



Made for ideas.

## WUALA BUSINESS: USER MANUAL



CLICK **HERE** TO ACCESS AN **ONLINE VERSION**

of this document. Online User Manuals feature up-to-date content, expandable illustrations, easier navigation, and search capability.

# INTRODUCTION

Thank you for choosing Wuala Business to manage and share your company's data. Wuala by LaCie gives you access to your documents from any computer or mobile device with a connection to the internet. You and your team members can view files in the office, at home, or on the go. No matter how your company works on documents stored on Wuala, you can rest assured that your data is safe from unauthorized access. Wuala uses high-level encryption technologies AES, RSA, and SHA to guarantee that critical files are secure and that a Wuala password never leaves the computer. Only your team members with a login and password can view and edit files. Even LaCie, as the service provider, cannot see one byte of your data.

This manual will help you create your Wuala Business account and explain its features. For additional questions on usage, please consult the [Getting Help](#) page or [Wuala Frequently Asked Questions](#).



## TABLE OF CONTENTS

Chapter
<a href="#">Minimum System Requirements</a>
<a href="#">Create a New Account</a>
<a href="#">Get Familiar with the Wuala Interface</a>
<a href="#">Configure Your Wuala Business Storage</a>
<a href="#">Manage Your Wuala Business Storage</a>
<a href="#">Manage a Business Group</a>
<a href="#">Add/Manage Members</a>
<a href="#">Share Groups or Folders Using Secret Weblinks</a>
<a href="#">Mobile Access</a>
<a href="#">Upgrade your Business Storage: Add Storage, Users, and Groups</a>
<a href="#">Renew your Wuala Business Storage or Move from a Trial Account to a Full Account</a>
<a href="#">Wuala Features Overview</a>
<a href="#">Getting Help</a>

# MINIMUM SYSTEM REQUIREMENTS

## COMPUTER

- Latest version of:
  - Windows® XP, Windows Vista®, Windows 7, or Windows 8
  - Mac® OS X 10.6, 10.7, or 10.8
  - Linux 2.6 or later
- Internet access (broadband recommended)
- Web browsers: Internet Explorer™ 7.0 / 8.0 Firefox™ 3.0, Safari™ 3.0, or Chrome 2.0 or higher
- Java 6 (also referred to as version 1.6)

**Note on Java:** At the time of this writing, Java 7 is not recommended for use with Wuala.

## MOBILE

- iOS 5.0 or later
- Android 2.2 or later

# CREATE A NEW ACCOUNT

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

## PERSONAL AND BUSINESS WUALA STORAGE

All Wuala Business users must have personal Wuala storage, including the administrator. Please note that Wuala personal storage is never confused with your Wuala Business storage since they remain separate (see [Get Familiar with the Wuala Interface](#)). Additionally, all Wuala users receive 5GB of free secure cloud storage so your team members will experience enhanced data collaboration both at work and at home.

**Existing Wuala Users:** Go directly to [Configure Your Wuala Business Storage](#) to get started.

**New Wuala Users:** Follow the instructions below to install the Wuala application on your computer and configure Wuala personal storage.

**Important info:** Coworkers that already have Wuala personal storage should provide the Business storage administrator with their Wuala contact names. Please note that the administrator can create new Wuala personal storage for coworkers who have yet to join.

## WUALA FOR YOUR COMPUTER

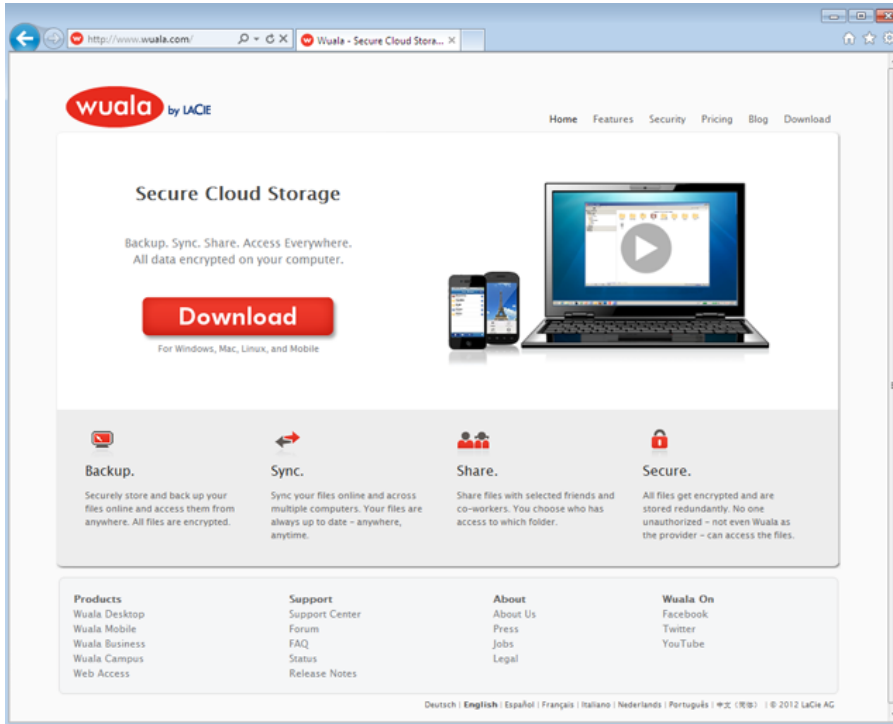
Please follow the instructions for downloading and installing Wuala according to your operating system:

- [Windows](#)
- [Mac](#)

## Download and Install Wuala on Windows

To download Wuala onto your computer, please open your preferred browser and go to [www.wuala.com](http://www.wuala.com).

1. Click on **Download**.

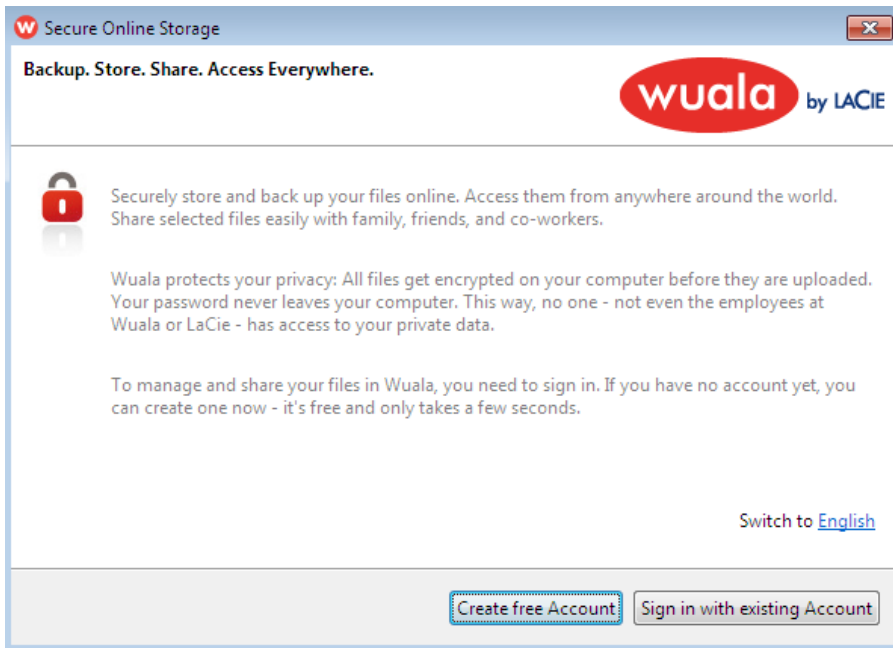


2. Depending upon the browser, you may receive a prompt asking if you wish to download or run the installer. Wuala recommends that you choose **Run** or its equivalent.
3. Once the installer has downloaded, the *Welcome to Wuala Setup* window will appear. Click **Next** to follow the installer prompts. If you are prompted to add drivers such as CBFS update, please follow the installation directions to completion. You may be asked to reboot your computer.



## First Launch - Wuala on Windows

1. Launch Wuala from **All Programs/Programs**.
2. A prompt will ask you to sign in or create a new account. If you already have an account, select **Sign in with existing account** and skip to [Configure Your Wuala Business Storage](#). If you do not have an account with Wuala, click **Create free Account**. An email will be sent confirming your Wuala account.



3. Fill in all the applicable fields. **Please note that the *Promo code* is not the same as the *Wuala Business Starter Code*.** Check the box next to *I have read and agree with the Terms of Service* then click **Create Account**.



**New Wuala Account**

**Welcome to Wuala**  
All data is encrypted on your computer before it is uploaded to Wuala.  
Securely manage your files online with Wuala.

Username: Davidadmin

Email: davidadmin@cloudcentre.com

Password: ••••••••

Confirm password: ••••••••

Password hint: In-house standard

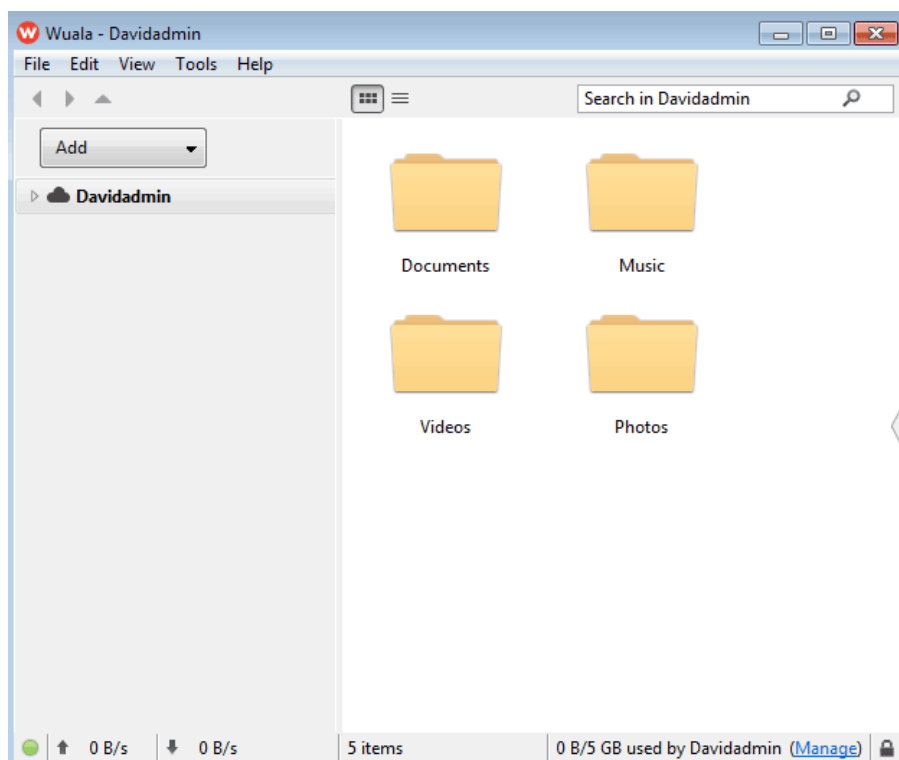
To protect your privacy, your password never leaves your computer. As a consequence, we cannot reset it nor send it to you should you ever forget it. [Learn more»](#)

Wuala Code (optional):

☒ I have read and agree with the [Terms of Service»](#)

[? Learn more»](#) **Create Account** **Cancel**

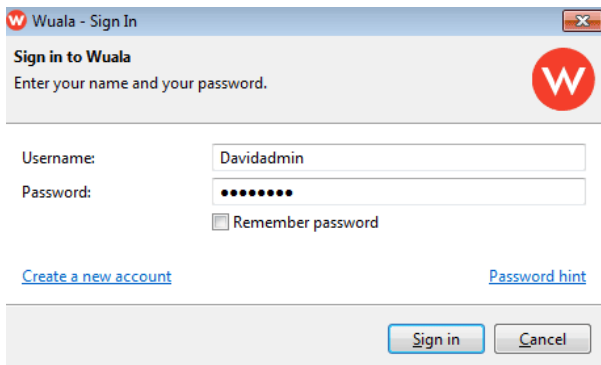
4. Your personal account has been created. Go to [Configure Your Wuala Business Storage](#) to get started with your company's Wuala Business Account.



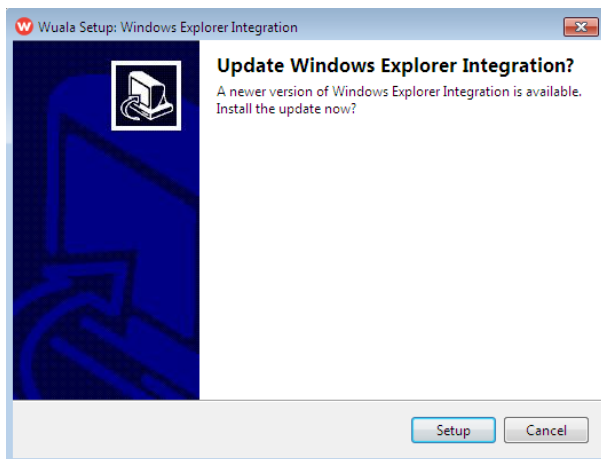


## Notes on installation:

- If Wuala does not open immediately, please launch the application again from **All Programs/Programs**. At the prompt, select **Sign in with existing Account** then enter the login and password you created.



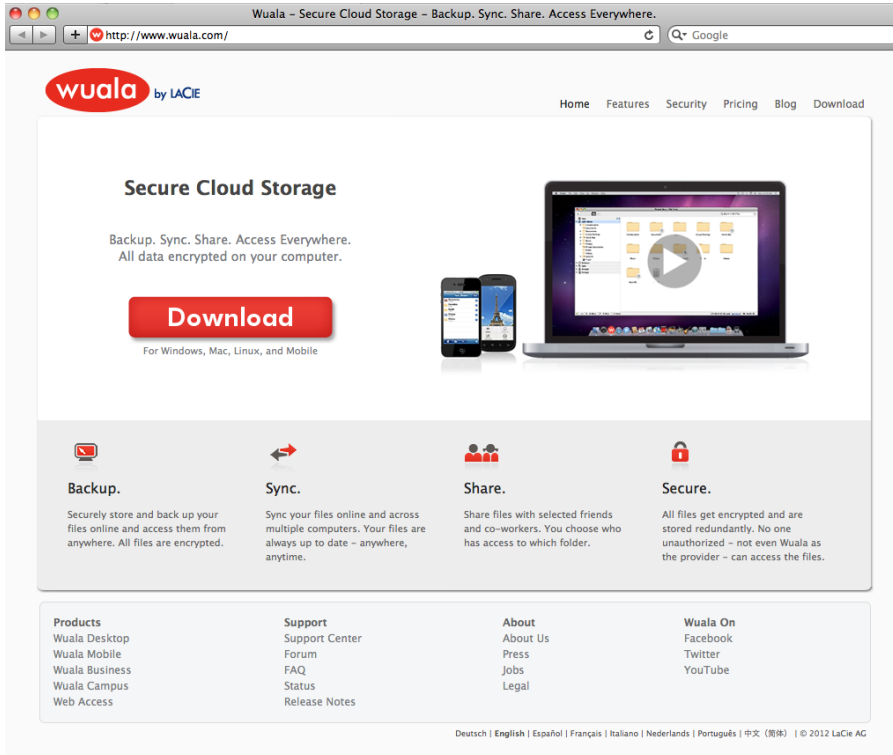
- A second update for Windows Explorer Integration may be required. If you are prompted, please click **Setup** to complete the installation steps and reboot your computer.



## Download and Install Wuala on Mac

To download Wuala onto your computer, please open your preferred browser and go to [www.wuala.com](http://www.wuala.com).

1. Click on **Download** to download Wualainstaller.dmg onto your computer.



2. Open the Wualainstaller.dmg file to begin the installation.
3. Wuala requires OSXFUSE to run properly on your Mac. If it is not already installed, please click twice on OSXFUSE.pkg to begin the installation.
4. Follow the installation steps for OSXFUSE. You may be prompted for the administrator's login and password.

## First Launch - Wuala on Mac

Configure your Wuala personal storage:

1. From the desktop, select **Go > Applications** and click twice on the Wuala application.
2. You may receive a Mac OS prompt. Please select **Open** to continue.
3. A prompt will ask you to sign in or create a new account. If you already have an account, select **Sign in with existing account** and skip to [Configure Your Wuala Business Storage](#). If you do not have an account with Wuala, click **Create a new account**.
4. Fill in all the applicable fields. **Please note that the *Promo code* is not the same as the *Wuala Business Starter Code***. Check the box next to *I have read and agree with the Terms of Service* then click **Create Account**.

Learn more»'. There is also a 'Wuala Code (optional):' field. At the bottom, there is a checkbox labeled 'I have read and agree with the [Terms of Service»](#)' which is checked. The footer contains a link '? [Learn more»](#)', a 'Cancel' button, and a 'Create Account' button."/>

**New Wuala Account**

Welcome to Wuala  
All data is encrypted on your computer before it is uploaded to Wuala.  
Securely manage your files online with Wuala.

Username: Davidadmin

Email: davidadmin@cloudcentre.com

Password: .....

Confirm password: .....

Password hint: In-house standard

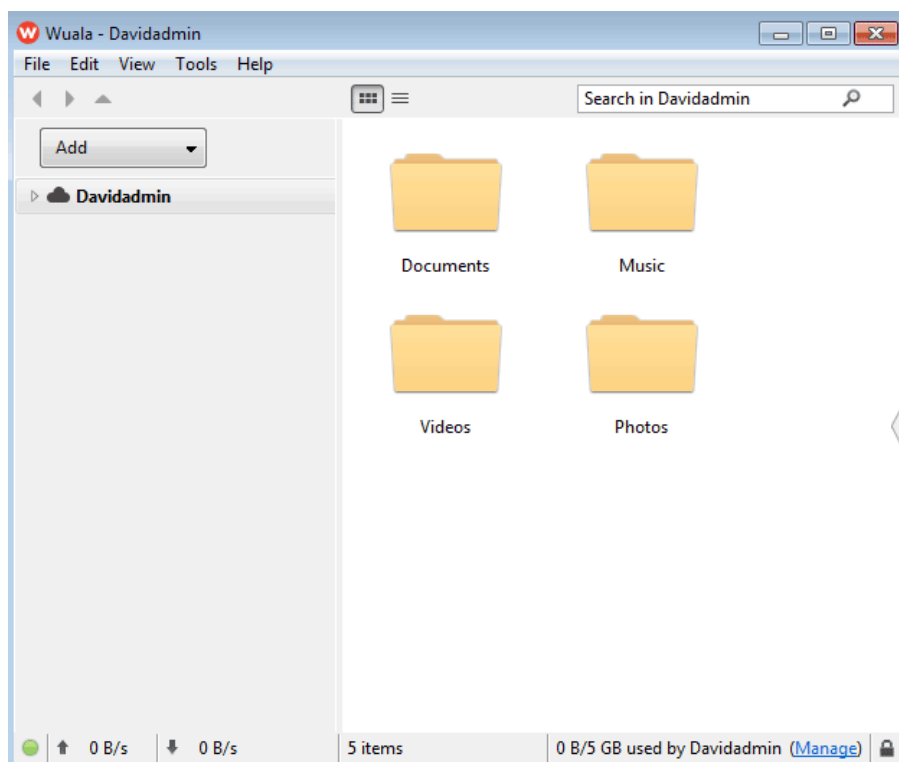
To protect your privacy, your password never leaves your computer. As a consequence, we cannot reset it nor send it to you should you ever forget it. [Learn more»](#)

Wuala Code (optional):

☒ I have read and agree with the [Terms of Service»](#)

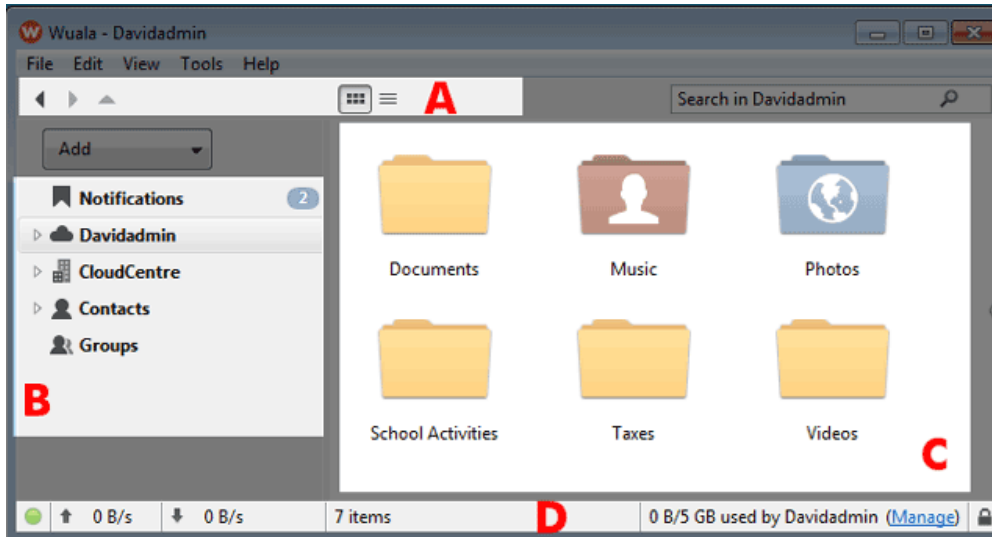
? [Learn more»](#) Cancel Create Account

5. Your personal account has been created. Go to [Configure Your Wuala Business Storage](#) to get started with your company's Wuala Business Account.



# 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*

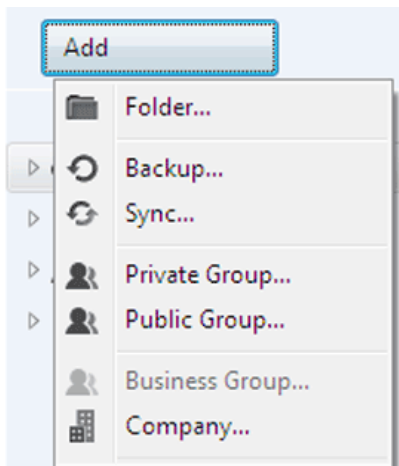


**Thumbnails**



**Details**

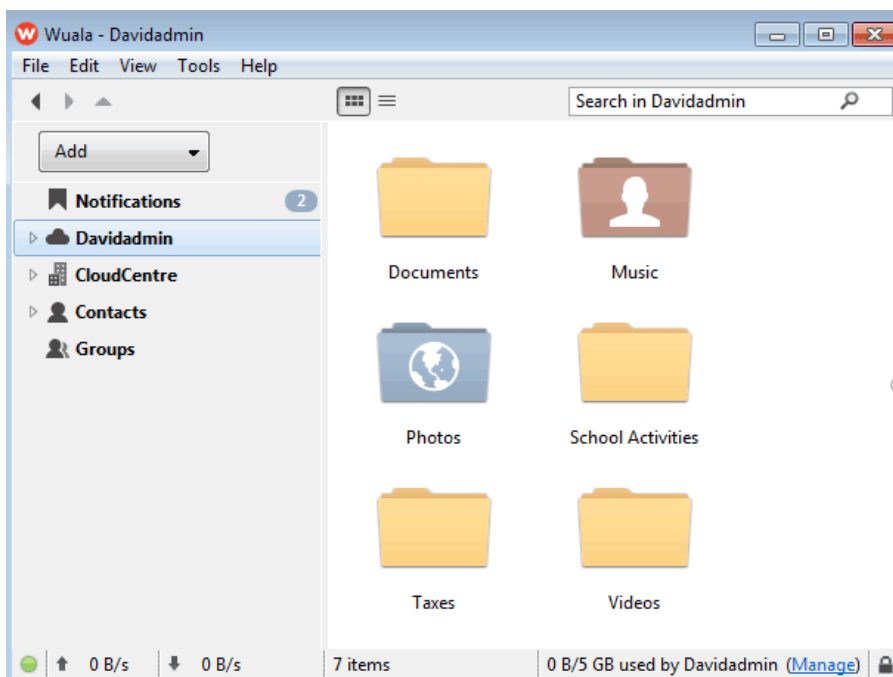
- Click **Add** to create a new *Folder, Backup, Sync, Group, or Company*.



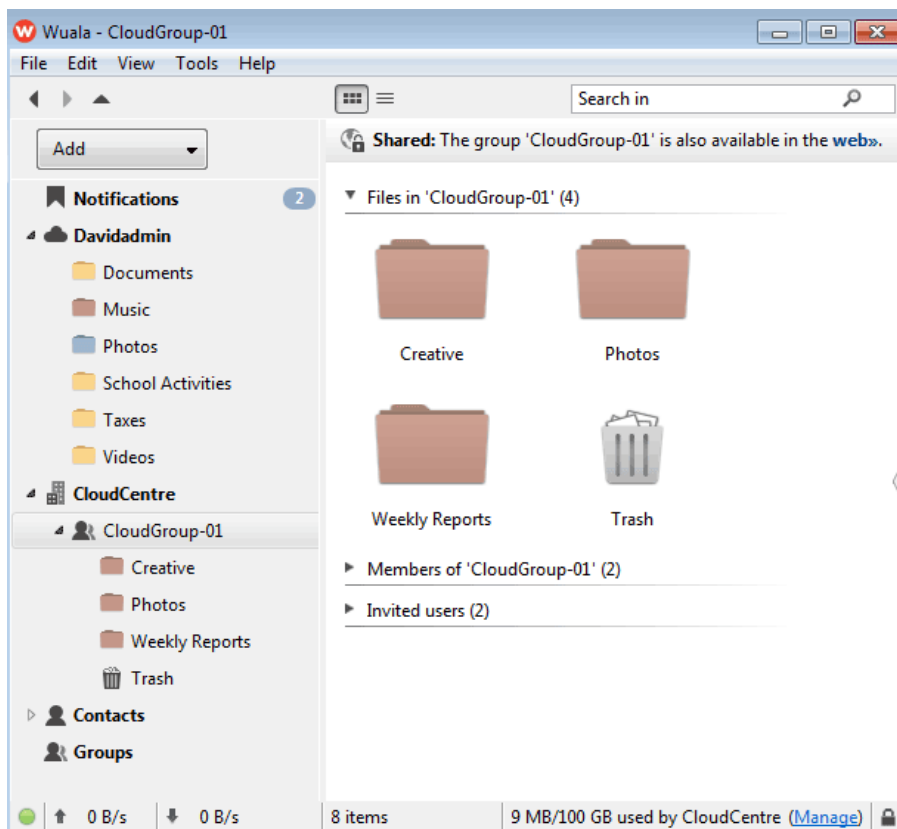
## WUALA STORAGE DIRECTORY

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*.



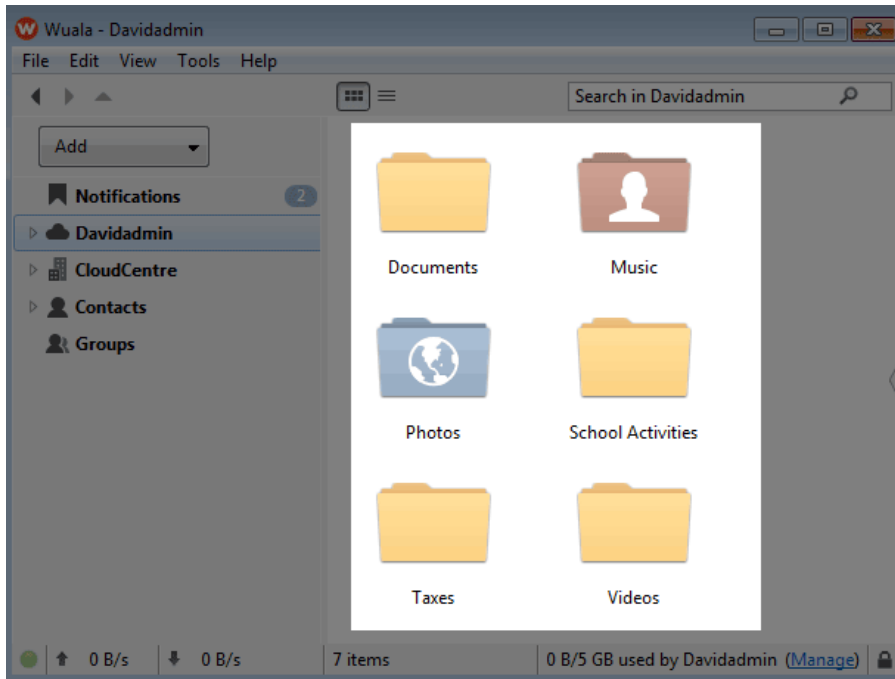
- **Contacts** - Look at files that your Wuala contacts want to share with you.
- **Groups** - Access files shared by other Wuala users.

#### 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.

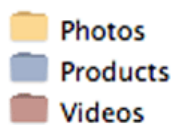
## FOLDERS AND FILES

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*

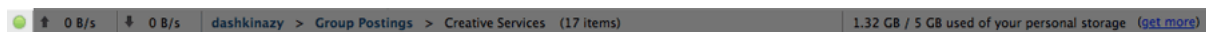




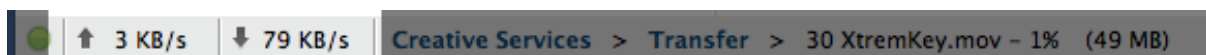
## STATUS BAR

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:

- Whichever storage capacity is being accessed by the user, the capacity of the Status Pane will be the same.

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# 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:

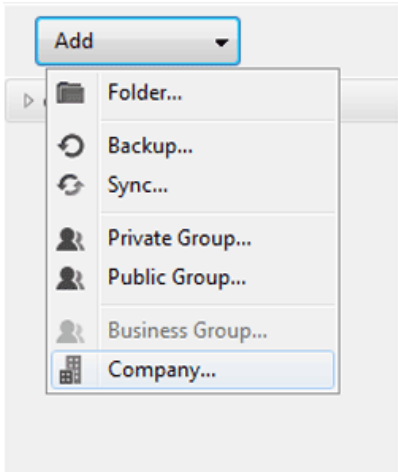
- Wuala is installed on your computer and that you have configured your Wuala personal storage. If you do not have Wuala storage, please go to [Create a New Account](#).
- You have a Wuala Business Starter Code. To order a Wuala Business Starter Code, please go to [Wuala Business Starter Code](#). Details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

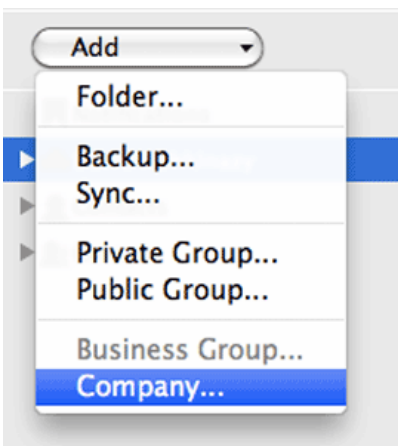
is to work together on Wuala, we are confident that you will be hooked! Visit [Wuala Business Trial](#) for more information.

## Add Company

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



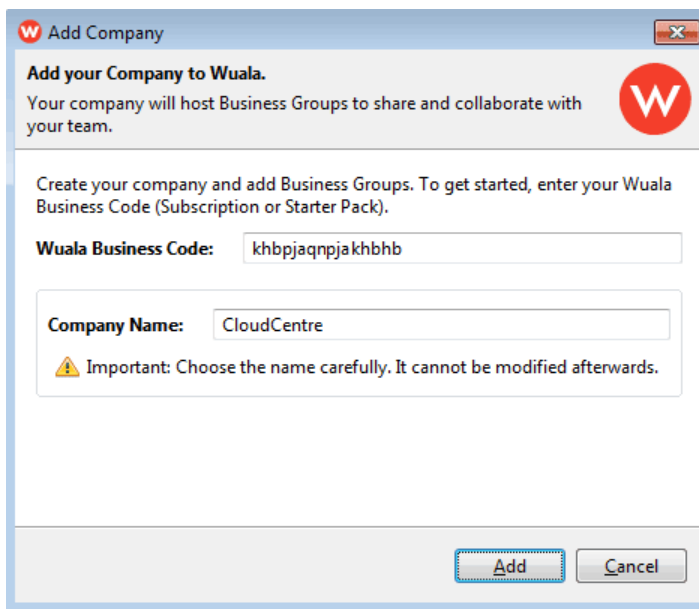
### Windows



### 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.**





The 'Add Company' dialog box features a title bar with a red 'W' icon and the text 'Add Company'. The main content area has a header 'Add your Company to Wuala.' followed by a sub-header 'Your company will host Business Groups to share and collaborate with your team.' Below this, a paragraph states: 'Create your company and add Business Groups. To get started, enter your Wuala Business Code (Subscription or Starter Pack).' There are two input fields: 'Wuala Business Code:' with the value 'khbpjaqnpjakhbhb' and 'Company Name:' with the value 'CloudCentre'. A yellow warning icon precedes the text 'Important: Choose the name carefully. It cannot be modified afterwards.' At the bottom right are 'Add' and 'Cancel' buttons.

**Add Company**

**Add your Company to Wuala.**  
Your company will host Business Groups to share and collaborate with your team.

Create your company and add Business Groups. To get started, enter your Wuala Business Code (Subscription or Starter Pack).

**Wuala Business Code:** khbpjaqnpjakhbhb

**Company Name:** CloudCentre

⚠ Important: Choose the name carefully. It cannot be modified afterwards.

**Add** **Cancel**

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**.



The 'Manage Company' dialog box has a title bar with a red 'W' icon and the text 'Manage Company'. The main content area has a header 'Manage the company 'CloudCentre'' followed by a sub-header 'Manage all of the company's groups, members, and settings.' Below this is a tabbed interface with 'Overview', 'Groups', 'Members', and 'Storage' tabs. The 'Overview' tab is selected, showing the text 'Create Business Groups using the Add Group button below.' and a large empty area. At the bottom right is an 'Add Group' button with a plus icon. At the bottom left is a 'Learn more' link with a question mark icon. At the bottom right is a 'Close' button.

**Manage Company**

**Manage the company 'CloudCentre'**  
Manage all of the company's groups, members, and settings.

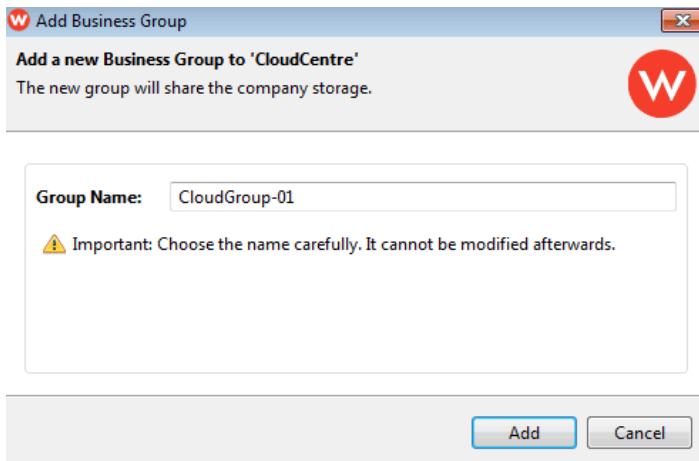
Overview Groups Members Storage

Create Business Groups using the Add Group button below.

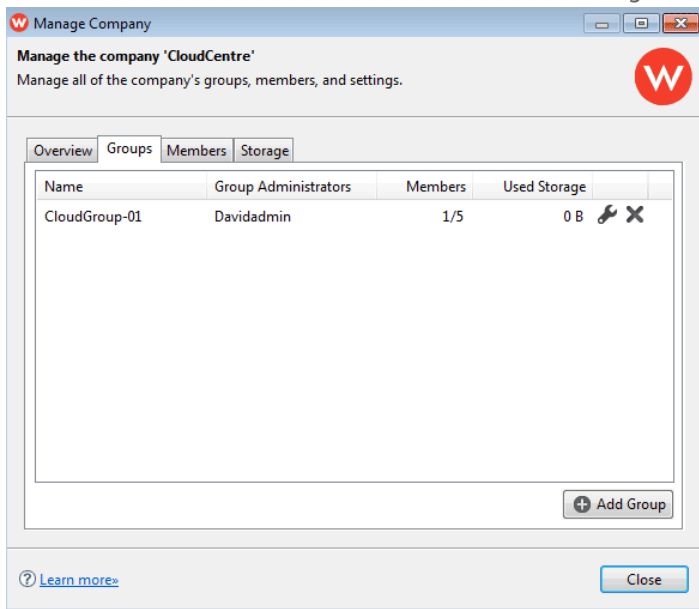
**+ Add Group**

? [Learn more](#) **Close**

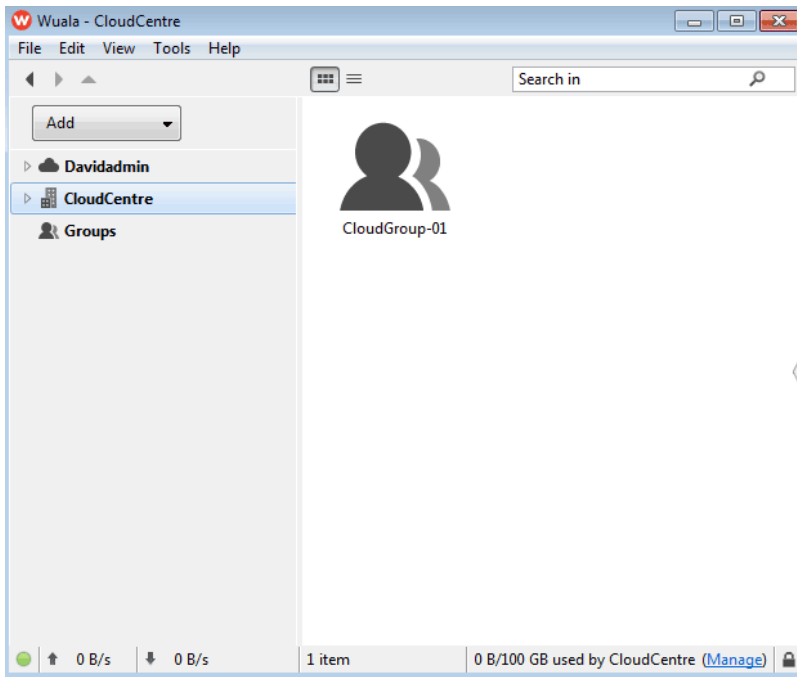
5. Enter a name for your Wuala Business Group. NOTE: **The Company Name cannot be changed once it has been accepted.**



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.

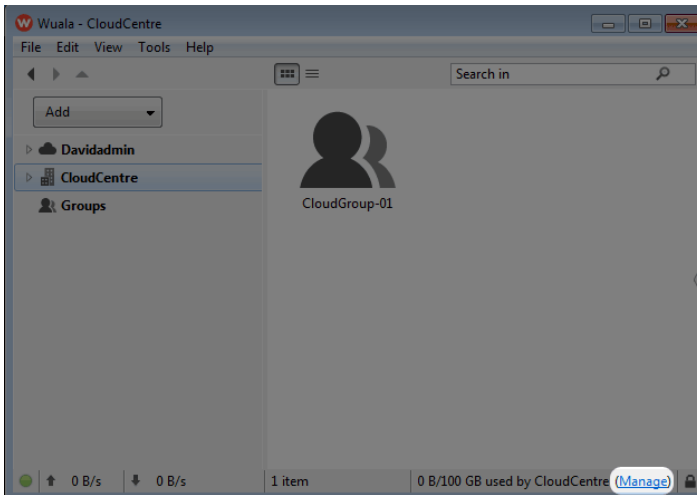
**Note on Groups:** A single Wuala Business Code supports up to five groups. You may purchase additional groups and users at [Wuala Business](#).

# MANAGE YOUR WUALA BUSINESS STORAGE

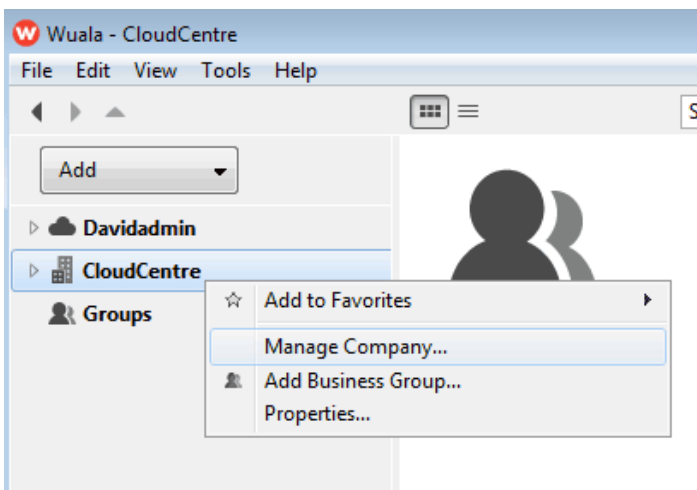
Wuala recommends that the administrator for your Business storage follows all instructions to create and manage your Company on Wuala.

There are two ways to access the Manage Company window:

- Click the **Manage** link on the status bar at the bottom of the window.



- Right click on the Company Name to choose **Manage Company...**



The Manage window includes four tabs:

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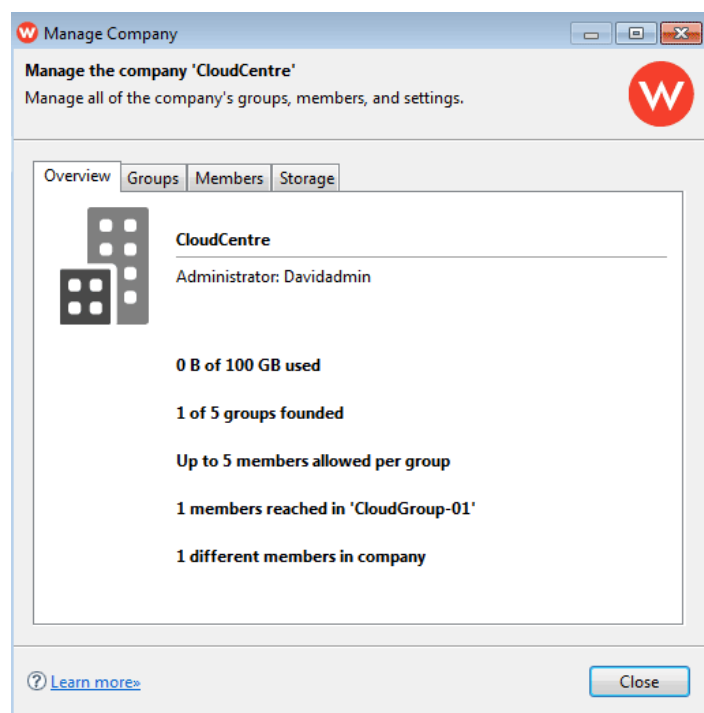
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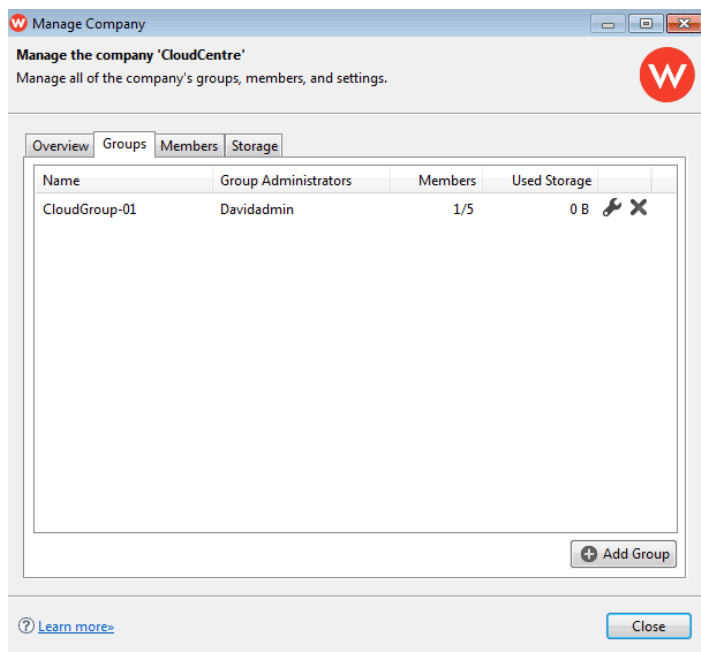
## OVERVIEW



Review your company's:

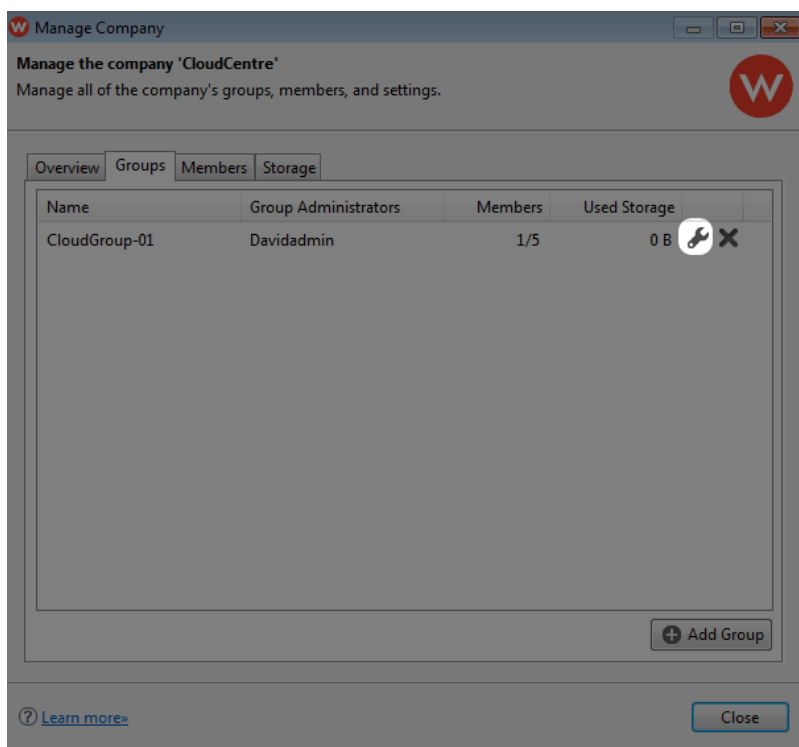
- Used/available storage
- Total members per Business Group
- Total members

## GROUPS

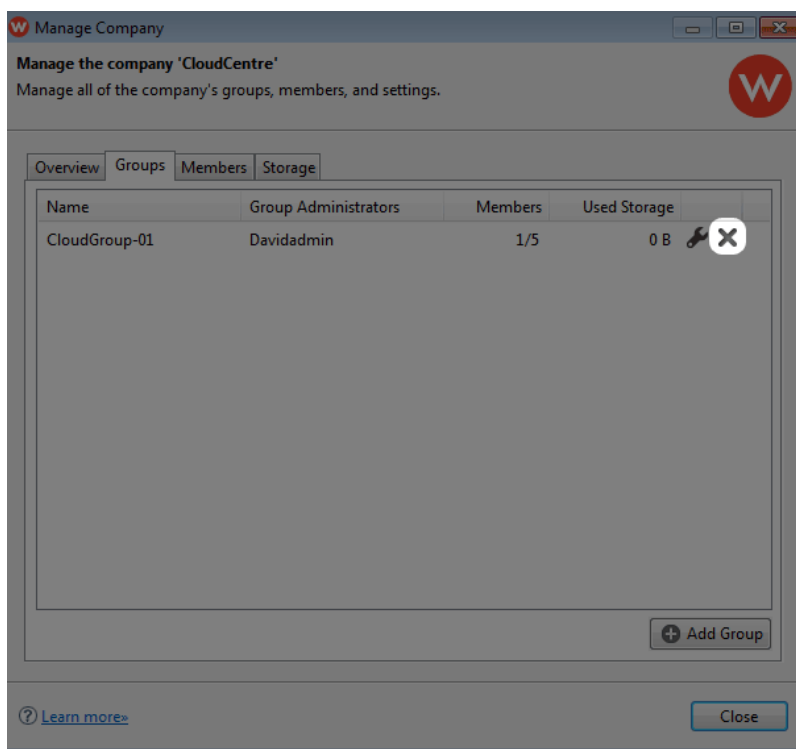


Review the total users and storage available to your Business Group(s):

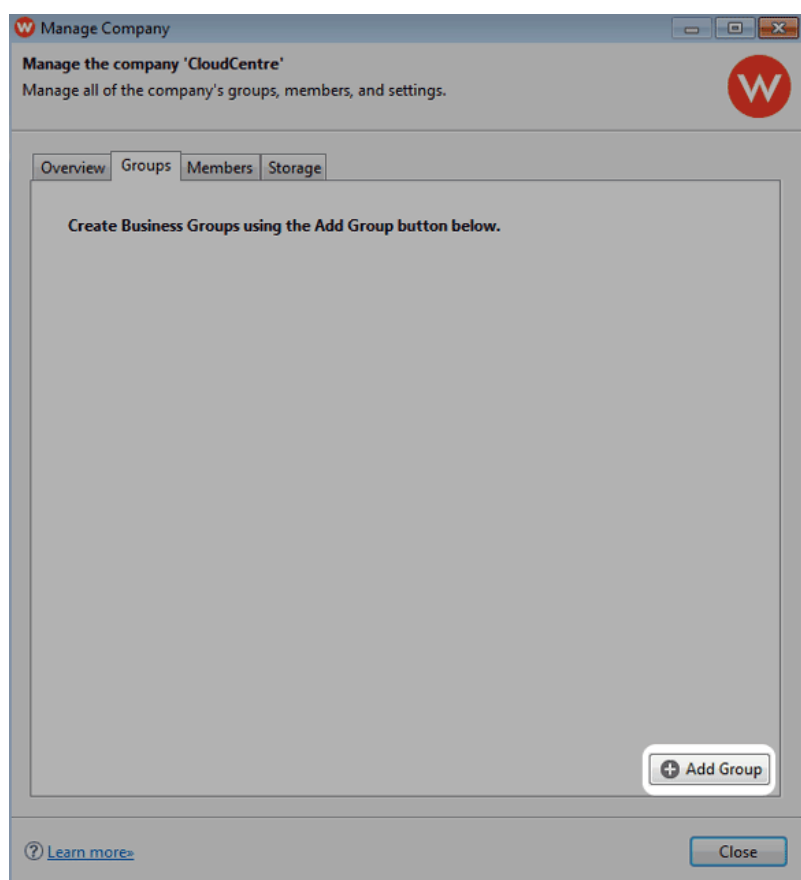
- Click on the **Manage Group icon (wrench)** for additional details on the Business Group. See [Manage a Business Group](#) for more information on the Manage Group settings.



- Click on the **X** to delete the Business Group. Please note that:
  - **Deleting your Business Group will remove all the data it contains.**
  - **Deleting a Business Group is a permanent action.**

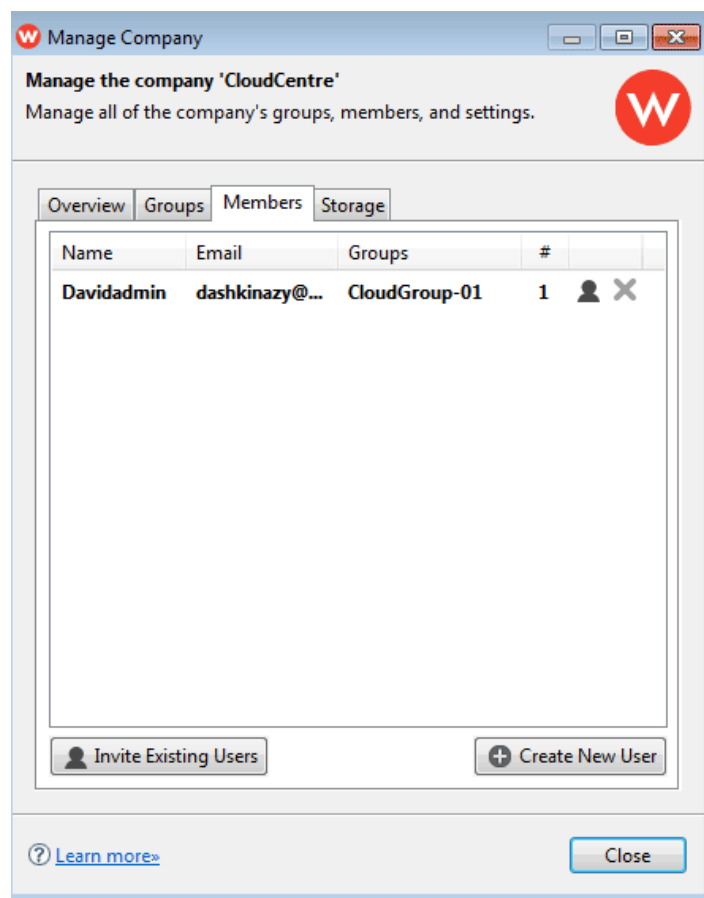


- Click **Add Group** to create a Business Group. A single Wuala Business Code supports a maximum of five Business Groups. Each Business Group can have up to five members, including the administrator.



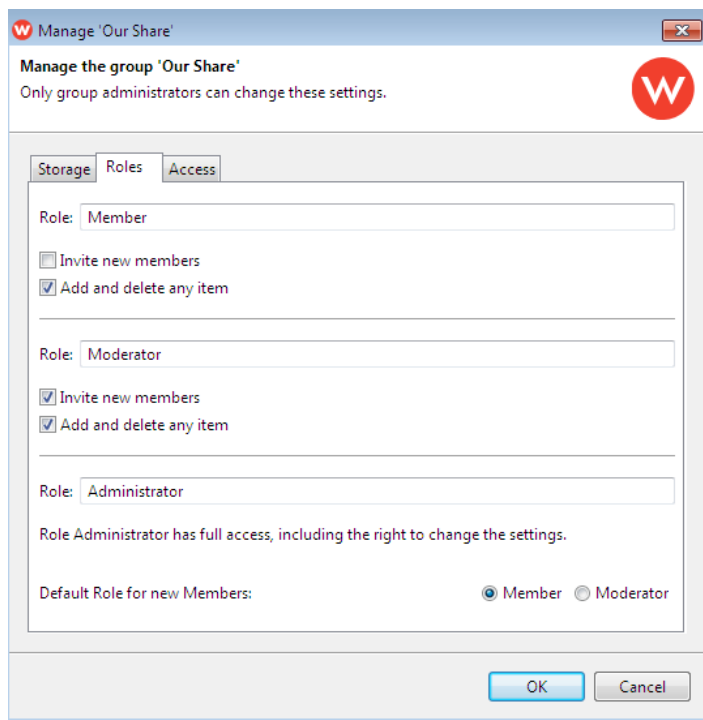


## MEMBERS



Use this tab to add members to your Wuala Business storage. See [Add/Manage Members](#) for more information on managing Wuala Business users.

## STORAGE



Select this tab to review the used/available capacity of your Business storage. See [Upgrade your Business Storage: Add Storage, Users, and Groups](#) and [Renew your Wuala Business Storage or Move from a Trial Account to a Full Account](#) for instructions on how to:

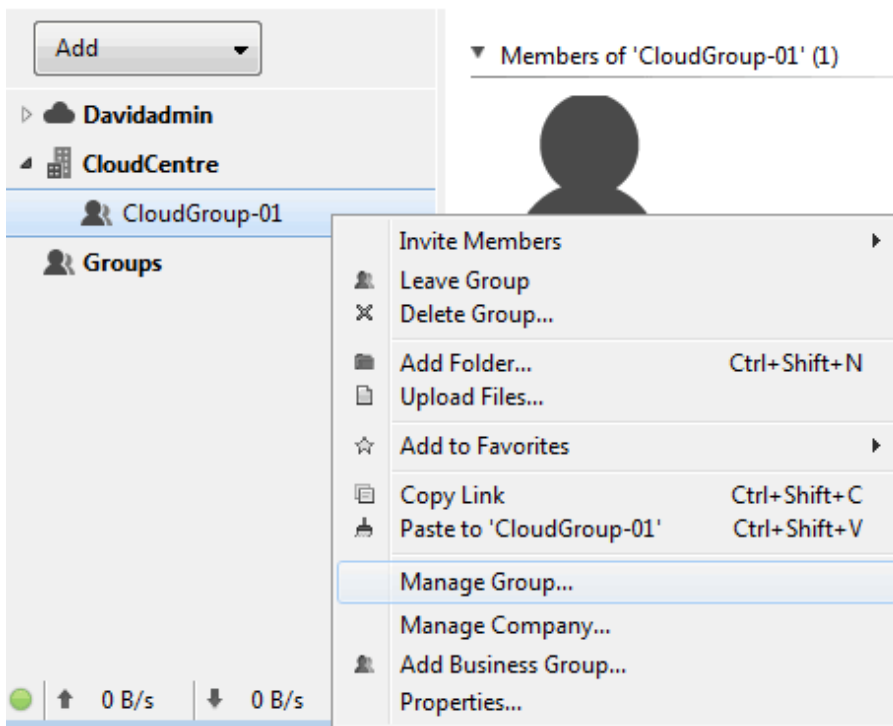
- Add capacity to your Business storage
- Add users and Business Groups
- Renew a Wuala Business Code
- Move from a trial to a full account

# MANAGE A BUSINESS GROUP

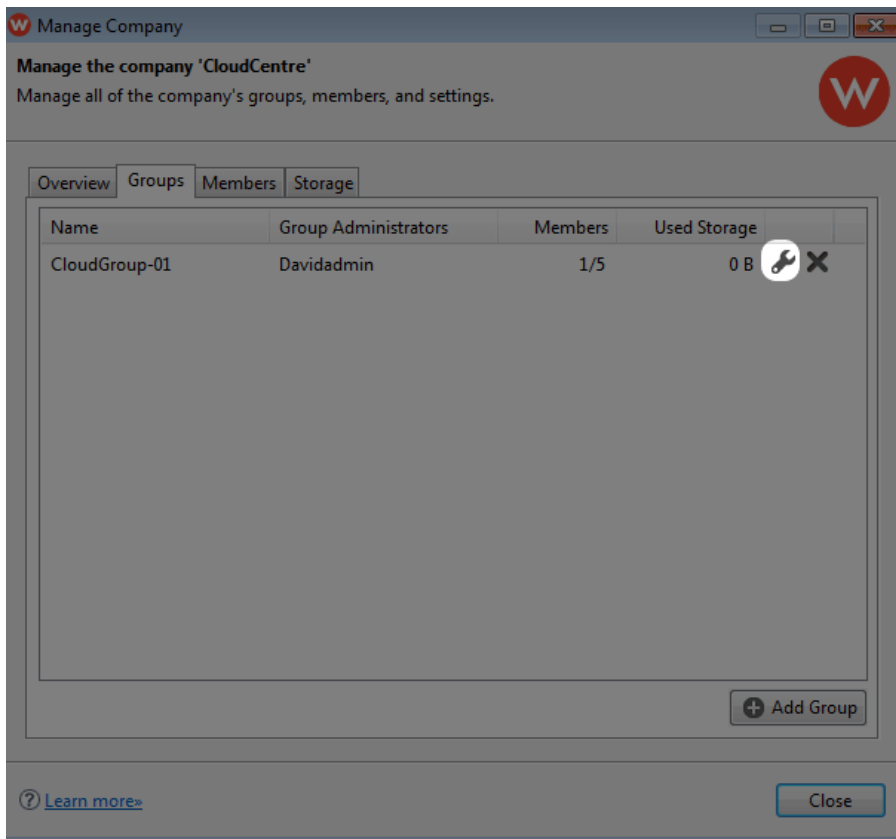
Wuala recommends that the administrator for your Business storage follows all instructions to create and manage your Company on Wuala.

There are three ways to access the Manage Group window:

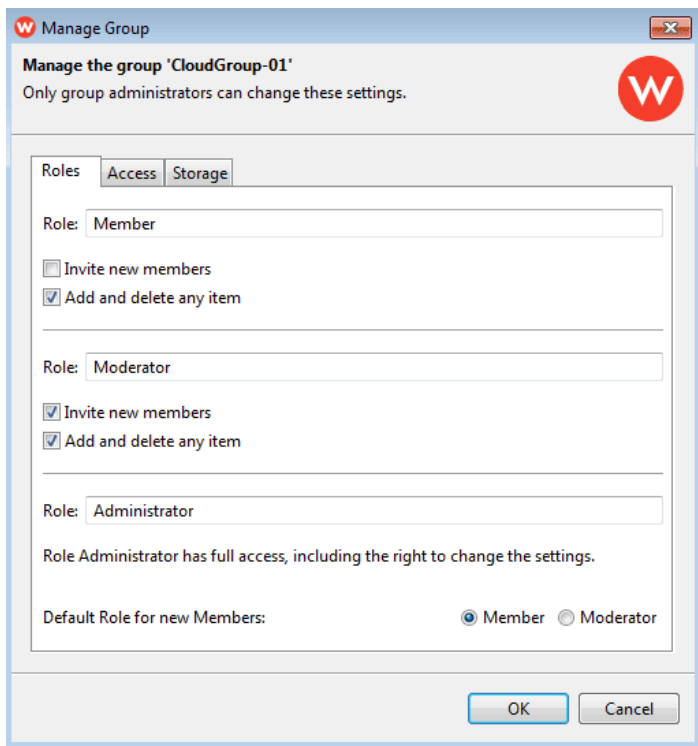
- Select **File > Manage Group...**
- Right click on the Business Group Name to choose **Manage Group....**



- 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](#)

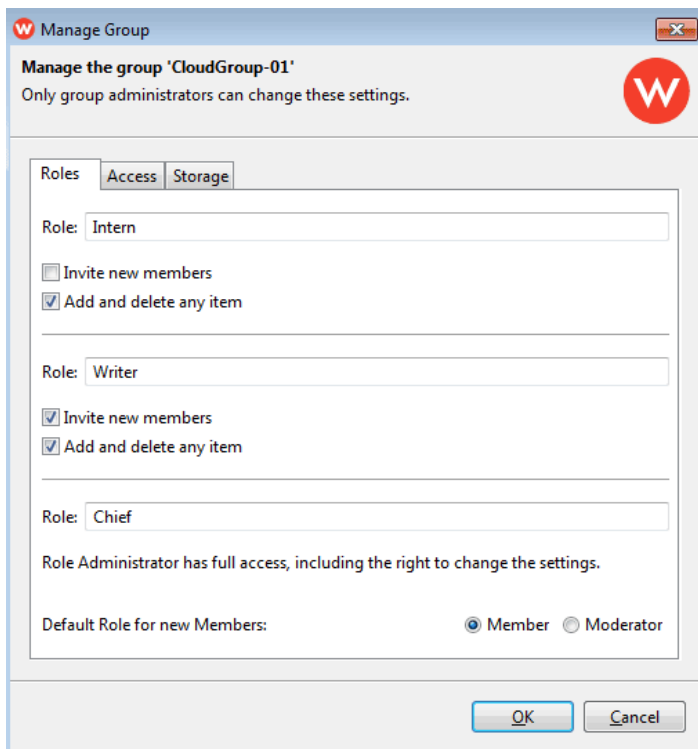
## ROLES

Review and adjust the definitions of roles assigned to Members of the Wuala Business storage. The default definitions are:

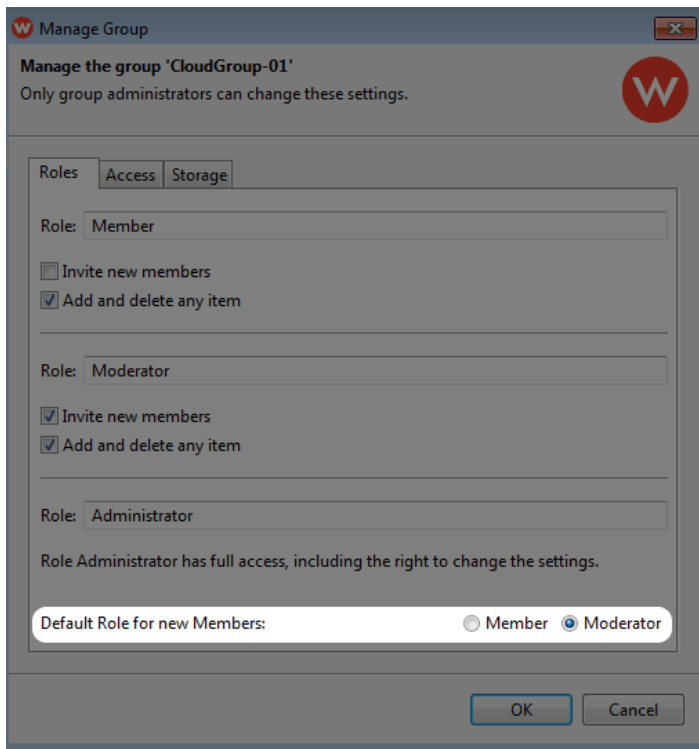
	Member	Moderator	Administrator
Read/Write Access	Yes	Yes	Yes
Invite New Members	No	Yes	Yes
Adjust Group Settings	No	No	Yes

The administrator can adjust Role default settings.

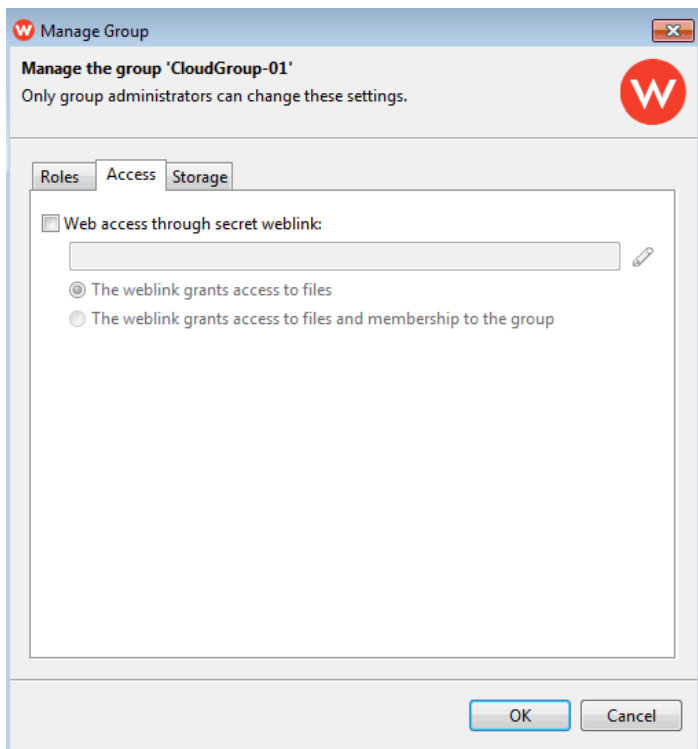
- Edit the names of the Roles to match your business. For example, *Member* to *Intern*, *Moderator* to *Writer*, and *Administrator* to *Chief*. See the image below:



- 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*.

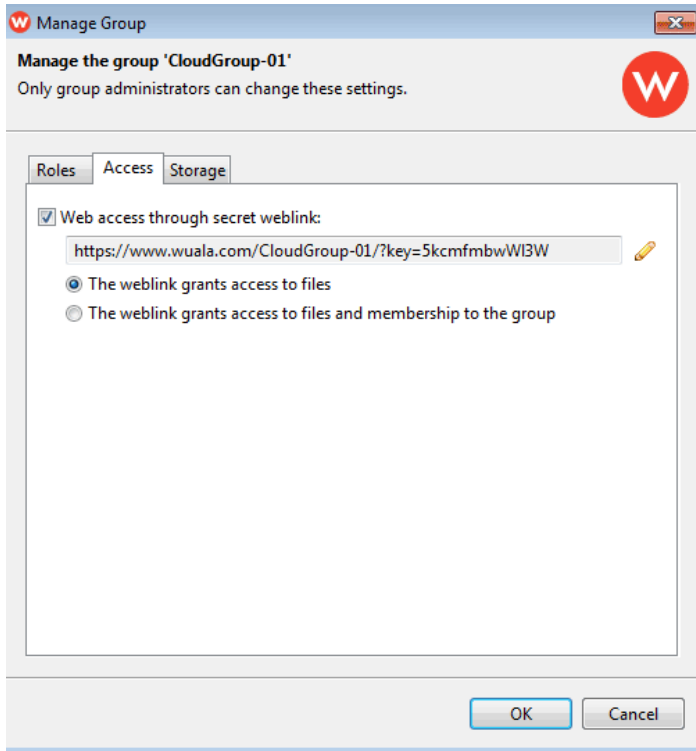


## ACCESS

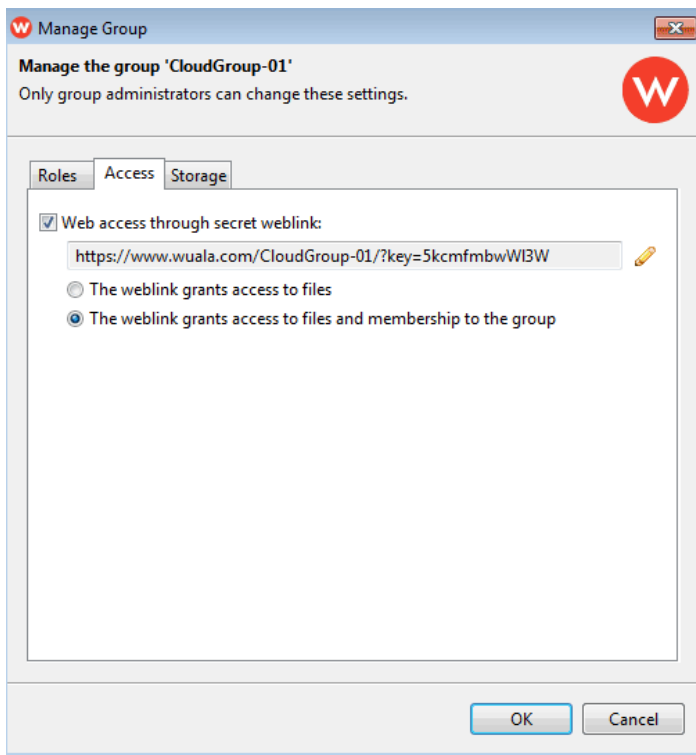


Give clients and colleagues access to files stored in the Business Group:

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.

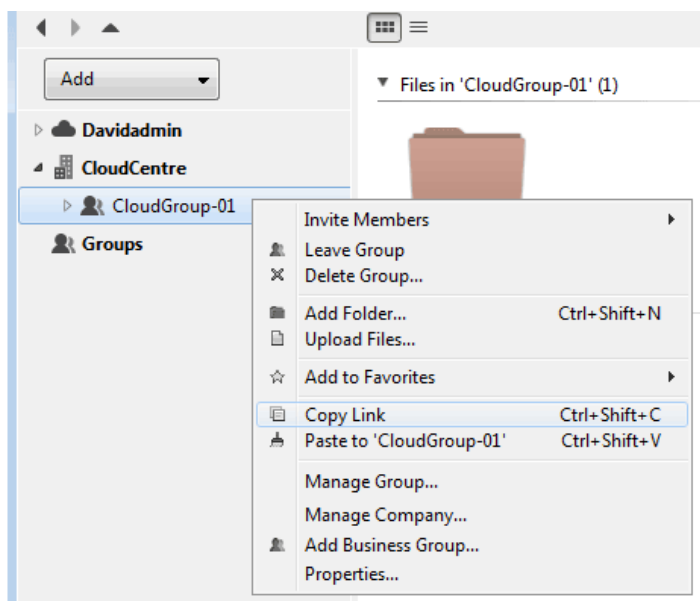


- Grant access to files and membership to the Business Group. Wuala recommends using this option **only** with someone who has a personal Wuala account (see [Access to files and membership to the Business Group](#)).





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

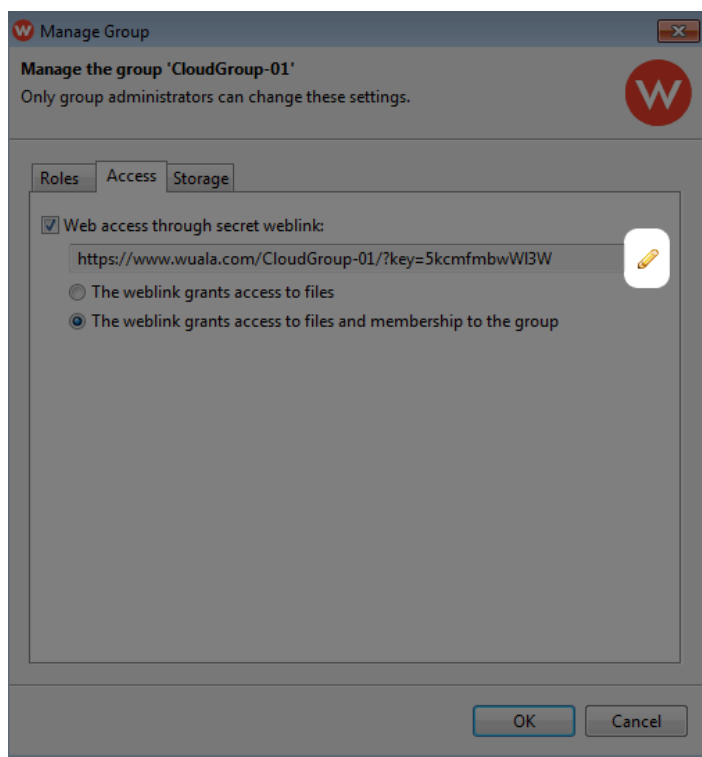


5. Paste the link to an email meant for your client, colleague, or collaborator.
6. The recipient will have access to all the files in your Business Group.

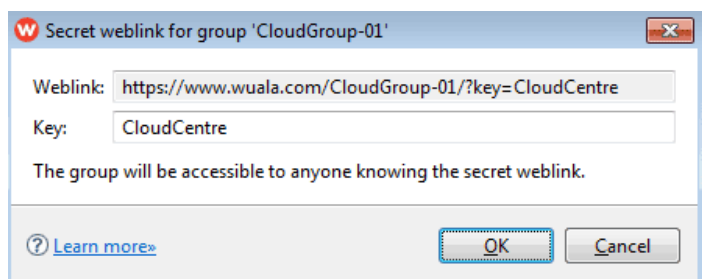
## Personalize Your Weblink

To personalize your secret weblink:

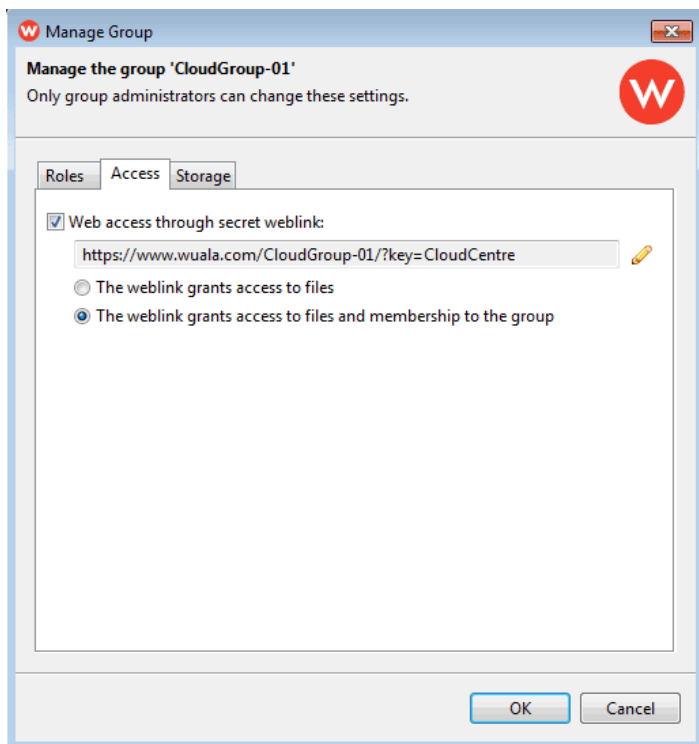
1. Select the pencil icon.



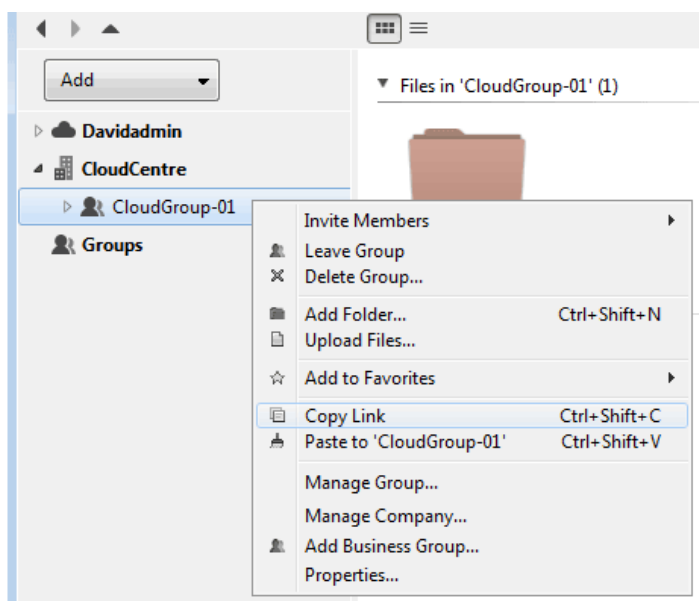
2. In the Key field, type the key word you wish to use for your weblink. In the example below the administrator has used the name of the company.



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:

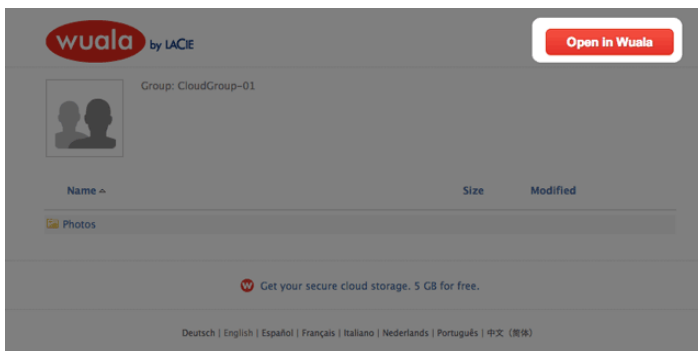
- Already have a personal Wuala account.
- Follow the directions below.

Steps to join the Wuala Business Group using a Weblink

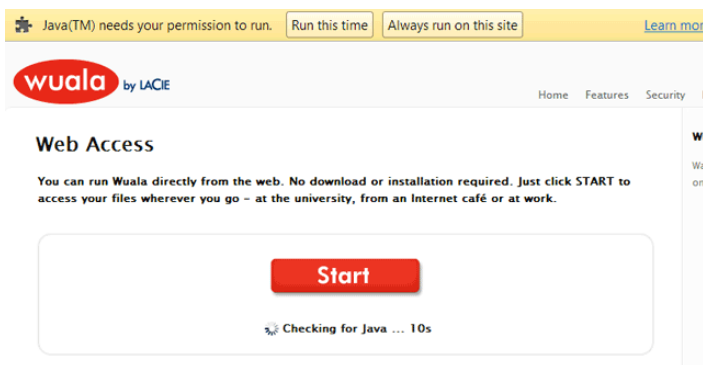
**Important note for Mac users:** Java must be enabled on your computer.

The recipient of the Wuala weblink must follow the steps below in the exact order:

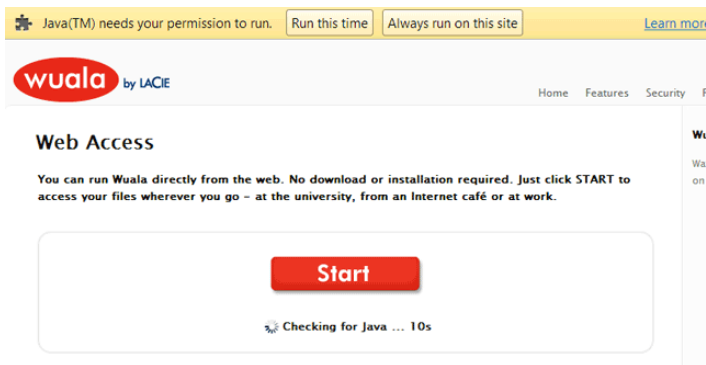
1. Log onto Wuala using a personal account
2. Open the email with the weblink and click on it to launch your default internet browser.
3. Click on the **Open in Wuala** button on the top right of the browser.



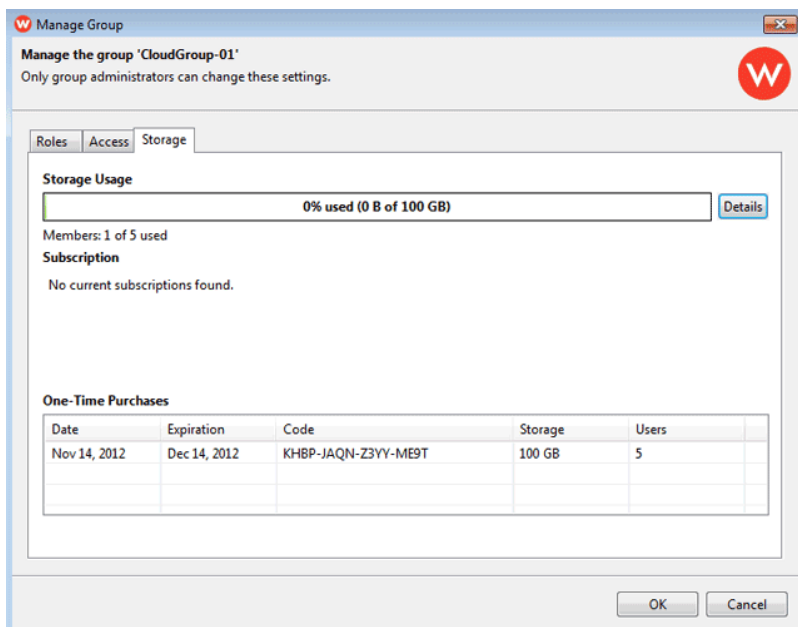
4. The Wuala website will open and search for Java on your computer. You may receive a message asking if you wish to run Java. Allow Java to run if you wish to continue.



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.

W

Storage Overview for 'CloudCentre'

X

See how your storage is used

The company 'CloudCentre' owns 100 GB of storage, which is shared among 1 group. Each group can have up to 5 members.

W

Group	Admins	Members	Used Storage
CloudGroup-01	Davidadmin	1/5	0 B

Total storage: 0 B/100 GB

? Learn more»

Close

# ADD/MANAGE MEMBERS

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

Each Wuala Business Group can have up to five members, including the administrator. Each member has a defined Role with specific rights (see [Roles](#) for member definitions).

## ADD MEMBERS TO THE BUSINESS GROUP (RECOMMENDED)

As the creator of the Wuala Business storage, the first user is the administrator. This leaves four available places within each Business Group. Invitations to join the company may be sent to existing Wuala users or to users that have yet to join.

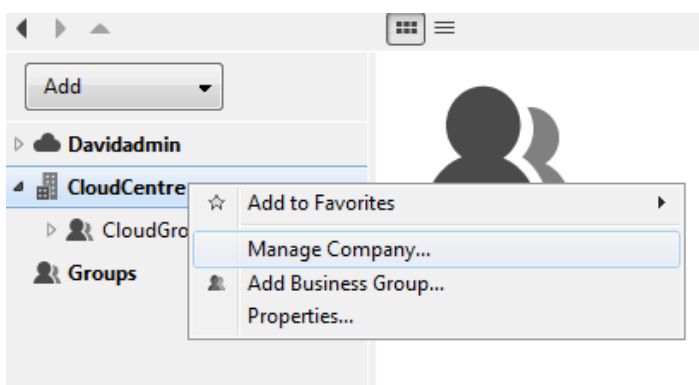
There are three options for inviting new members:

- [Members Tab](#) (Recommended) - Invite your colleagues to join the Wuala Company storage. This option is intuitive and very helpful when inviting users who do not have a Wuala personal account.
- [Invite Members](#) - Invite users who already have Wuala personal storage. (Alternative to the steps provided in [Members Tab](#).)
- [Access](#) (Advanced Wuala users) - Send a weblink with the option to join the Business Group. The user must have a personal Wuala account.

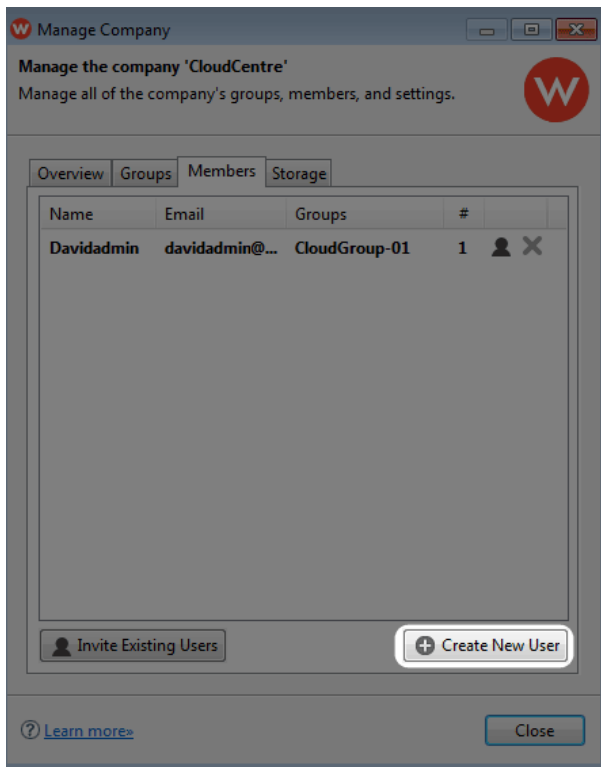
## Members Tab - Create a new Wuala Account

Follow the steps below if a user does not have Wuala personal storage:

1. Launch Wuala and right click on your Company name to select **Manage Company**.



2. Choose the **Members** tab.
3. Click on **Create New User**.



4. Fill out the required fields.

The screenshot shows a window titled 'Create New User Account' with a subtitle 'Create a new Wuala user account.' and a description 'Generate user accounts for your employees.' The window has a red 'W' logo in the top right. Below the title bar, there is a text box with the following text: 'Enter a valid email address and choose a new Wuala username. After the new account has been created, the user will receive an invitation email with the password. The user will be added to your contact list.' Below the text box, there are three input fields: 'Email Address' with the value 'jacobkin@cloudcentre.com', 'Real Name' with the value 'Jacob Kin', and 'Wuala Username' with the value 'Jacob.Kin'. To the right of the 'Wuala Username' field, there is a checkbox labeled 'generate' which is checked. At the bottom of the window, there are two buttons: 'Create' and 'Cancel'.

5. A Wuala user name will be created automatically if the box next to **generate** remains checked. You can deselect **generate** to manually create a user name. Click **Create**.



**Create New User Account**

Create a new Wuala user account.  
Generate user accounts for your employees.

Enter a valid email address and choose a new Wuala username. After the new account has been created, the user will receive an invitation email with the password. The user will be added to your contact list.

Email Address: jacobkin@cloudcentre.com

Real Name: Jacob Kin

Wuala Username: jkin ☐ generate

Create Cancel

6. The user will receive a confirmation email that includes instructions on account activation. Once the account has been activated by the user, a link to join the Business Group will be available in **Groups > Group Invitations**.

▼ Group Invitations (1)

CloudGroup-01  
Davidadmin invites you to join this group.  
"You have been invited."  
Accept Ignore

► Private Groups (6)

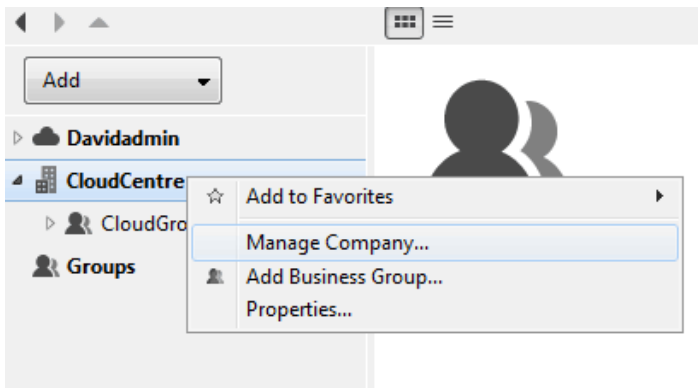
► Public Groups (2)

7. The user will have access to the Company's Business Group(s) once he clicks **Accept** (see [Accepting a Wuala Invitation: User](#)).

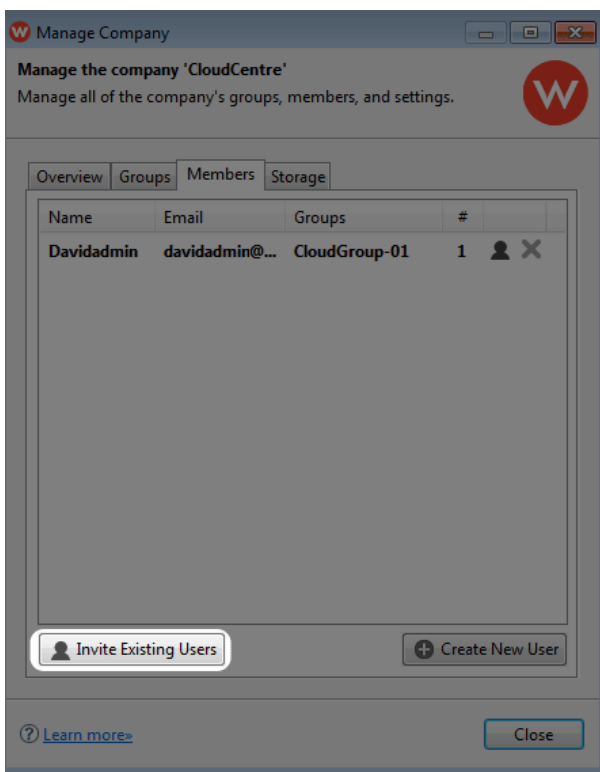
## Members Tab - Invite an existing Wuala user

**Important info:** To join a Company Business Group, users must have a personal Wuala account. Therefore, it is recommended that coworkers provide the Wuala Company storage administrator with their Wuala contact name so that he can add them to his Contact list.

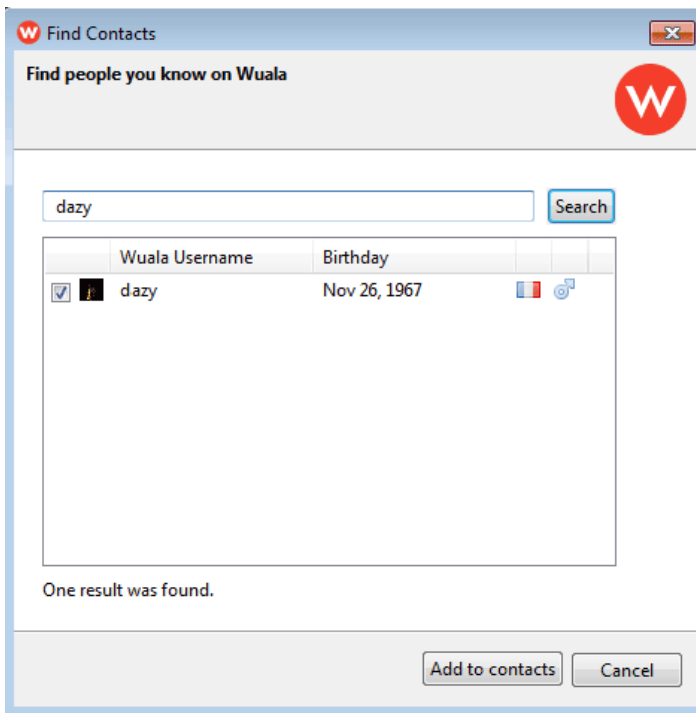
1. Launch Wuala and right click on your Company name to select **Manage Company**.



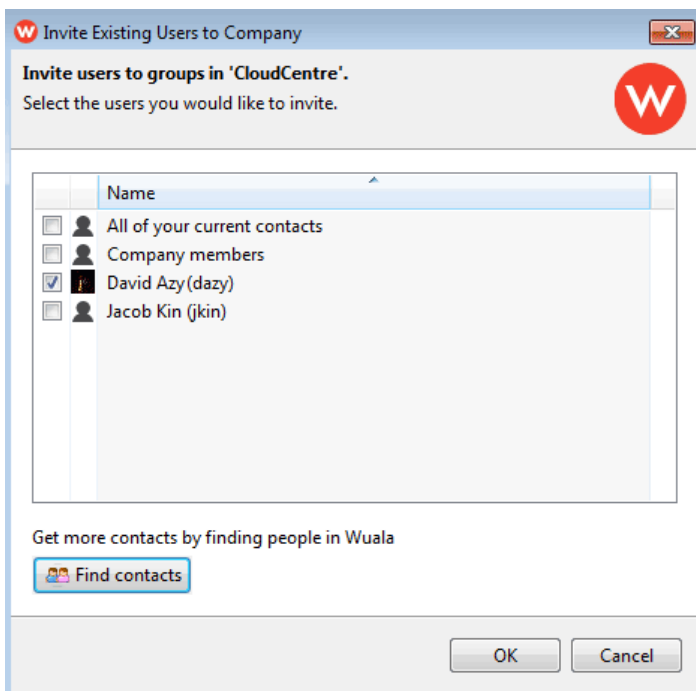
2. Choose the **Members** tab.
3. Click on **Invite Existing Users**.



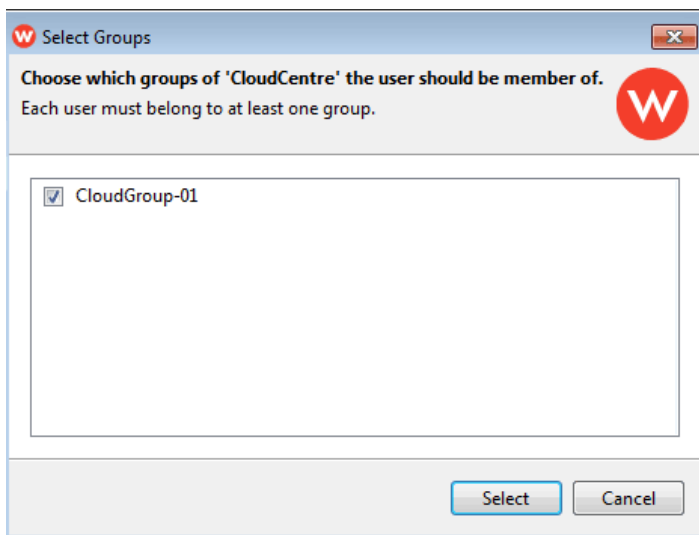
4. Click on **Find Contacts**.
5. Enter the Wuala user name then click **Add to contacts**. Consult with the user if you do not know his Wuala name.



6. Review the prompt regarding your contact(s) then select **Close**.
7. Make certain that the check box next to the new user is selected before clicking **OK**.



8. Select the Company Business Group(s) you wish the user to access then click **OK**.

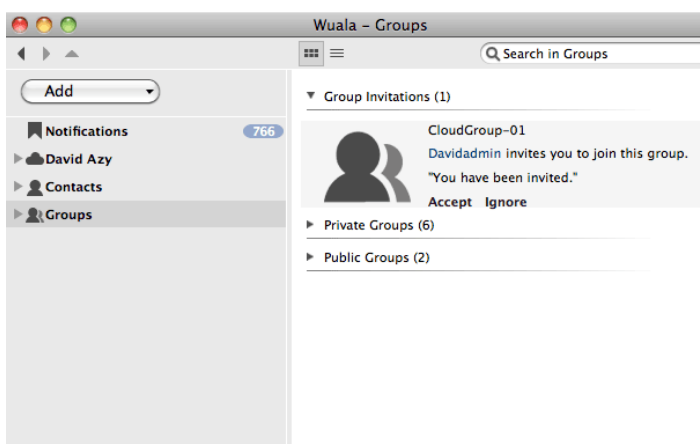


9. The user is now listed as a member of your Company.
10. To complete the process, the user should accept membership the next time he logs on to his personal Wuala account (see [Accepting a Wuala Invitation: User](#)).

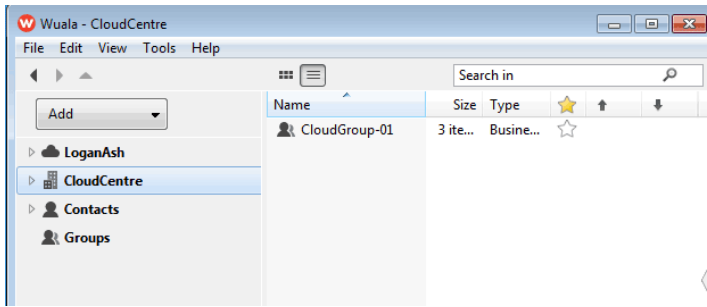
## Accepting a Wuala Invitation: User

**Important info:** Users do not have to worry about the privacy of their own data when joining Company storage. All data stored on personal storage is separate from the data kept in the Business Group.

1. Once an invitation has been sent by the Wuala Company storage administrator, the user should log in to his account.
2. In most instances, the user will see the invitation upon login. If it does not appear within the welcome window, click on **Groups**.



3. Click **Accept** to join the Company storage. The Company name will appear in the left column.

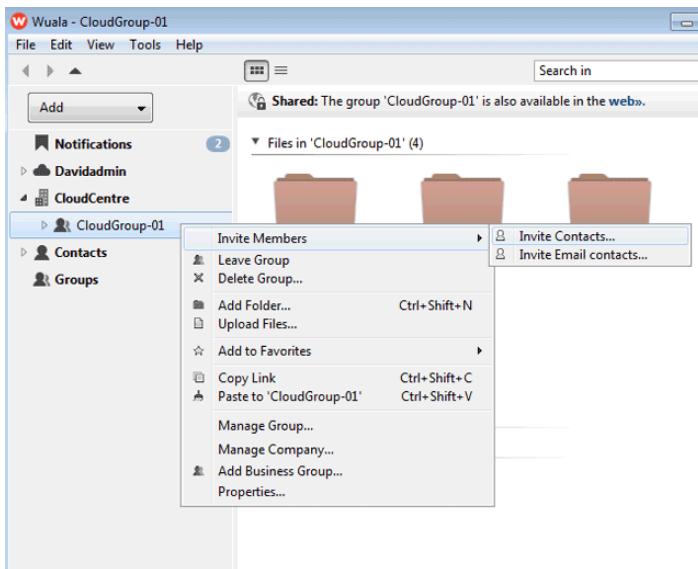


## Invite Members: Wuala Contact

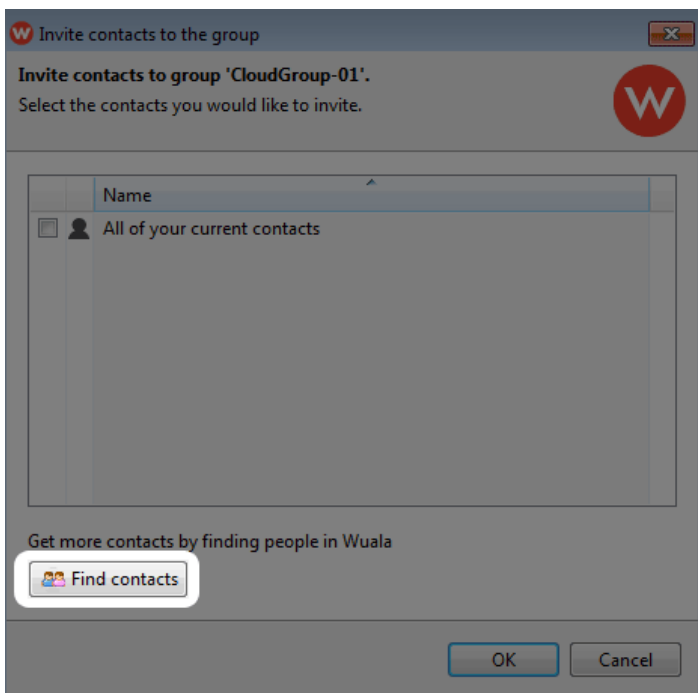
This is an alternative to the steps described in [Members Tab - Invite an existing Wuala user](#).

**Important info:** To join a Company Business Group, users must have a personal Wuala account. Therefore, it is recommended that coworkers provide the Wuala Company storage administrator with their Wuala contact name so that he can add them to his Contact list.

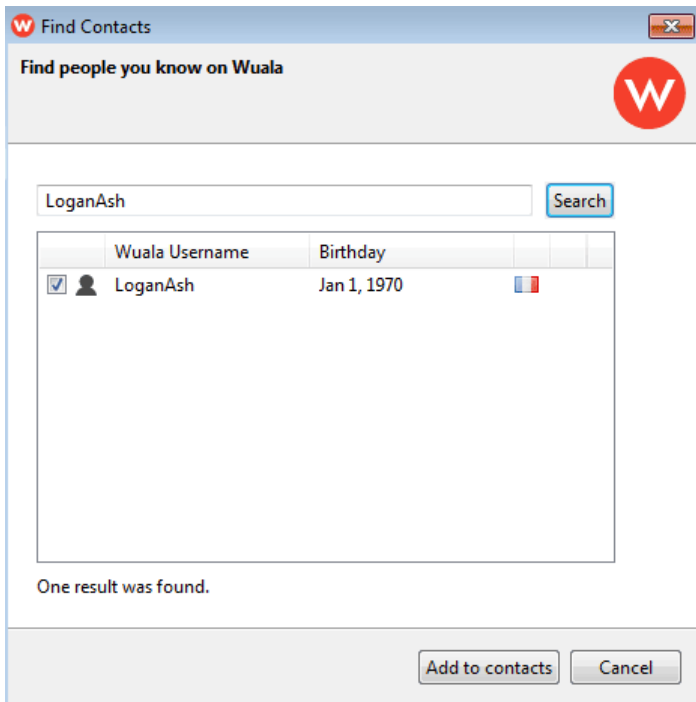
1. Right click on the Business Group to select **Invite Members > Invite Contacts...**



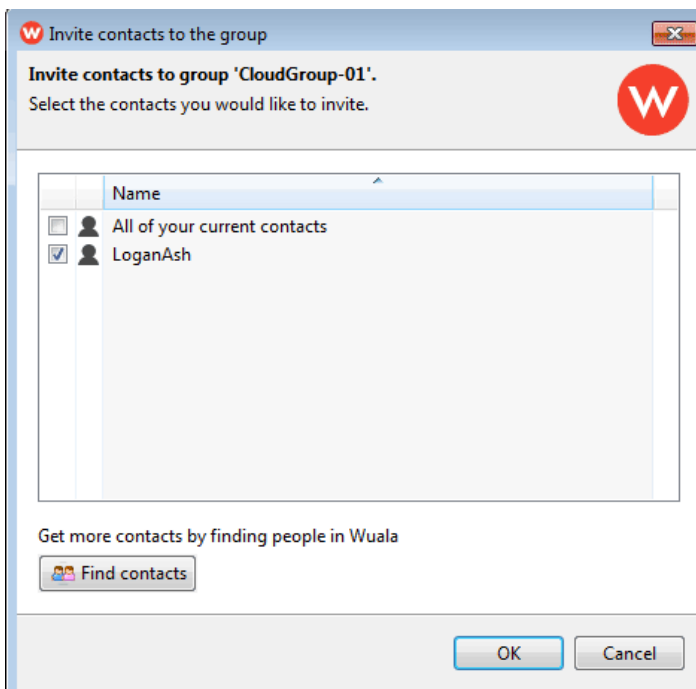
2. To search for one or more contacts to add to the Business Group, click on **Find contacts**.



3. Enter the user or Wuala name in the search field then click **Search**.
4. Once the user is found, check the box next to the name and click **Add to contacts**. A pop-up window will let you know that the user has been added.



5. From your list of contacts, you may choose specific users by checking the boxes next to their names or invite all your contacts to the Business Group by selecting **All of your current contacts**.



6. To complete the process, the user should accept membership the next time he logs on to his personal Wuala account (see [Accepting a Wuala Invitation: User](#)).

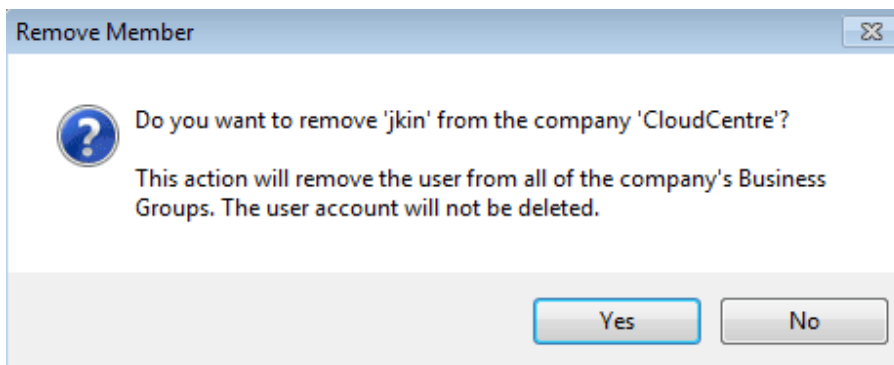
## REMOVE A USER

You may remove a member from the Company. Please note that the user's Wuala account will not be deleted.

1. Right click on your Company name to select **Manage Company...** then click on the **Members** tab.
2. Click on the **X** in the same row as the user you wish to delete.



3. A prompt will ask you to confirm the action. Click **Yes** to remove the user from the Company.





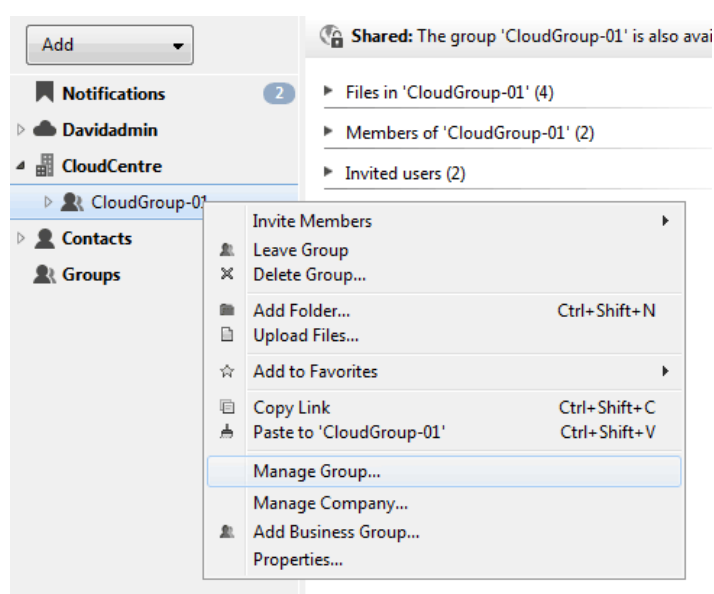
# SHARE GROUPS OR FOLDERS USING SECRET WEBLINKS

Wuala offers a simple and secure way to share files with others. Follow the directions below to send secure weblinks to folders and files to clients, colleagues, friends, and family.

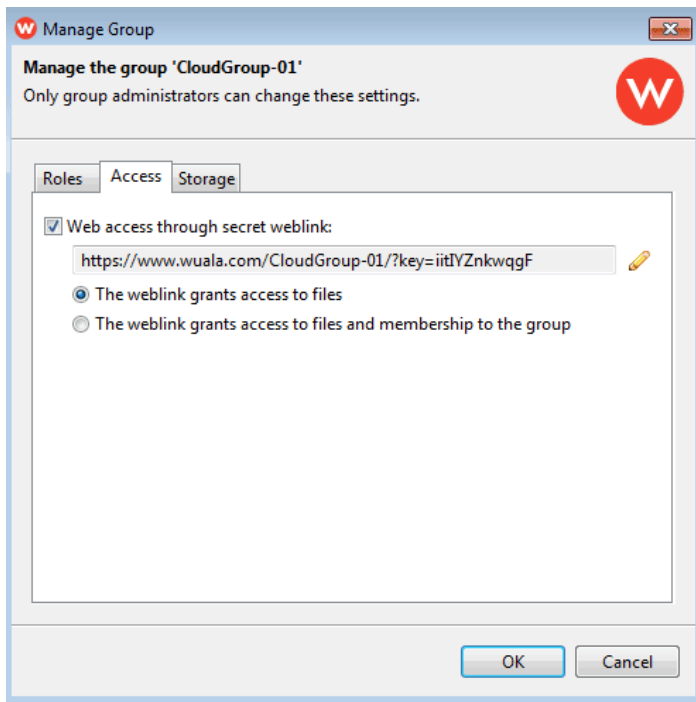
## SHARE A BUSINESS GROUP

You can share the entire contents of a Business Group via a secure weblink.

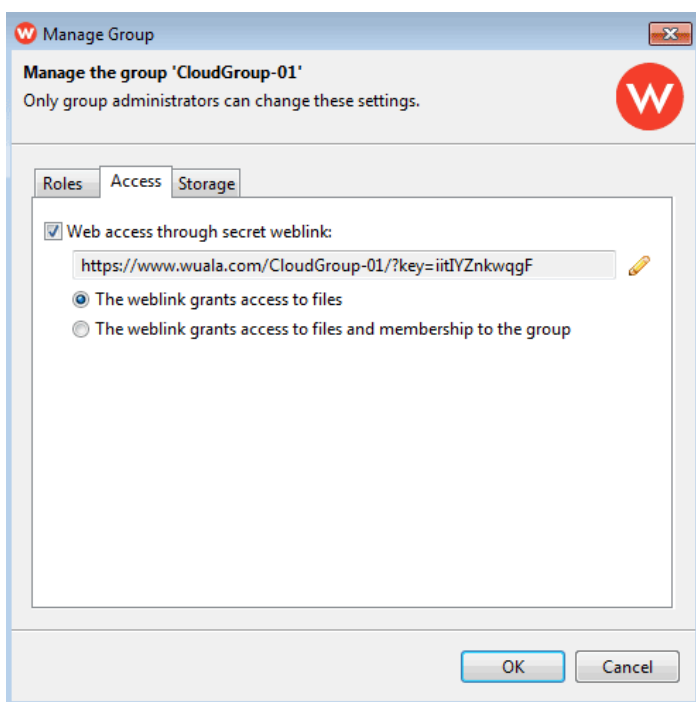
1. Right click on the group and select **Manage Group...**



2. Choose the **Access** tab then click on the radio button next to *The weblink grants access to files.*



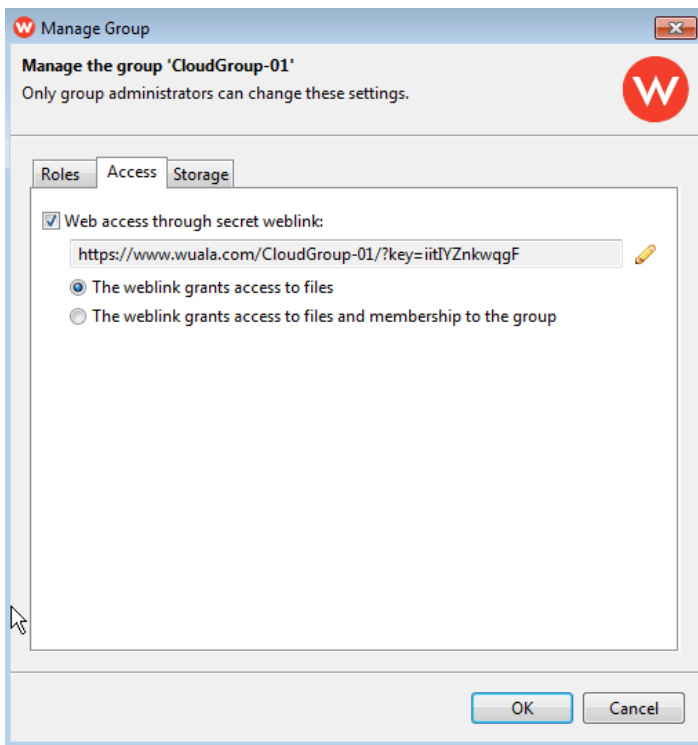
3. Click **OK** to close the window and confirm weblink sharing.
4. Right click on the Business Group to select **Copy Link** then paste it to an email meant for your recipients. Please note that the recipients will have access to all contents within the Business Group.



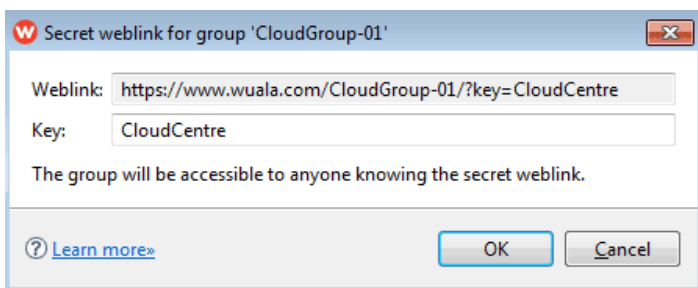
## CUSTOMIZING THE BUSINESS GROUP WEBLINK

You can personalize or revise the weblink to suit your needs.

1. Right click on the Business Group to select **Manage Group > Access**.
2. Enable the weblink then click on the pencil icon.



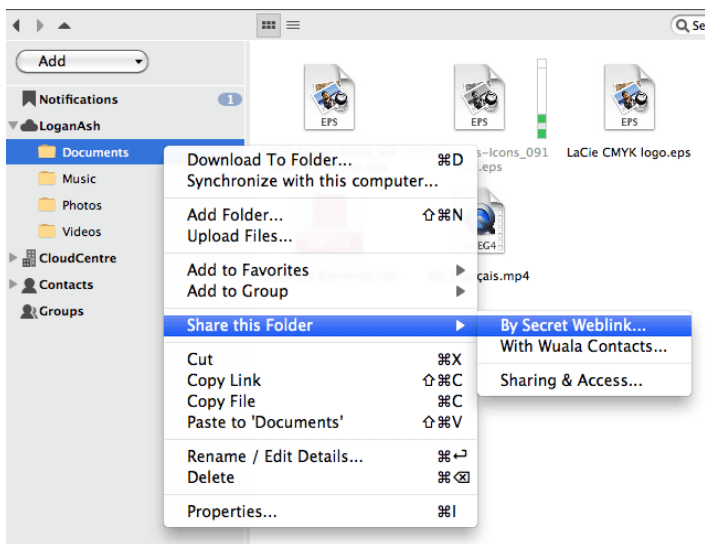
3. Enter the new weblink reference in the **Key** field. Wuala suggests making it as brief as possible. The text will appear at the end of the weblink.



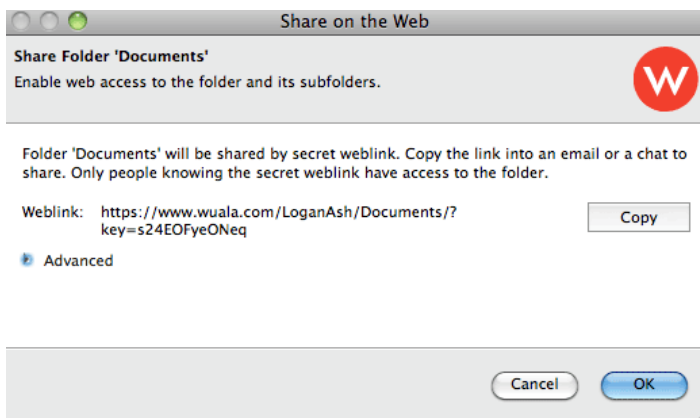
4. Click **OK** to accept the new weblink.
5. Click **OK** to close the window and confirm weblink sharing.

## SHARE FOLDERS

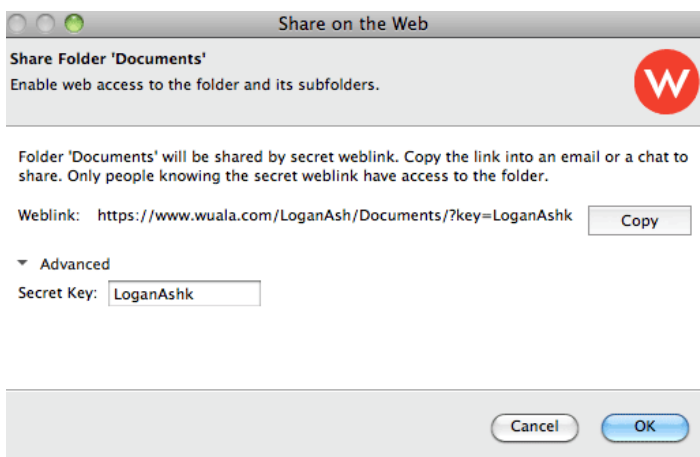
1. Right click on the folder to select **Share this Folder > By Secret Weblink**.



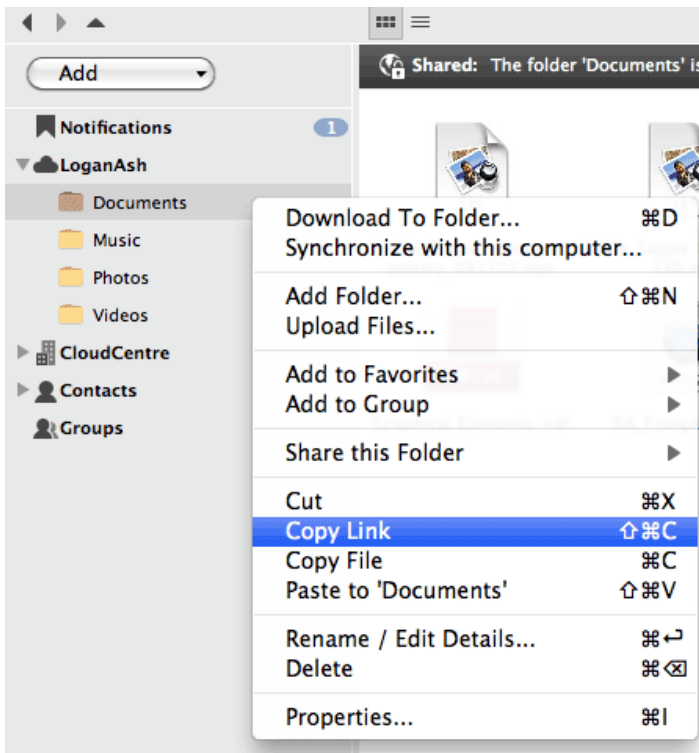
2. A prompt will present you with the link to copy. If the link meets your needs, you can click **OK** to confirm weblink sharing. See the next step if you prefer to personalize the weblink.



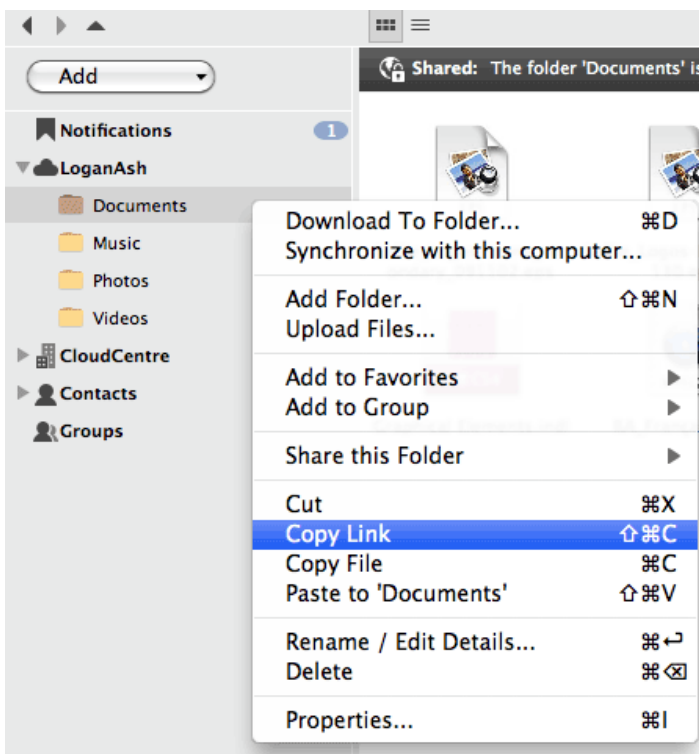
3. (Skip this step if you do not wish to personalize the weblink). Click on **Advanced** to reveal the *Secret Key*. Enter the new weblink reference in the **Key** field. Wuala suggests making it as brief as possible. The text will appear at the end of the weblink. Click **OK** to confirm weblink sharing.



4. Right click on the folder to select **Copy Link**.



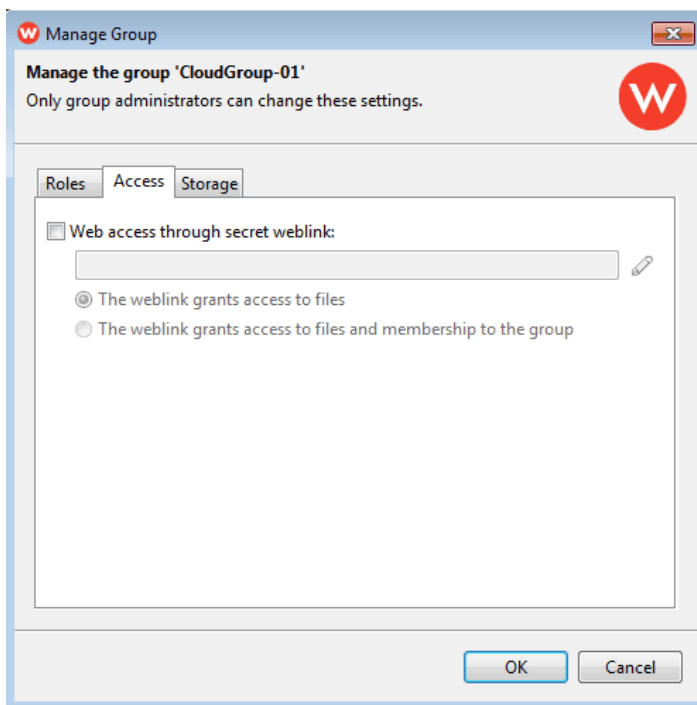
5. Paste the weblink to an email meant for people who will share the folder.
6. The recipients of the email can click on the link to download files via their web browser.



## PROHIBIT SHARING

In certain cases, the administrator may decide that sharing data with people outside of the group is unnecessary or unwanted. Follow the directions below to prevent members of the group to share via weblink.

1. Right click on the Business Group to select **Manage Group... > Access**.
2. Deselect the check box next to *The weblink grants access to files* then click **OK** to confirm that you no longer wish to share the Business Group with non-members.



# MOBILE ACCESS



Your Wuala Business Groups are accessible on compatible iOS and Android devices (see [Minimum System Requirements](#) for compatible mobile operating systems).

## WUALA APP

The Wuala app is available at the iOS App Store and Google Play for Android. Download it on your compatible mobile device to access files anywhere with a connection to the internet.

- The [Apple app store](#) for iOS devices
- [Google play](#) for Android devices

If you cannot find the Wuala app, please go to [Wuala Mobile](#).

## LOG ON AND ACCESS

1. On your mobile device, launch the Wuala app.
2. Enter your personal Wuala Username and Password.
3. Click on **Groups** to access your Wuala Company Business Group(s).
4. Select the Business Group you wish to access then choose the desired file(s).

To view our frequently asked questions regarding the Wuala mobile app, please visit [Wuala for iOS Devices](#).

**Note regarding file types:** You may require third-party apps to view files.

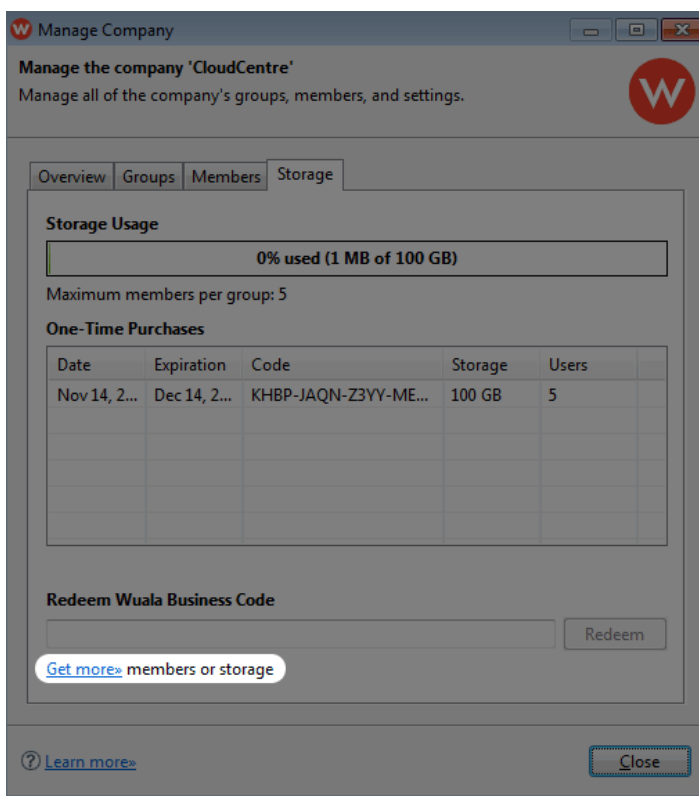
# UPGRADE YOUR BUSINESS STORAGE: ADD STORAGE, USERS, AND GROUPS

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

## ADD STORAGE AND USERS


Your Wuala Company Starter Code supports up to five Business Groups on 100GB of secure online storage. Each Business Group can have up to five users, including the administrator. To add more Wuala storage capacity and users, follow the instructions below.

1. Right click on your Company name to select **Manage Company...**
2. Select the **Storage** tab.
3. Click on the link **Get more** for upgrade options.



4. You will be directed to [Buy Wuala Business](#). Enter your email address and select the amount of storage capacity and/or users/groups you wish to add.





Home Features Se

## Buy Wuala Business

With Wuala Business you can dedicate storage to a group and use the purchased storage all together as a team. Used storage is not counted to a specific user account, but to the group. Of course, all Wuala Business offers come with unlimited bandwidth, sync and file versioning. [More](#) info.

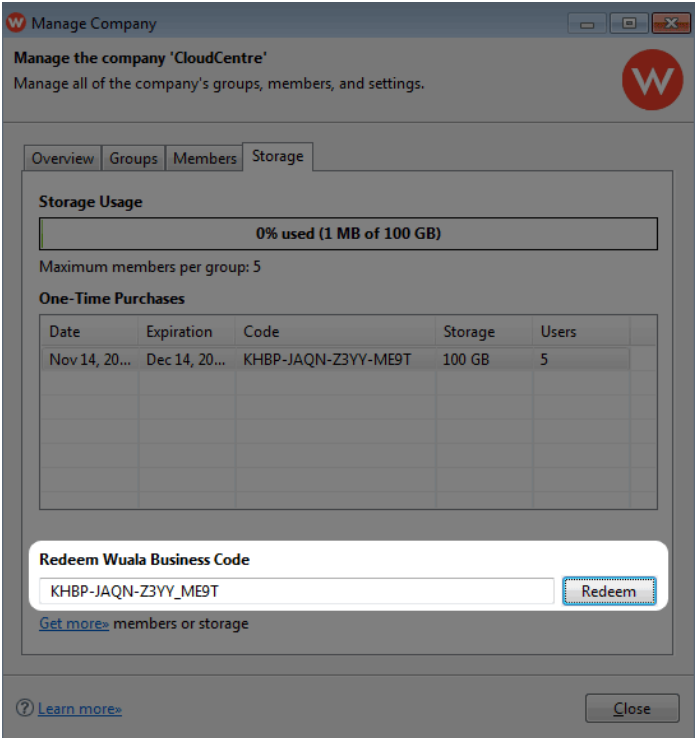
Your email address:

Re-enter email:

		Price per year	Total
<input type="checkbox"/>	<b>Starter pack:</b> 100 GB storage with 5 users and 5 groups	389 EUR	0 EUR
<input type="text" value="0"/>	Additional 100 GB	249 EUR	0 EUR
<input type="text" value="0"/>	Additional 5 users and 5 groups	99 EUR	0 EUR

You need [more?](#)

5. Following your purchase, a new code will be sent to your email address. Enter the new code in the field **Redeem Wuala Business Code** on the bottom of the *Storage* tab.



Manage the company 'CloudCentre'  
Manage all of the company's groups, members, and settings.

Overview Groups Members **Storage**

**Storage Usage**

0% used (1 MB of 100 GB)

Maximum members per group: 5

**One-Time Purchases**

Date	Expiration	Code	Storage	Users
Nov 14, 20...	Dec 14, 20...	KHBP-JAQN-Z3YY-ME9T	100 GB	5

**Redeem Wuala Business Code**

[Get more»](#) members or storage

[? Learn more»](#)

**Enter the new code sent to your email address**

6. Click **Redeem** to receive your upgrade.

# RENEW YOUR WUALA BUSINESS STORAGE OR MOVE FROM A TRIAL ACCOUNT TO A FULL ACCOUNT

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

You will receive an email before the expiration date for your Wuala Starter Pack/Trial Code. To renew your account or move from a trial account to a full account:

- 1. Go to [Buy Wuala Business](#).
- 2. Enter your email address and check the box next to **Starter pack**. You also have the options to add Wuala secure online storage and/or users/groups.

[Home](#) [Features](#) [Support](#)

### Buy Wuala Business

With Wuala Business you can dedicate storage to a group and use the purchased storage all together as a team. Used storage is not counted to a specific user account, but to the group. Of course, all Wuala Business offers come with unlimited bandwidth, sync and file versioning. [More](#) info.

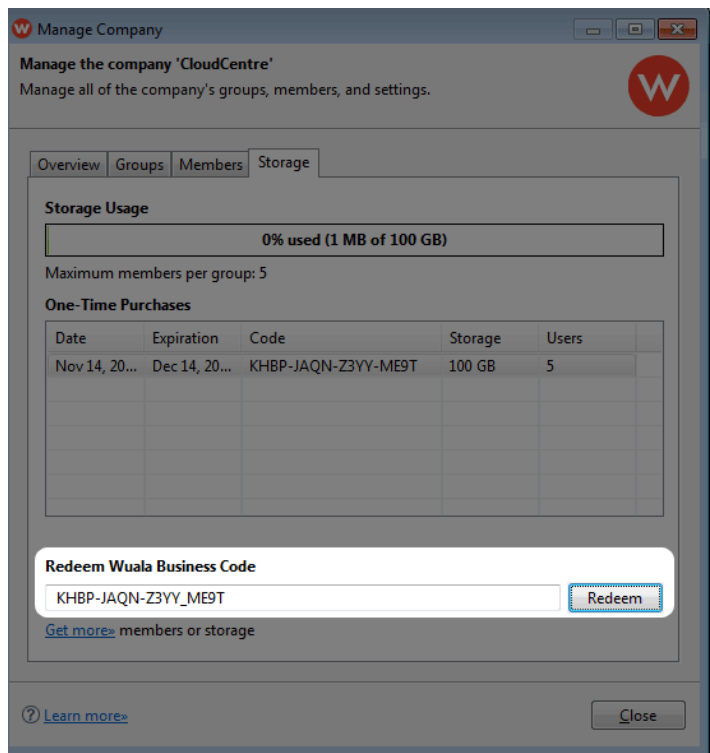
Your email address:

Re-enter email:

	Price per year	Total
<input type="checkbox"/> <b>Starter pack:</b> 100 GB storage with 5 users and 5 groups	389 EUR	0 EUR
<input checked="" type="checkbox"/> Additional 100 GB	249 EUR	0 EUR
<input checked="" type="checkbox"/> Additional 5 users and 5 groups	99 EUR	0 EUR

You need [more?](#)

- 3. Following your purchase, a new code will be sent to your email address. Go to **Manage Company > Storage** in Wuala to enter the new code in the field **Redeem Wuala Business Code**.



**Enter the new code sent to your email address**

4. Click **Redeem** to receive your update. Your code is valid for one year.

# WUALA FEATURES OVERVIEW

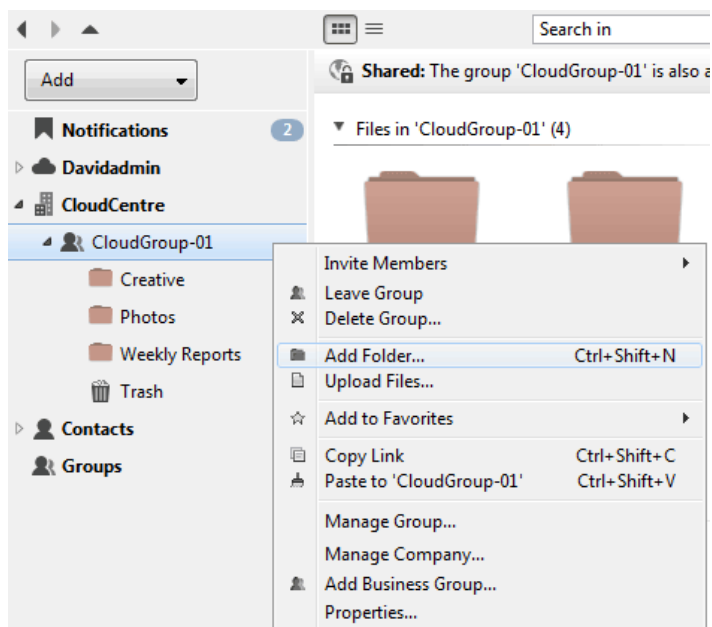
Wuala provides secure, easy sharing of your business data in the cloud. You will also find important tools that help you to collaborate with your coworkers while protecting everyone's data.

Feature	Click to view
Create folders to share with the group.	<a href="#">Create Folders</a>
Add files for the group to share.	<a href="#">Upload Files</a>
Copy folders from your desktop to Wuala.	<a href="#">Copy Folders</a>
Download folders and files from Wuala to your computer or an external volume.	<a href="#">Download</a>
Delete and restore files.	<a href="#">Delete and Restore Files</a>
Share files and folders with others via secret weblink.	<a href="#">Share</a>
Building Your Wuala Contact List.	<a href="#">Wuala Contacts</a>
Backup folders to a Wuala personal account.	<a href="#">Backup</a>
Sync folders to multiple computers.	<a href="#">Sync</a>
Edit files within Wuala.	<a href="#">Edit Files</a>
Find earlier versions of documents.	<a href="#">Versioning</a>
Add more Business Groups to your Company Storage.	<a href="#">Multiple Business Groups</a>
Move backwards in time to grab earlier versions of folders and files using Time Travel.	<a href="#">Time Travel</a>

## CREATE FOLDERS

Create folders to better organize the files your team stores on Wuala.

1. Right-click on the username or group to select **Add Folder...**

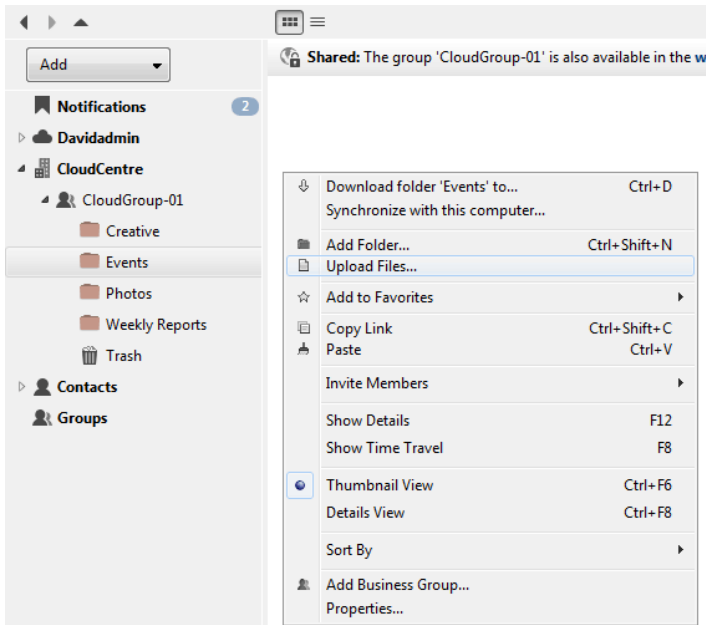


2. Enter the name for the new folder then click **OK**.

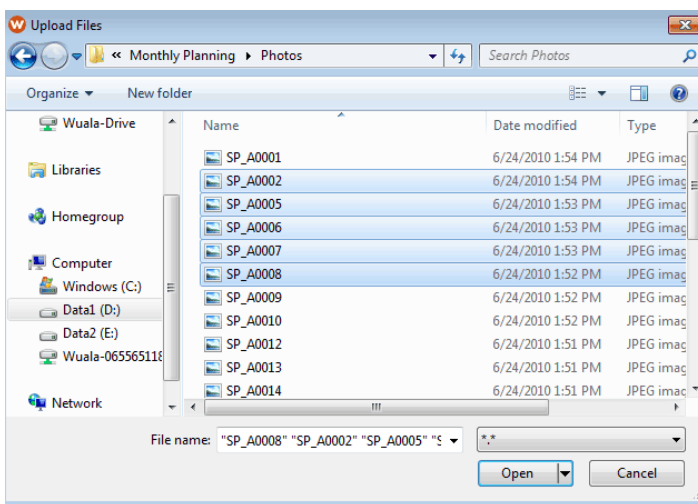
## UPLOAD FILES

While data can be stored on the root level of personal storage or a group, Wuala highly recommends that you create folders to organize files uploaded to Wuala. To upload files to a folder:

1. Open a folder then right click to select **Upload Files...**



2. Browse in your computer to the folder with the files that you wish to upload to Wuala. You may choose to upload one file or several.



**Add one or several files**

3. The file(s) will appear in the folder. Please note that upload times will vary based upon the speed of your connection to the internet.
4. In the case of groups, all members can access the files uploaded by a single member.

Wuala – Sign In

Sign in to Wuala

Enter your name and your password.

Username:

LoganAsh

Password:

••••••

☐ Remember password

[Create a new account](#)
[Password hint](#)

Cancel

Sign in

**Another member logs onto Wuala**

Add

Notifications

LoganAsh

CloudCentre

CloudGroup-01

Creative

Events

Photos

Weekly Reports

Trash

Contacts

Groups

Shared: The group 'CloudGro

Name

SP\_A0008.jpg

SP\_A0007.jpg

SP\_A0006.jpg

SP\_A0005.jpg

SP\_A0002.jpg

**The upload files is available to everyone in the group**

**Note:** Files may also be uploaded to Wuala using drag and drop or copy and paste.

Wuala Business: User Manual

71

## COPY FOLDERS

You may copy folders directly to your Wuala group.

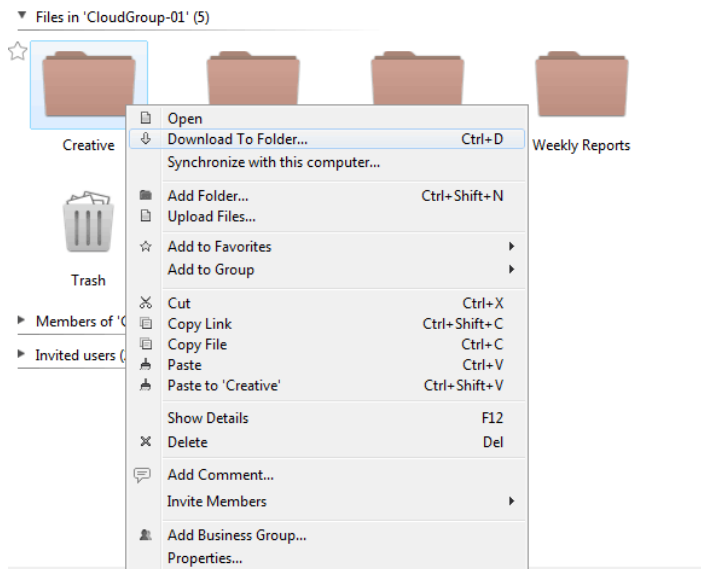
1. Log onto Wuala and select your group.
2. Locate the folder(s) you wish to copy to Wuala. You can copy folders from internal hard drives, external hard drives, or network volumes.
3. To upload the folder(s) to Wuala, drag it/them to the Wuala group.
4. The time to complete the upload will depend upon the amount of data stored in the folder(s).



## DOWNLOAD

Folders and files can be downloaded to your computer, an external hard drive, or a network volume.

1. Right click on the folder or file and select **Download To Folder...**



### **Download a file**

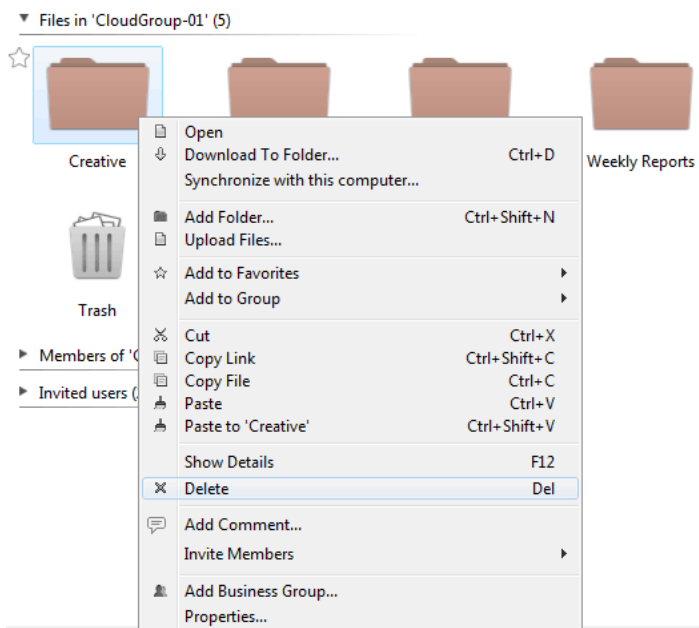
2. Browse your computer to select the download location and click **OK**. The time to complete the download will depend upon the amount of data stored in the folder(s) or the size of a file.

## DELETE AND RESTORE FILES

You can move folders and files to the trash for deletion. Files that have not been emptied from the trash may be restored to the group storage.

### Delete

1. Right click on the folder(s) or file(s) you wish to move to the trash and select **Delete**. You may also click on the folder or file and choose the **Delete** button on your keyboard.

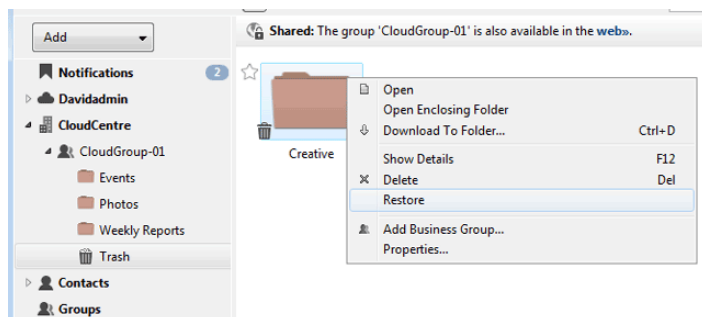


2. A prompt will ask you to confirm the action before moving the folder(s)/file(s).
3. If you wish to permanently remove data in the trash, right click on the trash icon to select **Empty Trash**. Click **Yes** at the prompt to confirm.

## Restore

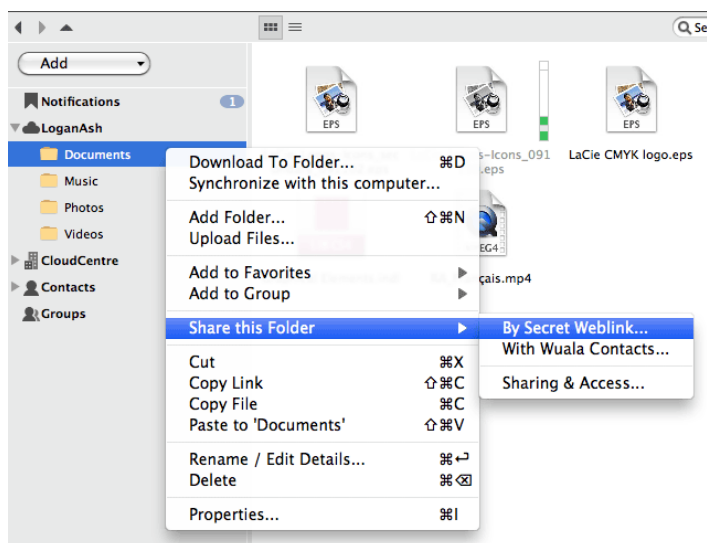
To remove folders or files in the trash:

1. Click twice on the trash icon to reveal its contents.
2. Right click on the folder or file you wish to keep and select **Restore**. The folder or file will be returned to its original location on the group storage.

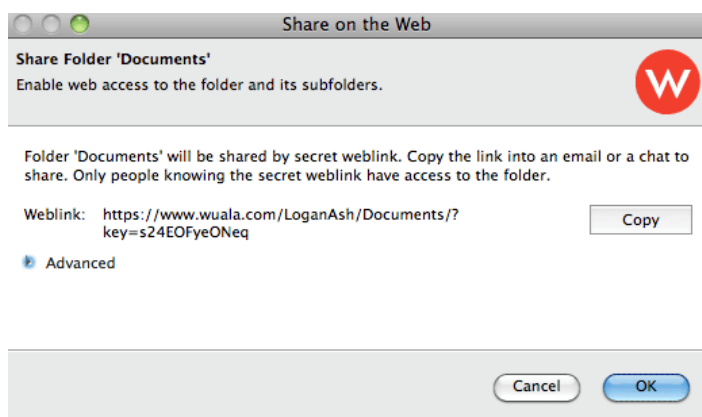


## Share Folders

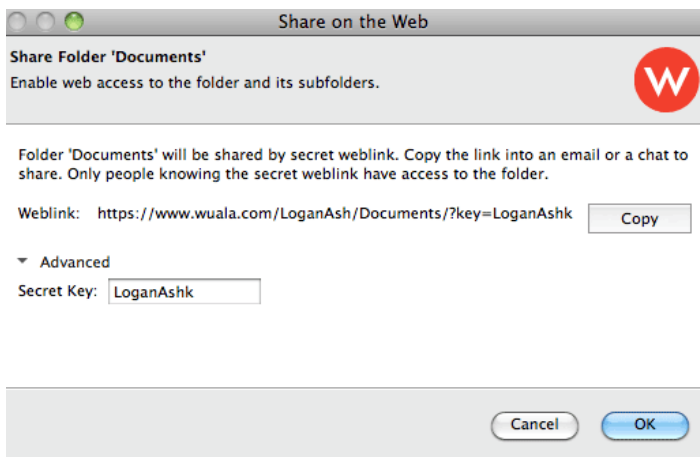
1. Right click on the folder to select **Share this Folder > By Secret Weblink**.



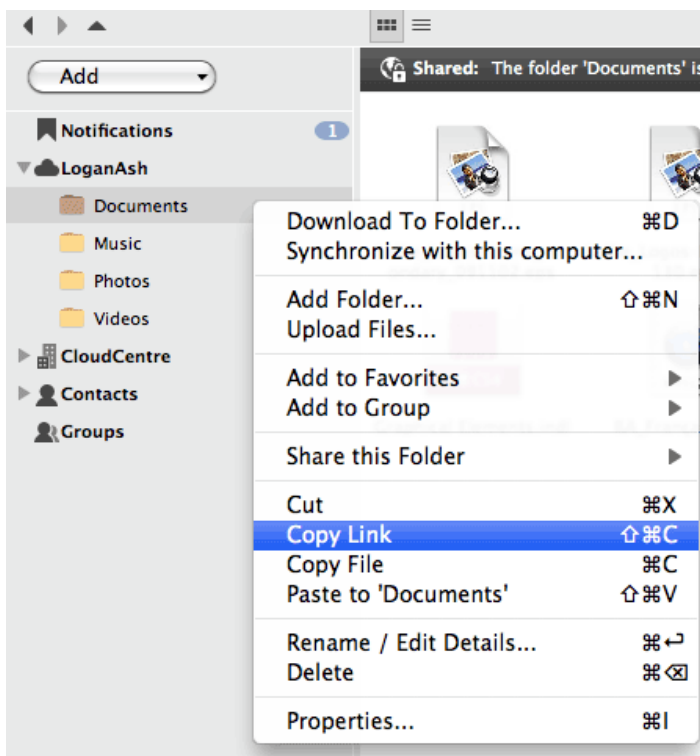
2. A prompt will present you with the link to copy. If the link meets your needs, you can click **OK** to confirm weblink sharing. See the next step if you prefer to personalize the weblink.



3. (Skip this step if you do not wish to personalize the weblink). Click on **Advanced** to reveal the *Secret Key*. Enter the new weblink reference in the **Key** field. Wuala suggests making it as brief as possible. The text will appear at the end of the weblink. Click **OK** to confirm weblink sharing.

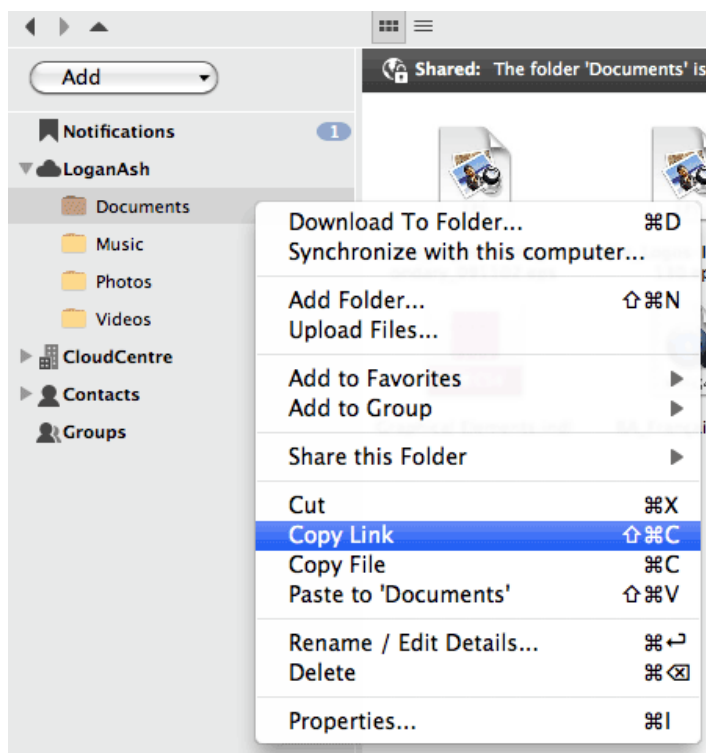


4. Right click on the folder to select **Copy Link**.



5. Paste the weblink to an email meant for people who will share the folder.

6. The recipients of the email can click on the link to download files via their web browser.

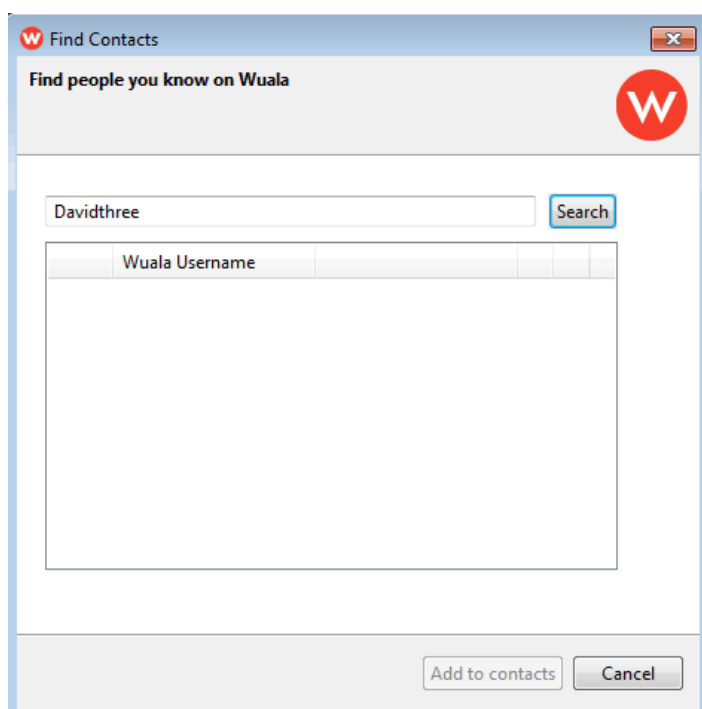


## WUALA CONTACTS

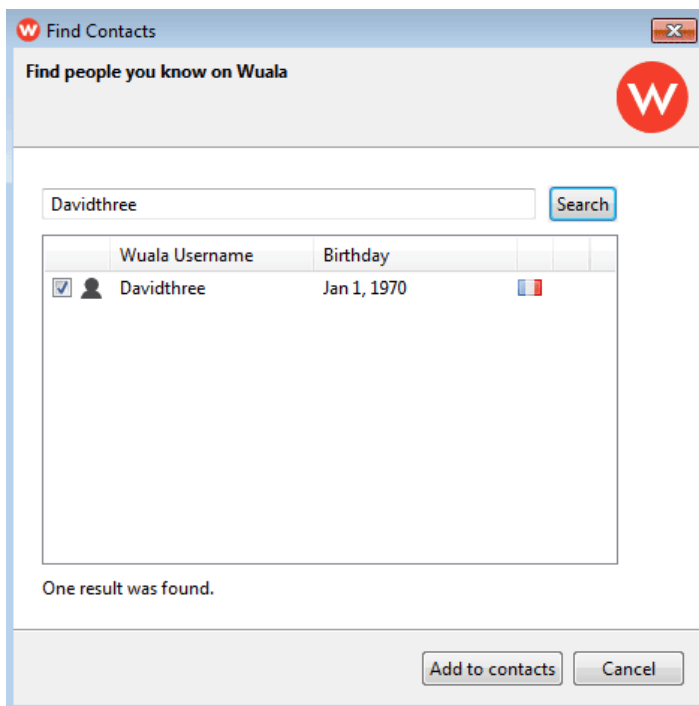
Add Wuala users to your Contact list.

### Step 1: Adding a Contact

1. Open your Wuala account to select **Tools > Find Contacts...**
2. In the *Find Contacts* window, type the name of the user you want to add as a contact then click **Search**. You may need to ask the contact for his Wuala username.



3. If the search result is correct, check the box next to the user name and click **Add to contacts**.

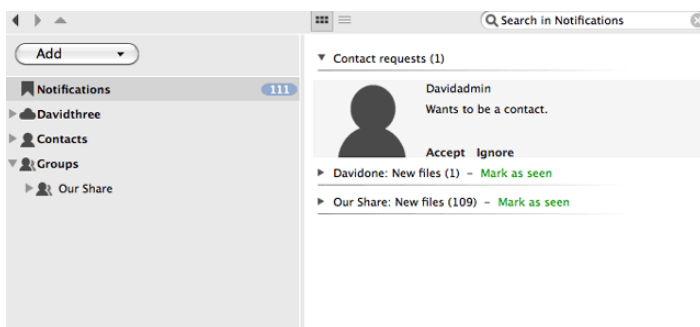


4. A prompt will let you know that the contact has been sent a message indicating that you wish to add him to your list. Click **Close**.

## Step 2: Contact Accepts Invitation

Your contact will receive a prompt in **Notifications** indicating that you wish to add him as a contact. He should:

1. Open his Wuala storage and click **Notifications** on the left of the window.
2. He will see the request to be added as a contact. Click **Accept**.



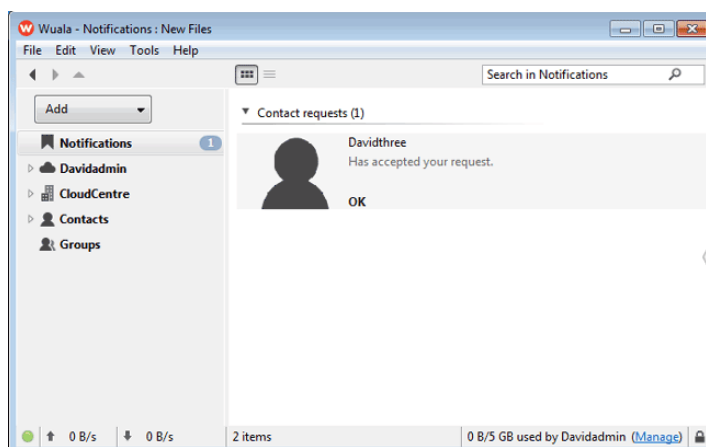
3. By accepting, he will also add you to his list of contacts.

## Step 3: Confirm Contact

You will receive a confirmation that the contact was successfully added to your list.

1. Click **OK** once you have read the message.





2. Your coworker is now on your contact list.

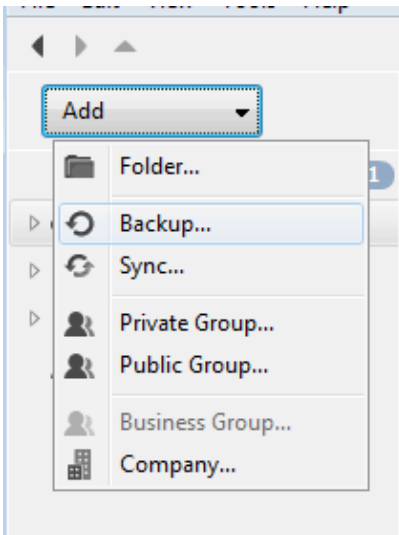
# BACKUP

You may back up data from your computer's internal hard to your Wuala personal storage. At this time, Wuala recommends that you do not back up data from an external or network hard drive to Wuala.

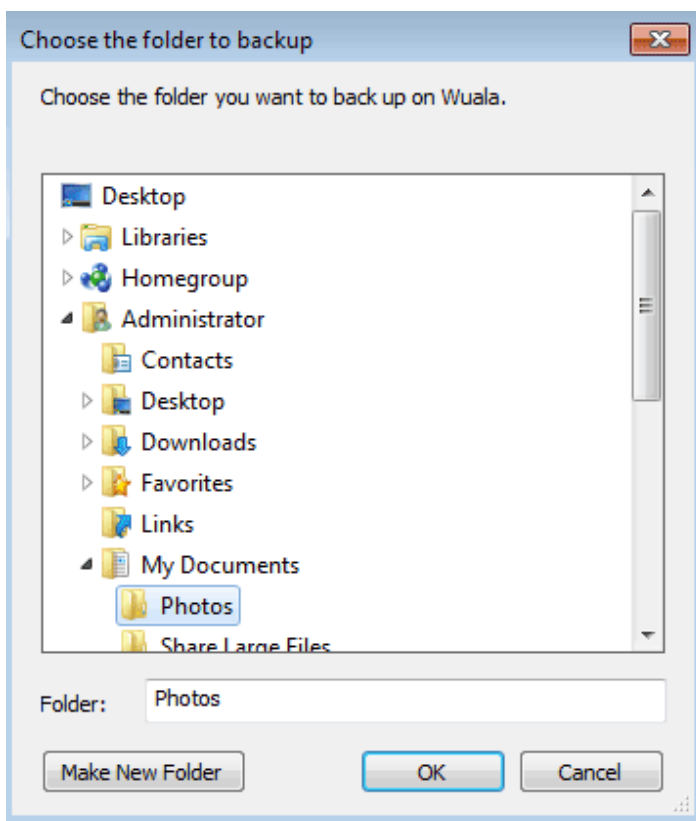
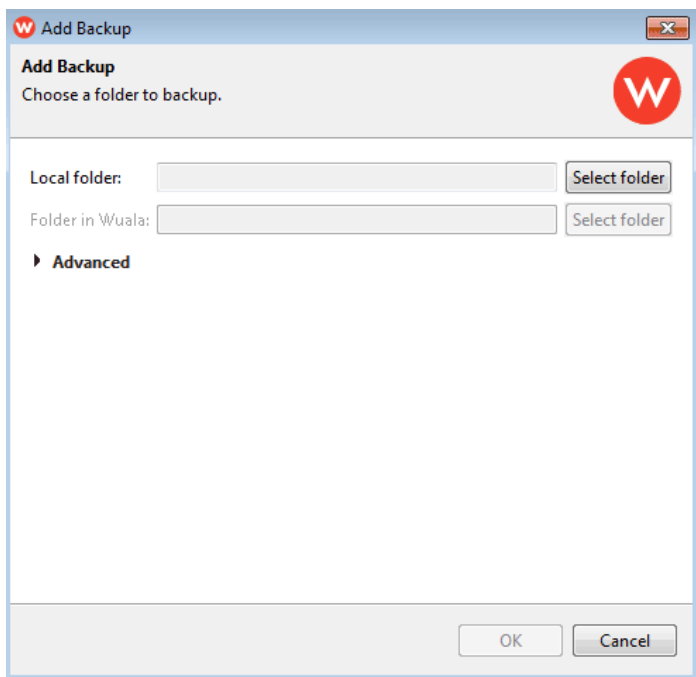
**Important info:** Please note that members of a Business Group cannot back up data to the Company storage.

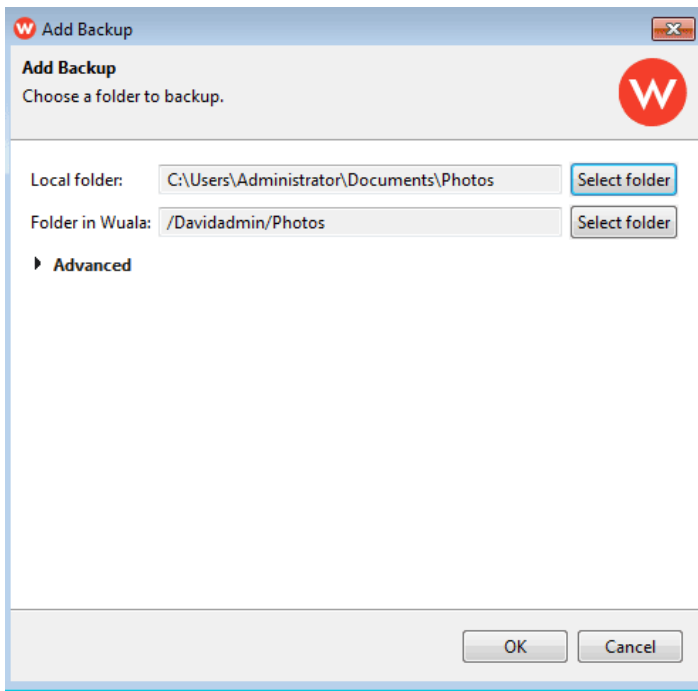
## Backup Setup

1. Click on **Add** to select **Backup...**

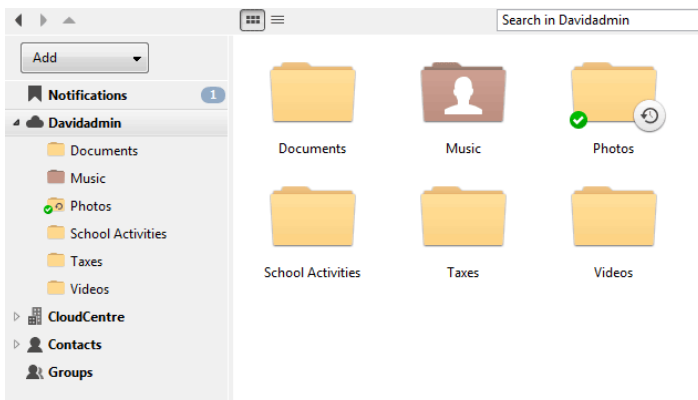
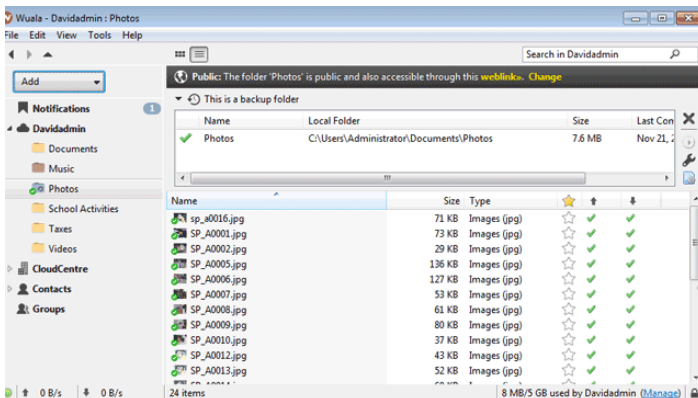


2. Browse to the folder you wish to backup to Wuala. Note that clicking on the arrow next to *Advanced* opens additional options to exclude certain files from the backup.





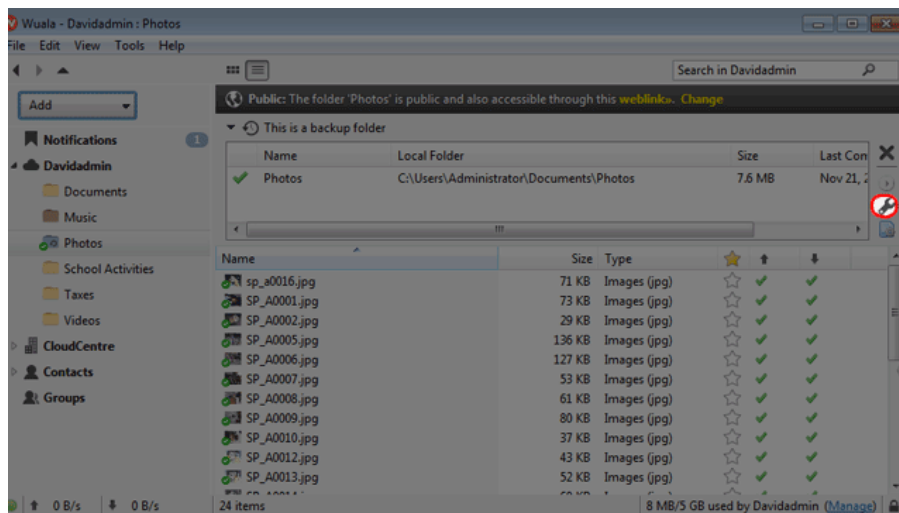
- Wuala will begin the backup. Note that folders marked for Wuala backup include the clock and circular arrow icon.



## Manage Backup

To adjust the backup settings:

1. Click on the backup folder to choose the wrench icon.



2. The *Backup Settings* window allows you to change the backup interval as well as filter files.

**Note:** Selecting the minus symbol will delete the backup. Provided that the user has not deleted them, the original files will remain intact on their source storage.

## SYNC

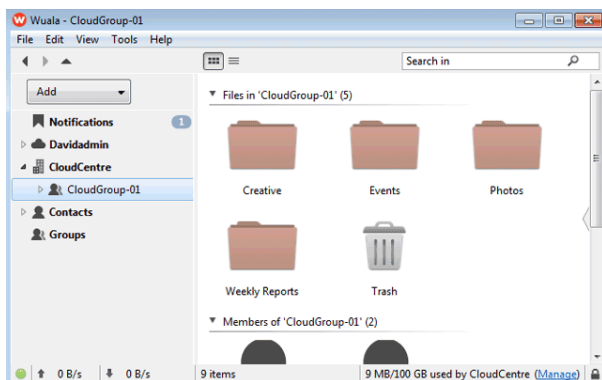
Members of a business team and single users can have the latest versions of important documents on all their computers:

- **Business Storage:** A member of the team creates a Wuala Sync folder called *Daily Action Plans* on his computer. Each member of the same Business Group adds *Daily Action Plans* to their computers to receive automatic updates and to add documents that they have created.
- **Personal Storage:** A Wuala user can create a Sync folder called *Legal Briefs* on her computer. To access the same files in the office, she will log on to Wuala to add *Legal Briefs* on her work computer. Since Wuala will upload/download the most recent content automatically to all Sync folders, she can leave the work laptop in the office.

You may synchronize data from your computer's internal hard to Wuala storage. Wuala highly recommends that you do not synchronize data from an external or network hard drive as it could delete files.

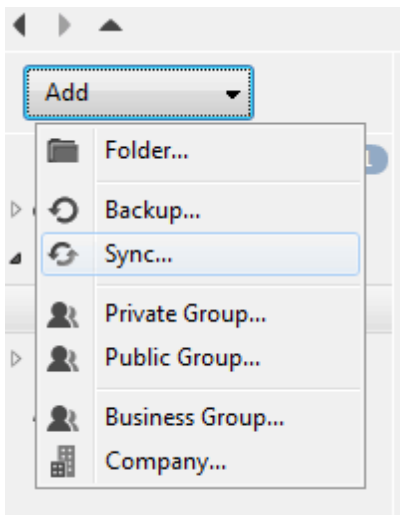
## Create a Sync Folder

**Sync folders and Wuala Business Users:** Please make certain to highlight the applicable Wuala storage before creating a Sync folder. For example, if the Sync folder is for personal use, select your personal storage. If the Sync folder is for collaboration within your Company, select your Business Group.

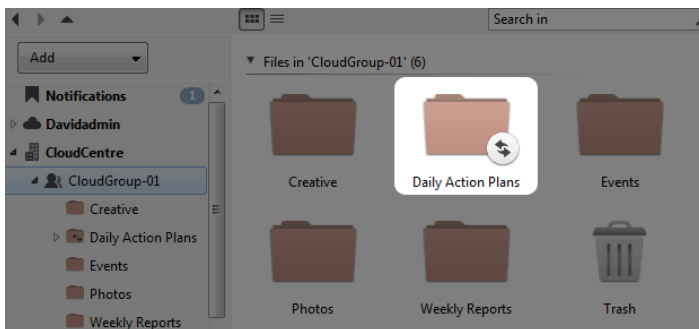


**Highlight the applicable Wuala storage for your Sync folder**

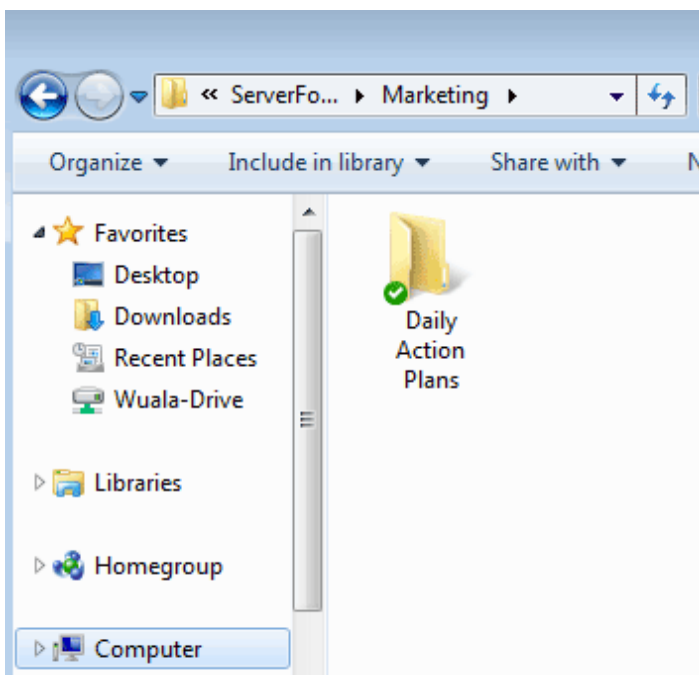
1. Click on **Add > Sync...**



2. Browse to the folder on your computer that you wish to sync. Note that clicking on the arrow next to *Advanced* opens additional options to exclude certain files from the sync.
3. The sync folder has been added to the Wuala storage.



4. A check mark on the folder stored on on the source storage indicates that it is being synchronized with the Wuala storage.

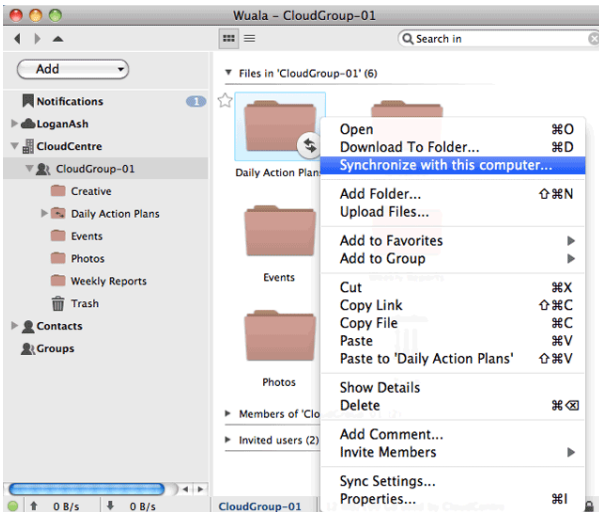




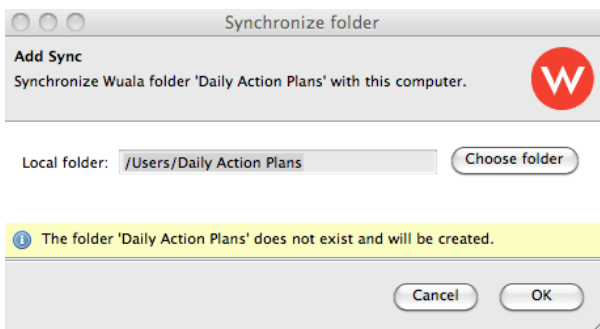


## Sync the folder on additional computers

1. Log on to Wuala to choose the storage that hosts the folder you wish to Sync (personal or business storage).
2. Right click on Sync folder to select **Synchronize with this computer...**



3. Note the location for the local sync folder on your computer then click **OK**.

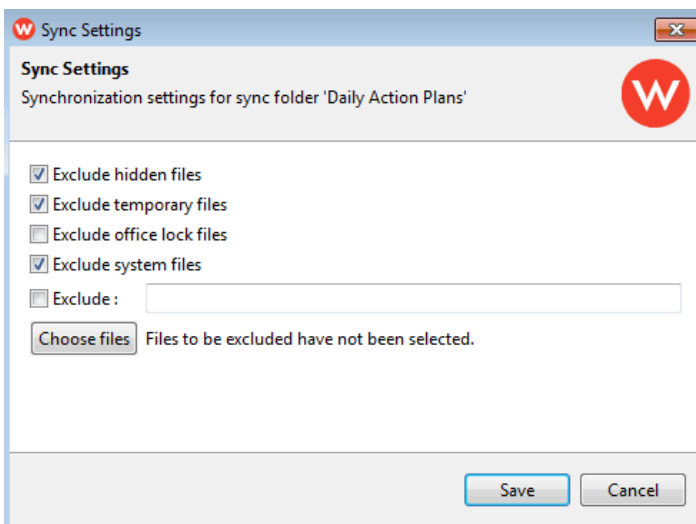
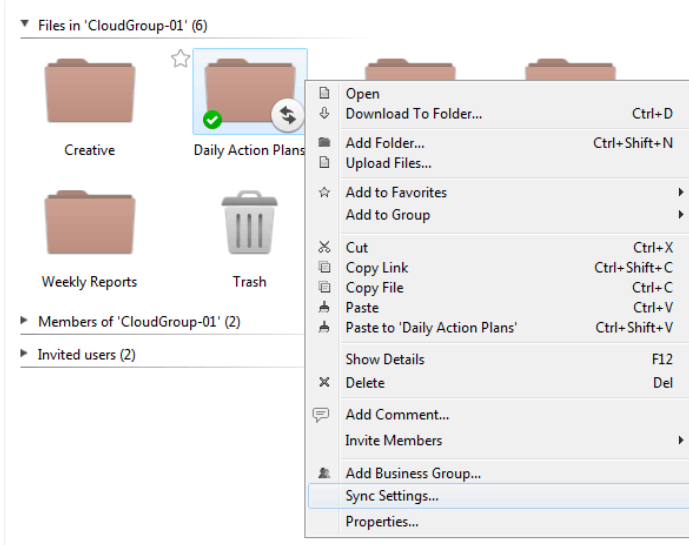


4. The folder is now synchronized with the computer. Repeat the steps for each new computer.

**Important info on Sync Folder Displacement:** Wuala recommends using the default location on your local computer for the Sync folder. Choosing an alternative folder will adjust the name of the Sync folder. Additionally, the contents of the Wuala Sync folder will be mixed with the files in the existing folder on your computer. To prepare a new location, you can create a folder with the same name as the Wuala Sync folder. For example, create a folder called *Daily Action Plans* on your Desktop before attempting to add the Sync folder.

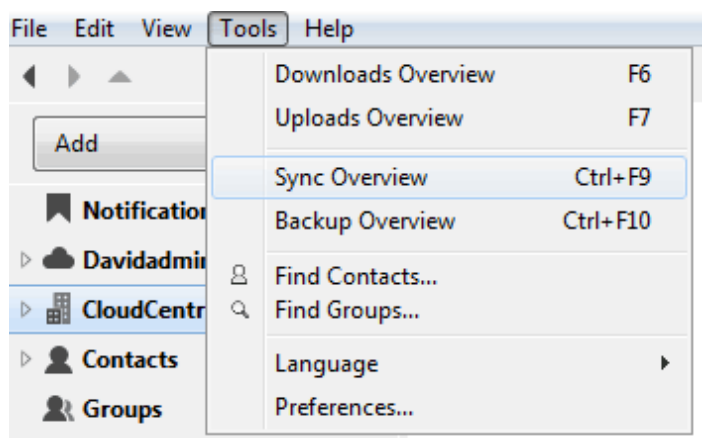
## Managing the Sync Folder

- Adjust the file types you wish to Sync by right clicking on the folder to select **Sync Settings...**



### ***Choose files to exclude from Sync***

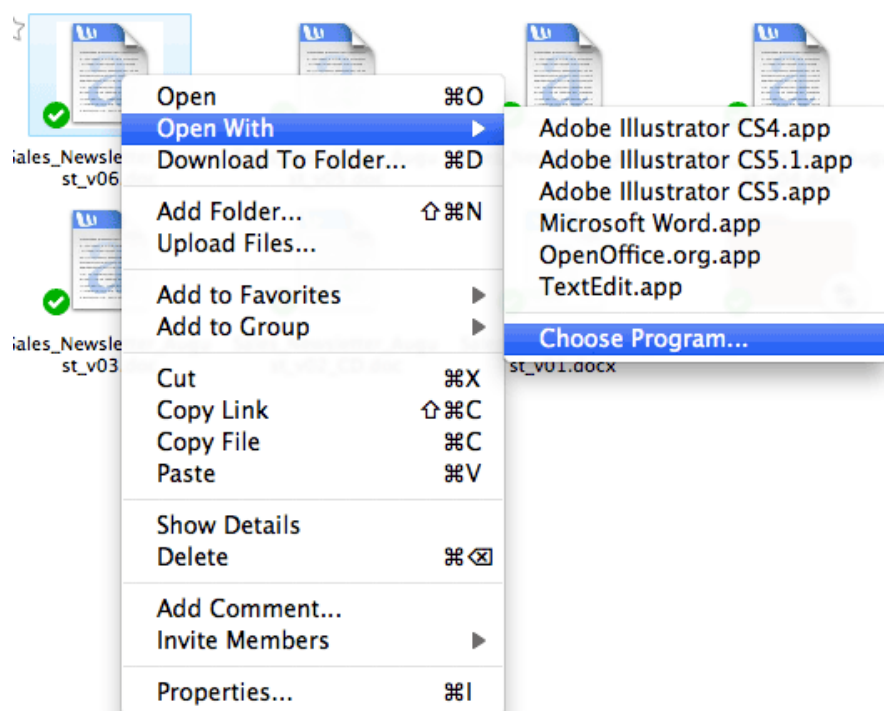
- Review the number of computers that have synchronized with the folder by selecting **Tools > Sync Overview**. You can also adjust settings within the Sync folder.



## EDIT FILES

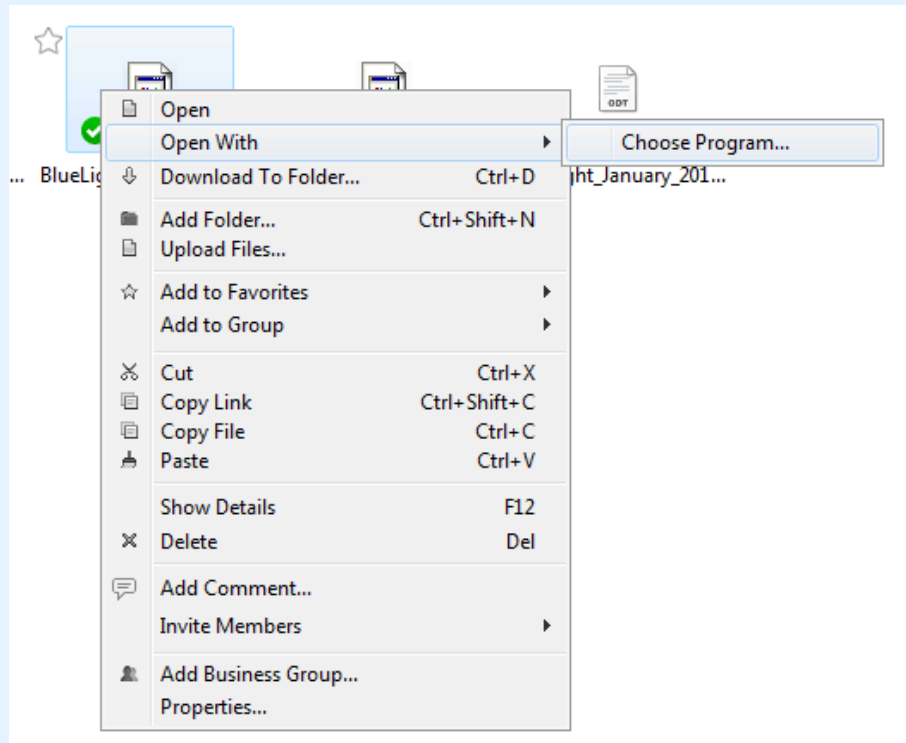
Wuala can be used as the primary storage for your documents. Open and edit files within Wuala to reduce frequent copying and pasting of data. By editing documents within Wuala, you can take advantage of Versioning.

1. Log into your Wuala account to find the file you wish to open. Right click on it and Wuala will present the compatible applications on your computer.



2. Choose the application to open the file. You can work on the file and all revisions will be saved on Wuala.

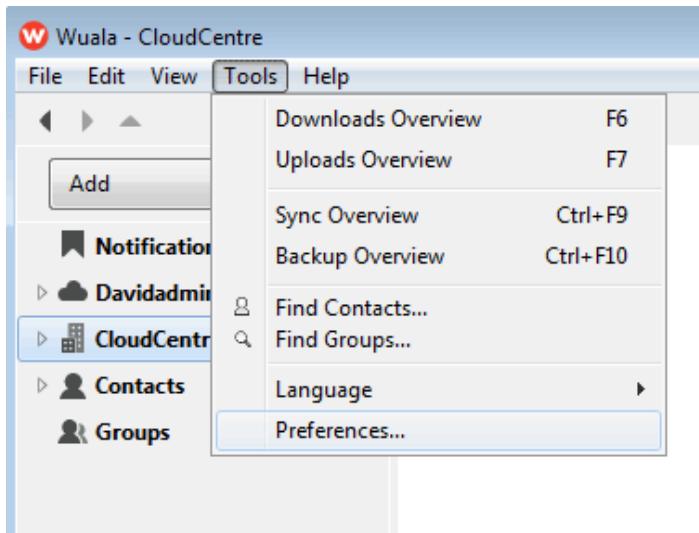
**Note on available applications:** Wuala empowers you to work on documents from the group storage. Please note that the native application or a compatible program must be available on your local computer. If Wuala cannot find a compatible program, you will be prompted to **Choose Program...**



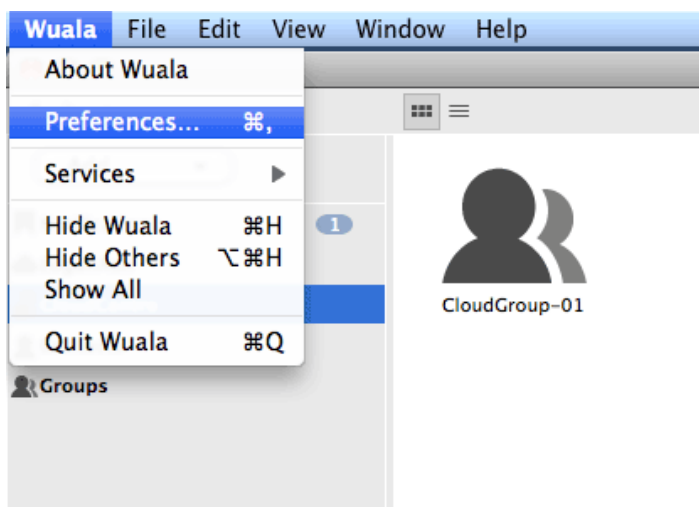
## File System Integration

File system integration must be turned on to edit files within Wuala. Please note that it is enabled by default.

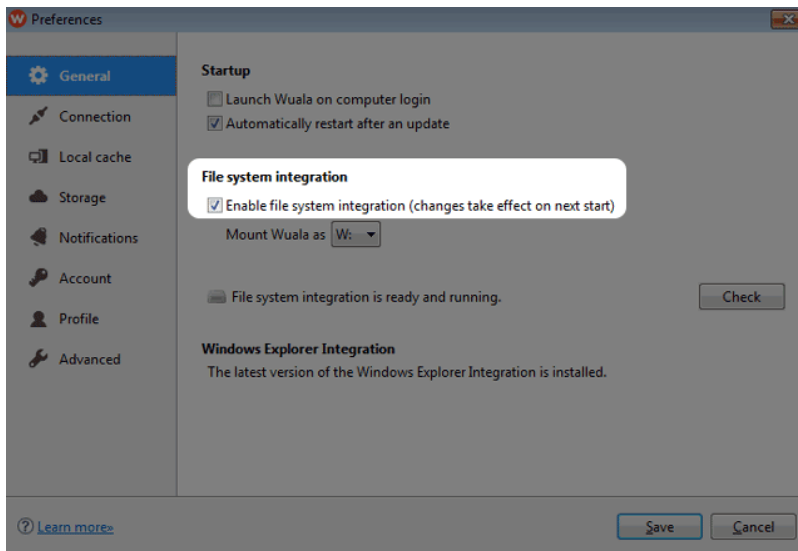
- Windows: **Tools > Preferences...**



- Mac: **Wuala > Preferences...**



- Select **General** to make certain that System Integration is enabled.



## VERSIONING

When working within Wuala, Versioning will keep up to 10 versions of a document. In cases when documents are accidentally revised or edited, users can rest assured that an earlier version is available.

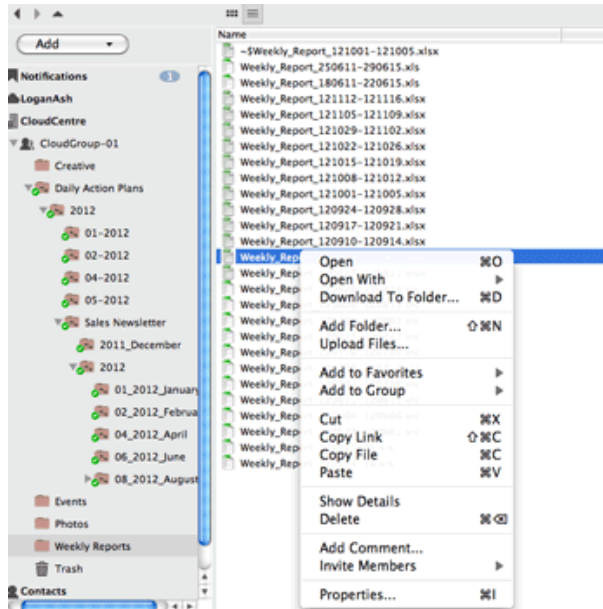
Versioning will keep 10 versions of a document if it falls within one of the two conditions below:

- Edited within Wuala.
- Edited within a folder marked for Wuala Sync.

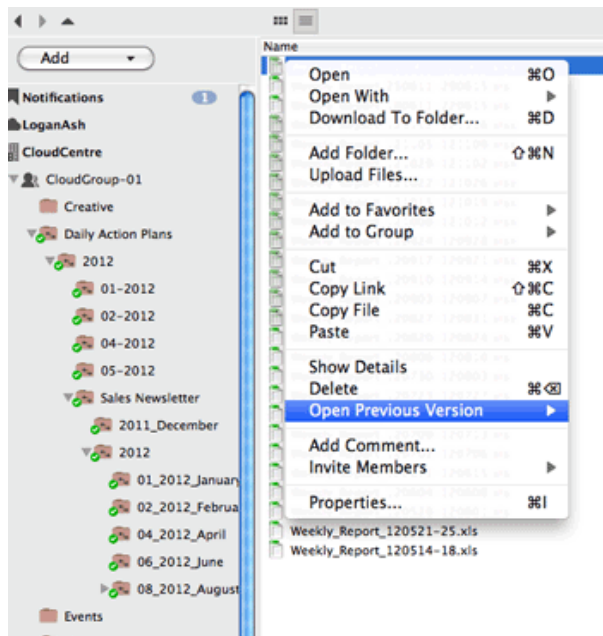


## Accessing Versioning

Below is an example of a file that has not been edited within Wuala and does not have earlier versions. Right clicking on the file does not reveal an option to access an earlier version.



Documents that have been edited within Wuala will give you the option to access an earlier version.

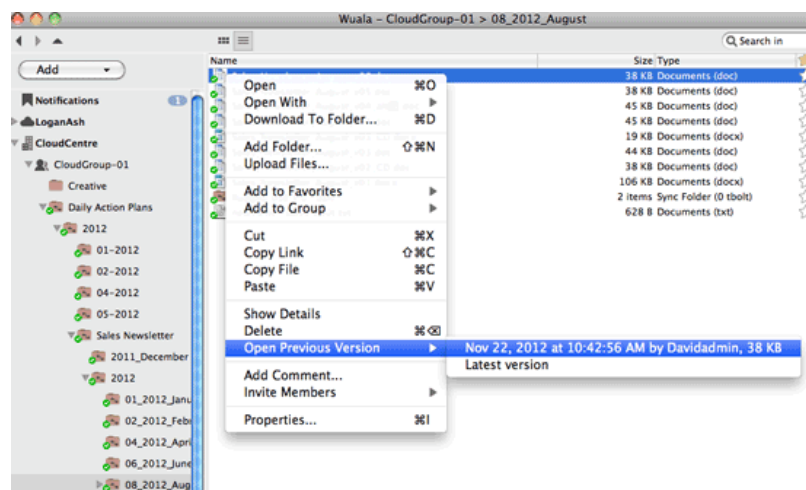


## Versioning and Sync

Wuala versioning and sync work together to make certain that:

- The last ten versions of edited documents can be accessed for easy reference.
- Important company data within the group is up to date on everyone's computer.

Versioning requires that documents are opened and edited within Wuala. With Sync, files kept on a local sync folder are also stored and updated to its Wuala folder. Therefore, users are free to edit a document from their local sync folder knowing that the last 10 versions will be available on the equivalent Wuala sync folder. See the screenshot below as an example:



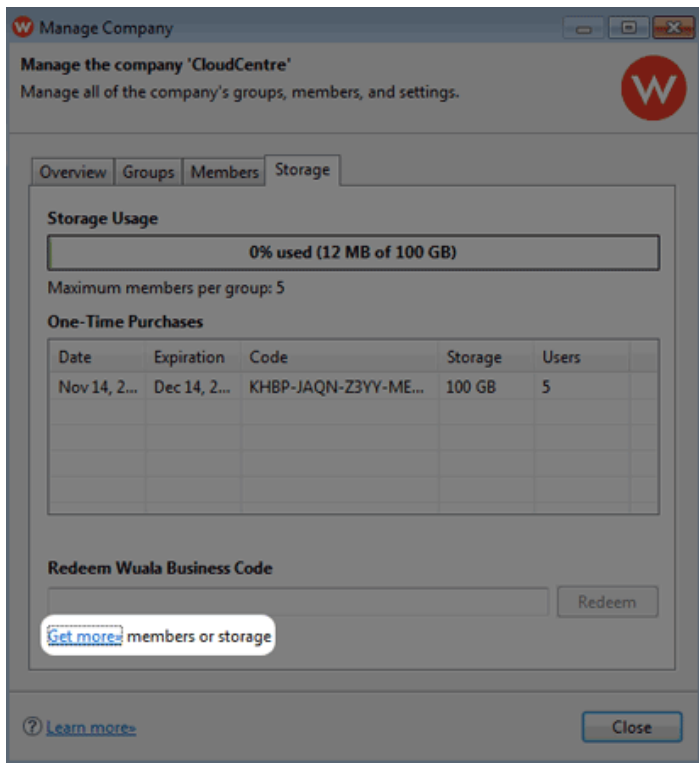
***The file has been revised and earlier versions are available on Wuala***

## MULTIPLE BUSINESS GROUPS

A single Wuala Business Code allows administrators to create up to five groups on Wuala. Each group can have up to five users.

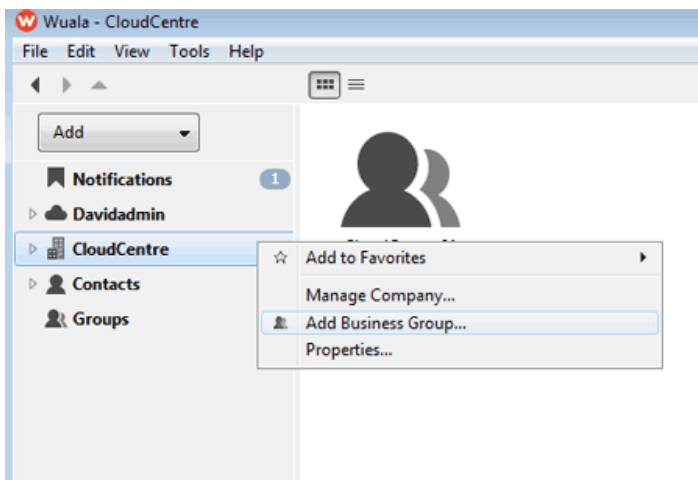
Please note that:

- The administrator always counts as one of the users.
- Each new user invited to a Business Group counts as one of the five, even if that user is already a member of another Business Group.
- The 100GB will be shared by all Groups within Company storage.
- Additional storage and users per group may be added to a Wuala Business Code at any time by clicking on the **Manage** link on the bottom right of the Wuala window. You will be directed to a link in the **Manage > Storage**. Click on **Get More** to be directed to [Buy Wuala Business](#).

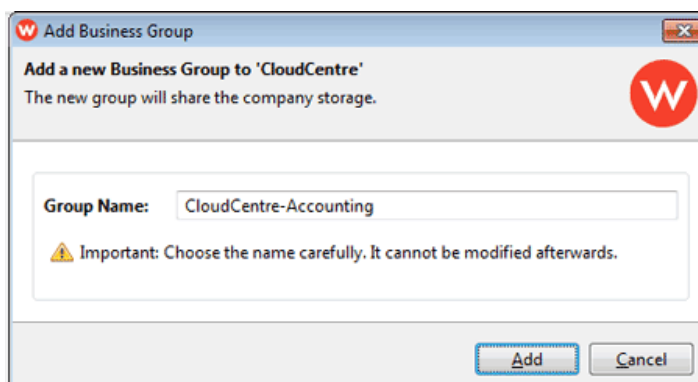


## Adding one or more groups

1. Right click on your Company name to select **Add Business Group...**



2. In the *Add Business Group* window, enter the name of the new Group then click **Add**.



3. The new group is ready to use. Invite members just as you did for the first group.

Add

Notifications

1

Davidadmin

CloudCentre

CloudCentre-Accounting

CloudGroup-01

Creative

Daily Action Plans

Events

Photos

Weekly Reports

Trash

Contacts

Groups

Members of 'CloudCentre-Accounting' (1)



Davidadmin  
Administrator

Other groups of 'CloudCentre' (1)

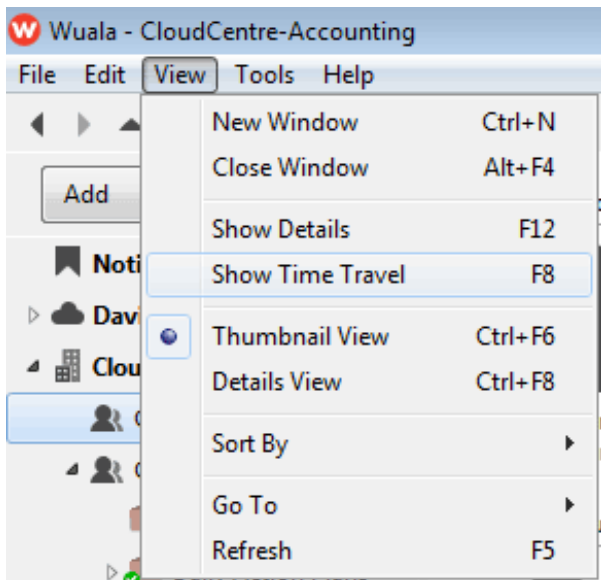


CloudGroup-01

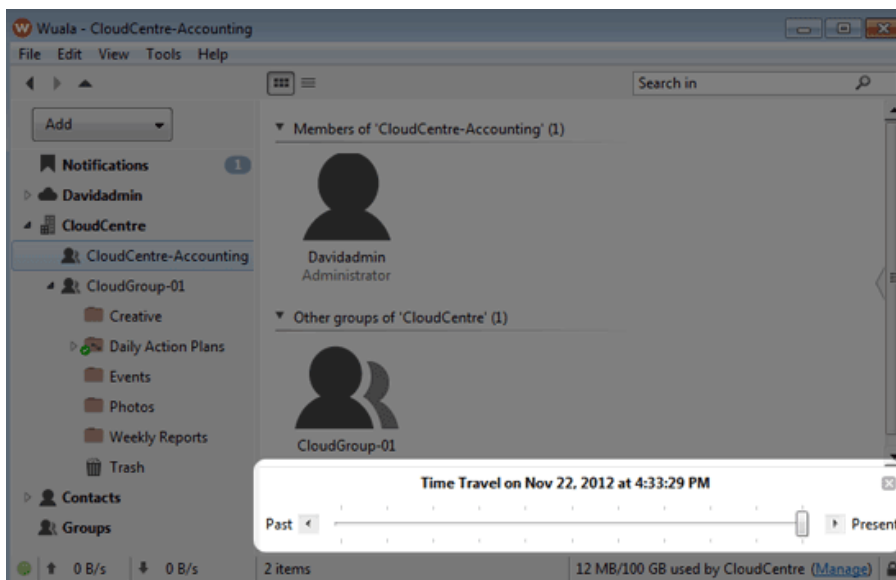
## TIME TRAVEL

Wuala gives you the option to move back in time to view folders and files as they looked days or weeks before. To use Time Travel:

1. Reveal the slider by going to **View > Show Time Travel**.



2. Move the slider to the left to go back in time.



## GETTING HELP

If you are having problems with your LaCie product, consult the table below for a list of available resources.

Order	Source	Description	Location
1	Quick Install Guide	Concise steps to follow for getting your product up and running	Either a printed leaflet or accessory box and included in the product box, or download PDF from the product page
2	Support Pages	Includes interactive troubleshooting topics for most common problems	<a href="http://www.lacie.com/support/">www.lacie.com/support/</a> , select your product, then click the "Troubleshooting" tab
3	User Manual	Includes common troubleshooting topics	See <b>Troubleshooting Topics</b> below
4	Customer Support	Create an account on <a href="http://www.lacie.com">lacie.com</a> , register your product, and fill out a support ticket	Create an account here: <a href="http://www.lacie.com/us/mystuff/login.htm?logout&amp;rtn=mystuff">www.lacie.com/us/mystuff/login.htm?logout&amp;rtn=mystuff</a>

**Note:** LaCie is dedicated to providing high quality products that enrich the lives of our customers. To help LaCie offer the best customer support, we encourage you to create an account and register your product at [www.lacie.com/us/mystuff/login.htm?logout&rtn=mystuff](http://www.lacie.com/us/mystuff/login.htm?logout&rtn=mystuff). You can give us important feedback as well as receive updated information on your LaCie device.

## TROUBLESHOOTING TOPICS

**Note:** Interactive troubleshooting, a highly effective way to resolve problems with your product, is available from [www.lacie.com/support/](http://www.lacie.com/support/). Select your product, then click the “Troubleshooting” tab.

### File transfers to and from Wuala are too slow.

Q: What type of connection to the Internet do you have?

A: Upload and download speeds to Wuala will vary depending upon the type of network in your office or home. Please check with your network provider or system administrator to determine how best to speed up your connection to the internet.

---

### Wuala Accounts for each member of the team.

Q: Why does each member of a group have to create a new account on Wuala?

A: For the moment, it is necessary to maintain this important part of joining a group. In addition to joining the group, each member of the team receives 5GB of personal online storage on Wuala.

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### Groups and users per Wuala Business Code

Q: How many groups and users can I add with my Wuala Business Code?

A: An administrator can add up to five groups with five users per group. All groups will share the 100GB that comes with the Wuala Business Code.

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Q: Can I add more storage and users?

A: Additional storage and users may be purchased by right clicking on the group to choose **Manage Group**. The *Storage* tab includes the link **Get more members or storage**. Clicking on the link will direct you to purchase options. You may also click [here](#). Please note that buying new users will enable you to invite more users per group. For example, a starter code gives you five users per group. Purchasing an additional five users will give you ten users per group.

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### Users and folders

Q: Can I limit rights to a folders by user(s)?



A: At the moment, all folders in the group are available to all members in the group. However, folders created in the user's personal account may only be viewed by the user.

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## Inviting Members

Q: Who can invite members to join the group?

A: By default, members can be invited by Administrators and Moderators. Rights for inviting members can be adjusted in the *Manage Group* window. Choose the **Roles** tab to give Members and Moderators the right to invite new members. You may also deselect the option if you prefer that the administrator is the only person with the right to send invitations to join.

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## Sharing Files by Weblink

Q: How do I share specific files or folders with people who are not members of the group?

A: Please see [Share](#).

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## Backup

Q: Can I backup data from my computer to the group storage?

A: At the moment, backups can only go to a Wuala personal account.

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## Versioning and File Location

Q: Can I see earlier versions of files stored on my internal hard drive?

A: Versioning works for files that are opened and edited in Wuala. Versioning is also available for files that are stored within sync folders, no matter if the changes occur on the local disk or on Wuala.

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