

# Getting started with pCloud



# **Congratulations!**

By joining pCloud you've just made the first step to having a more organized digital life! Use pCloud to store all your files and keep them secure in one place. It is time to forget about having your files scattered around multiple devices, sharing files as an email attachment or losing your data because of a hard drive malfunction.

## **Table of Contents**

## 1. Access your pCloud anywhere

Learn how to have your files always with you from:

- > a web browser
- > desktop computer
- > mobile device

## 2. Add files to pCloud

Easily upload files from:

- > a web browser
- > desktop computer
- > mobile device

## 3. Share files, regardless of their size

Send any file or folder to your friends or colleagues from:

- > a web browser
- > desktop computer
- > mobile device

### 4. Collaborate with others

Grant access to any of your folders from:

- > a web browser
- > desktop computer
- > mobile device

## 5. Personalize your Shared links

Brand your Shared links with your own cover, image and message from:

> my.pCloud.com

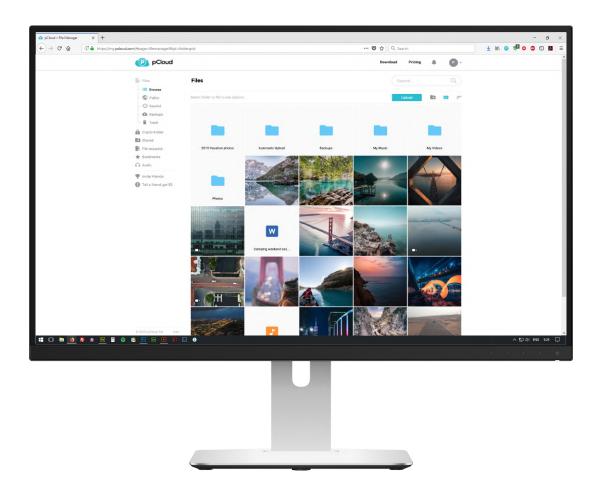
## 6. Useful tips

More great things you can do with pCloud

# Access your pCloud anywhere

You can access your files in pCloud in many ways:

# pCloud Web



pCloud is available virtually for any popular browser. Get quick and easy access to your digital content, preview older versions of your files, share them with others and more.

Go to my.pCloud.com

# pCloud's Desktop Application

#### Available for









pCloud's app for Desktop is called pCloud Drive for a good reason - it serves as a virtual hard drive on your computer! This means that you can access and edit your pCloud files as any other file on your computer but without them actually taking space on your disk.

Download

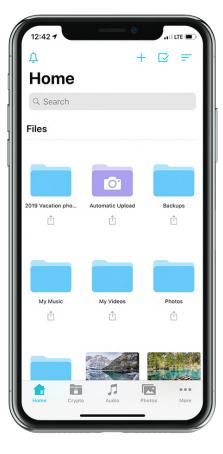
# pCloud's Mobile Apps

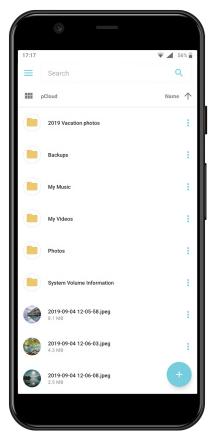
#### Available for





S





With pCloud's Mobile apps all your files will be in your pocket, wherever you go. You can use it to automatically back up your Camera Roll and free up phone space for more photos and videos.

Stream your personal videos, listen to your favorite music or preview documents, on the go.



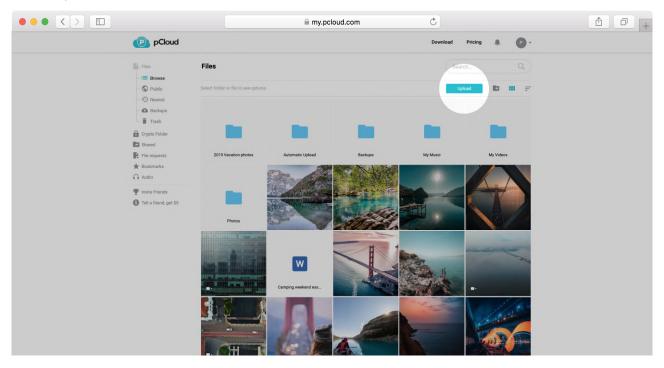


# **Add Files to pCloud**

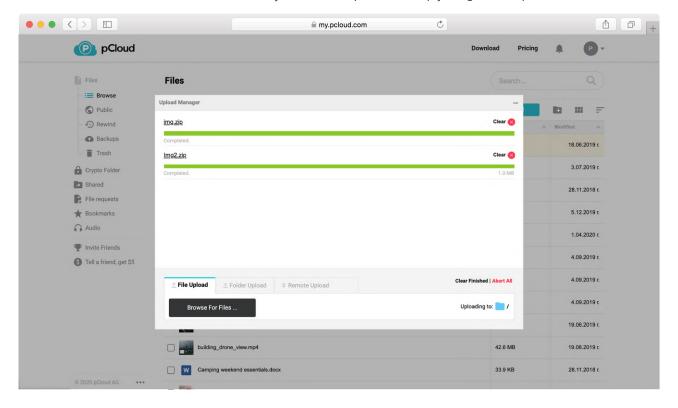
There are miltiple ways to save your files in pCloud:

#### 1. Web

1. Open my.pCloud.com and click on "Upload" button. This will open the Upload manager.



2. Click "Browse For Files" and select the files you want to upload or simply drag and drop them into the browser.



### 2. Desktop

#### Directly:

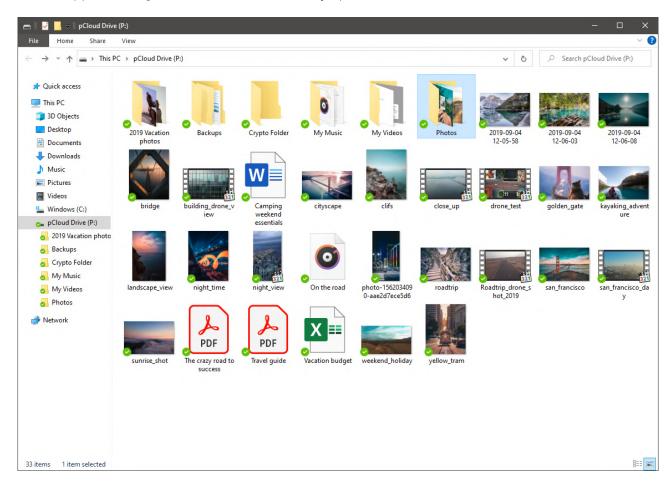
If you'd like to upload a single file, you can copy & paste it to pCloud Drive. However, if you're transferring more than one file, we recommend using pCloud Sync.

#### pCloud Sync

Sync connects local folders with pCloud. This connection goes both ways and your files are available for offline access.

- Right-click on a local folder
- Select Sync to pCloud
- Choose where in pCloud you'd like to save the folder
- Click **Add sync** to confirm

Files will appear with green checkmarks once fully uploaded.



## 3. Mobile Apps

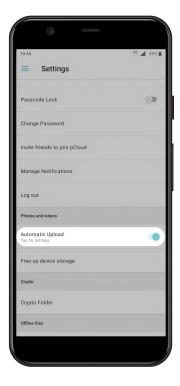
### Open the pCloud App

Tap the + (plus) icon (iOS – at the top / Android – at the bottom of your screen) to select and add files.









#### Bonus:

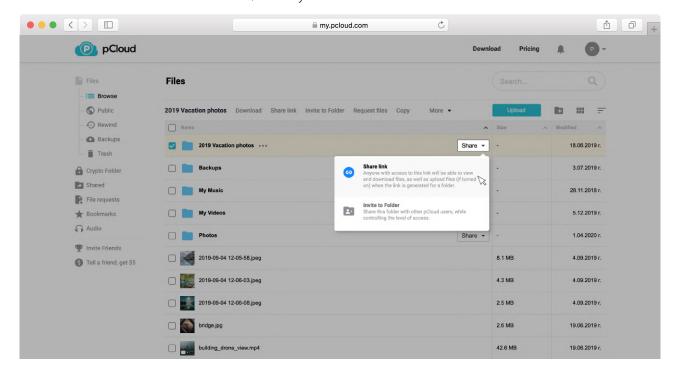
To always have a copy of the photos and videos from your Camera Roll, turn on Automatic Upload from Settings. Rest assured no important memory ever gets lost.

# Share files, regardless of their size

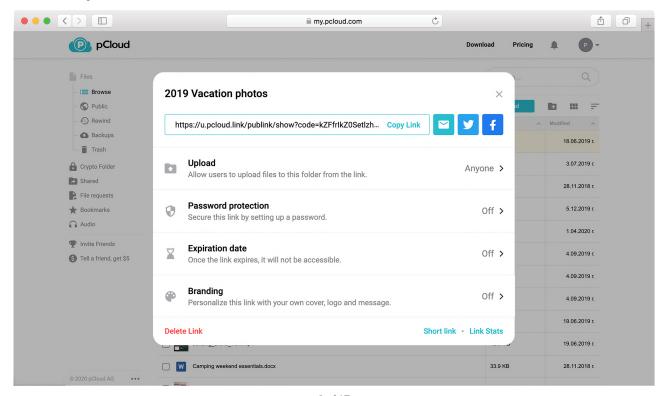
You want to share files that are too large to email? With pCloud you can share large files with your friends, clients or teammates by generating Shared links. The best part - your friends don't need to register to preview and download the files.

#### Web

Click the 'Share' button next to the file/folder you want to send. Choose 'Share link'.

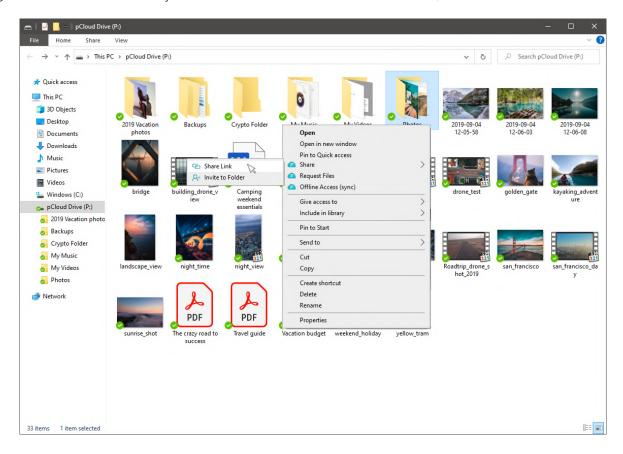


A dialog will open containing the generated link. You'll also see all the ways you can modify the link with the link settings.

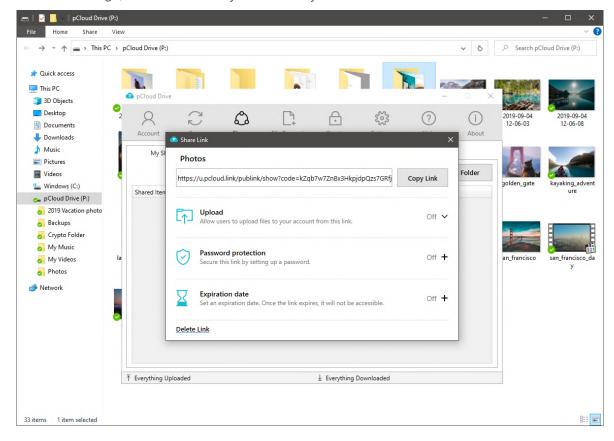


### **Desktop**

Right-click on the file/folder you want to share. From the context menu, choose Share > Share link



The link will be automatically copied to your clipboard. A notification will appear. After you click it, you will open the link settings, which will allow you to modify the link.

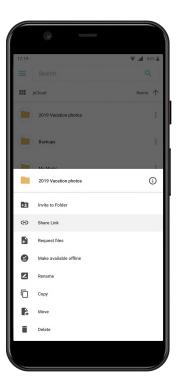


# **Mobile App**

Find a file/folder you want to share and tap on the Share icon next to it.

Select Share link.









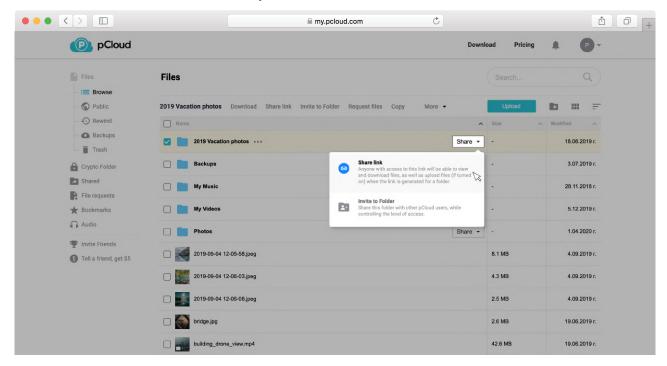
Choose among the list of suggested apps to share, or copy to clipboard.

# Collaborate with others

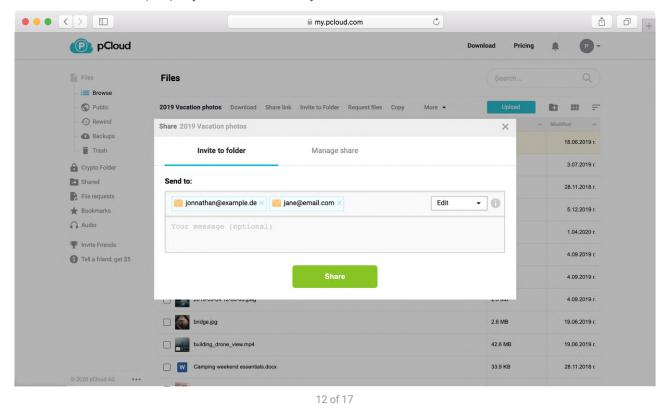
You want to share your files with teammates or friends, work on them together and track changes in real-time? You can do this with any folder in your account with the option 'Invite to Folder'. Set access permissions, type the emails of the people you want to invite and pCloud will send them an in invite with a link to join your folder (even if they don't have pCloud account yet). Here is how to start collaborating:

#### Web

Click the 'Share' button next to the folder you want to collaborate on. Choose 'Invite to Folder'.

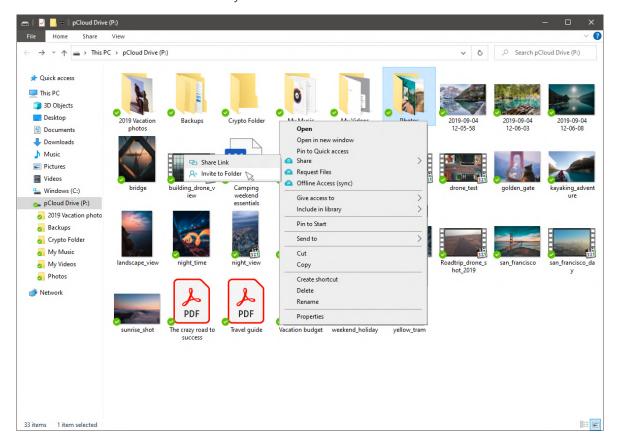


Add the emails of the people you want to share your folder with.

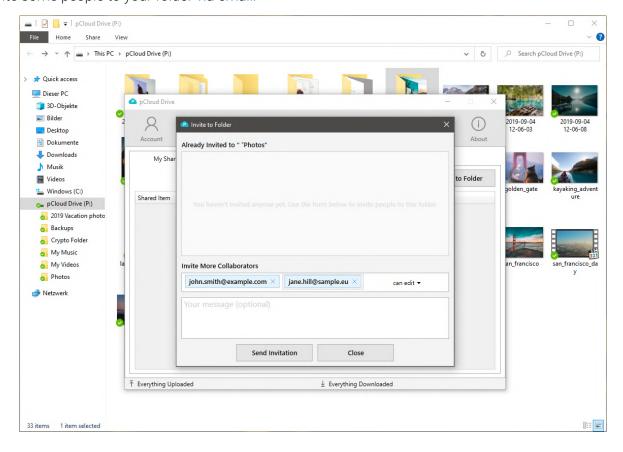


## **Desktop**

Click the 'Share' button next to the folder you want to collaborate on. Choose 'Invite to Folder'.



Invite some people to your folder via email.

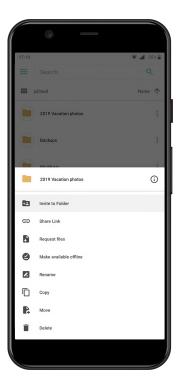


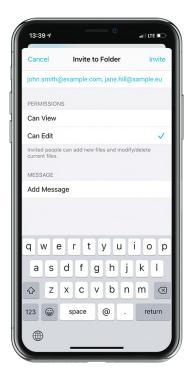
# **Mobile App**

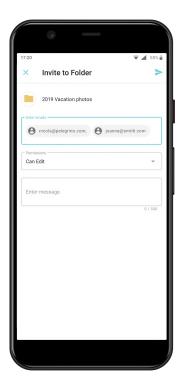
Tap on the Share icon next to the folder you want to share.

Select "**Invite to Folder**" from the menu.









Type in the emails of the people you want to invite.



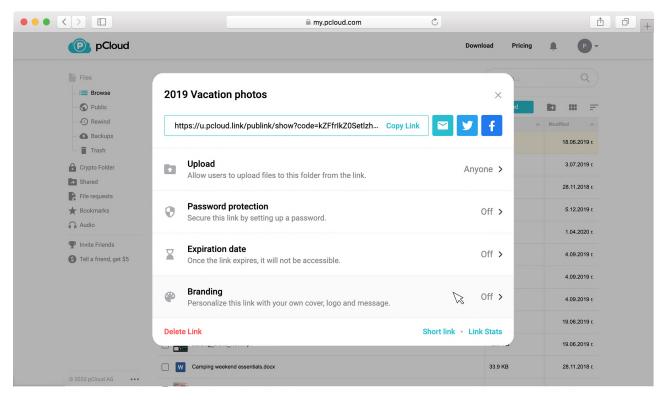
You will receive a notification, when someone joins your folder and starts adding or editing files.

# Personalize your Shared links

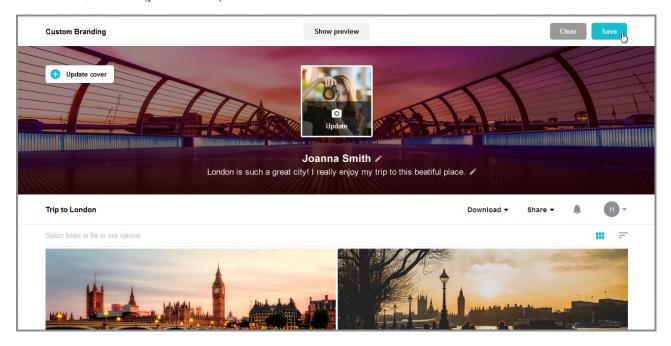
It only takes 7 seconds to make a strong first impression. Present your best work in the best possible way. Personalize your Shared links with your own cover, image and message.

#### Web

Open my.pCloud.com and generate a link. Click "Branding"



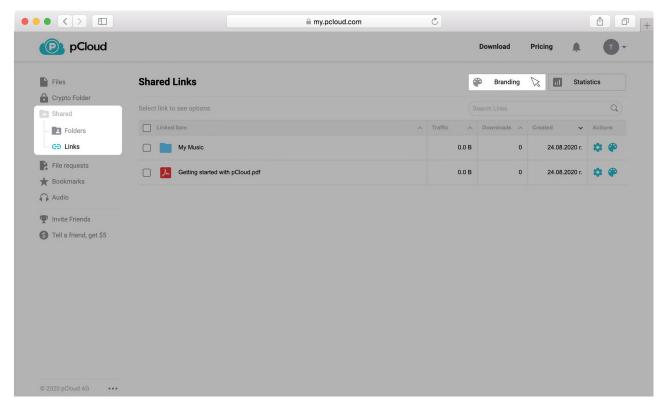
Add a cover, title image or description and click "Save"



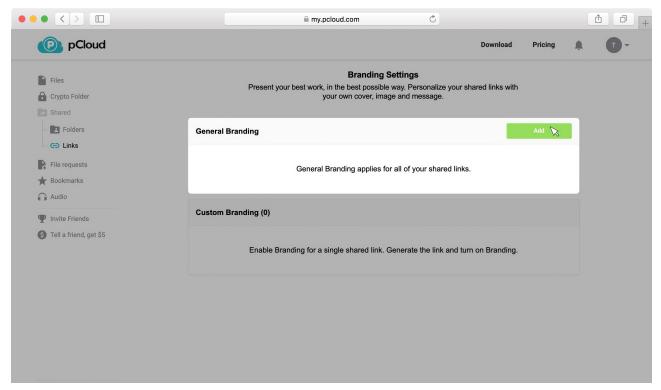
## Easily add a single Branding template to all your Download links

If you'd like to apply a certain look for all your Shared links (both new and existing), you can activate General Branding.

Open my.pCloud.com, go to Shared > Links and click "Branding" (top-right corner).



Locate the General Branding setting and click "Add"



# **Useful Tips**

### There is so much more you can do with pCloud! Here are just a few examples:

#### 1. Protect your files with unbreakable encryption

Use pCloud Crypto as a safe deposit box for your passwords, financial reports and other confidential files. pCloud Crypto uses client-side encryption, which means that files are already encrypted on your device before being uploaded to the cloud. With pCloud's zero-knowledge privacy policy, only you have access. Try it for free now.

#### 2. Receive multiple files

Use Upload links to receive files from friends, even if they don't have a pCloud account. Click the share button next to the folder you want the receive the files in (for desktop right-click and select "Share") and choose Upload link. Create the link and share via email or a messaging app.

#### 3. Protect your Shared links with a password

If you are sharing sensitive information and don't want to lose sleep over leaked data, add a password lock to your links. Open my.pCloud.com, select a file/folder and click Share > Share link. After the pop-up window opens, click Password protection and enter a password for the link. Only people with this password will be able to access your link. You can also set an expiration date. These features are available with pCloud Premium.

#### 4. Save any file from the web directly to pCloud

<u>Download pCloud's web extention</u> for Chrome, Firefox or Opera and save any file or text from the web directly to pCloud.

#### 5. Free up space from your phone

Turn Automatic Upload on in your mobile app. This will trigger an ongoing backup of all photos and videos from your device. Once your files are uploaded, go to the Automatic Upload settings (Android) or Upload Settings (iOS) and click "Free device storage". This option will delete only photos and videos from your device, which are already securely uploaded to pCloud.

#### 6. Access files offline

pCloud allows you to always have access to the set of files you need the most, even if you don't have an Internet connection. On mobile, select the file or folder you want to have always available and tap "Offline". On desktop, right-click a folder and select "Offline access". Learn more.

#### 7. Host your static website

Use poloud to host static websites with Public Folder. The feature comes with any <u>Premium / Premium Plus plan</u>, but you can <u>try it for free</u> as well.

#### 8. Learn more about the great things you can do with pCloud

Visit our Help Center