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# Online Sharing User Manual

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June 13, 2007

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If discrepancies between this document and Online Sharing are discovered, please contact [backupfeedback@verizon.net](mailto:backupfeedback@verizon.net).

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# Understanding Verizon Online Backup & Sharing

Verizon Online Backup & Sharing has two parts: **Online Backup** and **Online Sharing**.

## Online Backup

Use **Online Backup** to:

**Automatically Backup** files and folders on your computer. The files and folders that you select will be copied automatically to your online storage space according to your backup schedule, and

**Restore** files that have been automatically backed up. Files that you select can be copied back to your computer.

Download **Online Backup** from within **Online Sharing**. You can install **Online Backup** on more than one computer. Each computer can have its own backup file selection and schedule.

## Online Sharing

**Online Sharing** is a Web site located at <http://verizon.net/onesharing>. You can use it to:

**Upload** files and folders from your computer to your online storage space. You can manually upload files and folders whenever you want. (In contrast, **Online Backup** automatically backs up files and folders according to your backup schedule.)

**Download** files and folders from your online backup space to your computer. You can download files and folders you uploaded manually or that were automatically backed up by **Online Backup**. In addition, you can delete files or organize them into folders.

**Share** files and folders stored in your online space. Your files are password-protected, and **Online Sharing** makes it easy to send your guests an email message containing links to the files and a password. Your guests can view, download, upload, and change files depending on the permissions you grant them. This capability allows you to share large files — photos, personal videos, music, etc. — without the problems associated with attaching them to email messages.

**View photos** online. The picture files uploaded by you or backed up by **Online Backup** can be organized into photo albums and viewed online.

**Download Online Backup.** For more information, [click here](#).

# Help and Feedback

1. Help yourself. Look for, and click on, the help icon that appears at the bottom (with Online Backup) or top (with Online Sharing) of every page.

Search for help on Verizon's Web sites. You may find that your question is addressed in the [Top Customer Questions](#)

<http://netservices.verizon.net/portal/link/main/help>

Enter the word "backup" in the search box.

2. Call technical support:

Consumer DSL & Dial-up - # 800-567-6789

Consumer FiOS - # 888-553-1555

Business: # 888-649-9500

3. Send an email to technical support at [VZBACKUP@verizon.net](mailto:VZBACKUP@verizon.net).

## Customer Feedback/Feature Request Email

Are **Online Backup** and **Online Sharing** meeting your expectations? Tell us what is on your mind (good or bad). Please send an email to [backupfeedback@verizon.net](mailto:backupfeedback@verizon.net). This email address is for constructive feedback/feature request submissions only.

\*\*\* Unless you request it, you will not receive a response to your email \*\*\*

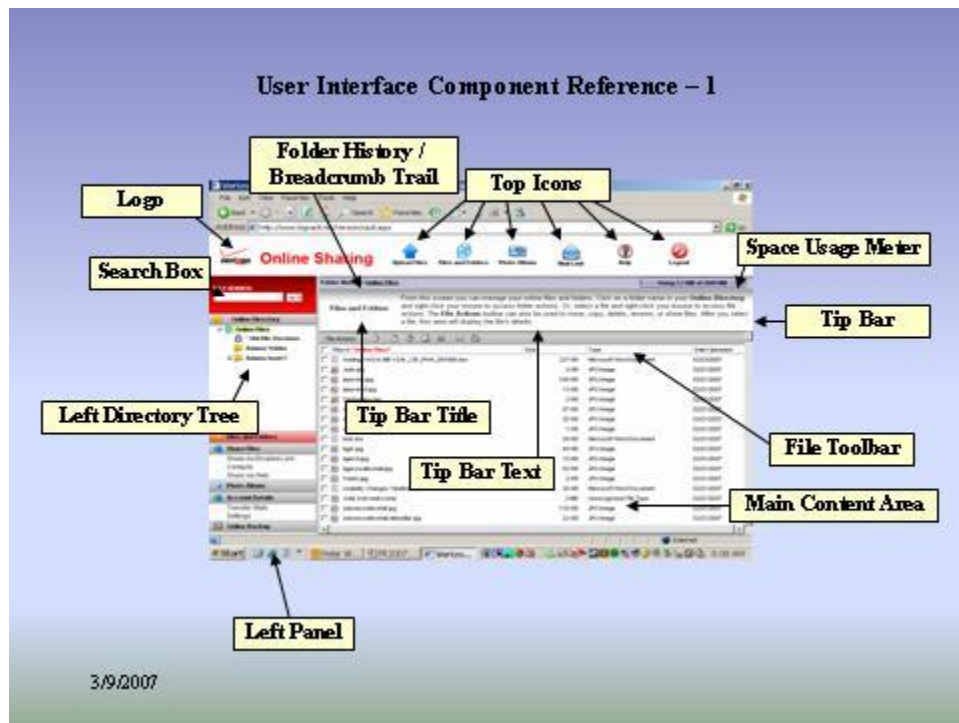
Thank you for giving Verizon Online feedback. Your suggestions help Verizon make better products for you.

# Welcome to Online Sharing

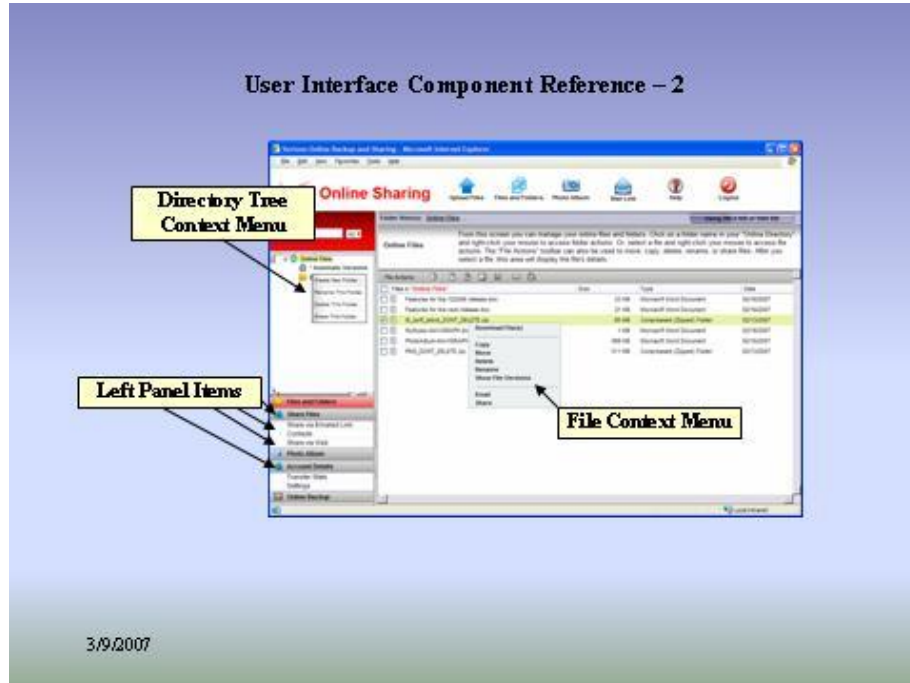
**Online Sharing** has many features. This page acquaints you with those features and provides quick access to more in-depth information about any of the features.

While the content of each page in **Online Sharing** is unique, the basic layout of each screen is similar. There are navigation tools across the top and on the left side of the page. Information regions are just below the top of the page. Those navigation and information tools are always visible to you.

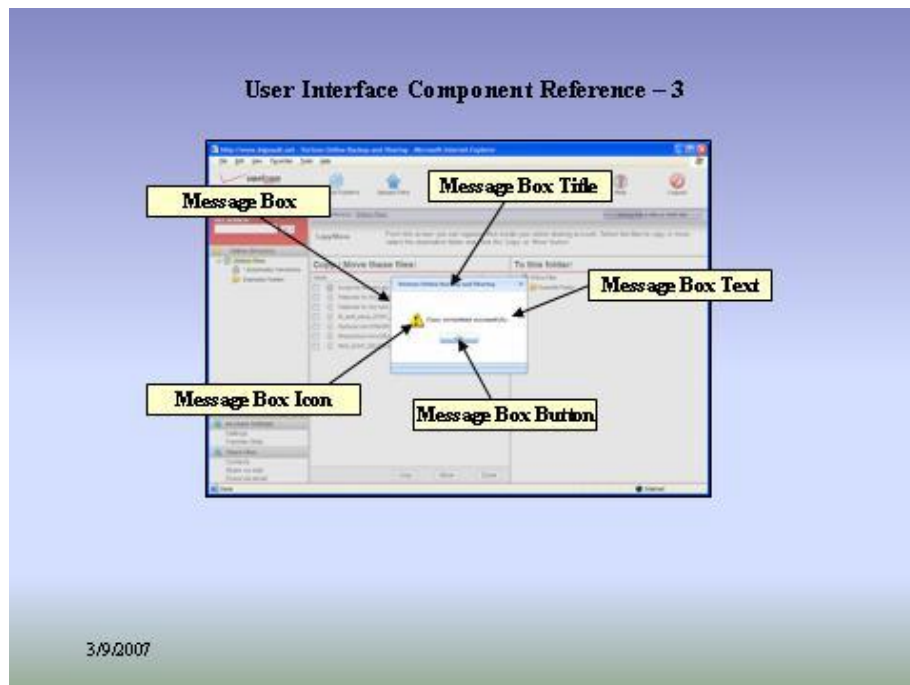
## Illustration: User Interface Component Reference - 1



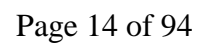
## Illustration: User Interface Component Reference - 2



## Illustration: User Interface Component Reference - 3



## 4/13/2007



## Across The Top

There are a set of icons across the top of the page. You can click those icons to navigate to popular features of **Online Sharing**.

Illustration 1 Top Menu icons



## Upload Files

Many of the features of **Online Sharing** act on files you have placed in your **Online Directory**. **Upload Files** is the tool that you use to move files from your computer to your **Online Directory**. For more information about how to use **Upload Files**, [click here](#).

When this or any view is active, the related icon in the main menu will have a shadow. See below.

Illustration 2 Upload Files selected and active



Illustration 3 Upload Files not selected and inactive

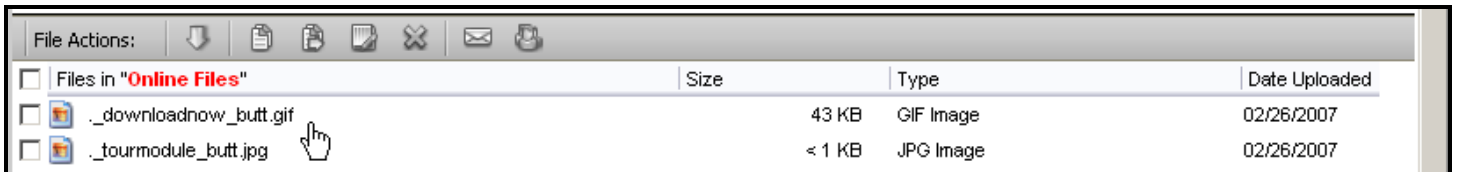


## Files and Folders

The **Files and Folders** view displays the contents of a folder selected from the **Online Directory**. In this view, you may download online files to your computer, copy or move online files to other online folders, rename online files, delete online files and share online files.

There are two ways to access these features. You may click in the **File Action** icons just above the list of files

#### Illustration 4 File Action icons



Alternatively, you may place your cursor on a file and right-click on that file to open the File Action menu choices.

#### Illustration 5 Initiating right click on file

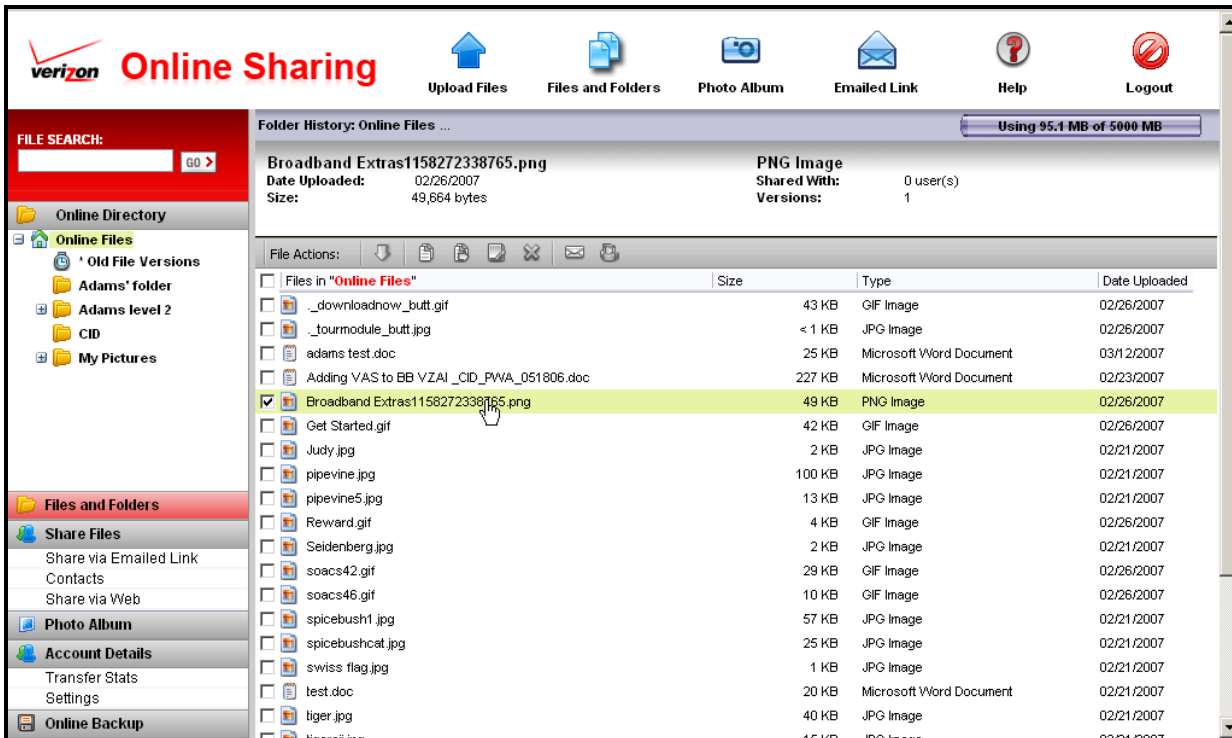
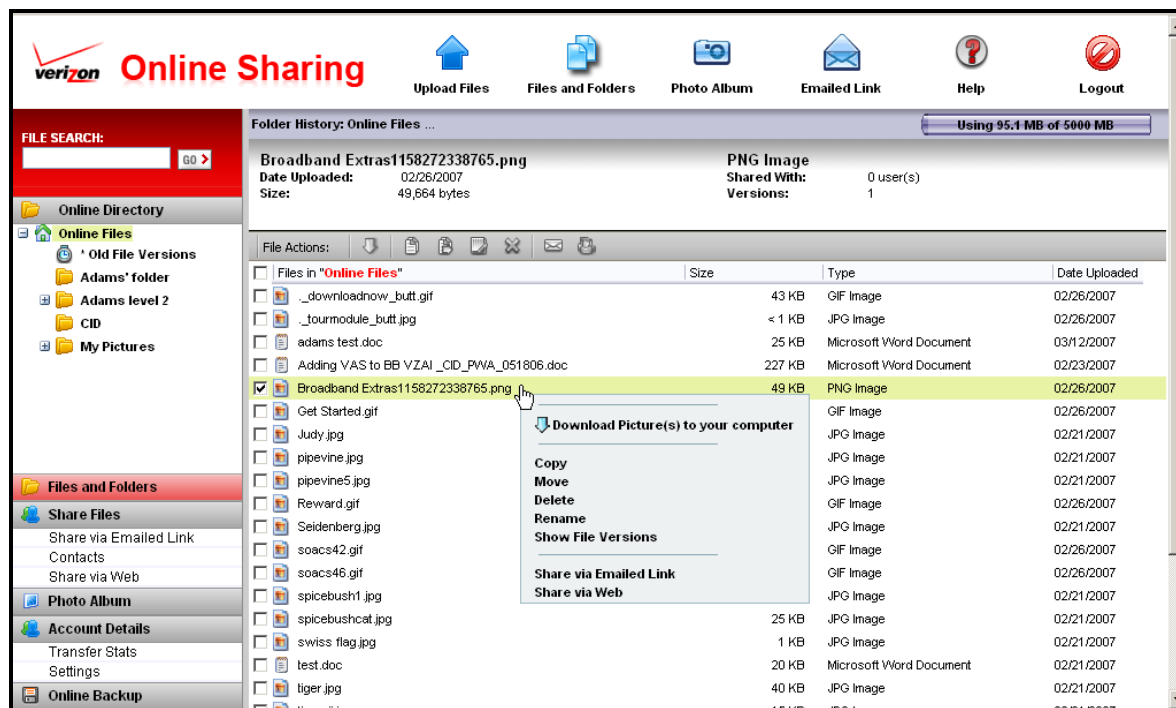


Illustration 6 Result of right click on file



When the **Files and Folders** is active, the related icon in the main menu will have a shadow, and the **Files and Folders** heading bar on the left will turn red. See below.

Illustration 7 Files and Folders selected and active



**Files and Folders**

Illustration 8 Files and Folders not selected and inactive



**Files and Folders**

Illustration 9 Highlighted Files and Folders bar



## **Photo Album**

**Photo Album** allows you to organize photos you have uploaded to your **Online Sharing**. You may create and save multiple photo albums. For more information about **Photo Album**, [click here](#).

When the **Photo Album** is active, the related icon in the main menu will have a shadow, and the **Photo Album** heading bar on the left will turn red. See below.

**Illustration 10 Photo Album selected and active**



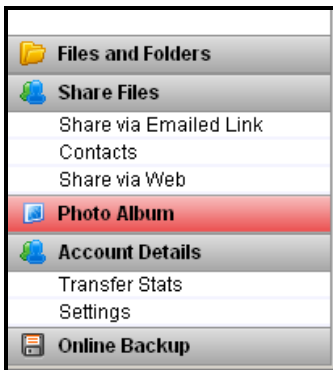
**Photo Album**

**Illustration 11 Photo Album not selected and inactive**



**Photo Album**

**Illustration 12 Highlighted Photo Album bar**



## **Emailed Link**

You may share files with others by emailing a password protected and encrypted web link to them. This is particularly helpful when the files are large, such as photo, music or video files, which are often rejected by the recipients' email systems because of their size. The file is not emailed to your recipients, but rather a password protected and encrypted web link is sent, providing them with access to the chosen online files. For more information about sharing files with an emailed password protected and encrypted web link, [click here](#).

When this view is active, the **Emailed Link** icon in the main menu will have a shadow, and the **Share Files** heading bar on the left will turn red. See below.

**Illustration 13 Emailed Link selected and active**



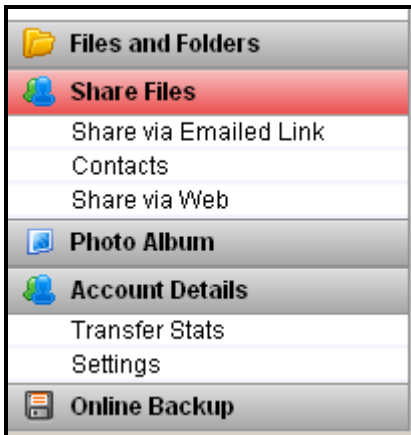
**Emailed Link**

**Illustration 14 Emailed Link not selected and inactive**



**Emailed Link**

**Illustration 15 Highlighted Share Files bar**



## **Help**

**Online Sharing** help is context specific help. That is, when you use a feature and you need help, only the help that is relevant to the step in the feature in which you are working is displayed.

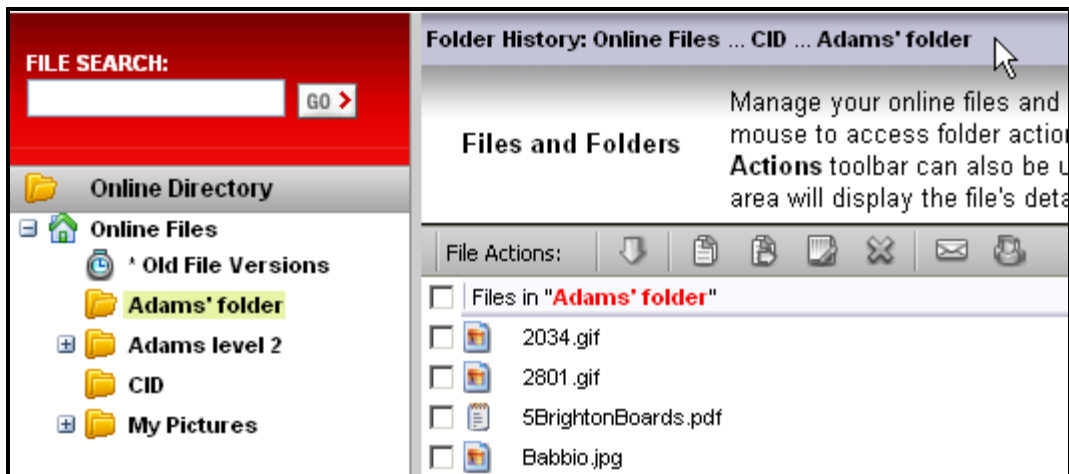
## **Logout**

The logout icon ends your **Online Sharing** session. In order to continue using **Online Sharing** you must log back in by entering your Username and Password.

## **Folder History**

Just below the large icons across the top of the page is the history of the three most recent folders you have navigated to in your **Online Directory**. You may click on any of the folders in this list to navigate quickly back to that folder.

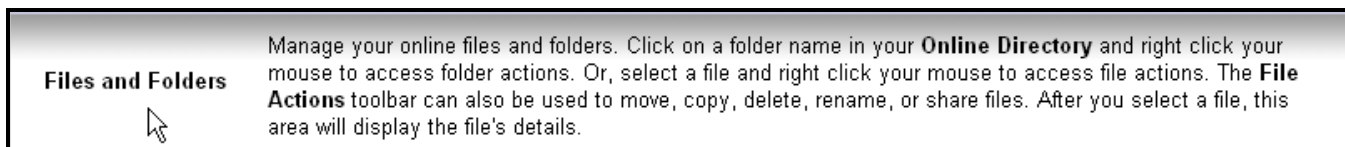
Illustration 16 Online Directory with Adams' folder selected



## Tip Bar

Just below the **Folder History** is the **Tip Bar**. Like **Help**, the **Tip Bar** provides you with information that is relevant to the page that you are currently viewing. The **Tip Bar** is the first place you should look if you need help.

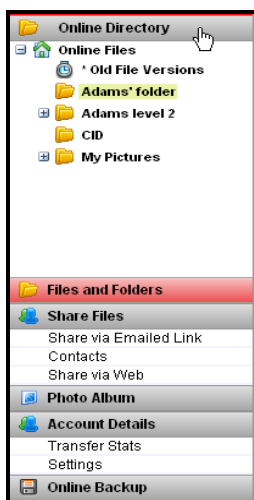
Illustration 17 Files and Folders Tip Bar



## Down the side

On the left side of the page is a complete navigation area for all of the features in **Online Sharing**. Additional features, not displayed in the icons on the top of the page, are included in this section.

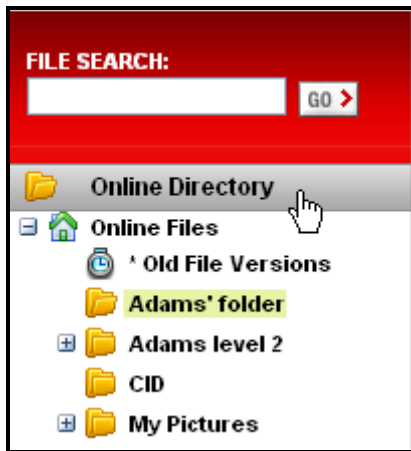
Illustration 18 Navigation Area



## Online Directory

The **Online Directory** is the central navigation tool for browsing your online folders and files.

**Illustration 19** Online Directory showing \*Old File Versions



## Online Files

Two folders are automatically created for you in **Online Files**. They are **\*Old File Versions** and **\*Automatic Backups**. If you have not completed any automatic backups using the downloadable **Online Backup** software, the folder **\*Automatic Backups** will not be visible.

When a folder has a "+" symbol to the left of it, that folder contains other folders. You may click the "+" symbol to expand the view, showing the additional folders. If you subsequently click on the "-" in front of the expanded folder view, the sub folders within will be hidden.

**Illustration 20** Revealing next level of folders



Illustration 21 Hiding next level of folders



Illustration 22 Result

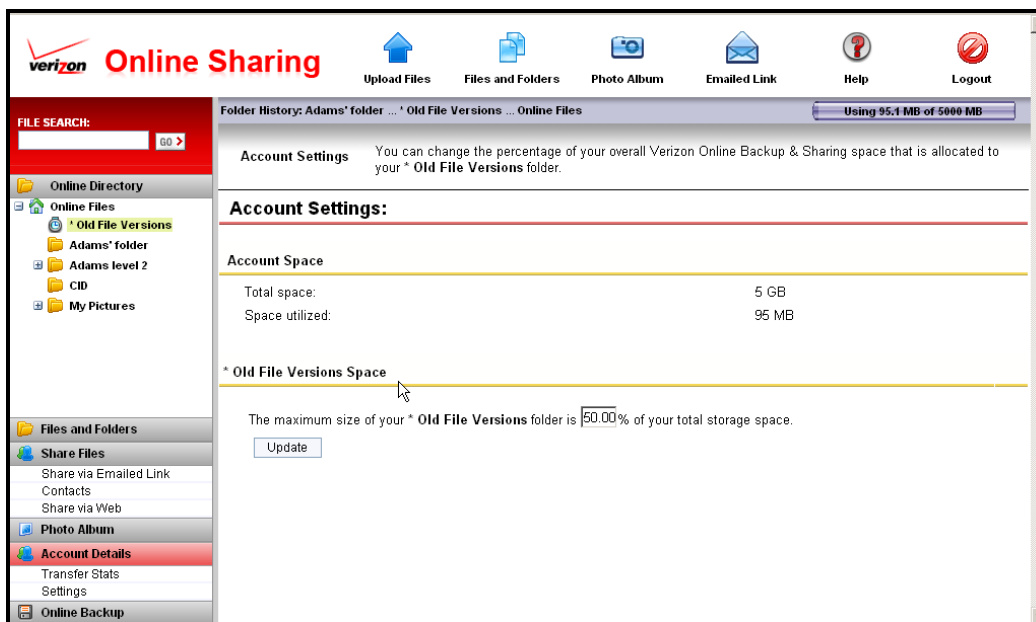


To display the contents of a folder, simply click the folder name or icon.

## Old File Versions

**Old File Versions** is an automatic feature that holds copies of overwritten files. Each time you manually upload a file to an online folder, the program checks to see if there is an existing copy of the file in the online folder. If so, the existing file is copied to the **Old File Versions** folder before it is over written by the file currently being uploaded. The maximum amount of space that you want to use to preserve old file versions can be set in the **Account Details – Settings** section.

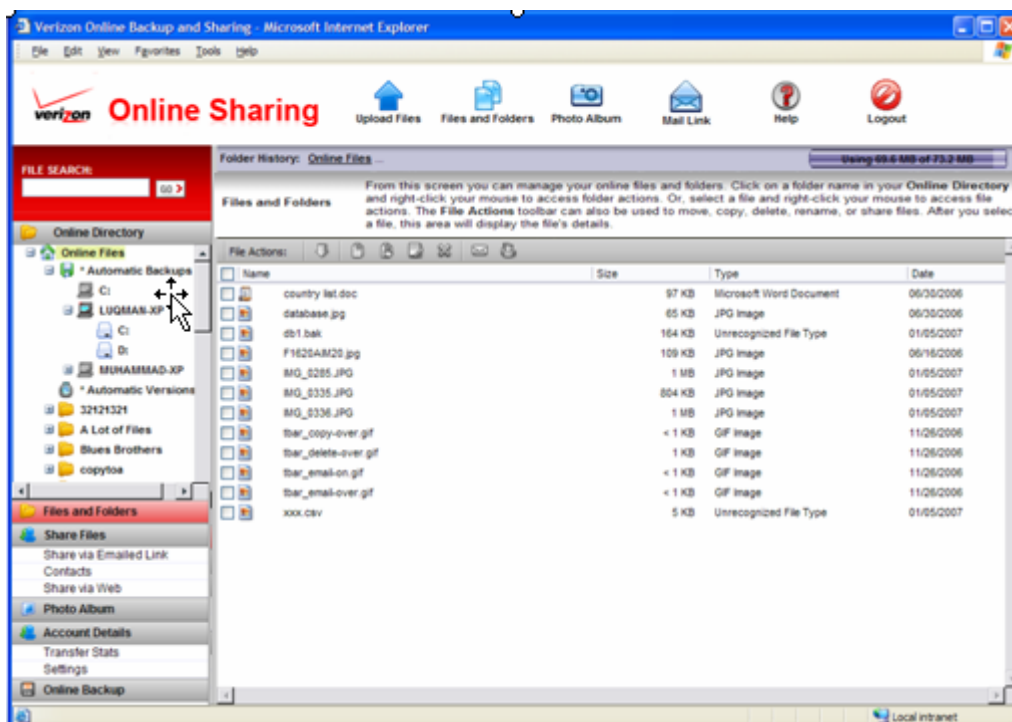
Illustration 23 On Account Details Settings page



## Automatic Backups

Running the **Online Backup** application creates the **\*Automatic Backups** folder. This folder contains the files that are automatically backed up from your computer each time the **Online Backup** application runs. If you do not use **Online Backup**, the folder does not appear.

Illustration 24 Showing \*Automatic Backups folder



## Folders you create

You may also manually create online folders that are placed in **Online Files**. These online folders behave much the same way that folders behave on your computer. You may place files and create folders in these online folders.

To create a new folder, simply right-click on the online folder in which you wish to create the new folder and select **Create New Folder** from the menu.

Illustration 25 Right clicking on folder to create a new folder

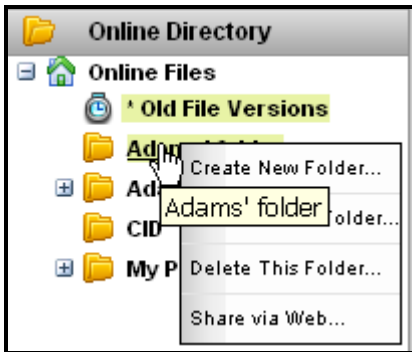
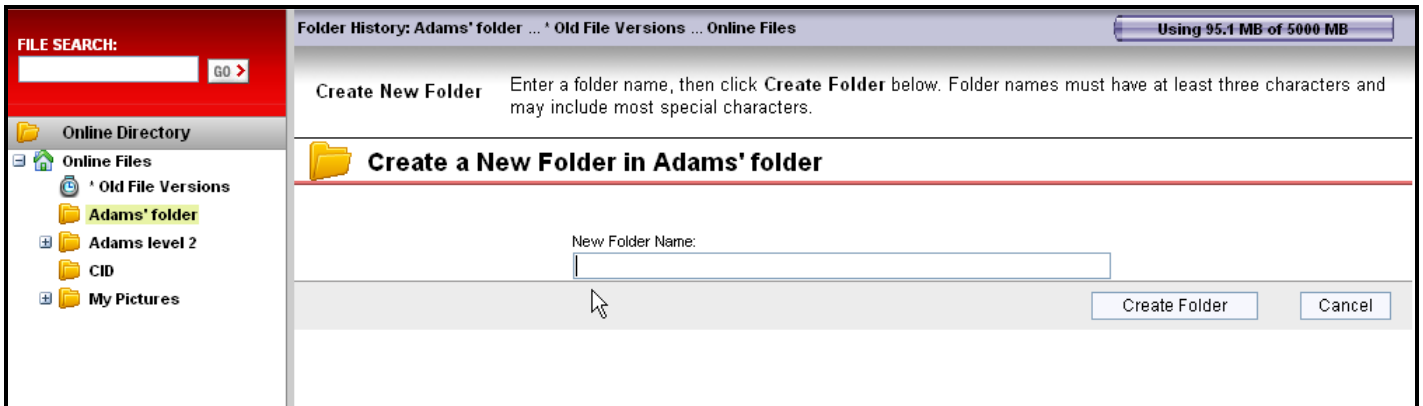


Illustration 26 Entering name of new folder



## Files and Folders

The **Files and Folders** view displays the contents of a selected folder in the **Online Directory**. In this view, you may download files to your computer, copy or move online files to other online folders, rename online files, delete online files and share online files.

Illustration 27 Files and Folders page

**Online Sharing**

Upload Files | Files and Folders | Photo Album | Emailed Link | Help | Logout

Folder History: Adams' folder ... Old File Versions ... Online Files Using 95.1 MB of 5000 MB

**Files and Folders**

Manage your online files and folders. Click on a folder name in your **Online Directory** and right click your mouse to access folder actions. Or, select a file and right click your mouse to access file actions. The **File Actions** toolbar can also be used to move, copy, delete, rename, or share files. After you select a file, this area will display the file's details.

File Actions: [Icons for Move, Copy, Delete, Rename, Share]

Files in "Adams' folder"	Size	Type	Date Uploaded
2034.gif	< 1 KB	GIF Image	03/12/2007
2801.gif	< 1 KB	GIF Image	03/12/2007
5BrightonBoards.pdf	1 MB	Adobe Acrobat Document	03/12/2007
Babbio.jpg	2 KB	JPG Image	02/22/2007
BlackSwallowtailarvae50.jpg	42 KB	JPG Image	02/22/2007
BlackSwallowtailarvae51.jpg	22 KB	JPG Image	02/22/2007
blackswallowundersidefemale.jpg	16 KB	JPG Image	02/22/2007
boythumbsup2.jpg	6 KB	JPG Image	02/22/2007
Colson.jpg	2 KB	JPG Image	03/12/2007
commute.gif	5 KB	GIF Image	02/22/2007
f_pipelarvae.jpg	30 KB	JPG Image	02/22/2007
f_pipepupae.jpg	22 KB	JPG Image	02/22/2007
Giant_Swallowtail_larva_small.jpg	2 KB	JPG Image	02/22/2007
giantswallowtail.jpg	34 KB	JPG Image	02/22/2007
GiantSwLeticia19Aug03-1s.jpg	25 KB	JPG Image	02/22/2007
homeuser.gif	10 KB	GIF Image	02/22/2007
Judy.jpg	2 KB	JPG Image	02/22/2007
pipevine.jpg	100 KB	JPG Image	02/22/2007

Access these features in two ways. Click on the **File Action** icons just above the list of files, or place your cursor on a file and right-click on that file to open a menu choice.

Illustration 28 Left clicking file action icons

Folder History: Adams' folder ... Old File Versions ... Online Files Using 95.1 MB of 5000 MB

**Files and Folders**

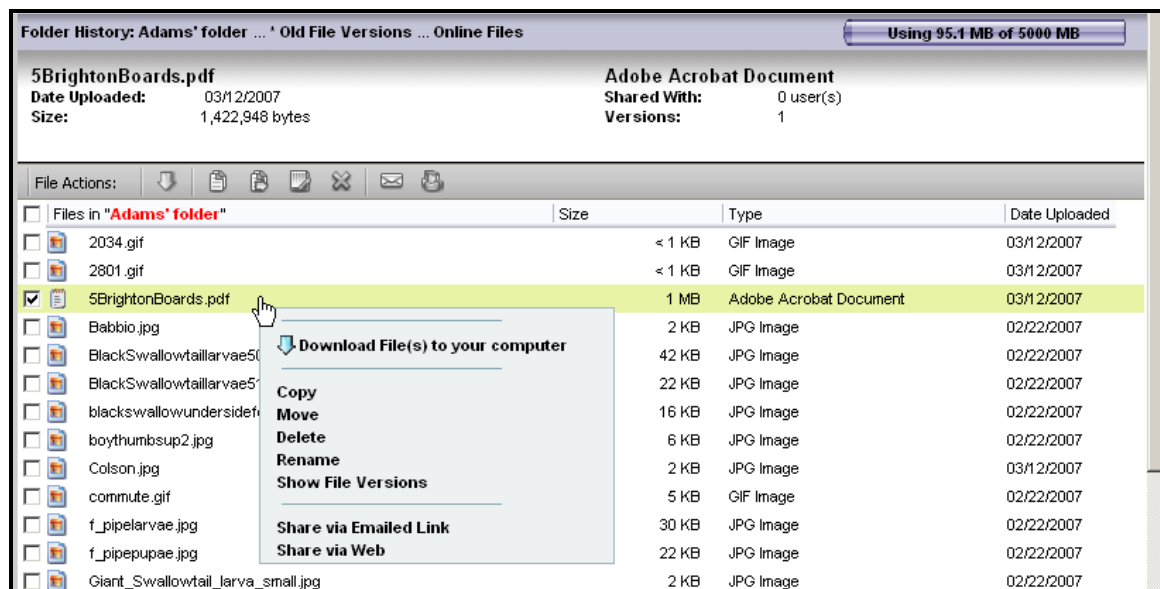
Manage your online files and folders. Click on a folder name in your **Online Directory** and right click your mouse to access folder actions. Or, select a file and right click your mouse to access file actions. The **File Actions** toolbar can also be used to move, copy, delete, rename, or share files. After you select a file, this area will display the file's details.

File Actions: [Icons for Move, Copy, Delete, Rename, Share]

Share via Emailed Link

Files in "Adams' folder"	Size	Type	Date Uploaded
2034.gif	< 1 KB	GIF Image	03/12/2007
2801.gif	< 1 KB	GIF Image	03/12/2007
5BrightonBoards.pdf	1 MB	Adobe Acrobat Document	03/12/2007
Babbio.jpg	2 KB	JPG Image	02/22/2007
BlackSwallowtailarvae50.jpg	42 KB	JPG Image	02/22/2007
BlackSwallowtailarvae51.jpg	22 KB	JPG Image	02/22/2007

Illustration 29 Right clicking selected file



When this view is active, the **Files and Folders** icon in the main menu will have a shadow, and the **Files and Folders** heading bar on the left will turn red. See below.

Illustration 30 Files and Folders selected and active



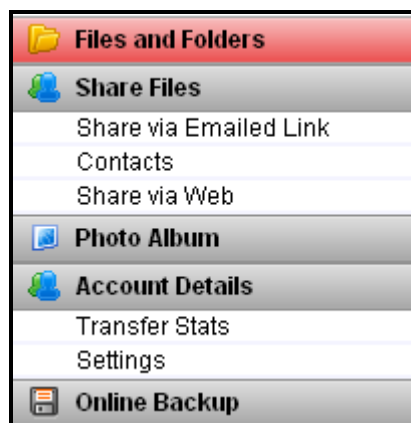
**Files and Folders**

Illustration 31 Files and Folders not selected and inactive



**Files and Folders**

Illustration 32 Highlighted Files and Folders bar



## Share Files

### Share via Emailed Link

You may share files with others by selecting files, and emailing them a password protected and encrypted web link to the online files. The actual file is not emailed to your recipients, but rather a password protected and encrypted web link that provides them with access to the online files is sent. For more information about sharing files via emailed password protected and encrypted web links, [click here](#).

Illustration 33 Step One of Share via Emailed Link

The screenshot displays the Verizon Online Sharing web application. At the top, the Verizon logo is followed by the text 'Online Sharing'. Navigation icons for 'Upload Files', 'Files and Folders', 'Photo Album', 'Emailed Link', 'Help', and 'Logout' are visible. A status bar at the top right indicates 'Using 95.1 MB of 5000 MB'.

The main interface is divided into several sections:

- FILE SEARCH:** A search bar with a 'GO' button.
- Online Directory:** A tree view showing folders like 'Online Files', 'Old File Versions', 'Adams' folder', 'Adams level 2', 'CID', and 'My Pictures'.
- Files and Folders:** A section with a 'Share Files' button.
- Share via Emailed Link:** The active section, which includes a 'Share via Emailed Link' button and a 'Share via Web' button.
- Photo Album:** A section with a 'Transfer Stats' button.
- Account Details:** A section with a 'Settings' button.
- Online Backup:** A section with a 'Settings' button.

The 'Share via Emailed Link' section is further divided into two main areas:

- Select the Files to Share via Emailed Link:** A table listing files in the 'Adams' folder'.
- Files to be Shared via Emailed Link:** A list of selected files with a 'Remove All' button.

Files in "Adams' folder"	Size
<input type="checkbox"/> 2034.gif	< 1 KB
<input type="checkbox"/> 2801.gif	< 1 KB
<input type="checkbox"/> SBrightonBoards.pdf	1 MB
<input type="checkbox"/> Babbio.jpg	2 KB
<input type="checkbox"/> BlackSwallowtaillarvae50.jpg	42 KB
<input type="checkbox"/> BlackSwallowtaillarvae51.jpg	22 KB
<input type="checkbox"/> blackswallowundersidefemale.jpg	16 KB
<input type="checkbox"/> boythumbsup2.jpg	6 KB
<input type="checkbox"/> Colson.jpg	2 KB
<input type="checkbox"/> commute.gif	5 KB
<input type="checkbox"/> f_pipelarvae.jpg	30 KB
<input type="checkbox"/> f_pipepupae.jpg	22 KB
<input type="checkbox"/> Giant_Swallowtail_larva_small.jpg	2 KB
<input type="checkbox"/> giantswallowtail.jpg	34 KB
<input type="checkbox"/> GiantSwLeticia19Aug03-1s.jpg	25 KB
<input type="checkbox"/> homeuser.gif	10 KB
<input type="checkbox"/> Judy.jpg	2 KB
<input type="checkbox"/> pipevine.jpg	100 KB
<input type="checkbox"/> pipevine5.jpg	13 KB

## Contacts

**Contacts** holds information about individuals with whom you frequently share files, either by emailing them a password protected and encrypted web link, or by providing them web access to files or folders on your **Online Sharing** space. Saving contact information makes sharing files quicker. For more information about **Contacts**, [click here](#).

Illustration 34 Contacts page

**verizon Online Sharing**

Upload Files Files and Folders Photo Album Emailed Link Help Logout

Folder History: Adams' folder ... \* Old File Versions ... Online Files Using 95.1 MB of 5000 MB

**Contacts** Create, edit and delete contacts with whom you want to share files via an Emailed Link or grant guest access to the folders you choose.

**FILE SEARCH:**  GO

**Online Directory**

- Online Files
  - \* Old File Versions
  - Adams' folder
  - Adams level 2
  - CID
  - My Pictures
- Files and Folders
  - Share Files
    - Share via Emailed Link
    - Contacts
    - Share via Web
  - Photo Album
  - Account Details
    - Transfer Stats
    - Settings
  - Online Backup

**Add / Edit Contact:**

First Name:

Last Name:

Email:

Sharing Password\*:

Confirm Password:

\* The sharing password is used by your Contacts to access your shared files or folders when you use **Share via Web**.

If you share with any of your contacts, they may visit <http://www.verizon.net/guest> and sign on with the email address and password you entered above, along with your account name.

Your account name is **VerizonTester5**.

Save Clear

**Contact List**

Name	Email Address
<input type="checkbox"/> Contact NumberOne	numberone@verizon.net
<input type="checkbox"/> Contact NumberTwo	numbertwo@verizon.net
<input type="checkbox"/> Contact numberthree	numberthree@verizon.net

Edit Delete

## Share via Web

**Share via Web** allows you to grant different web access rights to the individuals with whom you share files. When you share via web, your users log in as a guest user with differing levels of access. For more information about **Share via Web**, [click here](#).

## Illustration 35 Step One Share via Web

The screenshot shows the Verizon Online Sharing interface. At the top, there are navigation icons for Upload Files, Files and Folders, Photo Album, Emailed Link, Help, and Logout. The left sidebar contains a 'FILE SEARCH' box and a directory tree with 'Online Files' (including 'Adams' folder', 'Adams level 2', 'CID', and 'My Pictures') and 'Files and Folders' (including 'Share Files', 'Photo Album', 'Account Details', and 'Online Backup'). The main content area is titled 'Share via Web' and includes a description: 'Share selected files with your Contacts, who can access them through the Web with a Guest Login. Select the files to Share via Web then click **Add to Share** below. When you are finished selecting files, click **Next** below.' Below this, a section titled '1 Select the files you wish to share:' contains a table of files in the 'Adams' folder'.

<input type="checkbox"/>	Files in "Adams' folder"	Size
<input type="checkbox"/>	2034.gif	< 1 KB
<input type="checkbox"/>	2801.gif	< 1 KB
<input type="checkbox"/>	5BrightonBoards.pdf	1 MB
<input type="checkbox"/>	Babbio.jpg	2 KB
<input type="checkbox"/>	BlackSwallowtaillarvae50.jpg	42 KB
<input type="checkbox"/>	BlackSwallowtaillarvae51.jpg	22 KB
<input type="checkbox"/>	blackswallowundersidefemale.jpg	16 KB
<input type="checkbox"/>	boythumbsup2.jpg	6 KB
<input type="checkbox"/>	Colson.jpg	2 KB
<input type="checkbox"/>	commute.gif	5 KB
<input type="checkbox"/>	f_pipelarvae.jpg	30 KB
<input type="checkbox"/>	f_pipepupae.jpg	22 KB
<input type="checkbox"/>	Giant_Swallowtail_larva_small.jpg	2 KB
<input type="checkbox"/>	giantswallowtail.jpg	34 KB
<input type="checkbox"/>	GiantSwLeticia19Aug03-1s.jpg	25 KB
<input type="checkbox"/>	homeuser.gif	10 KB
<input type="checkbox"/>	Judy.jpg	2 KB
<input type="checkbox"/>	pipevine.jpg	100 KB
<input type="checkbox"/>	pipevine5.jpg	13 KB

To the right of the file list is a section titled 'Files you are about to share' with a 'Remove All' button and a note: 'Click the [red circle with minus] to remove a file from this list.'

## Photo Album

**Photo Album** allows you to organize photos you have uploaded to your **Online Sharing**. You may create and save multiple photo albums. For more information about **Photo Album**, [click here](#).

## Illustration 36 Photo Album page

The screenshot shows the Verizon Online Sharing interface with the 'Photo Album' section selected. The left sidebar is identical to the previous screenshot. The main content area is titled 'Photo Album' and includes the text: 'Create and organize Photo Albums for all your stored photos.' Below this, there are two main sections: 'No Album Selected' and 'Gallery'. The 'No Album Selected' section contains the text: 'Please select an album to display from the **Photo Albums** list below. To create a new album, click **Add Album** below.' The 'Gallery' section contains the text: 'Please select a photo to enlarge in' and a large placeholder image with the Verizon logo. At the bottom of the main content area, there are buttons for 'Add Album' and 'Delete Albums'. Below these buttons, there is a small thumbnail of a photo of a man, labeled 'peter 2', with the text 'Created on: Mar 02, 2007'.

When this view is active, the **Photo Album** icon in the main menu will have a shadow, and the **Photo Album** heading bar on the left will turn red. See below.

**Illustration 37 Photo Album selected and active**



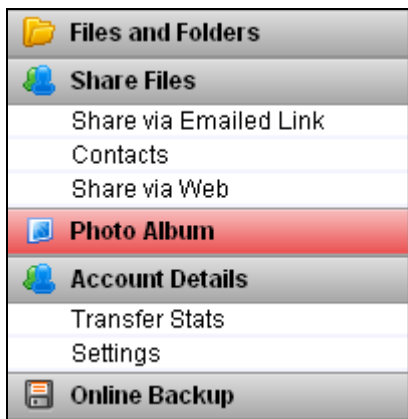
**Photo Album**

**Illustration 38 Photo Album not selected and inactive**



**Photo Album**

**Illustration 39 Highlighted Photo Album bar**



## Account Details

When any of the following are active, the **Account Details** heading bar on the left will turn red.

### Transfer Stats

**Online Sharing** logs each time a file is downloaded. You can produce reports on file download activity that identify what files were downloaded, who downloaded them and when they were downloaded. For more information on **Transfer Stats**, [click here](#).

Illustration 40 Transfer Stats page

**Verizon Online Sharing**

Upload Files | Files and Folders | Photo Album | Emailed Link | Help | Logout

Folder History: Adams' folder ... \* Old File Versions ... Online Files Using 95.1 MB of 5000 MB

**Transfer Stats** Monitor your file transfer activity. You can also filter your results by entering a date range, selecting an activity and clicking Go.

**File Transfer Statistics**

Show Me Statistics From: 12/01/2006 to 03/13/2007 Activity: All Go

Name	Size	Download By	Date
Judy.jpg	2 KB	Web Sharing	02/23/2007 12:59:18
Babbio.jpg	2 KB	Web Sharing	02/23/2007 12:59:18
Bob.jpg	2 KB	Web Sharing	02/23/2007 12:59:18
Judy.jpg	2 KB	Web Sharing	02/23/2007 12:59:59
Babbio.jpg	2 KB	Web Sharing	02/23/2007 12:59:59
Bob.jpg	2 KB	Web Sharing	02/23/2007 12:59:59
rename test.doc	227 KB	My Activity	03/05/2007 15:51:03
rename test.doc	227 KB	My Activity	03/05/2007 15:52:15
baby.jpg	132 KB	My Activity	03/12/2007 12:33:18

**Overall Vault Usage:**

Total Downloaded:	586 KB	Storage Used:	95 MB
Total Guest Downloaded:	12 KB	Storage Remaining:	5 GB
Total Emailed:	0	Percent Available:	98.1%

## Settings

You can limit the volume of **Old File Versions** retained, and monitor your current space allocation. For more information on **Settings**, [click here](#).

Illustration 41 Account Settings page

**Verizon Online Sharing**

Upload Files | Files and Folders | Photo Album | Emailed Link | Help | Logout

Folder History: Adams' folder ... \* Old File Versions ... Online Files Using 95.1 MB of 5000 MB

**Account Settings** You can change the percentage of your overall Verizon Online Backup & Sharing space that is allocated to your \* Old File Versions folder.

**Account Settings:**

**Account Space**

Total space:	5 GB
Space utilized:	95 MB

**\* Old File Versions Space**

The maximum size of your \* Old File Versions folder is 50.00% of your total storage space.

## Online Backup

Download and install the **Online Backup** software to copy the files and folders that you specify to an online remote data center. The files and folders are restored to your computer on your demand. These folders are presented in the same image as your Windows Explorer view. You are also able to download and share these automatically backed up files. After your first backup completes, you will see a folder called **Automatic Backups**. You can then access your files from anywhere with an Internet connection.

Illustration 42 Online Backup download page



## Windows Users

Download and install the **Online Backup** software to your computer. Be sure to follow the download instructions carefully.

## All Other Users

Although the **Online Backup** software will not work unless you have Windows running on your computer, you can still use **Online Sharing** to manually backup your files by clicking on **Upload Files**, and selecting the folders and files you wish to back up to your **Online Sharing** space.

## Upload Files

**Upload Files** is most likely the first action you will undertake with **Online Sharing**. Before you can perform most actions in **Online Sharing**, you must have one or more files uploaded to your **Online Directory**.

## Before You Can Upload

**Upload Files** requires that the Java Runtime Environment (JRE) be installed on your computer. The JRE is free software available at [www.java.com](http://www.java.com).

Illustration 43 Java Runtime Environment (JRE) download page

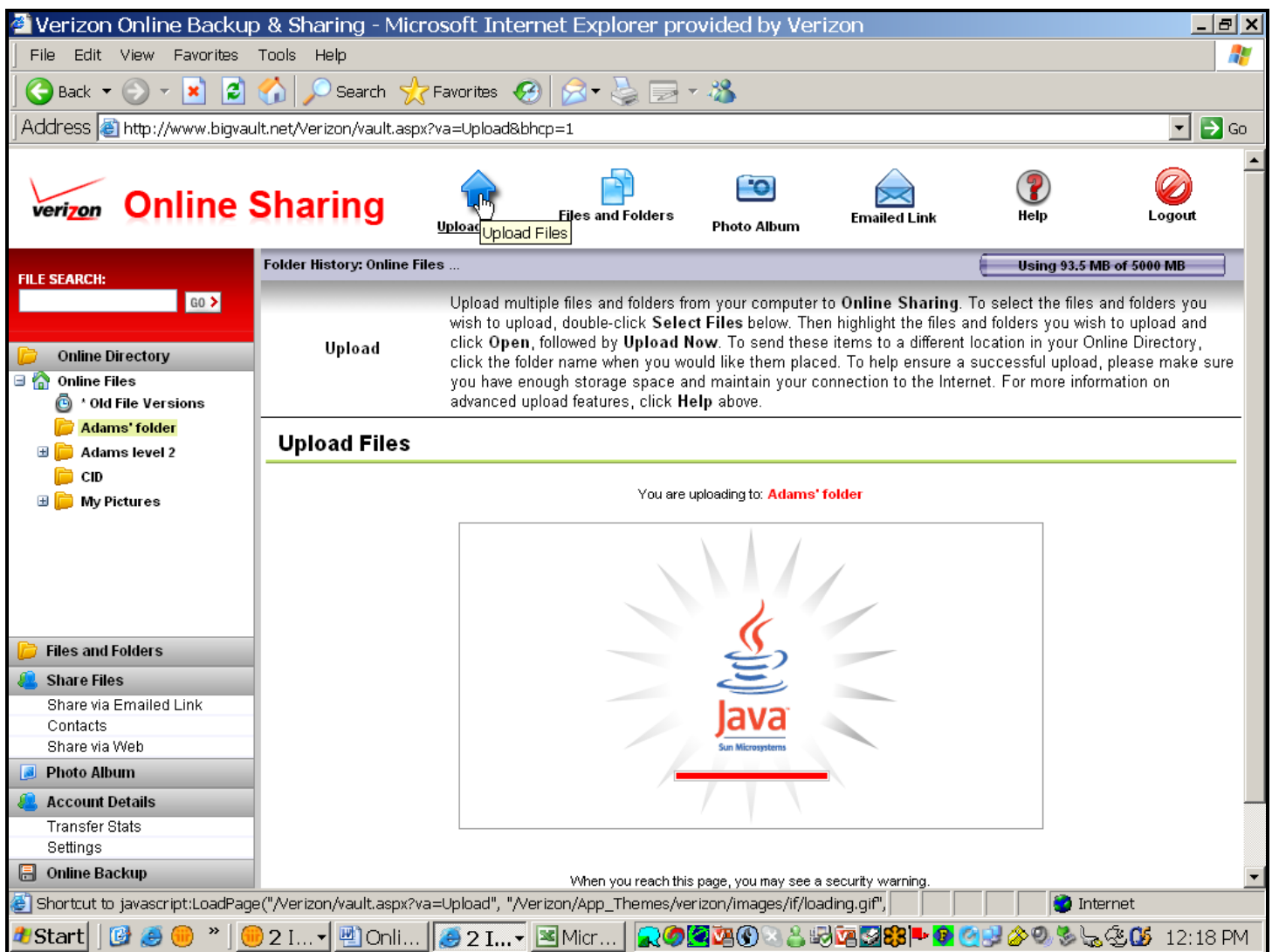


**Online Sharing** automatically detects the existence of the JRE. If it is not installed on your computer, you will be notified to install it. Along with the notification, specific instructions are given to help you install the JRE.

## Starting the Upload Process

Each time you start the upload process by clicking **Upload Files** you will see the Java Runtime Environment (JRE) initialize.

**Illustration 44 JRE initializing**



After the initialization is complete, a dialog is presented with three options:

Select Files (s)

Remove File(s)

Upload now

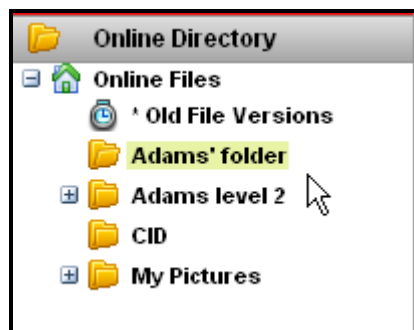
Illustration 45 Java dialog box



**Note:** As a security precaution, the Java upload software requires that you click anywhere in the dialog before it is activated. This standard feature of web browsers and Java software prevents unwanted software from automatically running on your computer.

In addition, the folder into which the files will be uploaded is identified above the dialog box. If you want to upload the files to a different folder, select the folder from the left directory tree under **Online Directory**.

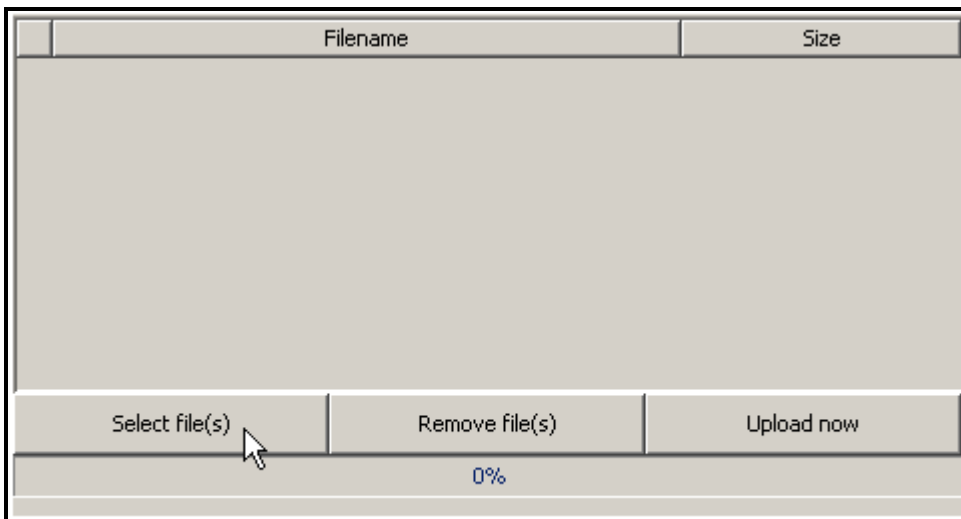
Illustration 46 Adams' folder selected and highlighted in Online Directory



## Select File(s)

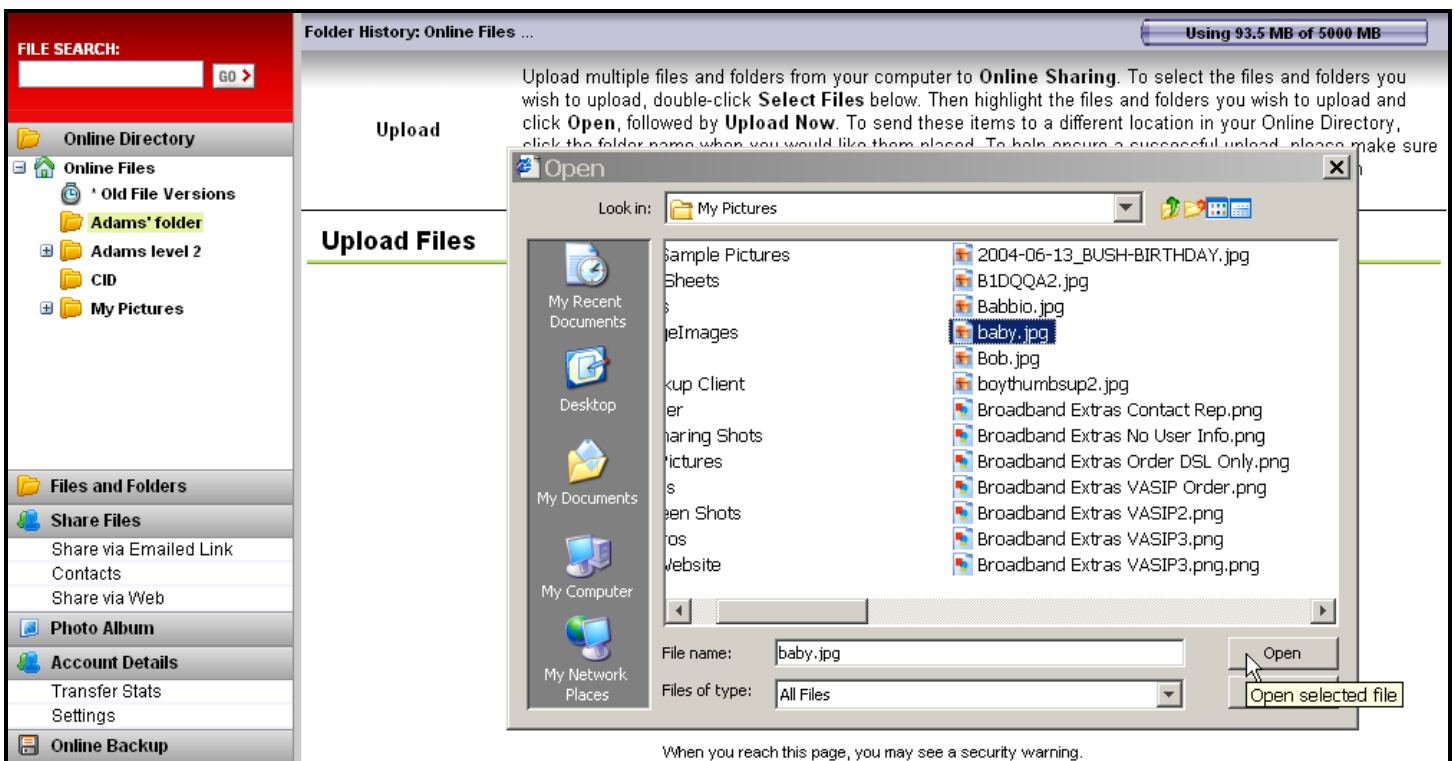
Clicking **Select File(s)** opens a standard file selection dialog.

Illustration 47 Clicking on Select files tab



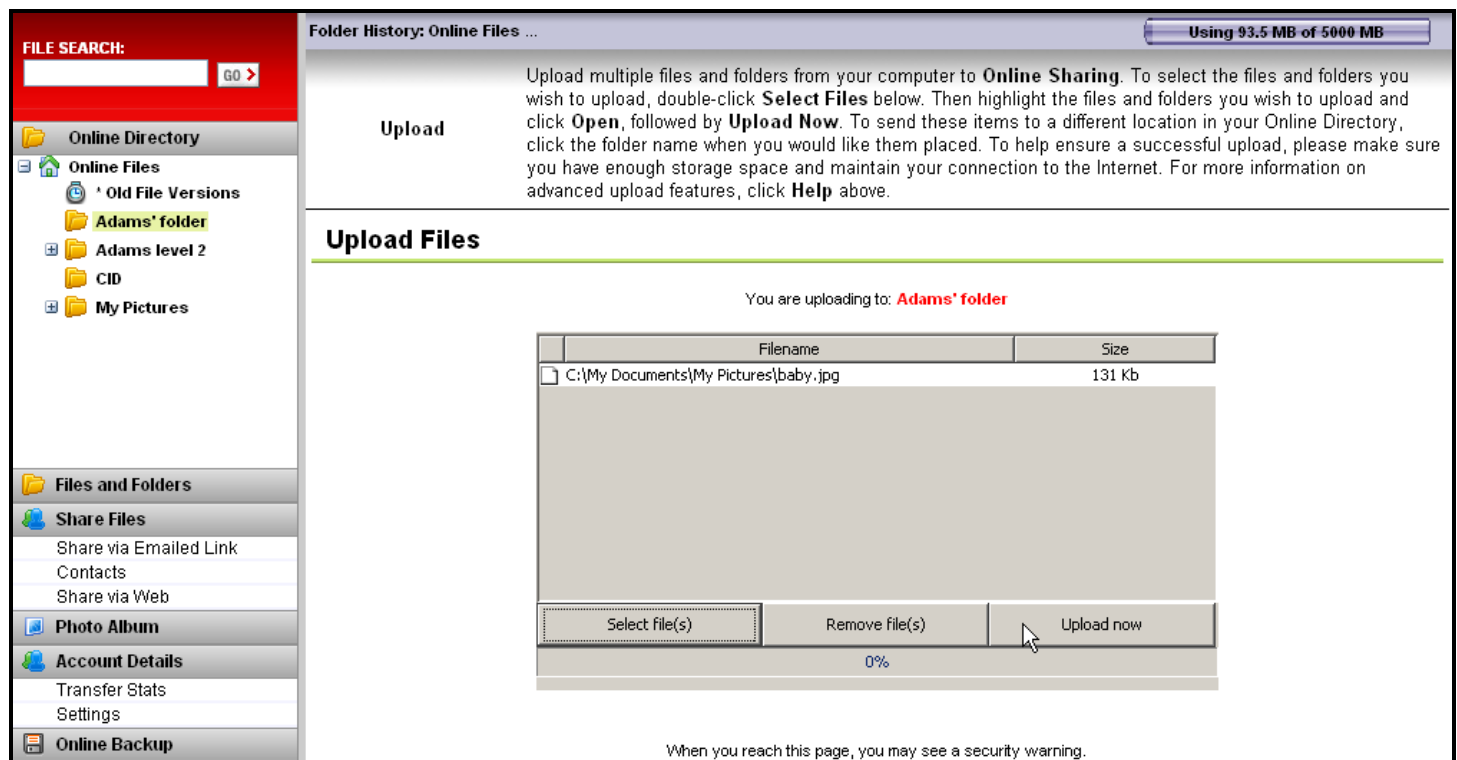
The dialog opens to display a folder on your computer. You can select one or more files from this dialog by highlighting the folder or files.

Illustration 48 Baby.jpg being selected from PC's hard drive directory



Click **Open** to send the list of selected files to the Java upload software.

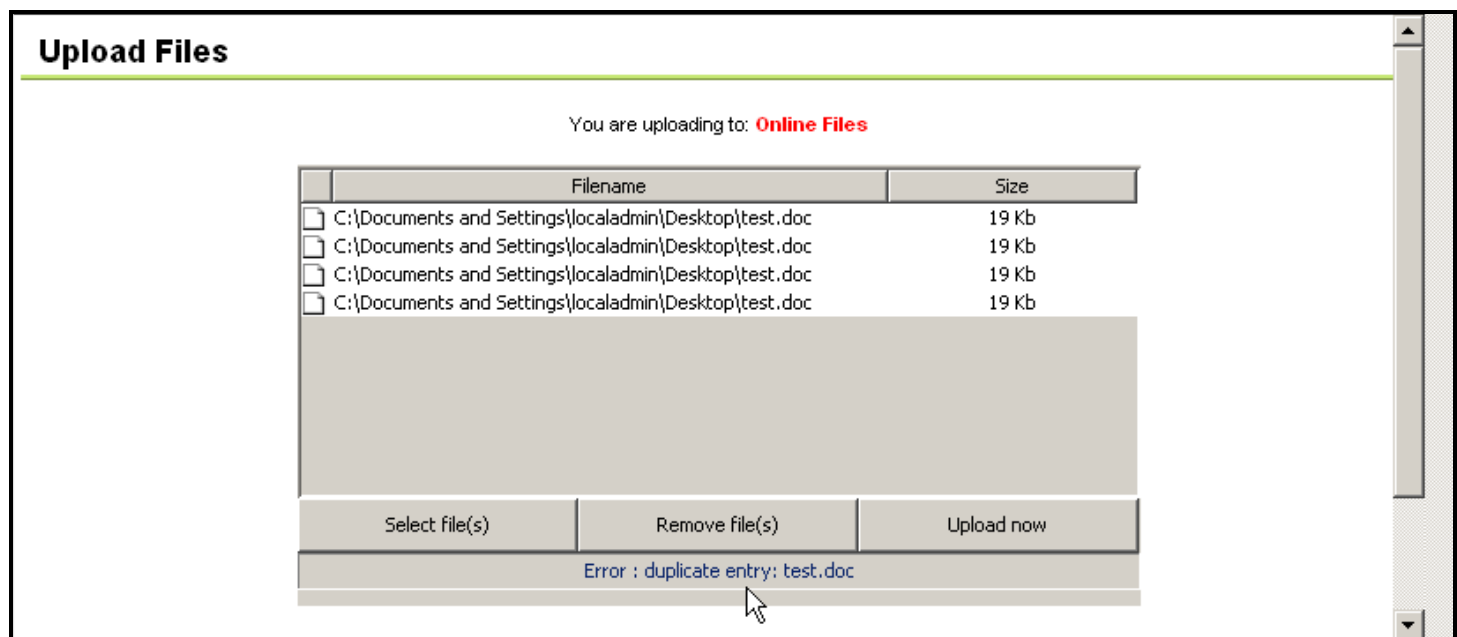
Illustration 49 Baby.jpg ready to be uploaded



You can repeat this process for as many files or folders as you wish.

**Note:** If you try to upload duplicate copies of the same file in one operation, it will not be allowed.

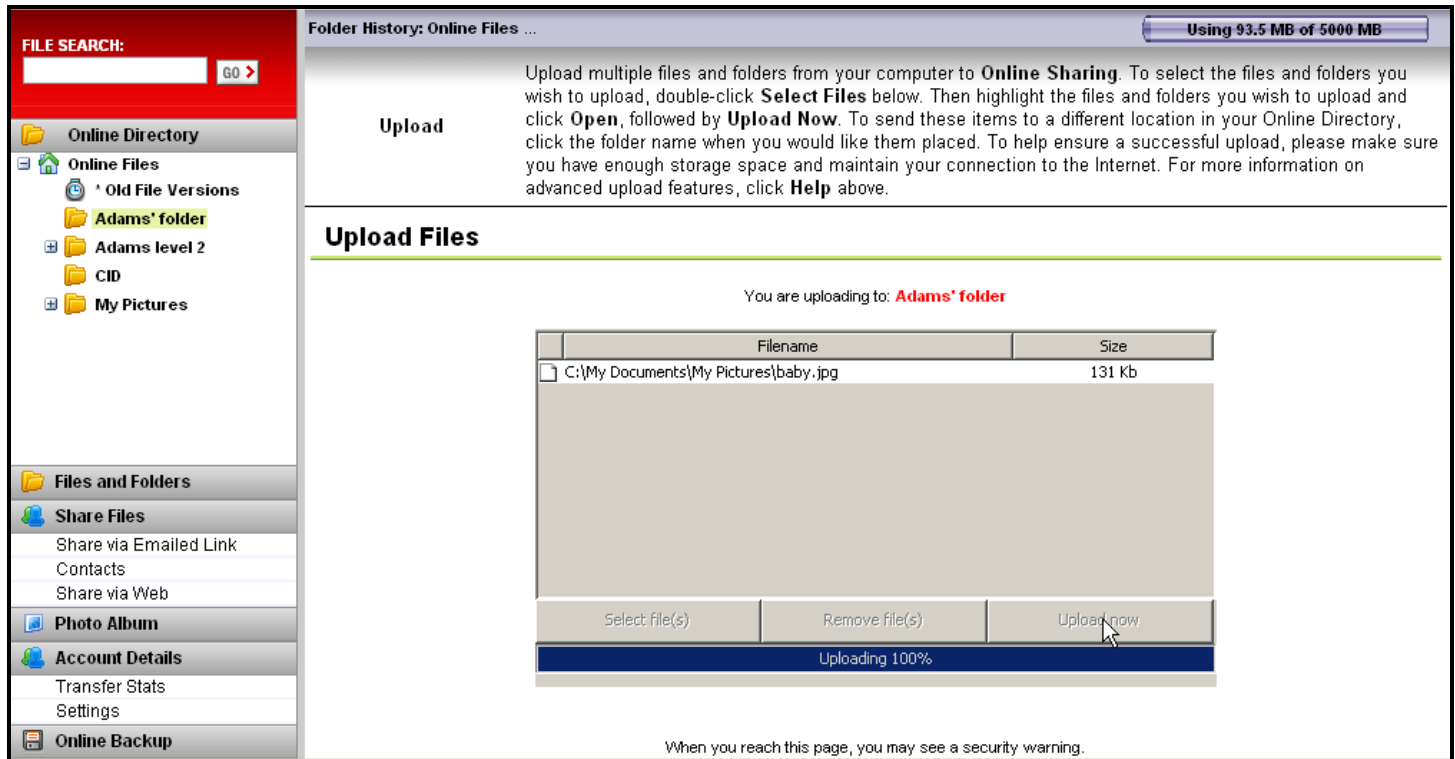
Illustration 50 Error encountered when attempting to upload duplicates



## Remove File(s)

If you have selected files that you then do not wish to upload, you may deselect those files by clicking on the file name and then clicking **Remove File(s)**. This removes files from the list of files to be uploaded. It does not remove them from your computer.

Illustration 51 Removing files from upload list



## Upload Now

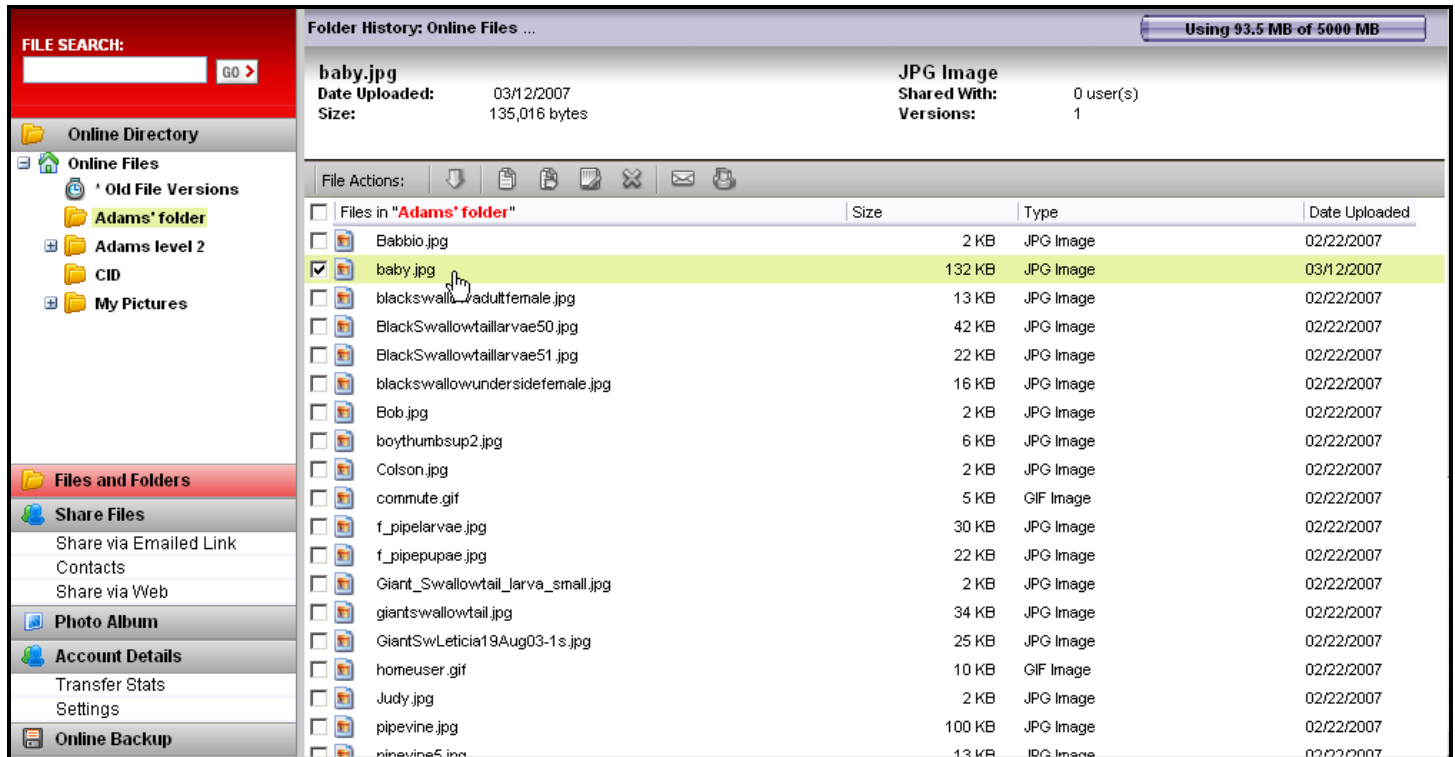
When you finish selecting files, click **Upload Now**. A progress bar appears at the bottom of the upload dialog. When the upload completes, you return to the **Files and Folders** view with your files or folders displayed in your **Online Directory**.

If you upload a folder, the folder is placed in the folder structure displayed under **Online Directory**. Uploaded files are placed in the folder that is highlighted at the beginning of the **Upload Files** process.

# Files and Folders

One activates **Files and Folders** by clicking on the icon in the main menu bar, or on the bar named **Files and Folders** in the left navigational area.

Illustration 52 Selecting Files and Folders functionality



The **Files and Folders** page is the primary view of the highlighted folder in your **Online Directory**. From this page, you can download or share your files, navigate the folders in your **Online Sharing** space and perform additional basic file management tasks.

## File Listing

The largest portion of the window contains a list of the files contained in the currently selected folder. The name of the folder is highlighted in red at the top of the list.

Left-click one of the listed files to select it. A check mark appears next to the file's name and the appropriate row is highlighted. You may select as many files as you wish.

Illustration 53 Selecting a file in Files and Folders

**Online Sharing**

Upload Files   Files and Folders   Photo Album   Emailed Link   Help   Logout

**FILE SEARCH:**  [GO >](#)

**Online Directory**

- Online Files
  - \* Old File Versions
  - Adams' folder**
  - Adams level 2
  - CID
  - My Pictures

**Files and Folders**

Share Files

- Share via Emailed Link
- Contacts
- Share via Web

**Photo Album**

**Account Details**

- Transfer Stats
- Settings

**Online Backup**

**Folder History: Online Files ...** Using 93.5 MB of 5000 MB

**Files and Folders**

Manage your online files and folders. Click on a folder name in your **Online Directory** and right click your mouse to access folder actions. Or, select a file and right click your mouse to access file actions. The **File Actions** toolbar can also be used to move, copy, delete, rename, or share files. After you select a file, this area will display the file's details.

**File Actions:**

<input type="checkbox"/>	Files in "Adams' folder"	Size	Type	Date Uploaded
<input type="checkbox"/>	Babbio.jpg	2 KB	JPG Image	02/22/2007
<input checked="" type="checkbox"/>	baby.jpg	132 KB	JPG Image	03/12/2007
<input type="checkbox"/>	blackswallowadultfemale.jpg	13 KB	JPG Image	02/22/2007
<input type="checkbox"/>	BlackSwallowtailarvae50.jpg	42 KB	JPG Image	02/22/2007
<input type="checkbox"/>	BlackSwallowtailarvae51.jpg	22 KB	JPG Image	02/22/2007
<input type="checkbox"/>	blackswallowundersidefemale.jpg	16 KB	JPG Image	02/22/2007
<input type="checkbox"/>	Bob.jpg	2 KB	JPG Image	02/22/2007
<input type="checkbox"/>	boythumbsup2.jpg	6 KB	JPG Image	02/22/2007
<input type="checkbox"/>	Colson.jpg	2 KB	JPG Image	02/22/2007
<input type="checkbox"/>	commute.gif	5 KB	GIF Image	02/22/2007
<input type="checkbox"/>	f_pipelarvae.jpg	30 KB	JPG Image	02/22/2007
<input type="checkbox"/>	f_pipepupae.jpg	22 KB	JPG Image	02/22/2007
<input type="checkbox"/>	Giant_Swallowtail_larva_small.jpg	2 KB	JPG Image	02/22/2007
<input type="checkbox"/>	giantswallowtail.jpg	34 KB	JPG Image	02/22/2007
<input type="checkbox"/>	GiantSwLeticia19Aug03-1s.jpg	25 KB	JPG Image	02/22/2007
<input type="checkbox"/>	homeuser.gif	10 KB	GIF Image	02/22/2007
<input type="checkbox"/>	Judy.jpg	2 KB	JPG Image	02/22/2007
<input type="checkbox"/>	pipevine.jpg	100 KB	JPG Image	02/22/2007
<input type="checkbox"/>	pipevine5.jpg	13 KB	JPG Image	02/22/2007

Once one or more files are selected, you may act on them. Available actions appear in the File Actions toolbar just above the file list,

Illustration 54 Selecting a File Action icon

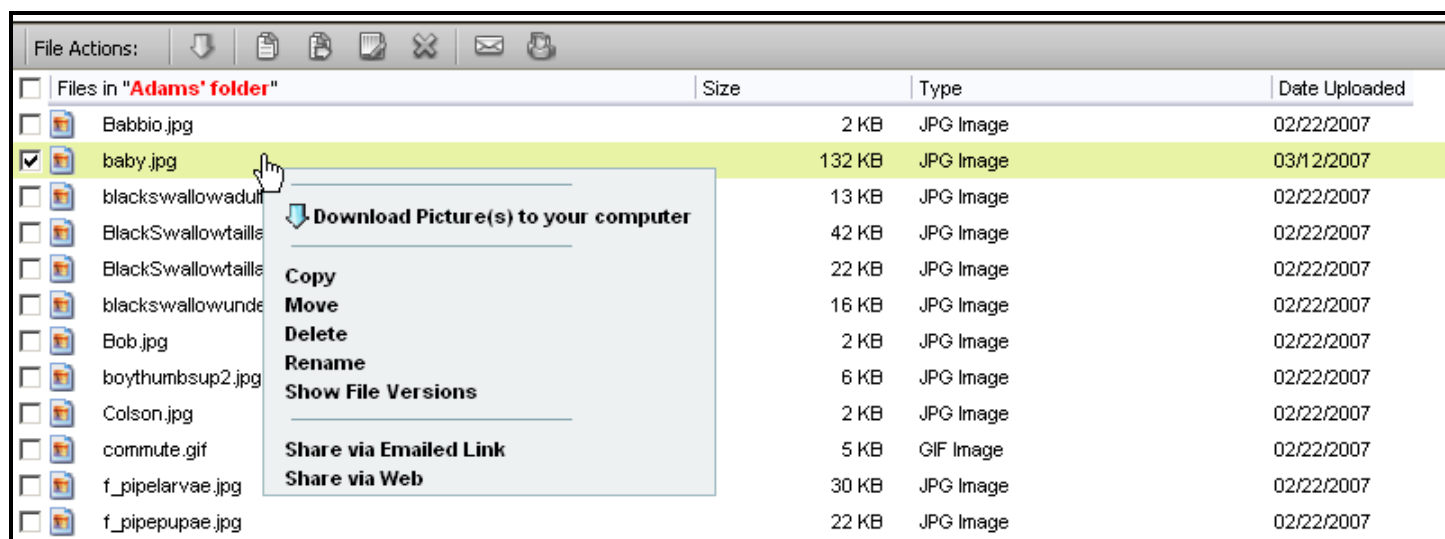
**File Actions:**

Share via Emailed Link

<input type="checkbox"/>	Files in "Adams' folder"	Size	Type	Date Uploaded
<input type="checkbox"/>	Babbio.jpg	2 KB	JPG Image	02/22/2007
<input checked="" type="checkbox"/>	baby.jpg	132 KB	JPG Image	03/12/2007
<input type="checkbox"/>	blackswallowadultfemale.jpg	13 KB	JPG Image	02/22/2007

Alternatively, by right-clicking one of the selected files.

**Illustration 55** Selecting a file action by right clicking on a file



## Download To Your Computer

Once one or more online files are selected, you may copy them to your computer by choosing the download option. For specific instructions, see [Download Files](#).

## Copy

You may copy online files to other online folders that exist in your **Online Sharing** space. For more details, see [Copy Files](#).

## Move

You may also move online files to other online folders that exist in your **Online Sharing** space. For more details, see [Move Files](#).

## Rename

The names of **Online Sharing** files may be changed at any time. For more details, see [Renaming Files](#).

## Delete

If you no longer wish to store a file on your **Online Sharing** space, it can be deleted. Note that **deleted files cannot be retrieved!** For more details, see [Deleting Files](#).

## Show File Versions

If you make changes to an **Online Sharing** file (e.g. by backing up a new copy of it), the old copy of the file is automatically saved by the **Online Sharing** program.

You can view and act on previous copies of files by selecting **Show File Versions**. For more details, see [Old File Versions](#).

## Share via Emailed Link

One of the ways to share your **Online Sharing** files is by sending a password protected and encrypted web link to one of your email contacts. For more details, see [Sharing via Email](#).

## Share via Web

Another way to share your **Online Sharing** files is via the Internet. **Sharing via Web** allows you to grant other parties selective access rights to your **Online Sharing** files. For more details, see [Sharing via Web](#).

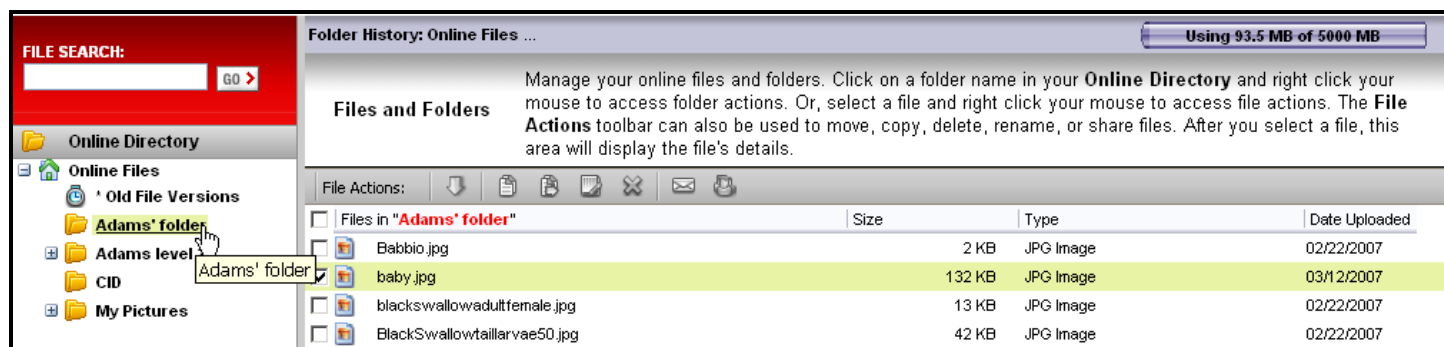
## Download Files

**Download** in this case means copying files from the online sharing space to your local computer.

### Selecting Your Files

You must first choose which files you wish to download. Highlight the folder under the Online Directory that contains the file or folders that you wish to download. Then left-click one or more files you wish to download.

Illustration 56 Selecting files in folders



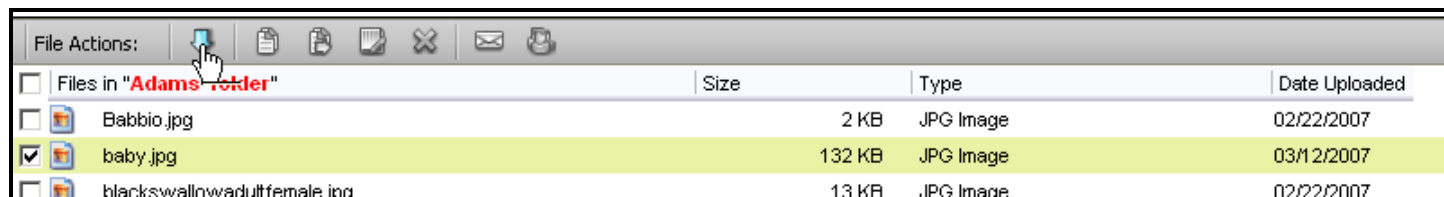
**Note:** They will become highlighted and a check mark will appear next to each file's name.

### Starting the Download Process

Once the correct files are highlighted, click the download icon. This icon is located in the File Action Toolbar, just above the file list.

**Note:** You can also right-click the selected file(s) and select **Download to your Computer**.

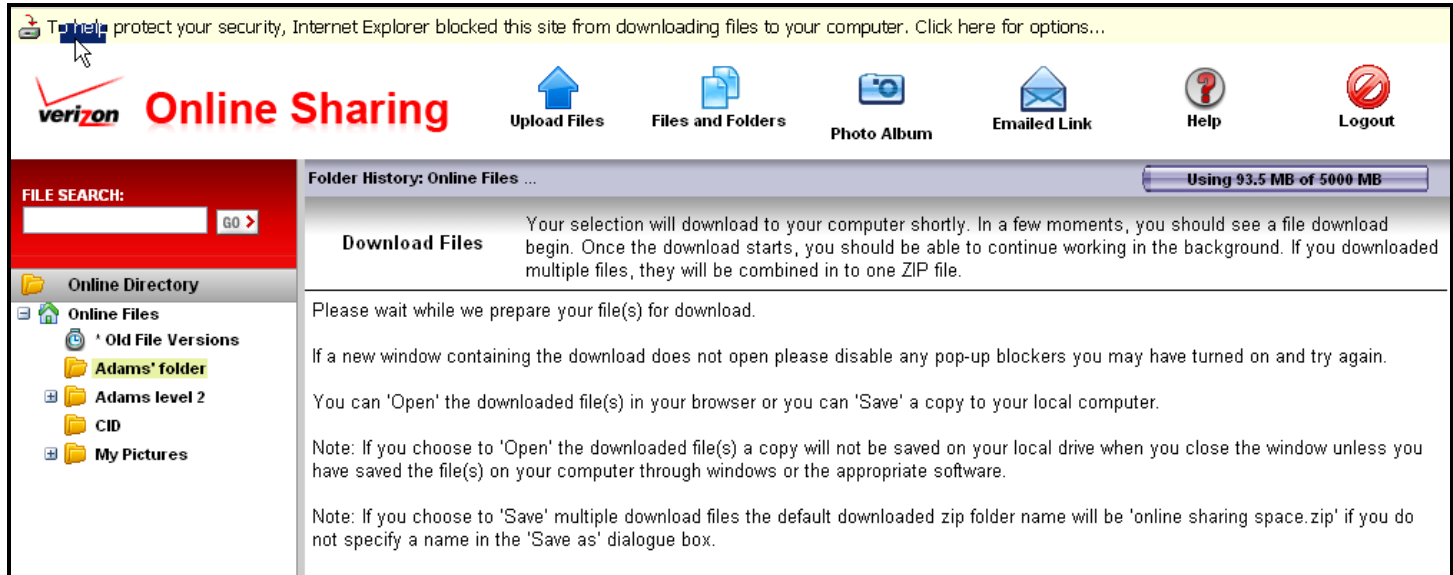
Illustration 57 Clicking the Download File Action icon



## Receiving Your Files

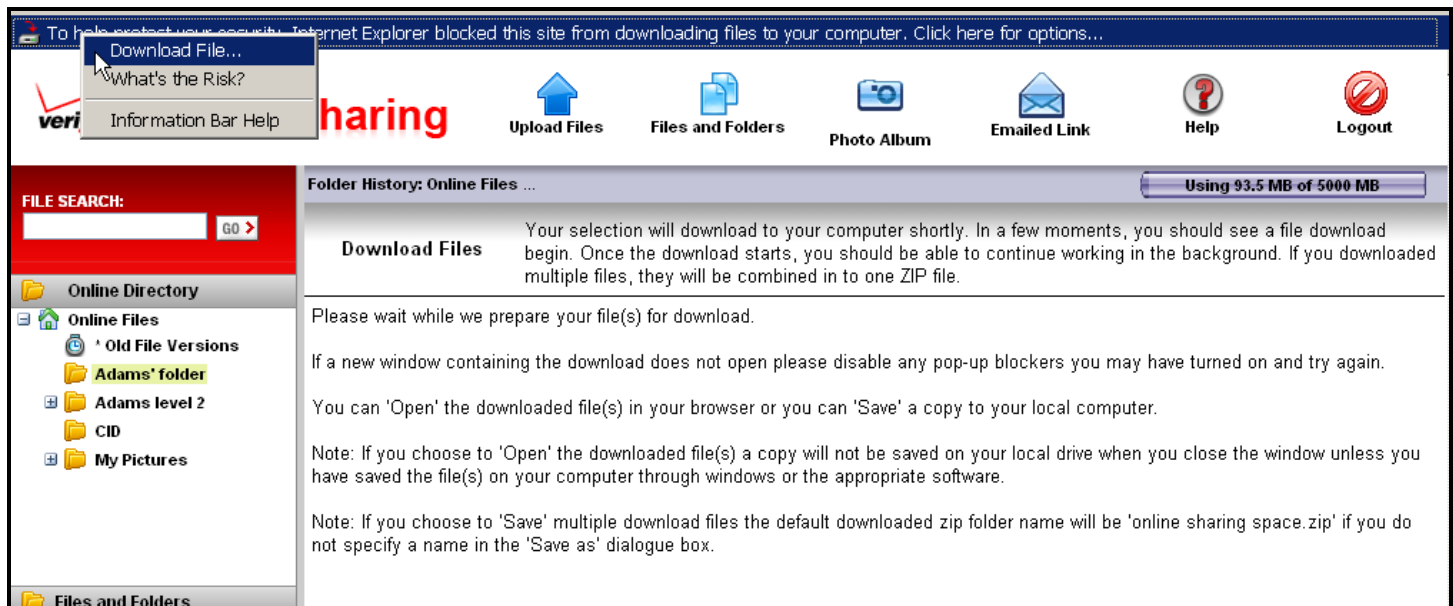
A window will pop up a short while after the downloading screen appears. If it does not, look for a notice at the top of the program, under the browser heading area. In the example below, the notice says “To protect your security, Internet Explorer blocked this site from downloading files to your computer. Click here for options...”

Illustration 58 File download being blocked by Internet Explorer security software.



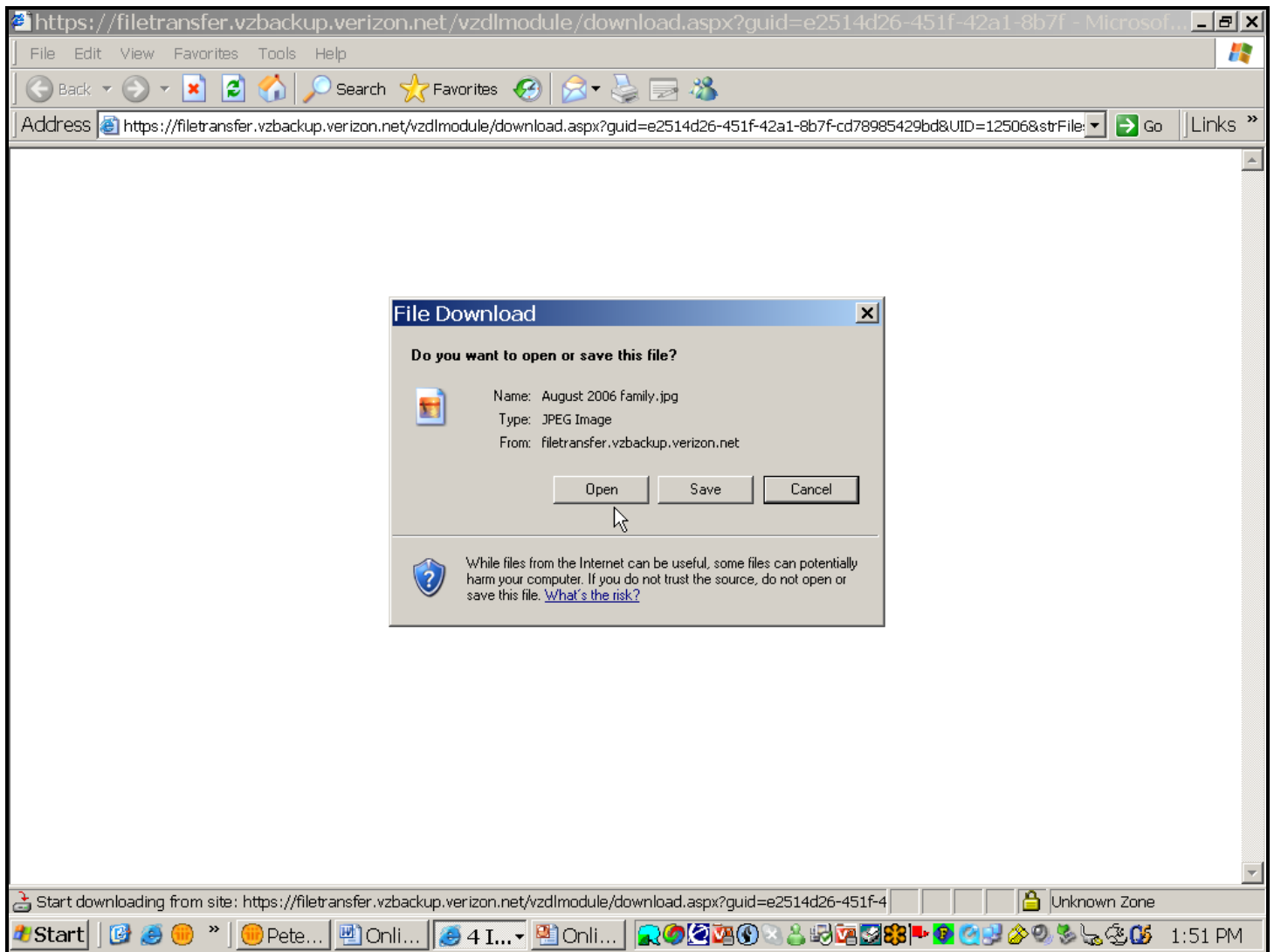
When you click on the notice that the download was locked, a small dialog box appears. Click **Download File....**

Illustration 59 Overriding the security software and allowing the download



When the window appears, you will be asked whether you want to open or save a zipped file. This single zipped file contains each of the files you selected in the previous step.

## Illustration 60 Opening a downloaded file



## Opening the Zipped File

If you open the zipped file, you will see a list of files identical to the files you selected in the previous step.

**Note:** Opening the file will not save a copy on your computer.

## Saving the Zipped File

If you choose to save the file to your computer, you will be asked to specify a location on your computer. Once you have done so, the zipped file will be saved in that location.

To open the zipped file later, you will need to find the above location again and double-click the zipped file.

**Note:** The file name is 'Online+Sharing+Space.zip' unless you specify a different name when you save it.

# Copy Files

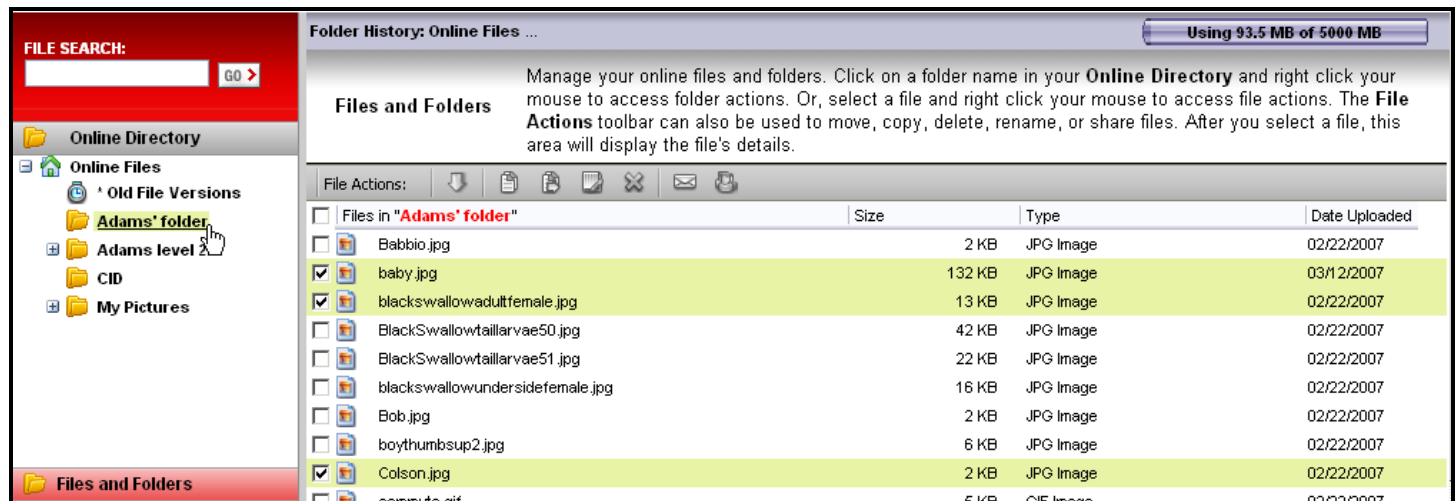
This is the first step in the two-step process of copying one or more files to a new folder in your online sharing space.

## Selecting Your Files

You must first choose which files you wish to copy. Highlight the folder under the Online Directory that contains the file or folders that you wish to copy. Then click highlight the files you wish to copy.

**Note:** They become highlighted and a check mark appears next to each file's name.

Illustration 61 Selecting a file in a folder by highlighting both



## Starting the Copy Process

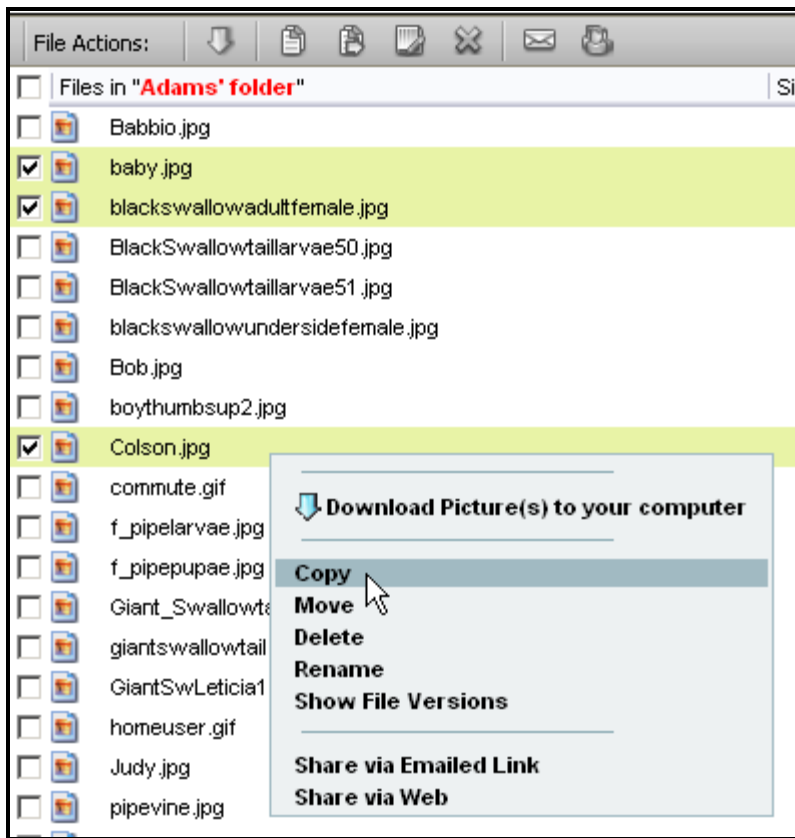
Once the correct files are highlighted, click the copy icon. This icon is located in the **File Actions** toolbar, just above the file list.

Illustration 62 Clicking the Copy File Actions icon



**Note:** You can also right-click the selected file(s) and select Copy.

**Illustration 63** Right clicking the file to open the File Actions menu and selecting Copy



## Move Files

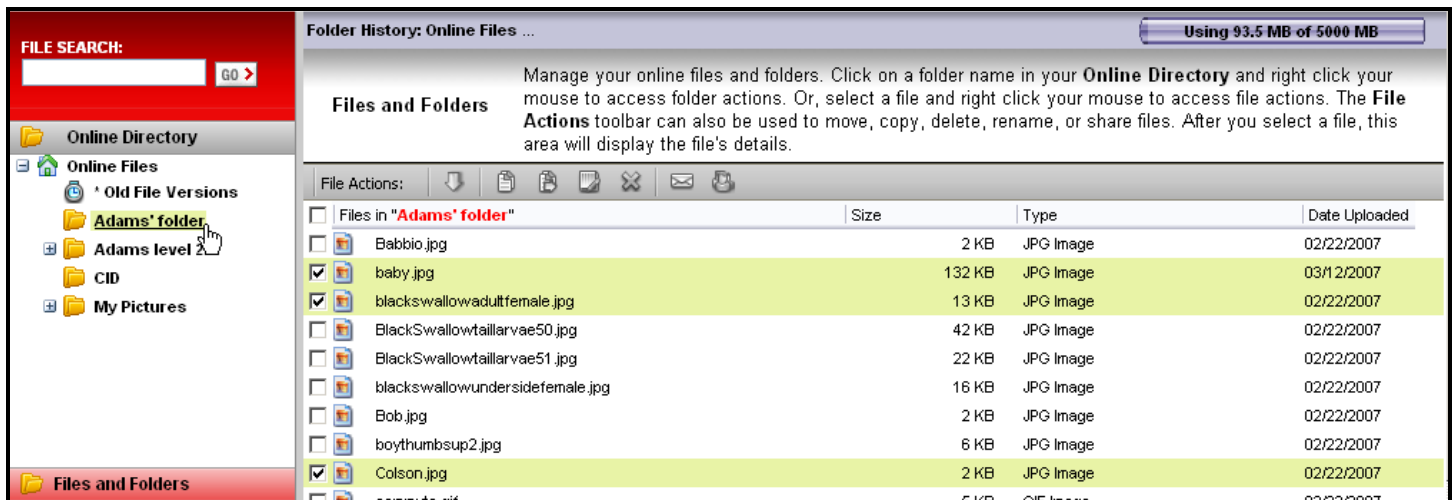
This is the first step in the two-step process of moving one or more files to a new location in your **Online Sharing** space.

### Selecting Your Files

You must first choose which files you wish to move. Highlight the folder under the Online Directory that contains the file or folders that you wish to Move. Then click the files you wish to Move.

**Note:** Selected files become highlighted and a check mark appears next to each file's name.

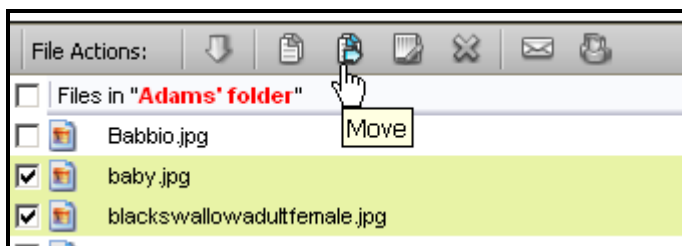
## Illustration 64 Select files by highlighting folder and files



## Starting the Move Process

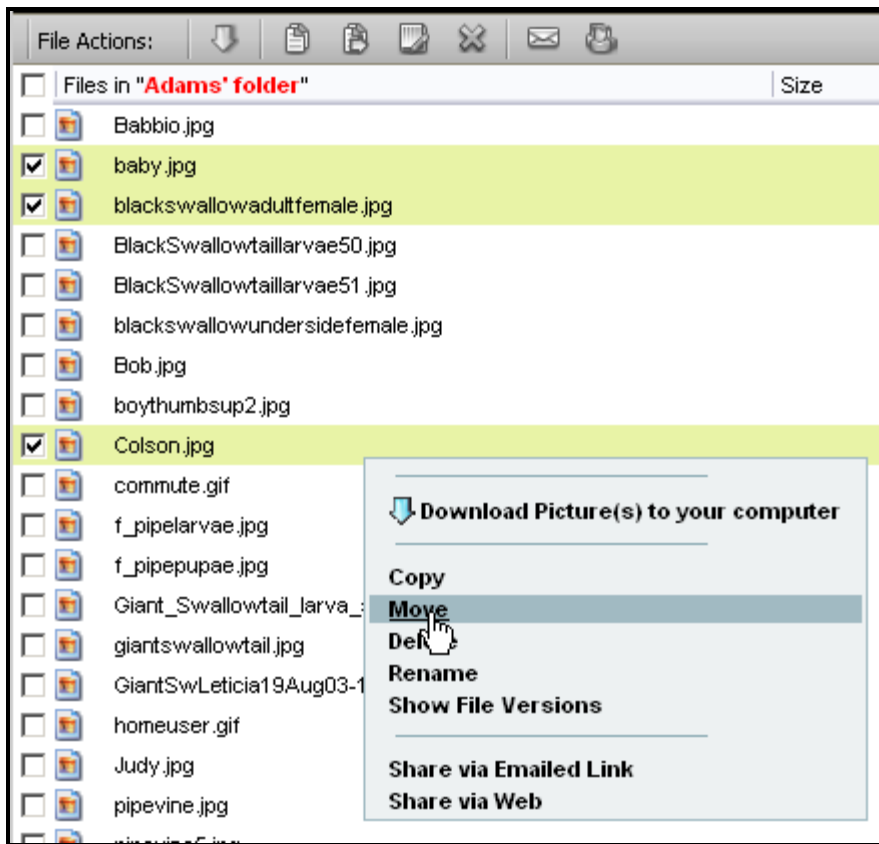
Once the correct files are highlighted, click the **Move** icon. This icon is located in the **File Actions** toolbar, just above the file list.

## Illustration 65 Clicking on Move File Actions icon



**Note:** You can also right-click the selected file(s) and select Move.

**Illustration 66** Right clicking the file to open the File Actions menu and selecting Move



## Source File Selection

The files you selected in the previous step will still appear selected in the left-hand pane below the heading **Copy or Move these files:**

**Illustration 67** Files selected to be copied or moved

**Copy or Move**

Organize files inside your **Online Directory**. Select the files to copy or move, select the destination folder and click **Copy** or **Move** below. When finished, click **Done** below.

**Copy or Move these files:**

Name	Size
<input type="checkbox"/> Babbio.jpg	2 KB
<input checked="" type="checkbox"/> baby.jpg	132 KB
<input checked="" type="checkbox"/> blackswallowadultfemale.jpg	13 KB
<input type="checkbox"/> BlackSwallowtaillarvae50.jpg	42 KB
<input type="checkbox"/> BlackSwallowtaillarvae51.jpg	22 KB
<input type="checkbox"/> blackswallowundersidefemale.jpg	16 KB
<input type="checkbox"/> Bob.jpg	2 KB
<input type="checkbox"/> boythumbsup2.jpg	6 KB
<input checked="" type="checkbox"/> Colson.jpg	2 KB
<input type="checkbox"/> commute.gif	5 KB
<input type="checkbox"/> f_pipelarvae.jpg	30 KB

**To this folder:**

- Online Files
  - Adams' folder
    - Adams level 2
    - CID
    - My Pictures

If you wish to change your selection, left-click on those files you want to add or subtract from the selected set.

To copy or move files in another folder, select that folder in the **Online Directory** on the left.

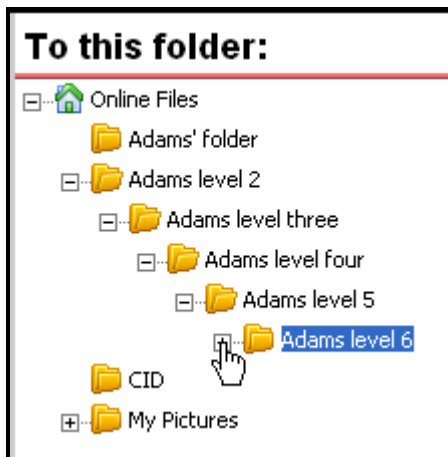
**Note:** You can only copy or move from one folder at a time.

## Destination Folder Selection

A tree-view of the folders in your **Online Sharing** space will appear under **To this folder** in the right-hand pane.

Left-click the "+" icon next to a folder to see its subfolders.

**Illustration 68** Selecting destination folder



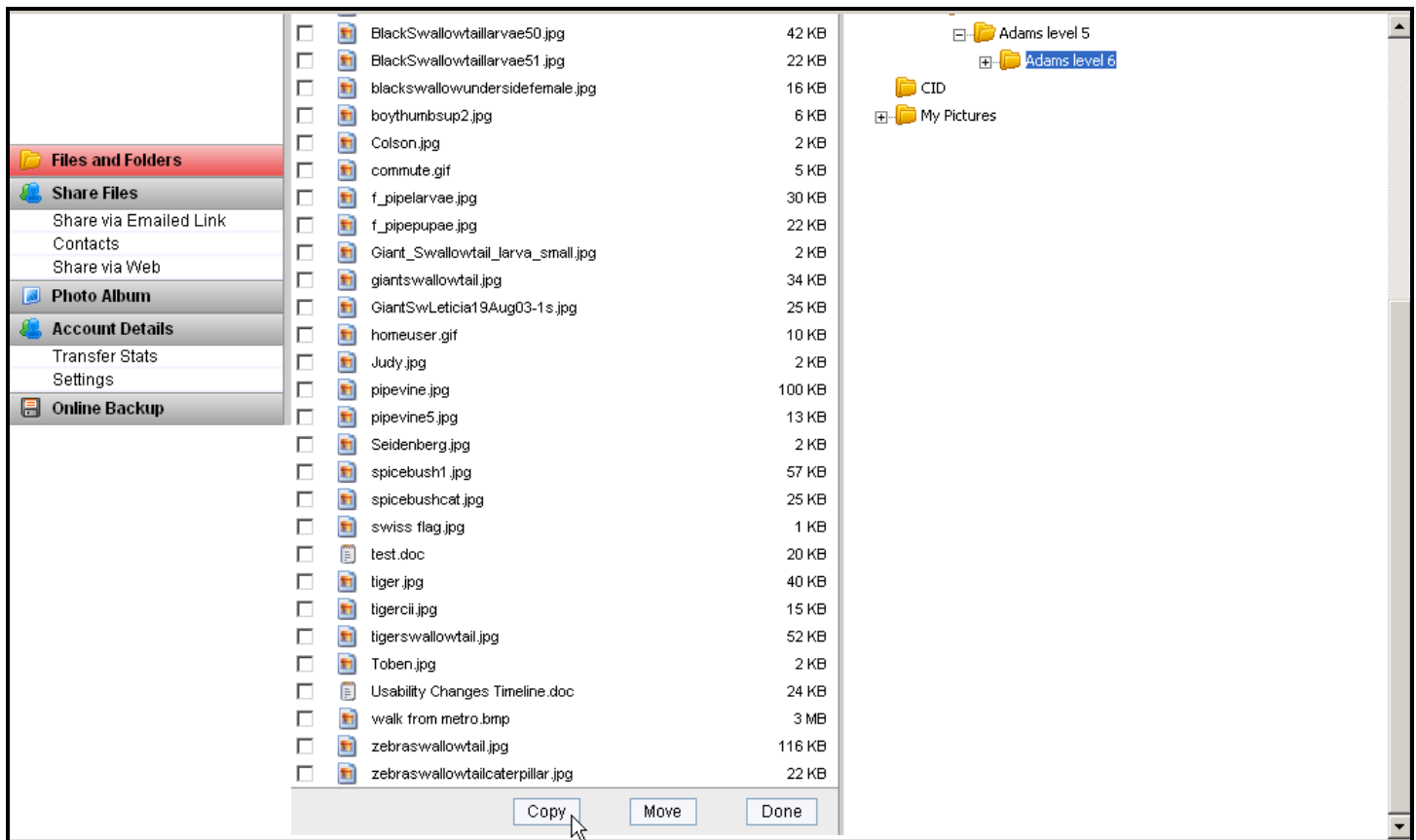
Left-click the folder to which you wish to copy or move the selected files. It will appear highlighted.

## Starting The Copy/Move Process

Once you select the source files and destination folder, you can start the copy or move operation.

Click **Copy** to make copy of the selected files in the selected folder.

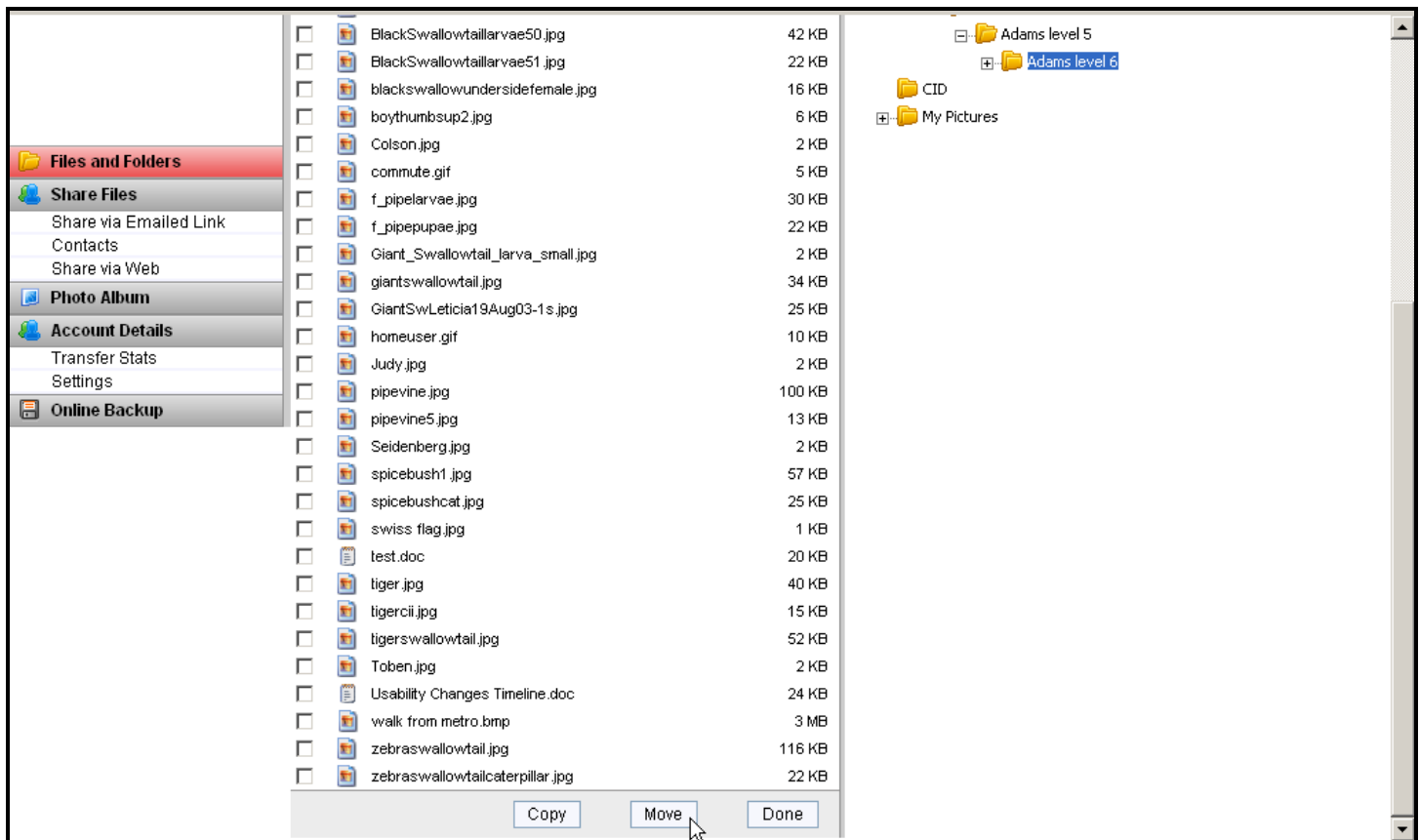
## Illustration 69 Clicking Copy at bottom of screen



Click **Move** to transfer the selected files to the selected folder.

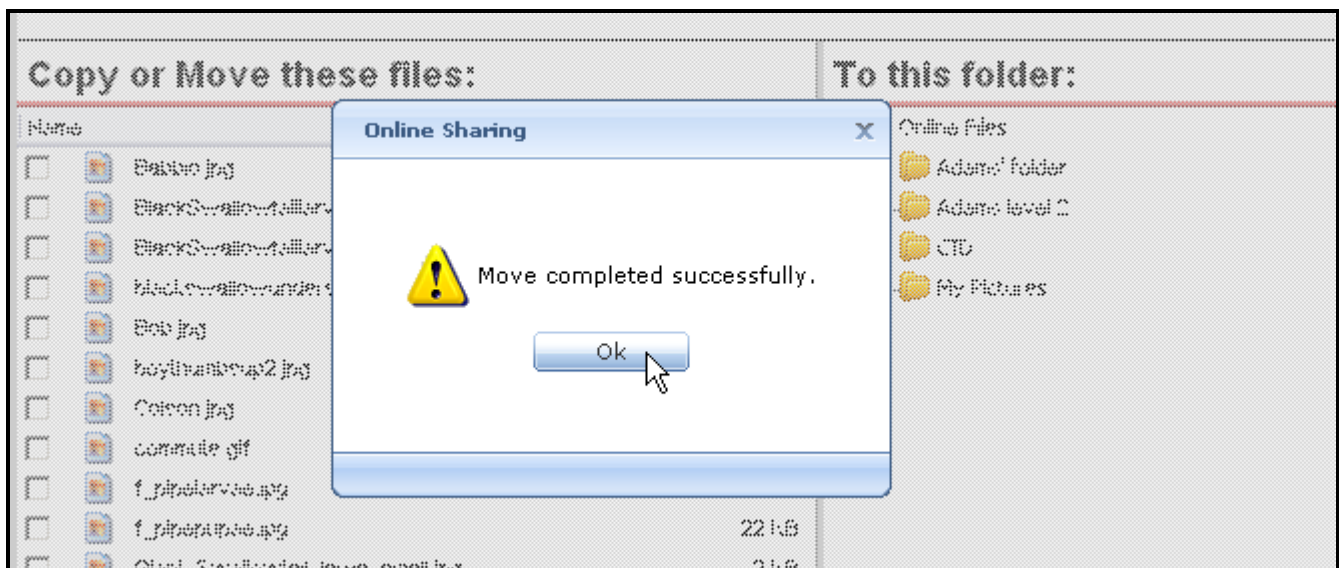
**Note:** With **Move**, the selected files will no longer exist in their original folder.

## Illustration 70 Clicking Move at bottom of screen



A message box will appear telling you whether the operation was successful or not.

## Illustration 71 Move confirmation message



## Returning To The Files And Folders View

Click **Done** when you finish copying or moving files, or click the **Files and Folders** icon at the top of the page.

# Renaming Files

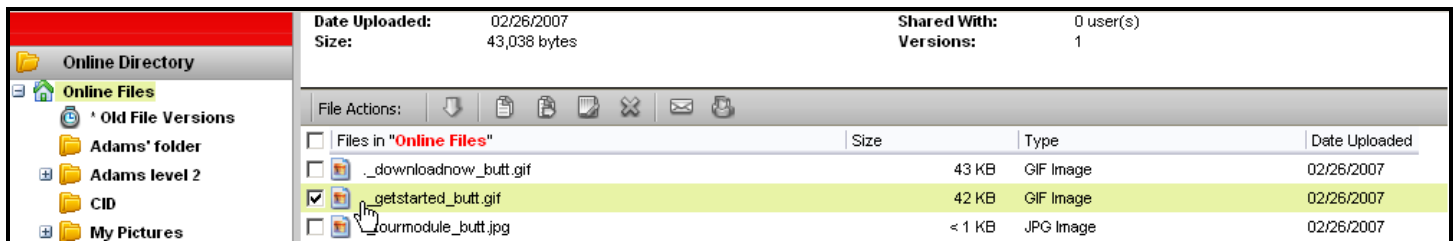
This help file describes the process of changing a file's name.

## Selecting Your File

You must first choose which file you wish to rename. Highlight the folder under the Online Directory that contains the file that you wish to Rename. Then click highlight the file you wish to Rename in the associated file list pane.

**Note:** You can only rename one file at a time, and when selected, it is highlighted and a check mark appears next to the file's name.

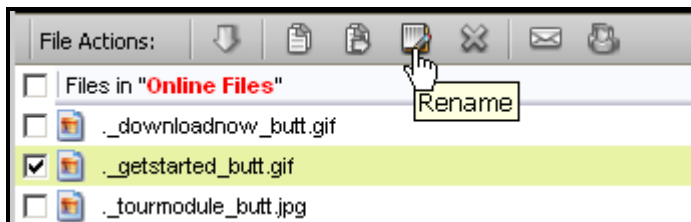
Illustration 72 Selecting file to be Renamed



## Starting The Rename Process

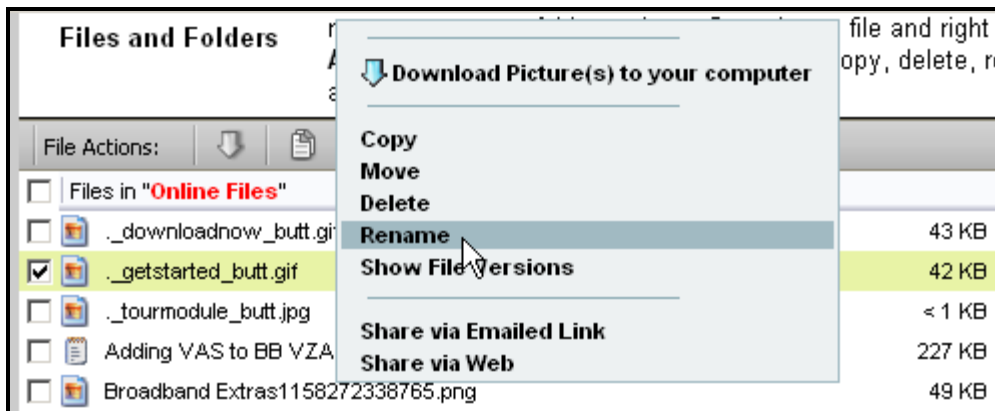
Once the correct file is highlighted, click the **Rename** icon. This icon is located in the File Action Toolbar, just above the file list.

Illustration 73 Clicking Rename on File Actions menu



**Note:** you can also right-click the selected file(s) and select **Rename**.

**Illustration 74** Right clicking on file to open File Actions menu and selecting Rename

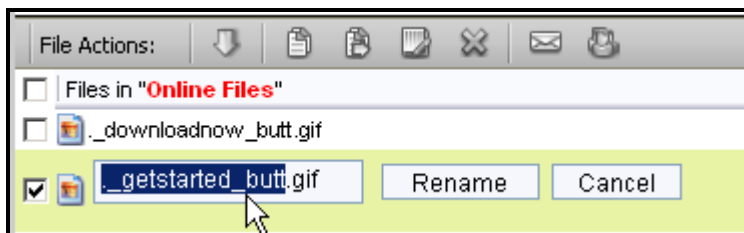


## Renaming The File

An edit box will appear with the file's name inside. Click inside this box to change the name of the file.

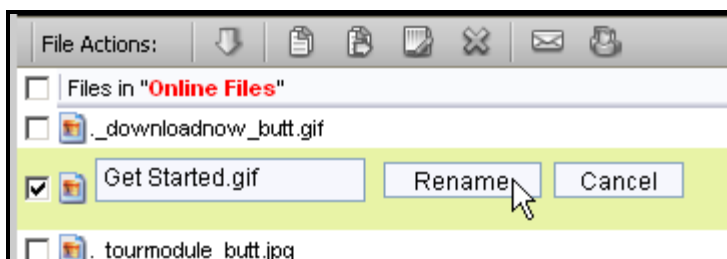
**Note:** You can type, select and copy/paste inside of this box.

**Illustration 75** Rename edit box



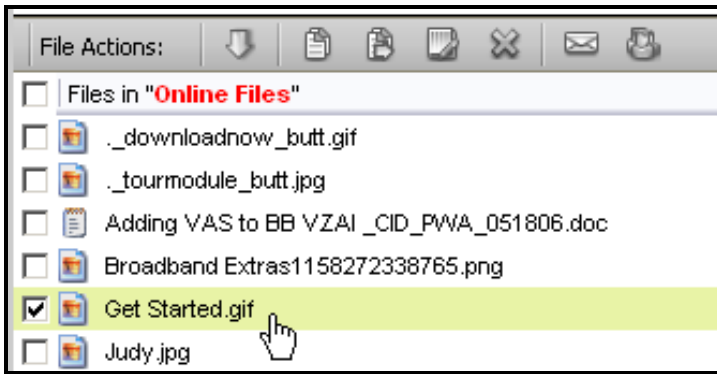
Once the name appears as desired, click **Rename** to the right of the edit box.

**Illustration 76** Implementing a Rename



The page will refresh and the new name will appear in the file list.

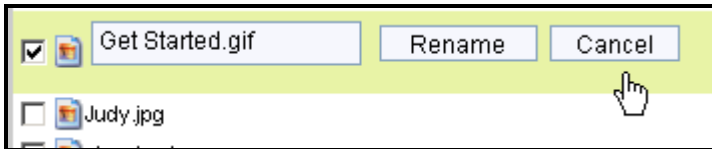
## Illustration 77 Rename result



## Canceling a Rename Operation

The **Cancel** button to the right of the edit box will stop the rename operation without making any changes to the file.

## Illustration 78 Cancel Rename



## Delete Files

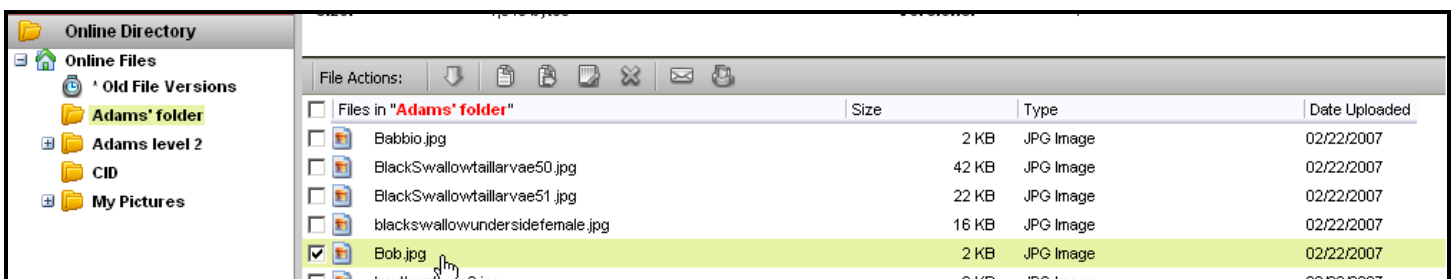
This help page describes the process of deleting files from your online sharing space.

## Selecting Your Files

You must first choose which files you wish to delete. Highlight the folder under the Online Directory that contains the file that you wish to Delete. Then left click-highlight the file you wish to Delete in the associated file list pane.

**Note:** They will become highlighted and a check mark will appear next to each file's name.

## Illustration 79 Selecting files to be deleted

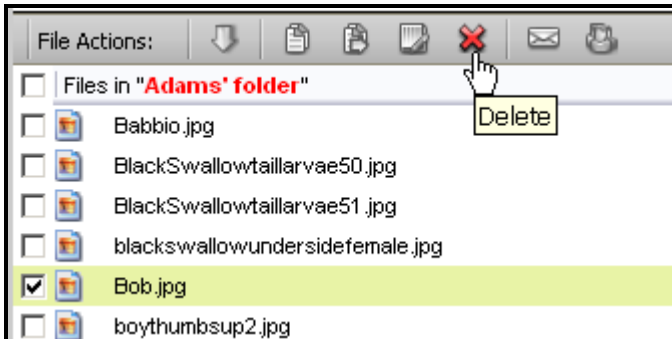


## Deleting the Files

Please note: Deleted files cannot be retrieved from your online sharing space!

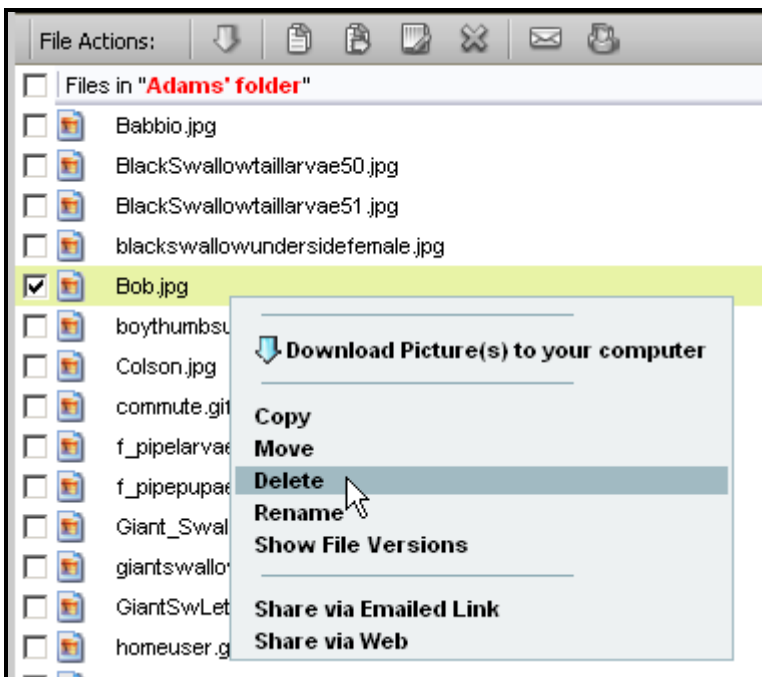
Once the correct files are highlighted, click the **Delete** icon. This icon is located in the File Action Toolbar, just above the file list.

**Illustration 80 Clicking the Delete icon on the File Actions toolbar**



**Note:** You can also right-click the selected file(s) and select **Delete**.

**Illustration 81 Right clicking the file to open the File Actions menu and selecting Delete**



The page will refresh and the deleted files will no longer appear in the file list.

## Old File Versions

Each time you upload a file to **Online Sharing**, a version is automatically created and kept prior to an existing file of the same name being overwritten. These versions are kept in the **\*Old File Versions** folder in the **Online Directory**.

This is the first step in the two-step process of viewing and acting on old versions of an **Online Sharing** file.

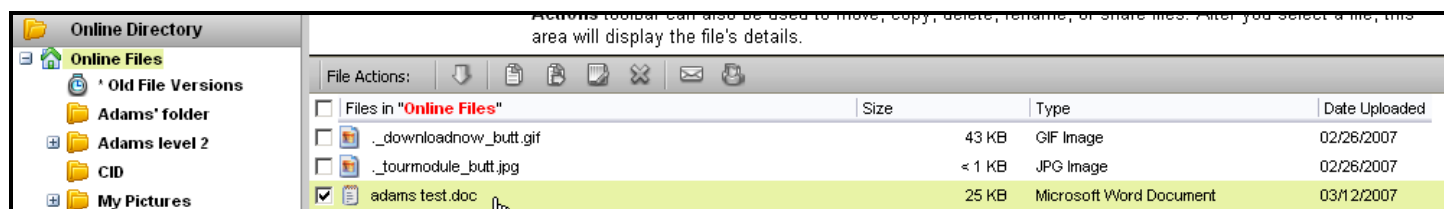
## Selecting Your File

You must first choose the file for which you would like to see old versions.

In the file list of any online folder, except the **\*Old File Versions** folder, left-click a file in which you are interested in checking for old versions.

**Note:** The file will become highlighted and a check mark will appear next to the file's name.

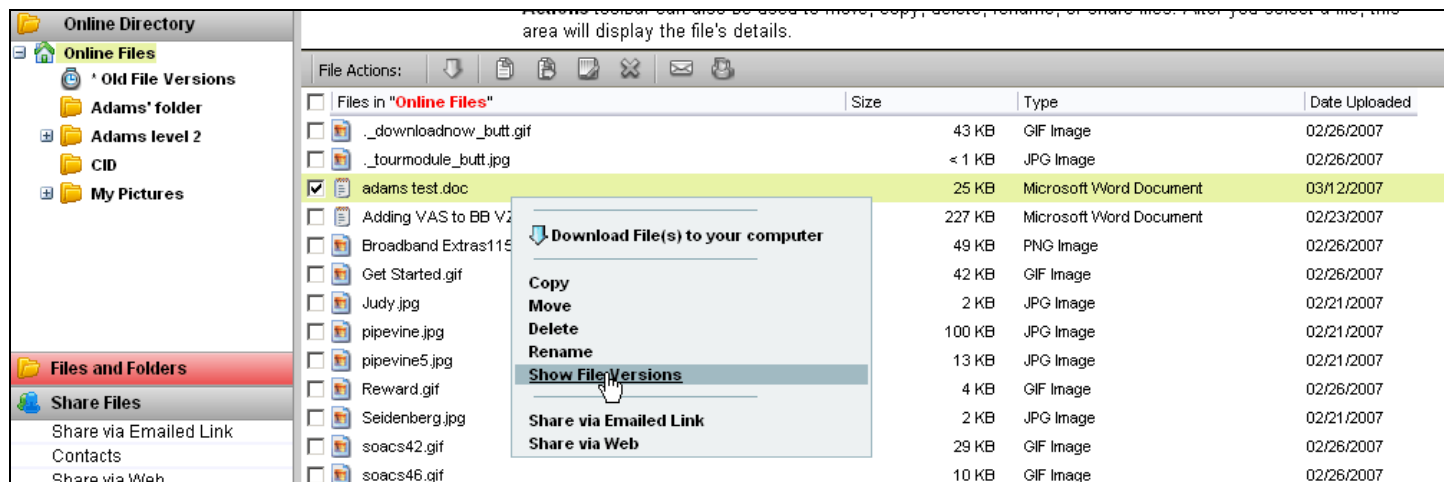
Illustration 82 Selecting file to be searched for File Versions



## Starting the Process

Once the correct file is highlighted, right-click the selected files and select **Show File Versions**.

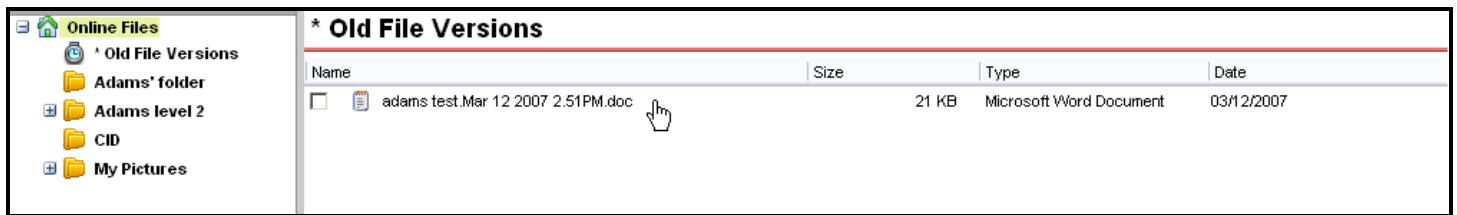
Illustration 83 Right clicking the file to open the File Actions menu and selecting Show File Versions



## Viewing a File's Versions

After selecting **Show File Versions**, a new file list will appear. This file list will have the heading **\*Old File Versions**.

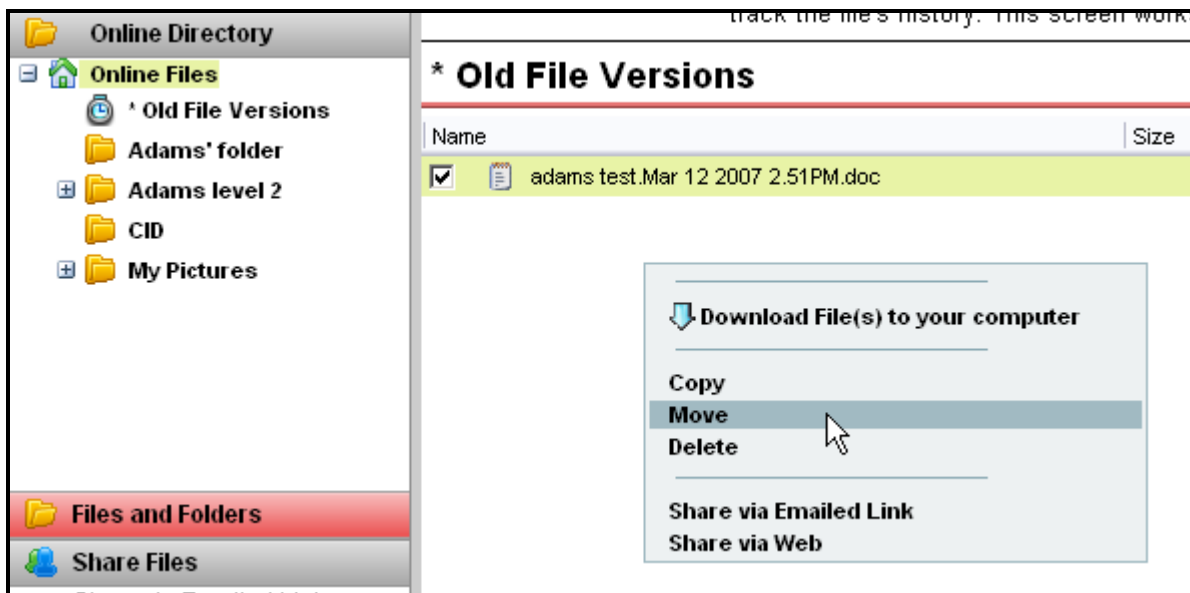
Illustration 84 Show File Versions result



## Acting on Old Versions

You may copy, move, or delete old versions by selecting the desired versions and then right clicking. A context menu will appear just as it did in the main **Files and Folders** view.

Illustration 85 Right clicking on old file version to open the File Actions menu and selecting Move



For an explanation of the available operations, please see the help page for [File and Folders](#).

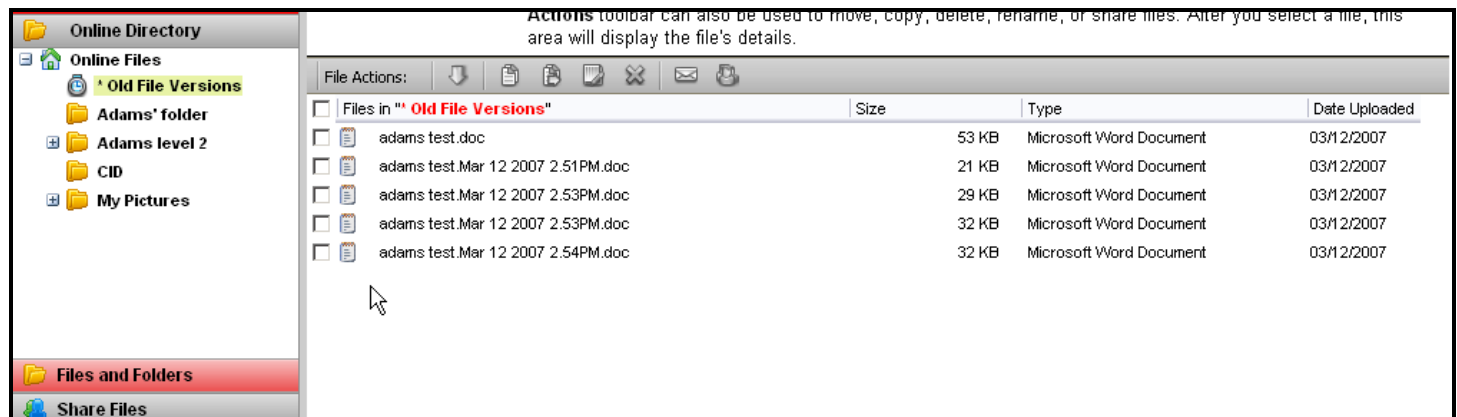
**Note:** The **File Actions** toolbar is not present in the **\*Old File Versions** listing - actions are available only by right clicking on the highlighted file.

**Note:** The available file actions are limited slightly. For example, you cannot rename files that are old versions.

**Note:** If you are not using the Online Backup program, you can directly view the number of versions that have been saved in the **\*Old File Versions** folder. Select the **\*Old File Versions** folder, and then click on the **Files and Folders** icon. Alternatively, click on the **Files and Folders** icon, and then select the **\*Old File Versions** folder.

Using this procedure, you are able to rename old file versions; doing so however could lead to confusion, as a renamed Old File Version is no longer an Old File Version.

#### Illustration 86 Using Files and Folders to view \*Old File Versions



## Share Files

Sharing is a means for you to grant individuals access to your **Online Sharing** files. You can control the level of access and the duration for which they may access selected files in your **Online Directory**.

There are two ways to share files. One method uses a password protected and encrypted web link sent in an emailed message to a contact. This is **Share via Emailed Link**. The other method allows a contact to log into your **Online Sharing** space and access the files you choose. This is **Share via Web**.

### Share via Emailed Link

One of the ways to share your **Online Sharing** files is by sending a password protected and encrypted web link to one of your email contacts. For more details, see [Share via Emailed Link](#).

## Contacts

For individuals with whom you frequently share files with, you can store their information as a contact. For more details, see [Contacts](#).

### Share via Web

Sharing via Web allows you to grant other parties varying access rights to your files. For more details, see [Share via Web](#).

### Share via Emailed Link

When you **Share via Emailed Link**, you send an email with a password protected and encrypted web link to those with whom you want to allow to download the file. Sharing files in this manner is particularly useful when you are sharing large files that are not easily sent as an email attachment, or when you want to limit the **File Actions** that the recipient can use.

## Select the Files to Share via Emailed Link

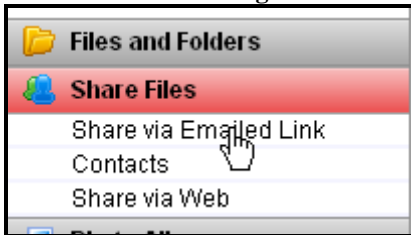
Begin this process by clicking on the Emailed Link icon in the main menu bar,

**Illustration 87** Selecting Emailed Link icon



Alternatively, by clicking on the **Share via Emailed Link** in the navigation bar on the left.

**Illustration 88** Clicking on Share via Emailed Link navigation bar



The first step in sharing files is to select the files you wish to share. To select a file click the check box on the left of the file name. You can navigate to other folders by using **Online Directory** on the left.

When you have selected a file, the check box will be marked and the file name is highlighted.

You may deselect a file by clicking the marked check box.

Illustration 89 Selecting folder and file to be shared via emailed link

**Online Sharing**

Upload Files   Files and Folders   Photo Album   Emailed Link   Help   Logout

Folder History: Online Files ... Adams' folder ...   Using 95.1 MB of 5000 MB

**FILE SEARCH:**

**Online Directory**

- Online Files
  - Old File Versions
  - Adams' folder**
  - Adams level 2
  - CID
  - My Pictures
- Files and Folders**
- Share Files**
  - Share via Emailed Link
  - Contacts
  - Share via Web
- Photo Album**
- Account Details**
  - Transfer Stats
  - Settings
- Online Backup**

**1 Select the Files to Share via Emailed Link:**

Select the files you wish to Share via Emailed Link then click **Add to Share** below. To share files from multiple folders, select the folder from your Online Directory, select the files you wish to share and then click **Add to Share** below. You can do this as many times as you like. When finished selecting files, click **Next** below.

<input type="checkbox"/>	Files in "Adams' folder"	Size
<input type="checkbox"/>	2034.gif	< 1 KB
<input type="checkbox"/>	2801.gif	< 1 KB
<input type="checkbox"/>	5BrightonBoards.pdf	1 MB
<input type="checkbox"/>	Babbio.jpg	2 KB
<input checked="" type="checkbox"/>	BlackSwallowtailarvae50.jpg	42 KB
<input type="checkbox"/>	BlackSwallowtailarvae51.jpg	22 KB
<input type="checkbox"/>	blackswallowundersidefemale.jpg	16 KB
<input type="checkbox"/>	boythumbsup2.jpg	6 KB
<input type="checkbox"/>	Colson.jpg	2 KB
<input type="checkbox"/>	commute.gif	5 KB
<input checked="" type="checkbox"/>	f_pipelarvae.jpg	30 KB
<input checked="" type="checkbox"/>	f_pipepupae.jpg	22 KB
<input type="checkbox"/>	Giant_Swallowtail_larva_small.jpg	2 KB
<input type="checkbox"/>	giantswallowtail.jpg	34 KB
<input type="checkbox"/>	GiantSwLeticia19Aug03-1s.jpg	25 KB
<input type="checkbox"/>	homeuser.gif	10 KB
<input type="checkbox"/>	Judy.jpg	2 KB
<input checked="" type="checkbox"/>	pipevine.jpg	100 KB
<input type="checkbox"/>	pipevine5.jpg	13 KB

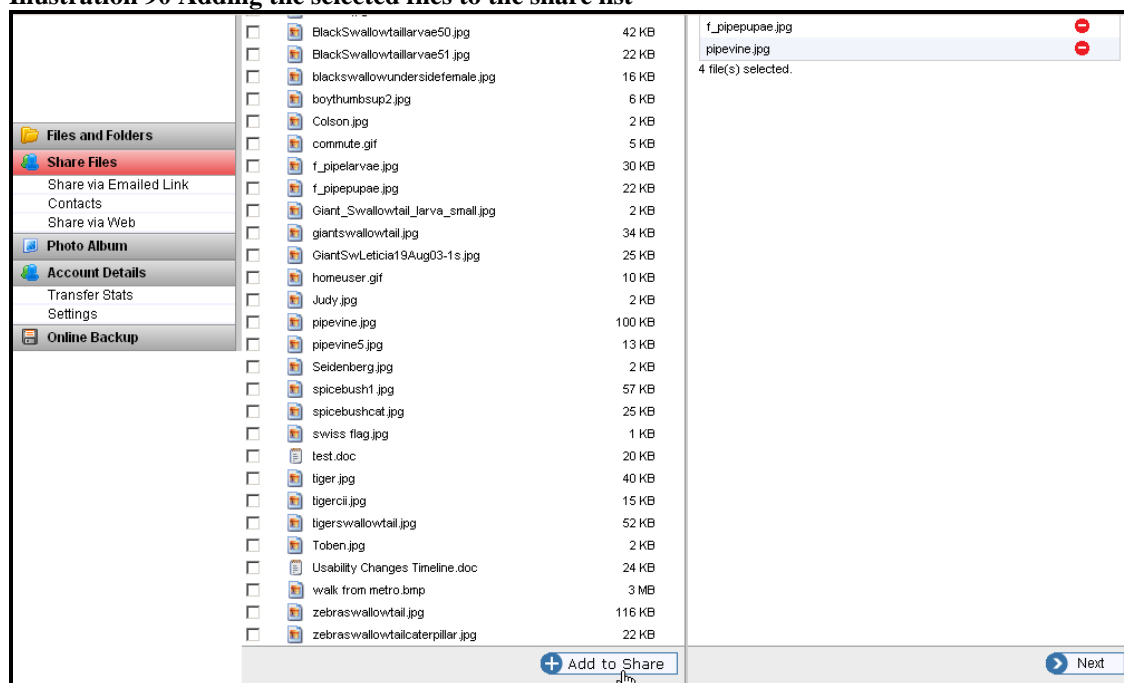
**Files to be Shared via Emailed Link:**

Click the to remove a file from this list.

## Adding Files to Share

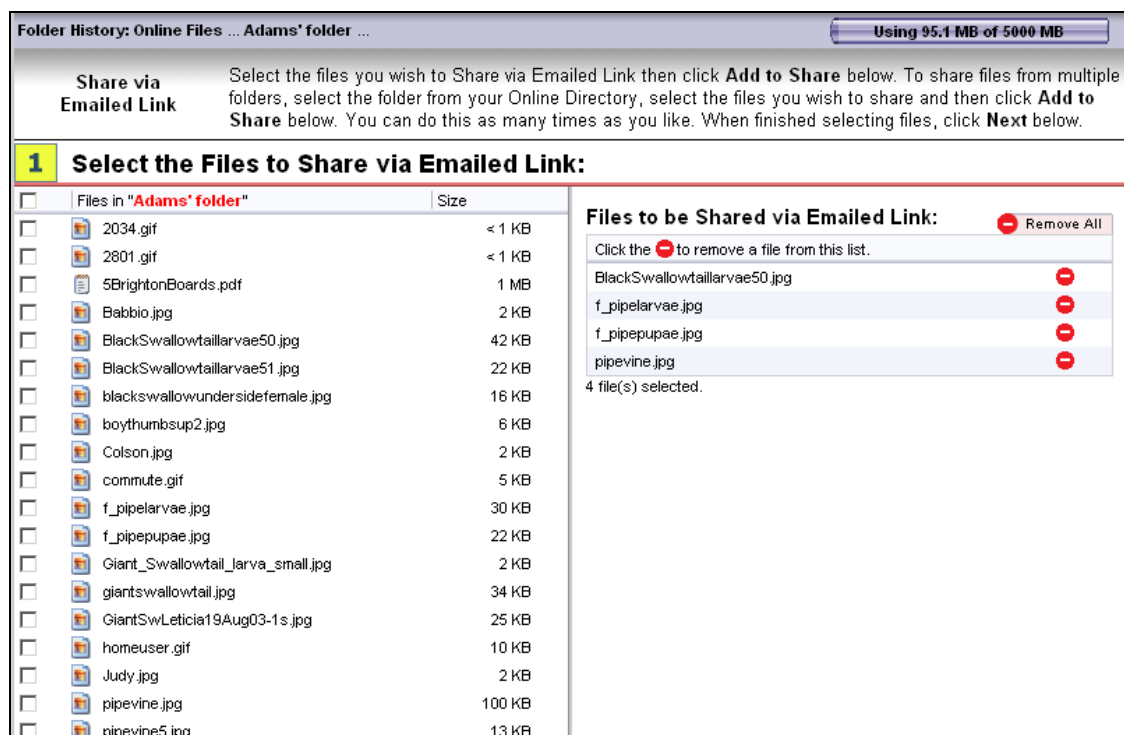
You can add to the collection of files to be shared by clicking **Add to Share**. If your file list is long, you may have to scroll down to the bottom in order to click on **Add to Share**.

## Illustration 90 Adding the selected files to the share list



When you have added the selected files to the share list, they are displayed in the section titled **Files to be Shared via Emailed Link**.

## Illustration 91 Shows selected files moved to share via emailed link list

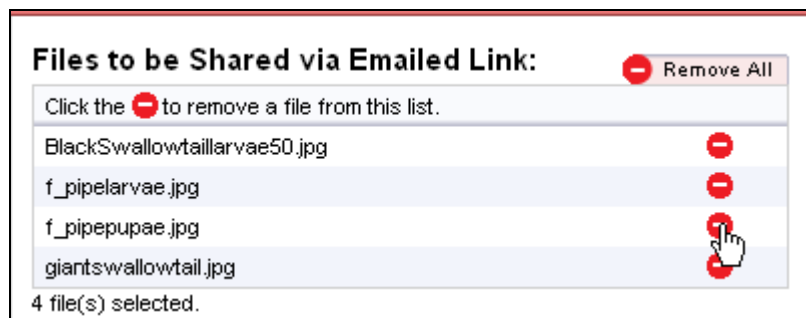


## Removing Files from Being Shared

You can remove files from the list of files to be shared by clicking the "-" symbol to the right of the file name. Files are removed from the section titled **Files to be Shared via Emailed Link**.

You can remove all of the files from the list by clicking **Remove All**.

**Illustration 92** Click remove icon to remove files from share list



## Selecting Recipients

Selecting your desired recipients is the next step in the process. Click **Next** at the bottom right hand side of the page to continue. If your file list is long, you may have to scroll down the page in order to be able to click it.

## Choose Recipient(s) And Enter Message.

This is the second step in the three-step process of **Sharing via Emailed Link**. Here you can choose your recipients and enter a message. Each recipient receives an email with instructions and a password protected and encrypted web link to access the files designated in the previous step.

## Choose the Recipients

Add email addresses in two ways: enter each address or select email addresses from your **Contacts**.

To enter each address, click **Enter an Email Address** and replace it with a recipient's email address. Then, click **Add** to the right. This places the address in the list of recipients below.

**Illustration 93 Manually entering a recipient's email**

Folder History: Online Files ... Adams' folder ... \* Old File Versions

**Share via Emailed Link**

You can enter a recipient's email address and may send this link to your contacts by email. If you wish to add an email address you wish to add. If you wish to make this link available to all contacts, check the **Expiration Date** checkbox. You may limit sharing by putting a check in the **Maximum** checkbox below.

**2 Choose Recipient(s) and Enter Message:**

Recipient(s)

Enter an Email Address  Add

**Illustration 94 Click Add to build recipient list**

**2 Choose Recipient(s) and Enter Message:**

Recipient(s)

vzbackup@verizon.net

**Add from Contacts:**

Click here to add a recipient from your Contact List ▼

**Illustration 95 Recipient email address is entered**

**2 Choose Recipient(s) and Enter Message:**

Recipient(s)

Enter an Email Address

vzbackup@verizon.net

**Add from Contacts:**

Click here to add a recipient from your Contact List ▼

To add addresses from your **Contacts** list, expand the list by clicking on the downward arrow,

Illustration 96 Click arrow head to reveal email addresses in Contact List

2

Choose Recipient(s) and Enter Message:

Recipient(s)

Enter an Email Address

Add

vzbackup@verizon.net

Add from Contacts:

Click here to add a recipient from your Contact List

Illustration 97 Revealing Contact email addresses

2

Choose Recipient(s) and Enter Message:

Recipient(s)

Enter an Email Address

Add

vzbackup@verizon.net

Add from Contacts:

Name	Email Address	
Contact NumberOne	numberone@verizon.net	+
Contact NumberTwo	numbertwo@verizon.net	+
Contact numberthree	numberthree@verizon.net	+

Then click "+" to the right of the **Contact** you want to add. The address will appear in the list of recipients.

Illustration 98 Click plus icon to add contact to recipient list

**2 Choose Recipient(s) and Enter Message:**

**Recipient(s)**

Enter an Email Address

vzbzckup@verizon.net

**Add from Contacts:**

Name	Email Address	
Contact NumberOne	numberone@verizon.net	
Contact NumberTwo	numbertwo@verizon.net	
Contact numberthree	numberthree@verizon.net	

Add to Recipient list.

**Add a Subject:**

Verizon Online

**Add a Message:**

Arial

☐ Use Expiration

☐ Maximum Number of Recipients

To remove a recipient, click "-" to the right of the email address. The entry will disappear from the list of recipients.

Illustration 99 Click negative icon to remove recipient email address

**2 Choose Recipient(s) and Enter Message:**

**Recipient(s)**

Enter an Email Address

vzbzckup@verizon.net

**Add from Contacts:**

Click here to add a recipient from your Contact List ▼

If there are no entries in the **Contacts** List, you may **Add Contacts** in a separate step. For more information about adding **Contacts**, [click here](#).

### Completing the Email Message

The default subject line for the email message is **"Verizon Online Backup & Sharing Emailed Link"**. You may change this by selecting the default message and typing over a new or additional text where the default appears.

**Illustration 100 Default subject line for emailed link message**

**Add a Subject:**

Verizon Online Backup & Sharing Emailed Link

**Add a Message:** The subject will be seen in the recipients' inbox.

Arial Size **B** *I* U

☐ Use Expiration Date: 03/12/2007

☐ Maximum Number of Downloads: 5

Next

A default message is sent in the body of the email with a password protected and encrypted web link and directions for accessing the online files. You can add to this message by adding text to the blue framed **Add a Message** box.

**Illustration 101 Add a message box**

**Add a Message:**

Arial Size **B** *I* U

You can type additional text here for the recipient.

Next

## Setting Limits

You can set limits on how many times your shared files can be downloaded, or how long the access is available, or both.

To place a time limit on access, check **Use Expiration Date** and enter a date or use the calendar to the right.

**Illustration 102 Setting expiration date**

☒ Use Expiration Date: 03/12/2007

☐ Maximum Number of

March 2007

Open the calendar popup.

25	26	27	28	29	30
1	2	3	4	5	6

To limit the number of times each recipient may download the shared files, check **Maximum Number of Downloads** and enter the number of times each file may be downloaded.

#### Illustration 103 Setting maximum number of downloads

☐ Use Expiration Date: 03/12/2007

☒ Maximum Number of Downloads: 5

Next

If you put a check in this box, you can limit the number of times the recipients entered on the left will be able to download the files you are sharing.

### Confirming and Sending Your Email

When you have finished selecting the recipients, completing the email message and possibly setting limits, click **Next**. This will take you to the third step in the process.

## Confirm And Send Your Email

This is the third and final step in the three-step process of sharing a file via an emailed password protected and encrypted web link.

### Confirm the Files to Be Shared via Emailed Link

You can remove any files from sharing by clicking "-" to the right of the file name.

You may add more files to be shared by clicking + **Add more** above the list of files. This will take you back to the **Select the Files to Share via Emailed Link** step where you may choose additional files.

### Confirm the Recipients

You may remove any recipients from the **Send To** list by clicking "-" to the right of the email address.

You may add a recipient by clicking + **Add more** above the list of email addresses. This takes you back to the **Choose Recipient(s) and Enter Message** step where you may choose additional recipients.

### Confirm Any Limits

To change any limits, click "**Edit**" above the **Expiration and Downloads** box. This takes you back to the **Choose Recipient(s) and Enter Message** step where you can change these limits.

### Confirm the Email Message

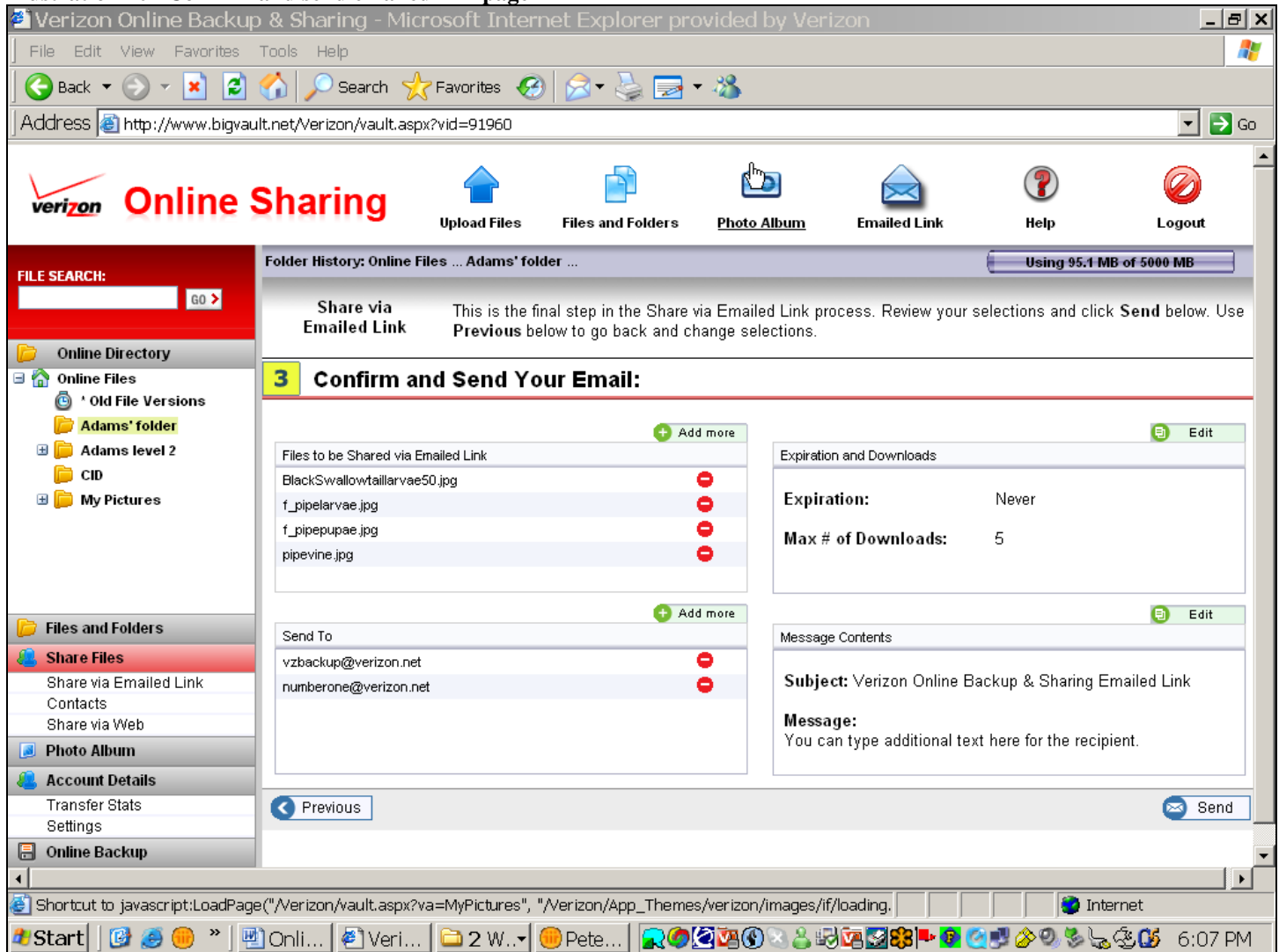
To change the content of the email message, click "**Edit**" above the **Message Contents** box. This will take you back to the **Choose Recipient(s) and Enter Message** step where you can change the email contents.

**Note:** A default message is always sent in the body of the email containing the password protected and encrypted web link and directions for accessing the files. The **Message** referred to here is additional text you wish to add to the default message.

## Confirming and Sending Your Email.

When you have confirmed the information is what you intend, send the email message(s) by clicking **Send**. This completes the steps in **Share via Emailed Link**

Illustration 104 Confirm and send emailed link page



## Contacts

Click **Contacts** under the **Share Files** bar in the left navigation area.

**Contacts** are those to whom you want to give access to your files. You can create, edit and delete **Contacts**. Your **Contacts** can view and download any file from **Online Sharing** that you choose.

A contact accesses the files from a password protected and encrypted web link in an email or as a guest to your **Online Sharing** space. Access is granted using **Share via Emailed Link** or **Share via Web**.

When you **Share via Web**, a contact logs into your **Online Sharing** via the web page <http://www.verizon.net/guest>. They use the **Sharing Password** you create for them, the email address you enter for them, and your Verizon Online Backup & Sharing account name.

## Add Contact

Adding a **Contact** records their name, email and shared password information in your **Contact List**. Once someone is in the **Contact List**, you can edit their information or delete them from the list.

Illustration 105 Contacts page

Folder History: Online Files ... Using 95.1 MB of 5000 MB

**Contacts** Create, edit and delete contacts with whom you want to share files via an Emailed Link or grant guest access to the folders you choose.

**Add / Edit Contact:**

First Name:

Last Name:

Email:

Sharing Password\*:

Confirm Password:

\* The sharing password is used by your Contacts to access your shared files or folders when you use **Share via Web**.

If you share with any of your contacts, they may visit <http://www.verizon.net/guest> and sign on with the email address and password you entered above, along with your account name.

Your account name is **VerizonTester5**.

**Contact List**

Name	Email Address
<input type="checkbox"/> Contact NumberOne	numberone@verizon.net
<input type="checkbox"/> Contact NumberTwo	numbertwo@verizon.net
<input type="checkbox"/> Contact numberthree	numberthree@verizon.net

To add a **Contact**, type their first name to the right of **First Name**.

Type the last name to the right of **Last Name**.

Type their email address to the right of **Email**.

**Note: Online Sharing** does not validate email addresses. If your **Share via Emailed Link** recipient is not sharing files with you after being sent the password protected and encrypted link, please check to see that their email address in **Contacts** is correct.

The **Sharing Password** is optional. If you plan to share files with this contact using the **Share via Web** function, this password is required. Be sure to remember this password as you will have to give it to the contact for them to sign into your private online space.

**Confirm Password** corresponds to the **Sharing Password** above it. Enter the same password again to confirm the password. If the two entries are not the same, a small red asterisk will appear to the right of the box in which the error is found. If this happens, re-enter the **Sharing Password** and **Confirm Password** again.

To add this contact, click **Save** at the bottom of the page.

**Note:** If required contact information is missing, or if the password confirmation does not match the password, small red asterisks will appear to the right of the incorrect entry identifying the incorrect entry, and the contact is not saved.

To clear all the information without saving it, click **Clear** at the bottom of the page.

## Edit Contact

To edit existing contact information, click on the box next to their name. A check mark will appear in the box and the line is highlighted. This indicates the **Contact** is selected for editing. Only one **Contact** can be edited at a time.

**Illustration 106** Selecting a contact to be edited

The screenshot shows a web interface for managing contacts. At the top, there's a header bar with 'Folder History: Online Files ... Adams' folder ...' and a status bar indicating 'Using 95.1 MB of 5000 MB'. Below the header, a section titled 'Contacts' explains the purpose: 'Create, edit and delete contacts with whom you want to share files via an Emailed Link or grant guest access to the folders you choose.'

The interface is divided into two main panels. The left panel, titled 'Add / Edit Contact:', contains a form with fields for 'First Name:', 'Last Name:', 'Email:', 'Sharing Password:', and 'Confirm Password:'. Below the form, there is a note: '\* The sharing password is used by your Contacts to access your shared files or folders when you use **Share via Web**.' followed by instructions on how to share with contacts and a note that the account name is 'VerizonTester5'. At the bottom of this panel are 'Save' and 'Clear' buttons.

The right panel, titled 'Contact List', displays a table with two columns: 'Name' and 'Email Address'. The table contains three entries: 'Contact NumberOne' (numberone@verizon.net), 'Contact NumberTwo' (numbertwo@verizon.net), and 'Contact numberthree' (numberthree@verizon.net). The 'Contact NumberTwo' row is highlighted in green, and a checkmark is visible in the checkbox next to its name, indicating it is selected for editing. At the bottom of this panel are 'Edit' and 'Delete' buttons.

Name	Email Address
<input type="checkbox"/> Contact NumberOne	numberone@verizon.net
<input checked="" type="checkbox"/> Contact NumberTwo	numbertwo@verizon.net
<input type="checkbox"/> Contact numberthree	numberthree@verizon.net

Click **Edit**. The contact information will appear in the **Add/Edit Contact** section to the left.

## Illustration 107 Editing a Contact

Folder History: Online Files ... Adams' folder ... Using 95.1 MB of 5000 MB

**Contacts** Create, edit and delete contacts with whom you want to share files via an Emailed Link or grant guest access to the folders you choose.

---

**Add / Edit Contact:**

First Name:

Last Name:

Email:

Sharing Password\*:

Confirm Password:

\* The sharing password is used by your Contacts to access your shared files or folders when you use **Share via Web**.

If you share with any of your contacts, they may visit **http://www.verizon.net/guest** and sign on with the email address and password you entered above, along with your account name.

Your account name is **VerizonTester5**.

**Contact List**

	Name	Email Address
<input type="checkbox"/>	Contact NumberOne	numberone@verizon.net
<input checked="" type="checkbox"/>	Contact NumberTwo	numbertwo@verizon.net
<input type="checkbox"/>	Contact numberthree	numberthree@verizon.net

Make any changes to the information.

To save the changes, click **Save**.

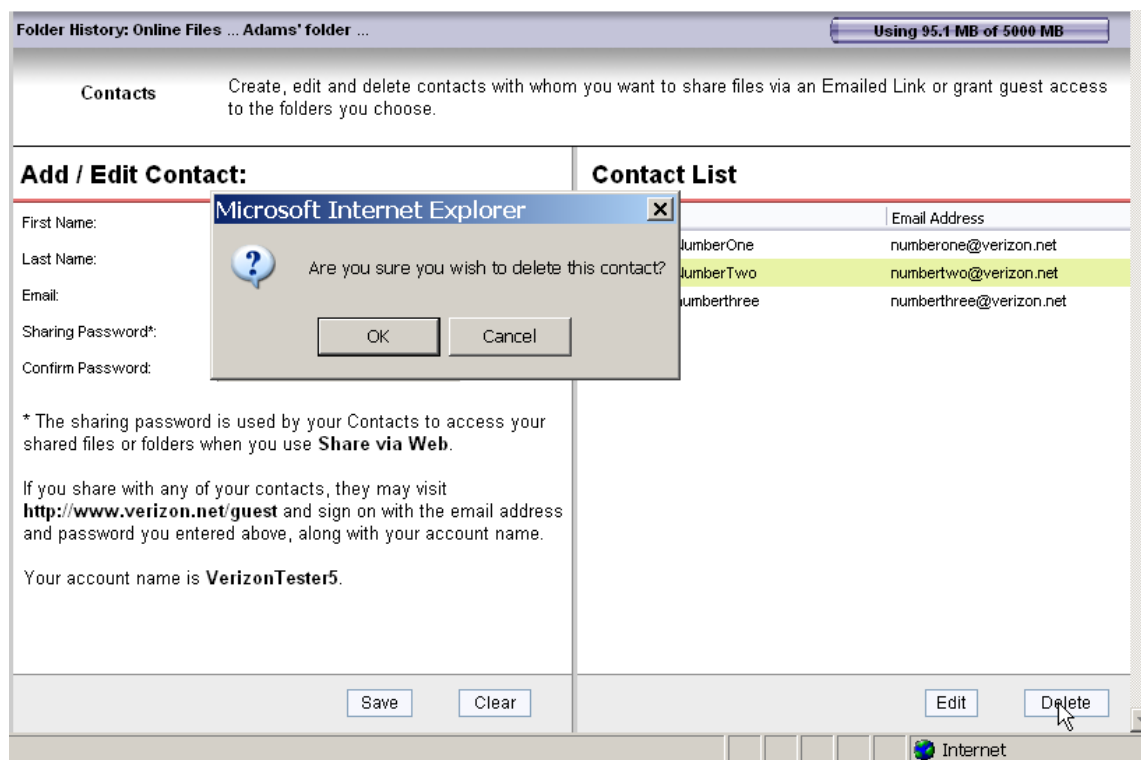
To disregard the changes, click **Clear** and the contact information is unchanged.

## Delete Contact

To edit existing contact information, click on the box next to their name. A check mark will appear in the box and the line highlighted. This indicates the **Contact** is selected.

Click **Delete**. A confirmation message appears. If the delete is confirmed, the **Contact** is removed from **Contacts**.

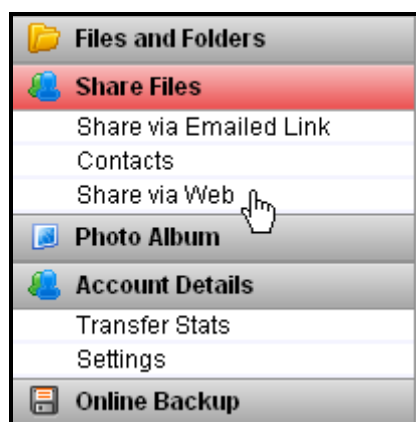
## Illustration 108 Deleting a Contact



## Share via Web

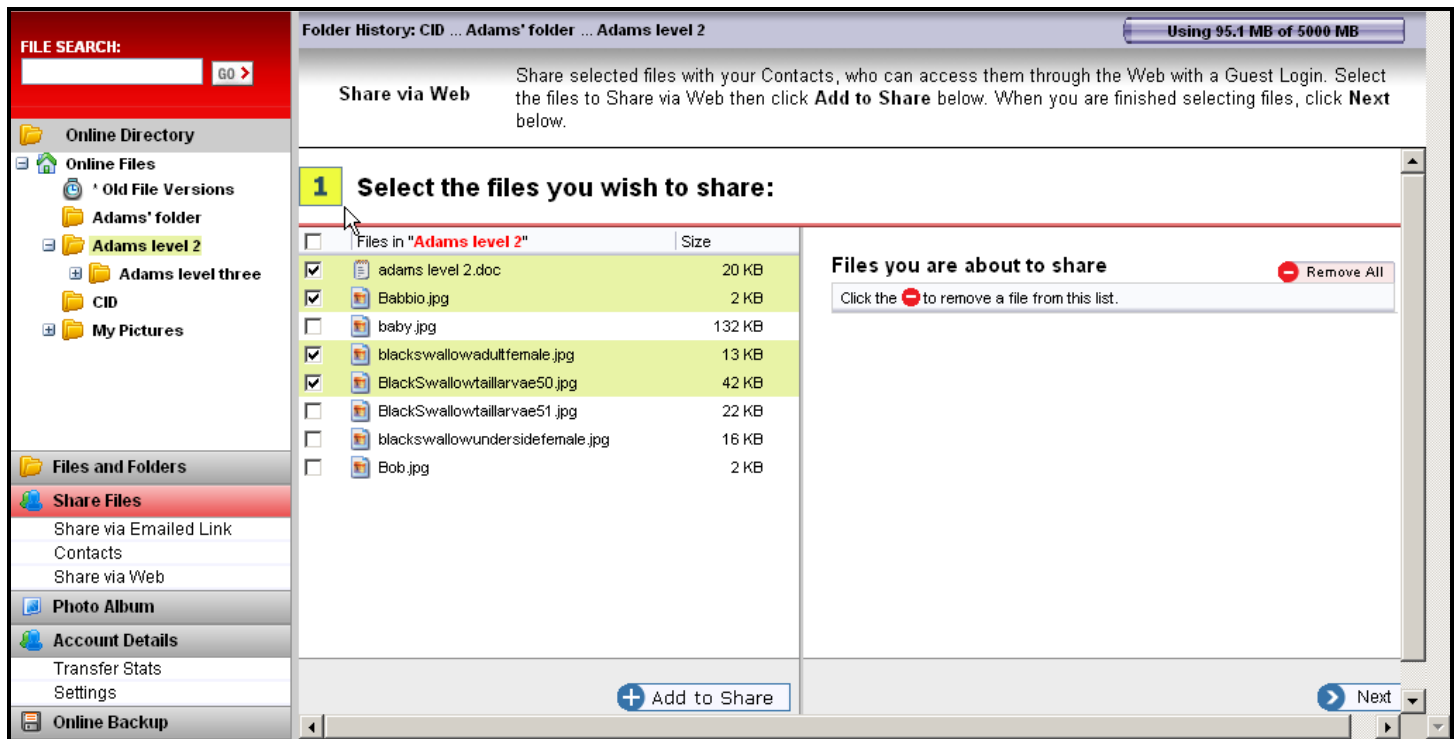
**Share via Web** is activated by clicking on the left panel bar with the **Share via Web** name on it. There is no main menu icon for this function.

## Illustration 109 Selecting Share via Web



This is the first step in the three-step process of sharing files and folders via the web. This method of sharing differs from the **Sharing via Emailed Link** in which a password protected and encrypted link is provided to the recipient to download the **Online Sharing** files.

## Illustration 110 Step one of Share via Web



The recipient with whom you want to **Share via Web** must already be entered in your **Contacts**. To learn how to enter **Contacts**, [click here](#).

When you **Share via Web**, your contact will log in with a guest account and the **Sharing Password** you created when you added their name and email address to **Contacts**. Your recipients will log in as a guest at [www.verizon.net/guest](http://www.verizon.net/guest).

They must enter their email address as it is stored in your **Contacts**, the **Sharing Password** from the **Contacts** and your Online Sharing account name. You must communicate this information to them, it is not done automatically as in **Share via Emailed Link**. The **Online Sharing** account name is the one that you use to sign-in to the service.

## Select The Files You Wish To Share.

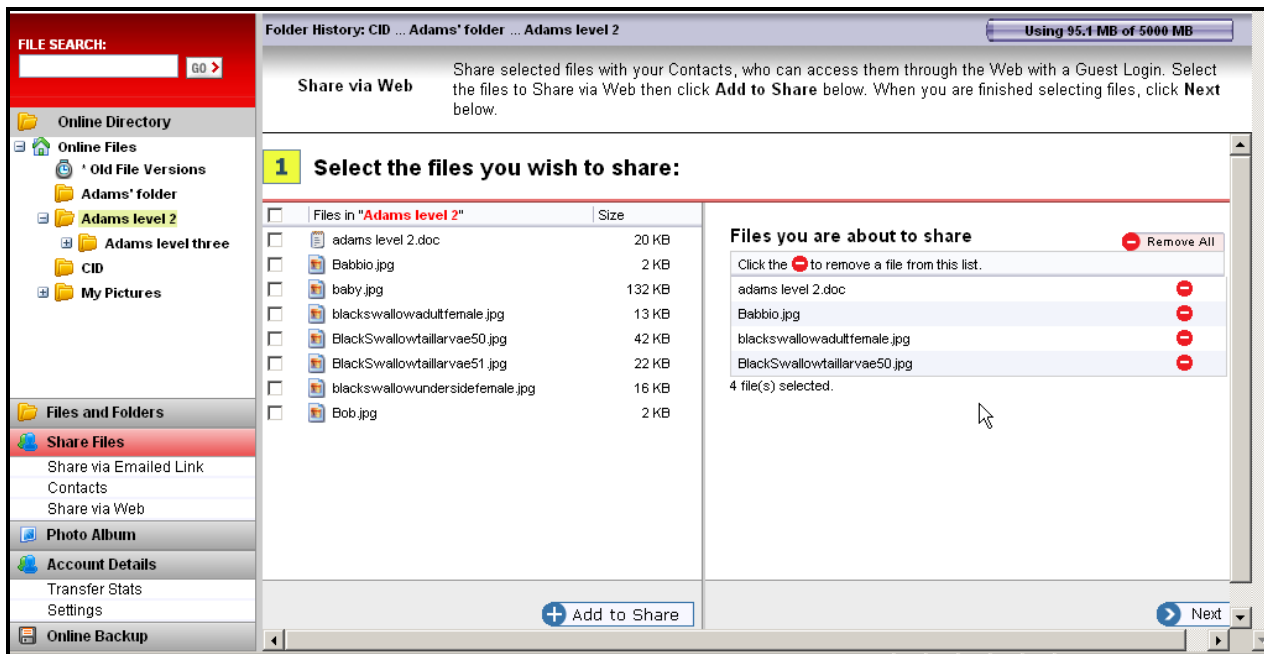
You must already have uploaded the files to **Online Sharing** before you attempt to **Share via Web**. For more information about uploading files, see [Upload Files](#).

The first step in **Share via Web** is to select the files you want to share. To share files, check the box next to the file name, and then click **Add to Share**.

You can select files from multiple folders by selecting the appropriate folder in the **Online Directory** panel at the left side of the page.

Each time you click **Add to Share** the files you have selected appear in the list of **Files you are about to share** on the right.

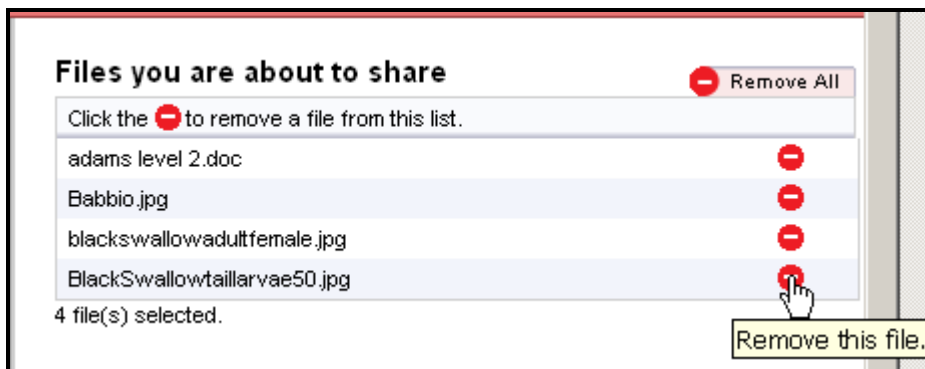
## Illustration 111 Adding files to Share via Web list



## Removing Files from the List

If, during the process of selecting files you decide not to share one or more files, you can remove files from the share list by clicking on the "-" symbol to the right of the file name.

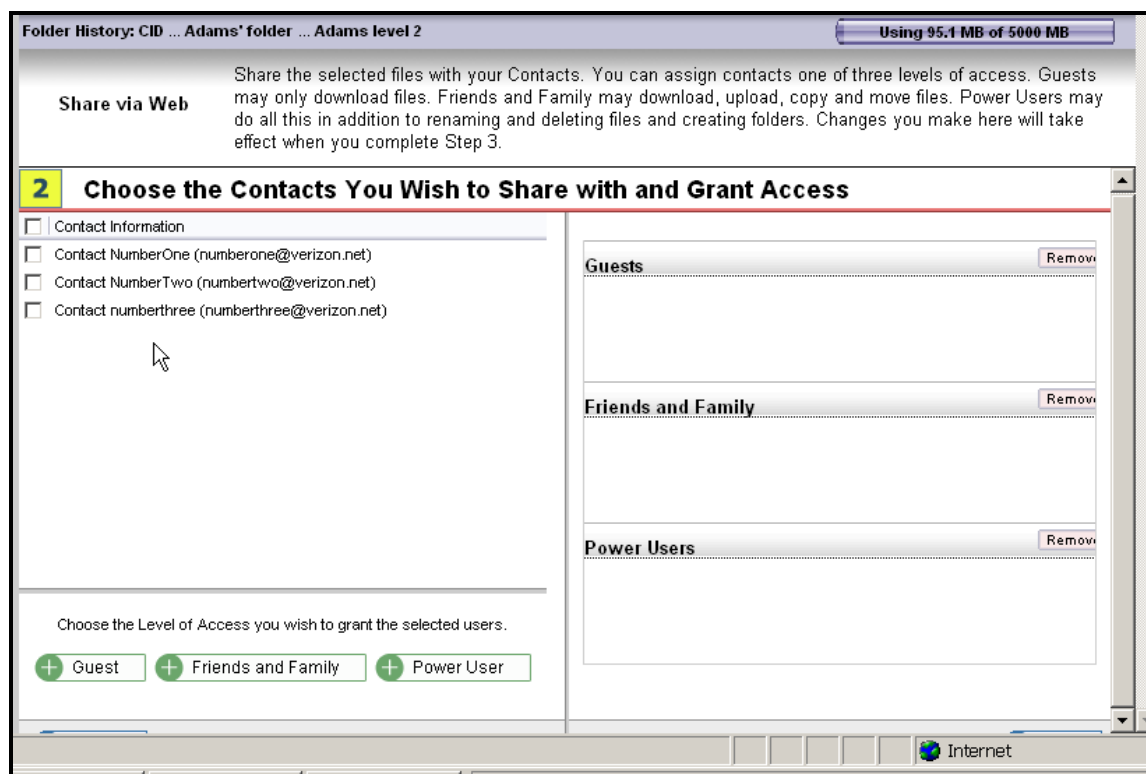
## Illustration 112 Removing files from Share via Web list



## Finish Selecting Files to Be Shared

When you have finished selecting files, click **Next**. This will take you to the second step that identifies and grants access to those with which you wish to share.

## Illustration 113 Step two of Share via Web

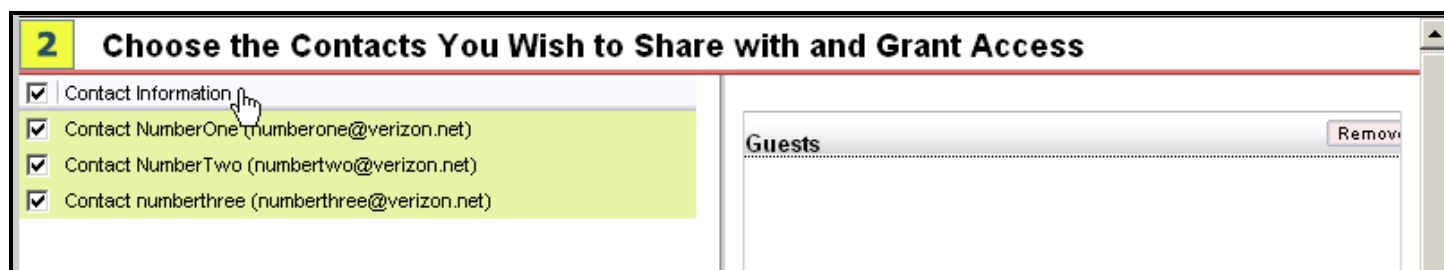


### Choose the Contacts

Addresses from your contact list are shown below **Contact Information**. Click the box to the left of the contact name. A check mark will appear in the box and the highlighted name indicates this contact is selected. You may select multiple contacts this way.

To select all the contacts click in the box to the left of **Contact Information**. A check mark will appear in the box to the left of each contact in the list.

## Illustration 114 Choosing Share via Web contacts



To deselect a contact, click in the box again and the check mark will disappear.

If there are no entries in the Contact List, you will need to **Add Contacts** in a separate step. For more information about adding **Contacts**, [click here](#).

### Grant Access

When at least one contact is selected, you may choose the level of **File Actions** access for them.

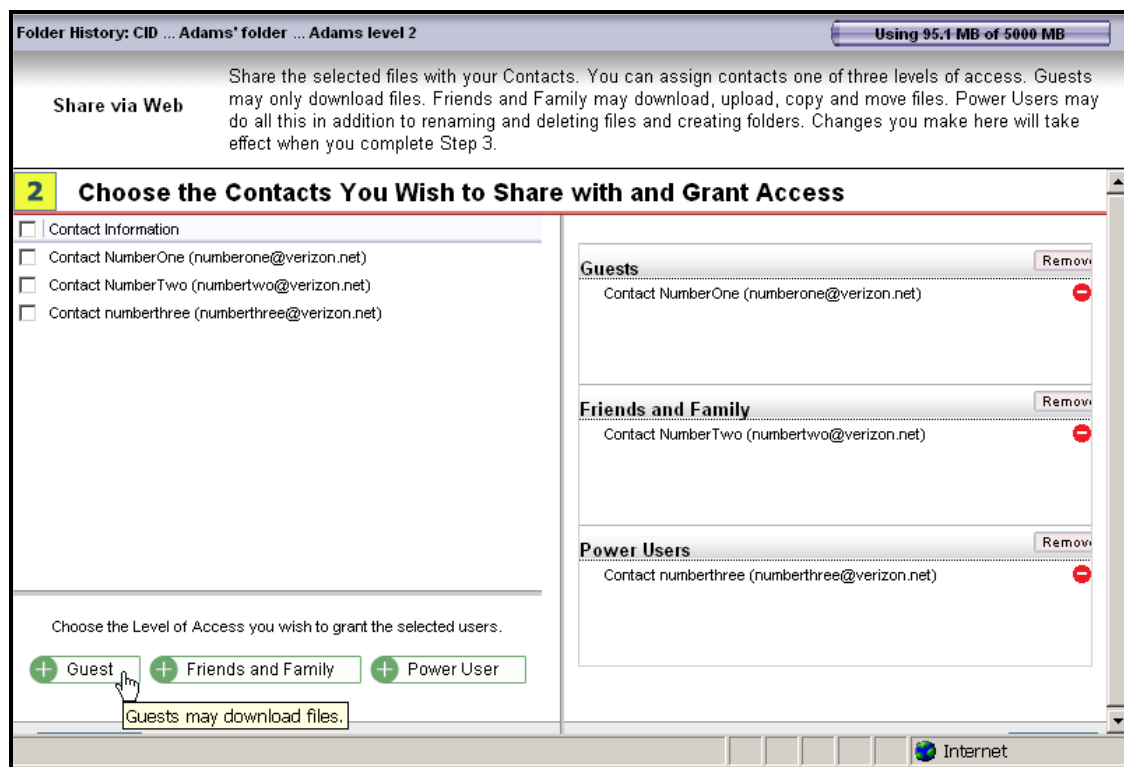
A **Guest** may download your **Online Sharing** files to which you give access.

**Friends and Family** may download, upload, copy and move your **Online Sharing** files to which you give access.

A **Power User** has the highest level of access. They may download, upload, copy, move and delete your **Online Sharing** files to which you give access.

Choose the level of access by clicking the corresponding "+ **Guest**", "+ **Friends and Family**", or "+ **Power User**".

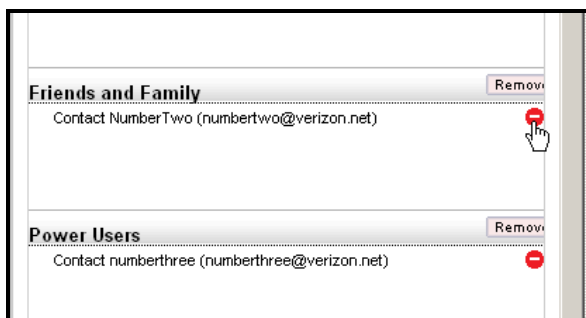
#### Illustration 115 Granting access levels to Share via Web contacts



#### Removing Access

To remove a **Contact** from a level of access, click "-" to the right of their name in the list.

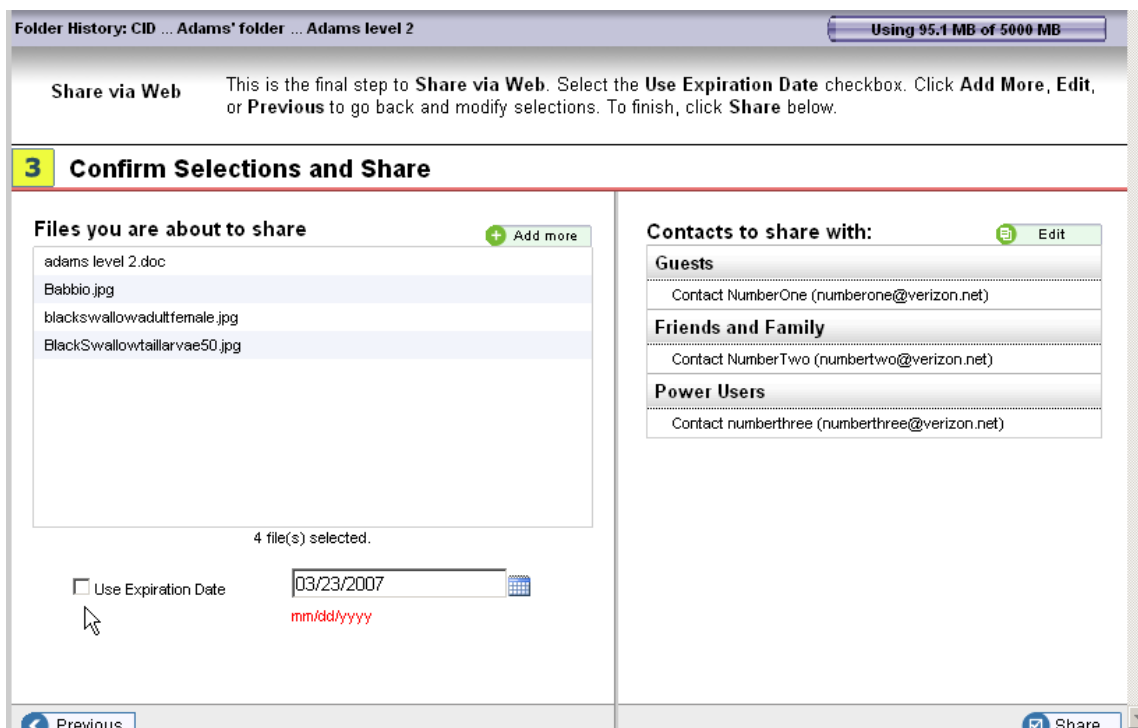
## Illustration 116 Removing or changing access levels for Share via Web contacts



You may also remove all contacts at a particular level of access by clicking **Remove All** at the top right corner of the access list.

When you have finished choosing contacts and giving them access permission, click **Next**. This will take you to the third step in the process where you can **Confirm Selections and Share**.

## Illustration 117 Confirm Share via Web selections



## Confirm Selections and Share

This is the third and final step in the three-step process of **Sharing via Web**.

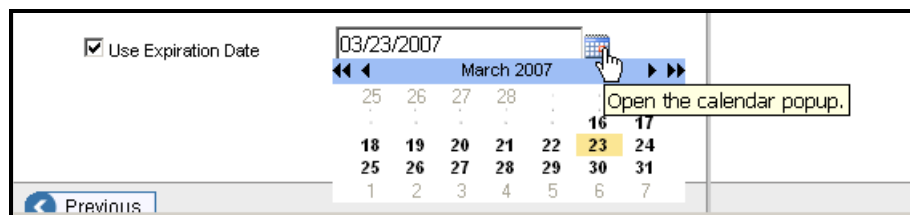
### Confirm the Files Your Are About To Share

You can remove files from sharing by clicking **Previous** at the bottom of the page two times to take you back to Step 1, and remove the file from the **Files you are about to share** list.

You can add more files to share by clicking **" + Add more "** above the list of files. This will take you back to Step 1, the **Select the files you wish to share** step, where you may choose additional files.

If you want to set an expiration date to the shared access, click the box to the left of **Use Expiration Date**. Then use the calendar on the right or enter a date of expiration.

#### Illustration 118 Setting Share via Web expiration date



#### Confirm the Contacts to Share With

You can remove any recipients from the **Send To** list by clicking **Edit**. This will take you back to Step 2 **Choose the contacts you wish to share with and grant access**, where you can remove share recipients by clicking **" - "**  to the right of the email address.

To change access rights, click **"Edit"** above the list of contacts that are grouped by access level. This will likewise take you back to Step 2 **Choose the contacts you wish to share with and grant access** step.

After making changes in Step 2, click **Next** to return to Step 3 **Confirm Selections and Share**.

After you confirm the information is what you intend, click **Share** and the files will be shared.

You must notify the intended share recipients of their email address (as entered in your **Contacts**), their **Sharing Password** from **Contacts**, and your **Online Sharing** account name. This completes the steps in **Share via Web**.

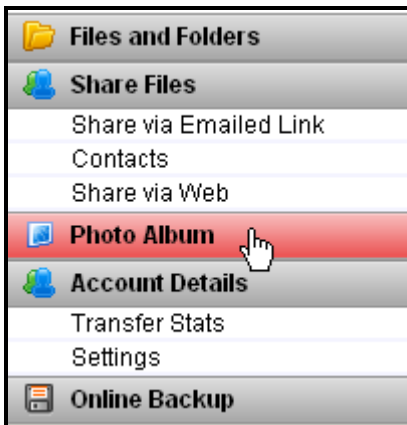
# Photo Album

Open the **Photo Album** page by either clicking on the **Photo Album** icon in the main menu, or by clicking on the **Photo Album** bar in the navigation area on the left.

Illustration 119 Click Photo Album icon



Illustration 120 Click on Photo Album navigation bar



With this page, you can create and organize albums of all the photos stored in your **Online Sharing** account.

## Illustration 121 Photo Album page

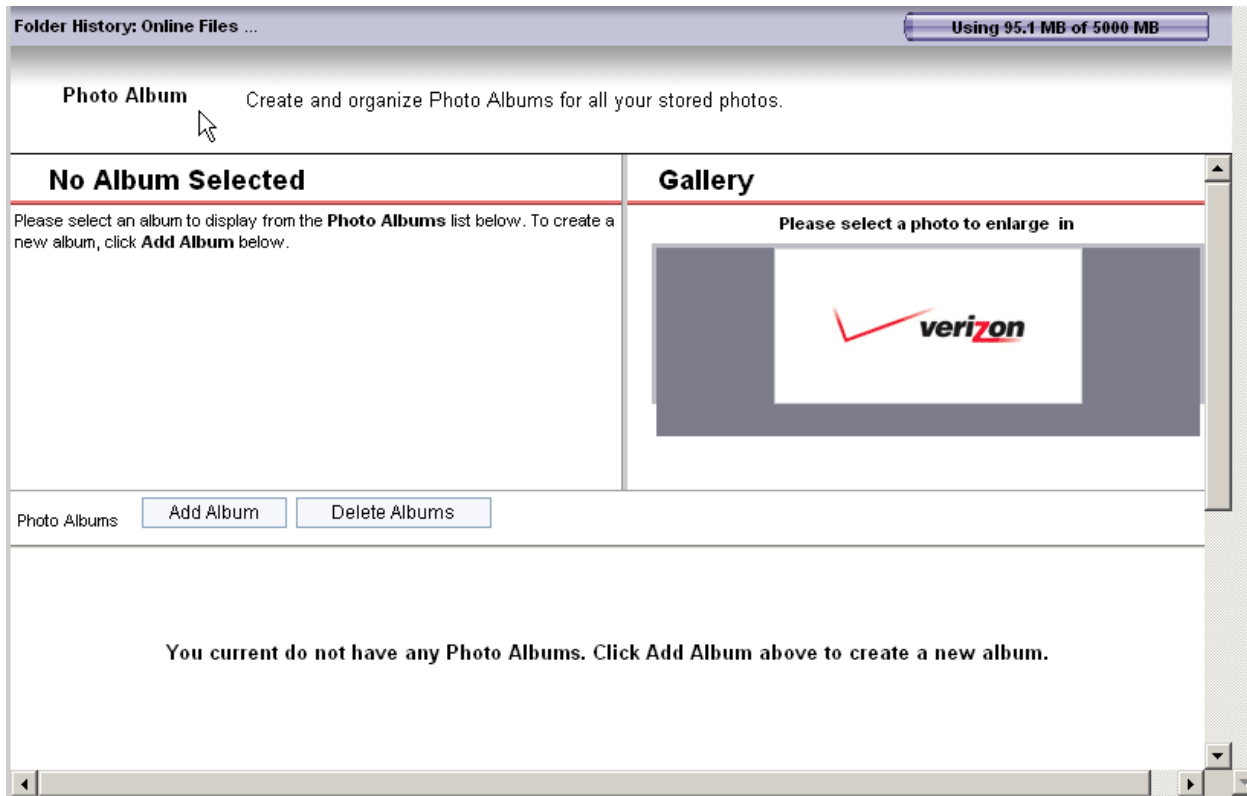


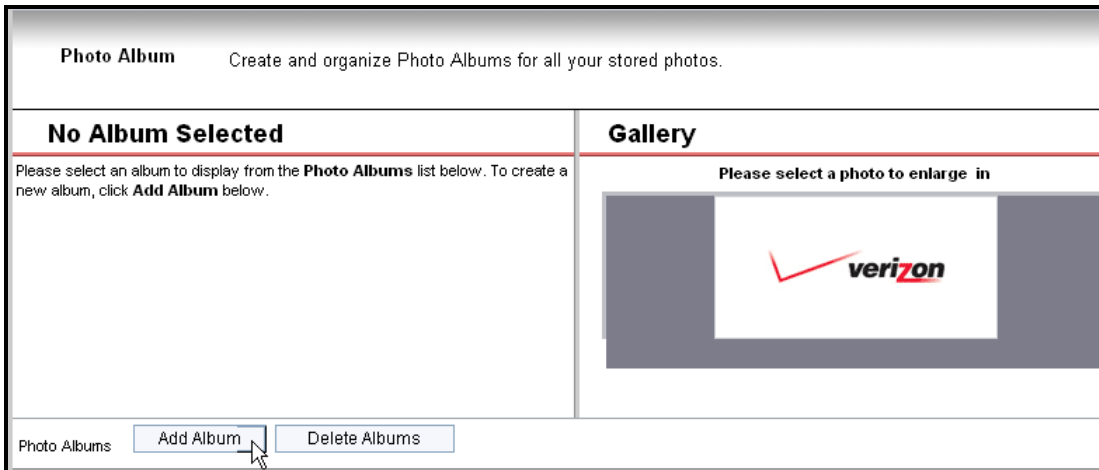
Photo albums are created from files that you have previously uploaded. For more information on how to **Upload Files**, [click here](#).

You may create multiple photo albums. Previously created albums appear in the lower half of the page. For each album, the name, date created and the first picture in the album are displayed.

### Create an Album

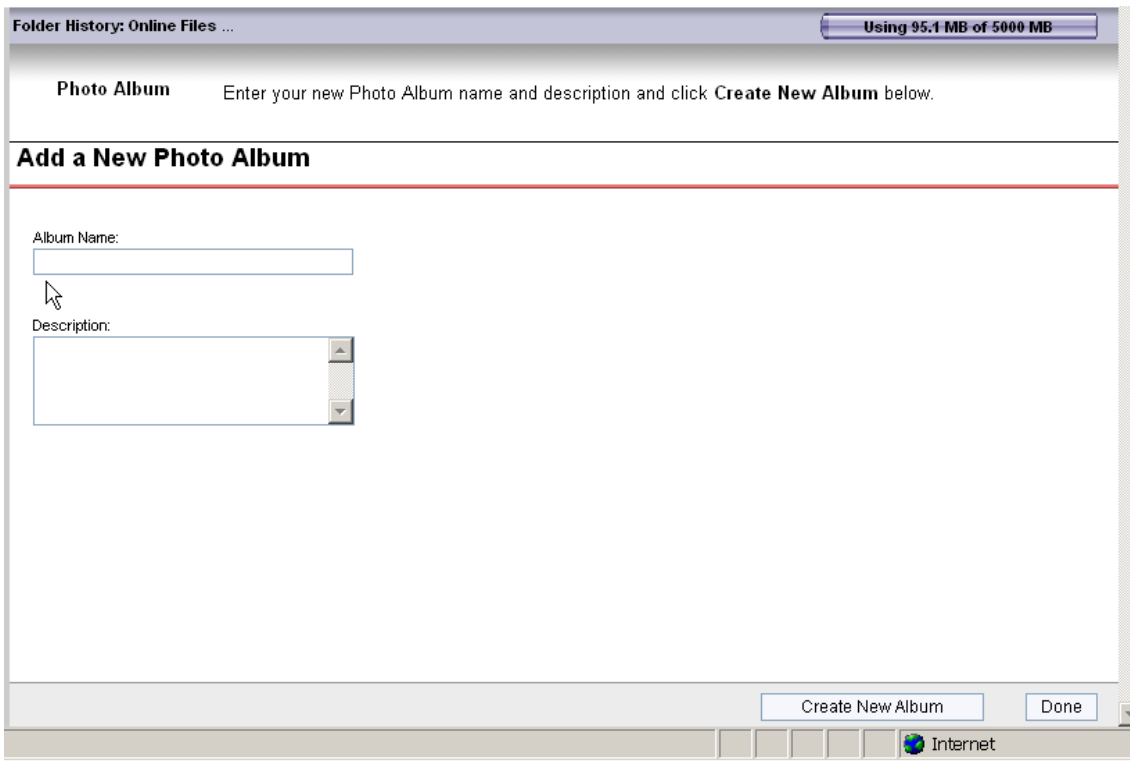
The first step in organizing your photos is to create a photo album. Start by clicking **Add Album** in the middle of the page,

## Illustration 122 Click Add Album



Taking you to **Add a New Photo Album**.

## Illustration 123 Enter Photo Album name and description



Each Photo Album must have a name. In addition, you can enter descriptive text identifying the contents of the album.

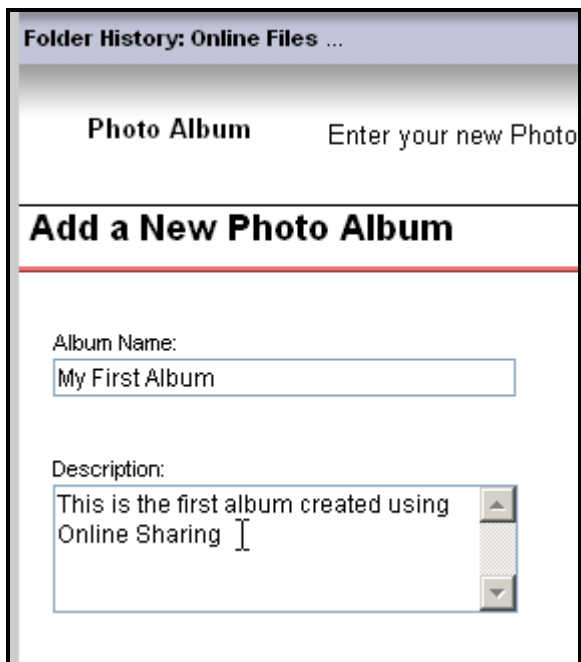
## Album Name

Enter the name you would like for your photo album.

## Description

You can optionally enter additional text to describe the photo album.

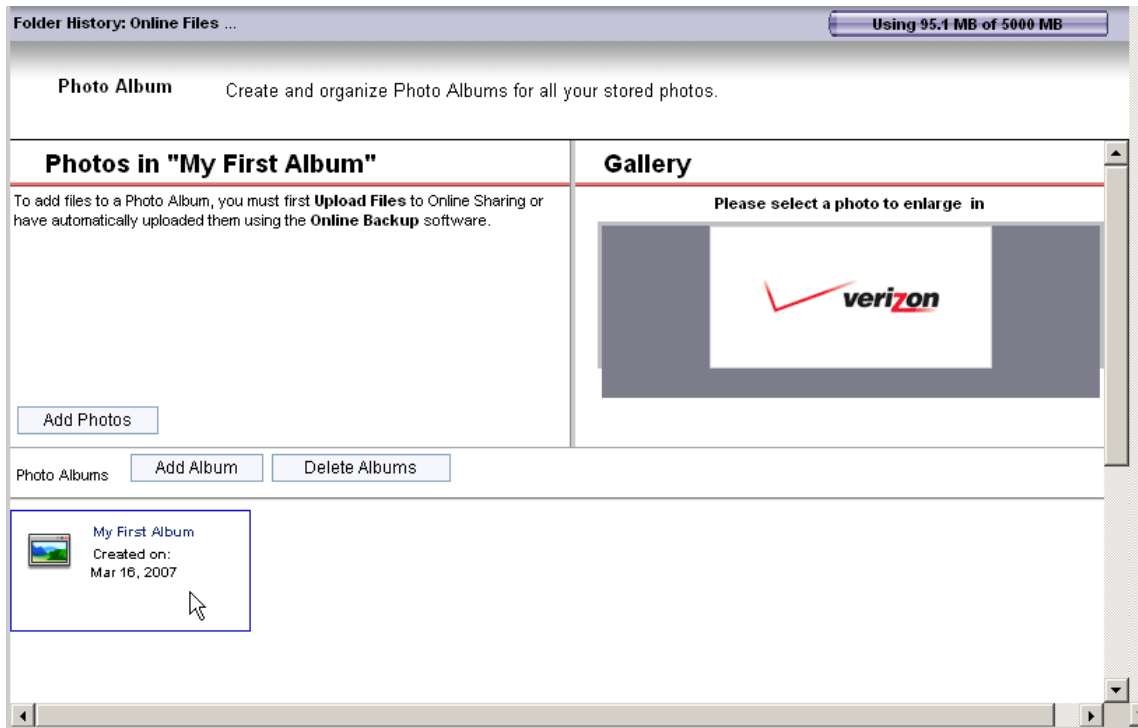
**Illustration 124** Example of entering Photo Album name and description



The screenshot shows a web interface for creating a new photo album. At the top, there is a header bar with the text "Folder History: Online Files ...". Below this, there is a section titled "Photo Album" with a subtitle "Enter your new Photo". The main heading is "Add a New Photo Album". Below the heading, there are two input fields: "Album Name:" with the text "My First Album" and "Description:" with the text "This is the first album created using Online Sharing". The description field has a vertical scrollbar on its right side.

When you have finished with the photo album name and description, click **Create New Album** to create and add the album. You will see the name of the album and its creation date on the **Photo Album** main page that appears next.

## Illustration 125 New Photo Album added and selected



## Selecting a Photo Album

To select an album, click on the album name or the image. All the photo albums appear in the lower half of the page.

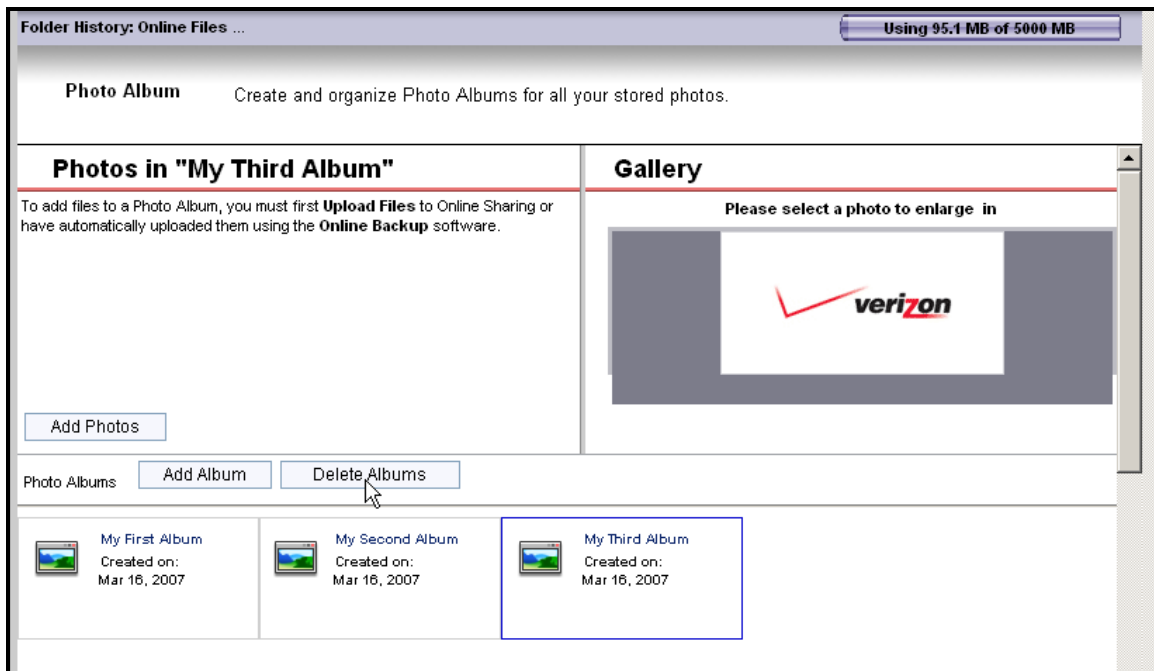
## Delete Album

You can delete an entire photo album without removing the photos it contains from your **Online Directory**. The actual photos remain in your **Online Directory**. Use **Files and Folders** to remove them permanently from your online space. To view the help information about deleting from **Files and Folders** [click here](#).

## Selecting an Album

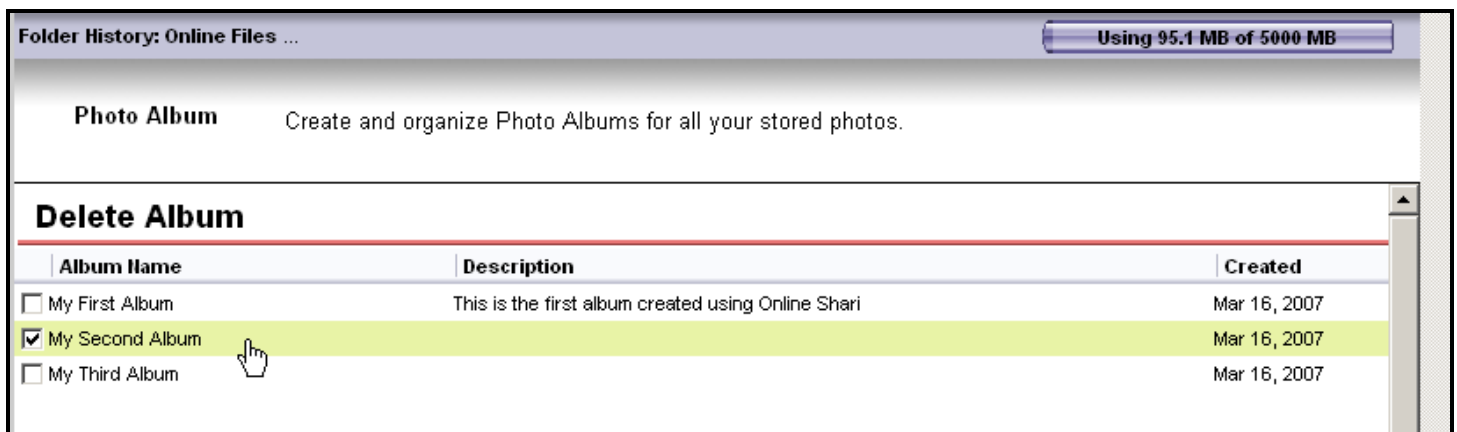
Click on **Delete Albums** located in the middle of the page.

## Illustration 126 Deleting a Photo Album that has been selected



A list of your albums will display. Select the albums by checking the box to the left of the name. A check will appear in the box. You may continue to select multiple albums in this manner.

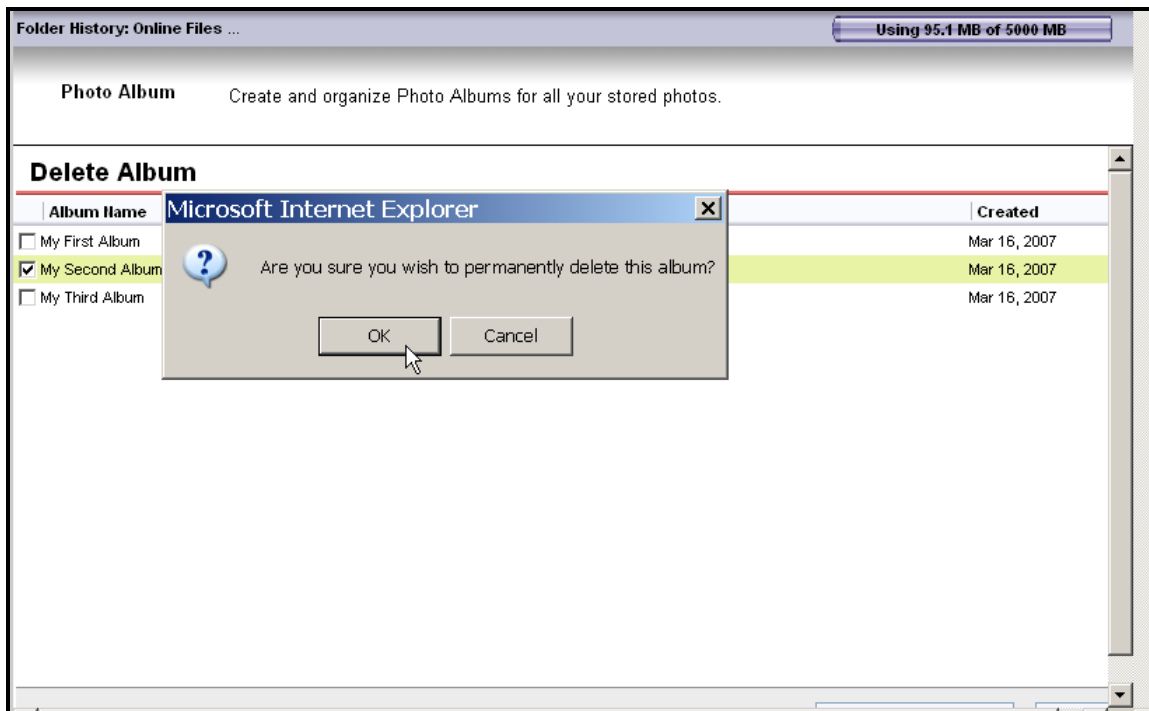
## Illustration 127 Selecting a Photo Album for deletion



## Deleting Albums

When you have selected the albums to delete, click **Delete Selection** at the bottom of the page.

### Illustration 128 Deletion confirmation



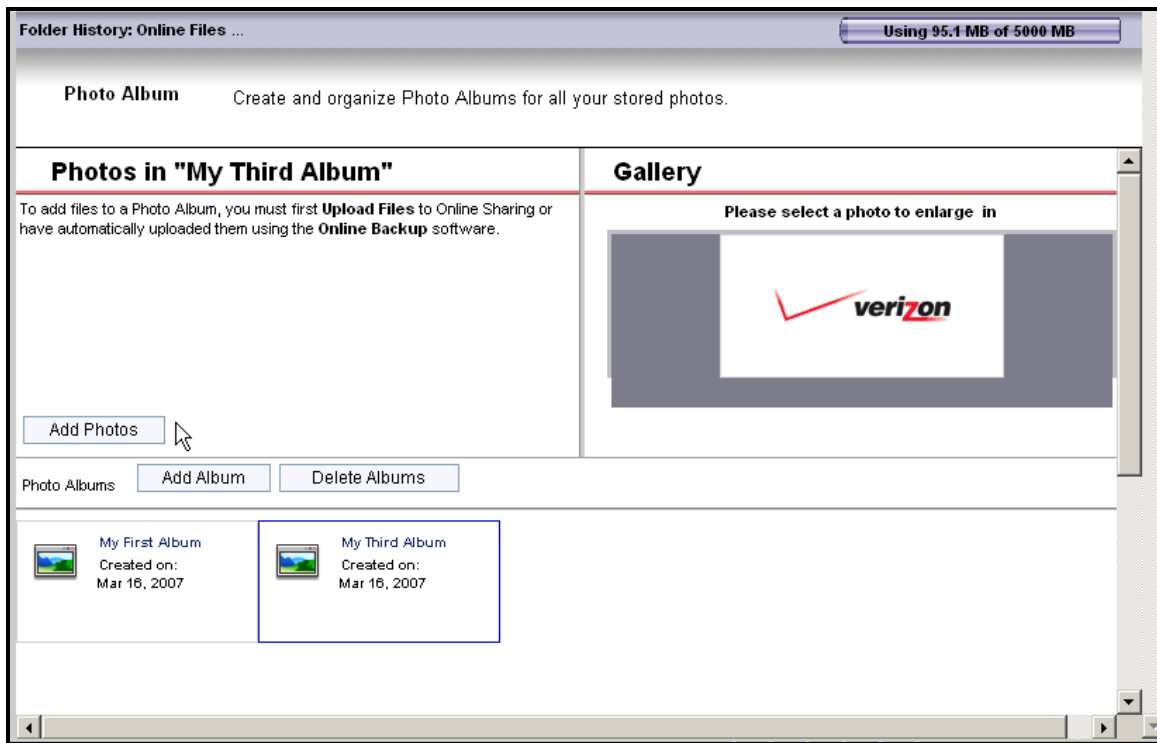
The selected albums are deleted and no longer listed.

### Illustration 129 Photo Album deletion result



When you have finished, click **Cancel** to return to the **Photo Album** main page.

**Illustration 130 Photo Album main page with My Third Album selected**



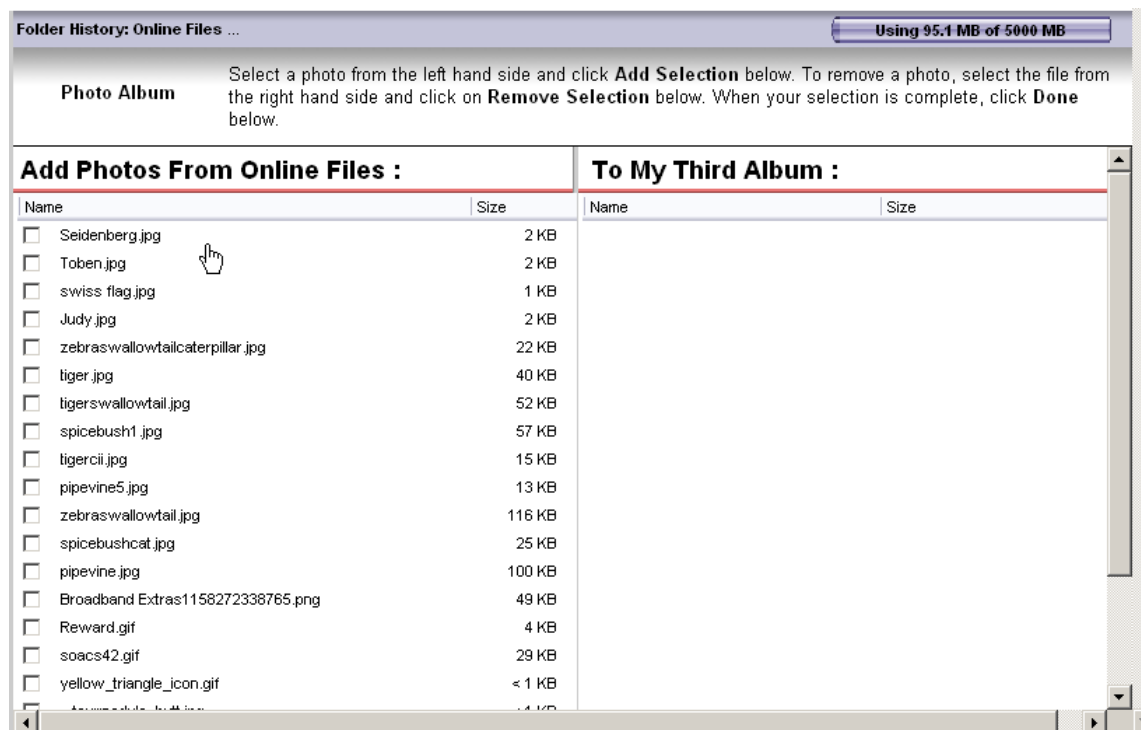
## **Add Photos to an Album**

Select a photo album in order to add photos to it. Click on the album. A highlighted border indicates the album is selected. When selected, the collection of photos contained in the album is also displayed.

The option to **Add Photos** appears when you have successfully selected an album.

To add photos to an album, click **Add Photos** and the **Add Photos from Online Files** page displays.

## Illustration 131 Adding uploaded online photos to a Photo Album



## Adding Photos to an Album

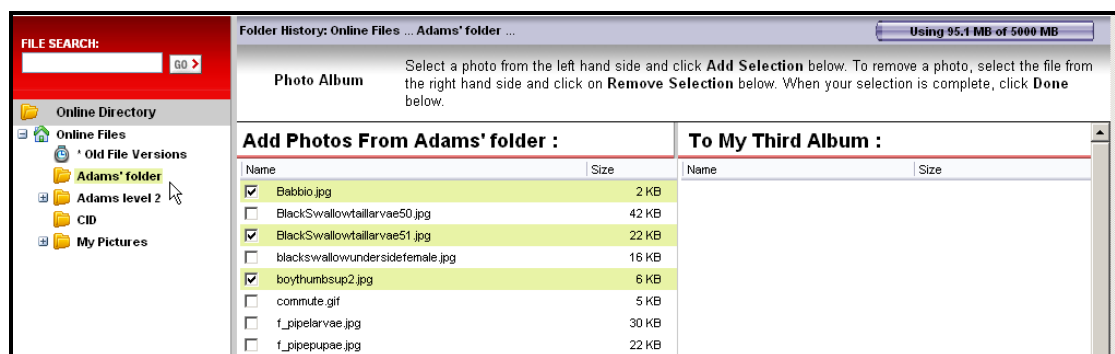
Add photos to an album from photos that you have previously uploaded to your **Online Directory**. You can add photos from multiple folders to an album.

## Selecting Photos

### Select the Folder

Navigate to the folders that contain the desired photos using the folder view in the **Online Directory**.

## Illustration 132 Selecting photos to be added to an album

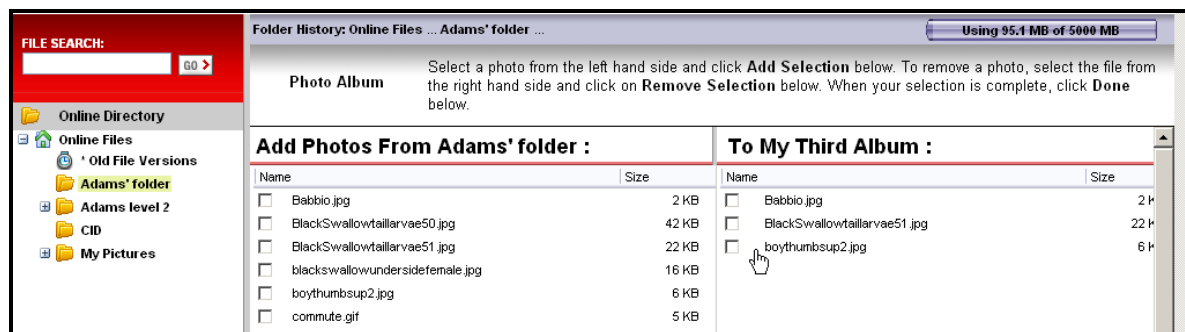


Select a folder that contains the desired photos, and then select one or more photos by clicking the check box next to the file name. When the photo is selected, the check box will have a checkmark in it and the file name will be highlighted.

## Add Selection

After selecting the files you wish to add from this folder, click **Add Selection**. The selected file(s) will now appear in the right-hand panel.

### Illustration 133 Verify photos have been added to the selected album



## Remove Selection

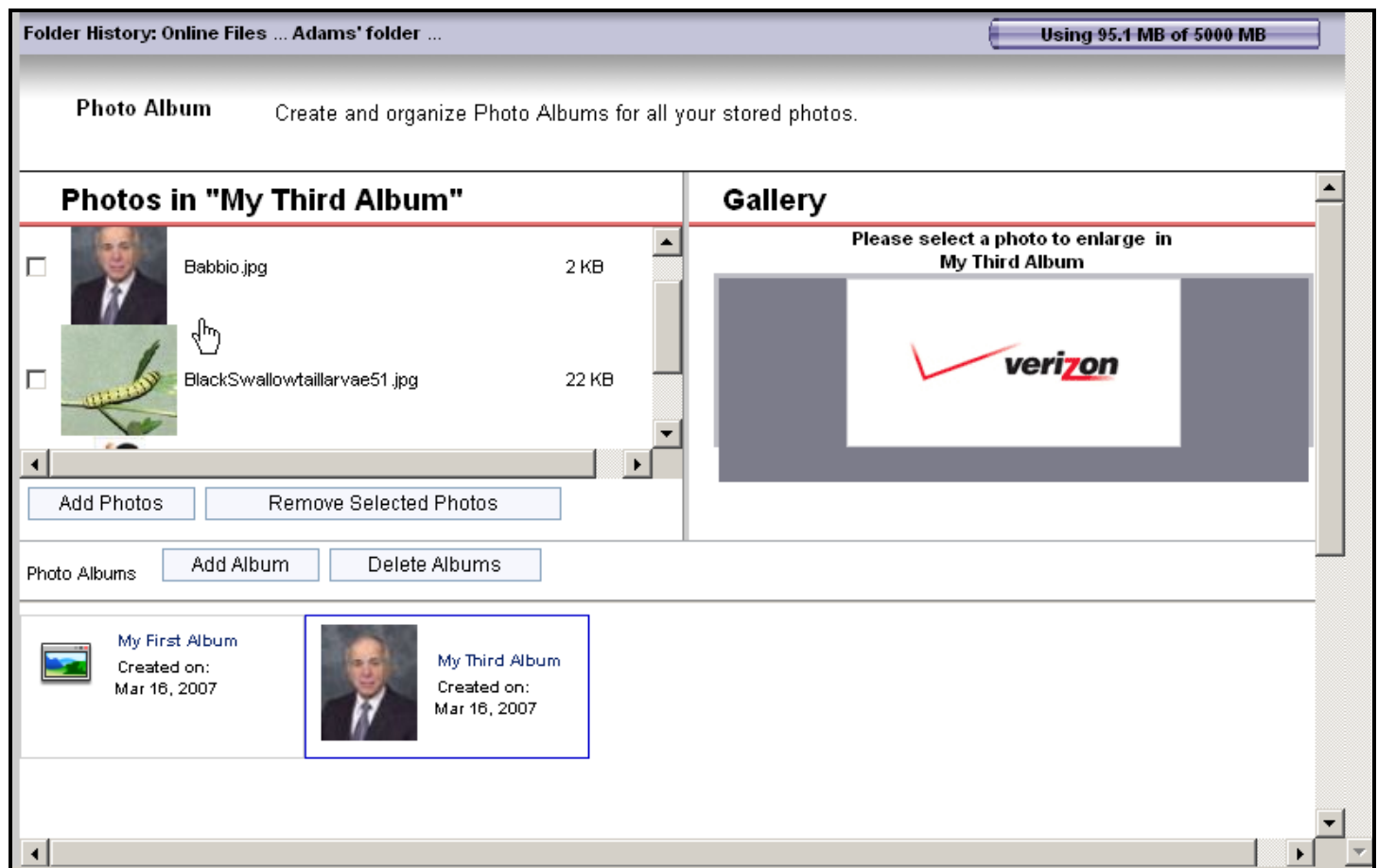
Remove photos listed in the right-hand panel from the album by clicking **Remove Selection**. You can select one or more photos by clicking the check box next to the file name.

Clicking **Remove Selection** does not remove the files from your **Online Directory**, just from the selected photo album.

## Completing Your Selection

When you finish building your list of photos, click **Done** to return to the **Photo Album** main page. The photos selected are now in the selected photo album.

Illustration 134 Main page of Photo Album

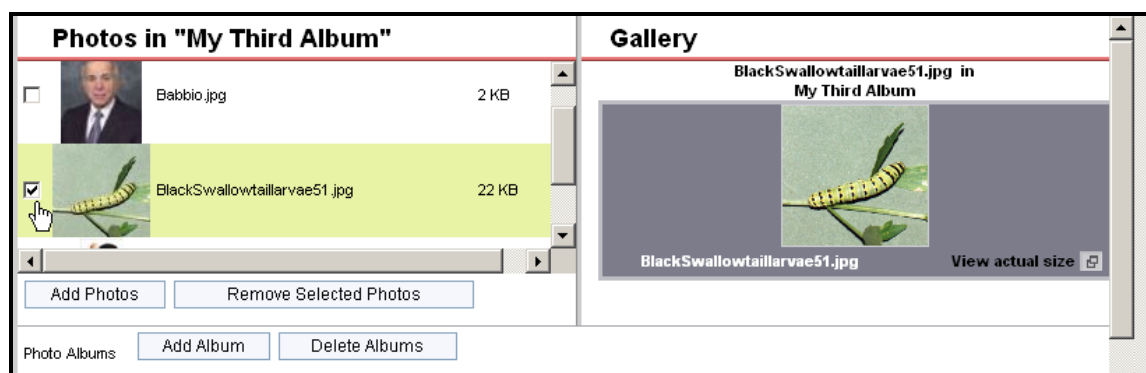


## Remove Selected Photos

Select an album by clicking on it. The photos in the album are displayed in the table with headings **Image**, **Name** and **Size**. If you select any of these photos, by clicking in the box to the left of the image, a check mark appears in the associated box. Click **Remove Selected Photos** to remove the photos from the album.

**Note:** **Remove Selected Photos** only appears on the page when an album containing photos is selected.

Illustration 135 Displaying photos in the Gallery



## Gallery

You can see an enlarged view of a photo from an album by clicking on the smaller image in the left pane. The larger image appears in the **Gallery**.

The actual size of the image can be viewed by clicking **View Actual Size**.

Illustration 136 Clicking on View Actual Size button

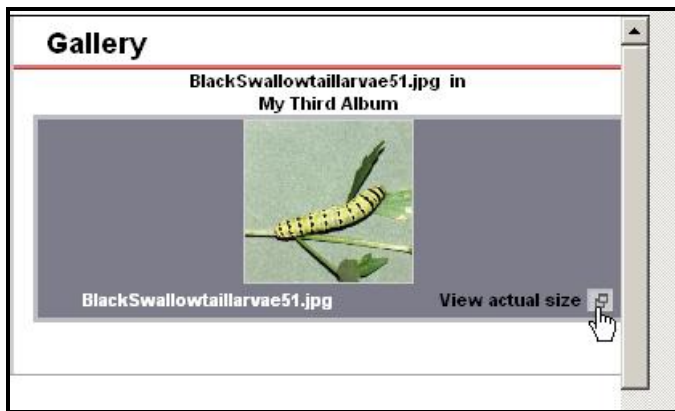
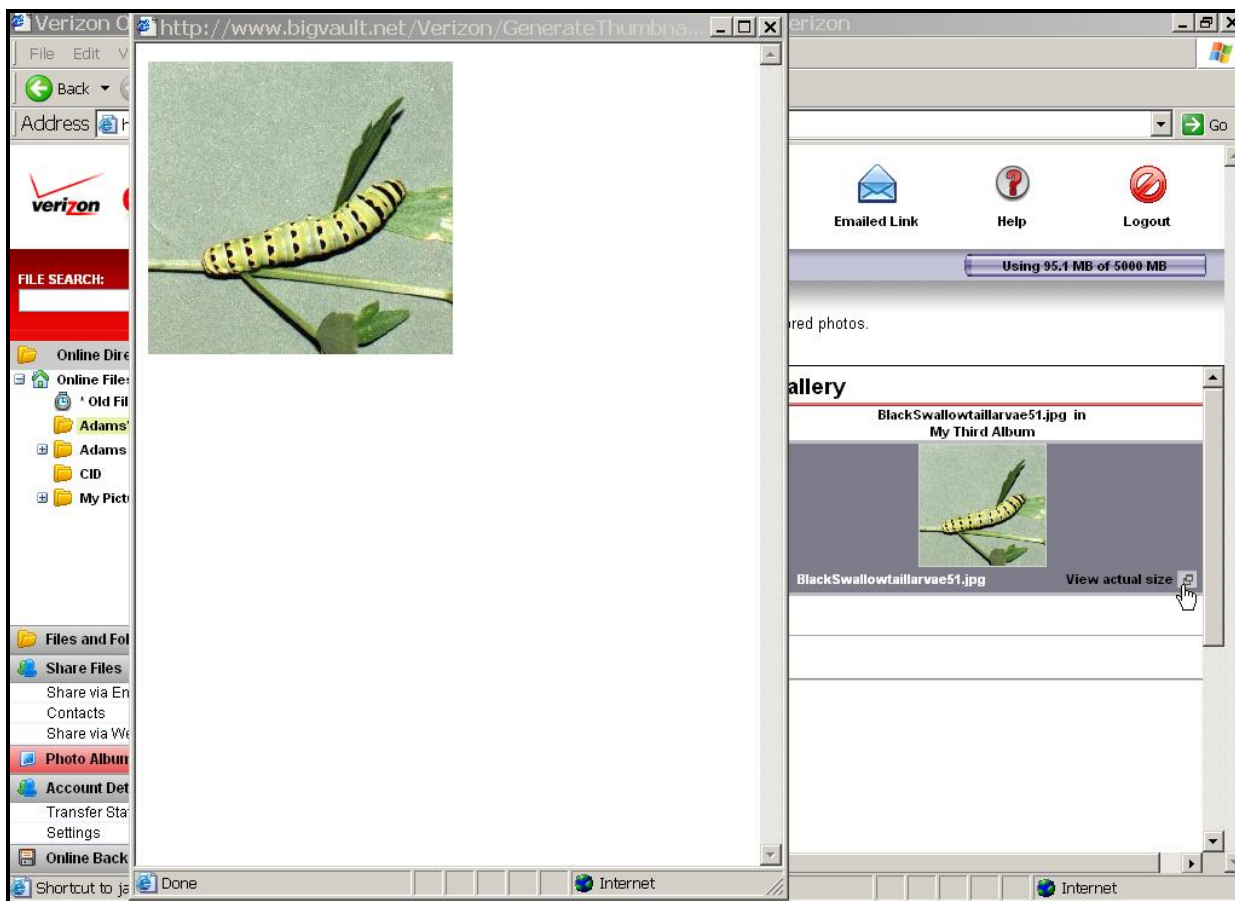


Illustration 137 Actual size activation result



# Account Details - Transfer Stats

## File Transfer Statistics

The top half of this page is dedicated to showing the history of files coming into and out of your online sharing space.

Illustration 138 Selecting a period for transfer activity

Folder History: Online Files ...

Using 95.1 MB of 5000 MB

Transfer Stats

Monitor your file transfer activity. You can also filter your results by entering a date range, selecting an activity and clicking Go.

File Transfer Statistics

Show Me Statistics From: 03/09/2007 to 03/16/2007 Activity: All Go

### Selecting a Date Range

When viewing transfer statistics, it might be preferable to view only a certain range of dates.

To the right of **Show Me Statistics From:** you will see two date-pickers. The first is the earliest date from which you wish to see activity, while the second is the latest.

When you have selected the appropriate date range, click **Go** to refresh the page. A list will appear that includes all activity between the appropriate dates.

Illustration 139 File transfer statistics example

Folder History: Online Files ...

Using 95.1 MB of 5000 MB

Transfer Stats

Monitor your file transfer activity. You can also filter your results by entering a date range, selecting an activity and clicking Go.

File Transfer Statistics

Show Me Statistics From: 12/01/2006 to 03/16/2007 Activity: All Go

Name	Size	Download By	Date
Judy.jpg	2 KB	Web Sharing	02/23/2007 12:59:18
Babbio.jpg	2 KB	Web Sharing	02/23/2007 12:59:18
Bob.jpg	2 KB	Web Sharing	02/23/2007 12:59:18
Judy.jpg	2 KB	Web Sharing	02/23/2007 12:59:59
Babbio.jpg	2 KB	Web Sharing	02/23/2007 12:59:59
Bob.jpg	2 KB	Web Sharing	02/23/2007 12:59:59
rename test.doc	227 KB	My Activity	03/05/2007 15:51:03
rename test.doc	227 KB	My Activity	03/05/2007 15:52:15
baby.jpg	132 KB	My Activity	03/12/2007 12:33:18

## Selecting an Activity Type

You may also limit your list to activity of a certain type. Options include:

**My Activity:** downloads made via the download icon or by right-clicking files in your online sharing space. For details on this type of activity, see [Downloading Files](#).

**Web Sharing:** files downloaded by those with whom you have shared via the web. For details on this type of activity, see [Sharing via the Web](#).

**Emailed Link:** files downloaded by those with whom you have shared via emailed password protected and encrypted web links. For details on this type of activity, see [Sharing via Emailed Link](#).

**All:** includes all above activity types.

When you have selected an activity type, click **Go** to refresh the page. A list will appear that includes all activity of the selected activity type.

Illustration 140 Activity filter for file transfer statistics

Folder History: Online Files ... Using 95.1 MB of 5000 MB

**Transfer Stats** Monitor your file transfer activity. You can also filter your results by entering a date range, selecting an activity and clicking **Go**.

**File Transfer Statistics**

Show Me Statistics From: 12/01/2006 to 03/16/2007 Activity: My Activity **Go**

Name	Size	Download By	Date
rename test.doc	227 KB	My Activity	03/05/2007 15:51:03
rename test.doc	227 KB	My Activity	03/05/2007 15:52:15
baby.jpg	132 KB	My Activity	03/12/2007 12:33:18

## Overall Usage

The bottom half of this page is dedicated to reporting on both the total activity of your online space and its utilization.

Illustration 141 Overall usage

**Overall Vault Usage:**

Total Downloaded:	586 KB	Storage Used:	95 MB
Total Guest Downloaded:	12 KB	Storage Remaining:	5 GB
Total Emailed:	0	Percent Available:	98.1%

## Total Transfers

On the left, three rows show how much total data was downloaded from your online sharing space. It is broken into three categories:

**Total Downloaded:** total amount of data downloaded via the **Download** action icon or by right-clicking files in your online sharing space. For details on this type of activity, see [Download Files](#).

**Total Guest (Share via Web) Downloaded:** total amount of data downloaded by those with whom you have shared via the web. For details on this type of activity, see [Share via Web](#).

**Total Emailed (Share via Emailed Link):** total amount of data downloaded by those with whom you have shared via emailed password protected and encrypted web links. For details on this type of activity, see [Share via Emailed Link](#).

## Space Utilization

The right side of this pane reports utilization of your subscribed online sharing space.

**Storage Used:** total amount of data stored in your online sharing space.

**Storage Remaining:** total amount of space left in your online space.


**Percent Available:** percentage of total online space that is left to use.

## Account Details - Settings

### Account Space

The top half of this page describes the utilization of the storage provided by your online sharing space.

Illustration 142 Account Settings

Account Settings:	
<b>Account Space</b> 	
Total space:	5 GB
Space utilized:	95 MB

**Total space:** total amount of storage provided by your online sharing space.

**Space utilized:** total amount of data being stored in your online sharing space.

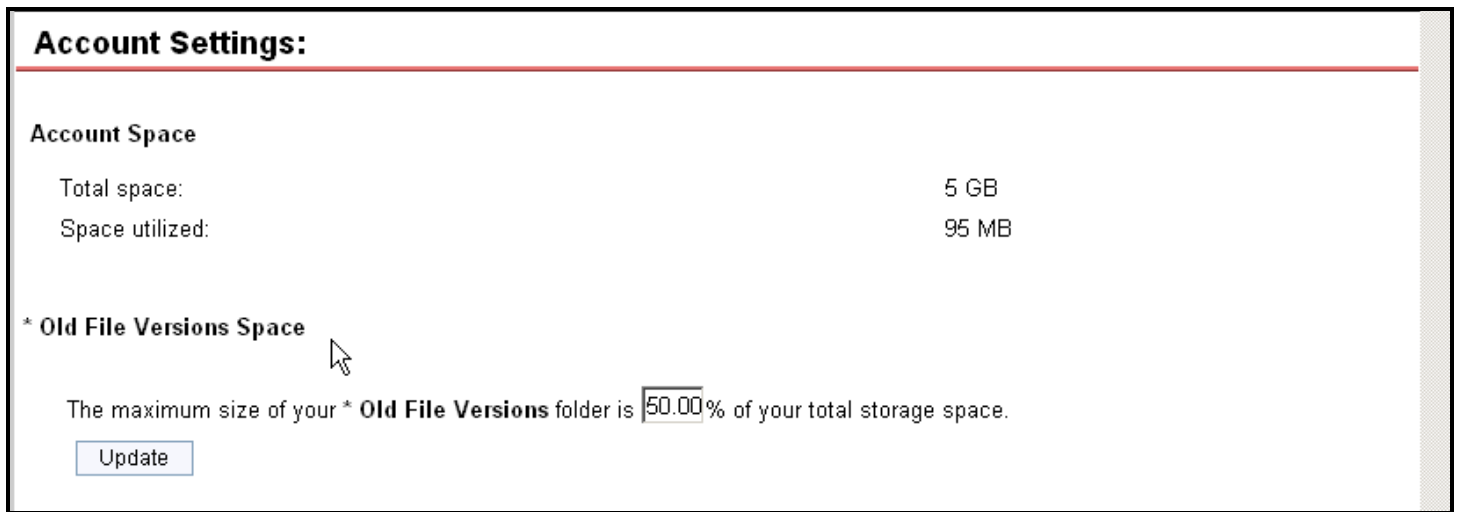
### Old File Versions Space

On the lower half of the page is a setting that allows you to change how much of your online sharing space is dedicated to storing old versions of files. (For help finding old versions of your files, see **Showing File Versions**.)

## Viewing the Current Space Allowance

The current percentage of your online sharing space that is available for old versions is shown when the page loads.

Illustration 143 Account Settings



The screenshot shows a web interface titled "Account Settings:". Below the title, there is a section labeled "Account Space" which displays "Total space: 5 GB" and "Space utilized: 95 MB". Below this, there is a section labeled "\* Old File Versions Space". A mouse cursor is pointing at the text "The maximum size of your \* Old File Versions folder is 50.00% of your total storage space." The number "50.00" is highlighted with a selection box. Below this text is a button labeled "Update".

Account Space	
Total space:	5 GB
Space utilized:	95 MB

\* Old File Versions Space

The maximum size of your \* Old File Versions folder is 50.00% of your total storage space.

Update

## Changing the Space Allowance

**Step 1:** Delete the current percentage from the edit box.

**Step 2:** Enter a new percentage in the edit box.

**Step 3:** Click the **Update** button.

The new percentage takes effect immediately.