

User Guide



FOREWORD

The Gladinet User Guide gives step-by-step instructions for End Users.

REVISION HISTORY

Date	Description	Version
8/20/2010	Draft Gladinet User Guide.	0.1
1/19/2011	Update with 3.0 features	3.0
6/14/2011	Update for 3.2	3.2
6/11/2012	Update for 4.0	4.0
5/27/2014	Update for 5.0	5.0
8/1/2014	Update for 5.7	5.7
12/15/2014	Update	
5/16/2015	Updates for 6.5	6.5

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AN INTRODUCTION TO THE GLADINET CLOUD

OVERVIEW

Gladinet Cloud is a cluster of web services and client applications that provide online collaboration, online file storage, offsite backup and team workspaces based on any Cloud Storage service. It can also seamlessly integrate existing local storage to create a hybrid cloud solution with centrally managed, unified access. The Gladinet Cloud can be accessed from a web browser, mobile client or by using the Gladinet Cloud Server Agent or Gladinet Cloud Desktop Client.

For example, a Gladinet Cloud user can:

- Share files and folders with anyone
- Access cloud storage from a mapped drive
- Setup automatic, 2-way synchronization between any local folder and any cloud folder
- Create team folders for centrally managed, secure collaboration
- Attach existing folders to the cloud for instant remote access
- Access a file server from a remote location without a VPN
- Publish local or cloud folders as team folders with access controls
- And much more...

BACKGROUND

But before we examine the capabilities of the solution, let's review its architectural background. As illustrated in Figure 1, the Gladinet Cloud has three primary components:

- The Gladinet Cloud Storage
- The Gladinet Cloud Cluster (Server Farm)
- The Gladinet Cloud Clients



THE GLADINET CLOUD STORAGE

Gladinet Cloud Storage can actually be powered by any cloud storage service, including:

- Amazon S3 (or any S3 compatible service)
- OpenStack Swift
- Windows Azure Blob Storage
- Local File Server Share

- EMC Atmos
- Google Cloud Storage
- HPCloud Storage
- Internap XipCloud
- Rackspace CloudFiles

When a new Gladinet Cloud account (Tenant Account) is created, any of these services can be selected to power your Gladinet Cloud. And regardless of which provider you select here, additional services can be mounted below the root of your Gladinet storage tree where they will appear as a subfolder in your cloud storage.

THE GLADINET CLOUD CLUSTER

The Gladinet Cloud Cluster (One or more Gladinet Cloud Enterprise servers) provides the access infrastructure and management services and acts as a liaison between the Gladinet Cloud Client and the backend storage services. It consists of a group of web services which include:

- Account Management
- Login and User Load Balancing
- Web Portal UI
- Generic Storage Services (powered by backend provider)
- Data Persistence
- Local Storage\Device Relay

These services can be deployed in flexible combinations to meet different needs. For example, storage intensive use case may require more storage nodes, while a use case that is more focused on collaboration may need more web portal nodes.

The Gladinet Cloud Enterprise is an all-in-one installer, so it can easily be selfhosted by any of Gladinet's OEM partners. Gladinet Cloud (gcloud.gladinet.com) is hosted by Gladinet itself to provide the same functionalities directly to Internet users.

THE GLADINET CLOUD CLIENTS

The Gladinet Cloud Clients enable the use of Gladinet Cloud services. Supported clients include:

- Gladinet Cloud Desktop for Windows
- Gladinet Cloud Desktop for Mac
- Gladinet Cloud Server for Windows
- Gladinet Cloud iOS client for iPhone and iPad
- Gladinet Cloud Android Client
- Gladinet Cloud Windows Phone Client
- Gladinet Cloud Windows Tablet Client
- Gladinet Cloud Web Client (Internet Explorer, Chrome, Safari, Firefox, and more...)

These clients allow native use of cloud storage on the corresponding device through a mapped drive, file share or whatever mechanism is commonly used to

access files. This makes it easy for a user to access all their files with any device or share them with users of any device.

Each client tries to keep things familiar for the end user. For example, the server client integrates cloud storage with file shares so that shared cloud folders can be easily published as file shares with access controls that can be based on existing Active Directory identities and the desktop client maintains a mapped drive view of the cloud storage which operates like any other drive on the desktop.

With this background, we are now equipped to discuss the detailed features of the Gladinet Cloud Access Platform. We will begin with the initial configuration of a Gladinet Cloud account, and the setup of the various access clients which will be followed by a detailed discussion of all the features.

TEAM ACCOUNT

The Team Account is a management scope that typically map to a company or a group of users that collaborates on a set of documents. In Gladinet Cloud Enterprise, it is referred to as the Tenant Account as well.

(If you are using Gladinet Cloud Enterprise, you can skip the Team Edition account creation. The tenant account will be provisioned by the Gladinet Cloud Enterprise administrator from the cluster manager interface)

CREATING A TEAM ACCOUNT

After visiting the Gladinet home page and selecting the SIGNUP, the following page will be presented:

t <mark>Cloud Storage</mark> . 1 TB free for the life of the account.
Highlights: ◆1.1 TB free Gladinet Cloud Storage Space Web browser, PC & Mac clients, file server support and mobile apps. ◆Attach your local folders to the cloud and access anywhere ◆Publish any local or cloud folder as a team folder with access contre ◆Publish any local or cloud folder as a team folder with access contre ◆Polder level permission control & share folders and files ◆Active Directory Integration ◆Turn your cloud into a local file server ◆Simple license and user management (What is This?) ◆ ③ ④ ④ ④ ↓ ◎ ④ ↓ ○ ○ ● ◎ ●

On this page, you can select the storage service that will be used to power the Gladinet Cloud by clicking the radio button labeled "Plugin my own cloud storage account" or you can select the free option '1.1 TB free Gladinet Cloud Storage'. You may also specify how many additional users are needed beyond the three that are required to create the account.

You may also specify the billing frequency; pay attention when selection billing options. The 10% discount looks attractive but there is no facility to provide prorated refunds, so the monthly plan may reduce your risk. A 14-day trial is automatically enabled for each signup.

Please note that 1.1 TB storage is included with the plan. If storage utilization exceeds that amount, the account will be charged \$0.29 per month per excess GB. For example, if the total usage was 110GB, there would be an additional charge of \$2.99 per month.

In this example, we have selected Google Cloud Storage so the next screen will allow us to enter our Google Cloud Storage credentials:

Select Plan	Plan Account Complete [Step 1 of 3]
Select Plan Image: The set of the	t Cloud Storage
14-day Free Trial. Cancel anytime.	
By signing up for Gladinet Cloud you agre	ee to Gladinet TERMS OF SERVICE . Continue

Enter Google Storage Access Key ID and Secure Access Key below

Google Google Cloud Storage Account Configuration				
Access Key ID				
Secret Access Key				
	Back Continue			

Next, you can select either an existing bucket you have already created on Google Cloud Storage or you can create a new bucket:

Select a Bucket	
{Create New Bucket}	
New Bucket Name :	

And then we will register with the Gladinet Cloud:

irst <mark>N</mark> ame	Last Name	6 3	
Syed	Ali		Team Edition (3 users)
mail			GSD
e-enter Email			Including Cloud Server
assword		Ĵ.	Risk Free Trial
e-enter Password			
		Ø (🖲 🔮 🐵 🕹 🛛 🎝 🍯 😸 IOS 🌻 🏝
Back		Next]

Credit card information is required in order to setup an account in Gladinet:

Credit Card Info (W	/hy do I have to enter my	billing details now?)	Gladinet Cloud
Name on Card: Syed Ali Credit Card No: Expiration Date: June ▼ 2014 ▼ Security code : What is this? VISA			Team Edition (3 users) Use My Own Storage Account; separate billing + directly from the storage provider (Google Cloud Storage) Total : US\$ 0.00
Billing Address Address Line 1		Address Line2	Risk Free Trial: Your credit card will NOT be charged during 14-day Free Trial. And then only USS 25.47/Month if you
City		State Or Province Zip/Postal Code	choose to continue. You can cancel anytime.
Country		Phone (Optional)	PayPal [®] The credit card information is processed by PayPal.
United States	•		Looking for Other Payment Method? Click Here.
By signing up fo	or Gladinet Cloud service		s or commitments, we will never sell your information to a third party.

It is important to note that the credentials provided during registration will become the administrative credentials for the account so they will be used to login. When purchasing the Premium edition, these credentials will also be used to license the clients.

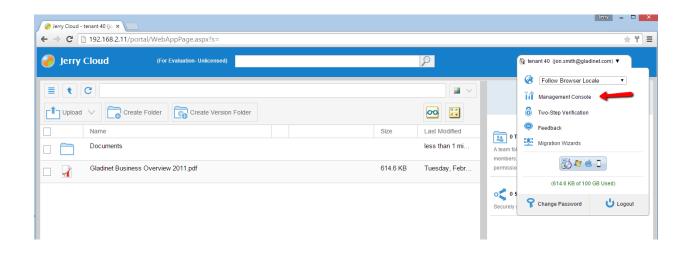
ADDING USERS TO A TEAM ACCOUNT

Go the Gladinet home page (or your own Gladinet Cloud Enterprise installation's home page), click the login link and then enter the credentials provided during registration.

Gladinet Cloud - Log ×	(dadimet		
← → C 🍙 https://gcloud.gladinet.com/por	tal/loginpage.aspx		* =
		Gladinet	
	©2008-2015 GLADINET, INC. ALL RIC	HTS RESERVED. (Build 6.5.1970.32420)	



After logging into the portal, select 'Management Console' under username on the top right corner of the web portal:



Here you can import users from Active Directory, automatically create users from a CSV file or manually create individual users under User Manager. You can also create delegated administrators under Tenant Administrators. If you create more users than allowed by the plan you signed up for, your user count will be automatically upgraded and your bill will be adjusted in the following month.

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Jer← →	ry Cloud - tenant 40 (jo ×	it/webapppage.aspx			leny – 🗆 🗙
	Jerry Cloud (For Evaluatio	Unlicensed)	🕼 DASHBOARD	ტ годолт	MY FILES
	User Manager Guest	Jser Manager 📔 Group Manager 🗍 Role Manaç	er		
*	1 of 1 users found Export Users	Create/Migrate User		Search	&
	Users Full Name	Please select how you want to create the new us	er		
** Ti*	1 tenant 40	Unlicensed) & DASHBOARD U LOGOUT R MY FILES			
		Import User from Active Directory via Ser You have users from Active Directory. By installing the Serv together to import the users from Active Directory. Import User from Active Directory (LDAP)	ver Agent er Agent as a proxy, the system here and the server agent there will work		

When a new user is created, the administrator will specify the amount of cloud storage the new user is allowed to use. The email address will be used to send a welcome email to the new user and will serve as his/her username.

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Jerry	Cloud 📜 (For Eva	aluation- Unlicensed)		🔇 DASHBOARD	CLUSTER MANAGER	Сι	GOUT		👼 МҮ F	FILE
ι	Jser Manager Guest Us	ser Manager Group Manager	Role Manager							
	<u>A B C D</u>	Create/Migrate User				8	iearch W	×	& ¥	Z
1	Users Full Name Joe Admin Joe Admin	Please Enter User Information:		Last Name			Ŷ ⊕ •			
2	31.62 GB , 5/16/2015 6:13:40 A	Email		Quota(GB) O		2	_ E/ I		21 6 4	¥
			Continue		Cancel					

The welcome email invites the new user to download a client and start accessing the storage they have been assigned.

GLADINET CLOUD CLIENTS AND FEATURES

The Gladinet Cloud access platform supports several different clients which allow users to leverage cloud storage in ways that make sense for the client. Supported clients include:

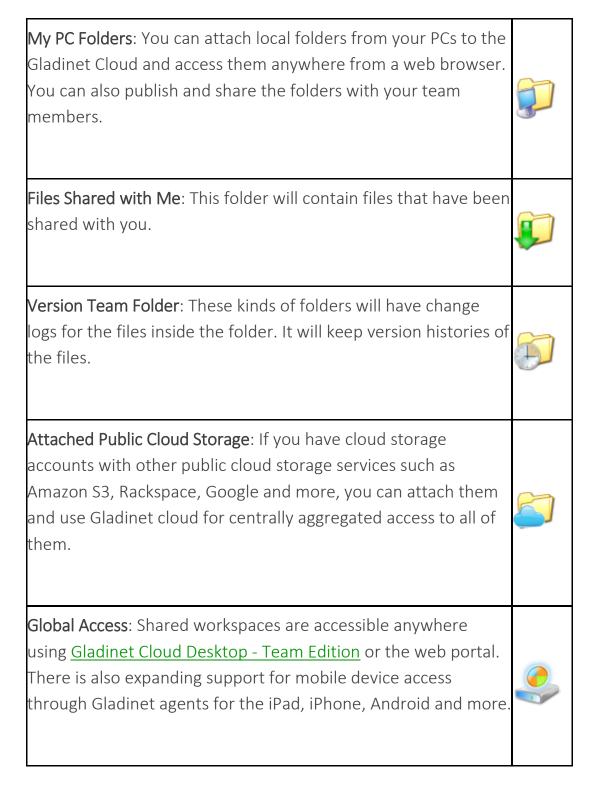
- HTML 5 based Web Portal (Chrome, Firefox, Internet Explorer, Opera, Safari, etc) and older web browsers such as Internet Explorer 8
- Gladinet Cloud Desktop Client for Windows and Mac
- Gladinet Cloud Server Agent for Windows

- Mobile Clients for iOS (iPad and iPhone)
- Mobile Clients for Android phones

USING THE GLADINET CLOUD

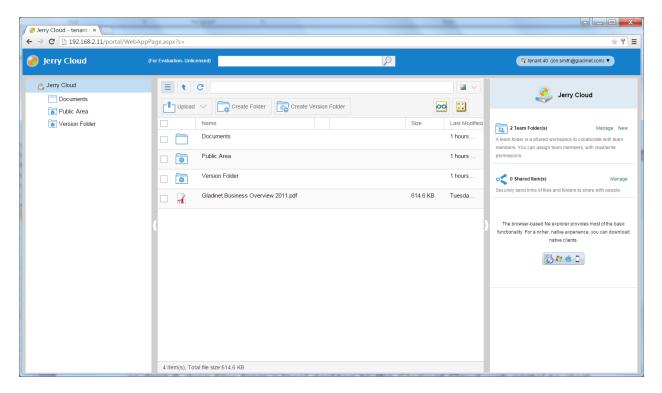
Gladinet Cloud provides unified, managed access to cloud and local storage. Use the Web Portal to centrally manage access to the unified storage. Users can access their storage as a drive with any Gladinet client. The following table introduces some of the terminology you will encounter while using the Gladinet Cloud.

Welcome Tour: A series of brief pages providing an overview of the Gladinet Cloud. Review the <u>tour here.</u>	
My Storage : A user-defined combination of on premise and cloud storage with global, permission-based access for your users.	
My Users : Users globally access unified storage in the Gladinet Cloud. Each user is also assigned some private space based on the quotas set by their administrator.	<u>.</u>
My Team Folders : Shared workspaces in on premise or cloud folders that will appear in the Gladinet drive of authorized users.	



THE WEB CLIENT

The web client has three panels from left to right, the left tree panel, the middle file and folder panel, and the right information panel. Many of the management functionality are done over the web portal. The web client also has the files and folder's view.



Switch between 3-panel view and 2-panel view. Most of the time, the left panel tree view is not necessary. The tree panel toggle button can be used to toggle the left panel.

			~
Lipload V	Create Version Folder		
Name		Size Last Mo	odified
n nocuments		1 hours	

DIFFERENT FOLDER LEGENDS

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 for the folders.

Icon	Folder Description
	This is a normal folder
P	This is attached local folder. From local PC, a local folder can be attached to cloud storage. The folder and the cloud storage will maintain two-way synchronization.
	This is team folder. The administrator can publish a folder to be a team folder for the users in the same tenant scope.
	This is Shared Folder from other users. Typically this folder will show up under the "Files Shared With Me" folder.
¥	This is the "Files Shared With Me" Folder. Under this folder, it contains all the files and folders shared from other users.
	This is version folder. Files under this folder, including files under the sub-folders of this folder are all under version control.

SWITCH BETWEEN ICONVIEW AND LISTVIEW

Upload V	Create Version Folder	

When switched into icon view. The middle panel looks like icon list.



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		Q	्रि tenant 40 (jon.smith@gladinet.com) 🔻
	or Evaluation-Unlicensed)	eate Version Folder	
	4 Item(s), Total file size:614.6 KB		

COLOR THEMES

There are 12 pre-defined Color Themes.

	C			~
	Create Folder	00	P	Blue
				Sky Blue
	Name	Size L	a 🔲	Steel Blue
	Documents	1	ł 🔲	Lime Green
~	Dublic Area	4		Olive Green
	Public Area	1	ا	Teal Green
	Version Folder	1	r 🗖	Mauve
				Orange
	Gladinet Business Overview 2011.pdf	614.6 KB T	u 🗖	Pink
				Red
				Gray b
				Classic

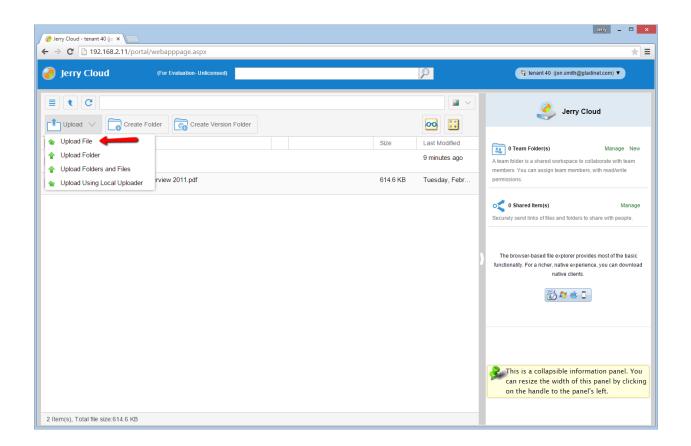
UPLOADING FILES

In Gladinet Cloud, you have different options to upload files and folders. You can upload one file at a time using the 'Upload File' option under Upload. You can also

upload folders using the 'Upload Folder' option under Upload. Last but not least you can also use 'Upload Folders and Files' to upload multiple files simultaneously, or drag & drop files from a local desktop to the Gladinet Cloud web portal to start the upload.

UPLOAD FILE

The Upload File can upload one file at a time. This is supported on all browsers.



UPLOAD FOLDER

The 'Upload Folder' option allows you to upload folders into the Gladinet Cloud:

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← → C 192.168.2.11/portal/webapppage.aspx		★ =
Jerry Cloud (For Evaluation- Unlicensed)	\mathcal{P}	😚 tenant 40 (jon.smith@gladinet.com) ▼
Upload V Create Folder		Jerry Cloud
1 Upload File	Size Last Modified	0 Team Folder(s) Manage New
Upload Folder Upload Folders and Files Upload Upload Uploader view 2011.pdf	9 minutes ago 614.6 KB Tuesday, Febr	A team folder is a shared workspace to collaborate with team members. You can assign team members, with read/write permissions.
		0 Shared Item(s) Manage Securely send links of files and folders to share with people.
		The browser-based file explorer provides most of the basic functionality. For a richer, native experience, you can download native clients.
2 Item(s), Total file size:614.6 KB		This is a collapsible information panel. You can resize the width of this panel by clicking on the handle to the panel's left.

Browse to the folder you want to upload

Browse For Folder	×
Select Folder to Upload	
	_
4 🏪 OS (C:)	^
2e3d48566da087aaa5df31c545fdad	
⊳ 퉬 bbndk-2.0.1	
blackberry.tools.SDK	
🌗 Config.Msi	
DATA	
Downloads	
eclipse	
eclipse-SDK-4.2-win32-x86_64	~
< >	
Folder: Documentation	
Make New Folder OK Cancel	

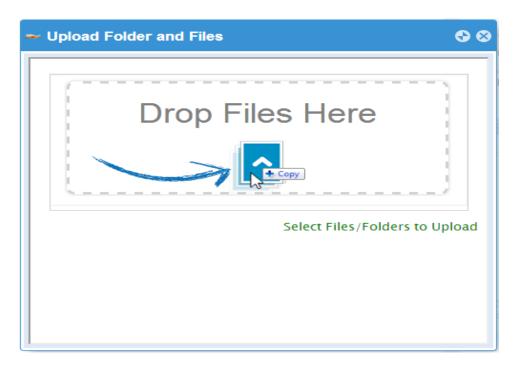
UPLOAD FOLDERS AND FILES

The 'Upload Folders and Files' supports the simultaneous upload of multiple files and folders. It requires that Java be installed on the local computer and the Java plugin for the web browser is enabled.

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← → C □ 192.168.2.11/portal/webapp	ipage.aspx			*]≡
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E C Create Folder	Consta Vanian Falder			Jerry Cloud
Upload File	Create Version Folder	Size	Last Modified	
1 Upload Folder		SIZE	9 minutes ago	O Team Folder(s) Manage New A team folder is a shared workspace to collaborate with team
Deload Folders and Files Deload Using Local Uploader rview 2	l 2011.pdf	614.6 KB	Tuesday, Febr	members. You can assign team members, with read/write permissions.
)	• • • • • • • • • • • • • • • • • • •
2 Item(s), Total file size:614.6 KB				This is a collapsible information panel. You can resize the width of this panel by clicking on the handle to the panel's left.

Select Files/Folders to upload below



UPLOAD USING LOCAL UPLOADER

(This is Windows only feature) When uploading big files and big folders, the "upload using local uploader" may be the best option for web browser based upload. It will download a thin local uploader binary first and then the local uploader will do the upload. The local uploader has retry and other reliability measures so to make sure the upload is successful. Basically it use web browser to download an executable, and the executable does the rest of the uploading work.

DRAG AND DROP UPLOADS

Latest web browsers that support HTML5 drag and drop upload will see "Drop Files Here" in an empty folder. These web browsers allow you to drag & drop multiple files directly to the Gladinet Cloud. In latest Google Chrome, Drag and drop folder is also supported while the other HTML5 based web browser support drag and drop multiple files.

🥜 Jerry Cloud	(For Evaluation- Unlicensed)		2
Documents			
Upload V	Folder		
Name		Size	Last Modified
	(Folder is empty)		

DOWNLOADING FILES

There are several ways to download files in Gladinet Cloud:

1. You can double click the file to download it.

2. You can also select the file and click the download icon in its row, right click the file and select the download icon from the context menu.

3. You can also client the "Download" link on the right panel, when the file is selected.

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	Sreate Version Folder	load 🛐 Copy 🐰 Cut 🛛 🛙	Jerry Cloud
Name Documents		Size Last Modified 12 minutes ago	O Team Folder(s) Manage New A leam folder is a shared workspace to collaborate with team members. You can assign team members, with read/write
Gladinet Business Overview 2011, Download Download Gladinet Business O oo Open (Gladinet Business Overv	verview 2011.pdf using downloader	🗙 🥜 🤪 🎦 614.6 KB Tuesday, Febr	permissions. •••••••••••••••••••••••••••••••••••
Coper (Gladinet Business Overvie Edit 'Gladinet Business Overvie Rename Delete			The browser-based file explorer provides most of the basic functionality. For a richer, native experience, you can download
 Publish as team folder - Gladine Share 	Business Overview 2011.pdf		native clients.
🗊 Copy X Cut			

4. If the file is in a versioned folder, the revisions option is shown here. It enables you to view all revisions for the file or download any previous version of the file.

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	192.168.2.11/portal/webappp	age.as	рх							*
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	C Version Folder								P	Gladinet Business Overview 2
		≈ R	evision H	istory:	Gladinet Busine	ss Overvie	w 2011.pdf		8	
1	Name Gladinet Business Overview 20		File Tin Stamp	ne	Update Time	Operation	Updater	Size		Download (614.65 KB) 🔍 Share 🔓 R
		2	🕨 1550 da	ys ago	less than 1 minute ago	Modify	tenant 40 (jon.smith@gladinet.com	614.65 KB		tion:
		1	🕨 1550 da	ys ago	less than 1 minute ago	Modify	tenant 40 (jon.smith@gladinet.com	614.65 KB	×O	File is not locked.
			Choose File	No file c	chosen			Add New Version		ts: Add Comment
			Select versio		then click "Add Ne	w Version"	to upload a new			

CREATING FOLDERS

To create a folder, go to the parent folder and click 'Create Folder' on the top menu



→ C 192.168.2.11/port	al/webapppage.aspx		*
Jerry Cloud	(For Evaluation- Unlicensed)	P	G tenant 40 (jon.smith@gladinet.com) ▼
E t C C	Folder Create Version Folder		Jerry Cloud
Name Documents Version Folder		Size Last Modified 15 minutes ago less than 1 mi.	members. You can assign team members, with read/write
Gladinet Business	Overview 2011.pdf	614.6 KB Tuesday, Febr	Image: Description of the section o
			This is a collapsible information panel. Yo can resize the width of this panel by click on the handle to the panel's left.

RENAMING/DELETING FOLDERS

Rename and deletion can be achieved via the icons on the row of the file/folder or via the right click context menu.

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Et	G		
	Create Folder	Сору	Cut O
	Name	Size	Last Modified
	Documents		15 minutes ago
	Version Folder		less than 1 mi
	Gladinet Business Overview 2011.pdf	614.6 KB	Tuesday, Febr
	Download		
	Download 'Gladinet Business Overview 2011.pdf' using downloader		
	Open (Gladinet Business Overview 2011.pdf)		
	Edit 'Gladinet Business Overview 2011.pdf'		
	Rename		
	Delete		
	Publish as team folder - Gladinet Business Overview 2011.pdf		
	► Share		
	🗊 Сору		
	X Cut		

USER MANAGEMENT

ADDING USERS

After signup, the administrator will get a login to the Gladinet Cloud. To setup a team environment, the administrator needs to add team users. Only the administrator or delegated administrators or users that has user manager role assigned can add users.

To manage users, go to 'Management Console' under user on the top right:

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Create Folder	Create Version Folder	Delete Download	t Copy Size	Cut Cut Co Cut	A team fol members permissio	Follow Browser Loca III Management Console III Two-Step Verifi Manag Peedback Migration Wizards	ement Console
Gladinet Business Overview 2	011.pdf		614.6 KB	Tuesday, Febr	o s Securely :	(1.8 MB of 100 G	B Used)

In the 'Management Console', click 'User Manager':

🔗 Gladinet Cloud - jern × 📃		the r					≜ _ □ X
← → C	management/webap	pppage.aspx					★ =
Gladínet Cloud				C DASHBOARD	CLUSTER MANAGER	О годолт	MY FILES
Collaboration	User Manager	Guest User Manager	Group Manager	Role Manager			
User Manager	0 Role(s)					縁 Cr	eate New Role
Group Policy	S N	o role have been created					
Tenant Administrators							
Advanced							
<							

In 'User Manager' window, click the 'Create or Migrate User' icon on the top right and select 'Add a new user':

		Cloud - Joe Adri x 🕜 Jerry Cloud - Joe Adri x 🚬		*
Glad	línet Clou	d	ტ госопт	MY FILES
Use	er Manager 🛛 📿	uest User Manager Role Manager		
	7 users found Export	Sers Create/Migrate User	Search	& 9
Us	ers Full Name	Please select how you want to create the new user		
1	jerry huang jerry1 huang	La Add a new user	9 1 % R 9 2 9	° 🐵
3	jerry huang 2	Create a single user		۹ 🐵
4 5	John Cooper Yong Ding	You have users but you don't have Active Directory. You can put users in a text file and import the users from the text file.		የ 🏾
6	Haibo Chen xundong ding	You have users from Active Directory. By installing the Server Agent as a proxy, the system here and the server agent there will work	& ~3 ≥	? * ? *
		together to import the users from Active Directory.		
		Cancel		
pt:doPos	stBack('ctl00\$MainCo	ntent\$LinkButton5',")		

Type in the user's first name, last name, email address and the quota for the user in Gladinet Cloud.

Create/Migrate User	8
Please Enter User Information:	
First Name	Last Name
Email	Quota(GB)
Continue	Cancel

Here the administrator can choose whether to allow team-users to share their own folder with the public. Once the box is checked, the team-users created cannot share his/her own web folders anymore.

Create/Migrate User	9
User creation options:	
✓Let system generate password (password will be sent via email)	
✓User must change password at next logon	
Disable sharing home directory content with external party	
Send welcome email to user after the user is created	
Make user's home directory visible to administrator	
✓Force all folders to be versioned	
Enable offline access for all folders	
Back Continue Cancel	

DELETING USERS

When a user leaves the team, administrators can delete the user's login. Just click the Delete icon in 'User Manager' window.

	User Mana	i ger Gu	est User Manager	Group Manager		👃 🗔
9 of	f 9 users <mark>f</mark> ound	Export Users				Search
U	sers					
	Туре	Storage Usage	Force Version	ed Full Drive Sync	Last Login	
I	Native User	704.74 KB	False	False	6/5/2014 5:21:01 AM	📕 የ 🏶 5
	Native User	0 Bytes of 1 GB use	ed False	False	6/3/2014 2:29:22 PM	🗟 🚽 🖻 📒 १ 🤹 😽
	Native User	0 Bytes of 1 GB use	ed True	False	5/29/2014 12:16:28 AM	🗟 🖕 🖻 🛢 १ 💩 😽
cal	AD User	0 Bytes	True	False	5/29/2014 8:37:21 AM	🗟 🗝 🖻 星 १ 🌞 🐓
	Native User	0 Bytes of 1 GB use	ed False	False	5/30/2014 5:47:19 PM	🗟 🚽 🖻 📕 १ 🔅 😽
	Native User	210 KB of 1 GB use	ed False	False	6/1/2014 9:30:22 PM	🗟 🚽 🖻 📕 १ 🔅 😽
cal	AD User	155.33 KB	False	False	6/3/2014 11:49:56 AM	🗟 🚽 🖻 📕 १ 🌸 😽
	Native User	0 Bytes of 1 GB use	ed False	False	6/2/2014 8:12:16 PM	🗟 🚽 🖻 📕 १ 🌸 😽
	Native User	0 Bytes of 1 GB use	ed False	False	6/2/2014 5:55:09 PM	🗟 🗝 🖻 星 १ 🌞 😽

MANAGING USER QUOTAS

Administrators can assign a quota to each user. A user will not be allowed to upload files to Gladinet Cloud once their quota has been reached.

If the quota is 0 for the user, there is no limit on how much storage the user can use.

Click the 'Management Console' and select 'User Manager'. Click the 'Set Quota' icon on the row of the user you want to change. This will open the 'Configure User Home Directory' window where you can set user quota.

Gladinet User Guide

		Inet Cloud Manager Guest User Manager Group Manager Role Manager	🐼 DASH	BOAN		CLUSTER MANAGER			📬 мүт
	7 of 7	Configure User Home Directory	⊗						4
	Use	Set home directory quota for: jerry1@gladinet.com							
ľ			ige	Fo	Fu	l Last Login	Ad	ct	
	1	Current Quota (GB) :0	00 GB			5/16/2015 6:25:38 AM		🗏 î 🌸	
	2					5/16/2015 6:24:17 AM		छि 🤜 🖹 📒	° ⊛
	3					5/8/2015 10:52:24 AM	4	छि 🔫 🛃 📒	<u>۹</u>
	4	New Quota(GB) (0 - unlimited)				9/4/2014 5:37:58 AM	a.	छि 🔫 🖹 🛢	? ⊛
	5					8/10/2014 7:37:51 AM	1	😡 🤿 🖻 📒	? 🌸
	6	1	200 GB			4/16/2015 11:10:15 AM	1	😡 🤿 🖻 📒	? 🌸
	7					5/12/2015 6:20:18 PM	a.	🗟 🤿 🖹 📒	? 🌸
		Disable the sharing of home directory content with external parties							
		Apply Change Cancel							

MANAGING USER CREDENTIALS

Admins can change user passwords and login emails, if needed.

Click 'Management Console' and select 'User Manager'.

Click the Edit icon in the user row.

	User Manager	r c	uest User Manage	r Group Man	ager			8
3 of 3	users found Exp	ort Users						Search
Use	rs							
	Full Name	Email	Туре	Storage Usage	Force Versioned	Full Drive Sync	Last Login	
1	Syed Ali	azam@gla	Native User	142.3 KB of 1.07 TB	False	False	5/27/2014 5:17:16 PM	😸 î 👄
2	Maha Ali	mahnaz01	Native User	0 Bytes of 1 GB used	False	False	5/27/2014 5:19:04 PM	ର କ 📝 🖉 १ 👁
3	maha2 ali	maha2@gl	Native User	0 Bytes of 1 GB used	True	False	5/27/2014 9:46:38 PM	992919

After changing the login password, an email will be sent to notify the user of the change. Admins can choose to include the new password in the email, or exclude the new password from the email. If the password is not included, the admin will need to convey the new password to the user in some other way.

Reset Password	€ ⊗
User : maha2@gladinet.com	
Password :	
Confirm Password:	
An Email Notification Will be Sent Include new password in the email sent to the user. Do not include password in the email sent to the user. I will notify the user. Don't send email to user. I will notify the user. 	
Submit Cancel	

When either the email or password is changed, please update the corresponding login credentials in Gladinet Cloud Desktop or Cloud Server.

CHANGING THE DEFAULT QUOTA FOR NEW USERS

When creating a new user, admins can define how much storage the user is allowed to consume.

Gladinet

By default, this quota is 0, meaning the user can use as much space as possible. During the user creation process for each user, admins can change their assigned quota

The default value can also be changed, so that there is no need to change the quota for every user created.

In 'Management Console', select 'Group Policy' and select 'Home Directory' in the central pane.

In the 'Home Directory', change the default storage quota.

	· · · · · · · · · · · · · · · · · · ·	e Adı × 🥜 Jerry Cloud -				-	
	a https://node7.gladinet.com/management/webapppage.aspx a dínet Cloud I dashboard ≦ cluster manager U logout						
Security	Client Control	Retention Policy	Home Directory	Password Policy	Access Policy	Client Settings Manager	
Home Direc	tory Settings						¢
	e quota for new user (GB, ault folder(Documents, Pic						
							Apply

IMPORTING ACTIVE DIRECTORY USERS

Gladinet Cloud supports Active Directory. Administrator can load Active Directory users into the Gladinet Cloud directly.

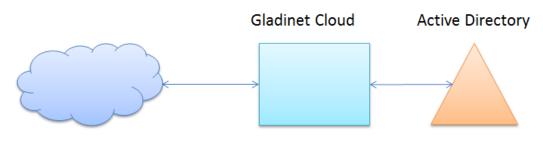
There are two ways to import Active Directory users. For Gladinet Cloud Enterprise, additionally, it allows direct LDAP connection and thus allows direct LDAP import of users.



When to use Server Agent

If the Active Directory is away from the Gladinet Cloud, such as in your own building, instead of in the same data center as the Gladinet Cloud Enterprise servers (or away from Gladinet Cloud), the Gladinet Cloud Server Agent is required to proxy over the Active Directory connections.

In the case that Gladinet Cloud Server Agent is required, Gladinet Cloud Server Agent must be installed on a machine in the Active Directory domain, which can access the domain information and Cloud Server must be configured with the Gladinet Cloud administrator's account.



When to use LDAP

If the Active Directory is in the same Local Area Network as the Gladinet Cloud Enterprise instances, direct LDAP connection can be used.

In 'Management Console', select 'User Manager', click 'Create or Migrate User', and then select the 'Import User from Active Directory via Server Agent' or 'Import User from Active Directory (LDAP)'

If you don't have Gladinet Cloud Enterprise or if you don't have Active Directory configuration set, you will not see the "Import User from Active Directory (LDAP)" entry.

Most of the time, you will have one way or the other, meaning either you have Active Directory connection from LDAP (which is in the same local area network as the Gladinet Cloud Enterprise) or from remote Gladinet Cloud Server Agent proxy Active Directory connection.



	*
🥑 Jerry Cloud 📜 (For Evaluation-Unlicensed) 😵 DASHBOARD 🛎 CLUSTER MANAGER 🖱 L	
User Manager Quest User Manager Group Manager Role Manager Users Full Name 1 Joe Admin 2 d admin Create a single user So Image: Substantian and the server agent there will work together to import the users from Active Directory. By installing the Server Agent as a proxy, the system here and the server agent there will work together to import the users from Active Directory. (LDAP) You have users from Active Directory and you have direct DIAP connection to the Active Directory. With the LDAP connection, you can directly query the Active Directory and import the users.	Search &

When you import users from server agent, Click 'Load Users from Authentication Server(s)' once you have selected your server(s)

Gladinet User Guide

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	C 192.168.2.11/manageme	nt/webapppage.aspx Evaluation- Unlicensed)	🕼 DASHBOARD	≦ CLUSTER MANAGER Ů	★ ≡ LOGOUT
	User Manager Guest	User Manager Group Manager R	ole Manager		
& ∎	Export Users Refresh Scan Te	Create/Migrate User	port user from	8	Search
₽ 11°	Full Name 1 Joe Admin 2 d admin 1	Server Server Name		Refresh	● ■ 1 0 4 R G ● 2 ■ 1 0 4
		 Don't see your server in the list? Don't see your server has latest server agent is running (the 3. The server agent can be installed on a Wir 		* •	
javascrip	rtdoPostBack('ctl00\$MainContent	Back	Continue	Cancel	

Or select the users from Active Directory using LDAP below

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		aluation- Unlicensed)	😵 dashi	BOARD 🚔 CLUSTER MANAGER	
©. ↓↓ ■	Export lisers Refresh Scan Ten	ser Manager Group Manager Create/Migrate User (tsys gladinet com •) Name Contains	Role Manager	Query Users Browse Users	Search &
*	Full Name 1 Joe Admin 2 d admin 1				● 50 ? 0 4 Q = 0 ● 2 50 ? 0 4 4
		Back	Continue	Cancel	

If a cloud server that has been configured with the administrative account is active, it will list all the domain users. Select the users and click 'Add Selected users'.

Se .	Load	Users from Authentic	ation Server(s)	
				lected Users
		Full Name	Email	
1	82	Administrator	Administrator@gladinetw2k8.bj	2
z	88	Guest	Guest@gladinetw2k8.bj	8
3	82	Gang	Gang@gladinetw2k8.bj	V
4	82	krbtgt	krbtgt@gladinetw2k8.bj	8
5	88	Cafs863	cafs863@gladinetw2k8.bj	- 63
6	82	Cafs Test	cafs01@gladinetw2k8.bj	
	52	C-607 Tere	estel2. Baladia eta 268 hi	

The selected users will be imported to Gladinet Cloud. Their login will be the email setup in the domain and their password is the same as the domain password. The user can now seamlessly login to the Gladinet Cloud.

Another option is to import active directory users using LDAP directly. In order to have the import active directory users option, the Active Directory configuration needs to be set first. (Management Console->Advanced->Active Directory)

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← → X 1 192.168.2.11/management/webapppage.aspx	+7 ≡
Jerry Cloud 📜 (For Evaluation-Unlicensed) 🔇 DASHBOARD 🖆 CLUSTER MANAGER 🙂 LOGOUT	MY FILES
Account Information Active Directory Settings My Devices Audit Trace File Change Logging Client Device Manager	
	*
Configure Active Directory/LDAP Service	
Enable Active Directory Integration	
Domain Controller or LDAP Server Address (myhost: 389)	
192.168.2.10	
Enable LDAPS for secure access	
User name (used to connect to your Active Directory Service)	_
Ti tsys\administrator	_
Password :	
Friendly Domain Name (i.e. mydomain.com, the domain name you see in Active Directory tools)	
tsys.gladinet.com	
Only include users and groups from the following Organizational Units (e.g. OU=ou1,OU=ou2. Leave this blank to include all OUs)	
Allow Switching to Global Catalog If needed	
☑ Disable Nested Group (Enable it may slow down your access to cloud)	
This is root of AD Forest and contains multiple sub-domains(Discover domain controller IP at runtime)	
Publish user's home drive	
When unchecked, user home drive space will be allocated from enterprise storage. When checked, existing user home drives will be automatically published from Active Directory.	-
Waiting for 192.168.2.11	

DEFINING GROUP POLICIES

Group Policies define the behavior for all users in the Gladinet Cloud.

To open Gladinet's Group Policies, login as admin user in web portal and go to 'Management Console' and click on 'Group Policy'.

Gladinet Cloud - jerr × ∂ Jerry ← → C □ 192.168.2.11/manag	Cloud - Joe Adi × 🖉 Jerry Cloud - Joe Adi × 📃 ement/webapppage.aspx	
🥑 Jerry Cloud 🛛 📜	(For Evaluation-Unlicensed)	MY FILES
Collaboration	Security Client Control Retention Policy Home Directory Password Policy Access Policy	Client Setting
	Security	۰
User Manager	Allow user to attach external cloud storage	<u>*</u>
Group Policy	Itis setting will not take effect until your user login next time.	
Lange Tenant Administrators	Disable versioned folder When this setting is set, the feature of versioned folder will be hidden.	
Advanced	Allow creating guest user Allow Cluster Admin to manage my tenant Enable distribution group detection in file/folder sharing user interface	
	Disable team-user share home directory content externally When this setting is not set, you can enable/disable the sharing on per-user basis.	
	 Enforce 2-Step Verification on users Don't show folder that user doesn't have read permission 	
	User must login to access file/folder shared to him/her. When this setting is set, user must login to his/her account to access received share in "Files shared with me" folder.	
	Dont append '(Team Folder)' to published folder. When this setting is NOT set, system will automatically append '(Team Folder)' for team user.	
	Show Security Option.	-
		Apply

There are 7 groups under Group Policy. Please reference Administration Guide for detailed explanation of group policy items.

SECURITY:

Gladinet User Guide

ry Cloud) (For Evalu	ation- Unlicensed)		•	DASHBOARD	ÉCLUSTER MANAGER じ LOGO	υт [ि≣м
Security	Client Control	Retention Policy	Home Directory	Password Policy	Access Policy	Client Settings Manager	
Security							
Allow use	er to attach external cloud s	storage					
\varTheta This	setting will not take effect	until your user login next tim	e.				
Disable v	ersioned folder						
When this	setting is set, the feature of	of versioned folder will be hid	den.				
Allow cre	ating guest user						
Allow Clu	ster Admin to manage my	tenant					
🔲 Enable di	stribution group detection	in file/folder sharing user int	erface				
🔲 Disable t	eam-user share home direc	ctory content externally					
When this	setting is not set, you can	enable/disable the sharing o	n per-user basis.				
Enforce 2	-Step Verification on users						
Don't sho	w folder that user doesn't l	have read permission					
🗹 User mus	t login to access file/folder	r shared to him/her.					
When this	setting is set, user must lo	gin to his/her account to acc	ess received share in "Files s	hared with me ⁼ folder.			
Dont app	end '(Team Folder)' to publ	ished folder.					
When this	setting is NOT set, system	will automatically append '(T	eam Folder)' for team user.				
_	urity' Option.						

All different options along with their explanations are listed in the Security section.

CLIENT CONTROL

Gladinet User Guide

	(For Evaluat	ion- Unlicensed)		8	DASHBOARD	■ CLUSTER MANAGER じ) LOGOUT
Security	Client Control	Retention Policy	Home Directory	Password Policy	Access Polic	y Client Settings Mana	ger
Windows Clie	nt/Server Agent/V	Neb Client Settings					
- Following s	etting will apply to all cl	lients (Desktop Client/File Se	rver Client).				
C Enable distribut	ed locking when access	ing files					
When set, the fil	e will be locked when a	ccessed, this will prevent mul	tiple users editing the same	e file at the same time. This m	ay not take effect if tl	ne application used to access the file	e does not support locking.
Lock file ex	clusively						
When set, t	he locked file will be loo	cked exclusively. When not se	t, other user trying to open	a locked file will be notified a	about the lock status,	but can still open the file.	
Delay sync	until file is unlocked						
When set, t	he sync of modified file	will be delayed until the file	is unlocked (the editing pro	cess exits)			
		(lower case): winword.exe;exce					
		(lower case): winword.exe;exce process (lower case): microsof		soft powerpoint;textedit			
Apply lock on		process (lower case) microsof		soft powerpoint;textedit			
Apply lock on Disable backup	ly to the following Mac ; /attach local folder from	process (lower case) microsof	t word;microsoft excel;micro	soft powerpoint;textedit			
Apply lock on Disable backup	ly to the following Mac ; /attach local folder from	process (lower case): microsof n client device	t word;microsoft excel;micro	soft powerpoint;textedit			
Apply lock on Disable backup When set, the fu	ly to the following Mac ; /attach local folder from	process (lower case): microsof n client device r attaching local folder from a	t word;microsoft excel;micro	soft powerpoint,textedit			
Apply lock on Disable backup, When set, the fu Disable folder d	ly to the following Mac ; /attach local folder from nctionality of backup or lownload from web clier	process (lower case): microsof n client device r attaching local folder from a	t word,microsoft excel;micro	soft powerpoint;textedit			
Apply lock on Disable backup, When set, the fu Disable folder d	ly to the following Mac ; /attach local folder from nctionality of backup or lownload from web clier	process (lower case):[microsof n client device r attaching local folder from a nt	t word,microsoft excel;micro	soft powerpoint;textedit			
Apply lock on Disable backup, When set, the fu Disable folder d	ly to the following Mac ; /attach local folder from nctionality of backup or lownload from web clier	process (lower case):[microsof n client device r attaching local folder from a nt	t word,microsoft excel;micro	soft powerpoint;textedit			
Apply lock on Disable backup When set, the fu Disable folder d When set, the fu	ly to the following Mac ; /attach local folder from nctionality of backup or lownload from web clier	process (lower case):[microsof n client device r attaching local folder from a nt	t word,microsoft excel;micro	soft powerpoint;textedit			

All different options along with their explanations are listed in the Client Control section.

RETENTION POLICY:

Gladinet User Guide

	Cloud - tenant 40 (jo ×							Jeny – 🗆 🗙
	C 192.188.2.11/management/W					C DASHBOARD	С годолт	★ =
	Security Client Control	Retention Policy	Home Directory	Password Policy	Access Policy	Client Settings	Manager	
	Retention Policy							•
& <u>.</u> ■	Keep Last n version of file in versioned 0 - let system decide, also apply to							
. ≵ ⊺⊮	Keep deleted file in versioned folder fo 0 – don't purge deleted files	rn days. 90						
	Keep file change log for n days. 15 0 – don't purge file change log							
								Apply

In Versioned folders, including versioned folder and attached local folder, Gladinet Cloud maintains version history for the files under. By default, it will keep all the versions. To save space, the administrators can define how many versions need to be kept in the Gladinet Cloud.

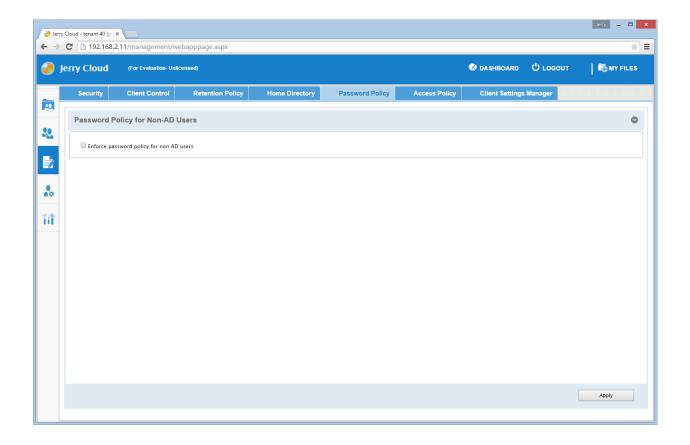
TEAM-USER HOME DIRECTORY SETTINGS:

Gladinet User Guide

	loud - tenant 40 (jo 🤇								Jeny _ 🗆 🗙
		.11/management/we					🐼 DASHBOARD	()	* =
Je 🌏	rry Cloud	(For Evaluation- Unlic	ensed)				DASHBOARD	ტ госолт	
	Security	Client Control	Retention Policy	Home Directory	Password Policy	Access Policy	Client Settings	Manager	
	Home Direct	ory Settings							٥
<u>.</u>	Default storage	quota for new user (GB,	0-unlimited): 0						
	🗹 Create defa	ult folder(Documents, Pic	tures)						
ī.									
									Apply
									19999

By default, when a new user is created, his storage quota is 0. This means the user's storage use is unlimited Admin can change the default quota which will only be applied when new users are created. After the change, administrators can still change the storage quota during user creation.

PASSWORD POLICY:



One can enforce password policy for non-AD users here.

ACCESS POLICY:

Gladinet User Guide

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		2.11/management/we							* =
J 🏉 J	erry Cloud	(For Evaluation- Unlie	censed)				🐼 DASHBOARD	ტ годолт	MY FILES
	Security	Client Control	Retention Policy	Home Directory	Password Policy	Access Policy	Client Settings	Manager	
	Access Pol	icy							0
22	List of L	Isers with Client Dowr	nload Disabled						
•									
ĨĨ									

List of users with client download disabled	
Client download link will be hidden for the following user(s) or groups	
Assign access permissions for team members 🚴 Add User 🎕 Add AD User	
No user or group selected for client download link removal.	
Please click 'Add User' above to select user(s) whose client download link will be hidden.	
Apply	ancel

You can assign access permissions for both AD and non-AD users in Access Policy.

CLIENT SETTINGS MANAGER:

erry Cloud	(For Evaluation- Unlic	ensed)				🐼 DASHBOARD	ტ годолт	MY FI
Security	Client Control	Retention Policy	Home Directory	Password Policy	Access Policy	Client Settings	Manager	
Client Setting	s Manager							
- The follow	ving settings apply to W	/indows client (Windows Cl	ient and Windows Server Age	nt), which take precedence over	the client-side settings.			
Hide Large Fil	e Download Tracker (Ri	ght-bottom popup progres	s window when downloading	large file)				
Always Allow	Picture Preview							
	ndows client, open mou file change notifications	nted drive automatically						
Enable Throttl								
When set, follo	wing setting will apply.							
Sync Throttled U	pload Bandwidth (KB/s,	0-Unlimited): 0						
Sync Throttled D	ownload Bandwidth (KB	/s, 0-Unlimited): 0						
Full Speed Sync S	top Hour (default 7:00)	7						
Full Speed Sync S	Start Hour (default 20:0	0) 20						
Enable Inplace	Open Zin File Max S	ize of Zip File Allowed to (Open Inplace (MB) 20					
Cloud Drive Labe		Cloud Drive						
	n Bonny	•						
Drive Letter:								
Cache Size Limit								
Enable chunk upl size larger than (l	50							
size larger than (VD).							

The settings in Client Settings Manager when set will take precedence over the client-side settings. Admin can configure Throttle Sync settings, Enable In-place settings, and Bandwidth Control settings.

DELEGATING ADMINISTRATION

The Gladinet Cloud admin can delegate administration with to any team-user. Once delegated, the sub user can switch himself/herself to the administrator role and manage Gladinet Cloud. Once done, he/she can switch back to himself/herself in Gladinet Cloud.

To delegate a user as an administrator, select 'Tenant Administrator' in Management Console. You can delegate administration to a non-AD user as well as AD user. First click 'Add New Administrators', to select the non-AD user.

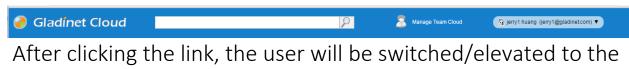
Gladinet User Guide

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← → 🗙 🗋 192.168.2.11/management/webap	ppage.aspx					★ =
Jerry Cloud 📜 (For Evaluation-1	Unlicensed)		🚱 DASHBOARD	CLUSTER MANAGER	ტ годолт	MY FILES
Collaboration	Sefault Administrator				<u>Reset Default Appl</u>	ication Settings
User Manager	Joe Admin					Edit
Group Policy	joe@gladinet.com				Edit Reset Pa	ssword
Tenant Administrators	Selegated Administrat	tors		Add New Adr	ninistrator 🔇 Add A	ND User
11 Advanced	User Name d admin 1	Email dadmin1@tsys.gladinet.com				DELETE
<		uaumin i orsys giaumer.com				
	Once you added a team t	user as an administrator, he/she w	vill have full access to yo	ur team account.		
Waiting for 192.168.2.11						

Second to add an AD user, click the Add AD user option. The benefit of selecting AD user is that you can select a group from Active Directory.

Select User					
⊘ Users ⊘ Groups	glad.local	▼ Account Name(userPrin	icipalName) ▼	Search	Browse User
Select All Deselect All Und	o Selection				
Full Name ↑			Email		
Figure 50					

Once a user is granted admin privileges, after login to Gladinet Cloud, he/she will have a new link on top to 'Manage Team Cloud'. The icon will be in gray mode.



admin account. After elevation, the icon will be in color mode.

- ·						
🕘 Gladínet Cloud	\mathcal{P}	 Return to My Cloud	<u>ن</u>	Tenant Admin	•	
<u> </u>						

When the user is switched to admin, the 'Return to My Cloud' link is displayed. Clicking it will switch the user back to his/her own account.

GROUP MANAGEMENT

HOW GROUPS WORK

In Gladinet Cloud, admins can publish folders to team-users as team folders. Admin can also define access permissions for subfolders in each team folder, for sub users.

Most of the time, the Active Directory is used and Active Directory integration is used so the Active Directory group can be used.

In the case when Active Directory is not in place and when still need to assign groups, the group feature will come in handy.

When working with a large amount of users, it may be tedious to assign permissions to each user. To solve this problem, Gladinet Cloud uses Groups. Admins can create a group and assign users to the group. When publishing a folder or changing subfolder permissions, instead of selecting each individual user,

admins can assign the permissions to a group, then add users to the group. If there is a need to change the permission, just change it for the group and all the users there get the same access.

Edit Team Folder			0
Team Folder	Permissions		
older to be published: /Te	aml		
Display Name: Team1			
Disable further sharing	Create CIFS Share Disable Offline Ad	ccess	
ssign access permission f	for your team members Add User	😪 Add AD User	
User Name	Email	Read	Write
[Group] Glad Team	N/A		
Storage Quota(GB, 0- Unlimited)	0		
	Ar	pply Can	cel

CREATING GROUPS

Only admins can manage groups.

Login to the Gladinet Cloud web portal as the administrator and select 'User Manager' in 'Management Console and click on 'Group Manager' in the middle pane.



Jerr	ry Cloud) (For Evaluation- Unlicensed			🕜 DASHBOARD	CLUSTER MANAGER	ტ годолт	MY FILES
	User Manager	Guest User Manager	Group Manager	Role Manager				
	0 Group(s)						🕵 Crea	ate New Group
	3 N	lo groups have been created						
**								
TIT								

Gladinet Cloud - jerry × 🕜 Jerry Cloud - Joe Ad	🗆 x 🥜 Jerry Cloud - Joe Adr x		
← → C 🗋 192.168.2.11/management/webap			* =
Jerry Cloud 🐺 (For Evaluation-			NAGER 😃 LOGOUT 🔰 🍋 MY FILES
User Manager Guest User Ma	Edit Group	0 0	
0 Group(s)	Group Name:		Section 2010 Create New Group
No groups have been creat	🧍 Add Users to the Group		
20			
Tiî	No users have added to the group. Please click the 'Add U	ser' above to add the user(s) to the group.	
		Cancel	

In the 'Group Manager' window, click 'Create New Group'.

Type in the group name and click 'Add User' to assign a new user to the group. Click "Apply" to apply the changes.



elect L	Jser		1
&		Search	
		Select All Deselect All Reverse Select	ction
Use	er		
	Full Name	Email	
1	maha123 ali	mahnaz@gladinet.com	
2	user1 glad	user1@gmail.com	
3	user1 user1	user1@glad.local	

ADDING USERS TO A GROUP

From 'Group Manager', administrators can edit the group and add users to it.

Edit Group						G
Group Name:	Glad Team					
🚑 Add Users	to Group					
User Name maha123 ali user1 glad		Email mahnaz@gladinet.com user1@gmail.com				26 26
user1 user1		user1@glad.local				26
Team folde	rs published t	o the group			Read	Write
			Apply	1	Cancel	

From 'Group Manager', administrators can click the 'Edit Group' icon. It displays all the groups the user is assigned to.

iroup Name:	Glad Team			
🤱 Add Use	ers to Group			
Jser Name		Email		
naha123 ali		mahnaz@gladinet.com		26
ıser1 glad		user1@gmail.com		26
iser1 user1		user1@glad.local		26
Team fold	lers published to	o the group	Read	Write
Team fold Team1	lers published to	o the group	Read	Write

TEAM FOLDERS

WHAT IS A TEAM FOLDER?

Gladinet Cloud enables the creation of team folders which are owned by the administrator and published to other Gladinet Cloud users.

There are 3 types of folders in Gladinet Cloud.

• Regular Folders

These are the standard folders created by the account administrator in Gladinet Cloud.

• Versioned Folders

Gladinet Cloud will maintain the version history of any files uploaded to versioned folders. From Gladinet Cloud, a user can download any previous versions of a file. From Gladinet Cloud Desktop/Cloud Server, a user can restore previous versions of files and recover deleted files.

To create a versioned folder, click 'Create Versioned Folder' in the Gladinet Cloud web portal.

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Gladinet User Guide

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test072914 (1)	Create Version Folder Folder Name:	00	permissions.
testingiworks3	Files under this folder will have versioned backups. You deleted file. Extra storage space will be consumed.	can even recover a	The browser-based file explorer provides most of the basic functionality. For a richer, native experience, you can download native clients.
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HelloPublicArea 22 Item(s), Total file size:165.1 MB		10 days ago 🗸	

• Attached Local Folders

these folders are the local folders from the local PC/Mac that Gladinet Cloud users have attached to Gladinet Cloud. Once a local folder is attached, a user can immediately access it in Gladinet Cloud. Gladinet Cloud will maintain the version history of files in the attached local folder.

Both administrators and team users can create versioned folders and attach local folders. However, only administrator can publish his/her folders to users of the Gladinet Cloud account.

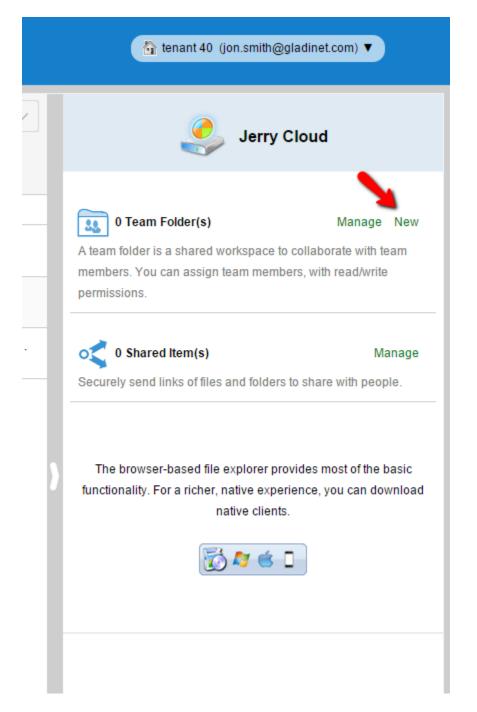
Once a folder is published, it is displayed as a team folder to the users who have access permissions. Users can access these folders from Gladinet Cloud Web or Gladinet Cloud clients. The published folder will appear under the user's root folder, and its name will be appended with '(Team Folder)'.

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	Attach Cloud Storage
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Documents	
Pictures	ot 2 Shared Item(s) Manage
abc.def (Team Folder)	Securely send links of files and folders to share with people.
abcde_folder (Team Folder)	
browser (Team Folder)	The browser-based file explorer provides most of the basic functionality. For a richer, native experience, you can download native clients.
Shared Docs (Team Folder)	() (
sharing-folder (Team Folder)	
My Files (GT-S7582)	
Files shared with me	
Gladinet Cloud Solutions for Amazon.pdf 1.3 MB Monday, Nove	
Gladinet Cloud Solutions for Amazon.pptx 1.8 MB Monday, Nove	
11 Item(s), Total file size:3.1 MB	

CREATING A TEAM FOLDER

In a team environment, where team members need to collaborate, the Gladinet Cloud administrator can setup shared Team Folders for users and manage access controls.

To create a new team folder, open the Gladinet Cloud panel on the right of the Gladinet Cloud web portal and click 'New', in 'Team Folder(s)'.



You can also create new team folder from management console->Collaboration->Team Folder

Gladinet User Guide

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	Team Folder	s Shared Objects	Storage Manager					
	1 Published (Te	am) Folder(s)		All	Team Folders		Search	
	Team Fold	er					4	
11	Share	Name	Location	UNC		Quota	Used	
	1 Public	Area	/Public Area			Unlimited	0 Bytes	& 📩
	😔 Team folde	er is a shared workspace to collab	orate with team members. You can a	ussign team members, with read/write permissi	ons to the team folders.			

Click 'Create New Team Folder'

	<u>Create New Team Folder</u> You can create a new team folder from scratch. It will be empty to start with and you can put files and folders inside later.
INTERNET	Migrate Existing Network Share as Team Folder via Server Agent You have existing file servers that you want to replicate the files over to cloud . You may de-commission the file server later if you want to. Install the Server Agent and use this wizard to get it done.
LAN	Convert Existing File Share as Team Folder If you have direct network connection between this system here and your file server, this option is also available. Unlike the previous option that leverage the file server agent to synchronize files and folders between two places, this option allows you to plug in your existing network share directly, with native Active Directory permission checks.

Create New Team Folder

This is the easiest way of create a team folder from scratch. The created folder will be empty to start with.

Migrate Existing Network Share as Team Folder

If you have file server agent installed, the file server agent can replicate a local file server's network share to the cloud, and at the same time turn it into a team folder, with the existing user's permission migrated too. Typically the file server agent is installed on the local file server, while the *cloud storage* is at a different place, so you are seeing an *INTERNET* icon for this option.

Convert Existing File Share as Team Folder

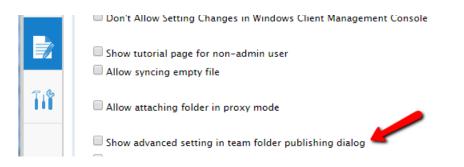
When you have Gladinet Cloud Enterprise installed, you may have file servers that are local to the Gladinet Cloud Enterprise. In this case, the Gladinet Cloud Enterprise can access the file server network share directly over SMB protocol. The team folder can be the network share directly

This will open the team folder creation window. There are several options for the team folder.

Gladinet User Guide

	older						00	
Team Fo	older	Permi	ssions					
Folder to be published: /Public Area								
Display Name:	Public Area							
Assign access permission for your team members 2 Add User User Name Email Read Write Owner								
Alice Smith		Email alice@gladinet.com			 Image: A state of the state of		20	
Keep Last n versi Storage Quota(Gl		- 	Кеер	deleted fi	les for n d	ays:		

For the following advanced options to show, the group policy will need to enable it.



After the above group policy setting is set, the Team Folder property dialog looks like this:

Edit Team Folder					⊗ ⊗			
Team Folder	Permissions							
Folder to be published: /Public A	irea							
Display Name: Public Area	Display Name: Public Area							
Disable further sharing	Create CIFS Share 🛛 Disable Offlir	e Access	+		-			
Assign access permission for your team members Add User								
User Name	Email	Read	Write	Owner				
Alice Smith	alice@gladinet.com				20			
Keep Last n versions of each file: Keep deleted files for n days: Storage Quota(GB, 0-Unlimited) 0								
		Apply		Cancel				

• Disable further sharing

Administrators can prevent sub users from sharing the team folder to the public, maintaining security.

• Enable versioning

Once enabled, Gladinet Cloud maintains a version history of files in the folder. Both the admin and sub users can access different versions of the file in the Gladinet Cloud web portal. With clients like Gladinet Cloud Desktop and Cloud Server, the administrator can restore previous versions or recover deleted files.

• Create CIFS Share for local access

This option is used to integrate with Gladinet Cloud Server. When enabled, the team folder will be automatically published as a CIFS share on each Gladinet Cloud Server. From the web UI, if the local users are loaded, the administrator can use them to define access permissions for the team folder. The CIFS share created in Cloud Server will have the same user permissions as those given to the team folder in the cloud.

To assign user permissions, click 'Add User' to open the 'Select User' window.

In Select User, the administrator can get a full user list, query specific users or add new users.

ssign access permission for your team members kadd User Read User Read Write Owner	Display Name:		
	ssign access permission for your team	members 👌 Add User 🎕 Proxy(,	AD) Group
eep Last n versions of each file:	User Name	Email	Read Write Owner
torage Quota(GB, 0-Unlimited)			

In the user list, select users and click 'OK'.

Gladinet User Guide

ect L	Jser				(
&		I			Search
			Select All	Deselect All	Reverse Selection
Use	r				
	Full Name	Email			
1	Alice Smith	alice@gladinet.com			

PUBLISHING AN EXISTING FOLDER

Administrators can create new team folders for users. They can also share an existing folder to sub users as a team folder.

To share an existing folder, move the mouse over the folder and select the 'Publish Team Folder' icon, or right click the folder and select 'Publish Team Folder' from the context menu.

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Upload 🗸	Create Folder	e Download Copy	Cut
Name		Size	Last Modified
Documents	Download		45 minutes ago
Public Area	Download 'Documents' using downloader		5 minutes ago
Version Fold	er Delete		31 minutes ago
Gladinet Bu	siness 😻 Publish as team folder - Documents 📕 🚽	614.6 KB	Tuesday, Febr
	🗊 Сору		
	∦ Cut		

If you are already in the folder, The sharing option is in the right pane..

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← → C 隆 https://node7.gladinet.com/portal/WebAppPage.aspx?s=			± ₽] ≡
🕘 Gladínet Cloud	2		G jerry huang (jerryh@gladinet.com) ▼
Image: Contract of the second seco			automation
Name	Size	Last Modified	I want to receive notification for changes made in this
vordautomation.zip	8.4 KB	Saturday, Aug	folder (and subfolder)
1 Item(s), Total file size: 8.4 KB			This folder is not published as a team folder. Edit Citck Edit to invite team member to collaborate on this folder. This folder is not shared. Edit Citck Edit to send links to share with anyone.

MANAGING USER PERMISSIONS

When administrators publish team folders, they assign read-write permissions to the users. Once the folder is created, administrators can change these access permissions.

When the Gladinet Cloud root folder is selected, the Gladinet Cloud panel on the right shows a list of published team folders. Click the 'Manage' icon to edit the team folder permissions.

) Jerry Clou	Id (For	Evaluation- Unlicensed)			1	2	tenant 40. (jon.smith@gladinet.com) ▼
	Create Folder	Create Version Folder	Delete	Download	Сору 岁	Cut 💽	Jerry Cloud
					Size	Last Modified 45 minutes ago 5 minutes ago	A team folder(s) Manage New members. You can assign team members, with read/write permissions.
Ver:	sion Folder dinet Business Overviev	v 2011.pdf				31 minutes ago Tuesday, Febr	o Shared Item(s) Manage Securely send links of files and folders to share with people.
						}	The browser-based file explorer provides most of the basic functionality. For a richer, native experience, you can downloa native clients.

If you have selected the folder to be published, there is an Edit link on the right panel, to publish the folder or edit its existing permissions

Gladinet User Guide

Tea	am Folders Shared Objects	Storage Manager			
6 Pu	ıblished (Team) Folder(s)		All Team Folders	Search	1
Те	am Folder				
	Share Name	Location	UNC	Quota Used	
1	browser	/browser		Unlimited 77.54 MB	& 🐱
2	afstesting (jerry-HP2)	/afstesting (jerry-HP2)		Unlimited 2.44 MB	🚴 Edit
3	abcdef	/abcdef		Unlimited 267.41 MB	& 📩
4	Shared Docs	/cloud server (jerry-HP2)		Unlimited 544.17 KB	& 📩
5	abcde_folder	/Documents/abcde_folder		Unlimited 0 Bytes	& 🐱
6	sharing-folder	/test/test-sharing/sharing-folder		Unlimited 0 Bytes	& 📩

Select 'Permission'. Most of the time, you don't need to touch the permission at the entry level of the team folder. However, the permission will be more used inside the team folder. For example, if inside the team folder, you have two sub folders, sub-folderA and sub-folderB. Permissions will come in handy when you want to assign userA to sub-folderA and userB to sub-folderB.



	lad	inet Cloud										
		m Folders Shared Objects	Storage Manager							_		
	6 Pub	olished (Team) Folder(s)	Edit Team Folder	Permissions					00	3	Search	* ?
١		m Folder	, call , older	Folder: /browser								
ľ		Share Name								Quota	Used	
	1	browser	Assign access permissions for yo	ur team members 🛛 👗 Add User						Unlimited	77.54 MB	& 🔊
	2	afstesting (jerry-HP2)	User Name	Email	List	Read	Write	Delete		Unlimited	2.44 MB	& 🔊
	3	abcdef	jerry1 huang	jerry1@gladinet.com	1			•	20	Unlimited	267.41 MB	& 🔊
	4	Shared Docs	jerry huang 2	jerry2@gladinet.com					26	Unlimited	544.17 KB	& 🔊
	5	abcde_folder								Unlimited		& 8
	6	sharing-folder								Unlimited		& 20
		Team folder is a shared workspace to G	unaburate with team members, ruu t	can assign team memores, with readys	Apply write-permiss		Cancel	iders.				

Besides Team Folder, there is also Share Folder, which is another way of sharing. Team Folder can be created only by the Administrator and share to users inside the same tenant scope.

For Share Folder, the user can share it with people outside of the tenant scope. The sharing can also be initiated by any team user.

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Jerry Cloud (For Evaluation- Ur	nlicensed)	P	tenant 40 (jon.smith@gladinet.com) ▼
E C C Create Folder	ite Version Folder	nload 🖺 Copy 💑 Cut 🚾 🖫	🌏 Jerry Cloud
Name Documents	Download	Size Last Modified 45 minutes ago 5 minutes ago	Iteam Folder(s) Manage New A team folder is a shared workspace to collaborate with team members. You can assign team members, with read/write permissions. Description Descrindow Description Description </th
Version Folder Version Folder	Download 'Documents' using downloader Rename Delete Publish as team folder - Documents	31 minutes ago 614.6 KB Tuesday, Febr	O Shared Item(s) Manage Securely send links of files and folders to share with people.
	Share Copy Cut	>	The browser-based file explorer provides most of the basic functionality. For a richer, native experience, you can download native clients.
			₩ 2 1
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Gladinet User Guide

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Gladínet Cloud							Signature (jerryh@gladinet.com) ▼
	Edit Share					0	8 Gladinet Cloud
Create Folder	abcdef					₽œ	th Cloud Storage yn cloud storage account as a folder.
abcddd.rename.again2	Shared with the follo	owing people Full Control	Expiration	Download Notif	Change Notifica		
automation	zackhuang1	True	Expired				n Folder(s) Manage New is a shared workspace to collaborate with team u can assign team members, with read/write
barclays							ared Item(s) Manage
Business Documents							d links of files and folders to share with people.
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Coreplus							native clients.
DemoFolder_ITMAX	Send email notifi	ication when file is d	ownloaded				
Developer		ication when file/fold					
Documents							
86 Item(s), Total file size:8.9 MB						~	

CHANGING FOLDER PERMISSIONS

When publishing a team folder, admins can assign read/write permissions to teamusers. These permissions apply to all subfolders.

Admins can further fine tune the permissions for each sub-folders in the team folder, to have better access controls.

To change the access permissions, visit the subfolder in the team folder. Click 'Permissions' on the right panel.

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Jerry Cloud (For Evaluation- Unlicensed)	R	G tenant 40 (jon.smith@gladinet.com) ▼
Image: Contract of the second seco		SubFolderA
C Name (Folder is empty) C Drop Files Here	Size Last Modified	Collaboration Activities This folder is not published as a team folder. Edit Click 'Edit' to invite learn member to collaborate on this folder. Click 'Permissions' to Set folder level permission for your team users.

If no permissions have been set before, no permission is displayed. Click 'Add User' to add new users to the permission list.

When the permission is empty, it inherits from the team folder's settings. If the permission list is not empty, it overrides the team folder's settings.

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← → C 🗋 192.168.2.11/portal/webap	page.aspx	★ ≡
		ିଲୁ tenant 40 (jon.smith@gladinet.com) ▼
Documents > SubFold	Edit Folder Permissions	SubFolderA
Upload 🗸 🕞 Create Folder	Team Folder Permissions	
Name	Folder: /Documents/SubFolderA	tion Activities
~~~	Assign access permissions for your team members 🛛 & Add User	s folder is not published as a team folder. Edit
	No permission was set for the folder. All team users have full access by default. Admin user always has full access. Please click: 'Add User' above to add user(s) to the folder. This folder may not be visible to team users if it is not part of a team folder, regardless of permission.	io invite team member to collaborate on this folder. missions' to Set folder level permission for your
		s folder is not shared. Edit
	Apply Cancel	
0 Item(s), Total file size:0 bytes		

In Select User, administrators can get a full user list, or query for a specific user.

ect l	lser				¢
&					Search
Use	r		Select All	Deselect All	Reverse Selection
	Full Name	Email			
1	[Group] Glad Team	N/A			
2	maha123 ali	mahnaz@gladinet.com	m		
3	user1 glad	user1@gmail.com			
4	user1 user1	user1@glad.local			

In the user list, select the users from the query results and click 'Done'.

User       Full Name     Email       [Group] Glad Team     N/A       amaha123 ali     mahnaz@gladinet.com       auser1 glad     user1@gmail.com	Č.					Search
Image:				Select All	Deselect All	Reverse Selection
Image:	Us	er				
2     maha123 ali     mahnaz@gladinet.com     2       3     user1 glad     user1@gmail.com     2		Full Name	Email			
3 user1@gmail.com	1	[Group] Glad Team	N/A			
	2	maha123 ali	mahnaz@gladinet.com			
	3	user1 glad	user1@gmail.com			
4 user1 user1 user1@glad.local	4	user1 user1	user1@glad.local			

Back in the permission window, assign the right access permissions for the sub users selected. Click 'Apply'.

Edit Folder Permission	ns						0
Team Folder	Permissions						
Folder: /Teaml							
Assign access permissions	for your team members 🛛 🐣	Add User 🔌	Add AE	) User			
User Name	Email		List	Read	Write	Delete	
userl userl	userl@glad.local		-		<b>\$</b>	<b>\$</b>	- 26
[Group] Glad Team	N/A		•		-	•	26
maha123 ali	mahnaz@gladinet.com		4	4	-	•	26
userl glad	user 1@gmail.com				<b>\$</b>		26
				Apply		Cance	d.

### FILE LOCKING IN TEAM FOLDERS

Team folders are shared by administrators with team-users. When working with files in Team Folder, each user can choose to lock the file for exclusive access.

To lock a file in Gladinet Cloud, select the file in Team Folder and click 'Lock' on the right panel.

🖲 Gladínet Cloud	(For Evaluation- Unlicensed)			🔎 💽 Azam Ali (azam	123@gladinet.com) ¥
≣ 🔍 C ►Team1				💌 🖷 t	est123.pptx
T Upload ∨ Create Folder			0 e	/Team1	/test123.pptx
Name		Size	Last Modified	[↓] Download (31.	36 KB) 🖄 Share
test			less than 1 minute ago		13
test123.pptx		31.4 KB	4 days ago	Description:	E
				• File is not locked.	Le
				Recent Changes:	
				azam123@gladinet.com	updatefile 12 Hours ego
				Comments:	Add Commen

Once the work is finished, click 'Unlock' to release the lock.

📀 Gladínet Cloud	(For Evaluation-Unlicensed)		Azam Ali (azam123@gladinet.com) V
□ Q C → Team1			feam1/test123.pptx
Name test		Size Last Modified less than 1 minute ago	Download (31.36 KB) 🛞 Share
🕤 test123.pptx		31.4 KB 4 days ago	Description: Edit
			Recent Changes:
			azamitz-siggiaanet.com updatette Cincos app     Comments: Add Comment

Note that administrator accounts can ignore the lock and can access any files, whether they are locked or unlocked.

#### SHARING

#### SHARING VERSUS PUBLISHING

# Gladinet

There are two ways to share files and folders in Gladinet Cloud – publishing and sharing.

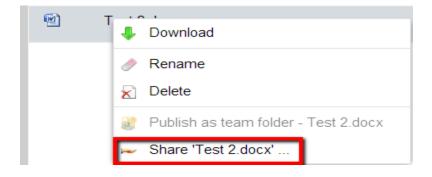
- **Publishing**: Only available for the administrator who can share any admin folder. It will only work with team-users in a specific Gladinet Cloud account (tenant account). Publishing a team folder can't go outside of the tenant scope.
- Sharing: Both the administrator and team-users can share files with anyone that has an email address. The recipient of the share will get an email with a link to open the folder or download the file. If the email recipient is also a Gladinet Cloud user, he/she can access the shared file or folder directly from the Gladinet Cloud.

Administrators can prevent team-users from sharing if needed.

#### SHARING FILES AND FOLDERS

#### FILE SHARING

To share a file, click it and select the Share icon in the row of the file. You can also right click the file and select Share in the context menu. Once the file is selected, if the right panel is open, there is a Share link there too.



1 uproad V Create Folder	reate Version Folder		
Name		Sae	Last Modified
Documents			12 hours ago
Important Documents			15 minutes ago
Pictures			11 hours ago
Team1			14 minutes ago
[6] c#s			
Team 2			
Test 2 docx	3	🖉 😅 🗇 募 — 9,7 КВ	4 days ago
	944		

Test 2.docx	
Test 2.docx	
Download (9.67 KB)	]
Description:	Edit
File is not locked.	Lock

After clicking 'Share' above, in 'Edit Share' window, click 'Invite User to Share'

#### Gladinet User Guide

										A jerry1 huang (jerry1@gladinet.com) ▼
	adinet Cloud									ng jenyt noang (jenyt@gladiner.com) ♥
t	C									Gladinet Cloud
		Edit Share							00	
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	browser (Team Folder)	jerryhuang@	False	3 Day(s) 2 H			× 🕬		<b></b>	er-based file explorer provides most of the basic For a richer, native experience, you can downlo
	Shared Docs (Team Folder)									native clients.
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<b></b>	My Files (GT-S7582)									
	Files shared with me									
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Type the user(s) email where the file will be sent and then click 'Continue'



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← → C Ahttps://node7.gladinet.com/portal/WebAppPage.aspx	★ =
Gladinet Cloud	G jerry1 huang (jerry1@gladinet.com)     ▼
Edit Share	S S Gladinet Cloud
Invite User to Share	th Cloud Storage
Documents Specify User	vn cloud storage account as a folder.
Pictures Invite People : (Email Address, separated by ';)	red item(s) Manage
abcdef (Team Folder) user@email.com	I links of files and folders to share with people.
abcde_folder (Team Folder)     An email with access information will be sent when you add a user by providing their email address and specifying     their access rights.	er-based file explorer provides most of the basic
Image: browser (Team Folder)     Image: browser (Team Folder)       Image: browser (Team Folder)     Image: browser (Team Folder)       Image: browser (Team Folder)     Image: browser (Team Folder)       Image: browser (Team Folder)     Notes (text will be included in the sharing email):	For a richer, native experience, you can download native clients.
sharing-folder (Team Folder	2 A C
□ 🗊 My Files (GT-S7582)	
Files shared with me	
Gladinet Cloud Solutions for Continue Cancel	
Gladinet Cloud Solutions for Amazon ppix	
11 Item(s), Total file size:3.1 MB	

In the 'Invite User to Share' window, you can specify the expiration time and also grant access permissions.

Invite User to Share	⊗ ⊗
Protect the Share	
Specify share expiration time:	
Expired in: 1 Week	
View / Read-Only Access	
Edit / Full-Control Access	
Back Share Ca	ancel

If the file is already shared, you can delete the share, edit the share, or resend the notification email.

	-frank Claud								jerry1 huang (jerry1@gladinet.com) ▼
	dinet Cloud								g jerry1 huang (jerry1@gladinet.com) ▼
	C								
T Upload		Edit Share						0	S Gladinet Cloud
		Documer	ıts					₽	h Cloud Storage
	Documents	Shared with the foll	owing people					2.4	vn cloud storage account as a folder.
	Pictures	User Email	Full Control	Expiration	Download Notif	Change Notifica			
	abcdef (Team Folder)	zackhuang1	False	81 Day(s) 2			× 🕬		ed Item(s) Manag
	abcde folder (Team Folder)	jerry2@gladi	True	Never				Edit Share	
			False		0		~ ~		er-based file explorer provides most of the basic
	browser (Team Folder)	jerryhuang@	False	3 Day(s) 2 H			× 🕬		For a richer, native experience, you can downlo- native clients.
	Shared Docs (Team Folder)								
	sharing-folder (Team Folder								
<b></b>	My Files (GT-S7582)								
	Files shared with me								
	Gladinet Cloud Solutions for		ication when file is d						
	Gladinet Cloud Solutions for	Send email notif	ication when file/fold	der is changed		s MB Mond	ay, Nove		
		-mazon:pptx-					uy, 110ve		

### FOLDER SHARING

To share a folder, click it and select the Share icon in its row. You can also right click the file and select 'Share' in the context menu.

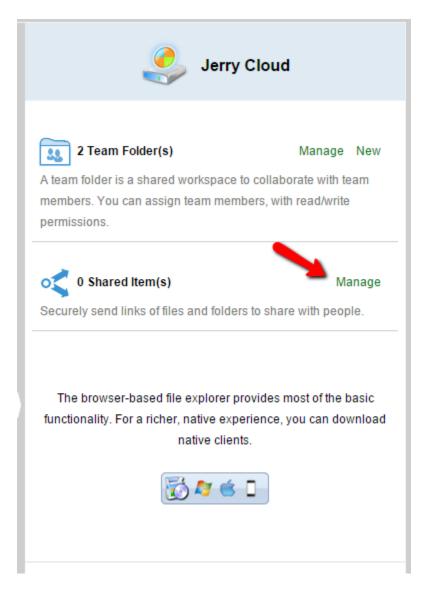
→ C 🗋 192.168.2.11/porta	al/webapppage.aspx			*
) Jerry Cloud	(For Evaluation- Unlicensed)		$\mathcal{P}$	🔄 tenant 40 (jon.smith@gladinet.com) 🔻
Upload V	Folder Create Version Folder Delete	Download 🎦 Copy	, Cut	Jerry Cloud
Name		Size	Last Modified	2 Team Folder(s) Manage New
Documents	Download		2 minutes ago	A team folder is a shared workspace to collaborate with team
Public Area	Download 'Documents' using downloader		12 minutes ago	members. You can assign team members, with read/write permissions.
Version Folder			38 minutes ago	o Shared Item(s) Manage
Gladinet Business		614.6 KB	Tuesday, Febr	Securely send links of files and folders to share with people.
	Share			The browser-based file explorer provides most of the basic
	👘 Copy X Cut		) V	functionality. For a richer, native experience, you can download native clients.

#### **REMOVING SHARES**

During share setup, a user can define its expiration date. Once the share expires, other users will no longer be able to access the shares.

Users can also delete the share manually.

In the Gladinet Cloud root folder, the panel on the right shows shared items to others. Users can click 'Manage' to see the list of shared files and folders.



In 'Management Console' -> 'Collaboration', click 'Shared Objects' to open a summary window for all shared objects. Here, you can edit the share to change permissions. You can also delete the share.

#### Gladinet User Guide

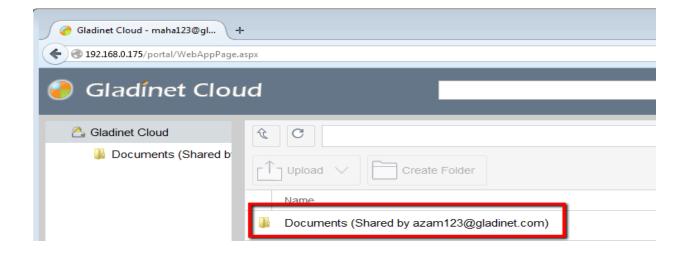
<ul> <li>✓ Jerry Cloud - tenant 40 (i) ×</li> <li>← → C</li> <li>192.168.2.11/management/</li> </ul>	vehannnarde asny			leny _ □ ×
Jerry Cloud (For Evaluation- U		🐼 DASHBOARD	<b>С</b> госолт	MY FILES
Collaboration	Team Folders Shared Objects Storage Manager			
User Manager	0 Shared Object(s) <u>All Shares</u>			Search
Group Policy	Shared Objects			
Tenant Administrators	Shared Object Path		Owner Name	
iii Advanced				
<				
	Securely send links of files and folders to share with people.			
	A			

#### ACCESSING 'FILES/FOLDERS SHARED WITH ME'

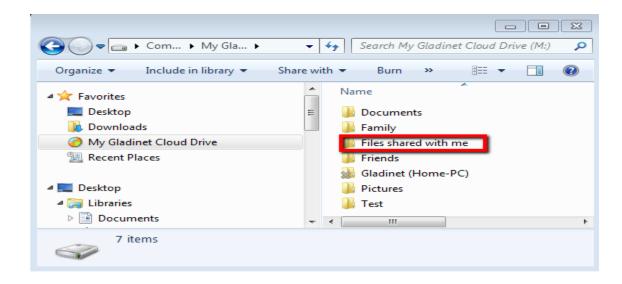
When a file or folder is shared with the user, he/she will get an email. The link in the email can be used to open the file or folder.

If the user has a Gladinet Cloud account with the given email address, the shared files and folders will appear under the 'Files shared with me' folder, in both the Gladinet Cloud web portal and Gladinet Cloud Desktop.

### Gladinet Cloud Web Portal



### Gladinet Cloud Desktop



If the user has write permission to the folder shared, he can modify the files in the folder.

#### PREVENTING USERS FROM SHARING

Sometimes for security reasons, users should not be allowed to share files/folders.

There are two types of files and folders a user can access.

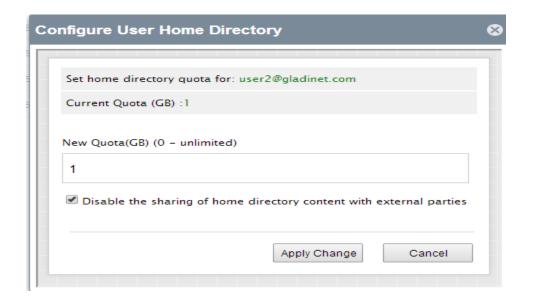
• User's own folders, including versioned folders and attached local folders from the user's desktop.

When an administrator creates new users, he/she can check 'Disable sharing home directory content with external party, to prevent the newly created user from sharing his/her own files and folders.

Migrate Users	
Please Enter User Information:	
First Name	Last Name
user2	user2
Email	Quota(GB)
user2@gladinet.com	1
Continue	Cancel

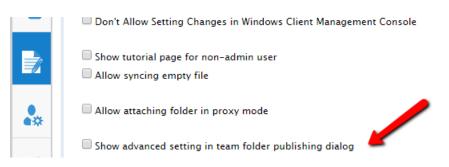
Migrate Users	×
User creation options:	
✓Let system generate password (password will be sent via email) User must change password at next logon ✓Disable sharing home directory content with external party	
Send welcome email to user after the user is created	
Make user's home directory visible to administrator	
Enable offline access for all folders	
Back Continue Cancel	

If the user is already created, administrator can edit the quota for the user. It also has the checkbox to disable sharing.



 Team Folders shared to the user
 When publishing a team folder, administrator can check 'Disable further sharing', to prevent users from sharing anything in the team folder.

(To have the option of "Disable further sharing", need to enable it in group policy first)





Now in the team folder editing dialog:

Edit Team Fold	der					00
Team Folder Permissions						
Folder to be publishe	ed: /browser					
Display Name: browser						
Disable further sl	Disable further sharing Create CIFS Share Disable Offline Access					
Assign access permission for your team members 🛛 🚴 Add User 🔍 Proxy(AD) Group						
User Name		Email	Read	Write	Owner	
je <b>rry1</b> huang		jerry1@gladinet.com				20
jerry huang 2		jerry2@gladinet.com				30
Storage Quota(GB, 0-Unlimited)						
			Apply		Cancel	

For existing team folders, administrator can edit it and check the 'Disable further sharing' there too.

When both flags are selected, team-users cannot share any files or folders to public anymore.

#### PROTECTING SHARES BY REQUIRING LOGIN

# Gladinet

When a user shares a file or folder, Gladinet will generate a URL. By default, anyone can use the URL to access the share.

Administrators can protect shares by requiring login credentials. Once enabled, when a user accesses the share URL, he /she will be prompted to login to the Gladinet Cloud. After login, the user can view the file/folder shared with him/her under 'Files shared with me'.

9	Gladinet Cloud					
	Security Client Control Retention Policy Home Directory Password Policy					
	Security					
	When this setting is set, user must login to his/her account to access received share in "Files shared with me" folder.					
Tiî	<ul> <li>Dont append '(Team Folder)' to published folder.</li> <li>When this setting is NOT set, system will automatically append '(Team Folder)' for team user.</li> </ul>					
	Show 'Security' Option.					

### NOTIFICATIONS

### SUBSCRIBING TO CHANGE NOTIFICATIONS FOR TEAM FOLDERS

Users can subscribe change notifications for Team Folders. Once subscribed, whenever a file or folder is changed in the team folder, the user will get an email with a list of changes. This notification only applies when the change is done by other users. It will not send out the notification email when the changes are done by the user himself/herself.

# Gladinet

Visit the root of the team folder. On the right panel, select 'I want to receive notification for changes made in this folder (and subfolder)', to subscribe the change notification.

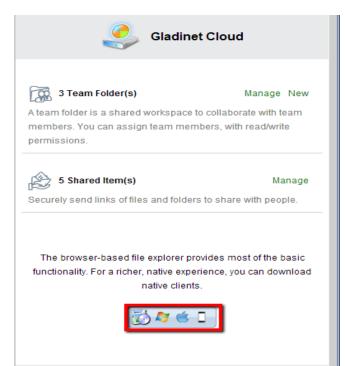


### THE DESKTOP CLIENTS

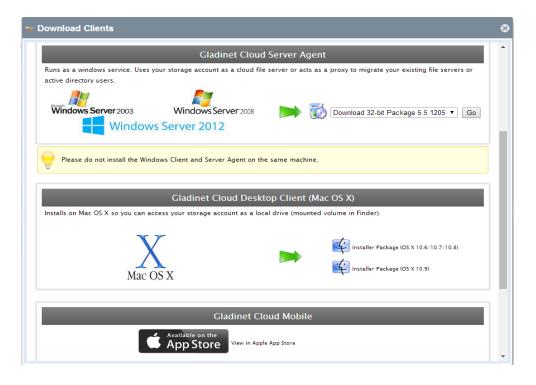
Gladinet Cloud access clients are available for Windows, Mac, iOS, Android, and Windows phones. These clients are designed to work with your Gladinet Cloud account which can be powered by any supported storage service.

### INSTALLING GLADINET CLOUD WINDOWS CLIENT

First login to your Gladinet Cloud portal, click the "Desktop Client" button and download the respective GCD MSI package.



- D	ownload Clients	Gladine
	The browser-based file explorer provides most of the basic functionality. For a richer, native experience, you can download native clients.  Cladinet Cloud Desktop Client (Windows) Installs on a ( Windows XP, Vista, 7, 8, 8.1) Intel x86/x64 PC, access your storage account as a local drive, sync file across multiple	A team folder(s) The am folder is a shared workspace to members. You can assign team mem permissions.
	machines.	5 Shared Item(s) Securely send links of files and folders
	Gladinet Cloud Server Agent Runs as a windows service. Uses your storage account as a cloud file server or acts as a proxy to migrate your existing file servers or	The browser-based file explorer pri functionality. For a richer, native expe native clients
	active directory users. Windows Server 2003 Windows Server 2003 Windows Server 2012 Go	<u>ිරි</u> ත ය.



⊷ Download Clients	⊗			
	•			
Gladinet Cloud Desktop Client (Mac OS X)				
Installs on Mac OS X so you can access your storage account as a local drive (mounted volume in Finder).				
Mac OS X				
Gladinet Cloud Mobile				
Available on the App Store View in Apple App Store				
Available on the Android Market Available in "Google Play" Market Store. Android OS 2.2+	l			
Windows Phone Available in "Windows Phone" Store. Windows Phone 8+				
Windows Store Available in Windows Store. Windows 8+ (Windows RT, Surface)				
Close Window	-			



If your Windows OS is 32-bit, you need to download the 32-bit MSI package. If your Windows OS is 64-bit, you need to download 64-bit MSI package. Double click the MSI package to start the installation. In the Setup Gladinet Cloud Desktop screen, you can customize the installation if necessary.



At the end of the installation, you will be prompted to enter your Gladinet Cloud account credentials which you created during registration. These credentials will authorize your Gladinet Cloud Desktop and connect it to your Gladinet Cloud account.

Cloud Windows Client			
Login to Gladinet Cloud			
User Name (Email): jerry2@gladinet.com			
Password:			
Access Point http(s)://myhost.com https://gcloud.gladinet.com			
Proxy Setup			
✓ Auto-login next time Login Cancel			

The Gladinet Cloud Drive provides direct access to your cloud storage without 2way synchronization. If synchronization is desired, then attached folders can be used as an access mechanism. This gives users more control over what gets synchronized. For example, when a user is on the go and need rapid access for a quick update, you may not want to deal with synchronization delays.

After the installation is completed, a system tray icon will appear that allows you to open your Gladinet Drive, or attach new local folders to the Gladinet Cloud.







You can also perform a quick check of your system status.

Gladinet Cloud		
Open Gladinet Cloud (M:) All data has been synced to Gladinet Cloud.		
<u>Management Console</u> Sign Out azam@gladinet.com <u>Exit</u>		

#### CONNECTING TO THE CLOUD

TRANSFERRING FILES

# Gladinet

Now you can use the Cloud Storage as if it were a Virtual Drive or Folder. Simply drag and drop to copy local documents to the Cloud Storage.

👝 İ 🕞 🕕 👰 🗢 İ 🛛 Drive Tools	My Gladinet Cloud	Drive (M:)	-	×
File Home Share View Manage				~ 😯
( ⇒ → ↑ → This PC → My Gladinet Cloud	ud Drive (M:) →		✓ C Search	М ,Р
☆ Favorites	Name	Date modified	Туре	Size
Desktop	Documents	5/16/2015 3:16 PM	File folder	
🗼 Downloads	퉬 Public Area	5/16/2015 3:07 PM	File folder	
🖟 My Cubby	퉬 Version Folder	5/16/2015 2:41 PM	File folder	
🔄 Recent places	励 Gladinet Business Overview 2011	2/15/2011 4:28 PM	Foxit Reader PDF	615 I
My Gladinet Cloud Drive				
n Homegroup				
🜉 This PC				
📔 Desktop				
Documents				
🐌 Downloads				
🚺 Music				
📔 Pictures				
📔 Videos				
📥 OS (C:)				
BP_RECOVERY (D:)				
👝 Lexar (F:)				
👧 My Gladinet Cloud Drive (M:)				
🖵 logfolder (\\JERRYHP9) (U:)				
🙀 c (\\tsclient) (Y:)				
😡 c (\\tsclient) (Z:)				
🙀 Network				
	<			>
4 items				:==

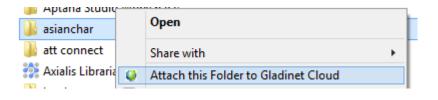
Gladinet Cloud Desktop makes it very easy to move data into cloud storage or extract data from cloud storage.

### ATTACHING LOCAL FOLDERS

The virtual drive provides on-demand access to files and folders from the Gladinet Cloud storage account.

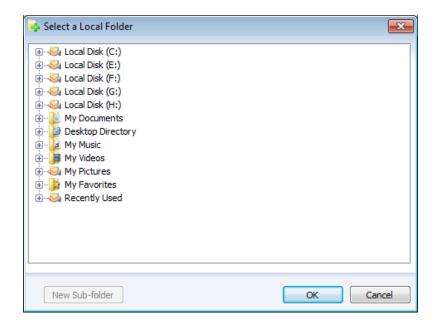
Sometimes it is also desirable to work inside a local folder, and have the local folder synchronize with the Gladinet Cloud storage account.

You can right click on a local folder and select "Attach to Gladinet Cloud".



The following wizard will allow you to browse for a local folder that will be attached to your Gladinet Cloud account.

Attach Local Folder	×
Folder Location	
Attaching a local folder to your Gladinet C to protect your files.	loud enables anywhere access and cloud versioning
Please enter the location of a local folder of	or network share you want to add.
Diago goorify a name for the local folder	
Please specify a name for the local folder.	
	< <u>B</u> ack Finish Cancel

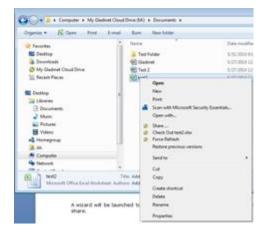


Attached folders have several benefits:

- They will be synchronized with the cloud
- Their contents immediately become accessible even before the sync is completed.
- They can maintain a versioned backup of their contents
- Their content is available locally when offline
- They can be used in the same ways as any local folder

#### SHARING FILES AND FOLDERS

To share a file or folder, simply right click on it and select 'Share' from the menu item:



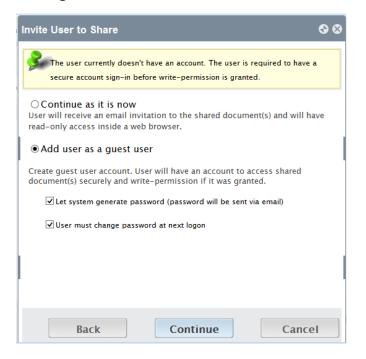
A wizard will be launched to allow you to 'Invite Users to Share'.

Sharing					
	Share Location:	Documents/Gladinet.ppt	x	Shared with the follow	ing people
🗌 Enab	le Public Link				
Email			Full control	Expiration	Actions
				酸 Invite User to	Share

After clicking the 'Invite User to Share' button, you can enter the email address of the user who is being added in the following window:

Invite User to Share	� ⊗		
Specify User			
Invite People : (Email Address, separated by ';') user5@gladinet.com			
An email with access information will be sent when you add a user by providing their email address and specifying their access rights.			
Notes (text will be included in the sharing email):	*		
Continue			

After entering the user email and clicking 'Continue', you can configure more user settings in the below windows:



In the window below, you can specify expiration time and access rights to the shared folders or files.

Invite User to Share	� ⊗
Protect the Share	
Specify share expiration time: Expired in: 1 Week	
● View / Read-Only Access ○ Edit / Full-Control Access	
Back Share Canc	el

### LOCKING FILES

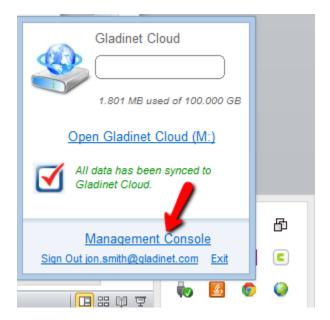
The Gladinet Cloud administrator has the option of enabling a setting that causes all files to automatically become locked when they are in use. This prevents more than one person from updating the file at the same time which can cause undesirable results. If this setting has not been enabled, files can be manually locked. Right click on any file in the Gladinet drive and then select "Lock/Unlock This File" to toggle between its locked and unlocked state.



	Open	
	Edit	
	New	
	Print	
	Save As	
	Open with	•
	Perforce	•
0	Norton 360	•
	Add to archive	
	Add to "Amazon S3 FTP Replacement.rar"	
_	Compress and email	
1	Compress to "Amazon S3 FTP Replacement.rar" and email	- 1
Ð	WinZip	۱ ا
0	Create PDF from file	۶l
ø	Query file name	
٨	Refresh (Forced Update): Amazon S3 FTP Replac	
	Lock/Unlock This File	
~	Share This File	- 1
۲	Force Delete	- 1
	Restore previous versions	
	Send to	•

### CLIENT SIDE MANAGEMENT CONSOLE

The desktop client has a management console that controls the client side of the behavior. The management console can be started from the system tray icon.

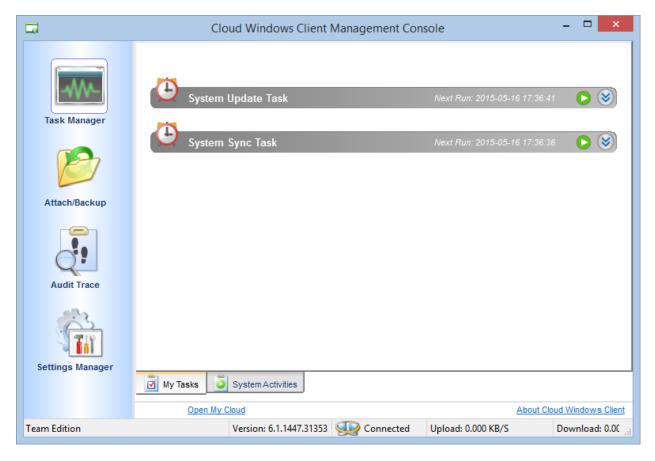


The management console has 4 sections:

Section Name	Description
Task Manager	You can check the different transfering tasks such as upload, download, synchronization in this section

#### Gladinet User Guide

Section Name	Description
Attch/Backup	You will see the two-way synchronization folders in this section
Audit Trace	Audit Trace most of the time is for troubleshooting purpose
Settings Manager	Settings Manager stores the different settings on the client side.



### SETTINGS EXPLAINED

•	Cloud Windows Client Management Con	sole – 🗆 🗙
	Checked Out Files 🙀 Offline Folders 🐲 Settings	
Task Manager	<ul> <li>Cloud Drive</li> <li>Cloud Drive Label</li> <li>Drive Letter</li> <li>Create Cloud Drive Shortcut under My Documents</li> <li>Bync Control</li> <li>Bandwidth Control</li> </ul>	My Gladinet Cloud Drive M True
Attach/Backup	⊞ Cache             ⊞ Advanced             ⊞ Notification             ⊞ Trace	
Audit Trace		
Settings Manager		
Team Edition		About Cloud Windows Client Upload: 0.000 KB/S Download: 0.00

There are many settings in the desktop client. Here is a table explaining every settings.

Setting Name	Description
Cloud Drive/Cloud Drive Label	This is the drive label you can see from the Windows Explorer
Cloud Drive/Drive Letter	This is the drive letter assignment
Cloud Drive/Create Cloud Drive Shortcut under My Documents	If true, there is a short cut under the 'My Documents' folder
Sync Control/Throttle Sync	If true, the synchronization and transferring of files will follow the throttle control defined in this section
Sync Throttled Upload Bandwidth	Upload Bandwidth

Setting Name	Description
Sync Throttled Download Bandwidth	Download Bandwidth
Full Speed Sync Stop Hour	Usually it is desired to have full speed synchronization over night time when the Internet utilization is low. This value defines when to stop full speed.
Full Speed Sync Start Hour	Usually it is desired to have full speed synchronization over night time when the Internet utilization is low. This value defines when to start full speed.
Scan local files and sync up to cloud as necessary	The desktop client builds up a state database about which file is in sync and which file is not. In the case of desktop client re-image so the state information may be lost, this option can be used to scan local files and upload files into cloud as necessary as a quick way to re-build state information when the local files are more accurate than the information in the cloud.
Scan cloud files and sync down to local as necessary	The desktop client builds up a state database about which file is in sync and which file is not. In the case of desktop client re-image so the state information may be lost, this option can be used to scan local files and upload files into cloud as necessary as a quick way to re-build state information when the files in the cloud are more accurate.

Setting Name	Description
Bandwidth Control/Download Bandwidth Limit	Limit the download speed
Bandwidth Control/Upload Bandwidth Limit	Limit the upload speed
Number of upload/download threads	This controls how many upload/download can happen simultaneously.
Cache/Cache Directory	This can move the cache directory location to another file system path.
Cache/Cache Size Limit	This setting defines the size of the cache.
Advanced/Enable Inplace Open Zip File	In the Cloud Drive, it is recommended to turn off zip file open in place. Windows Explorer has feature that opens up a zip file in the same folder for easy inspection of the zip file. However, in the cloud drive, this means the files created will be re-upload into cloud.
Advanced/Max Size of Zip File Allowed to Open Inplace	When the Zip file is allowed to be opened in the same folder by Windows Explorer, if the zip file is very big, this will consume a lot of bandwidth to upload unzipped files to the cloud. This sets an upper limit of how big the zip file can be opened.
Advanced/Always Allow Picture	Windows Explorer likes to read each and every image file it can find and

Setting Name	Description
Preview	try to generate thumbnail for the file. While this works great for local files on the hard drive, it consumes a lot of bandwidth for unnecessary downloading of image files.
Advanced/Enable Slow Network Mode	
Advanced/Ignore Settings in Group Policy	By default, the settings in the Group Policy overrides the local settings. This setting will revert the override.
Advanced/Keep Machine from Sleeping when Task is Running	When at night, typically it is the time to transfer files at full speed. However, the machine may go into a sleeping state preventing the transferring of files. This setting can prevent the sleeping.
Advanced/Purge File Sys DB Upon Start	When the client starts, this setting if true, the client will purge the cached state of cloud storage file so it will start as if it is the first time the client starts.
Advanced/Upload Hidden Files	By default, the hidden files are not uploaded.
Advanced/Upload System Files	By default, the system files are not uploaded.
Advanced/Use Volume Shadow Copy to Upload Files being Opened	By default, a file is actively opened will not be uploaded until the file has been closed. This setting can leverage Volume Shadow Copy service to upload whatever it has on



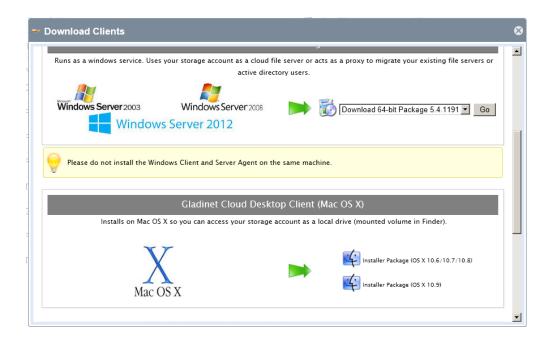
Setting Name	Description
	the file system.
Notification/Hide Offline Notification	When system goes into offline mode, there is a notification. This setting controls whether to turn off that notification.
Notification/Hide File Change Notification	When files are modified by other people or by the same user but from another machine, there is file change notification. This setting controls whether to turn off that notification.
Notification/Hide Large File Download Tracker	When Windows Explorer is downloading a large file in the background, by default there is a large file download progress dialog showing. This setting controls whether to turn off that notification
Notification/Disable Automatic Task Tracker for Scheduled Task	
Disable Shutdown Confirmation	When shutdown the desktop client, there is a shutdown confirmation window. This setting controls whether that confirmation dialog will be shown.
Trace/Days of Audit Trace to Keep	This setting defines how many days to keep the audit trace.
Trace/Trace Level	By default, the debug trace level is 0. It can be changed to 101 for maximum amount of debug trace.

### THE SERVER CLIENT

Gladinet Cloud Server Agent is available for Windows servers. It is designed to seamlessly integrate a file server with the Gladinet Cloud, regardless of which storage service id being used. These clients are designed to work with your Gladinet Cloud account which can be powered by any supported storage service.

#### INSTALLING GLADINET CLOUD SERVER AGENT

First login to the Gladinet Cloud portal, click the "Download Client" button and download the server agent package.



If your Windows OS is 32-bit, you need to download the 32-bit MSI package. If your Windows OS is 64-bit, you need to download 64-bit MSI package. Click the 'Go' to start the installation. In the Setup Gladinet Cloud Server Agent screen, you can customize the installation if necessary.



At the end of the installation, you will be prompted to reboot the system and then enter your Gladinet Cloud account credentials which you created during registration. These credentials will authorize your Gladinet Cloud Server Agent and connect it to your Gladinet Cloud account. If you have not gone through the registration process, you do not have credentials for a Gladinet Cloud account.

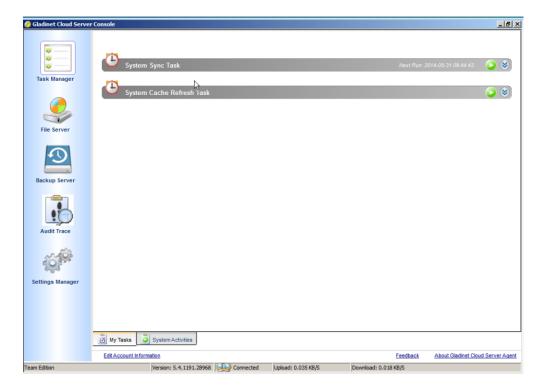
figure	Gladinet Cloud Account
0	Configure Gladinet Cloud Account
	User Name (Email):
	Password:
	Don't have an account? Sign up for a 14-day free trial.
	Proxy Setup
	Ok Cancel

Gladinet Cloud's access clients use a local cache to enhance performance and provide robust, reliable uploads. The final step of the installation allows the configuration of this cache.

Configure Cache Location		
Cache Location		
Gladinet Cloud Server uses local disk as the first tier of storage and cloud storage as the second tier.		
Gladinet Cloud Server will intelligently manage both tiers to permanently store all data in the doud for safety, while maintaining a local cache for fast access to active data.		
Increasing the local disk space available for Gladinet Cloud Server increases performance and lowers bandwidth costs. Please provide the path for Gladinet Cloud Server first tier storage.		
C:\gladinet_te\cache		
< Back Finish Cancel		



At the end of the account setup wizard, the Cloud Server Management Console will be launched. From here, you will perform most of the administrative functions.



#### Figure 133

#### CLOUD SERVER VERSUS CLOUD DESKTOP

Before we proceed, we should point out some of the important differences between Cloud Desktop and Cloud Server. Gladinet provides two windows applications, Gladinet Cloud Desktop and Gladinet Cloud Server.

In the desktop client, the virtual drive is mounted in the user's logon session. When the user logs in, the virtual drive appears. When the user logs off, the virtual drive disappeared.

Gladinet Cloud Server runs as a windows service. It starts when the machine is up. There is no need for any user to login. Admins can publish the folders in Gladinet Cloud, or any mounted cloud storage service, as a standard CIFS share. Users can access the share as if it was any other standard CIFS share, without the need to install a Gladinet client. It combines the old CloudAFS and Cloud Backup functionality, if you are familiar with those older Gladinet products

### CONNECTING TO THE CLOUD

Gladinet Cloud Server allows three different kinds of connections to the cloud.

- Attaching a local folder to the default Gladinet Cloud storage
- Publishing a cloud folder as a network file share so that individuals with access rights can upload through the share
- Attach additional cloud storage services as folders under the Gladinet Cloud

For more details about the Gladinet Cloud Server Agent, please reference the "Gladinet Cloud Server Guide".