

# *OpenDrive*

A Powerful, Cloud Based Drive Accessible from Anywhere

Online Storage, Backup & Cloud Content  
Management

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# Installation

## Installing the Drive Application

Installation of the Drive application is easy. Simply download the setup file from our Windows App page, run setup and follow the installation wizard to complete the installation. Once you reboot your PC, the Drive app will be ready to use.



### Standard Installation

To install the Drive app on your PC, simply download the setup file from our website and follow the instructions to install. Make sure you reboot your system before attempting to access the Drive app.



### Unattended Installation

For IT professionals, we offer the option to install the Drive app unattended across multiple computers. To do this, download and save the setup file to the location of your choice, then run the following command:

```
> setup.exe -silent
```

# Installation (cont.)

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## Proxies and Unattended Software Updates

Unattended installations of the Drive app can also be done via web proxy and software updates can be installed unattended as well.



### Unattended Installation With Proxy

To do an unattended installation of the Drive app using a proxy, enter the following commands:

---

```
> setup.exe -proxy_type http -proxy_server  
xxx.xxx.xxx.xxx -proxy_port 8080 -  
proxy_username "<username>" -  
proxy_password "<password>"  
> start setup.exe with proxy settings  
> -proxy_type - none | http | socks4 | socks5
```

### Unattended Software Update

To do an unattended update of the Drive app, enter the following commands:

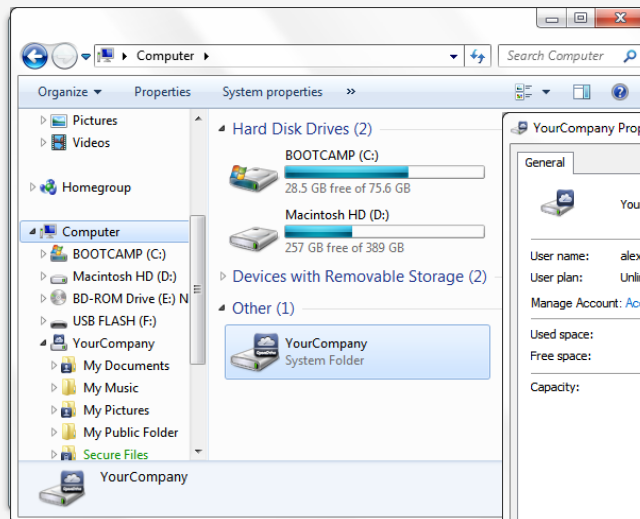
---

```
> setup.exe -update  
"<version number>" -  
silent
```

# Getting Started with the Drive Application

## Access the Drive Application

After installation, the OpenDrive Drive application will be accessible by clicking the shortcut on your desktop or in My Computer, or by clicking the icon on the taskbar next to your clock.

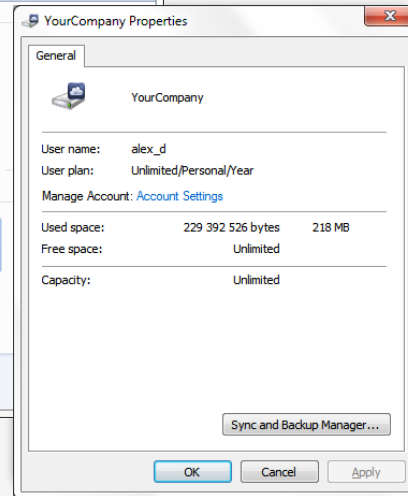


## Access OpenDrive

OpenDrive as a system folder.

## OpenDrive Properties and Settings

Displays username, plan and available space, or access the Sync and Backup Manager.



## Taskbar Icon

The right click menu helps you to log into and log out of the Drive application, displays space usage and the state of the Sync and Backup Manager, and allows you to check for new updates.



# Logging Into The Drive Application

## Log into the Drive Application

When you start the Drive application, you will be prompted to log in using your OpenDrive or Active Directory credentials. You can also configure proxy settings and sign up for an account if you haven't registered already.



### Log In

Log into your OpenDrive account with your username/email and password.

### Save Password/Auto Login

The Drive application can store your username and password and have them ready every time you want to log into your account. Auto login will log you into your account whenever your computer starts.

### Sign Up

Sign up for an account by entering your details here.

### Sign Up For An Account

If you haven't registered for an OpenDrive account before downloading the Drive app, you can do so by filling out this form.

### Proxy Settings

Configure OpenDrive to connect through a proxy.

### Set Your Proxy

If you wish to connect to OpenDrive through a proxy, you can enter those details here or leave the setting at its default to connect normally.

# Create, Share and Manage Folders

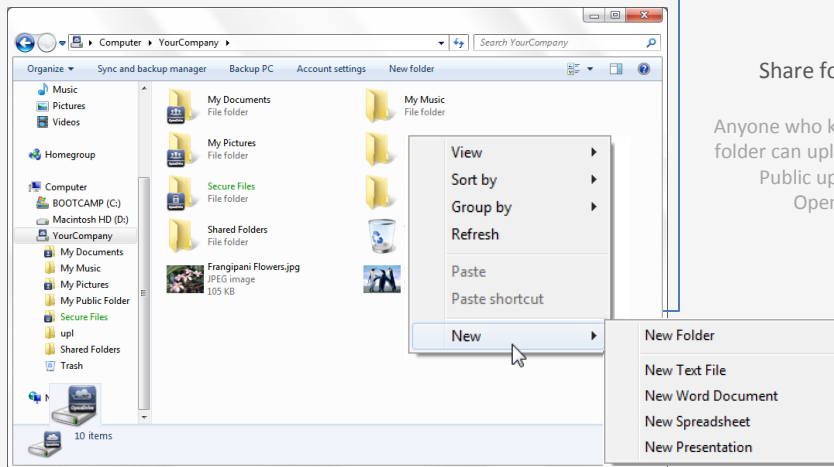
## Create Folders and Manage Access Permissions

You can create folders and subfolders in the Drive application the same as you would in Windows Explorer. In Folder Properties you can set up access permissions for the users you are sharing private folders with. Public and hidden folders can be shared with anyone through a folder link.



### Create New Folders

The right click menu allows you to create folders, subfolders or files on your OpenDrive.



### Folder Link

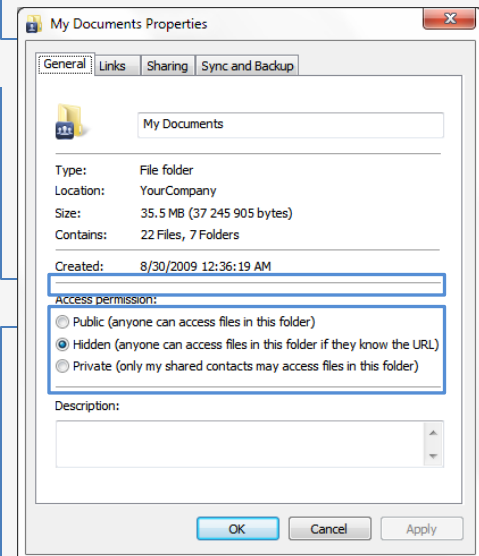
Share folders with anyone by providing others with folder links. Anyone who knows the URL of a hidden or public folder can upload files into the folder by default. Public upload can be turned off through the OpenDrive website in Folder Properties.

### Access Permissions

Enable or disable access to this folder for public users. Uploaded files and subfolders have the same access permissions as the main folder. By selecting multiple files or folders, you can change access permissions for selections, in bulk, in the Properties window.

### Folder Properties

Change the folder name, copy the folder link, set up access permissions, or enter a folder description.





# Share Folders with Other OpenDrive Users

## Share Folders

The sharing option in Folder Properties enables you to share folders privately with other users.

**Share Folders**  
Enter email address or OpenDrive username.  
If it is not registered with OpenDrive, an invitation email will be sent to the provided email address.

**Access Shared Folder**  
Shared folders are instantly available on the recipient's account in Shared Folders > Username > Shared Folder name.

**Manage Folder Sharing**  
A list of users that you are sharing a folder with helps you modify or remove access permissions.

Users of this folder	View	Full	Change/Remove
odadmin	✓		<a href="#">CH / REM</a>

# Store Files and Folders

## Upload Files by Drag and Drop

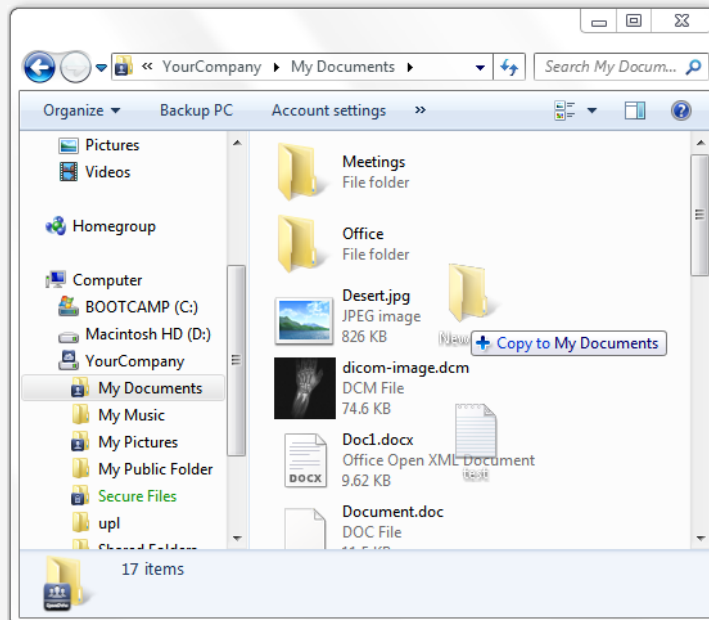
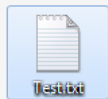
You can create folders and subfolders in the Drive application, as well as copy items by drag and drop.



### Copy or Move

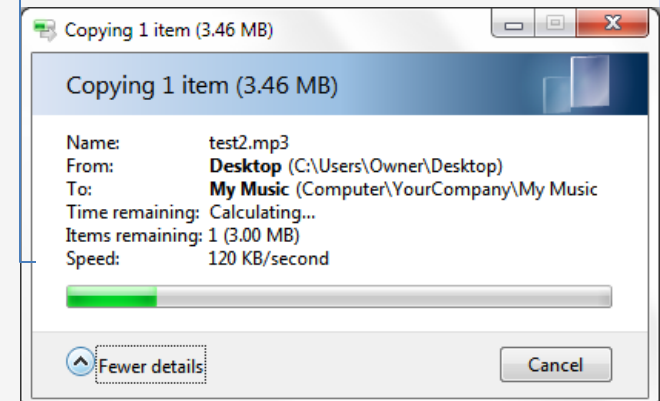
Drag and drop files from your computer to your OpenDrive.

The application always creates copies of your files in a temporary folder on your computer, prior to upload, to prevent file locking by the system, while you are working with files. Temporary files are deleted after successful upload.



### Upload Status Window

After dragging files from your computer and dropping them into OpenDrive, files are uploaded to OpenDrive servers. You can see the overall status and remaining time in the upload status window.



# Secure Files Folder – File Encryption

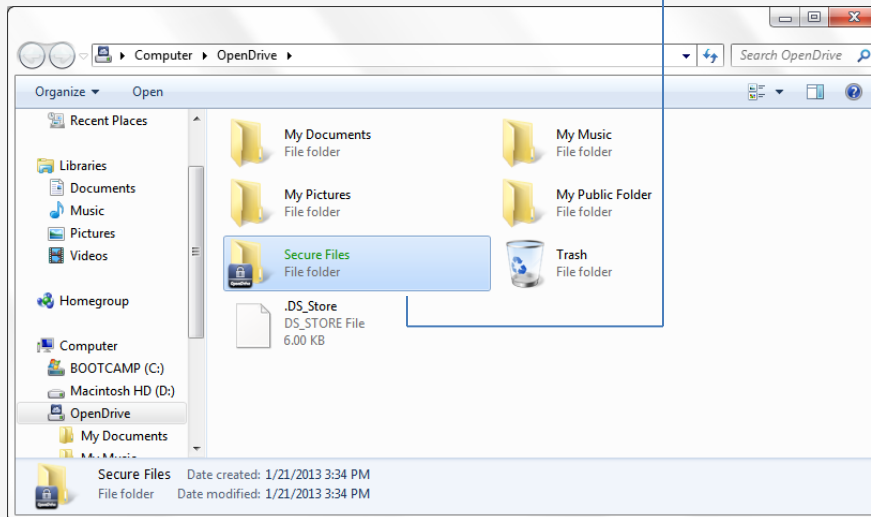
For paid users, OpenDrive creates a Secure Files Folder. Files placed into this folder are encrypted with a custom key, which resides only on the user's computer or portable device. Files are encrypted with strong AES-256 encryption on-the-fly, meaning files are decrypted as you access and modify them, then encrypted again when saved or uploaded.



## Creating an Encryption Key

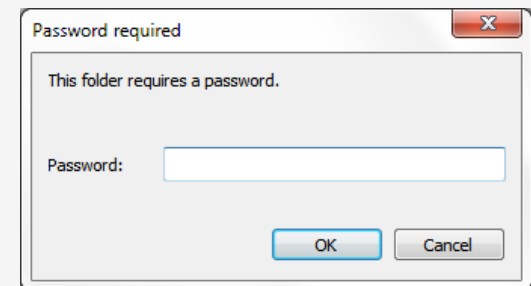
The first time you access the Secure Files folder, you will be required to create a new password. The password will become an encryption key used to encrypt files uploaded into the Secure Files folder.

The encryption key never leaves your computer and files are encrypted before they are sent to OpenDrive servers. It is very important to keep track of your password. If your password is lost or forgotten, files are permanently unrecoverable.



## Access Secure Files

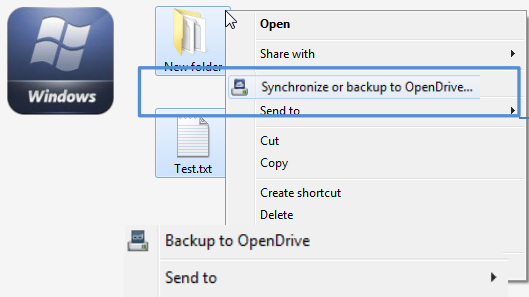
Secure Files can only be accessed by the owner of the OpenDrive account, through the desktop application, by entering a password. Files in this folder are not available for sharing or hotlinking.



# Start Automatic Sync or Backup

## Sync or Backup Automatically

Synchronization with OpenDrive will upload your files and folders and keep them updated whenever you make any changes on your computer, or it can sync changes back to your computer if you make any on OpenDrive. The backup option, which is a one-way operation, will create copies of your files on OpenDrive and keep files updated with every change on your computer.

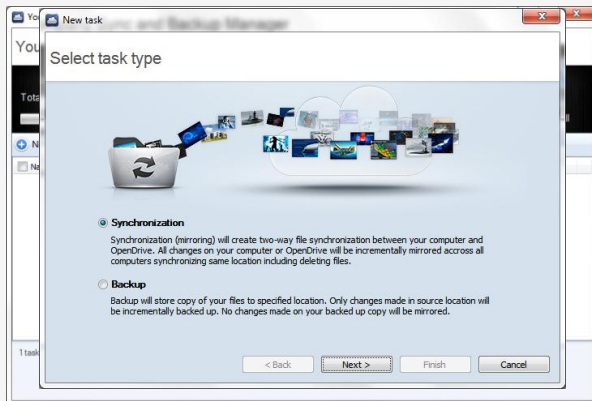


## Create Backup or Sync Task

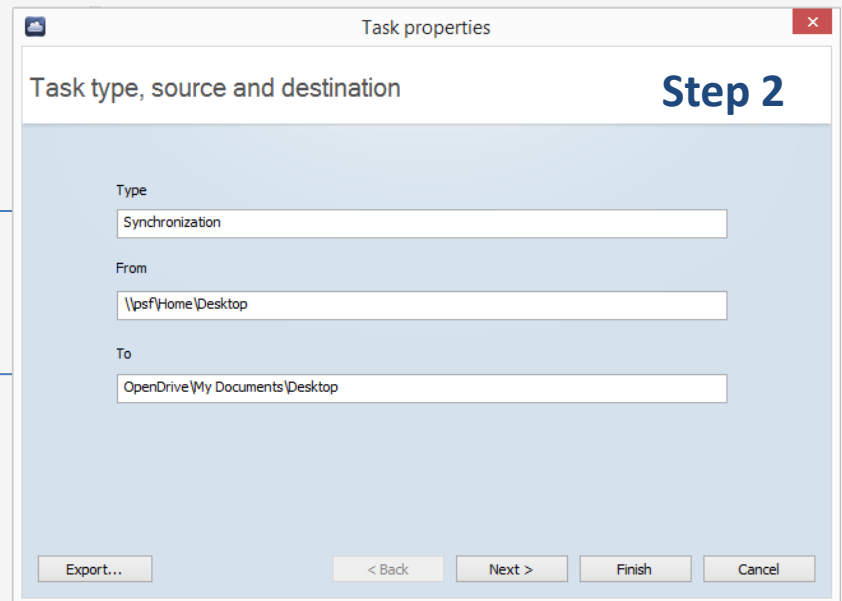
Select files or folders you want to backup or sync. Right click on the selection and choose "Synchronize or backup to OpenDrive".

## 1. Select Task Type

The backup option creates copies of your files on OpenDrive. (*One way upload*)  
Full Sync synchronizes computer files with OpenDrive files. (*Two-way file transfer*).



## Step 1

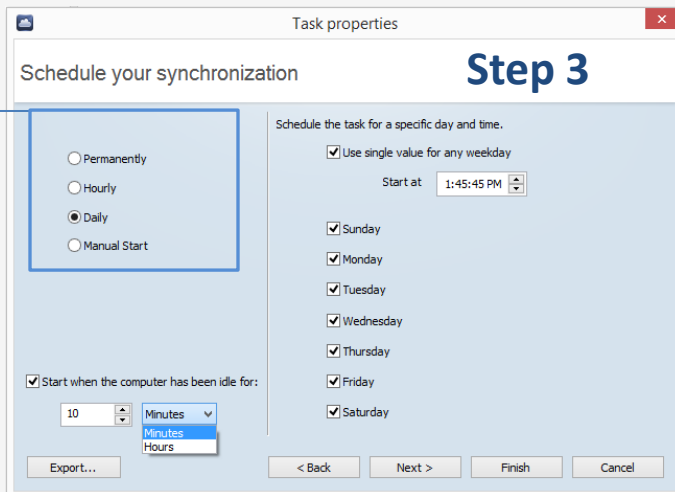


## 2. Select Type, Source and Destination Path

Choose the folder on your computer where files will be synced or backed up and the folder on OpenDrive where files will be stored. You can also change task type in this window, from Sync to Backup or vice versa.

# Sync and Backup Settings

OpenDrive provides task scheduling to incrementally sync or backup files at specific intervals. File filtering enables you to specify exact file types you wish to include or ignore in the sync or backup task.



## 3. Select Sync/Backup Cycle

**The Permanent** option will sync or backup files every 30 seconds.

**The hourly** option will sync or backup files every 1 hour.

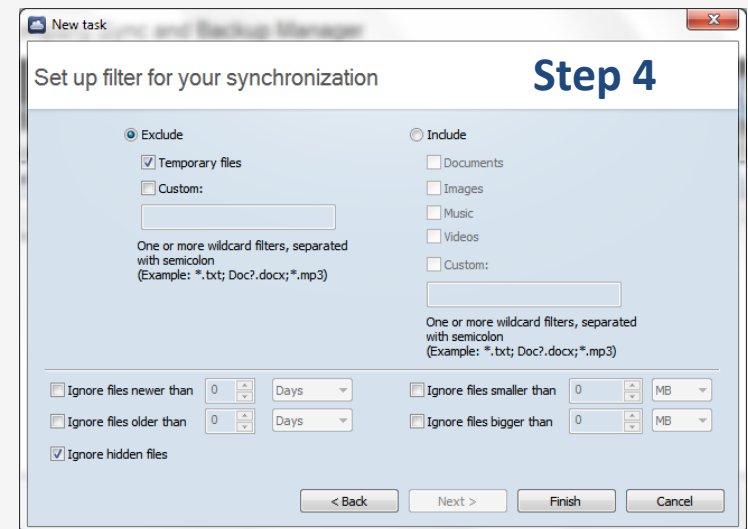
**Daily** will sync or backup files on selected days and at a specified time.

**Manual start** requires you to start sync or backup tasks manually in the OpenDrive Sync and Backup Manager by clicking the task and selecting the Start option in the context menu.

Scheduling a sync or backup is possible by creating a new task, or through the context menu of each task in the Sync and Backup Manager.

## 4a. Filter (Exclude or Include Files)

Filtering enables you to specify files that you wish to be excluded or included in the sync or backup task.

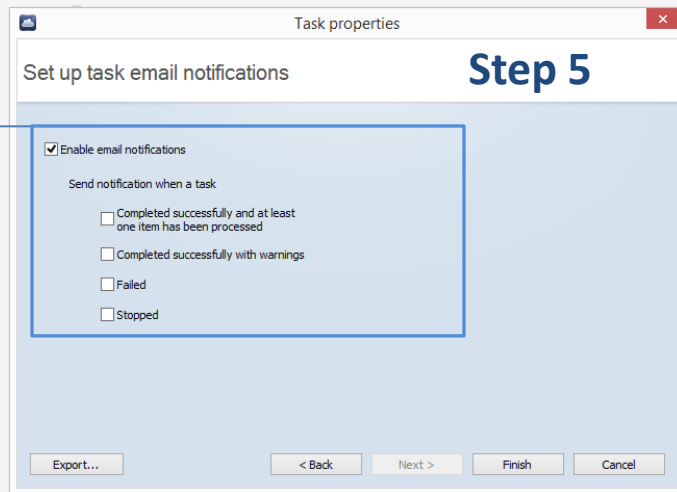


## 4b. Filter (Ignore Files)

By default, OpenDrive will not sync hidden files. You can also ignore files that are older than a specified time.

# Sync and Backup Email Notifications

OpenDrive also provides the option to receive email notifications to keep you updated on the status of backup and sync tasks, allowing you to choose to be notified when tasks are completed, failed or stopped.



## 5. Set Up Email Notifications

For business settings and for system administrators, the option to set up email notifications can be enabled. When a task meets the criteria selected, the owner of the account will receive an email displaying the status message. This helps avoid having to check each task when syncing and backing up multiple machines in an office.

Email notifications are disabled by default.

# Save Sync or Backup Tasks

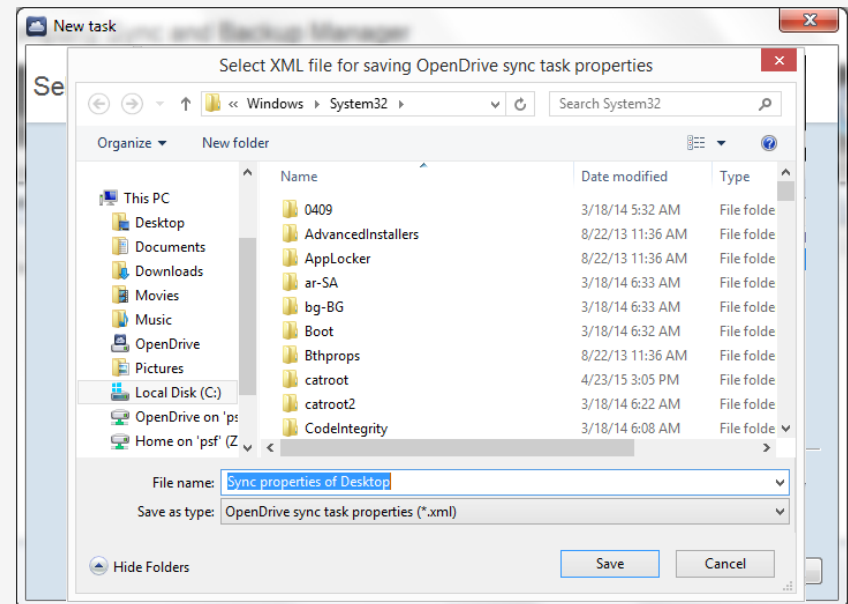
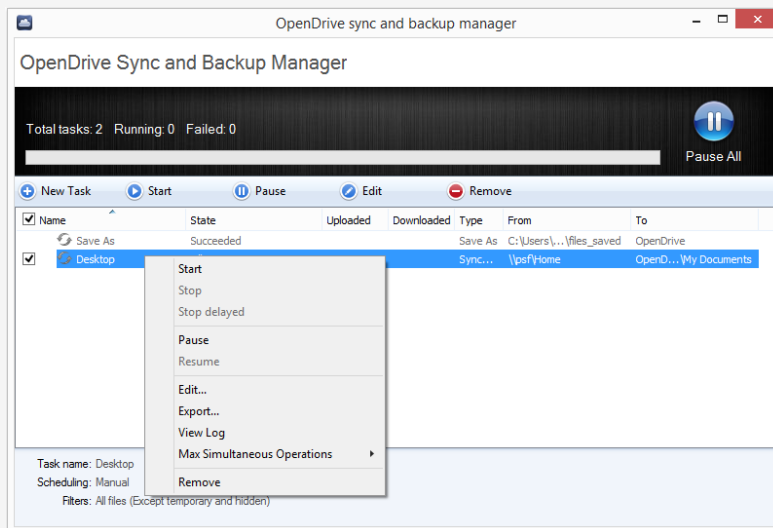
## Save your Settings

If you have multiple computers you want to back up, or if you would like to be able to restore sync and backup tasks easily after restoring a system from a backup, you can save or export your tasks to an XML file that will allow you to quickly pick right back up where you left off in one convenient step.



## Export Task

To export a sync or backup task, simply right click the task of your choice and choose Export from the context menu that appears.



## Location and File Name

Browse to the location you would like to save your task backup file, in XML format, and choose a name for your file. Click Save and the file will appear in that location. You can keep it on your system or upload it to OpenDrive for safe keeping.

# Restore Sync or Backup Tasks

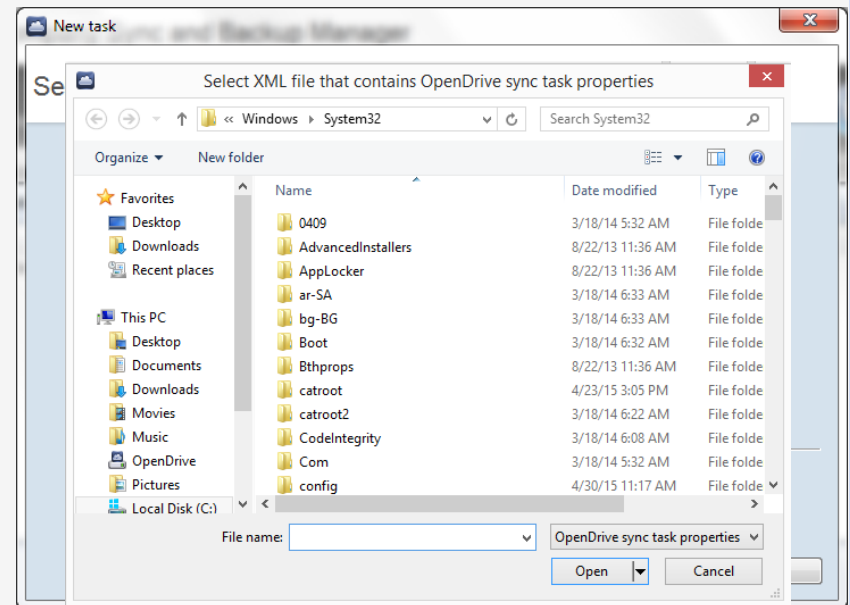
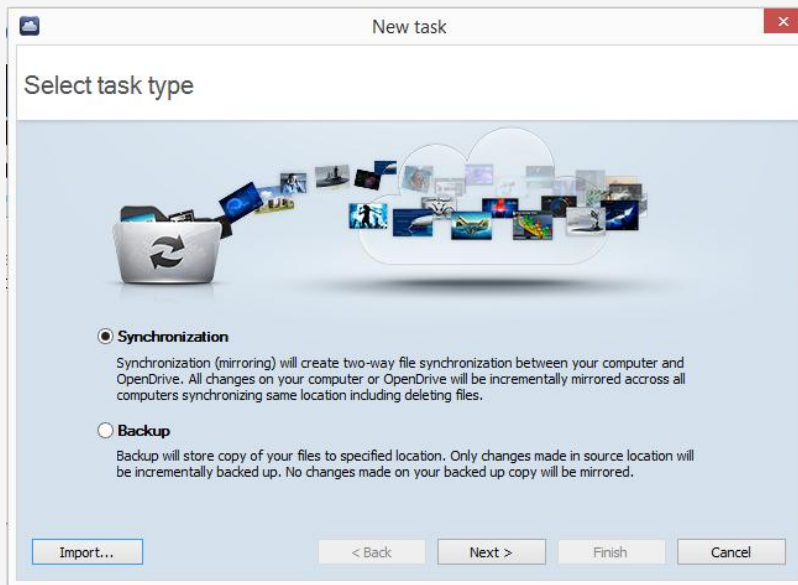
## Restore Saved Tasks

When it comes time to restore your system, you will want to pick up where you left off with your synchronization and backup tasks to make sure you don't lose critical data. The Import function allows you to restore your saved task settings easily and conveniently without having to go through each step of the Sync and Backup Wizard again.



### Import Task

To import a sync or backup task, start the Sync and Backup Wizard and click the Import button at the bottom left of the task type selection window.



### Select File

Choose the XML file you have saved on your local machine or OpenDrive and click Open. The saved task will now appear in the Sync and Backup Manager. Depending on the settings, you may have to manually start the task the first time.



# OpenDrive Sync and Backup Manager

The Sync and Backup Manager creates and manages sync and backup tasks and displays the status of each task. The manager can be accessed through the context menu of the OpenDrive task bar icon, or from the OpenDrive explorer window.

The screenshot shows the 'OpenDrive Sync and Backup Manager' window. At the top, it displays 'Total tasks: 3 Running: 2 Failed: 0' and a progress bar. Below this is a table of tasks. A context menu is open over the 'Adobe' task, showing options like Start, Stop, Pause, Resume, Edit..., View Log, and Delete. Annotations on the left side of the image point to various UI elements and their functions.

Annotations on the left:

- Overall status of all running tasks
- Pause or remove selected tasks
- Idle sync
- Sync in progress
- Creating remote or local folder
- Removing remote or local folder
- Comparing folders
- Comparing files
- File download
- Creating remote or local file
- Removing remote or local file
- File upload
- Summary of the selected task
- Display log of last sync or backup task

Name	State	Type	From	To
Save As	Succeeded	Save As	C:\Users\Username\...\files_saved	OpenDrive
Adobe	Running	Synchronization	C:\Program Files	OpenDrive\Sync
images	0 bytes of 0 bytes		C:\Program Files\Adobe\A...\images	OpenDrive\Sync\Ado...
Adobe Bridg...	0 bytes of 0 bytes		C:\Program Fil...Adobe Bridge CS4	OpenDrive\Bac...Ado...
Resources	0 bytes of 90.9 KB		C:\Program Files\...Resources.swf	OpenDrive\Backu...V...
assets	0 bytes of 0 bytes		C:\Program Files\Adobe\A...\assets	OpenDrive\Sync\Ado...
bg_air.jpg	0 bytes of 21.6 KB		C:\Program Files\Adob...bg_air.jpg	OpenDrive\Sync\Ado...
bg_footer_...	0 bytes of 43 bytes		C:\Program Fil...bg_footer_pipe.gif	OpenDrive\Sy...bg...
spinningwhe...	0 bytes of 929 bytes		C:\Program File...spinningwheel.gif	OpenDrive\Syn...spi...
Archive	Running	Backup	C:\Program Files	OpenDrive\Backup
Resources.swf	0 bytes of 90.9 KB		C:\Program Files\...Resources.swf	OpenDrive\Backu...Resources.swf

Task details for 'Adobe':

- Task name: Adobe
- Scheduling: Daily (Su, Mo, Tu, We, Th, Fr, Sa at 10:36:20)
- Filters: All files (Except temporary and hidden)
- Last start: 9/4/2012 10:11:09 AM [View log](#)
- Next start: 9/4/2012 10:36:20 AM

Task bar icon: The task bar icon changes when one or more tasks are running.

# Advanced Sync and Backup Settings

Right clicking a sync or backup task allows you the opportunity to access and edit settings, manually stop or start a task, delay the stopping of a task until it is finished, view sync logs and conserve bandwidth by selecting how many simultaneous operations to run at once.



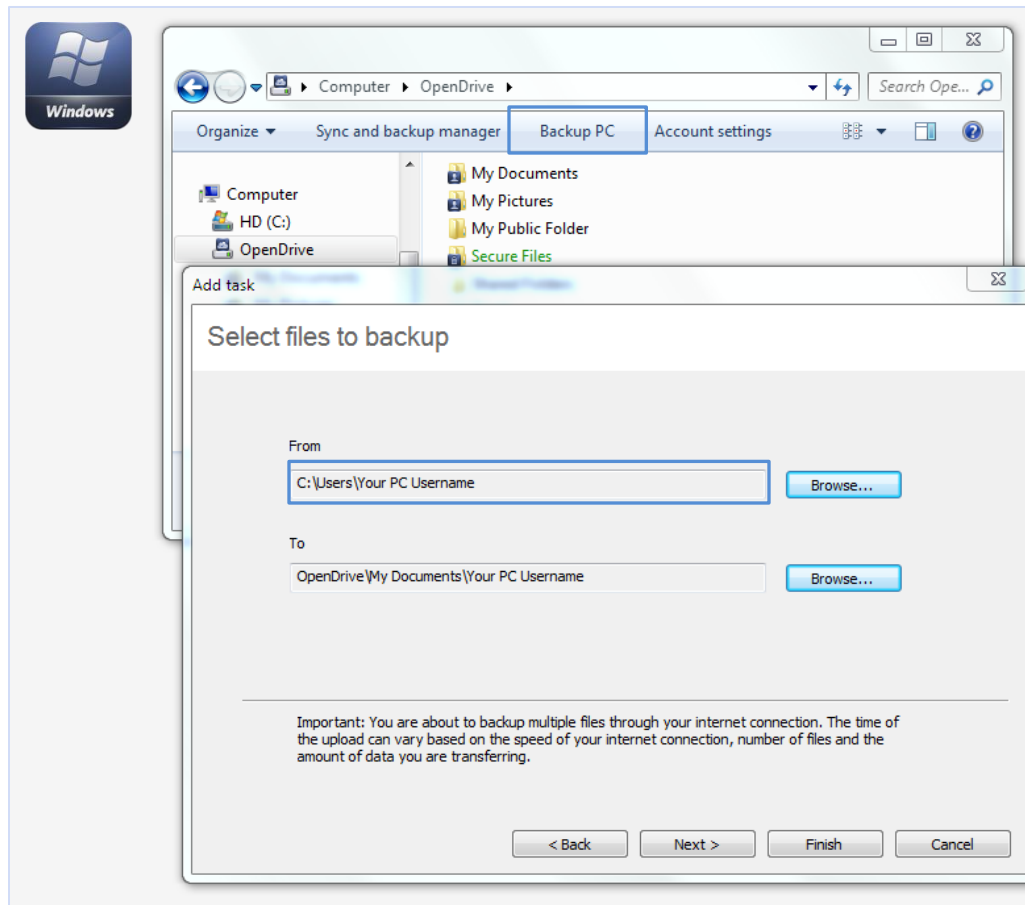
The screenshot shows the 'OpenDrive Sync and Backup Manager' application window. At the top, it displays 'Total tasks: 2 Running: 0 Failed: 0' and a 'Pause All' button. Below this is a toolbar with 'New Task', 'Start', 'Pause', 'Edit', and 'Remove' buttons. The main area is a table with columns: Name, State, Uploaded, Downloaded, Type, From, and To. Two tasks are listed: 'Save As' (Succeeded) and 'Desktop' (Idle). A context menu is open over the 'Desktop' task, showing options: Start, Stop, Stop delayed, Pause, Resume, Edit..., Export..., View Log, Max Simultaneous Operations (selected), and Remove. A sub-menu for 'Max Simultaneous Operations' is also open, showing options: 1 operation, 2 operations, 3 operations, 4 operations (selected), and 5 operations. At the bottom, task details are shown: 'Task name: Desktop', 'Scheduling: Manual', and 'Filters: All files (Except temporary and hidden)'.

Name	State	Uploaded	Downloaded	Type	From	To
Save As	Succeeded			Save As	C:\Users\geo...\files_saved	OpenDrive
Desktop	Idle			Sync...	\\psf\Home	OpenDrive\My Documents

# Backup PC

## Backup All of Your Important Files and Folders

OpenDrive can automatically set up a Backup of all folders and files on a Microsoft Windows User's account.



### Backup PC button

The Backup PC button is available after logging into your OpenDrive account, or in the My Documents folder.

The Backup PC button is available in Windows Vista and 7. For Windows XP this option is available through "Synchronize or backup to OpenDrive" in the right click menu of the C:\Users\Your PC Username folder.

### Backup Files


OpenDrive will backup all files in the C:\Users\Your PC Username directory.

This includes the following folders: Desktop, My Documents, My Music, My Pictures, My Videos, Favorites and other folders that contain user and program settings.

# Sync Across Multiple Users or Computers

## Create a Virtual Private Network and Sync Files Across Computers while Keeping Copies on OpenDrive

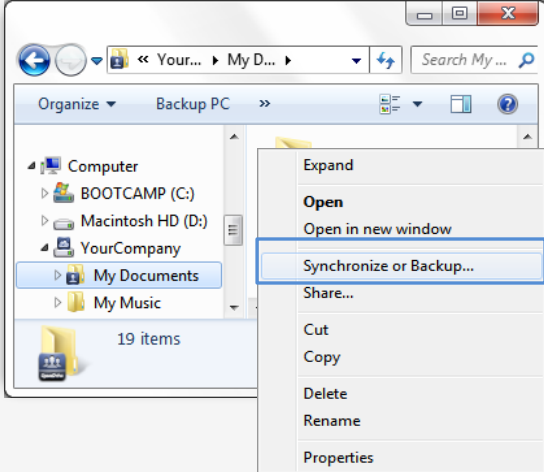
OpenDrive creates a Virtual Private Network between multiple computers and users. Account owners or account users can create multiple private networks by syncing different folders and subfolders.

 **Set Up Computer 1 or User 1**  
Create sync task for selected files or folders for a single computer. Files are uploaded to OpenDrive.




The screenshot shows a Windows Explorer window with the address bar set to 'Com... > Your...'. The left pane shows a tree view with 'Computer' expanded, listing 'BOOTCAMP (C:)', 'Macintosh HD (D:)', and 'YourCompany'. Under 'YourCompany', 'My Documents' is selected. The right pane shows a preview of a folder named 'My Document'.

**Set Up Computer 2 or User 2**  
Log into OpenDrive on another computer. Right click on the files or folders you want to synchronize with your computer.



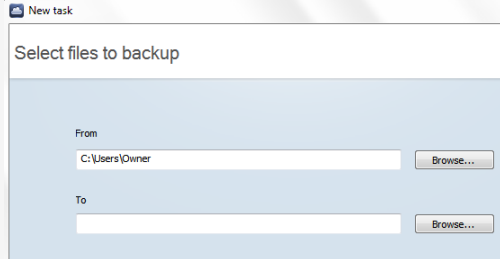
The screenshot shows a Windows Explorer window with the address bar set to '<< Your... >> My D...'. The left pane shows a tree view with 'Computer' expanded, listing 'BOOTCAMP (C:)', 'Macintosh HD (D:)', and 'YourCompany'. Under 'YourCompany', 'My Documents' is selected. A context menu is open over 'My Documents', with 'Synchronize or Backup...' highlighted.

**Synced Files**  
Files will be synced across all connected computers and users, with every change, on any computer, or directly on OpenDrive.



The icons show a folder named 'New folder' and a file named 'Text.txt', both with a small OpenDrive sync icon in the top right corner.

**Select Destination**  
Choose the destination where synced or backed up files will be stored.



The dialog box has a title bar 'New task' and a subtitle 'Select files to backup'. It contains two input fields: 'From' with the value 'C:\Users\Owner' and a 'Browse...' button, and 'To' with an empty field and a 'Browse...' button.

# Create, Open and Edit Files, Play Music and Video

## Work with Files Directly on OpenDrive

You can create new files directly on OpenDrive, open, edit and save changes without using space on your hard drive.

All files on OpenDrive can be opened through the software on your computer, just like you are used to. You can open, edit and change documents, play music or video files and preview images and other files.

**Save Changes**  
After you make changes to your file, you can save it back to OpenDrive from the application

**Create New Documents**  
Create a file by using the context menu. The file can be instantly opened and saved back to OpenDrive.

Double click on any file on OpenDrive to open it, or playing through applications installed on your computer.

**Select XML file for saving OpenDrive sync task properties**

Name	Date modified	Type
0409	3/18/14 5:32 AM	File folder
AdvancedInstallers	8/22/13 11:36 AM	File folder
AppLocker	8/22/13 11:36 AM	File folder
ar-SA	3/18/14 6:33 AM	File folder
bg-BG	3/18/14 6:33 AM	File folder
Boot	3/18/14 6:32 AM	File folder
Bthprops	8/22/13 11:36 AM	File folder
catroot	4/23/15 3:05 PM	File folder
catroot2	3/18/14 6:22 AM	File folder
CodeIntegrity	3/18/14 6:08 AM	File folder

Total tasks: 3 Running: 2 Failed: 0

Name	State	Type
Save As	Succeeded	Save As

# OpenDrive as a Service

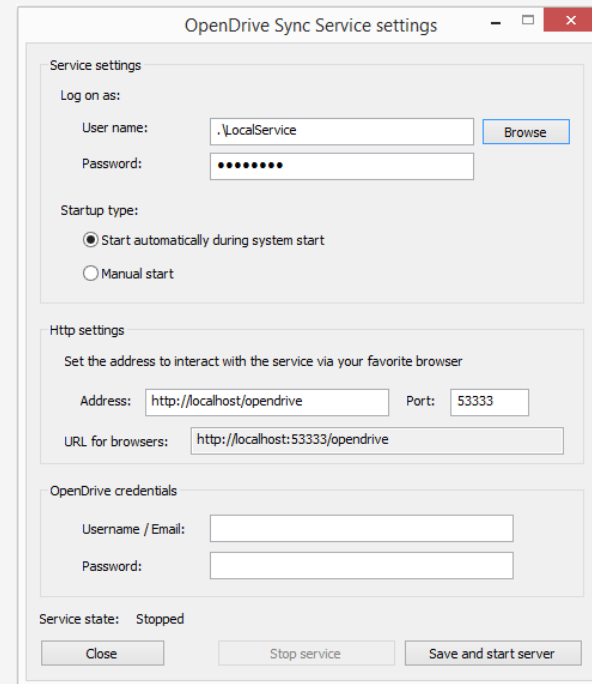
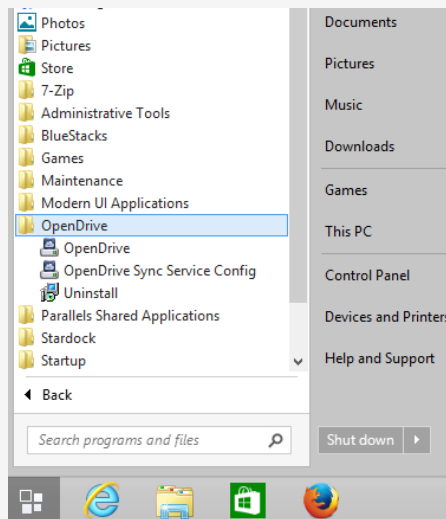
## Run OpenDrive on a Windows Server

OpenDrive can be configured to run on a Windows server in a way that keeps sync or backup tasks running as a service, without having to be logged in or have the Sync and Backup Manager running. **NOTE: This is an advanced procedure that requires configuration by a qualified administrator with the proper access credentials.**



### Access Settings

To access OpenDrive as a service, locate the OpenDrive folder in the Start Menu on your Windows Server and select OpenDrive Sync Service Config from the list.



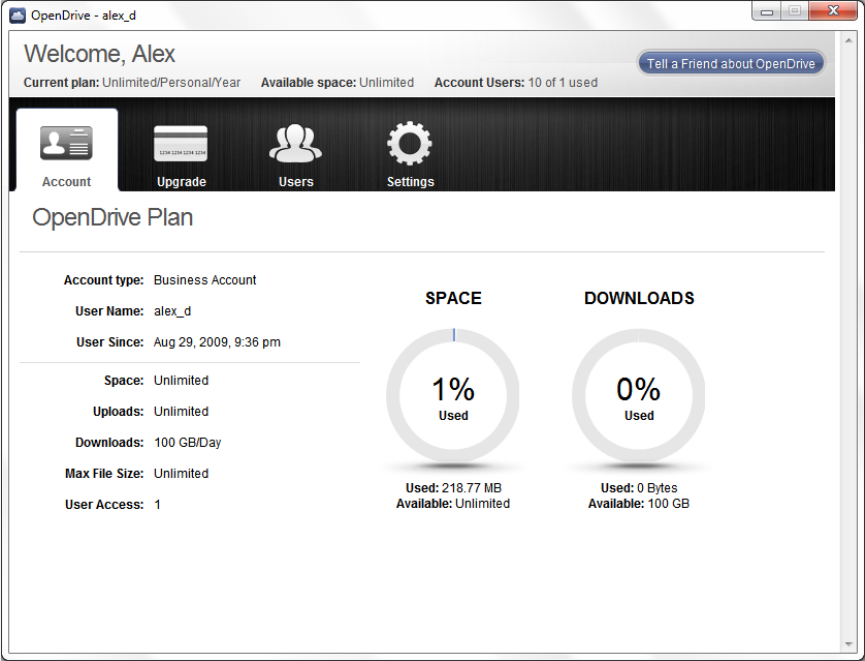
### Configure Service

Enter your credentials and other information in the fields required and click Save and Start Server at the bottom of the window. You can access advanced settings and configurations by clicking the Browse button, which will open up additional windows with more settings. You can also start and stop the service whenever you please.

# Account

## View and Modify Properties of Your OpenDrive Account

Right-clicking the OpenDrive icon in the task bar and choosing Account from the context menu will bring up the Account window, which will show general information about your OpenDrive account.



The screenshot shows the OpenDrive Account window for user alex\_d. The window title is "OpenDrive - alex\_d". The main content area is titled "OpenDrive Plan" and displays the following information:

- Account type: Business Account
- User Name: alex\_d
- User Since: Aug 29, 2009, 9:36 pm
- Space: Unlimited
- Uploads: Unlimited
- Downloads: 100 GB/Day
- Max File Size: Unlimited
- User Access: 1

Usage statistics are shown in two circular meters:

- SPACE:** 1% Used. Used: 218.77 MB, Available: Unlimited.
- DOWNLOADS:** 0% Used. Used: 0 Bytes, Available: 100 GB.

The window also features a navigation bar with icons for Account, Upgrade, Users, and Settings. A "Tell a Friend about OpenDrive" button is located in the top right corner. The current plan is listed as "Unlimited/Personal/Year" and "Available space: Unlimited".

### OpenDrive Plan

Displays info about your account, such as account type, user name, date joined, space, upload bandwidth, download bandwidth, max file size and user access.

### Statistics

Displays basic usage statistics for the account in easy-to-read meters, with exact numbers provided underneath.

# Upgrade

## Upgrade Your OpenDrive Account

From the Account window, clicking the Upgrade tab will provide you with several upgrade options designed to suit your needs, regardless of your personal or business requirements.



### OpenDrive Upgrade

Here, you can select the plan you wish to upgrade to and enter your billing details. Once you click the Upgrade button, you will automatically be charged for the upgrade and it will take effect immediately. We take care of everything.

The screenshot shows the OpenDrive Upgrade page for user alex\_d. The page is titled "OpenDrive Upgrade" and features a navigation bar with "Account", "Upgrade", "Users", and "Settings" tabs. The "Upgrade" tab is active. Below the navigation bar, there are five plan options: HOME (100 GB, 3 Users), OFFICE (500 GB, 5 Users), PRO (1 TB, 7 Users), CUSTOM (Your Own Plan), and Contact Sales (+1 (888) 418-1108). The CUSTOM plan is selected. Below the plan options, there are fields for "Custom Plan" (radio buttons for \$6/Month and \$60/Year), "Promo Code" (text input), and "Apply" button. Below these, there are four dropdown menus: "Account Type" (Personal Account), "Storage" (100 GB), "Bandwidth" (25 GB), and "User Access" (3). At the bottom, there are fields for "First name" and "Billing address", and a "Pay with a credit card" section with logos for VISA, MasterCard, Discover, and American Express.



# Account Users

## Create Access to your Account for Multiple Users

Sharing files and folders within a group is very easy with OpenDrive. From the Users tab, you can create account users, set permissions for each, then share and collaborate.



### Account Users

View a list of users and groups you have created for your OpenDrive account, create new users or groups, edit, block/unblock or delete existing users or groups.

Groups	Account User	Used Space/Downloads Today	Action
Finance (3)	<input type="checkbox"/>		
Management (4)	<input type="checkbox"/>		
Marketing (2)	<input type="checkbox"/>		
Support (1)	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		

# Create and Edit Users

## Create New Account Users or Edit Existing Ones

Creating new OpenDrive account users is easy and fast. Within minutes, you will be sharing your private files and folders securely with family, friends and business associates. You can also change user settings at any time to add or remove permissions.



Groups	Account User	Used Space/Downloads Today	Action
Finance (3)	<input type="checkbox"/>		
Management (4)	<input type="checkbox"/>		
Marketing (2)	<input type="checkbox"/>		
Support (1)	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		
	<input type="checkbox"/>		

### New Users

Clicking on the New link will start the new user creation process. Enter the person's details, such as name, title, email address, phone number and password. Also, choose space and bandwidth allotment, user permissions, activity notification and folders you wish the user to access with either view or edit permissions.

# Account Settings

## Modify Your OpenDrive Account Settings

On the Settings tab, you can modify some of your OpenDrive account settings such as your username, password, email address, time zone, etc.



### My Profile

Click on the Edit link next to any user field and a box will appear which will allow you to type in changes. Once you have changed the field, click Save to store the changes. You can cancel the change at any time by clicking the Cancel link.

