

Intermedia Backup and File Sharing - SecuriSync

SecuriSync is a file backup and sharing service. It allows you to:

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

Follow these steps to get started using SecuriSync. You can also visit <http://howto.securisync.com/> to learn more.

1. Install SecuriSync on your PC

Download the SecuriSync client from the Help & Download tab in <https://securisync.intermedia.net/>. (Note: use the SecuriSync username and password sent to you to login to this site.)

After the client downloads, an installation wizard will walk you through the installation process. You will be asked to provide your SecuriSync credentials and indicate which folders you want backed up.

Note: During installation, you will be prompted to choose which type of device you are using. If you are installing SecuriSync on a personal computer, unless you select “Personal device”, files stored in your personal folders (Desktop, Documents, Music, Pictures, Videos, and Downloads) may be backed up to your company’s SecuriSync account.

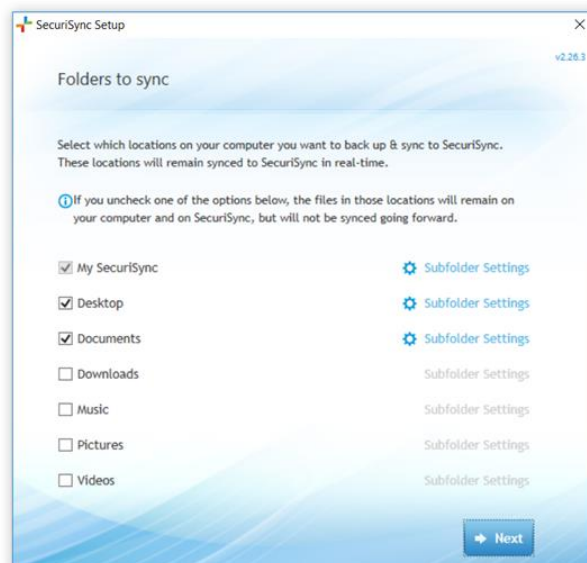
2. Select Folders to Sync and Backup

Once SecuriSync is installed on your computer, it creates a designated folder called My SecuriSync. All files and folders added to the My SecuriSync folder are automatically backed up and available to be accessed from other PCs, Macs, mobile devices, and the SecuriSync web app.

To add files to My SecuriSync, 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 PC
- You can also create new folders in My SecuriSync

In addition to the My SecuriSync 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 SecuriSync in real time.



You can view SecuriSync sync status in the taskbar on the bottom right of your PC.



Different icons indicate the status of SecuriSync:

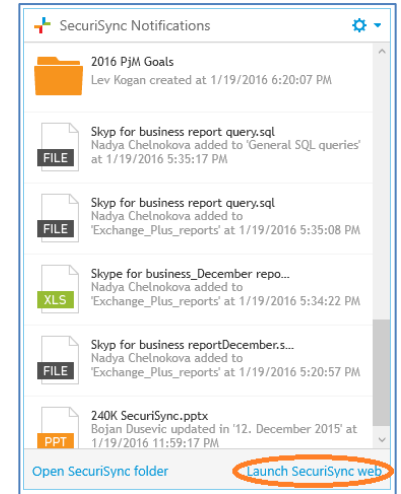
Syncing	Files up to date	Paused	Offline

SecuriSync Web App

With SecuriSync, once you've synced content in the My SecuriSync folder and other desktop folders, you can view and download files from any web browser.

You can get to the SecuriSync Web App two ways:

- Right-click on the SecuriSync icon in your task bar and choose "Launch SecuriSync Web"
- Login from any web browser at <https://securisync.intermedia.net> (Note: you will need your SecuriSync username and password)



3. Share files and folders with SecuriSync

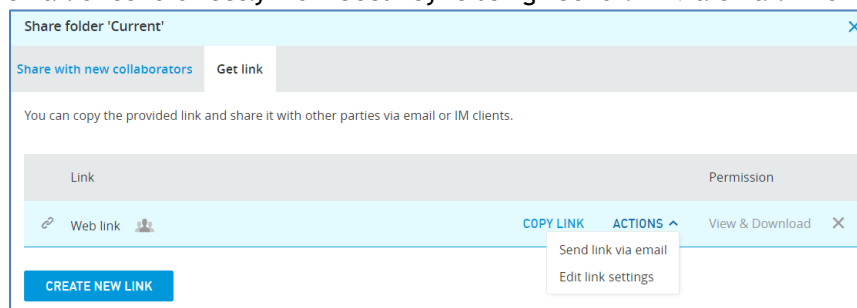
Once you've added files to SecuriSync, you can securely share files and folders with people inside and outside your company. There are several different ways to share files:

- **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 SecuriSync.
- **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 a file or folder with Web Links

To create Web Links:

- Login to SecuriSync 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 SecuriSync using "Send link via email" from the Action menu

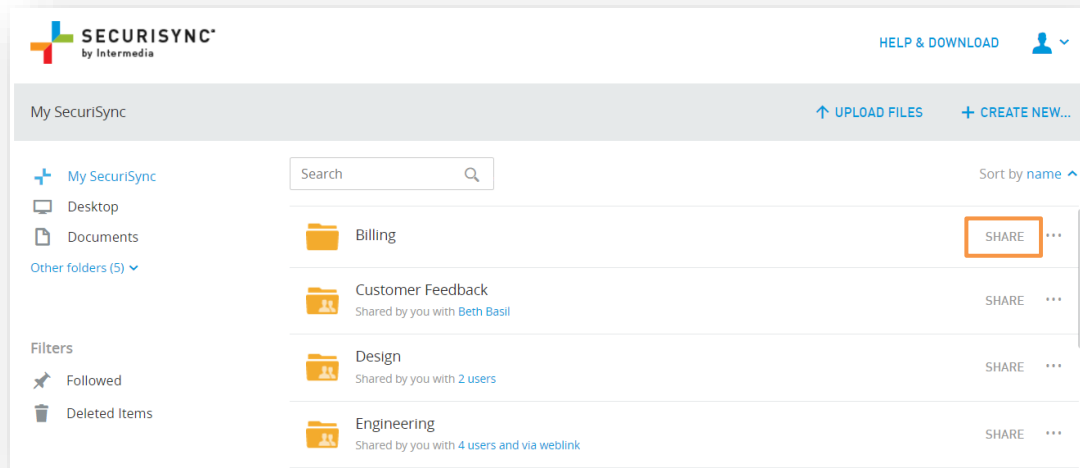


When you create Web Links you can set different permission types, including View only or View and Download. You can also create Upload links as a secure way for people outside your company to share content.

Share a folder with Collaborative Folder Sharing

To share a folder with collaborators:

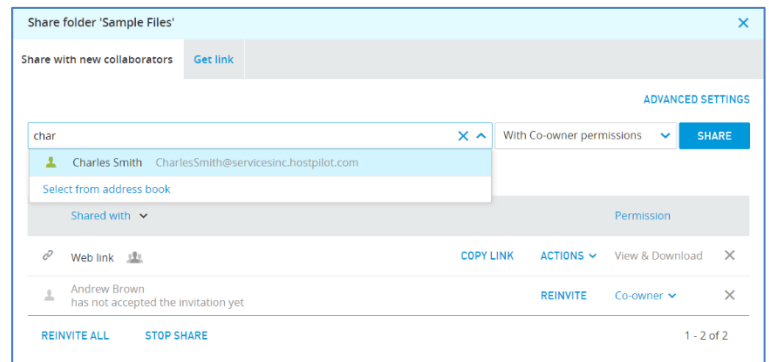
- Login to SecuriSync Web
- Select the “Share” action next to the folder you’d like to share



- 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.

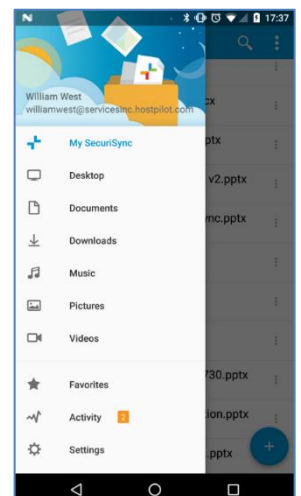
You can also share folders by right-clicking on a file or folder from the desktop.

4. Set up SecuriSync on mobile devices

To set up SecuriSync on your mobile device:

- Open the application store on your mobile device (iTunes, Google Play, Windows App Store, or BlackBerry AppWorld)
- Search for SecuriSync
- Install the SecuriSync application
- Login with your username and password

Once SecuriSync is installed on a mobile device, you can view, manage, and share all your SecuriSync files from your mobile device.



Automatic backup of mobile photos and videos

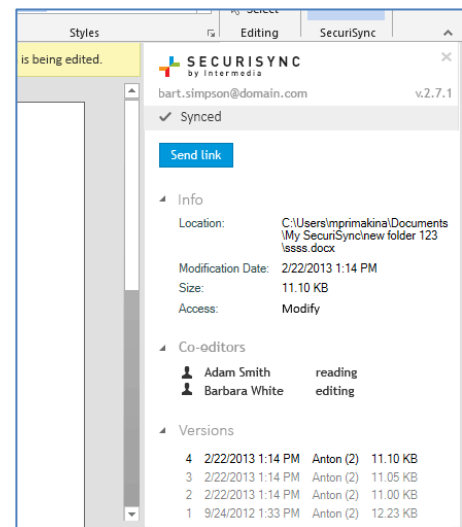
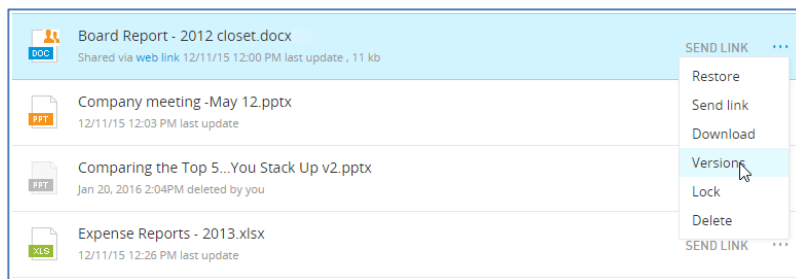
You can configure SecuriSync to automatically upload photos and videos on Android and iOS devices through the Settings menu on the SecuriSync mobile application. Mobile gallery file are uploaded and backed up to the Pictures/Camera Uploads file accessible in the SecuriSync Web App.

5. Restore files

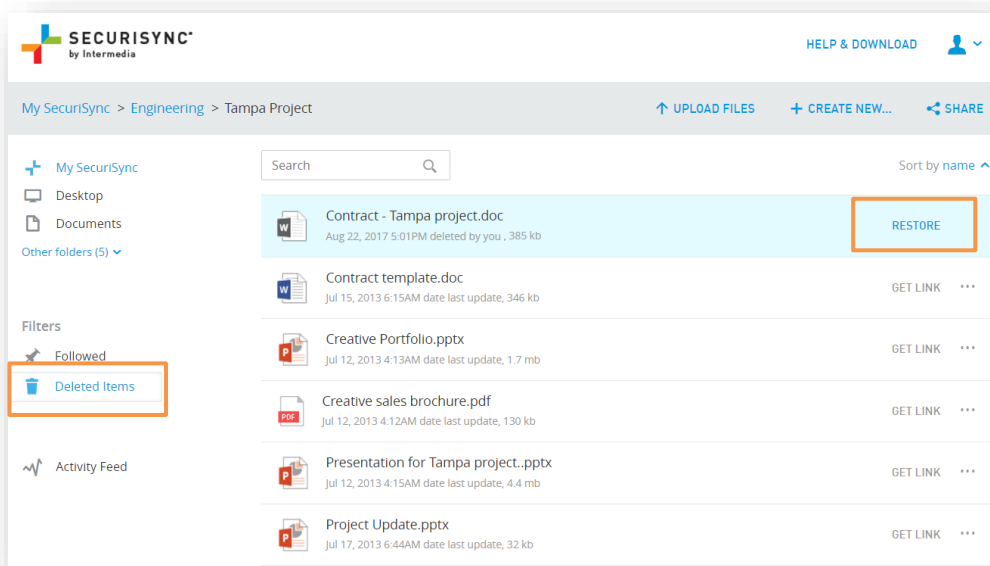
Changes made to any SecuriSync file are tracked, allowing you to easily recovery any previous or deleted version of a file.

There are a number of ways you can restore files with SecuriSync:

- Restore the current version to a previous version or download the previous versions in SecuriSync Web App
- Open a previous version from Office



- Recover deleted files from the Deleted Items Filter in SecuriSync Web App (Note: You can also permanently delete files from this location. Once a file has been permanently deleted, it cannot be restored.)

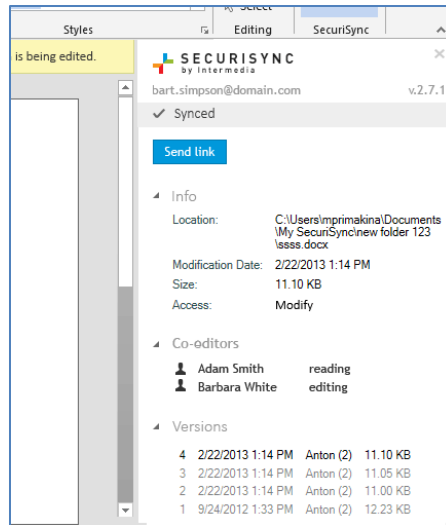
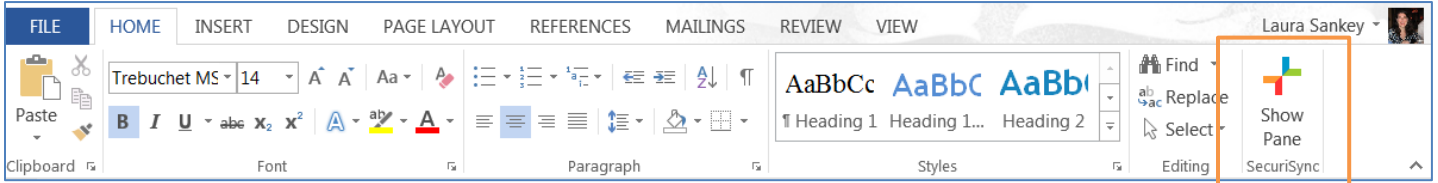


Note: if you need to restore a large number of files, in case of a ransomware attack or other type of large file loss, we recommend contacting the person at your company who manages your SecuriSync service. They can perform a mass file rollback.

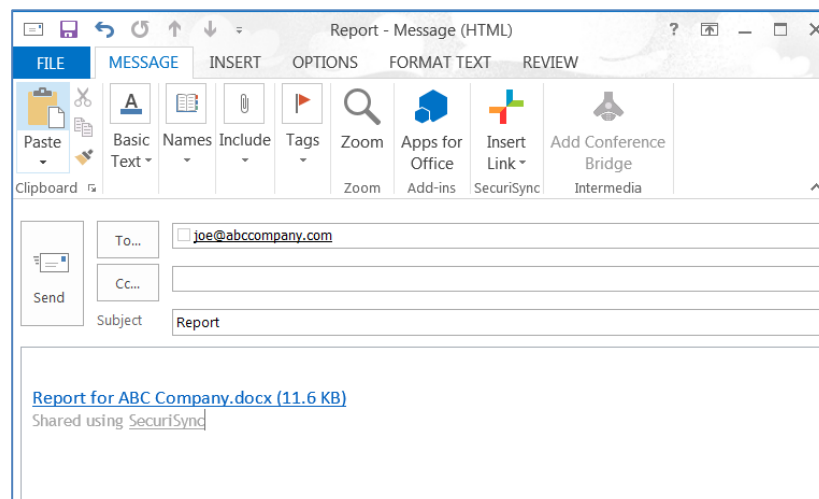
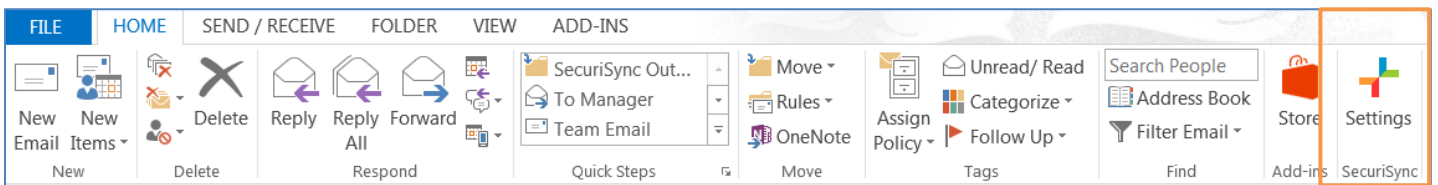
6. Use SecuriSync with Office applications

When you install the SecuriSync desktop client, plugins for Microsoft Office and Microsoft Outlook are also installed.

Through the Office plugin, you can share files, manage versions, and also see who is editing the file at the same time. Access SecuriSync by selecting Show Pane in the SecuriSync menu on the Office ribbon.

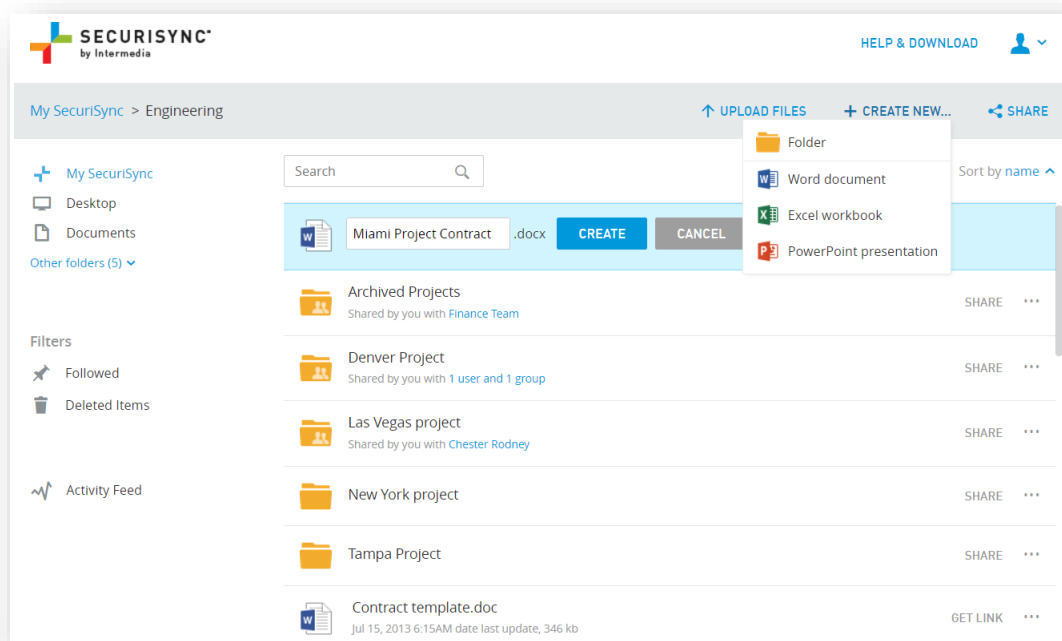


In Outlook, you can set up SecuriSync to automatically replace email attachments with SecuriSync Web Links. Manage settings by selecting Settings in the SecuriSync menu on the Outlook ribbon.



Create and edit files with Microsoft Office Online

SecuriSync works with web versions of Microsoft Office Online to allow you to create and edit files directly from the SecuriSync Web App.



Co-edit files in real-time with multiple collaborators

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

