Nomadesk
Getting Started
Guide
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Welcome to Nomadesk! This is how Nomadesk looks like in Microsoft Windows and where you can find the main user interface elements:

- **The Nomadesk Dashboard**
- **Your Fileservers**
- **The Nomadesk icon in the taskbar**
The Nomadesk user interface in the Mac OS

Welcome to Nomadesk! This is how Nomadesk looks like in the Mac OS and where you can find the main user interface elements:

- **The Nomadesk icon in the menu bar**
- **The Nomadesk Dashboard**
- **Your Fileservers**

![Nomadesk user interface in the Mac OS](image)
Ready, set, go!

**Tip:** To install Nomadesk in the Mac OS, open the mounted disk image file (.dmg), then the installer package (*Nomadesk.mpkg*) and follow the onscreen instructions.

Welcome to Nomadesk! You have successfully installed Nomadesk and you have created your first Fileserver. The next steps you may want to take are:

1. Skim through this Getting Started Guide.
2. Invite guests to your Fileserver.
3. Put files on your NomaDesk Fileserver.

**About this Nomadesk Getting Started Guide**

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

If you need detailed instructions for more advanced tasks, visit the Support section on our website.
Basic Nomadesk concepts

Take a few minutes to read this section and familiarize yourself with the main Nomadesk concepts. You will get a clear picture of how Nomadesk works and how you can get up and running in no time.

What is the virtual Fileserver from Nomadesk?

In many offices, people work together using a common place to store and share files. This is a “regular” computer network with a file server connected to several computers—“workstations”. There, the files you share with your colleagues are stored on the file server, not on your local hard disk:

- In Windows Explorer, you can typically find these files on a network drive, for example drive H.
- In the Mac OS, you can find these files on a network volume.

With Nomadesk, a virtual Fileserver is similar to a server in a regular computer network, but there are a couple of major differences:

- The Nomadesk Fileserver is not physically present in your office, hence the name “virtual” Fileserver.
- The Nomadesk Fileserver uses a part of your computer’s hard disk to create a dedicated Nomadesk drive (Windows) or disk (Mac OS). When you copy files to your Nomadesk drive (Windows) or disk (Mac OS), they will be stored both locally on your computer and on the servers maintained by Nomadesk. Consequently, these files are always accessible, even when you are working offline.
Types of Nomadesk Fileservers

**Team Fileserver**

A **Team Fileserver** is a Fileserver which you can use to share files with people inside and outside your organization. You, but also any other member of a Team Fileserver can create and edit files. As soon as he or she does so, these files will automatically be synchronized, which means that exactly the same copy will be made on the Fileserver, but also on the computers of the other team members.

**Personal Fileserver**

A **Personal Fileserver** is a Fileserver which you can use to access your files on multiple computers. Only you can use it, hence the “personal”, and you do this if you have multiple computers, for example one at work [1] and one at home [2]. You cannot share a Personal Fileserver with anyone else. If you need to do so, however, you can always upgrade your Personal Fileserver to a Team Fileserver.

The Personal Fileserver automatically synchronizes your files on all of your computers (five maximum). This will create instant backups of your files and ensures that any file changes which you make at work will also be available to you when you get home, or when you open your laptop on the plane.
How do I find my Fileservers?

A Nomadesk Fileserver is presented in different ways, depending on your operating system:

- Nomadesk Fileserver in Microsoft Windows
- Nomadesk Fileserver in the Mac OS
- Nomadesk Fileserver on myNomadesk.com

Nomadesk Fileserver in Microsoft Windows

In Microsoft Windows, a Fileserver is presented as a disk drive. You know that the C drive on your computer is your local hard disk. Similarly, your Fileserver will get a dedicated drive letter.

**IMPORTANT:** A Nomadesk drive is created out of a portion of your local hard disk, and therefore always accessible.

**Example**

The graphic below shows an example of two Nomadesk drives:

- A Personal Fileserver on drive P
- A Team Fileserver on drive T

Notice that the Nomadesk drives are in the **Hard Disk Drives** section, just like drive C and D.
Nomadesk Fileserver in the Mac OS

In the Mac OS, a Fileserver is presented as a disk (aka a “volume”), similar to your Macintosh hard disk (HD).

**IMPORTANT:** A Nomadesk disk is created out of a portion of your Macintosh hard disk, and is therefore always accessible.

**Example**
The graphic below shows an example of two Nomadesk disks:

- A Personal Fileserver
- A Team Fileserver

Notice that in the Finder, the Nomadesk Fileservers are in the **Devices** section, where you also find your Macintosh HD.
Nomadesk Fileserver on myNomadesk.com

myNomadesk.com is your online Nomadesk Dashboard. Here, you can see all your Fileservers on Nomadesk’s secure web servers, as well as those Fileservers which you previously removed from your Nomadesk Dashboard on your computer. You can access these Fileservers from anywhere; all you need is a computer with an Internet connection. You can use the intuitive File Manager to display the contents of your Fileservers, upload multiple files at once, move, copy and rename files, preview photos, and share files with FileLink.

IMPORTANT: Any changes which you make on a Fileserver on myNomadesk.com (your online Nomadesk Dashboard) will automatically be replicated on your computer and on all computers of your team members.

Example

The graphic below shows an example of some Fileservers on myNomadesk.com.

RELATED LINKS:
- “To access your files on myNomadesk.com (your online Nomadesk Dashboard)” on page 25
- “Working on myNomadesk.com” on page 50
The Nomadesk work area

The Nomadesk Dashboard menu

You use the Nomadesk Dashboard menu to perform generic tasks which apply to all of your Fileservers, for example:

- Synchronize all Fileservers
- Create a new Fileserver
- Set your Nomadesk options (Windows) or preferences (Mac OS)

You can get to the Nomadesk Dashboard menu from different places:

- From the menu bar (A)
- Using the button (Windows) or the button (Mac OS) (B)

Fig. 1: Nomadesk Dashboard in Windows

Fig. 2: Nomadesk Dashboard in the Mac OS
The Fileserver menu

You use the Fileserver menu to perform tasks which are specific to one of your Fileservers, for example:

- Synchronize one of your Fileservers
- Invite guests to a Fileserver

You can find the Fileserver menu here:

**Fig. 3:** Fileserver menu in Windows

**Fig. 4:** Fileserver menu in the Mac OS

**RELATED LINKS:**
- “The Nomadesk icon in the taskbar (Windows) or menu bar (Mac OS)” on page 15
- “To accept an invitation to join a Fileserver” on page 18
The shortcut menu

You can right-click a Nomadesk drive in Windows Explorer or Control-click a Nomadesk disk in the Mac OS and use the shortcut menu to perform Filesver-specific tasks, for example:

- Invite guests
- Synchronize a Fileserver
- Connect to a Fileserver

**RELATED LINKS:**
- “The Fileserver menu” on page 14
- “To accept an invitation to join a Fileserver” on page 18

The Nomadesk icon in the taskbar (Windows) or menu bar (Mac OS)

You find the Nomadesk icon:

- In Windows, in the **Notification area** at the right of the taskbar
- In the Mac OS, at the right of the menu bar
You can right-click (Windows) or click (Mac OS) this icon to get quick access to some tasks, for example synchronize all Fileservers or select files which need to be ignored during synchronization.

**RELATED LINKS:**
- “The Nomadesk Dashboard menu” on page 13
- “About synchronization” on page 30
- “To synchronize your Fileservers manually” on page 32
- “To accept an invitation to join a Fileserver” on page 18

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**Statuses of your Nomadesk Fileservers**

The Nomadesk icon, which you find in the Notification area (Windows) or at the right of the menu bar (Mac OS), can have either one of the following colors and corresponding statuses:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Color</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="example" alt="Grey Icon" /></td>
<td>Grey</td>
<td>You are not connected to the Internet.</td>
</tr>
<tr>
<td><img src="example" alt="Green Icon" /></td>
<td>Green</td>
<td>All Fileservers are synchronized.</td>
</tr>
<tr>
<td><img src="example" alt="Orange Icon" /></td>
<td>Orange</td>
<td>One or more Fileservers are synchronizing.</td>
</tr>
<tr>
<td><img src="example" alt="Red Icon" /></td>
<td>Red</td>
<td>One or more Fileservers is in conflict or cannot synchronize. To resolve the problem, follow the instructions in the Nomadesk Notifier or contact NomaDesk Support.</td>
</tr>
</tbody>
</table>

**RELATED LINKS:**
- “About synchronization conflicts” on page 34
- “To resolve synchronization conflicts” on page 35
Inviting guests to your Fileserver

**To invite guests to your Fileserver**

**Prerequisite**

- You can only invite guests to a **Team** Fileserver, **not** to a **Personal** Fileserver. See also: *Types of NomaDesk Fileservers*.
- You need to have the email addresses of the people you wish to invite.
- If you are a guest of a Fileserver, you can only invite other guests if the owner of the Fileserver has allowed you to do so by selecting the corresponding access settings. See also: *To change the access settings of your Fileserver*.

1. Do one of the following:
   - In your **Nomadesk Dashboard**, click the button (Windows) or the button (Mac OS) of your Team Fileserver and choose **Invite Guests**.
   - On myNomadesk.com (your online Nomadesk Dashboard), click the **Invite Guests** button next to your **Team** Fileserver.
   - **Tip**: You can also right-click the Nomadesk drive in Windows Explorer or Control-click the Nomadesk disk on the desktop (Mac OS) and choose **Nomadesk Tools > Invite Guests**.

2. Type the email address(es) of the guests you wish to invite, separated by a semicolon (;).

3. If necessary, type or change the message which you wish to send to your guests.

4. Click **OK**.

**Result**: Nomadesk will send an invitation email on your behalf to your guests. The email will contain a link to join your Fileserver. To accept, all your guests will need to do is click the link, complete their account information by filling in their email address and password, and download Nomadesk.

**After completing this task:**

As soon as your guests have installed the **Nomadesk Dashboard**, they will automatically begin to receive files directly on their computers.

You can view the status of your invited guests in your **Nomadesk Dashboard** and re-invite pending guests.
To accept an invitation to join a Fileserver

As a "guest," you were invited by someone you know to join his or her Nomadesk Fileserver. By accepting the invitation, you will download a small piece of software enabling you to share, synchronize and back up files by simply dragging them on to your Fileserver, which looks like a mounted disk on your desktop (Mac OS) or a separate drive (Windows).

1. You receive an email from Nomadesk on behalf of the person who invited you.
   **Note:** Sometimes Nomadesk invitation emails can land in spam folders.

2. Click the **Join [name of person who invited you] Fileserver now** link in the email.

3. On the guest sign-up page, enter your **First Name**, **Last Name**, **Phone number**, and create a password. Then, click **Continue**.

4. Click the **Download Now** button.

5. Choose **Run** to download and install the **Dashboard** software.
   Once downloaded, the Nomadesk **Installation Wizard** will appear.

6. Click **Next** to continue and step through the installation process.
   After installation, you will be asked to restart your computer. Once you've restarted, the Nomadesk **Configuration Wizard** screen will appear.

7. In the **Configuration Wizard**, enter the email address that was used to invite you.
   You now see the Fileserver(s) you were invited to.

8. Select the Fileserver(s), and, in Windows, assign a drive letter to each of them.

9. Now, simply wait for all the files to start synchronizing (or copying) over to your computer.
   Nomadesk copies files to each computer which is part of the owner’s network, as well as to the Nomadesk's central servers.
Re-inviting pending guests

As long as a guest does not accept your invitation to join your Fileserver, his/her status will be “pending”. After a while, your guest may have forgotten that he/she has been invited, or he/she may have deleted the invitation email. In that case, you can re-invite him/her to your Fileserver.

**RELATED LINKS:**
- “To invite guests to your Fileserver” on page 17
- “To import contacts from your email address book” on page 20

**To re-invite pending guests using the Nomadesk Dashboard**

1. Click the button (Windows) or the button (Mac OS) next to a Fileserver and choose Guest Access > Re-invite pending guests.
2. Select the pending guests which you wish to re-invite and click Re-invite.

**RESULT:** Your pending guest will receive a new invitation email, which contains a link to join your Fileserver.

**To re-invite pending guests on myNomadesk.com (your online Nomadesk Dashboard)**

1. On myNomadesk.com (your online Nomadesk Dashboard), click the triangle next to the Fileserver to which you want to re-invite guests.
2. Click the Re-invite Guests button next to the guests which you wish to re-invite.
3. Check and, if necessary, change the email message, and click OK.

**RESULT:** Nomadesk will send an invitation email on your behalf to your guests. The email will contain a link to join your Fileserver. To accept, all your guests will need to do is click the link, complete their account information by filling in their email address and password, and download Nomadesk.

**RELATED LINKS:**
- “Working on myNomadesk.com” on page 50
To import contacts from your email address book

You may not readily remember the email addresses of the people you want to invite. Or, you may wish to invite a group of guests at once to your Fileserver. If so, you can first import their email addresses from the address book in your email program, for example from Gmail or Microsoft Outlook.

1. Do one of the following:
   - In your Nomadesk Dashboard, click the button (Windows) or the button (Mac OS) of your Team Fileserver and choose Invite Guests.
   - On myNomadesk.com (your online Nomadesk Dashboard), click the Invite Guests button next to your Team Fileserver.

   **Tip:** You can also right-click the Nomadesk drive in Windows Explorer or Control-click the Nomadesk disk on the desktop (Mac OS) and choose Nomadesk Tools > Invite Guests.

2. Click the To button.

3. Click Import.

4. Select the source from which you wish to import the email addresses and click Import now.

5. Select the contacts you wish to invite, and click OK.

   **Tip:** You can select multiple contacts by holding down the SHIFT or the CTRL key.

6. Click OK.

**Result:** Nomadesk will send an invitation email on your behalf to your guests. The email will contain a link to join your Fileserver. To accept, all your guests will need to do is click the link, complete their account information by filling in their email address and password, and download Nomadesk.

**After Completing This Task:**

As soon as your guests have installed the Nomadesk Dashboard, they will automatically begin to receive files directly on their computers.

You can view the status of your invited guests in your Nomadesk Dashboard and re-invite pending guests.

**Related links:**
- “To invite guests to your Fileserver” on page 17
- “To add a new Fileserver” on page 23
- “Re-inviting pending guests” on page 19
- “Working on myNomadesk.com” on page 50
To edit imported contacts

Once you have imported contacts in Nomadesk, you can edit them: you can change their names or email addresses, or you can remove one or more contacts.

1. Choose **Tools > Manage Contacts**, and select one of your accounts.
2. Do one of the following:
   - To change the name or email address of a contact, select the contact in the list, make the necessary changes and click **Update**.
   - To remove one or more contacts from the list, select them and click **Remove Selected Contacts**.

   **Tip:** You can select multiple contacts by holding down the **SHIFT** or the **CTRL** key.
3. Click **OK**.

To change the access settings of your Fileserver

For each Fileserver, you can select access settings: who can edit content on the Fileserver, who can invite other guests and who can email files to a folder on the Fileserver.

**Prerequisite** You need to be the **owner** of a **Team** Fileserver to change the access settings. Guests cannot change these.

1. Do one of the following:
   - In your **Nomadesk Dashboard**, click the button (Windows) or the button (Mac OS) next to a Fileserver and choose **Guest Access > Access settings**.
   - In your myNomadesk.com (your online Nomadesk Dashboard), click the **Change Access Settings** button next to your Fileserver.
2. Check and, if necessary, change the access settings of your Fileserver.
3. Click **OK** (in your **Nomadesk Dashboard**) or **Change** (on myNomadesk.com (your online Nomadesk Dashboard)).

**Related Links:**
- “To invite guests to your Fileserver” on page 17
- “Working on myNomadesk.com” on page 50
Removing guests from your Fileserver

If you remove guests from your Fileserver, all the files or folders which your guest had on his/her Nomadesk drive (Windows) or disk (Mac OS) will be removed as well.

You can remove a guest from your Fileserver in the Nomadesk Dashboard or on myNomadesk.com.

RELATED LINKS:
■ “To remove a Fileserver in your Nomadesk Dashboard” on page 28
■ “To remove guests from your Fileserver in your Nomadesk Dashboard” on page 22
■ “To remove guests from your Fileserver on myNomadesk.com” on page 22

To remove guests from your Fileserver in your Nomadesk Dashboard

1. In your Nomadesk Dashboard, click the button (Windows) or the button (Mac OS) next to a Fileserver and choose Guest Access > Remove guests.

2. Select the guest(s) you wish to remove from your Team Fileserver and click Remove.

RELATED LINKS:
■ “Removing guests from your Fileserver” on page 22

To remove guests from your Fileserver on myNomadesk.com

1. On myNomadesk.com (your online Nomadesk Dashboard), click the triangle next to your Team Fileserver.

   You can now see your team members.

2. Click the Remove Guest button next to the guest(s) you wish to remove from your Fileserver.

3. Click Remove to confirm.

RELATED LINKS:
■ “Removing guests from your Fileserver” on page 22
■ “Working on myNomadesk.com” on page 50
To add a new Fileserver

1. Do one of the following:
   - In your Nomadesk Dashboard, choose Fileservers > New Fileserver.
   - In your Nomadesk Dashboard, click the button (Windows) or the button (Mac OS) and choose Fileservers > New Fileserver.
   - On myNomadesk.com (your online Nomadesk Dashboard), click the Add Fileserver button.

2. Follow the instructions in the Create Fileserver dialog box and click OK or Purchase.

RESULT: The Fileserver which you have just created will appear in the list of Fileservers. At the same time, a drive (Windows) or disk (Mac OS) will be created with the name of your Fileserver.

If you created a Fileserver in your myNomadesk.com (your online Nomadesk Dashboard), a request is sent to your Nomadesk Dashboard to add the Fileserver to your Nomadesk Dashboard.

RELATED LINKS:
- “To invite guests to your Fileserver” on page 17
- “To import contacts from your email address book” on page 20
- “To add an account” on page 37
- “Working on myNomadesk.com” on page 50
Accessing the files on your Fileserver

You can access the files on your Fileserver in various ways:

To open a Fileserver from Windows Explorer or the Mac OS Finder

1. Do one of the following:
   - In Windows Explorer, double-click a Fileserver, just like any other Windows drive.
   - In the Mac OS, double-click a Fileserver, just like any other disk.
Managing Fileservers
> Accessing the files on your Fileserver

To open a Fileserver from the Dashboard

1. In the **Nomadesk Dashboard**, do one of the following:
   - Right-click (Windows) or Control-click (Control-click) a Fileserver name and choose **Open**.
   - Click the button (Windows) or the button (Mac OS) next to a Fileserver and choose **Open**.
   - Double-click a Fileserver name.

To access your files on myNomadesk.com (your online Nomadesk Dashboard)

1. Go to [www.nomadesk.com](http://www.nomadesk.com) and click **Log in**.
2. Enter the email address and password of your Nomadesk account and click **Log In**.

You now see your online **Nomadesk Dashboard**

3. Click the name of a Fileserver to see the files and folders on that Fileserver.
4. Navigate to your file.
5. Right-click your file and choose **Download** to open or save it.

**RESULT:** You can also use the **online Dashboard** to perform other tasks, for example:

- Upload files to your Fileserver
- Manage your files and folder structures
- Manage your account
To change your Fileserver properties

You can change the properties of your Fileserver, for example the (Windows) drive letter which is assigned to a Fileserver, how often the Fileserver should synchronize and the place on your local hard disk where the data on your Fileserver is stored.

1. Click the button (Windows) or the button (Mac OS) next to a Fileserver and choose Properties.

2. Change one or more properties of a Fileserver:

<table>
<thead>
<tr>
<th>Property</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drive Letter (Windows only)</td>
<td>The drive letter to which your Fileserver is assigned.</td>
</tr>
<tr>
<td></td>
<td><strong>Tip</strong>: You may wish to use the same drive letter as your other team members. This makes it easier to refer to specific files or folders.</td>
</tr>
<tr>
<td>Automatically connect at logon</td>
<td>When you log on to Nomadesk, your Fileserver will automatically be connected to Nomadesk’s secure web servers.</td>
</tr>
<tr>
<td>Synchronize every &lt;n&gt; minutes</td>
<td>The interval at which your Fileserver needs to synchronize.</td>
</tr>
<tr>
<td></td>
<td><strong>Tip</strong>: If you have large files to synchronize, you may wish to increase this interval.</td>
</tr>
<tr>
<td>Synchronize every &lt;n&gt; seconds delay after file change</td>
<td>The amount of time after which your Fileserver will synchronize after you have changed and saved a file.</td>
</tr>
<tr>
<td></td>
<td><strong>Tip</strong>: If you are saving large files or many files in succession, you may wish to increase this interval.</td>
</tr>
</tbody>
</table>
Removing a Fileserver

You can remove a Fileserver:

- **Temporarily**, in your Nomadesk Dashboard
  
  If you remove a Fileserver in your Nomadesk Dashboard, all files on the corresponding drive (Windows) or disk (Mac OS) on your computer will be removed. However, these files will remain on the Nomadesk servers and on myNomadesk.com (your online Nomadesk Dashboard), so you can always re-add the Fileserver later, for example on a different computer.

- **Permanently**, in your online Nomadesk Dashboard
  
  If you remove a Fileserver on myNomadesk.com (your online Nomadesk Dashboard), the Fileserver and its content will also be permanently removed from your Nomadesk Dashboard and from the computers of your team members.

**Related Links:**

- “To re-add a Fileserver to your Nomadesk Dashboard” on page 29
To remove a Fileserver in your Nomadesk Dashboard

1. In the **Nomadesk Dashboard**, make sure that the status of your Fileserver is **InSync**. If it is not, click the button (Windows) or the button (Mac OS) and choose **Sync Now**.

   You may want to synchronize this Fileserver first to make sure that you have the latest version of all the files.

2. If necessary, move the files which you want to keep to a different drive (Windows) or disk (Mac OS).

3. If you also want to remove the drive and files from the computers of your guests of this Fileserver, click the button (Windows) or the button (Mac OS) and choose **Guest Access > Remove Guests**. Select the guests which you want to remove and click **Remove**.

   Your guests will be notified by email that they have been removed from your Fileserver. All files and folders on their corresponding Nomadesk drive (Windows) or disk (Mac OS) will be removed.

4. Click the button (Windows) or the button (Mac OS) of the Fileserver which you want to remove and click **Remove**.

5. Type your password and click **Remove Fileserver**.

**RESULT:** The following will be removed:

- Your Fileserver from the **Nomadesk Dashboard**
- The Nomadesk drive (Windows) or disk (Mac OS) and all the files and folders on this drive from your hard disk.

**RELATED LINKS:**
- “To remove an account” on page 38
- “To invite guests to your Fileserver” on page 17
- “Removing guests from your Fileserver” on page 22

To remove a Fileserver on myNomadesk.com (your online Nomadesk Dashboard)

1. Click the **Remove Fileserver** button next to your Fileserver.

2. Click **Delete**.

**RESULT:** The Fileserver is removed from the list. If you have installed the **Nomadesk Dashboard**, you will see the **Nomadesk Notifier** appear with the message that the Fileserver has been removed.

**RELATED LINKS:**
- “Working on myNomadesk.com” on page 50
To re-add a Fileserver to your Nomadesk Dashboard

If you have removed a Fileserver from your Nomadesk Dashboard earlier, you can re-add it later: it will reappear in your NomadeskDashboard and a Nomadesk drive (Windows) or disk (Mac OS) will be created. This Fileserver will be synchronized automatically: all files and folders which you had loaded on your Fileserver before will start copying over again from Nomadesk’s servers.

**CAUTION:** You cannot re-add Fileservers which you have removed from myNomadesk.com (your online Nomadesk Dashboard).

**NOTE:** Depending on the size of your Fileserver, it could take some time for all the files to properly transfer.

1. Do one of the following:
   - Choose **Fileservers > Re-Add Fileserver**.
   - Click the button (Windows) or the button (Mac OS) and choose **Fileservers > Re-Add Fileserver**.

2. Select one or more Fileservers you wish to re-add.

3. In Microsoft Windows, select a drive letter for the Fileserver which you wish to re-add.

4. Click **Import**.

**RELATED LINKS:**
- “To remove an account” on page 38
- “Removing a Fileserver” on page 27

To upgrade your Personal Fileserver to a Team Fileserver

You may have files on your Personal Fileserver which you now want to share with others. If so, you can upgrade your Personal Fileserver to a Team Fileserver. You can then invite guests to collaborate on these files.

1. Click the button (Windows) or the button (Mac OS) of a Personal Fileserver and choose **Upgrade to Team Fileserver**.

2. If necessary, check the overview of the differences between a Personal and a Team Fileserver first.

3. Click **Upgrade**.

**RESULT:** Your Personal Fileserver will immediately be upgraded to a Team Fileserver. You can now invite guests.

**RELATED LINKS:**
- “To invite guests to your Fileserver” on page 17
About synchronization

What is synchronization?

Synchronization, sometimes abbreviated to “sync”, means that a Fileserver is kept identical and up-to-date on all computers where the Fileserver is located: they all have the same files and folders. If you add, change or delete files or folders on your Nomadesk drive (Windows) or disk (Mac OS) or on myNomadesk.com (your online Nomadesk Dashboard), Nomadesk will automatically replicate those changes on all other computers:

- The files or folders which you add or delete will also be added or deleted on the other computers.
- The files or folder you change will be updated accordingly on the other computers.

Synchronization example 1: adding a file

In this example, a file is added to the Fileserver.
1 Jane writes the first draft of a press release and saves this file on her Fileserver, which is mounted on her computer as a Nomadesk drive (Windows) or disk (Mac OS).

2 Shortly afterwards, the synchronization process starts: the file is automatically copied on the computers of her team members, who can review the press release.

Nomadesk synchronization works in two directions, because other people can add or change files and synchronize too. The changes you make on your Nomadesk drive (Windows) or disk (Mac OS) will be replicated on the other computers, but also the changes made on the other computers will be replicated on yours.

Synchronization example 2: Making a change

In this example, someone else makes some changes to Jane’s file:

1 John reviews Jane’s file: he changes some text, adds a company logo and saves this file on his Fileserver, which appears as a Nomadesk drive (Windows) or disk (Mac OS) on his computer.

2 On synchronization, John’s version of the file will automatically be copied on Jane’s computer again and also on the computers of the other team members. All team members will have the latest up-to-date version.

Related links:
- “The Nomadesk icon in the taskbar (Windows) or menu bar (Mac OS)” on page 15
To synchronize your Fileservers manually

Your Fileservers will normally synchronize automatically at regular intervals. By default, synchronization will happen every five minutes or five seconds after you have changed a file on the Fileserver. If necessary, however, you can also synchronize your Fileservers manually. You may want to do this, for example, if someone needs to have immediate access to the latest version of a file which you have just updated.

1. Do any of the following:

<table>
<thead>
<tr>
<th>To</th>
<th>Do this</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Synchronize all Fileservers</strong></td>
<td>Click the button (Windows) or the button (Mac OS) and choose <strong>Fileservers &gt; Sync All Fileservers</strong>.</td>
</tr>
</tbody>
</table>
| **Synchronize one specific Fileserver** | • In your **Nomadesk Dashboard**, click the button (Windows) or the button (Mac OS) next to your Fileserver and choose **Sync Now**.  
• In Windows Explorer or in the Finder (Mac OS), right-click or Control-click your Nomadesk drive (Windows) or disk (Mac OS) and choose **Nomadesk Tools > Sync Now**. |

**RELATED LINKS:**
- “The Nomadesk icon in the taskbar (Windows) or menu bar (Mac OS)” on page 15

Ignoring files for synchronization

About ignoring files

You may have files which you want to synchronize only occasionally or which you do not want to synchronize at all. These files can be:

- Files which your team members don’t need to have, for example temporary files (*.tmp) or log files
- Very large files which may take some time to synchronize frequently, for example movies or webinar recordings
- Files which you do not want to share with others, for example confidential files

For each Fileserver, you can specify the files or file types which must be ignored during synchronization, either permanently or temporarily.
To specify files to ignore for synchronization

1. Click the button (Windows) or the button (Mac OS) of your Fileserver and choose Ignore Files > Manage.

2. Decide whether you want files to be ignored permanently or temporarily (“Quickly ignored files”)
   - Quickly ignored files are files which you can later quickly include in or exclude from the synchronization process, simply by selecting or deselecting them from a shortcut menu.
   - Permanently ignored files are files which you will never want to synchronize.

3. Do one of the following:
   - If you want to ignore a specific file, click Browse and select the file.
   - If you want to ignore types of files, type a “pattern” in the text box and click Add. Example of patterns are: *.tmp, *recover*, *.backup.* and *.iso

4. Click OK.

To select or deselect temporarily ignored files for synchronization

Once you have specified files or file types as “quick ignores”, you can quickly select or deselect them for synchronization.

1. Do one of the following:
   - In the Notification area of the taskbar (Windows), right-click the Nomadesk icon.
   - In the menu bar (Mac OS), click the Nomadesk icon.

2. Choose Quick Ignores and select a Fileserver.

   You can now see a list of files or file types:

   - The files without a checkmark will be synchronized.
   - The files with a checkmark will be ignored when the Fileserver is synchronized.

3. Select or deselect the files which you wish to be ignored during synchronization.
Synchronizing Fileservers

Resolving synchronization conflicts

About synchronization conflicts

What is a synchronization conflict?

A synchronization conflict occurs when a file has been changed on different computers since the Fileserver was last synchronized. When the Fileserver is synchronized, Nomadesk checks a number of properties of each file. These properties include, for example, the file size and the date and time when the was last saved, but also many more. If Nomadesk detects any discrepancies in these properties, you will be notified of a synchronization conflict.

Example of a situation in which a synchronization conflict can occur

Suppose you are editing a file “offline”, i.e. when you are not connected to the Internet. One of your team members may be editing the same file while he/she is online. The next time you synchronize your Fileserver, you will get a synchronization conflict.

How can you see that there is a synchronization conflict?

As soon as a synchronization conflict occurs, the **Nomadesk Notifier** will appear:

- In Windows, in the lower right corner of your screen

![Nomadesk Notifier in Windows](image)

- In the Mac OS, in the upper right corner of your screen

![Nomadesk Notifier in Mac OS](image)

You can also check the status of your Fileserver in the **Nomadesk Dashboard**, where it will read **In Conflict**.

**Related links:**

- “**Statues of your Nomadesk Fileservers**” on page 16
To resolve synchronization conflicts

1. Do one of the following:
   - Click the Nomadesk Notifier.
   - In your Nomadesk Dashboard, click the (Windows) or the (Mac OS) of a Fileserver which is In Conflict and choose Resolve Conflicts.

2. In the Conflict Resolution dialog, you can see the files which are in conflict and that their local versions and server (remote) versions have a different time and date or file size:
   - The Local Date and Local Size are the date and size of the file on your (local) hard disk.
   - The Remote Date and Remote Size are the date and size of the file on the Nomadesk server.

3. If necessary, deselect the files for which you do not want to resolve the conflict for the time being.

4. Select how the conflict needs to be resolved:
   - If you want to keep both versions of the files, you can select the option to rename the local version of the file(s), i.e. the file(s) on your hard disk. You can then compare the files to see the differences and decide which file is the correct version.
   - If you are sure that the files on the Nomadesk server are the correct version and that you no longer need the (local) version on your hard disk, you can select the option Overwrite local version with server version.

5. Click Solve.

RESULT: The synchronization conflicts will be resolved and your Fileserver will synchronize again, after which its status will read In Sync. If you selected the option to rename your files, you can now open both versions with the program in which they were created or edited.

RELATED LINKS:
- “Statuses of your Nomadesk Fileservers” on page 16
About accounts

What is a Nomadesk account?

Your Nomadesk account is represented by the email address you entered when you signed up for Nomadesk. You use your account to access your Fileservers:

- Through the Nomadesk Dashboard
- Through the online Nomadesk web interface.

Can you have multiple Nomadesk accounts?

You can have more than one account in your Nomadesk Dashboard. This can be handy if you want to use the Fileserver for both personal and business reasons.

For example, you can have multiple Fileservers for business use, and one or more Fileservers for personal use:

<table>
<thead>
<tr>
<th>Account</th>
<th>Fileserver</th>
<th>Example of usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account # 1:</td>
<td>MyTeamFileserver1</td>
<td>A Team Fileserver which you use to exchange files with your colleagues.</td>
</tr>
<tr>
<td><a href="mailto:me@work.com">me@work.com</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MyTeamFileserver2</td>
<td></td>
<td>A Team Fileserver which you use to exchange files with your customers or suppliers.</td>
</tr>
<tr>
<td>MyPersonalFileserver1</td>
<td></td>
<td>A Personal Fileserver on which you put files which you need to work at home.</td>
</tr>
</tbody>
</table>
## To add an account

1. Click the button (Windows) or the button (Mac OS) and choose Accounts > Add Account.
2. Fill in a valid email address in the Configuration Wizard.
3. Fill in your name and a password of your choice.
4. Click Continue.
5. Select whether you wish to use a Team and/or a Personal Fileserver.
6. In Windows, click the button and select a drive for your Fileserver.
7. Type a name for your Fileserver which is:
   - **Valid**, meaning that the name does not contain any special characters, for example spaces, underscores (_), hyphens (-) and ampersands (&)
   - **Unique**, meaning that you have not used the name yet for another Fileserver
8. Click Continue.
9. Fill in some information about yourself and your organization.
10. Do one of the following:
    - If you add your first account, click Continue.
    - If you add subsequent accounts, click Finish.
11. If necessary, change the Computer Description in the Create Fileserver dialog box.
12. Click OK.
13. Check your email.
    You will have received a confirmation email from Nomadesk.
14. Follow the instructions in the confirmation email to confirm your account.

### Account Fileserver Example of usage

<table>
<thead>
<tr>
<th>Account</th>
<th>Fileserver</th>
<th>Example of usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account # 2: <a href="mailto:me@home.com">me@home.com</a></td>
<td>MyTeamFileserver3</td>
<td>A Team Fileserver which you use to exchange files with your friends of the soccer or hockey team.</td>
</tr>
<tr>
<td></td>
<td>MyPersonalFileserver2</td>
<td>A Personal Fileserver on which you put your personal files, for example pictures or music, which you also want to use on a different computer.</td>
</tr>
</tbody>
</table>
RESULT:

Your new account and the respective Fileservers will appear in your Nomadesk Dashboard. You can now put files on your Nomadesk drive (Windows) or disk (Mac OS) and, if you have a Team Fileservers, invite guests.

RELATED LINKS:
- “To share a file using FileLink” on page 45
- “To invite guests to your Fileservers” on page 17
- “To add a new Fileservers” on page 23
- “To report your computer lost or stolen” on page 49

To change your account information

1. Do one of the following:
   - In your Nomadesk Dashboard, choose Accounts > Account Info and select the account of which you want to change the password.
   - On myNomadesk.com (your online Nomadesk Dashboard), click the My account button, located in the upper left corner of the webpage.

2. Complete or change your account information and click Change or Continue.

RELATED LINKS:
- “To change your password” on page 47

To remove an account

If you remove an account, the Fileservers associated with that account will also be removed from your Nomadesk Dashboard and your computer. These Fileservers, however, will remain on Nomadesk’s secure web servers.

1. Choose Accounts > Remove Account, and select the account you wish to remove.

2. Enter the password you used for this account and click OK.

RELATED LINKS:
- “To remove a Fileservers in your Nomadesk Dashboard” on page 28
- “To re-add a Fileservers to your Nomadesk Dashboard” on page 29
Sharing files

Tips for putting files on your Fileserver

The easiest way to share files is simply by putting files on your Fileserver. You can share files on a Team Fileserver with other people and on a Personal Fileserver with your own computers. You can do this:

- By moving files and folders from your local hard disk to your Fileserver, which appears as your Nomadesk drive (Windows) or disk (Mac OS). Your local hard disk is usually drive C or D in Windows or the Macintosh HD in the Mac OS.
- By saving files directly on your Fileserver
- By uploading files to myNomadesk.com (your online Nomadesk Dashboard).

Keep these tips in mind as you put files on your Nomadesk drive (Windows) or disk (Mac OS):

- Organize your common folder structures
- Move, rename or delete with care
- Move, or copy and delete
- Move gradually
- Save in “My Documents”... on my Fileserver (Windows only)
- Mind the free disk space

Organize your common folder structures

Carefully think about the folder structures which you are going to use on your Nomadesk drive (Windows) or disk (Mac OS). You have your own way of organizing your files in folders. On a Nomadesk drive (Windows) or disk (Mac OS), however, you and your team members will have to figure out and stick to a common folder structure.

For example, as a graphic designer you may be used to saving your artwork in a folder named “stuff”. Your colleagues, however, may also have a “stuff” folder, in which they keep their text and PDF files. If you and your colleagues would just throw these stuff folders on a Nomadesk drive (Windows) or disk (Mac OS) and synchronize, you would get one stuff folder containing a mixture of all these types of files.
Instead, it might be a better idea to proceed as follows:

1. One person creates a folder structure on his Nomadesk drive (Windows) or disk (Mac OS) which is logical to all team members.
2. You synchronize your Fileserver to replicate the folder structure on all computers.
3. You put your files in the respective folders.
4. The next time the Fileserver synchronizes, you will all have the same files neatly arranged in the same folder structure, as shown in the example below:

   ![Folder structure in Windows Explorer](image1)

   ![Folder structure in the Mac OS](image2)

**Move, rename or delete with care**

If you or your team members move, rename or delete files and folders on your Nomadesk drive (Windows) or disk (Mac OS), the same change will be done on the other computers of your Fileserver as soon as the Fileserver is synchronized.

If you or your team members move, rename or delete files and folders on myNomadesk.com (your online Nomadesk Dashboard), the same change will be done on a computer of your Fileserver as soon as the Fileserver is synchronized in the Nomadesk Dashboard.
Move, or copy and delete

Once you have copied files to your Nomadesk drive (Windows) or disk (Mac OS), you may want to delete them on your local hard disk (or the drive (Windows) or disk (Mac OS) from which you copied these files). Remember that your Nomadesk drive (Windows) or disk (Mac OS) is on your local hard disk, just like your drive C or D in Windows or the Macintosh HD. Consequently, if you would copy files, they would take up twice the amount of your local hard disk space and you would risk having version conflicts: you may be working or updating the files on your local hard disk and forget to copy these to your Nomadesk drive (Windows) or disk (Mac OS) again.

**IMPORTANT:** Don’t worry about losing your files, the files you move to a Nomadesk drive (Windows) or disk (Mac OS) are still on your local hard disk and therefore always accessible, even when you are not connected to the Internet.

Move gradually

Move your files **gradually** to your Nomadesk drive (Windows) or disk (Mac OS), for example chunks of about 100 MB at a time, or about 20 - 30 files at once. Do **not** put **all (large) folders at once** on your Nomadesk drive (Windows) or disk (Mac OS), because the Fileserver may then have difficulties in synchronizing.

Also, wait for synchronizing to complete before working on any files and saving them back to the Fileserver.

Save in “My Documents”... on my Fileserver (Windows only)

If you are used to saving your documents in the *My Documents* folder, you will now notice that shortcuts to your Fileservers have been created in this folder. You can click these shortcuts to save your documents directly onto your Nomadesk drive instead of in your *My Documents* folder.
Mind the free disk space

Keep in mind that the available disk space on a Nomadesk drive (Windows) or disk (Mac OS) is limited to the size of the computer with the least free disk space.

Imagine the following configuration:

<table>
<thead>
<tr>
<th>Team member</th>
<th>Total hard disk capacity</th>
<th>Free disk space</th>
<th>Available disk space on Nomadesk drive (Windows) or disk (Mac OS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>John</td>
<td>500 GB</td>
<td>300 GB</td>
<td>30 GB</td>
</tr>
<tr>
<td>Jane</td>
<td>300 GB</td>
<td>150 GB</td>
<td>30 GB</td>
</tr>
<tr>
<td>Scott</td>
<td>100 GB</td>
<td>35 GB</td>
<td>30 GB</td>
</tr>
<tr>
<td>Sophie</td>
<td>300 GB</td>
<td>200 GB</td>
<td>30 GB</td>
</tr>
</tbody>
</table>

Scott has the least free disk space on his computer: 35 GB. If one of his colleagues would put a folder on the Nomadesk drive (Windows) or disk (Mac OS) which is larger than 35 GB, Scott’s computer would run out of disk space. So if you plan to put large files or folders on a Nomadesk drive (Windows) or disk (Mac OS), check with your team members first to see if they have got sufficient free disk space on their computers.

**Tip:** You can change the place on your local hard disk where the data on your Fileserver is stored:

- To a different folder
- To a different partition on your hard disk, for example to keep program files separated from data
- To an external hard disk, for example if you only have a limited amount of free disk space left on your local hard disk.

See **To change your Fileserver properties.**

**Typical workflows**

- You identify important documents on your local hard disk, i.e. your C drive in Windows or your Macintosh HD (hard disk). Choose which ones should be backed up to the server. Move these files over to a Fileserver, and once syncing has completed, delete the files from your local hard disk and only work on the files you moved over, in your Nomadesk Fileserver. Now the files are backed up, and securely encrypted on your local computer once you log off from Nomadesk.
You identify documents which you want to share with your team. Choose which ones to share, and start moving them over to your Nomadesk Fileserver. Wait for syncing to complete, and notify your team members that the files are ready to be accessed.

You are working on files on your local hard disk, i.e. your C drive in Windows or your Macintosh HD (hard disk). Once you’re satisfied with a draft, you move the file over to your Nomadesk Fileserver for backup or sharing, in real time!

About FileLink

What is FileLink and how does it work?

A FileLink is an Internet-based link to your Nomadesk files. Instead of attaching large files to your emails and thus jamming up your own or your recipient’s mailbox, you can send an Internet-based link of your file. FileLinks can be accessed by anybody, not just the people you have invited to your Fileserver. You can use FileLink to share any type of file, as long as this file is on your Fileserver.

Using FileLink goes like this:

1. In Windows Explorer or on myNomadesk.com (your online Nomadesk Dashboard), you right-click the file on your Fileserver which you wish to share with others. In the Mac OS, you do this by Control-clicking this file in the Finder.

2. You send a FileLink to this file to your recipients.
3 Your recipients receive an email message from you, sent on your behalf by Nomadesk, containing a web-based link to your file.

4 People who received your FileLink email can click on the link to download a copy of your file, which is located on Nomadesk’s secured web servers. No installation of Nomadesk is required.

**What are the benefits of using FileLink?**

Using FileLink has the following benefits:

- You no longer have to send the files by email, so you don’t burden your mail server with large email attachments. This also means that you are no longer restricted by the size limit of your mailbox.

- You share confidential information over a secured Nomadesk Fileserver, not through unsecured email.

- Sending a FileLink is easy. Anyone can do it, which cannot be said of sending files by FTP where accounts need to be created and complex FTP software needs to be used.

- You can easily follow up what happens with the file you share: you can determine how long the file will remain available for downloading, and you can be notified when someone accesses the file.
You can use FileLink to share files with anyone: your recipients don’t need to be members of your Fileserver. They don’t even need to have Nomadesk installed. They just receive an email containing a link to a secured Nomadesk website from which they can safely download your file.

To share a file using FileLink

**PREREQUISITE** The file you wish to share using FileLink should be on a Nomadesk Fileserver.

1. Locate and select the file you wish to share:
   - In Windows Explorer or on myNomadesk.com (your online Nomadesk Dashboard), right-click the file.
   - In the Finder (Mac OS), Control-click the file.

2. Do one of the following:
   - In Windows Explorer or the Finder (Mac OS), choose **Nomadesk Tools > Send FileLink**
   - On myNomadesk.com (your online Nomadesk Dashboard), choose **FileLink**.

3. If necessary, select the option to receive an email when someone accesses the file. You will then receive emails in which you can see who has accessed the file and when.

4. Select the number of days during which the file has to be available for downloading.
   - **Tip:** This option can be handy if you want your team members to download and review the file before a given deadline. This date will also be mentioned in the email they receive, for example “This file will be available for download until 13 March 2009”.

5. Select your addressees, type a subject and a message, and click **Send**.

**RESULT:** Your guests will receive an email which contains a FileLink. When they click this link, they will be redirected to a secured Nomadesk website from which they can download the file.

**RELATED LINKS:**
- “To add an account” on page 37

To email files to a folder: Email2Folder

With Email2Folder, you can easily add documents to a Fileserver. You simply send an email with one or more attachments to an email address which looks like this:

`foldername@fileservername.nomadesk.com`

When this email arrives at the Fileserver, the email and the attachments will automatically be separated and saved in the respective folder. Using Email2Folder is a very convenient way to collect or archive files in a dedicated folder.
Sharing files
> To email files to a folder: Email2Folder

For example, you can create a folder named proposals on your Fileserver and request that your suppliers send their proposals directly to:

proposals@myteamfileserver1.nomadesk.com.

All the proposals which your suppliers send you by email will then automatically be saved in this proposals folder.

1 Create a folder on your Fileserver where you want the email attachments to be saved.

   **Tip:** Keep the following tips in mind when you create a folder:
   - Do not use special characters in your folder names, for example spaces, underscores ( _ ), hyphens (-) and ampersands (&).
   - The folder must be a root folder on your Fileserver, which means that you should see this folder at the top level in Windows Explorer or in the Finder (Mac OS) (A). You cannot email files to subfolders (B).

2 Test whether the folder name is valid by sending an email with an attachment to this folder.

   **Tip:** The email address should look like this: foldername@fileserver-name.nomadesk.com. To avoid typos in the email address, you can copy the name of the folder and the name of the Fileserver in Windows Explorer or in the Finder (Mac OS) and paste them in the To box of your email.

3 After a couple of minutes, check the folder in Windows Explorer or in the Finder (Mac OS): it should now have a subfolder with the name of your email address. This subfolder should contain your email attachment.

4 You can now use this email address to invite people to send files to this folder on your Fileserver.

**RELATED LINKS:**
- “Working on myNomadesk.com” on page 50
To log off from a Fileserver

When you log off from a Fileserver using your Nomadesk Dashboard, your Nomadesk drive (Windows) or disk (Mac OS) and all its files and folders will be hidden. Therefore, it is recommended to log off from your Fileserver(s) before you put your computer in Standby, Hibernation (Windows) or Sleep (Mac OS) mode. If you do so, and someone else uses your computer after it has resumed from one of these modes, he/she will not see your files and folders on your Nomadesk drive.

1. Choose Accounts > Log on / Log off.
   
   Tip: You can also right-click (Windows) or click (Mac OS) the Nomadesk icon in the Notification area of the taskbar (Windows) or at the right of the menu bar (Mac OS) and choose Log On/Off Account.

2. Click Log Off.

To change your password

1. On myNomadesk.com (your online Nomadesk Dashboard), click the Change password button, located in the upper left corner of the webpage.

2. Enter your old and new password, and click Change.

Related links:
- “To change your account information” on page 38
- “Working on myNomadesk.com” on page 50
About TheftGuard

What is TheftGuard?
TheftGuard is a security system which protects the files on your Fileserver. It ensures that the Nomadesk drives (Windows) or disks (Mac OS) and their files and folders on your computer are only visible and accessible if you log on to your Nomadesk Dashboard. And if your computer is lost or stolen, you can report this and have all the Nomadesk drives (Windows) or disks (Mac OS) and files automatically removed from that particular computer.

How does TheftGuard work?
Suppose you lose your computer or it gets stolen. The following will then happen:

1. You can use another computer to go to myNomadesk.com (your online Nomadesk Dashboard). Log in to your Nomadesk account and report your computer lost or stolen.

2. When the person who stole or found your computer switches it on, the Nomadesk Logon dialog will appear, prompting him to enter a password to log on to your Nomadesk Dashboard.

3. As long as he cannot log on to your Nomadesk Dashboard, he won’t be able to see your Nomadesk drives (Windows) or disks (Mac OS) and files.

4. The next time someone uses your computer to connect to the Internet, all Nomadesk drives (Windows) or disks (Mac OS) and files will be automatically removed from that computer.

   **IMPORTANT:** Your files will still be kept available on our Nomadesk servers and on myNomadesk.com (your online Nomadesk Dashboard).

5. If you get your lost computer back or you get a new one, you can install Nomadesk again, log on to the Nomadesk Dashboard and retrieve all your Nomadesk drives (Windows) or disks (Mac OS) and files.

**RELATED LINKS:**
- “To report your computer lost or stolen” on page 49
To locate a computer or mobile device when lost or stolen

If your computer or mobile device is lost or stolen, you can check the approximate area where it was last used to connect to the Internet.

1. On myNomadesk.com (your online Nomadesk Dashboard), click the respective computer or mobile device in the TheftGuard tab.
   You can see the computer’s IP address, its Nomadesk ID, when it was last accessed and by whom.

2. Click the **Locate this device** button.

**RESULT:** You now see a map pinpointed with the approximate location of your computer or mobile device.

To report your computer lost or stolen

1. Using any other computer, browse to **www.mynomadesk.com**.

2. Enter the email address and password of your Nomadesk account and click **Log in**.
   You can now see your online **Nomadesk Dashboard** with an overview of your Fileservers.

3. In the **TheftGuard** tab, click the computer you wish to report lost or stolen.

4. Click the **Report Lost/Stolen** button next to this computer.

5. Click **OK**.

**RESULT:** The next time someone uses your computer to connect to the Internet, all your Nomadesk drives (Windows) or disks (Mac OS) and files on that computer will be deleted.

**RELATED LINKS:**
- “To add an account” on page 37
- “About TheftGuard” on page 48
To navigate on myNomadesk.com (your online Nomadesk Dashboard)

The online Nomadesk Dashboard has some dedicated navigation buttons: the Home button 🏡, the Back button ← and the Refresh button 🔄. You can use these instead of the corresponding buttons of your browser to navigate on myNomadesk.com.

1. Use the Nomadesk navigation buttons as follows:

<table>
<thead>
<tr>
<th>Button</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>Go to the root directory on your Fileserver.</td>
</tr>
<tr>
<td>Back</td>
<td>Go back to the parent folder.</td>
</tr>
</tbody>
</table>
| Refresh| To refresh the respective list of:  
|        | • Fileservers  
|        | • Computers in the TheftGuard tab  
|        | • Files and folders on a Fileserver |
To change how you view items on a Fileserver

1. On myNomadesk.com (your online Nomadesk Dashboard), navigate to the folder that contains the files you want to view.
2. Click the View button and choose List, Icon, Thumbnail or Tree.
3. To sort items in a list, click the File Name, Last Modified or Size column header.

To upload files to myNomadesk.com (your online Nomadesk Dashboard)

You can add files to your Fileserver by uploading them to myNomadesk.com (your online Nomadesk Dashboard). As soon as the Fileserver is synchronized, the files will be copied to all computers that have your Fileserver mounted.

1. On myNomadesk.com (your online Nomadesk Dashboard), click the Fileserver to which you want to upload files.
2. Click the Upload button.
   The Nomadesk Upload window appears.
3. Do one of the following:

<table>
<thead>
<tr>
<th>In the ... tab</th>
<th>Do this</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drag &amp; Drop</td>
<td>1. In Windows Explorer or the Mac OS Finder, select the files you wish to upload.</td>
</tr>
<tr>
<td></td>
<td>2. Drag the files to the indicated area in the Nomadesk Upload window.</td>
</tr>
<tr>
<td>Drag &amp; Drop</td>
<td>1. Click Select files.</td>
</tr>
<tr>
<td></td>
<td>2. Select the files you wish to upload.</td>
</tr>
<tr>
<td></td>
<td>3. Click Open.</td>
</tr>
<tr>
<td></td>
<td>2. Select the files you wish to upload.</td>
</tr>
<tr>
<td></td>
<td>3. Click Upload.</td>
</tr>
</tbody>
</table>
To manage your files and folders on myNomadesk.com (your online Nomadesk Dashboard)

You can manage your files and folders on myNomadesk.com (your online Nomadesk Dashboard), just as you would do this in Windows Explorer or the Finder (Mac OS). You can add, delete, move, copy and rename files and folders.

**IMPORTANT:** Remember that any changes which you make on a Fileserver on myNomadesk.com (your online Nomadesk Dashboard) will automatically be replicated on your computer and on all computers of your team members.

1. On myNomadesk.com (your online Nomadesk Dashboard), click the Fileserver on which you want to manage your files or folders.
2. Do one of the following:

<table>
<thead>
<tr>
<th>To...</th>
<th>Do this...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add a folder</td>
<td>1. Click the <strong>Add Folder</strong> button.</td>
</tr>
<tr>
<td></td>
<td>2. Enter a folder name.</td>
</tr>
<tr>
<td></td>
<td>3. Click <strong>Add Folder</strong>.</td>
</tr>
<tr>
<td>Delete a file or folder</td>
<td>1. Right-click (Windows) or Control-click (Mac OS) a file or folder.</td>
</tr>
<tr>
<td></td>
<td>2. Choose <strong>Delete</strong>.</td>
</tr>
<tr>
<td></td>
<td>3. Click <strong>Delete</strong> to confirm.</td>
</tr>
<tr>
<td>Rename a file or folder</td>
<td>1. Right-click (Windows) or Control-click (Mac OS) a file or folder.</td>
</tr>
<tr>
<td></td>
<td>2. Choose <strong>Rename</strong>.</td>
</tr>
<tr>
<td></td>
<td>3. Change the name of the file or folder.</td>
</tr>
<tr>
<td></td>
<td>4. Click <strong>Rename</strong>.</td>
</tr>
<tr>
<td>Move or copy a file or folder</td>
<td>1. Right-click (Windows) or Control-click (Mac OS) a file or folder.</td>
</tr>
<tr>
<td></td>
<td>2. Choose <strong>Move to</strong> or <strong>Copy to</strong>.</td>
</tr>
<tr>
<td></td>
<td>3. Select the folder to which you want to move or copy the file.</td>
</tr>
<tr>
<td></td>
<td>4. Click <strong>Move</strong> or <strong>Copy</strong>.</td>
</tr>
</tbody>
</table>
To view a slideshow of your images

If you have folders on your Fileserver which contains images, you can view a slideshow of these images.

1. On myNomadesk.com (your online Nomadesk Dashboard), navigate to a folder which contains images.

2. If necessary, click the File Name, Last Modified or Size column headers to sort the list of files.

3. Click the Slideshow button.
   You will now see a preview of the first image in that folder.

4. Move the mouse to position the pointer in the upper-right corner of the image preview window.
   You will see the Next button appear on the image preview.

5. Click in the upper-right or upper-left corner of the image preview window to see the next or previous image preview.