

Introduction

This guide will help familiarize you with the setup and configuration process involved to begin using LocalCloud. You may be unaware but by default all **ExchangeDefender** protected addresses come with 1GB free of LocalCloud storage. You also have the option to create shared accounts and increase storage on these accounts with our paid version of this service.

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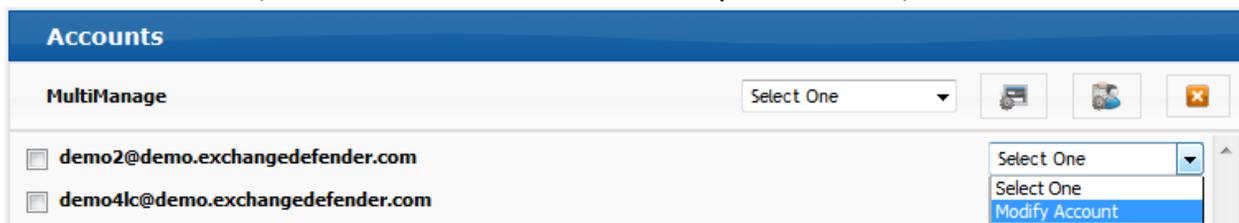
Ordering & Enabling LocalCloud

In this section we will explain how to enable the 1GB free account. We will also walk you through ordering additional space and shared folders.

Enabling LocalCloud – 1GB (Free)

In order to enable the free 1GB of storage, you must login to the ExchangeDefender admin portal using the domain credentials.

1. Visit <https://admin.exchangedefender.com>
2. Enter your DOMAIN credentials
3. Navigate to **Accounts**.
4. Locate the account you wish to enable and select **Modify** from the dropdown list.



5. This will bring you to **Modify Account Info**.

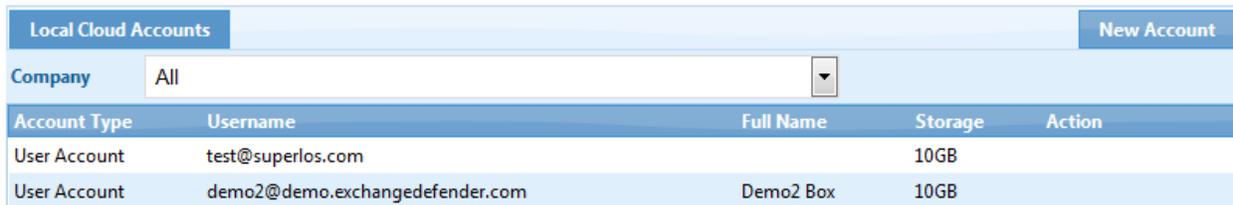


6. Here select Enable next to **CloudShare** and click the button **Modify Account**.
7. Within a few minutes the account will be provisioned and ready to be used.

Ordering LocalCloud Services

In order to take advantage of everything LocalCloud has to offer and create Shared Folders & increased storage, you will need to subscribe to a paid version of this service.

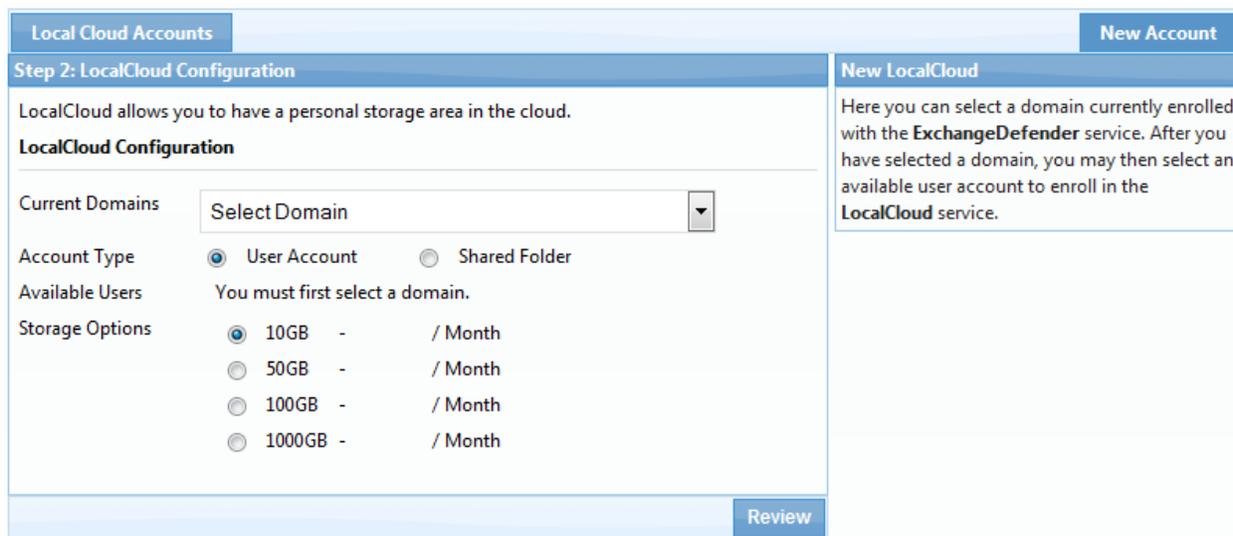
1. Log in to the Support Portal (<https://support.ownwebnow.com>).
2. Hover over **Service Manager** and select **LocalCloud**.
3. Next click on **New Account** on the following screen.



The screenshot shows the 'Local Cloud Accounts' interface. At the top right is a 'New Account' button. Below it is a 'Company' dropdown menu set to 'All'. A table lists existing accounts with columns for Account Type, Username, Full Name, Storage, and Action.

Account Type	Username	Full Name	Storage	Action
User Account	test@superlos.com		10GB	
User Account	demo2@demo.exchangedefender.com	Demo2 Box	10GB	

4. Review your administrative and billing pricing and confirm that you agree to the terms of service. Click **Next** in the lower right hand corner.
5. Select the desired domain from the drop-down next to Current Domains.
6. Then select either User Account or Shared Folder.
7. If you selected Shared Folder, provide a name for this folder.
8. Choose the storage options and plan that fit your needs.



The screenshot shows the 'Step 2: LocalCloud Configuration' page. It includes a 'New LocalCloud' sidebar with instructions. The main configuration area has a 'Current Domains' dropdown, 'Account Type' radio buttons for 'User Account' (selected) and 'Shared Folder', 'Available Users' (disabled), and 'Storage Options' with radio buttons for 10GB, 50GB, 100GB, and 1000GB per month. A 'Review' button is at the bottom right.

LocalCloud Configuration

Current Domains: Select Domain

Account Type: User Account Shared Folder

Available Users: You must first select a domain.

Storage Options:

- 10GB - / Month
- 50GB - / Month
- 100GB - / Month
- 1000GB - / Month

New LocalCloud

Here you can select a domain currently enrolled with the **ExchangeDefender** service. After you have selected a domain, you may then select an available user account to enroll in the **LocalCloud** service.

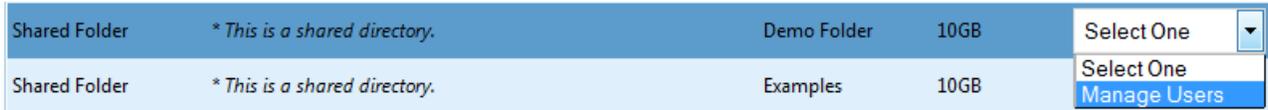
Review

9. Finally click review and finalize your order on the next screen.
10. After several minutes this account will be provisioned and ready for use.

Shared Folder – Add User

On your LocalCloud service dashboard you will see a list of your currently active accounts. Listed on each account is also the account type, this indicates if the account is a User Account or a Shared Folder.

1. First locate a Shared Folder account
2. Select **Manage Users** from the drop-down menu next to the account.



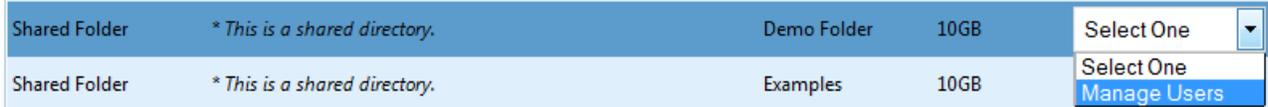
Shared Folder	* This is a shared directory.	Demo Folder	10GB	Select One
Shared Folder	* This is a shared directory.	Examples	10GB	Select One Manage Users

3. Now select a currently enrolled [paid] account from the drop-down list and click **Add**.
4. Within a few minutes the account will now have access to the shared folder.

Shared Folder – Remove User

On your LocalCloud service dashboard you will see a list of your currently active accounts. Listed on each account is also the account type, this indicates if the account is a User Account or a Shared Folder.

1. First locate a Shared Folder account
2. Select **Manage Users** from the drop-down menu next to the account.



Shared Folder	* This is a shared directory.	Demo Folder	10GB	Select One
Shared Folder	* This is a shared directory.	Examples	10GB	Select One Manage Users

3. Click the red **X** located to the right of the account
4. Within a few minutes the account will no longer have access to the shared folder.

Deployment & Management

The desktop client is only available for Windows. However in this guide we will also explain how to access the Web Interface of our software which should work on virtually any device.

Installing Desktop Client

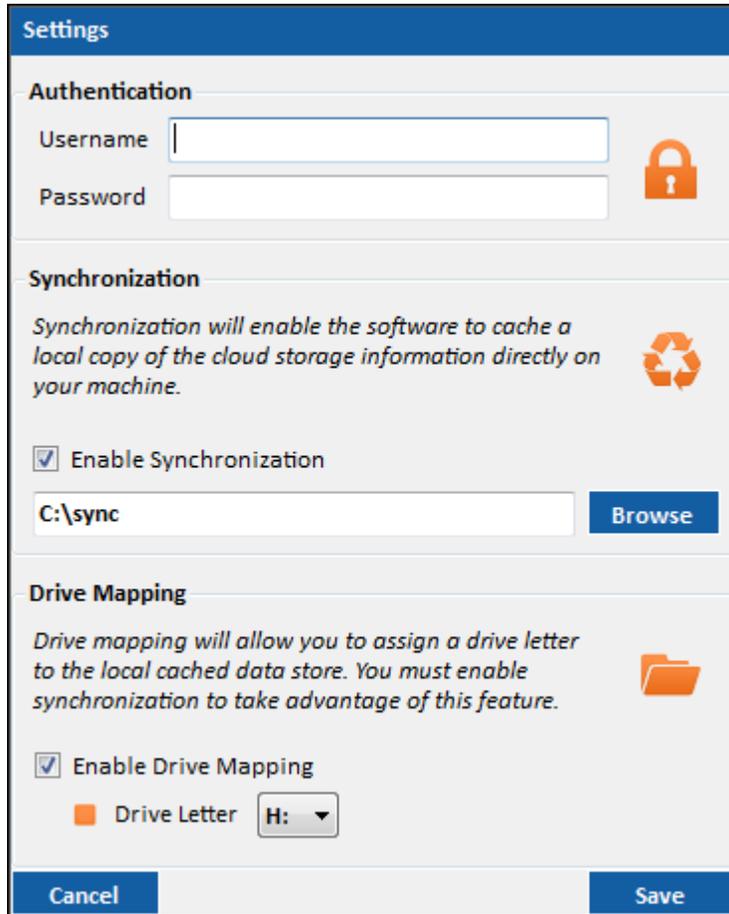
The desktop client allows you to synchronize and update your files directly from your Windows machine.

1. First you must now download the software from:
<http://exchangedefender.com/downloads/LocalCloud.msi>
2. After you download the installer, double-click the MSI to install
3. Click **Next**.
4. To install in this folder, click **Next**.
5. To install in a different folder, enter it below or click **Browse**.
6. Click **Next**.
7. Click **Close**.

Note: In order to reduce the risk of conflict a restart of your PC may be required.

Configuring Desktop Client

1. After installation you will notice a new icon on the desktop.
2. Launch LocalCloud from the desktop icon.
3. You will then be presented with the following screen.



The screenshot shows the 'Settings' dialog box for the LocalCloud application. It is divided into three main sections: Authentication, Synchronization, and Drive Mapping. The Authentication section has fields for 'Username' and 'Password' with a lock icon. The Synchronization section includes a description, a checkbox for 'Enable Synchronization', and a text field for the sync path (currently 'C:\sync') with a 'Browse' button. The Drive Mapping section includes a description, a checkbox for 'Enable Drive Mapping', and a 'Drive Letter' dropdown menu currently set to 'H:'. At the bottom are 'Cancel' and 'Save' buttons.

Settings

Authentication

Username

Password

Synchronization

Synchronization will enable the software to cache a local copy of the cloud storage information directly on your machine.

Enable Synchronization

C:\sync

Drive Mapping

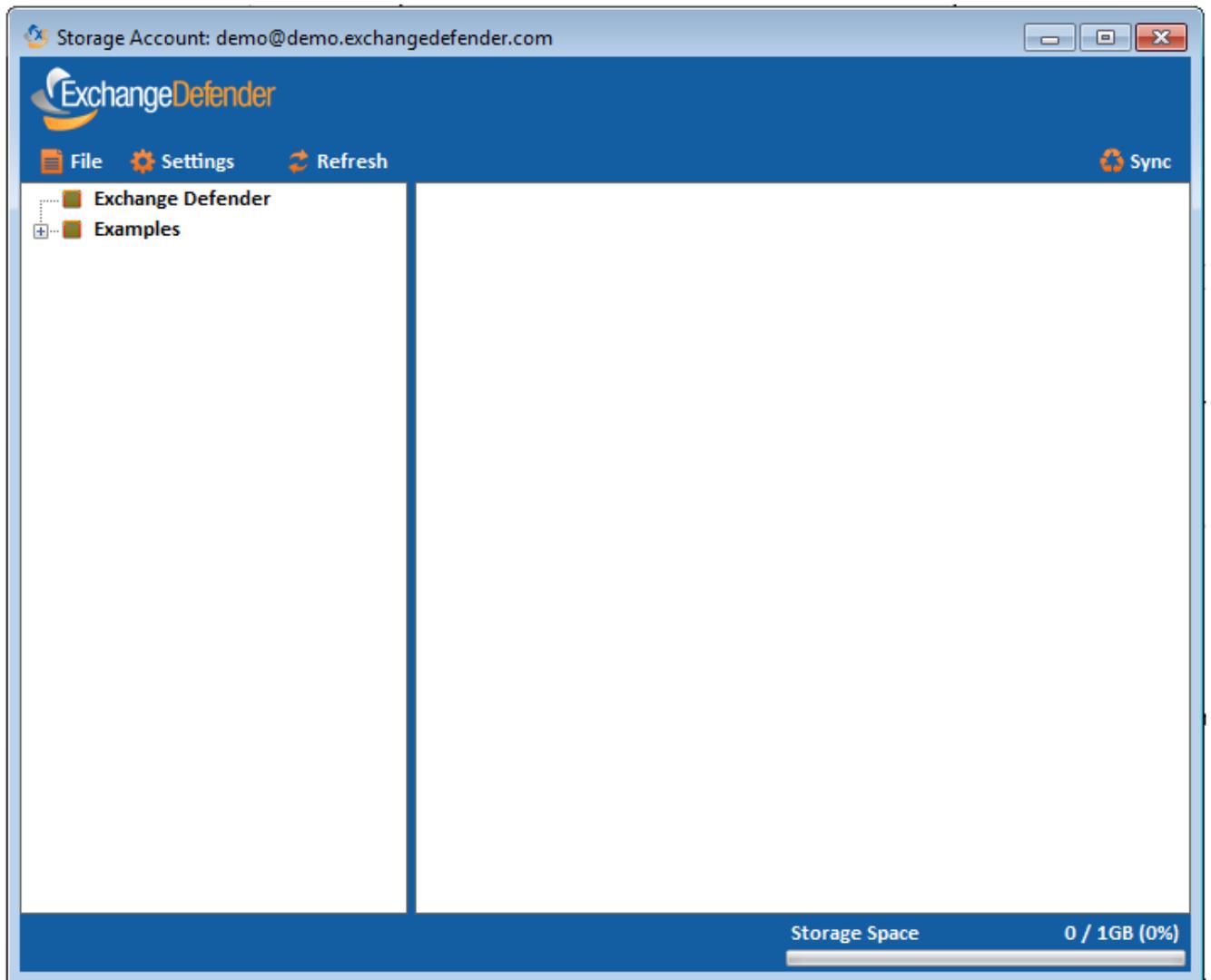
Drive mapping will allow you to assign a drive letter to the local cached data store. You must enable synchronization to take advantage of this feature.

Enable Drive Mapping

Drive Letter

4. Provide the following information:
 - **Username & Password** - This will be the same user information that is used at admin.exchangedefender.com
 - **Synchronization** – This is where you want the remote files to be stored.
 - **Drive Mapping** – You can choose to enable this feature and map the storage path directly to a drive letter.

5. After the authentication credentials have been provided and validated you will be presented with the following **brandable** user interface.



Attempting to close the application through the **X** icon will result in the application only being minimized to the notification tray. If you wish to completely exit **LocalCloud** you must do so from the built in menu or from the tray icon. Simply right click the icon and choose **Exit**.

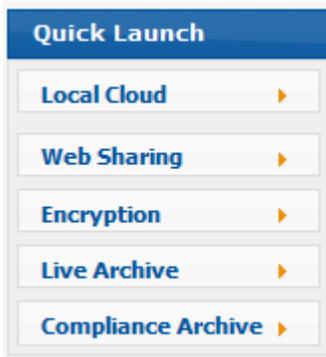
Within this interface navigation occurs from the left panel, while file operations primarily occur within the right panel. Simple drag and drop files into the panel on the right, to begin an upload process. You can also perform downloads by selecting files from the right panel and dragging them to a location on your computer.

There are several tooltip notifications that will be presented during the synchronization process to help keep you informed of the application's current actions.

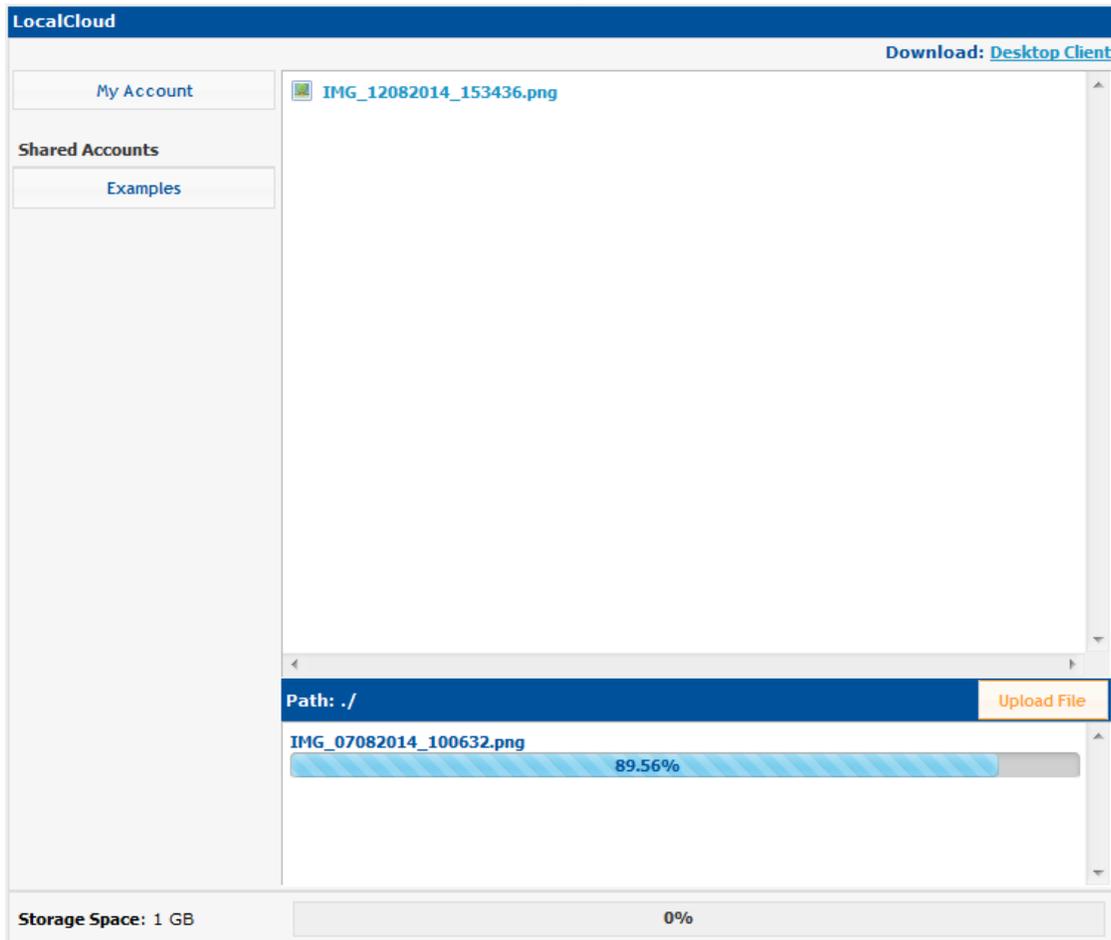
Web Interface

We have also extended the functionality to virtually any web browser. This is great if you are on the go, or need to access your files from an un-supported operating system. Simply navigate to the **ExchangeDefender** admin panel using your account credentials and instantly you have access to your important files!

1. Navigate to admin.exchangedefender.com
2. If LocalCloud is enabled for your account, you will see it listed within the **Quick Launch** menu.
3. Click on Local Cloud from the Quick Launch menu.



4. You will then be presented with the following interface.



5. Here you can easily download and upload additional files.