



nomadesk
Secure Business Class File Sharing

ENDUSERS' HANDBOOK



THE ENDUSERS' HOW TO

You became a brand new Nomadesk user today! Good for you! Really, you will love it.

If you follow the few next steps, you will be up-and-running in no time.

Just make sure you have administrator rights on your pc to be able to install all needed components.

Enjoy Nomadesk!



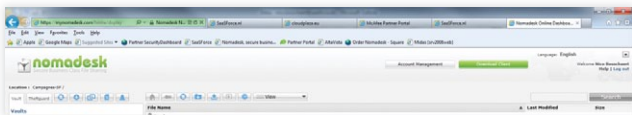
HOW COMPANIES SHOULD BE USING NOMADESK

STEP 1 : REGISTRATION/ACTIVATION

You have just received an email from the Nomadesk system.
This email enables you to activate your account. Just click the link included in the email and proceed to the MyNomadesk portal. There you will validate your license.

STEP 2 : MYNOMADESK.COM

MyNomadesk is your very own Nomadesk web client. This way you can access your Vaults, folders and files without the need of your own computer.



<http://mynomadesk.com>

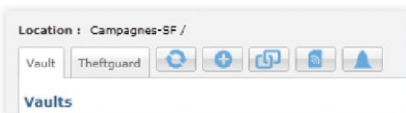
From MyNomadesk you can download the local Nomadesk client as well as the Outlook plugin®.

TIP : Close your Microsoft Outlook application before running the install file.

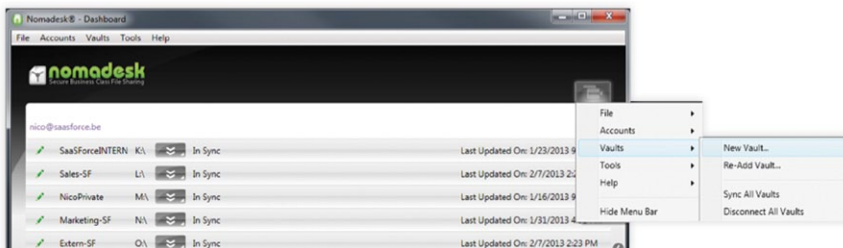
STEP 3 : VAULTS

Create the Vaults you would like to use. Vaults are actually virtual drives in your computers hard drive. Create as many as you like! Go on!

- Through MyNomadesk :
Just hit the “+” icon and create your new Vault



- Through the desktop client :



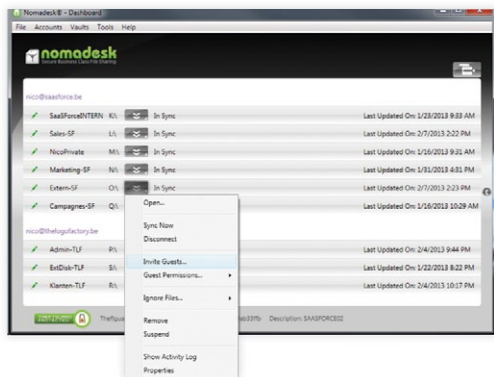
STEP 4 : FOLDERS

Create folders on finder level on your local desktop. Or do it in MyNomadesk.

Either way, they will get synced automatically to all your other Nomadesk locations as soon as you are connected to the internet.

STEP 5 : ADD/INVITE GUESTS

Invite other guest users on your Vaults by using your desktop client, the MyNomadesk or even on a mobile device.



STEP 6 : ADD FILES

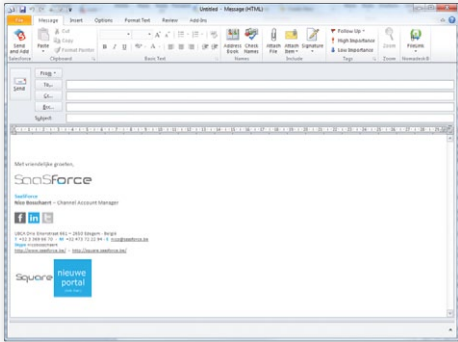
Drag-and-drop files and folders to the desired Nomadesk location and they will synchronize to all other locations and guests automatically when you are connected to the internet.



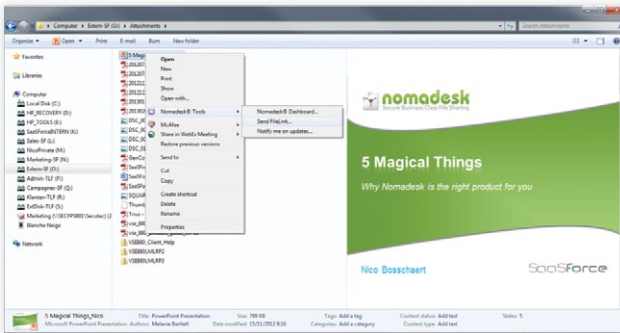
Ever came across files who are to big to sent by email? Worry no longer, Nomadesk makes this possible with its FileLink®.

Nomadesk will generate a download link that points to the specific file you wish to sent. That file will not be sent as an attachment, but will be uploaded to your attachment folder in your Nomadesk and the receiver will download it directly from there.

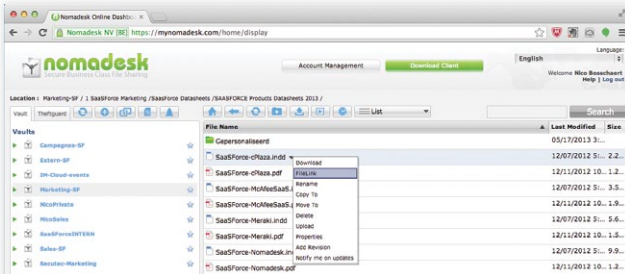
- Outlook : use the Nomadesk Icon in the top ribbon



- Via finder : right-click on the sepcific file.



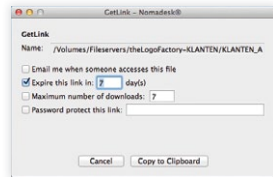
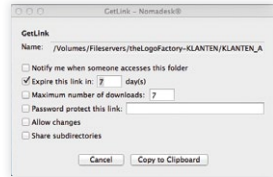
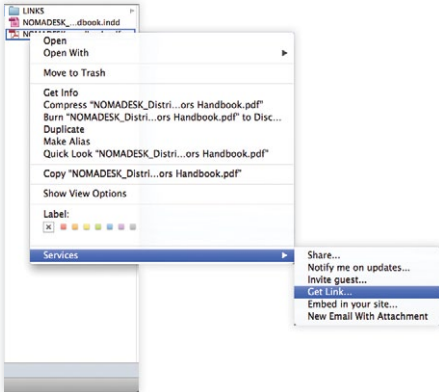
- MyNomadesk



GET LINK®

Create links, paste them to your clipboard and use them anywhere you like!

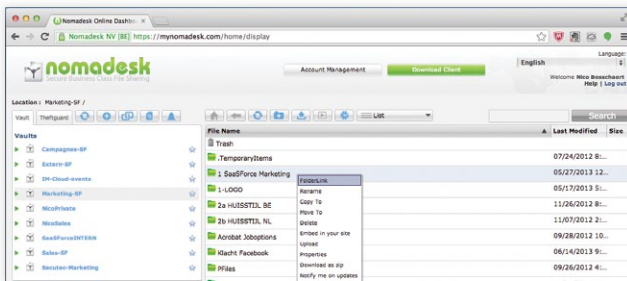
Use it as a FileLink or as a FolderLink. Either way, the same options will be shown to choose from. So you do exactly the same thing with your file or folder. Only now, you decide where to use it. In a text document, spread sheet, webpage, email,... You name it!



FOLDERLINK®

Sent complete folders, even with with accessibility of subfolders as well, all through FolderLink®. An ideal alternative for FTP. Let the receiver access it to only download files or upload new ones as well. Without needing to have a license of his own.

- MyNomadesk



- Via finder : right-click on the sepcific folder

MOBILE APPLICATIES

To be found on all well known app stores :



Download the specific app, enter your credentials and start synchronizing!
You will be up-and-running in no time.

NOMADESK SUPPORT

Yes, it is common, yet unthinkable to be missing: SUPPORT!

Nomadesk offers you a top notch support and helpdesk during office hours. Our team can be reached at the following media:

- **NOMADESK LIVE HELP**

This is the preferred and most efficient way, for both you and us, to get in touch with our service desk. We are here to help you during CET office hours. Just click on the 'Live Support Online' button below and an engineer will be with you right away.

- **EMAIL**

Send an email to support@nomadesk.com, a ticket will be created and handled within less than 1 business day. You can also email us with feedback and suggestions for enhancements, we just love to get feedback!

- **PHONE**

Contact us toll free in the US on (800) 409-3830 during CET office hours. European customers can reach us on +32 9 240 10 32 during CET office hours.

- **GETTING STARTED GUIDE**

The Nomadesk Getting Started Guide helps you get up and running with Nomadesk quickly and easily. You will find descriptions of the main Nomadesk concepts and step-by-step instructions for the most common tasks you will perform with Nomadesk.

- **KNOWLEDGE BASE**

View categorized listing of all common frequently asked questions. Just tap the "knowledge base" button on the bottom of our website's support page.



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