



FileTeam

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Upload

To upload click on the "[click here to Upload File\(s\)](#)" button, then a file list within the Upload Box will appear allowing you to upload files. Select the files you wish to upload from your local directories. Uploaded files will be displayed in the Upload Box.

If you wish to add more files, simply click on the add more files button on the top left of the Upload Box.

Adding Notes

Notes can be added to the file while uploading.

To add a note next to each file that we have included in the file-list, you can click on *add notes to display with file* and start typing. Once you are ready, finalize by clicking on the "[Finalize Upload](#)" link which will take you to your file-set.



Send/ Share/Download a Link

After your file-set has been created, you can click on the [Share Link](#) in the top right corner of the file list. The link to the file list is copied to your clipboard and can be copied into your email for transmittal.

Download your files one at a time by clicking the "[Download Here](#)" link, or download the entire file list by clicking "[Download .ZIP FILE](#)".

Advanced View Mode

Viewing Documents in the browser is easy. Files in the list can be viewed in the browser by entering the Advanced View Mode. Click on the file name in the list once in the advanced view and it will open in the browser if a web viewer is available.



Starting/Sharing/Conferences

To start a conference, two or more users simply enter their name in the green outlined box and click on the **EnterName / Join Conference** button on the top right of the page. A horizontal list of all guests will appear in this area.

Sharing the link to the file-list with others allows them to join the conference.

No username or password is required.

Join / Lead Conferences

To join a conference, guests will simply enter their name and click the **Join Conference** button on the top right of the web-page.

Leading a conference session will require a user to click on their own name. A star will appear next to their name designating them as the leader.

Any other users will then be directed to the page or documents of the leader's choice. The leader's mouse movements will be visible. If another user wishes to take the lead, they can do so by clicking on their user name.



File Navigation Tips

The two ways to speed up file navigation are very straight forward.

One method allows users to double-click on the document in the *Viewing Window* and opens a thumbnail view of the files.

An index box is located on the right side of the *Viewing Window*. The index box allows for users to click throughout all the files within the list.

If you cannot see the index box, Click on the << to open the Collapsible Menu. To close, Click on the >> and the index will be hidden.

It should be noted that the size of the *Viewing Window* will automatically size itself to fit the smallest screen in the conference. In other words, if one of the attendees is using a smart phone, viewable area is limited. The **green bar** on the right side of the document gives the leader an idea of what is visible on the smallest screen.

