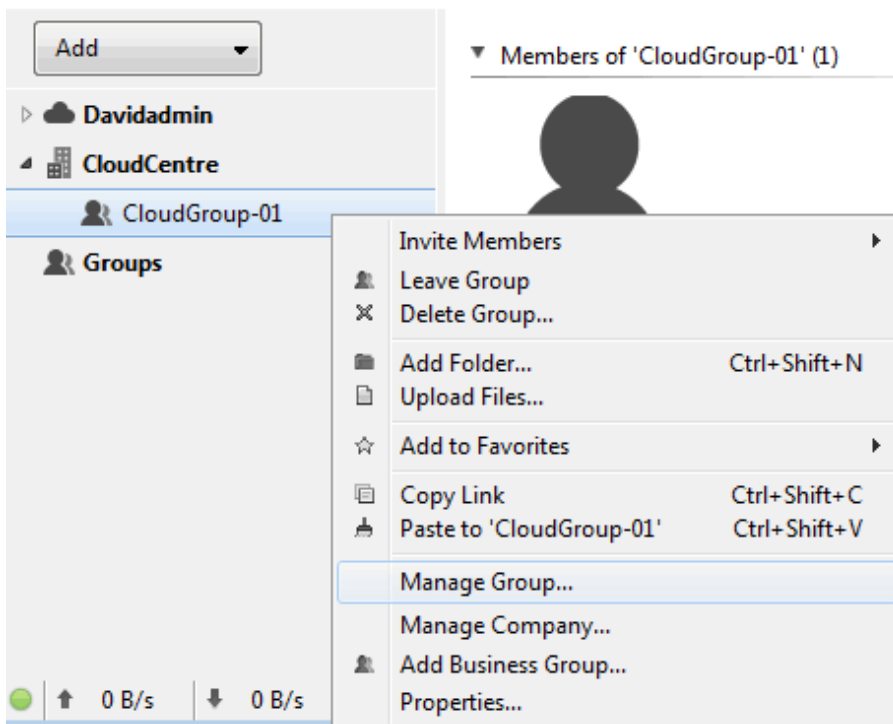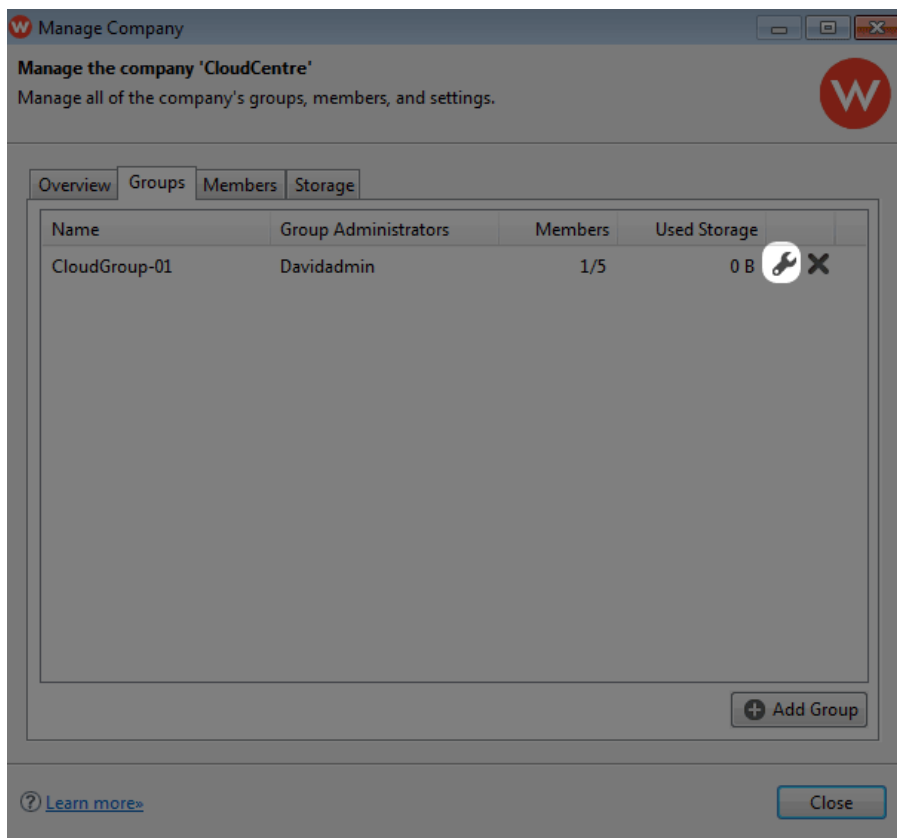# MANAGE A BUSINESS GROUP

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

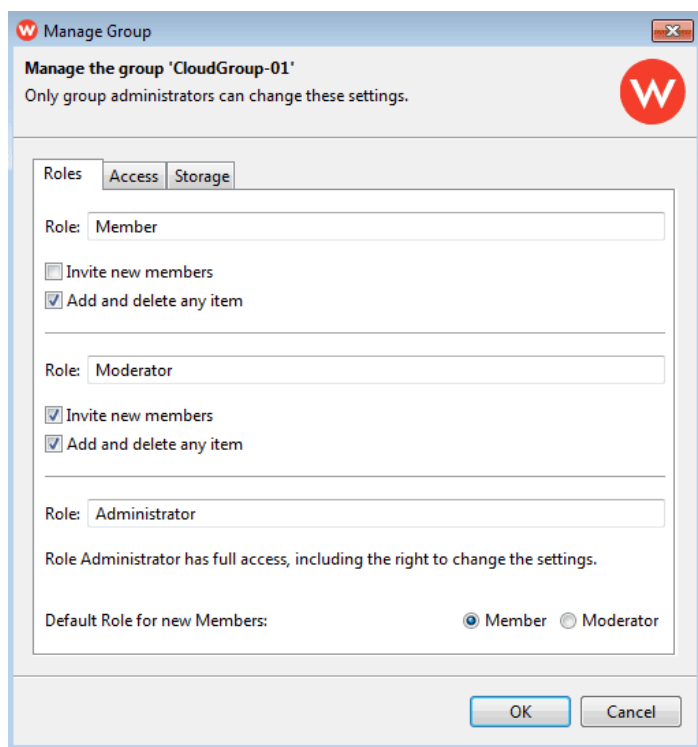There are three ways to access the Manage Group window:

- Select **File > Manage Group...**
- Right click on the Business Group Name to choose **Manage Group...**.

- Click the **Manage Group** icon (wrench) within the Manage Company settings (*Group* tab).

The Manage Group window includes three tabs that allow the administrator to manage access rights and storage for a specific Business Group.
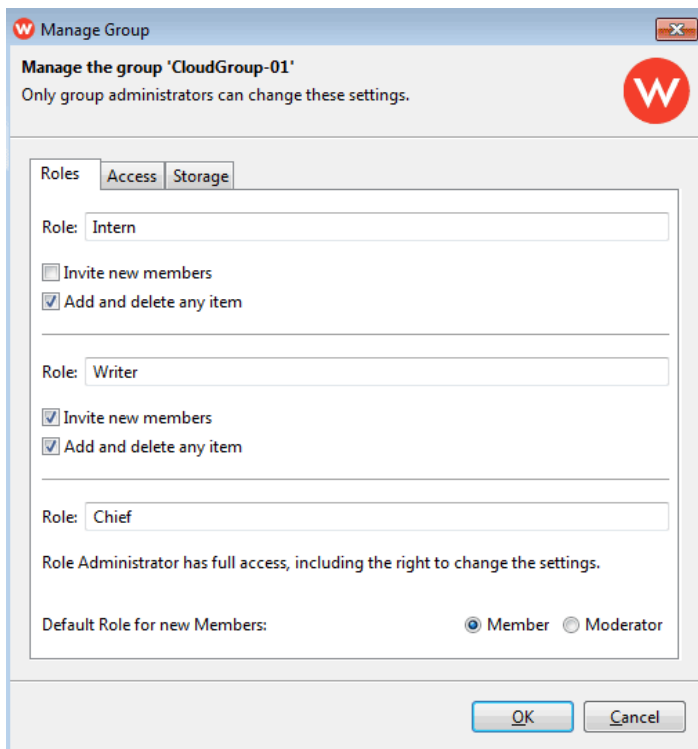

- Roles
- Access

- [Storage](#)

ROLES

Review and adjust the definitions of roles assigned to Members of the Wuala Business storage. The default defintions are:
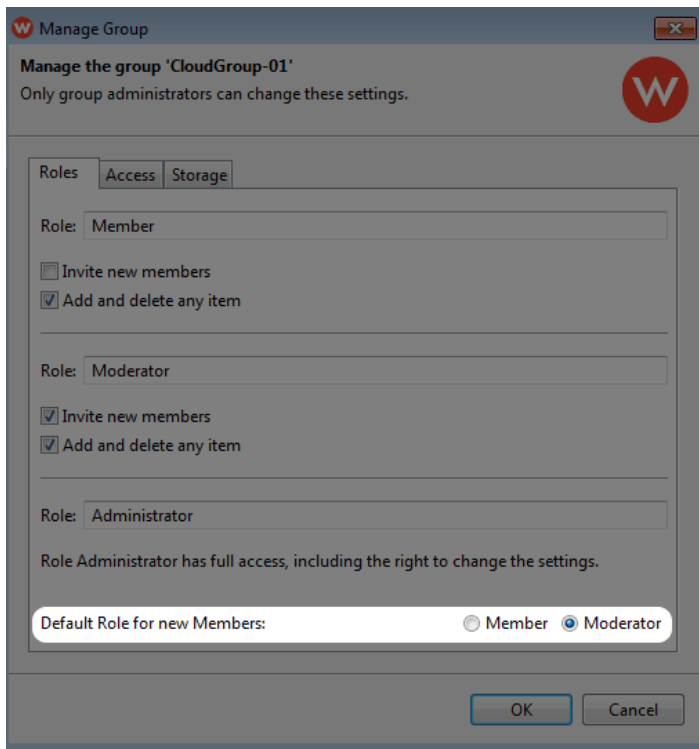
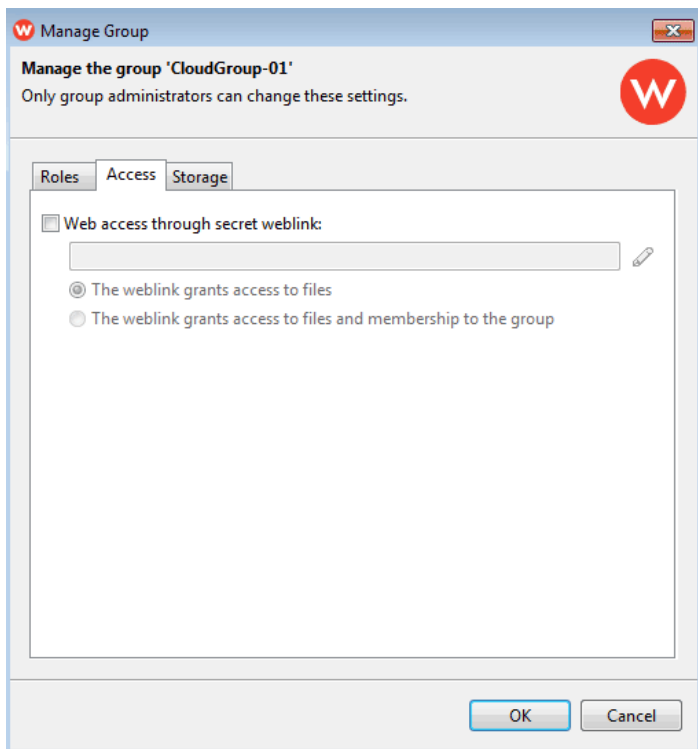|	Member	Moderator	Administrator
Read/Write Access	Yes	Yes	Yes
Invite New Members	No	Yes	Yes
Adjust Group Settings	No	No	Yes

The administrator can adjust Role default settings.

- Edit the names of the Roles to match your business. For example, *Member* to *Intern*, *Moderator* to *Writer*, and *Administrator* to *Chief*. See the image below:

- Select or deselect permissions for one or more Roles. For example, give Members the right to Invite new members by checking the box.
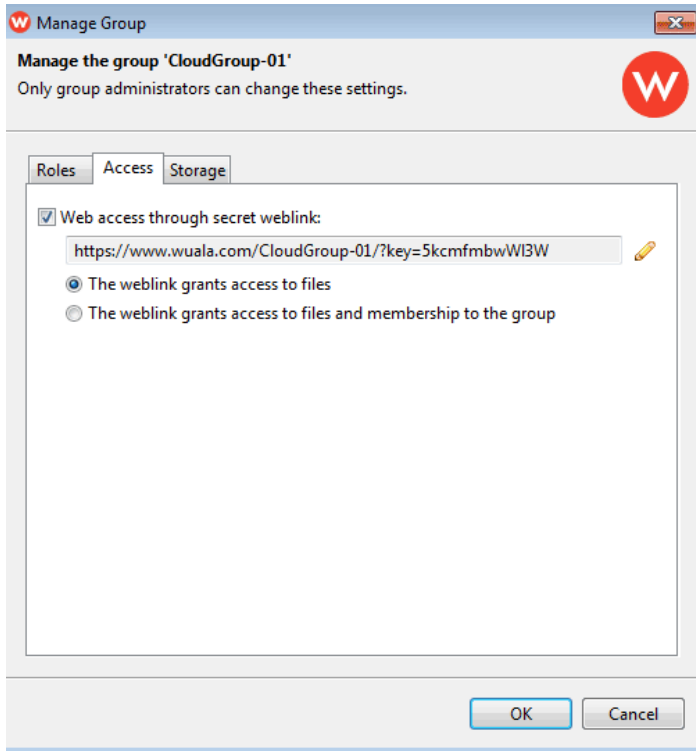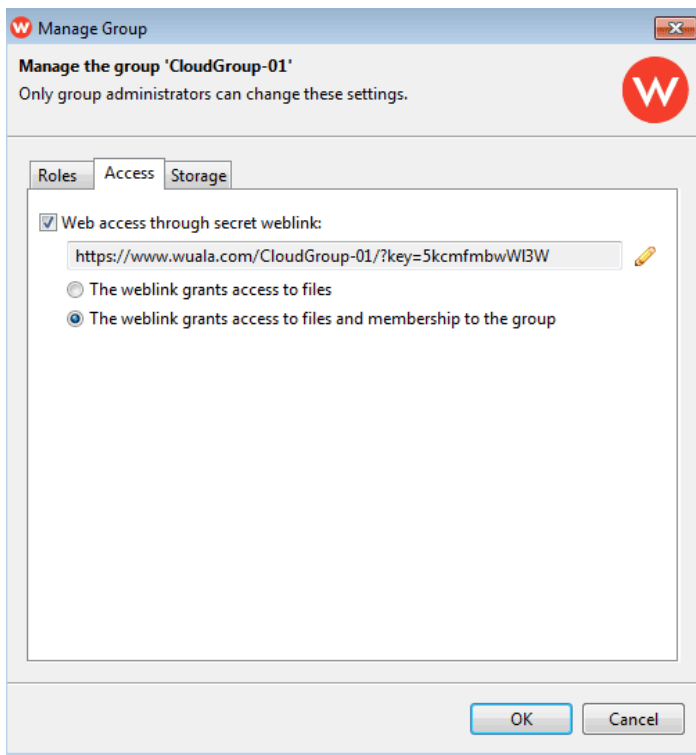- Reassign the Default Role for new members from *Member* to *Moderator*.

ACCESS

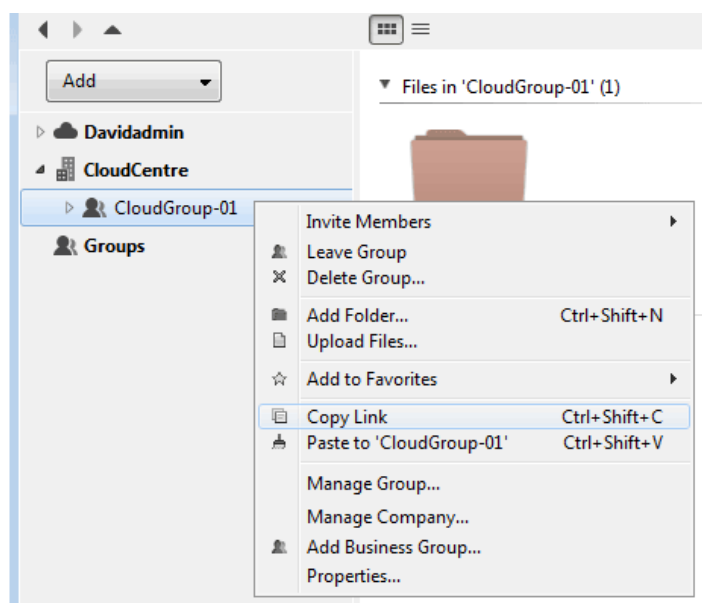Give clients and colleagues access to files stored in the Business Group:

1. Check the box next to *Web access through secret weblink:*
2. Select the appropriate radio button. You can send a link that will:
   - Grant access to files.

   - Grant access to files and membership to the Business Group. Wuala recommends using this option **only** with someone who has a personal Wuala account (see Access to files and membership to the Business Group).

3. Click **OK**. Note: You must accept the link by selecting OK.
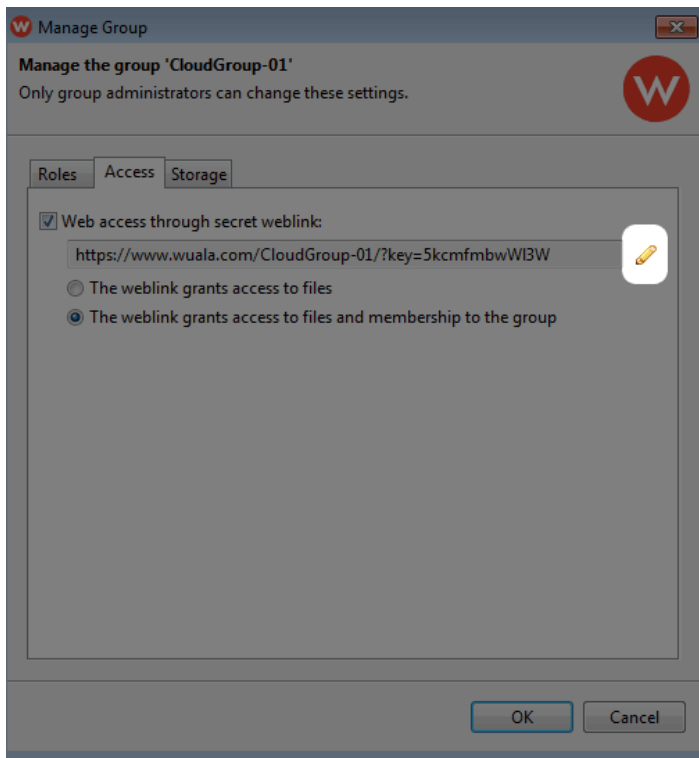4. Right click on the Business Group to select **Copy Link**.

5. Paste the link to an email meant for your client, colleague, or collaborator.
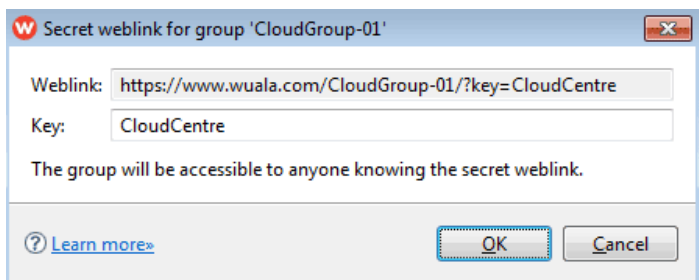6. The recipient will have access to all the files in your Business Group.

Personalize Your Weblink
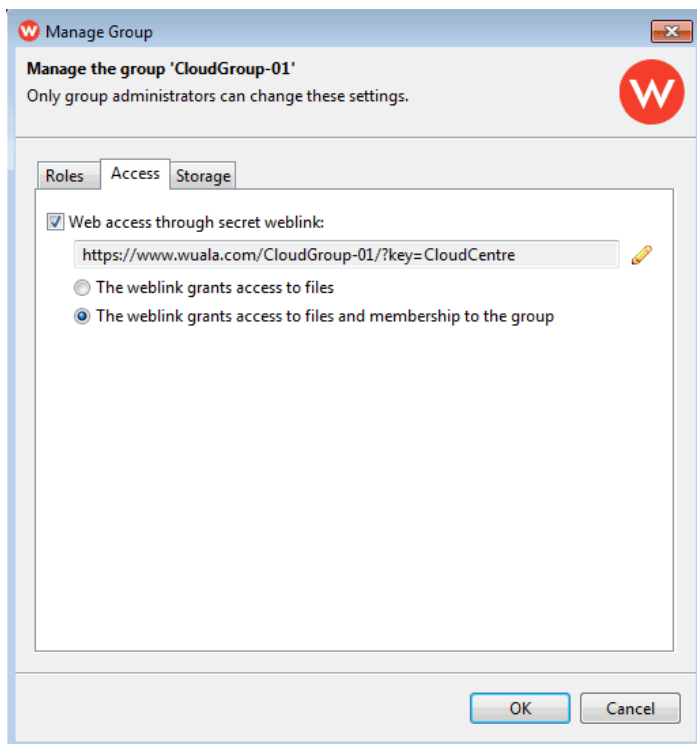
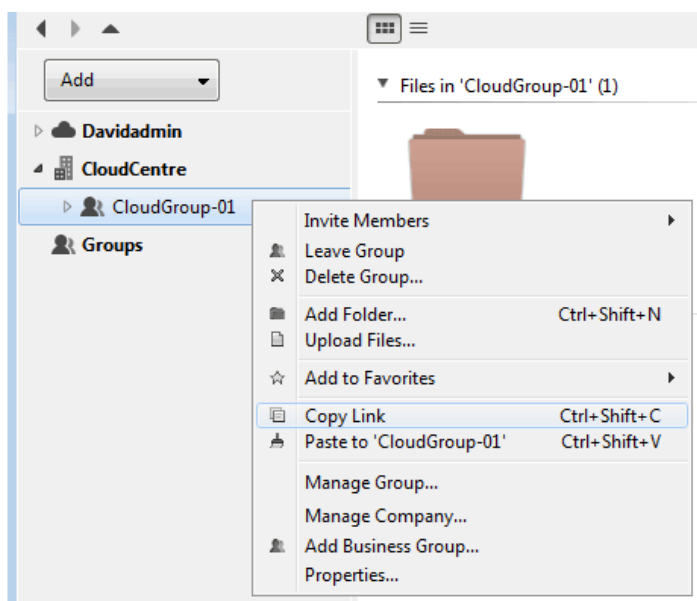To personalize your secret weblink:

1. Select the pencil icon.

2. In the *Key* field, type the key word you wish to use for your weblink. In the example below the administrator has used the name of the company.

3. The weblink will reflect your revisions.

4. Click **OK**. Note: You must accept the link by selecting OK.
5. Right click on the Business Group to select **Copy Link**.

6. Paste the link to an email meant for your client, colleague, or collaborator.
7. The recipient will have access to all the files in your Business Group.

Access to files and membership to the Business Group

By selecting the option to grant membership to your Business Group, the recipient can both enjoy the Business Group files as well as collaborate with your team. To use this option in the *Access* tab, Wuala recommends that
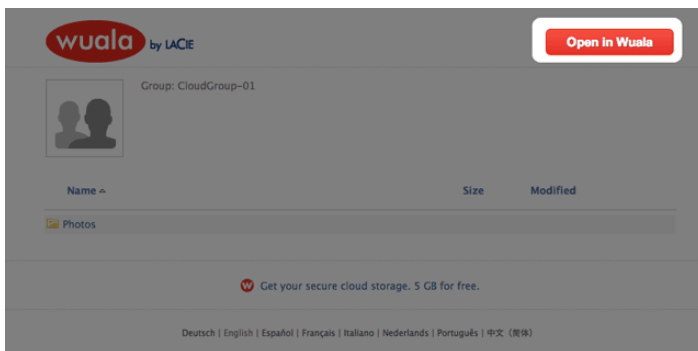
recipients:

- Already have a personal Wuala account.
- Follow the directions below.
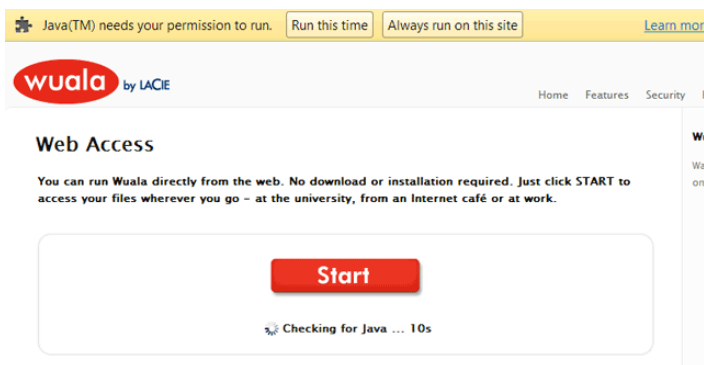
Steps to join the Wuala Business Group using a Weblink

> **Important note for Mac users:** Java must be enabled on your computer.

The recipient of the Wuala weblink must follow the steps below in the exact order:
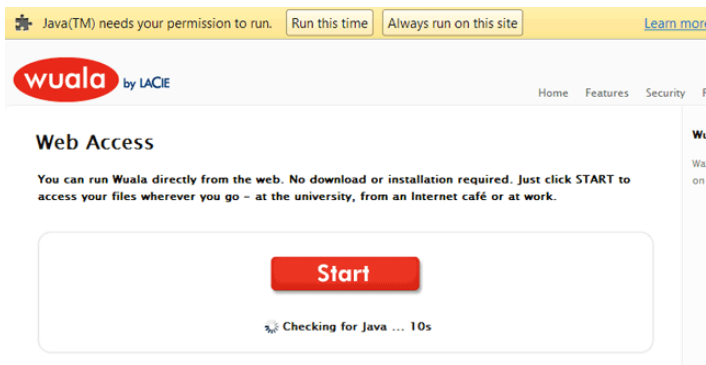
1. Log onto Wuala using a personal account
2. Open the email with the weblink and click on it to launch your default internet browser.
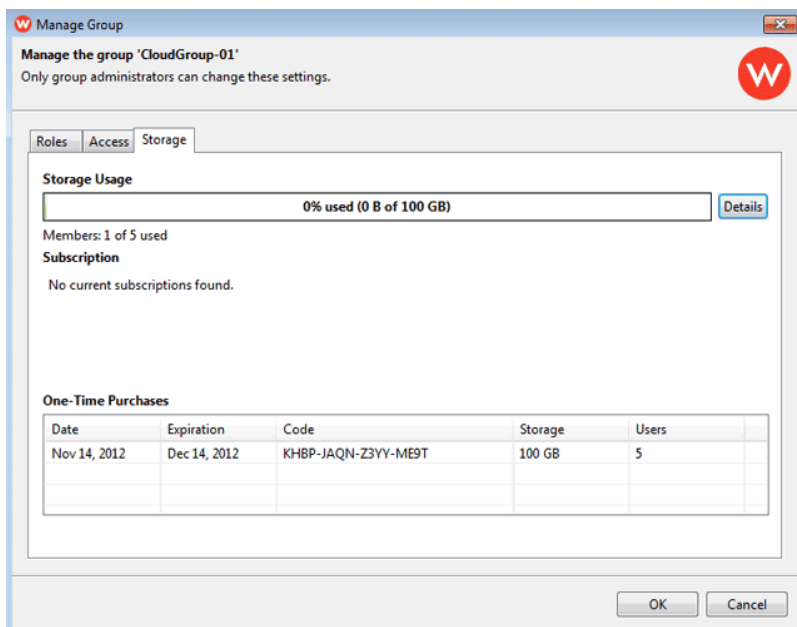3. Click on the **Open in Wuala** button on the top right of the browser.

4. The Wuala website will open and search for Java on your computer. You may receive a message asking if you wish to run Java. Allow Java to run if you wish to continue.

5. An option to **Join** the Business Group will be available within Wuala.

STORAGE

This tab provides a quick summary of the:

- Total members of the Business Group
- Wuala Subscriptions
- Percentage of company storage used
- One-time purchases

Note on *One-time purchases*: Codes acquired from Wuala for secure cloud storage capacity, Business Groups, and Members. All codes associated with your Wuala Business storage will be listed here. Dates of purchase and expiration are available for reference.

Click **Details** in the *Storage* tab to review the storage capacity used by this and other Business Groups

associated with your Wuala Business storage. Administrators for each Business Group are also listed.