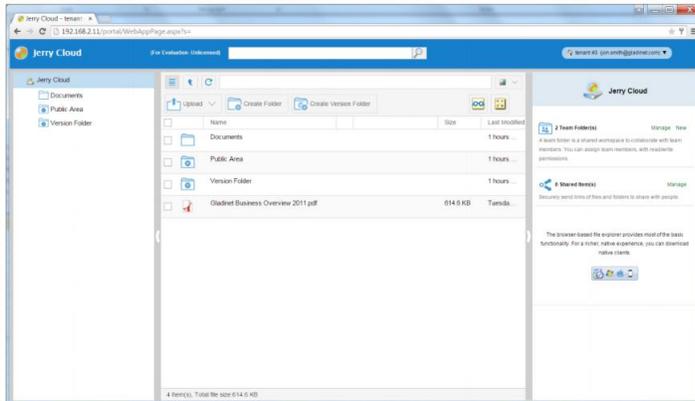
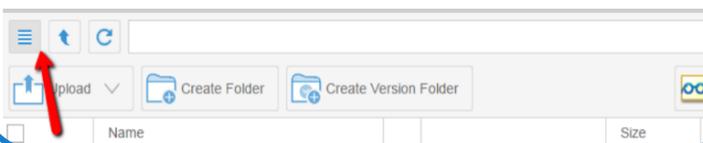


## Getting Around File Connect

The File Connect Web Client has three panels from left to right. These include the left tree panel, the middle file and folder panel, and the right information panel.

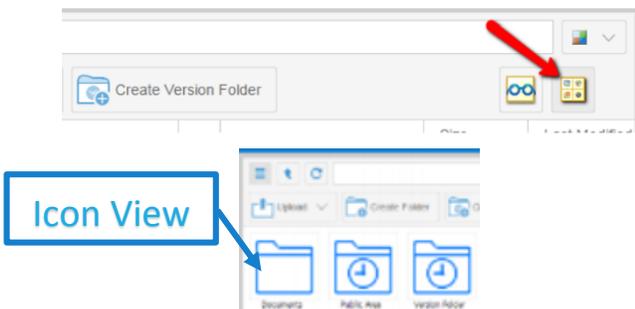


You have the option to switch between a 3-panel and 2-panel view. Often, the left tree panel is not necessary. The tree panel toggle button is located at the top left corner of the middle panel and will turn the tree panel off and on.



## Icon View and List View

You can customize the middle file folder pane to be viewed as icons or as a list. Simply click the button, located at the far right of the folder pane, to toggle this feature between icon and list view.



## Folder Description

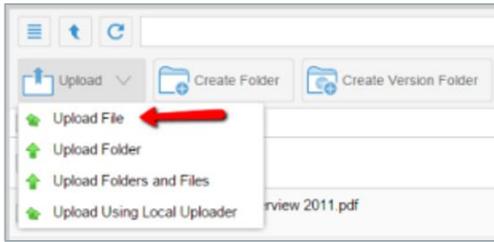
Icon	Folder Description
	This is a cloud folder. If you attach additional cloud storage from Amazon S3 or OpenStack in your top folder level, you will see this folder icon.
	This is a normal folder.
	This is a local folder attached from your PC, a local folder can be attached to cloud storage and sync together.
	This is the team folder. The administrator can publish a folder to be a team folder for the users.
	This is a Shared Folder from other users. Typically, this folder will show up under "Files Shared with Me".
	This is the "Files Shared with Me" folder. It contains all of the files and folders shared from other users.
	This is the version folder. Files in this folder are all under version control.

\*Select or right click a Folder to see the options for renaming or deleting a folder.

## Uploading Files

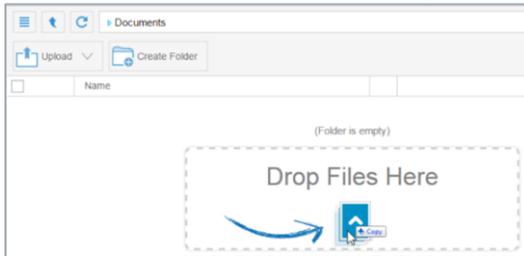
**Upload a File**-allows you to upload a one file at a time.

**Upload a Folder**-allows you to upload folders. Browse to the folder you want to upload, select the folder, then click OK.



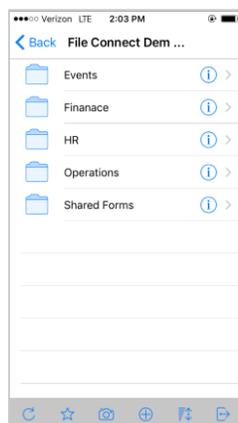
**Upload Folders and Files**-If Java is installed this allows you to upload multiple files and folders at once.

**Drag and Drop**-If you have the latest version of Chrome you will have this capability. Simply open a folder and you can drag and drop your files right in.



## Mobile Application

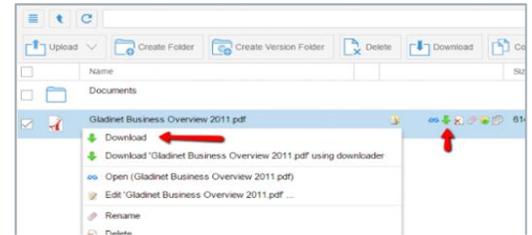
The mobile application is an optional feature that gives you access to your files directly on your mobile device. This application requires the password from your device and your login credentials for file connect before you can access the files. If you happen to lose your device, we do have the capability of doing a complete wipe to protect these documents but you will lose anything else stored to your device as well.



## Downloading Files

There are several ways to download files from File Connect.

- Double-click the file to download it
- Select the file and click the download icon in its row
- Right click the file and select the download icon from the menu



## Duo Application

The Duo Mobile Application is an easy to use one-tap authentication that is required to access the File Connect web page. This App which will be installed on your mobile device, will provide your files with another level of protection keeping everything safe and sound. Simply tap the key icon and you will see a 6-digit code. When prompted, type this code in to the web page field and log in. This is required every time you log in to keep your files safe.

