

## ■ How To Upload Files Using Web Browser

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Welcome to CloudLayer™ Storage. Here's a quick look at how to upload files into your CloudLayer Storage account through your web browser in a few simple steps.

You can also watch a video on how to upload files into your account. To view it, access your CloudLayer Storage account from either your iPhone or web browser, navigate to your shares (these are files that have been shared to you and do not count against your allowed capacity), and select the file called "Web Upload."

Let's get started.

### 1. Log in using your web browser

- a. Point your web browser to <https://storage.cloudlayer.com>
- b. Login with your email address as your Login ID (the password will be the one you setup when you created the account)

### 2. Uploading a file

- a. Click on "Upload File" button
- b. On the "File Upload" box, click "Browse"
- c. This will open a window on your desktop, select the file that you would like to upload and hit "Open"
- d. Click on "Start Upload" in the Upload box and watch your file get quickly copied into your cloud – ready to be accessed from your iPhone or shared with your colleagues; friends or family

### 3. Creating and storing to folders in CloudLayer Storage

- a. Click on File Manager
- b. Click on the "Actions" pull down menu on the top right hand
- c. From the pull down menu, select "New Folder"
- d. In the "Create New Folder" box that opens up, name your folder
- e. The new folder will now appear in your file manager, click on it to activate it
- f. Click on the Upload button and follow the steps above

### 4. Accessing your Files

- a. You can access your files by going into File Manager, or (depending upon the type of file), you may prefer to access it by clicking on one of the filter buttons available to you – docs; videos; pictures; music.

#### TIP

Even the files stored in folders are accessible through the filter buttons, so you never have to remember which folder the file was stored in. Also, you can look for the file by entering the name (or part of the name) in the text box next to "Apply Filter."