\Orchestrating a brighter world NEC

UNIVERGE BLUE™
SHARE

Get Started Guide for Mac® OS

UNIVERGE BLUE™
SHARE

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OVERVIEW

UNIVERGE BLUE™ SHARE is a file sharing and backup service. It allows you to:

- Access files from any computer, the UNIVERGE BLUE™ SHARE web portal, and mobile devices
- Easily and securely share files with people inside and outside your company
- Back up your files in real-time to protect against data loss from ransomware, accidental file deletions, and other incidents

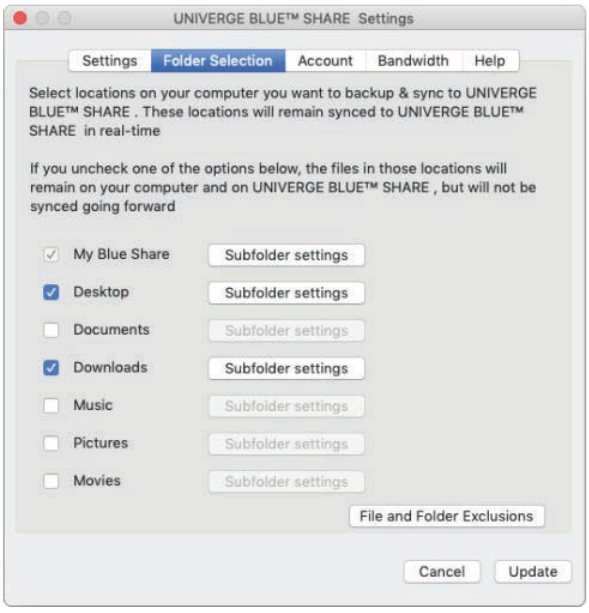
Follow these steps to get started using UNIVERGE BLUE™ SHARE.
You can also visit **https://univerge.blue/apps** to learn more.

INSTALLATION

You can download the app at **https://univerge.blue/apps**
Once installed, login using your email address and your UNIVERGE BLUE™ SHARE password.

APPLICATION MODES

Once UNIVERGE BLUE™ SHARE is installed on your computer, it creates a designated folder called My Blue Share. All files and folders added to the My Blue Share folder are automatically backed up and available to be accessed from other PCs, Macs, mobile devices, and the UNIVERGE BLUE™ SHARE Web App.



To add files to My Blue Share, you can:

- Save files to the folder using 'Save As' in Word, Excel®, PowerPoint® and other programs
- 'Drag and drop' or 'copy and paste' files from other locations on your Mac
- You can also create new folders in My Blue Share

In addition to the My Blue Share folder, you can choose to sync and backup Desktop, Documents, Music, Pictures, Videos, and Downloads folders. All files and folders added or updated in these locations will be backed up to UNIVERGE BLUE SHARE in real time.

You can view UNIVERGE BLUE SHARE sync status in the taskbar on the top right of your Mac.

The following icons depict various UNIVERGE BLUE™ SHARE statuses:

Syncing

Files up to date

Paused

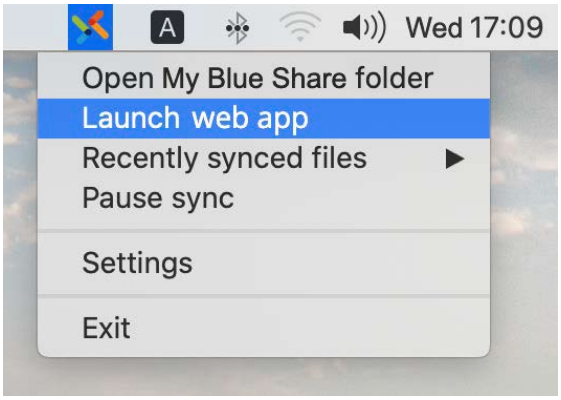
Offline

UNIVERGE BLUE™ SHARE WEB APP

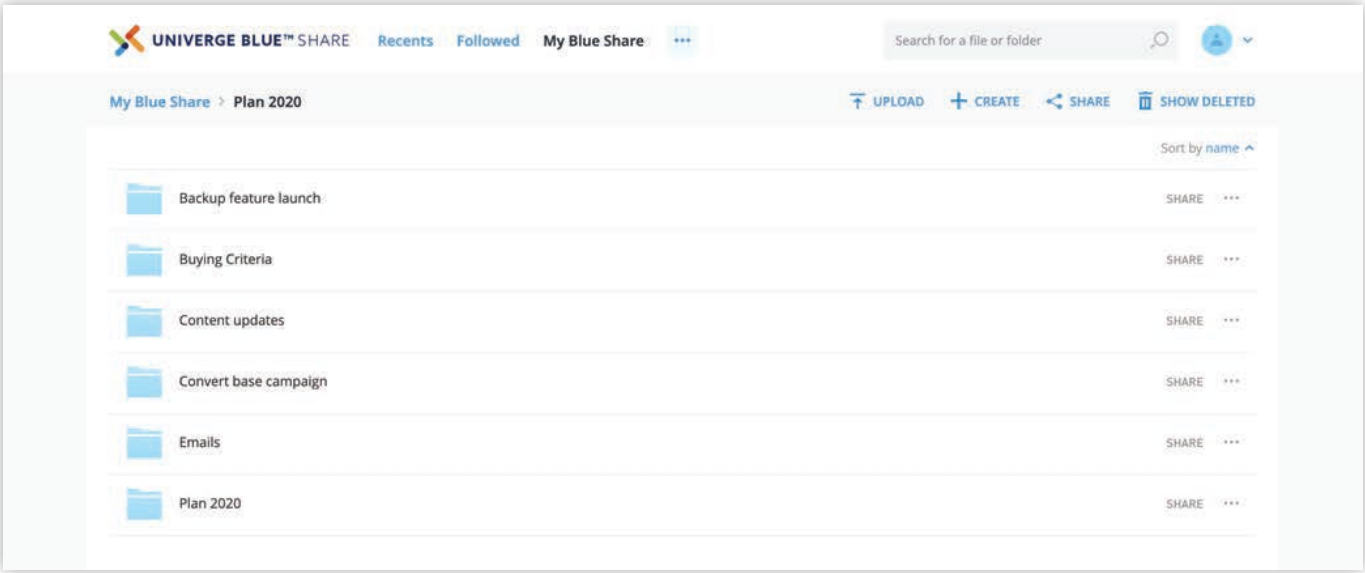
UNIVERGE BLUE SHARE Web App enables you to access and manage all of your UNIVERGE BLUE SHARE files from a browser.

You can launch the UNIVERGE BLUE SHARE Web App in two ways:

1. Left-click on the UNIVERGE BLUE SHARE icon in your taskbar and choose "Launch web app"
2. Login from any web browser at **https://share.univerge.blue**



Note: you will need your UNIVERGE BLUE™ SHARE username and password.



FILE & FOLDER SHARING

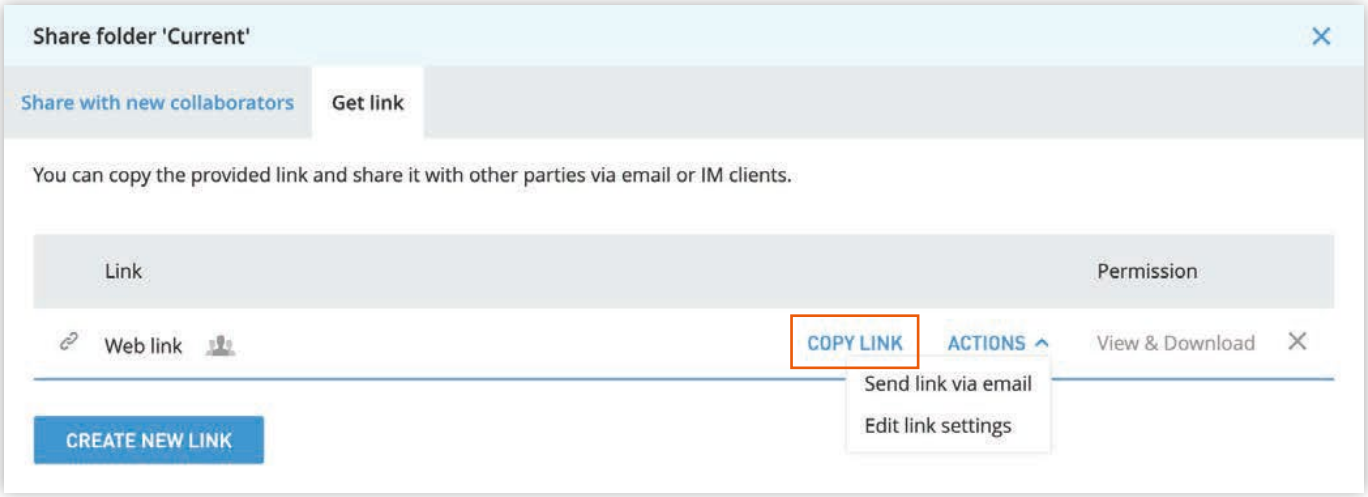
Once you've added files to UNIVERGE BLUE™ SHARE, you can securely share files and folders with people inside and outside your company. There are several different ways to share files:

- Web Links: a good way to share content with people who only need short-term access to review a file or group of files. You can share Web Links with anyone, even if they don't subscribe to UNIVERGE BLUE™ SHARE.
- Collaborative Folder Sharing: a good sharing option for longer term sharing activities, when multiple people need to access and edit files on an ongoing basis.

SHARE FILES & FOLDERS VIA WEB LINK

To create Web Links:

- Login to UNIVERGE BLUE™ SHARE Web App
- Select the file or folder you wish to share
- Click 'Share' and choose 'Get Link' tab
- Copy link
- Paste link in an email or send directly from UNIVERGE BLUE™ SHARE using 'Send link via email' from the Action menu



When you create Web Links you can set different permission types, including View only or View and Download. You can also create Upload links as a secure way for people outside your company to share content.

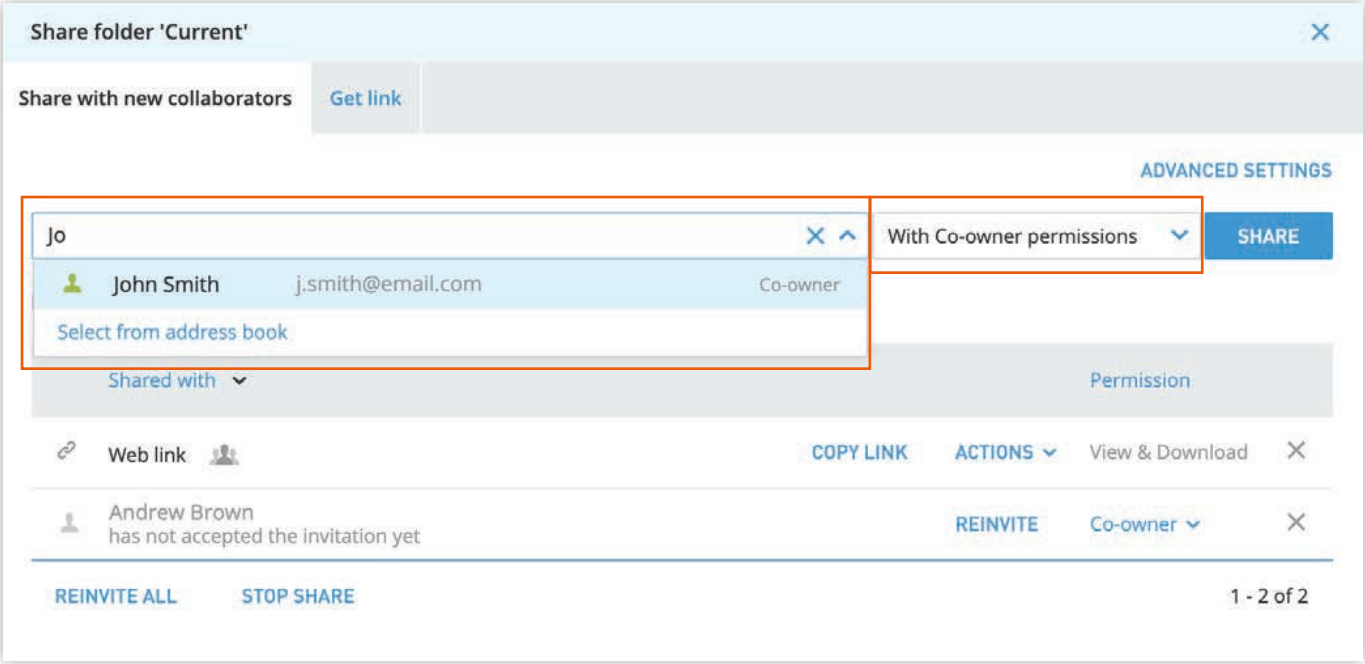
COLLABORATIVE FOLDER SHARING

To share a folder with collaborators:

- Login to UNIVERGE BLUE™ SHARE Web App
- Select the 'Share' action next to the folder you'd like to share
- For sharing with people inside your company, select the names of the users with which you'd like to share the folder. If you are sharing a folder with an external party (for example, a business partner or client), you can type their email address to send an external sharing request.

  Note: depending on your permission settings, your company's account administrator may need to approve external sharing.

- Select Sharing Permissions: View, Modify or Co-Owner

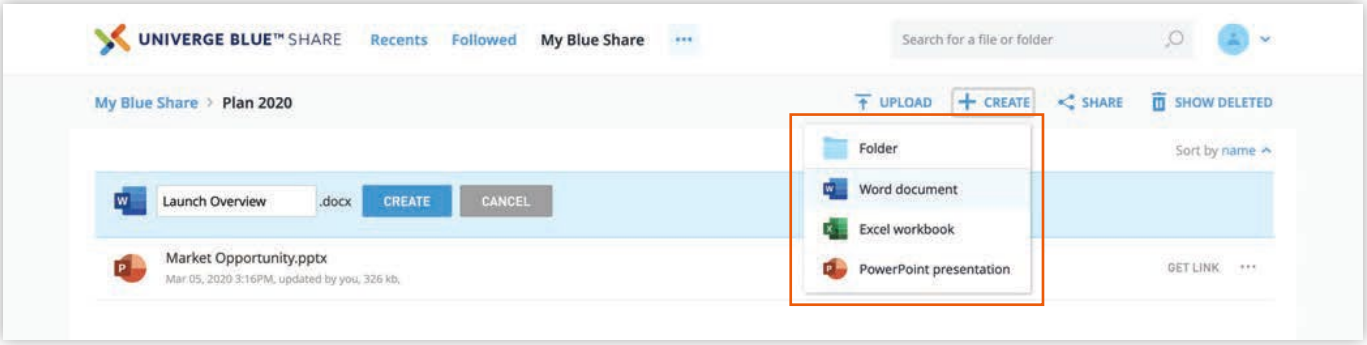


For any sharing activities, recipients will receive an email notification with a link.
Folder sharing invitees must accept an invitation before they can access content.
You can also share folders by right-clicking on a file or folder from the desktop.

MICROSOFT® OFFICE® ONLINE

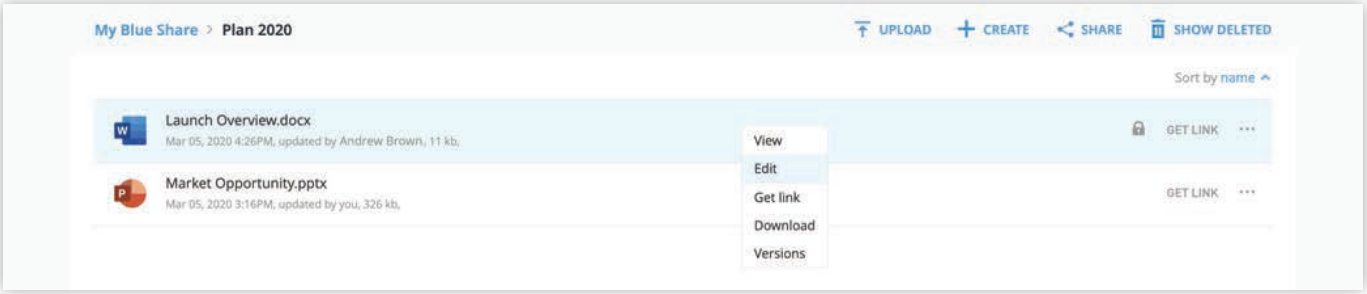
Create and Edit Files with Microsoft® Office® Online

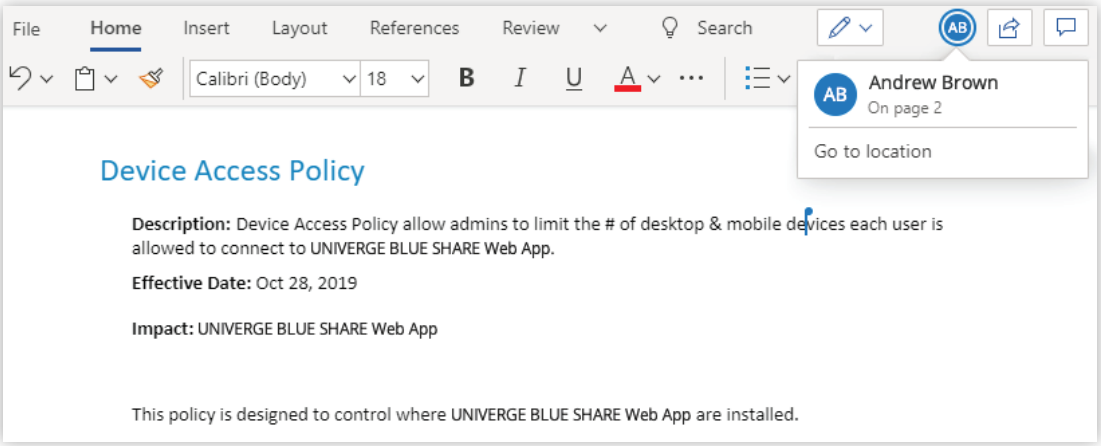
UNIVERGE BLUE™ SHARE works with web versions of Microsoft® PowerPoint®, Excel®, and Word® to allow you to create and edit files directly from the UNIVERGE BLUE™ SHARE Web App.



Co-edit Files in Real-time with Multiple Collaborators

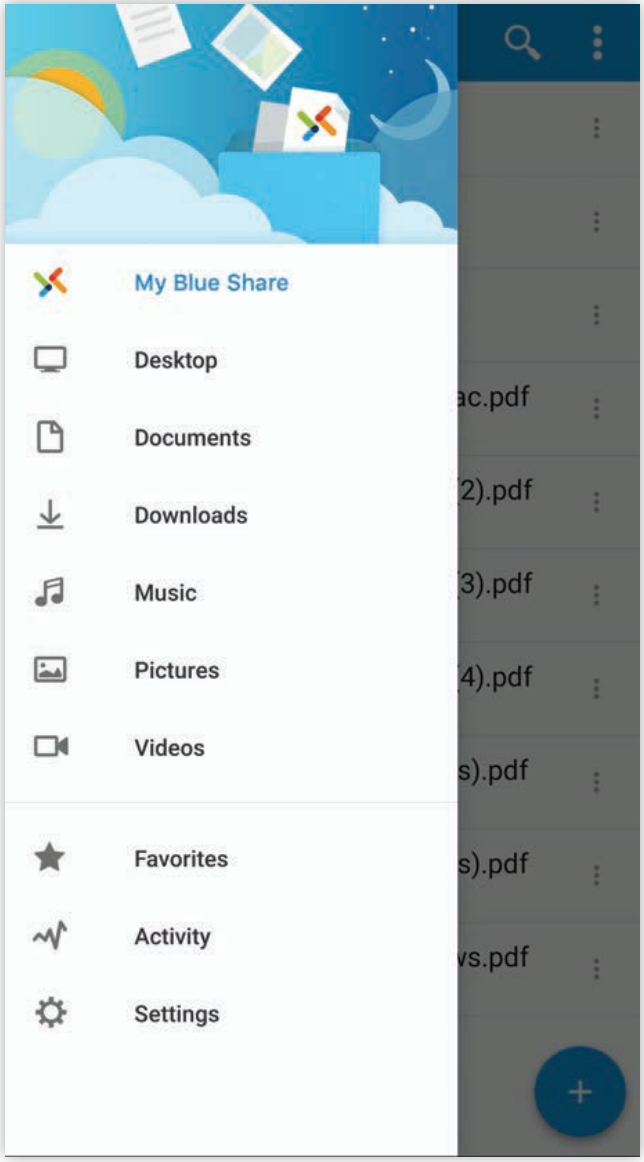
When two or more people edit a file through the UNIVERGE BLUE™ SHARE Web App, they can make simultaneous changes to a shared file. Each collaborator's edits will be saved into a single file version.





MOBILITY

UNIVERGE BLUE™ SHARE mobile apps enable you to view, manage, and share all your files from your favorite smartphone or tablet device.



Installation

To set up UNIVERGE BLUE SHARE™ on your mobile device:

- Open the application store on your mobile device (Apple App Store & Google Play)
- Search for UNIVERGE BLUE™ SHARE
- Install the UNIVERGE BLUE ™ SHARE application
- Login with your username and password

Automatic backup of mobile photos and videos

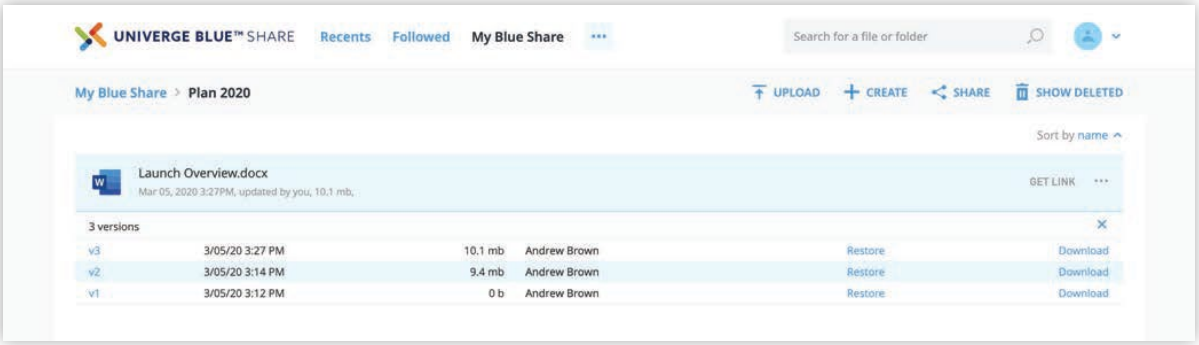
You can configure UNIVERGE BLUE™ SHARE to automatically upload photos and videos on Android and iOS devices through the Settings menu on the UNIVERGE BLUE™ SHARE mobile application. Mobile gallery content is automatically backed up to the Pictures/Camera Uploads folder which can be accessed via the UNIVERGE BLUE™ SHARE Web and desktop apps (only if Pictures folder is configured to sync).

FILE RESTORE

Changes made to any UNIVERGE BLUE™ SHARE file are tracked, allowing you to easily recover any previous or deleted version of a file.

Versioning

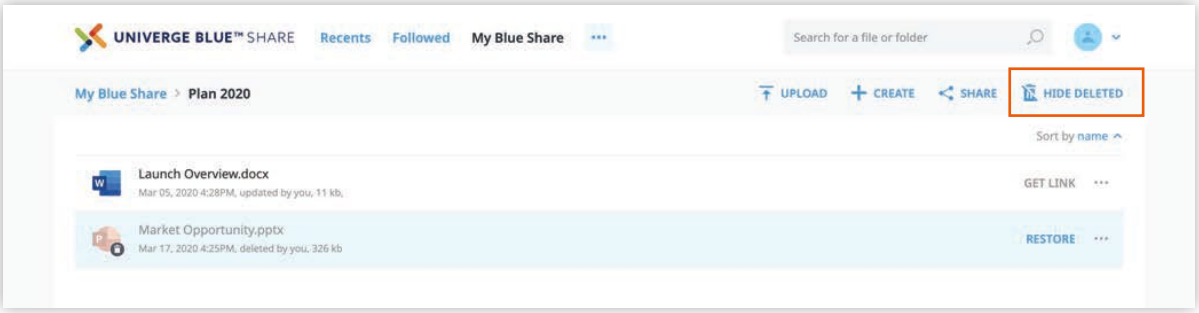
You can download, preview and restore previous versions of any file using the Versions menu in the UNIVERGE BLUE™ SHARE Web App.



Restoring Deleted Files

If you accidentally delete a file, you can easily restore it within the Deleted Items view in UNIVERGE BLUE™ SHARE Web App.

Note: You can also permanently delete files within the same view. Once a file has been permanently deleted, it cannot be restored.



Note: if you need to restore a large number of files, in case of a ransomware attack or other type of large file loss, we recommend contacting the person at your company who manages your UNIVERGE BLUE™ SHARE service. They can perform a mass file rollback.

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OVER
$26 BILLION
REVENUE

#1
SMB & ENTERPRISE COMMS WORLDWIDE

LEADER IN
BIOMETRICS

75 MILLION
GLOBAL USERS

TOP 100
GLOBAL INNOVATORS
(THOMSON REUTERS)

RECOGNIZED AS A LEADER
BY FROST & SULLIVAN IN ENTERPRISE COMMUNICATIONS TRANSFORMATION

125+
COUNTRIES

GLOBAL 100
MOST SUSTAINABLE COMPANIES IN THE WORLD
(CORPORATE KNIGHTS)

107,000
TEAM MEMBERS
WORLDWIDE

4,000+
CHANNEL PARTNERS

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