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Welcome to NomaDesk! If you can see this Getting Started Guide, it means that you have successfully installed NomaDesk and that you have created your first Fileserver. The next steps you may want to take are:

1. Skim through this Getting Started Guide.
2. Invite guests to your Fileserver.
3. Put files on your NomaDesk Fileserver.

About this NomaDesk Getting Started Guide

The main purpose of this NomaDesk Getting Started Guide is to help you get up and running with NomaDesk quickly and easily. You will find brief descriptions of the main NomaDesk concepts and step-by-step instructions for the most common tasks you will perform with NomaDesk.

This NomaDesk Getting Started Guide is not intended as a complete reference describing all the features of NomaDesk. If you need detailed instructions for more advanced tasks, visit the Support section on our website.
Basic NomaDesk concepts

Take a few minutes to read this section and familiarize yourself with the main NomaDesk concepts. You will get a clear picture of how NomaDesk works and how you can get up and running in no time.

What is the virtual Fileserver from NomaDesk?

In many offices, people work together using a common place to store and share files. This is a “regular” computer network with a file server connected to several computers—“workstations”. There, the files you share with your colleagues are stored on the fileserver, not on your local hard disk. In Windows Explorer, you can typically find these files on a network drive, for example drive H.

With NomaDesk, a virtual Fileserver is similar to a server in a regular computer network, but there are a couple of major differences:

- The NomaDesk Fileserver is not physically present in your office, hence the name “virtual” Fileserver.

- The NomaDesk Fileserver uses a part of your computer’s hard disk drive to create a dedicated NomaDesk drive. When you copy files to your NomaDesk drive, they will be stored both locally on your PC and on the servers maintained by NomaDesk. Consequently, these files are always accessible, even when you are working offline.
Basic NomaDesk concepts

Types of NomaDesk Fileservers

Team Fileserver

A Team Fileserver is a Fileserver which you can use to share files with people inside and outside your organization. You, but also any other member of a Team Fileserver can create and edit files. As soon as he or she does so, these files will automatically be synchronized, which means that exactly the same copy will be made on the Fileserver, but also on the computers of the other team members.

Personal Fileserver

A Personal Fileserver is a Fileserver which you can use to access your files on multiple computers. Only you can use it, hence the “personal”, and you do this if you have multiple computers, for example one at work [1] and one at home [2]. You cannot share a Personal Fileserver with anyone else. If you need to do so, however, you can always upgrade your Personal Fileserver to a Team Fileserver.
The Personal Fileserver automatically synchronizes your files on all of your computers (five maximum). This will create instant backups of your files and ensures that any file changes which you make at work will also be available to you when you get home, or when you open your laptop on the plane.

How do I find my Fileservers?

A Fileserver is presented in your operating system as a disk drive. You know that the C drive on your computer is your local hard disk. Similarly, your Fileserver will get a dedicated drive letter.

**IMPORTANT:** A NomaDesk drive is created out of a portion of your local hard disk, and therefore always accessible.

**Example**

The graphic below shows an example of two NomaDesk drives:

- A Personal Fileserver on drive P
- A Team Fileserver on drive T

Notice that the NomaDesk drives are in the **Hard Disk Drives** section, just like drive C and D.
The NomaDesk work area

The NomaDesk Dashboard menu

You use the **NomaDesk Dashboard** menu to perform generic tasks which apply to **all** of your Fileservers, for example:

- Synchronize all Fileservers
- Create a new Fileserver
- Set your NomaDesk options

You can get to the **NomaDesk Dashboard** menu from different places:

- From the menu bar (A)
- Using the button (B)

The Fileserver menu

You use the Fileserver menu to perform tasks which are **specific to one** of your Fileservers, for example:

- Synchronize one of your Fileservers
- Invite guests to a Fileserver
You can find the Fileserving menu here:

---

**The shortcut menu**

You can right-click a NomaDesk drive in Windows Explorer and use the shortcut menu to perform Fileserving-specific tasks, for example:

- Invite guests
- Synchronize a Fileserving
- Connect to a Fileserving
To invite guests to your Fileserver

**PREREQUISITES:**
You need to have the e-mail addresses of the people you wish to invite.

**PROCEED AS FOLLOWS:**

1. Click the button of your Team Fileserver and choose **Invite guests.**
   
   **TIP:** You can also right-click the NomaDesk drive in Windows Explorer and choose **NomaDesk Tools > Invite Someone**

2. Type the e-mail address(es) of the guests you wish to invite, separated by a semi-colon (;).

3. If necessary, type a message which you wish to send to your guests.

4. Click **OK**.

NomaDesk will send an invitation e-mail on your behalf to your guests. The email will contain a link to join your Fileserver. To accept, all your guests will need to do is click the link, complete their account information by filling in their email address and password, and download NomaDesk.

As soon as your guests have installed the **Nomadesk Dashboard**, they will automatically begin to receive files directly on their computers.

You can view the status of your invited guests in your **Nomadesk Dashboard** and re-invite pending guests.

**RELATED TOPICS:**

- “To import contacts from your email address book” on page 11
- “To add a new Fileserver” on page 12
- “To add an account” on page 17
Inviting guests to your Fileserver

>To import contacts from your email address book

You may not readily remember the email addresses of the people you want to invite. Or, you may wish to invite a group of guests at once to your Fileserver. If so, you can first import their e-mail addresses from the address book in your e-mail program, for example from Gmail or Microsoft Outlook.

**PROCEED AS FOLLOWS:**

1. Click the **Invite guests** button of your Team Fileserver and choose **Invite guests**.
   
   **TIP:** You can also right-click the NomaDesk drive in Windows Explorer and choose **NomaDesk Tools > Invite Someone**

2. Click the **To** button.

3. Click **Import**.

4. Select the source from which you wish to import the e-mail addresses and click **Import now**.

5. Select the contacts you wish to invite, and click **OK**.
   
   **TIP:** You can select multiple contacts by holding down the **SHIFT** or the **CTRL** key.

6. Click **OK**.

NomaDesk will send an invitation e-mail on your behalf to your guests. The email will contain a link to join your Fileserver. To accept, all your guests will need to do is click the link, complete their account information by filling in their email address and password, and download NomaDesk.

As soon as your guests have installed the **Nomadesk Dashboard**, they will automatically begin to receive files directly on their computers.

You can view the status of your invited guests in your **Nomadesk Dashboard** and re-invite pending guests.

**RELATED TOPICS:**

- “To invite guests to your Fileserver” on page 10
- “To add a new Fileserver” on page 12
Inviting guests to your Fileserver
> To add a new Fileserver

To add a new Fileserver

**PROCEED AS FOLLOWS:**

1. Do one of the following:
   - Choose **Fileservers > New Fileserver**.
   - Click the button and choose **Fileservers > New Fileserver**.

2. Follow the instructions in the **Create Fileserver** dialog box and click **OK**.

The Fileserver which you have just created will appear in the list of Fileservers in the Nomadesk Dashboard. At the same time, a drive will be created with the name of your Fileserver.

**RELATED TOPICS:**

- “To invite guests to your Fileserver” on page 10
- “To import contacts from your email address book” on page 11
- “To add an account” on page 17

To re-add a Fileserver

If you have removed a Fileserver earlier, you can re-add it later: it will reappear in your Nomadesk Dashboard and a NomaDesk drive will be created. This Fileserver will be synchronized automatically: all files and folders which you had loaded on your Fileserver before will start copying over again from NomaDesk’s online servers.

**NOTE:** Depending on the size of your Fileserver, it could take some time for all the files to properly transfer.

**PROCEED AS FOLLOWS:**

1. Do one of the following:
   - Choose **Fileservers > Re-Add Fileserver**.
   - Click the button and choose **Fileservers > Re-Add Fileserver**.

2. Select a drive letter for the Fileserver which you wish to re-add.

3. Click **Activate**.
About synchronization

What is synchronization?

Synchronization, sometimes abbreviated to “sync”, means that a Fileserver is kept identical and up-to-date on all computers where the Fileserver is located: they all have the same files and folders. If you add, change or delete files or folders on your computer’s NomaDesk drive, NomaDesk will automatically replicate those changes on all other computers:

- The files or folders which you add or delete will also be added or deleted on the other computers.
- The files or folder you change will be updated accordingly on the other computers.

Synchronization example 1: adding a file

In this example, a file is added to the Fileserver.
1. Jane writes the first draft of a press release and saves this file on her Fileserver, which is mounted on her computer as a NomaDesk drive.

2. Shortly afterwards, the synchronization process starts: the file is automatically copied on the computers of her team members, who can review the press release.

NomaDesk synchronization works in two directions, because other people can add or change files and synchronize too. The changes you make on your NomaDesk drive will be replicated on the other computers, but also the changes made on the other computers will be replicated on yours.

**Synchronization example 2: Making a change**

In this example, someone else makes some changes to Jane’s file:

1. John reviews Jane’s file: he changes some text, adds a company logo and saves this file on his Fileserver, which appears as a NomaDesk drive on his computer.

2. On synchronization, John’s version of the file will automatically be copied on Jane’s computer again and also on the computers of the other team members. All team members will have the latest up-to-date version.
To synchronize your Fileservers manually

Your Fileservers will normally synchronize automatically at regular intervals. If necessary, however, you can also synchronize your Fileservers manually. You may want to do this, for example, if someone needs to have immediate access to the latest version of a file which you have just updated.

PROCEED AS FOLLOWS:

1. Do any of the following:

<table>
<thead>
<tr>
<th>To</th>
<th>Do this</th>
</tr>
</thead>
<tbody>
<tr>
<td>Synchronize all Fileservers</td>
<td>Click the button and choose Fileservers &gt; Sync All Fileservers</td>
</tr>
</tbody>
</table>
| Synchronize one specific Fileserver | • In your Nomadesk Dashboard, click the button next to your Fileserver and choose Sync now.  
  • In Windows Explorer, right-click your NomaDesk drive and choose NomaDesk Tools > Sync now. |
About accounts

What is a NomaDesk account?

An account is the email address which you entered when you signed up for NomaDesk. You use your account to access your Fileservers:

- Through the NomaDesk Dashboard
- Through the online NomaDesk web interface.

Can you have multiple NomaDesk accounts?

You can have more than one account in your NomaDesk Dashboard. This can be handy if you want to use the Fileserver for both personal and business reasons.

For example, you can have multiple Fileservers for business use, and one or more Fileservers for personal use:

<table>
<thead>
<tr>
<th>Account</th>
<th>Fileserver</th>
<th>Example of usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account # 1: <a href="mailto:me@work.com">me@work.com</a></td>
<td>MyTeamFileserver1</td>
<td>A Team Fileserver which you use to exchange files with your colleagues.</td>
</tr>
<tr>
<td></td>
<td>MyTeamFileserver2</td>
<td>A Team Fileserver which you use to exchange files with your customers or suppliers.</td>
</tr>
<tr>
<td></td>
<td>MyPersonalFileserver1</td>
<td>A Personal Fileserver on which you put files which you need to work at home.</td>
</tr>
</tbody>
</table>
To add an account

**Proceed as follows:**

1. Click the button and choose Accounts > Add Account.
2. Fill in a valid email address in the Add Account Wizard.
3. Fill in your name and a password of your choice.
4. Click Continue.
5. Select whether you wish to use a **Team** and/or a **Personal** Fileserver.
6. Click the button and select a drive for your Fileserver.
7. Type a name for your Fileserver which is:
   - **Valid**, meaning that the name does not contain any special characters, for example spaces, underscores (_), hyphens (-) and ampersands (&)
   - **Unique**, meaning that you have not used the name yet for another Fileserver
8. Click Continue.
9. Fill in some information about yourself and your organization.
10. Click Close.
11. If necessary, change the Computer Description in the Create Fileserver dialog box.
12. Click OK.
13. Check your email.
   
   You will have received a confirmation email from NomaDesk.
14. Follow the instructions in the confirmation email to confirm your account.

Your new account and the respective Fileservers will appear in your Nомадеsk Dashboard. You can now put files on your NomaDesk drive(s) and, if you have got a Team Fileserver, invite guests.

<table>
<thead>
<tr>
<th>Account</th>
<th>Fileserver</th>
<th>Example of usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account # 2: <a href="mailto:me@home.com">me@home.com</a></td>
<td>MyTeamFileserver3</td>
<td>A Team Fileserver which you use to exchange files with your friends of the soccer or hockey team.</td>
</tr>
<tr>
<td></td>
<td>MyPersonalFileserver2</td>
<td>A Personal Fileserver on which you put your personal files, for example pictures or music, which you also want to use on a different computer.</td>
</tr>
</tbody>
</table>
Accounts
> To add an account

RELATED TOPICS:
- “To share a file using FileLink” on page 24
- “To invite guests to your Fileserver” on page 10
- “To add a new Fileserver” on page 12
- “To report your computer lost or stolen” on page 27
Sharing files

Tips for putting files on your Fileserver

The easiest way to share files is simply by putting files on your Fileserver. You can share files on a Team Fileserver with other people and on a Personal Fileserver with your own computers. You can do this:

- By moving files and folders from your local hard disk drive, usually drive C or D, to your Fileserver, which appears as your NomaDesk drive
- By saving files directly on your Fileserver

Keep these tips in mind as you put files on your NomaDesk drive:

- Organize your common folder structures
- Move, rename or delete with care
- Move, or copy and delete
- Move gradually
- Save in “My Documents”... on my Fileserver
- Mind the free disk space

Organize your common folder structures

Carefully think about the folder structures which you are going to use on your NomaDesk drive. You have your own way of organizing your files in folders. On a NomaDesk drive, however, you and your team members will have to figure out and stick to a common folder structure.

For example, as a graphic designer you may be used to saving your artwork in a folder named “stuff”. Your colleagues, however, may also have a “stuff” folder, in which they keep their text and PDF files. If you and your colleagues would just throw these stuff folders on a NomaDesk drive and synchronize, you would get one stuff folder containing a mixture of all these types of files.
Instead, it might be a better idea to proceed as follows:

1. One person creates a folder structure on his NomaDesk drive which is logical to all of you.
2. You synchronize your Fileserver to replicate the folder structure on all computers.
3. You put your files in the respective folders.
4. The next time the Fileserver synchronizes, you will all have the same files neatly arranged in the same folder structure, as shown in the example below:

![Folder Structure Example]

**Move, rename or delete with care**

If you or your team members move, rename or delete files and folders on your NomaDesk drive, the same change will be done on the other computers of your Fileserver as soon as the Fileserver is synchronized.

**Move, or copy and delete**

Once you have copied files to your NomaDesk drive, you may want to delete them on your C drive (or the drive from which you copied these files). Remember that your NomaDesk drive is on your local hard disk, just like your drive C or D. Consequently, if you would copy files, they would take up twice the amount of your local hard disk space and you would risk having version conflicts: you may be working or updating the files on your drive C or D and forget to copy these to your NomaDesk drive again.

**IMPORTANT:** Don’t worry about losing your files, the files you move to a NomaDesk drive are still on your local hard disk and therefore always accessible, even when you are not connected to the Internet.
Move gradually

Move your files **gradually** to your NomaDesk drive. Do not put all **large** folders at once on your NomaDesk drive, because the Fileserver may then have difficulties in synchronizing.

Save in “My Documents”... on my Fileserver

If you are used to saving your documents in the *My Documents* folder, you will now notice that shortcuts to your Fileservers have been created in this folder. You can click these shortcuts to save your documents directly onto your NomaDesk drive instead of in your *My Documents* folder.

Mind the free disk space

Keep in mind that the available disk space on a NomaDesk drive is limited to the size of the computer with the least free disk space.

Imagine the following configuration:

<table>
<thead>
<tr>
<th>Team member</th>
<th>Total hard disk capacity</th>
<th>Free disk space</th>
<th>Available disk space on NomaDesk drive</th>
</tr>
</thead>
<tbody>
<tr>
<td>John</td>
<td>500 GB</td>
<td>300 GB</td>
<td>30 GB</td>
</tr>
<tr>
<td>Jane</td>
<td>300 GB</td>
<td>150 GB</td>
<td>30 GB</td>
</tr>
<tr>
<td>Scott</td>
<td>100 GB</td>
<td><strong>35 GB</strong></td>
<td>30 GB</td>
</tr>
<tr>
<td>Sophie</td>
<td>300 GB</td>
<td>200 GB</td>
<td>30 GB</td>
</tr>
</tbody>
</table>
Scott has the least free disk space on his computer: 35 GB. If one of his colleagues would put a folder on the NomaDesk drive which is larger than 35 GB, Scott’s computer would run out of disk space. So if you plan to put large files or folders on a NomaDesk drive, check with your team members first to see if they have got sufficient free disk space on their computers.

### About FileLink

**What is FileLink and how does it work?**

A FileLink is an Internet-based link to your NomaDesk files. Instead of attaching large files to your emails, you can send an Internet-based link of your file. FileLinks can be accessed by anybody, not just the people you have invited to your Fileserver.

Using FileLink goes like this:

1. In Windows Explorer, you right-click the file on your NomaDesk drive which you wish to share with others and you send a FileLink to this file to your recipients.

2. Your recipients receive an email message from you, sent on your behalf by NomaDesk, containing a web-based link to your file.
People who received your FileLink email can click on the link to download a copy of your file, which is located on NomaDesk’s secured web servers. No installation of NomaDesk is required.

**What are the benefits of using FileLink?**

Using FileLink has the following benefits:

- You no longer have to send the files by e-mail, so you don’t burden your mail server with large e-mail attachments. This also means that you are no longer restricted by the size limit of your mailbox.

- You share confidential information over a secured NomaDesk Fileserver, not through unsecured email.

- Sending a FileLink is easy. Anyone can do it, which cannot be said of sending files by FTP where accounts need to be created and complex FTP software needs to be used.

- You can easily follow up what happens with the file you share: you can determine how long the file will remain available for downloading, and you can be notified when someone accesses the file.

- You can use FileLink to share files with anyone: your recipients don’t need to be members of your Fileserver. They don’t even need to have NomaDesk installed. They just receive an email containing a link to a secured NomaDesk website from which they can safely download your file.
To share a file using FileLink

PROCEED AS FOLLOWS:

1. In Windows Explorer, right-click the file which you wish to share and choose NomaDesk Tools > Send FileLink.

2. If necessary, select the option to receive an email when someone accesses the file. You will then receive emails in which you can see who has accessed the file and when.

3. Select the number of days during which the file has to be available for downloading.

   TIP: This option can be handy if you want your team members to download and review the file before a given deadline. This date will also be mentioned in the email they receive, for example “This file will be available for download until 13 March 2009”.

4. Select your addressees, type a subject and a message, and click Send.

Your guests will receive an email which contains a FileLink. When they click this link, they will be redirected to a secured NomaDesk website from which they can download the file.

RELATED TOPICS:
- “To add an account” on page 17

To email files to a folder: Email2Folder

With Email2Folder, you can easily add documents to a Fileserver. You simply send an email with one or more attachments to an email address which looks like this: filename@fileservername.nomadesk.com. When this email arrives at the Fileserver, the email and the attachments will automatically be separated and saved in the respective folder. Using Email2Folder is a very convenient way to collect or archive files in a dedicated folder.

For example, you can create a folder named proposals on your Fileserver and request that your suppliers send their proposals directly to: proposals@myteamfileserver1.nomadesk.com. All the proposals which your suppliers send you by email will then automatically be saved in this proposals folder.

PROCEED AS FOLLOWS:

1. In Windows Explorer, create a folder on your NomaDesk drive where you want the email attachments to be saved.
Sharing files
> To email files to a folder: Email2Folder

**TIP:** Keep the following tips in mind when you create a folder:

- Do not use special characters in your folder names, for example spaces, underscores (_), hyphens (-) and ampersands (&).
- The folder must be a root folder on your NomaDesk drive, which means that you should see this folder at the top level in Windows Explorer (A). You cannot email files to subfolders (B).

![Diagram of folder structure]

A: Top-level folder  
B: Subfolder

2 Test whether the folder name is valid by sending an email with an attachment to this folder.

**TIP:** The email address should look like this: `foldername@fileservername.nomadesk.com`. To avoid typos in the email address, you can copy the name of the folder and the name of the Fileserver in Windows Explorer and paste them in the To box of your email.

3 After a couple of minutes, check the folder in Windows Explorer: it should now have a subfolder with the name of your email address. This subfolder should contain your email attachment.

4 You can now use this email address to invite people to send files to this folder on your Fileserver.
About TheftGuard

What is TheftGuard?

TheftGuard is a security system which protects the files on your NomaDesk drive. It ensures that the NomaDesk drives and their files and folders on your computer are only visible and accessible if you log on to your NomaDesk Dashboard. And if your computer is lost or stolen, you can report this and have all the NomaDesk drives and files automatically removed from that particular computer.

How does TheftGuard work?

Suppose you lose your computer or it gets stolen. The following will then happen:

1. You can use another computer to go to the NomaDesk website. Log on to your NomaDesk account and report your computer lost or stolen.
2. When the thief or the finder switches on your computer, the NomaDesk Logon dialog box will appear, prompting him to enter a password to log on to your NomaDesk Dashboard.
3. As long as he cannot log on to your NomaDesk Dashboard, he won’t be able to see your NomaDesk drives and files.
4. The next time someone uses your computer to connect to the Internet, all NomaDesk drives and files will be automatically removed from that computer.
   **IMPORTANT:** Your files will still be kept available on our NomaDesk servers.
5. If you get your lost computer back or you get a new one, you can install NomaDesk again, log on to the NomaDesk Dashboard and retrieve all your files NomaDesk drives and files.

**RELATED TOPICS:**
- “To report your computer lost or stolen” on page 27
To report your computer lost or stolen

**PROCEED AS FOLLOWS:**

1. Using any other computer, browse to the NomaDesk website and click Log On.
2. Enter the email address and password of your NomaDesk account and click Log on.
   
   You can now see your online NomaDesk Dashboard with an overview of your Fileservers.
3. Click TheftGuard.
4. Select the Active Installation, i.e. the computer which is lost or stolen.
5. Click the Report Lost or Stolen button.

The next time someone uses your computer to connect to the Internet, all your NomaDesk drives and files on that computer will be deleted.

**RELATED TOPICS:**
- “To add an account” on page 17
- “About TheftGuard” on page 26