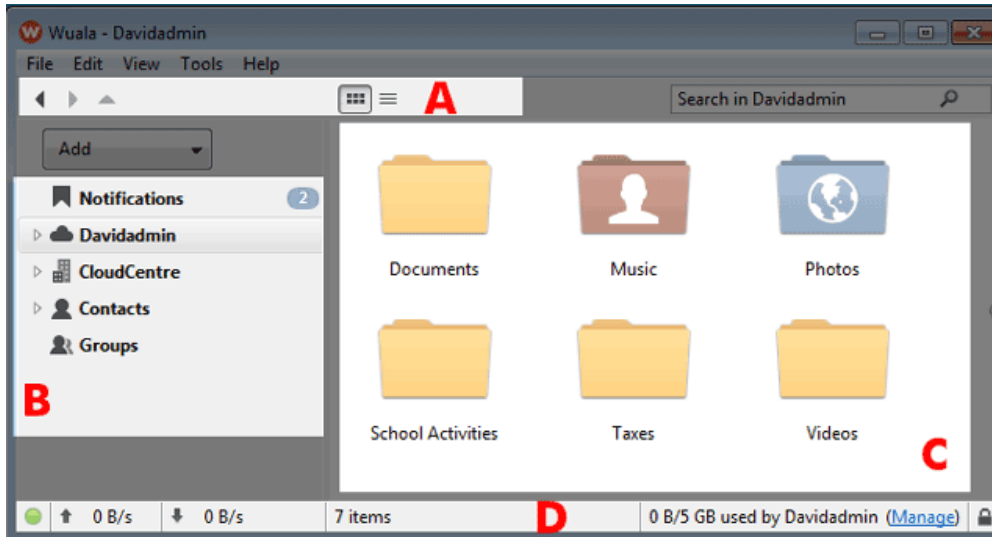


# GET FAMILIAR WITH THE WUALA INTERFACE

The default Wuala interface has two columns with two primary panes.



- A - [Toolbar](#)
- B - [Wuala account directory](#)
- C - [Folders and files](#)
- D - [Status bar](#)

## TOOLBAR

The icons represent:

- *Back and Forward* arrows



- Return arrow to the master directory (*User, Contacts, Groups*)



- View folders as *Thumbnails* or *Details*

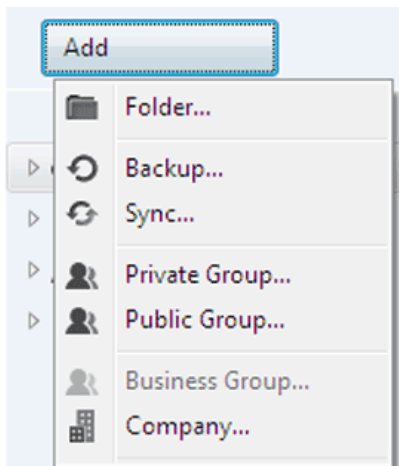


**Thumbnails**



**Details**

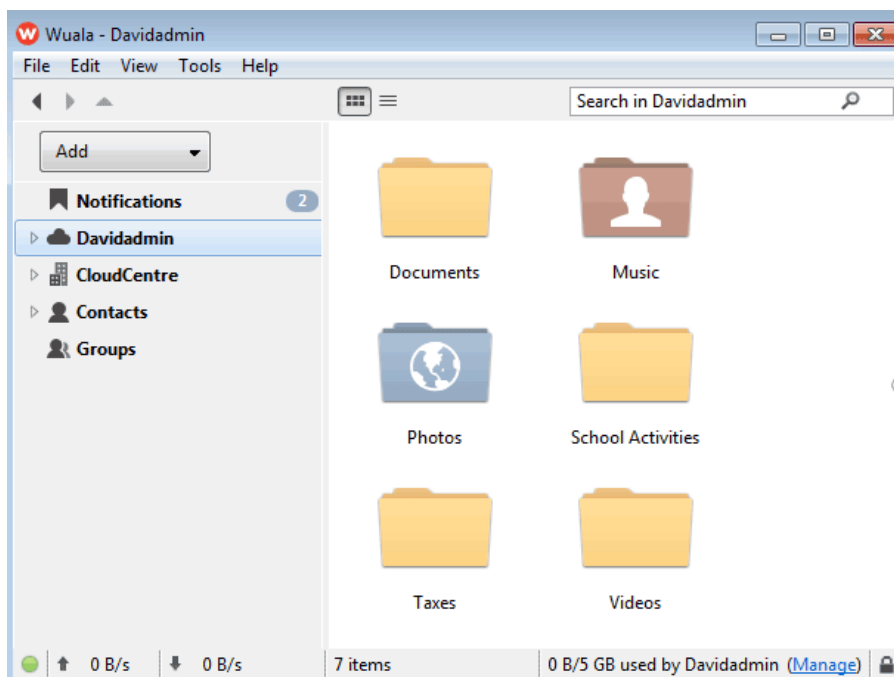
- Click **Add** to create a new *Folder, Backup, Sync, Group, or Company*.



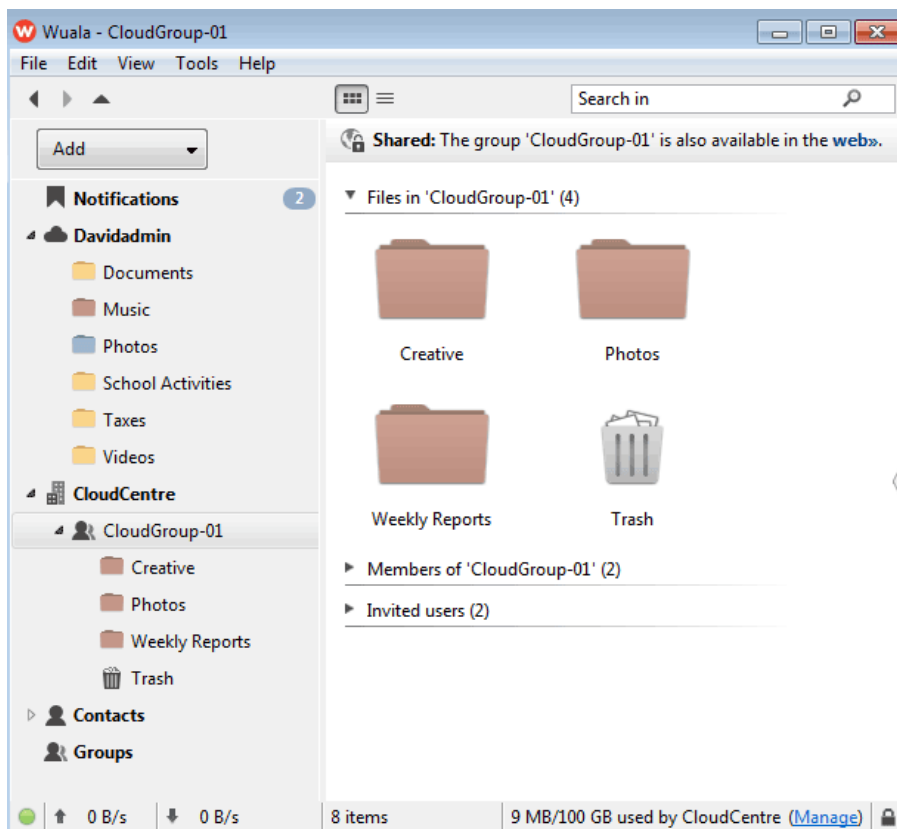
## WUALA STORAGE DIRECTORY

The first column from the left lists your directory of Wuala accounts and groups:

- **Notifications** - Recent updates to files are available for review.
- **Personal folders and files** - Users receive 5GB of free secure cloud storage with the option to upgrade. This storage remains separate from the Company storage listed in **Groups** below.



- **Company** - Your Company storage and Business Groups. In the example below, the name of the Company is *CloudCentre*.



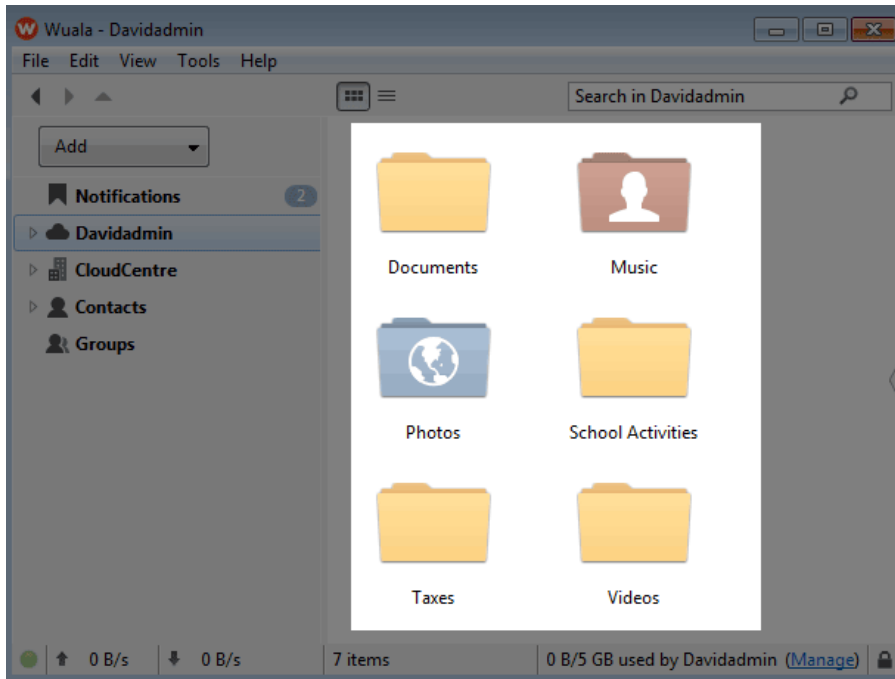
- **Contacts** - Look at files that your Wuala contacts want to share with you.
- **Groups** - Access files shared by other Wuala users.

### Notes:

- When first creating an account, you may only find the folders and files within the first column. Contacts and Groups will appear once you have added them to your account.
- A single Wuala Business Starter Code includes 100GB with the option to upgrade.

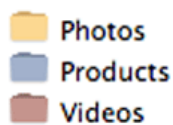
## FOLDERS AND FILES

The second column from the left gives you a larger perspective of your folders and files.



Folders are colored by access rights:

- Yellow - Private folder that can only be accessed by the user.
- Blue - Public folder that the user has opened for anyone to access. It can be found on a standard internet search engine and its contents are available to everyone.
- Red - Shared folder with access to a select group. The user has chosen to share files in the folder with a limited amount of people. Please note that folders within groups are red since they are shared.



A folder can have an icon that indicates it is being used for:

- *Backup*



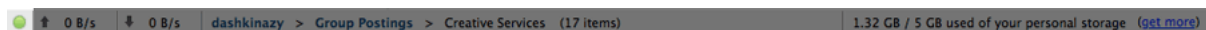
- *Sync*



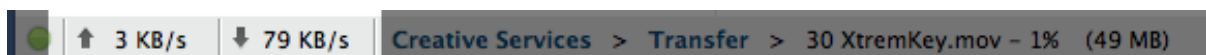
## STATUS BAR

The icons represent:

- A green LED indicates the user is online. The LED will turn red if internet connectivity is lost.



- Upload and Download progress bars



- File path and size



- Storage capacity used and available; link to add more storage and users to your account



The Status Pane storage capacity will differ according to the storage being accessed by the user:

- When accessing storage in a group, the capacity of the storage group is used.

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