Add Group**.



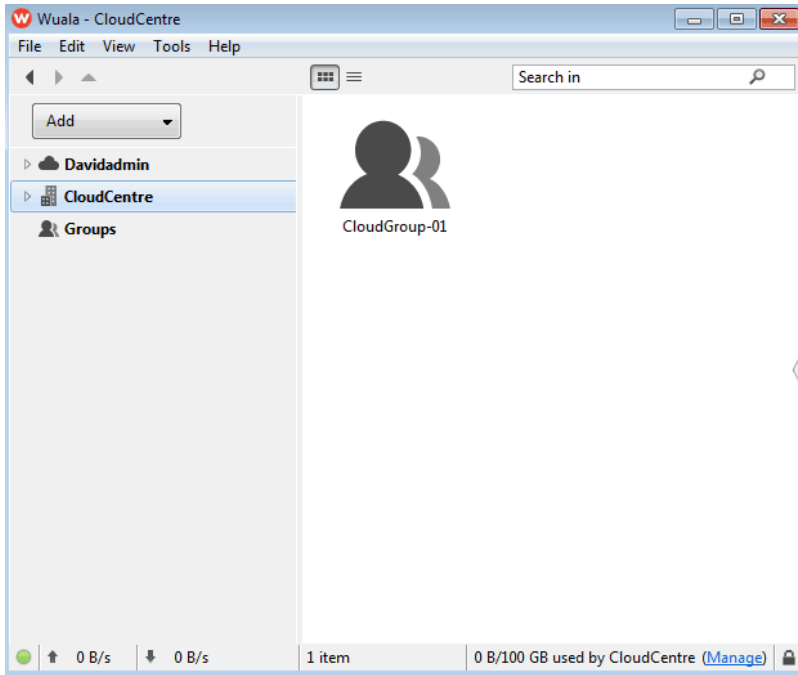
5. Enter a name for your Wuala Business Group. NOTE: **The Company Name cannot be changed once it has been accepted.**



6. Your Wuala Business Group is now ready to use. See [Manage Your Wuala Business Storage](#) and [Add/Manage Members](#) to learn how to administer and add colleagues to your Wuala Business Account.



Your Business Group within the Manage Company window



Your company account is available below your personal account

Note on the Wuala Business Group Administrator: By default, the person who creates the Company and Business Group is the administrator. In addition to full access to all data stored within the Business Group, an administrator will add users and manage their access rights.

Note on Groups: A single Wuala Business Code supports up to five groups. You may purchase additional groups and users at [Wuala Business](#).