

Moffice CloudDisk & Auto-Sync Usage

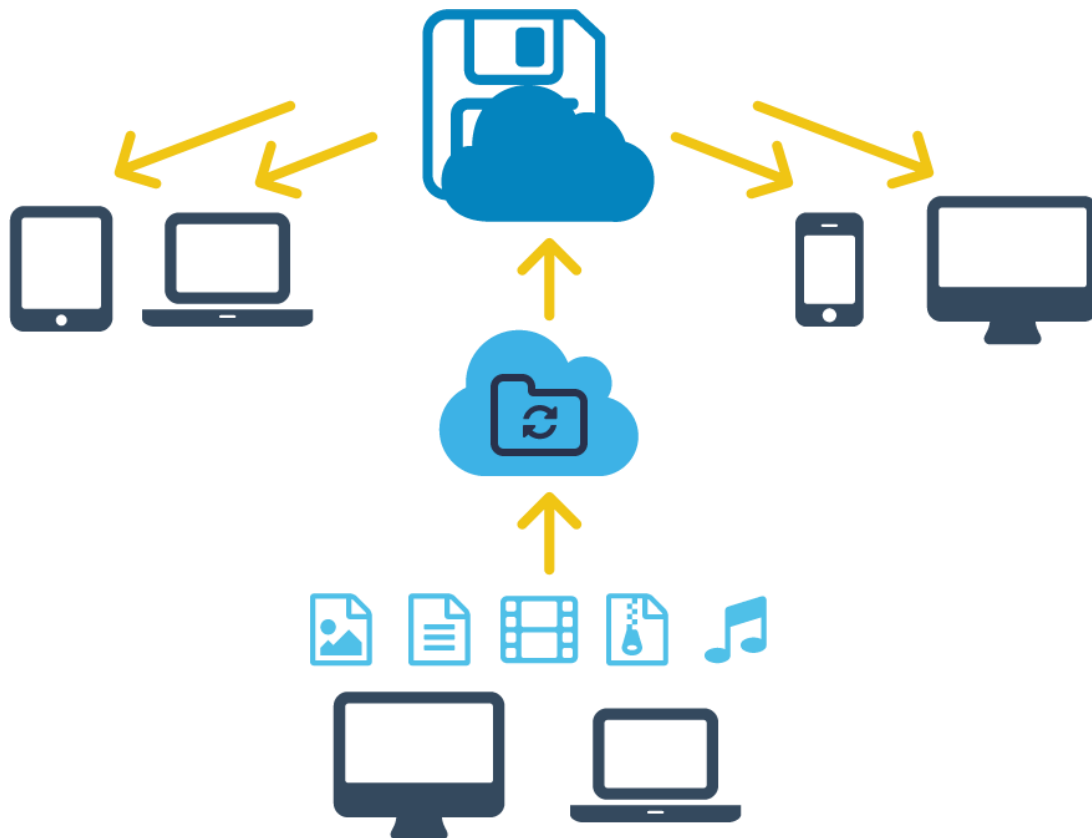
Introduction

MofficeCloudDisk is a Cloud storage platform that makes company data readily accessible to users from everywhere. For added streamline convenience, download and use the **Auto-Sync** program on desktops to automatically sync contents from your computer to your account.

How does a handy desktop-syncing Cloud Folder work? Basically, the folder functions just as any other folder would on your computer. However, the Cloud Folder also provides automatic syncing with the CloudDisk menu so you can easily access the same folder and work from anywhere else without additional drag and drop. It's basically like having a virtual folder whenever, wherever you need!

Let's go over the steps you need to set up this system:

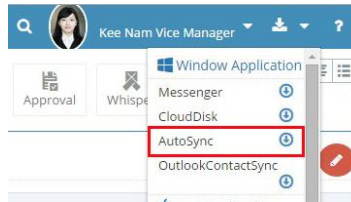
- 1) Install Auto Sync
- 2) Select a folder to be the syncing Cloud Folder
- 3) Add files and access them anywhere



Install Auto-Sync

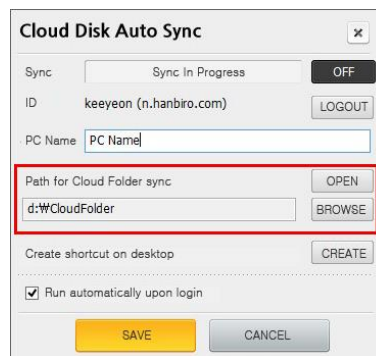
First, we'll start by installing the Auto-Sync program.

Log into your MofficeSuite account. On the Collaboration side of the application, click the download button next to your user account portrait and select AutoSync under Windows Applications. The file should begin downloading immediately. Then, run the setup file and finish installing the program.



Choose a Sync Folder

After installation completes and you start up the program, AutoSync will open a pop-up to input your information. Log into your company's MofficeSuite space and select the path for your Cloud Folder. You can also create a shortcut for the Cloud Folder on your desktop for further ease and accessibility.



Access the Cloud Folder

Add files to your selected Cloud Folder. The sync should take place automatically and show a check mark when uploading to MofficeCloudDisk completes. These files can subsequently be accessed inside the CloudDisk menu for the MofficeSuite on Web browsers or through the CloudDisk mobile applications.

