



MANAGING YOUR STORAGE AREA

In this tutorial you will learn how to manage your storage area within your EnterGroup account. We will walkthrough with you on how to save your files, download and manage your attachments.

EnterGroup Storage

The EnterGroup Storage is a new addition to our EnterGroup 2.0 Web Client. It allows you to easily store files to and download files from your EnterGroup account. Its Windows Explorer-like interface enables you to control your folder hierarchy for easier management.

EnterGroup Storage also provides email attachments functionalities. For example, you can save attachments from emails to your online storage or attach files from your online storage to your emails. Its built-in text editor makes editing and saving of your text files effortless.

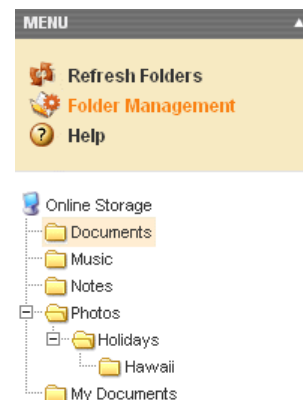
Getting Started with EnterGroup Storage

ACCESSING THE STORAGE

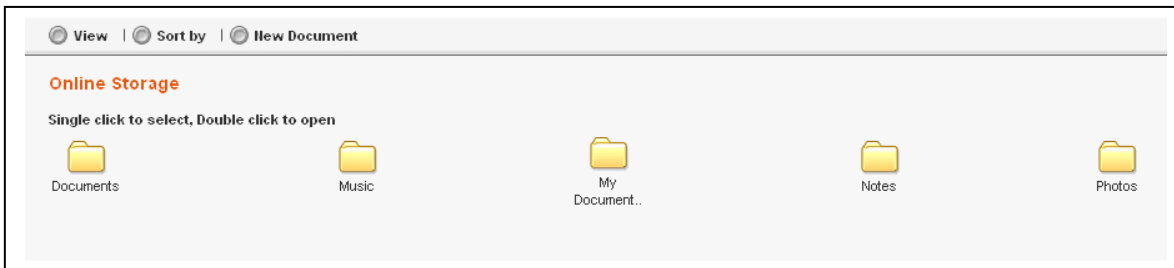
Using the **Navigation Bar**, Click on **Storage**




To the right is a picture of the EnterGroup **Storage Bar** which shows some folder options and your folder tree.



The **Online Storage** area will open up in the main window as well and will look something similar as the screenshot below.



 *Your online storage comes with some pre-made folders. You are free to delete or rename them as per your convenience.*

USING THE STORAGE

Your online storage support click, double click, right-click and drag-and-drop features.

Single Click

Use single click to select a file or folder.

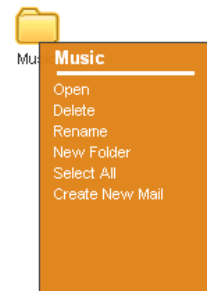


Double Click

Double clicking allows you to open a folder or view/download a file.

Right-Click

Right-clicking a file or folder will popup different options like open, rename, delete, etc.



Drab-and-Drop

You can drag-and-drop files and folders to other folders to move them. [More on this in the File Management section below]



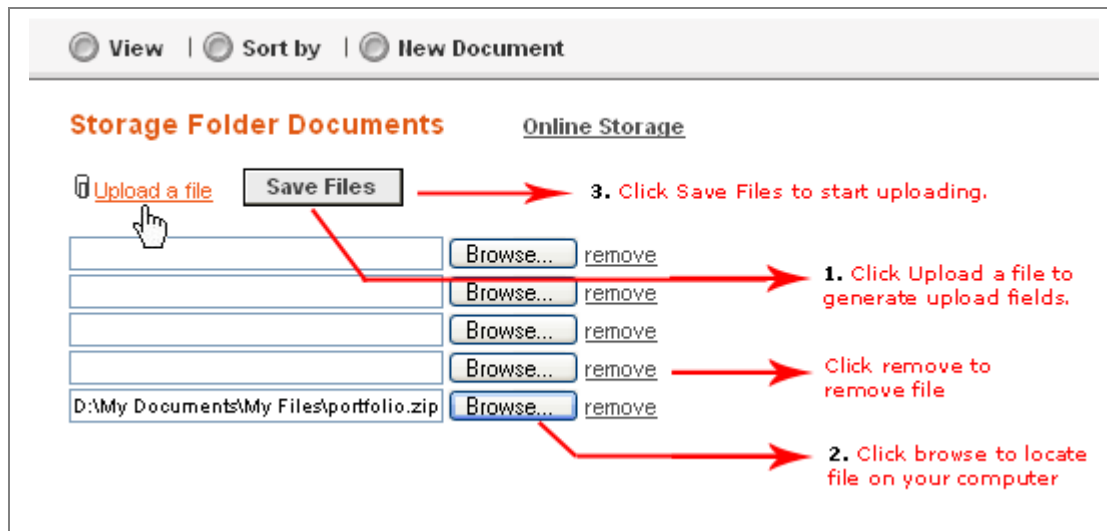
Uploading Files

Your EnterGroup storage allows you to upload unlimited number of file at one time.

1. First select the folder into which you want to store the uploaded file by double-clicking the folder.



2. Click on the **Upload a File** link. If you want to upload multiple files at once, keep clicking the **Upload a File** link to generate additional upload fields.



3. Click on the **Browse** button to select the file(s) from your local computer.
4. When you are done, click on the **Save File** button to start uploading.

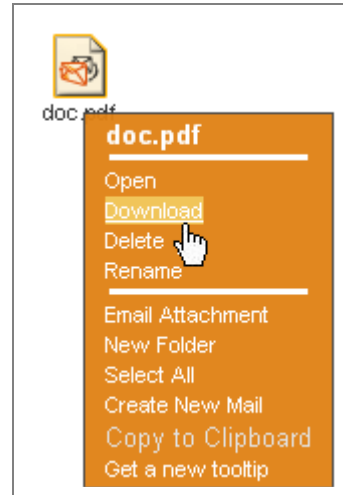
After uploading, the folder will refresh to display your files. At the bottom, you will find your current folder info.





Downloading Files

To download your files, you can both **double-click** the filename or **right-click** the file and select '**Download File**'. Please note that you can always view your image and text files online by selecting **View** from the right-click popup.

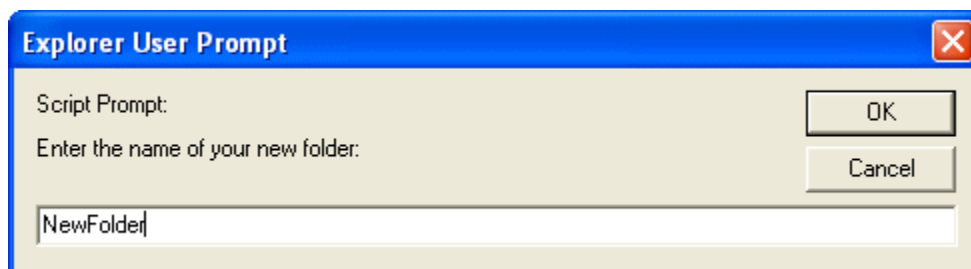
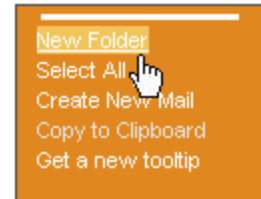


Folder Management

Creating a New Folder

To create a new folder:

1. Browse to the folder in which you want to create the new folder.
2. Right-Click anywhere within your storage area.
3. Select New Folder from the list.
4. Enter the name of your new folder in the prompt window and click **OK**.

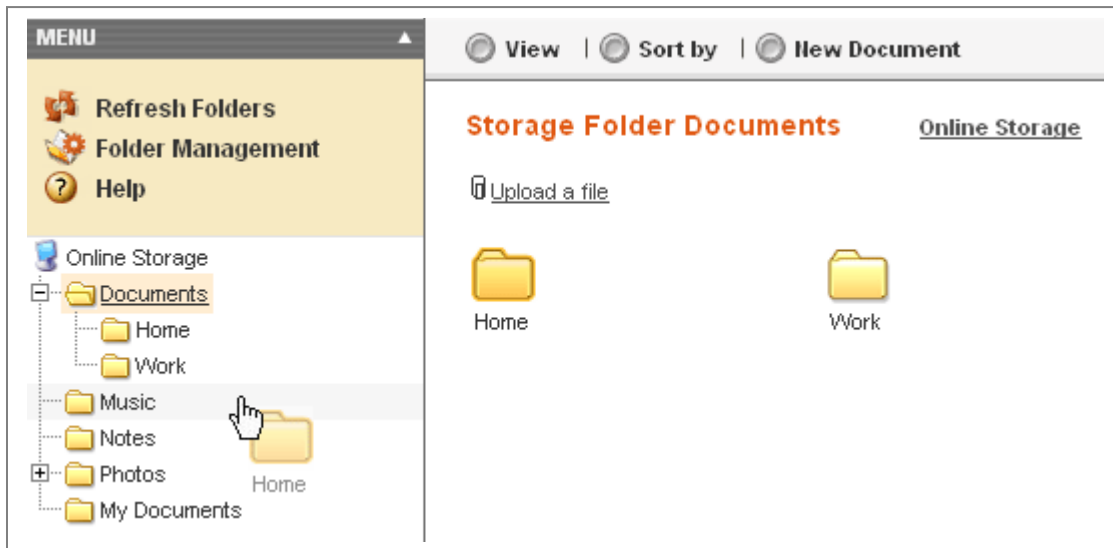


Renaming / Deleting Folder

Simply right-click the folder, and choose the appropriate action from the popup.

Moving a folder


To move a folder from one location to another (to another folder or sub-folder), simply select the folder by clicking on it once, and then drag it and drop it in the folder tree on the left.



File Management

Renaming / Deleting a File

Simply right-click the file, and choose the appropriate action from the popup. The picture on your right shows the different file operations that can be performed.

 Please make sure that you keep your file extension when renaming the files.



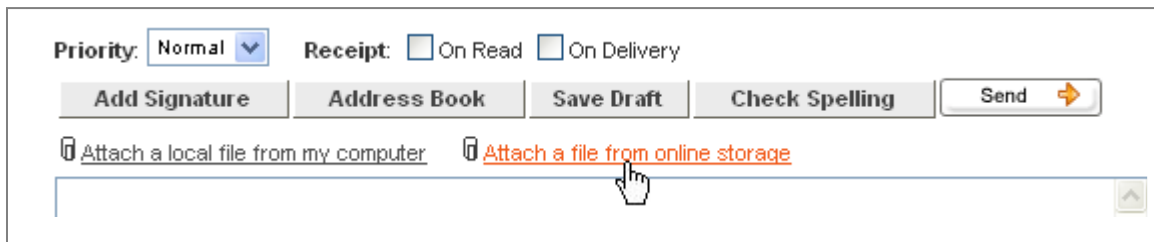
Moving a File

To move a file from one location to another (to another folder or sub-folder), simply select the file by clicking on it once, and then drag it and drop it in the folder tree on the left.

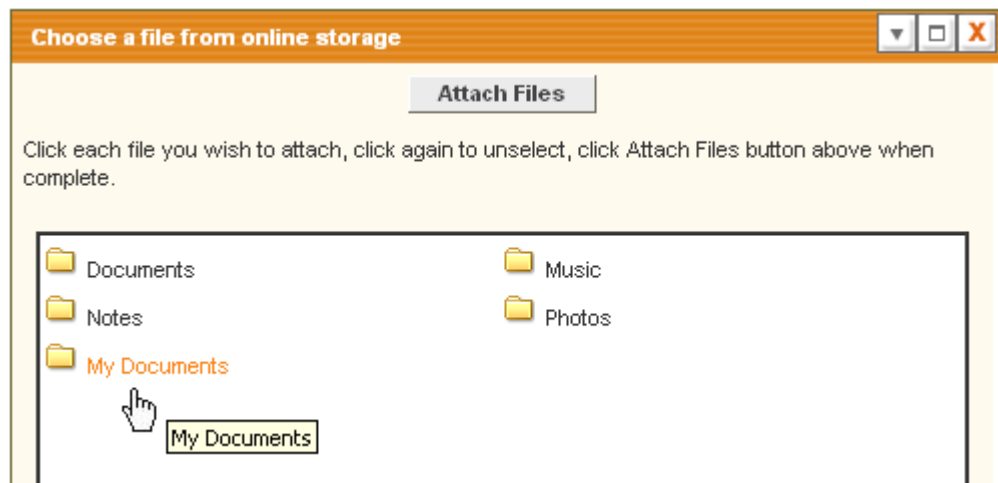
Attaching files to Emails

EnterGroup allows you to use the files in your Online Storage as attachments for your emails.

1. When composing an email simply selects **Attach a file from online storage** and your online storage will popup in a new window.

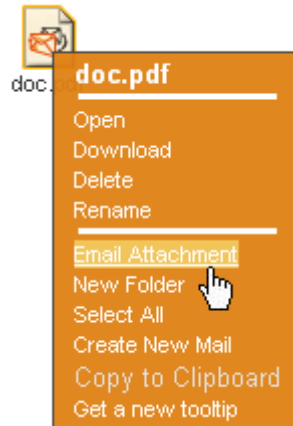


2. Browse for the file, select it by clicking on the filename once.



3. Click on the **Attach Files** button.
4. If you want to attach several files repeat the above steps.

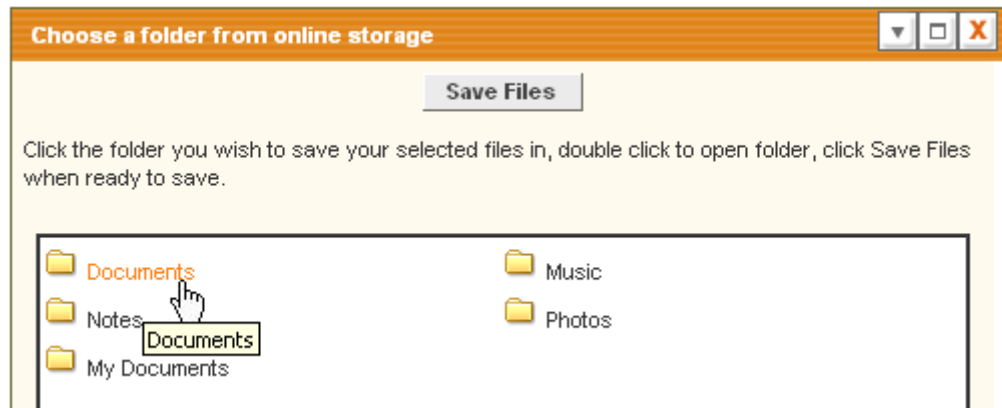
Alternatively, you can quickly generate a compose email box with a desired file as attachment by right-clicking the file, and selecting **Email Attachment**.



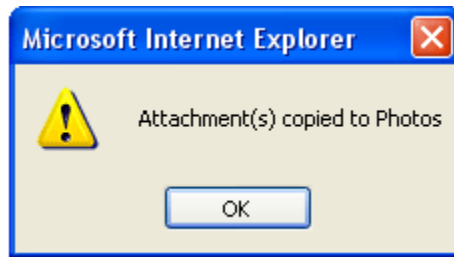
Saving Attachments to your Online Storage

Your online storage can be used to store attachments received from your senders. When viewing an email that contains an attachment:

1. Right-Click the attachment and select the **Save to Storage** link.
2. Select the folder in which you want to save that attachment by double-clicking the folder.



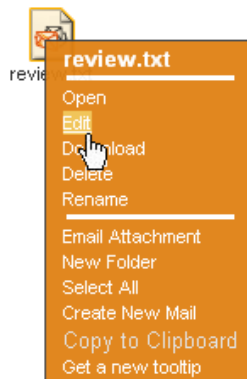
3. Click on **Save File**. A prompt will appear to confirm that your file has been stored.



Using Built-in Text Editor

EnterGroup Online Storage has a built-in text editor that allows you to open and edit your text files (.txt). To edit your text file:

1. Right-click the file, and select **Edit**.



2. This will open the file in a new window.
3. You can edit the file, and to save your changes click on the **Save File** button.