

Egnyte User Guide

What is Egnyte?

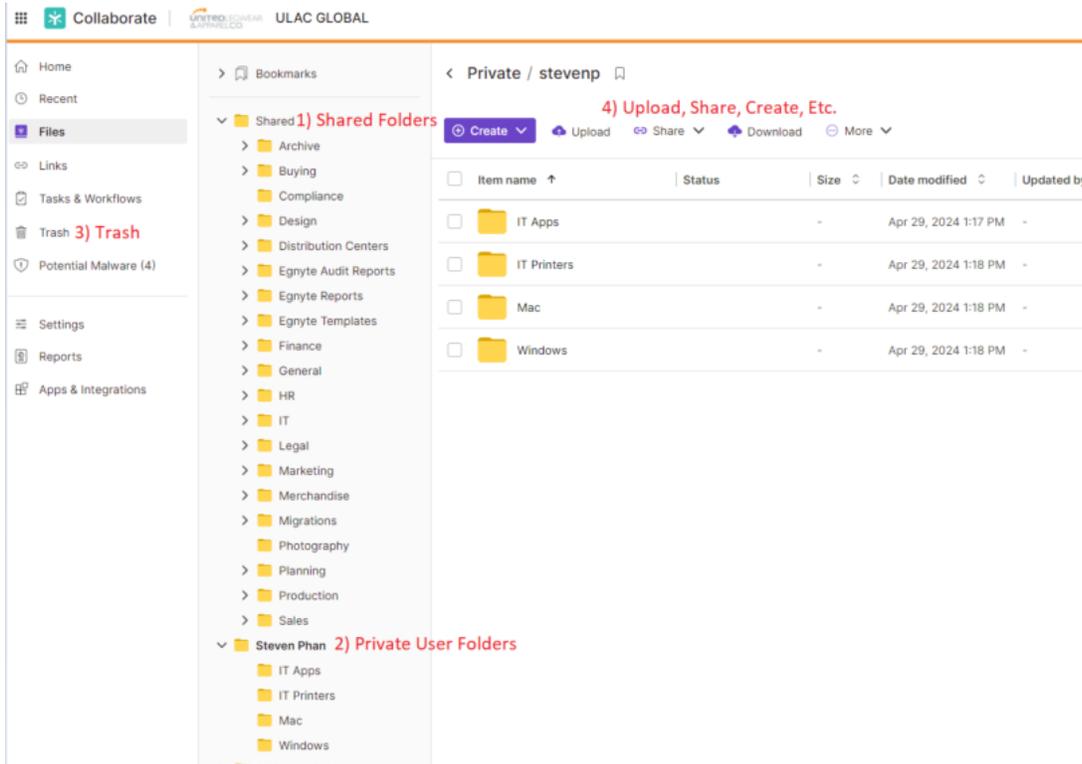
Egnyte is a cloud server that provides service and easy file access. You can quickly access to files, collaborate, share files and recover old files.

Accessing Egnyte

The first step is to accept the **Invitation** from the email you will receive from Egnyte to setup your account. Log into the web or app with your email and password and confirm access with Duo.

Accessing Egnyte on the web: <https://unitedlegwear.egnyte.com>

Access files by clicking on **Files** from the panel and click on the folder you want to open.



The screenshot shows the Egnyte interface with the following elements:

- Header:** Collaborate | UNITED LEGWEAR & APPAREL CO. | ULAC GLOBAL
- Left Sidebar:** Home, Recent, Files, Links, Tasks & Workflows, Trash 3) Trash, Potential Malware (4), Settings, Reports, Apps & Integrations.
- Navigation:** Home, Recent, Files, Links, Tasks & Workflows, Trash 3) Trash, Potential Malware (4), Settings, Reports, Apps & Integrations.
- Main Content Area:**
 - Path: Private / stevenp
 - Actions: Create, Upload, Share, Download, More
 - Table of Folders:

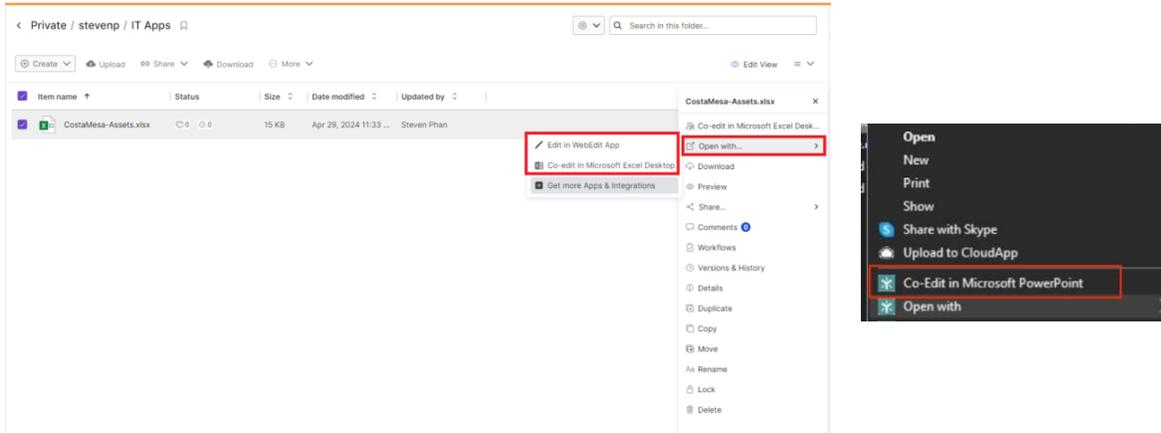
Item name	Status	Size	Date modified	Updated by
IT Apps	-	-	Apr 29, 2024 1:17 PM	-
IT Printers	-	-	Apr 29, 2024 1:18 PM	-
Mac	-	-	Apr 29, 2024 1:18 PM	-
Windows	-	-	Apr 29, 2024 1:18 PM	-

- 1) Shared Folders – Folders and Files that can be access by anyone with permission. These folders will replace file servers like Public, Design, Art, etc.
- 2) Private User Folders – Folders only accessible to you unless shared by you, desktop and documents folder files will be located here.
- 3) Trash – Deleted files will be located here; you can recover any files that were deleted in the past 30 days.
- 4) Upload, Share, Create – Quick action to upload, share, and edit the folder.

Editing Files and Co-editing

Select a file you want to edit, hover over Open with... and Click on the App you want to open the file with. Co-Editing Files allow multiple users to work concurrently on the same documents. To start a Co-Edit, select the Co-Edit option or right click any file and select the Co-Edit option. Auto-Save is "ON" automatically on the top-left corner which means the document is in co-editing mode.

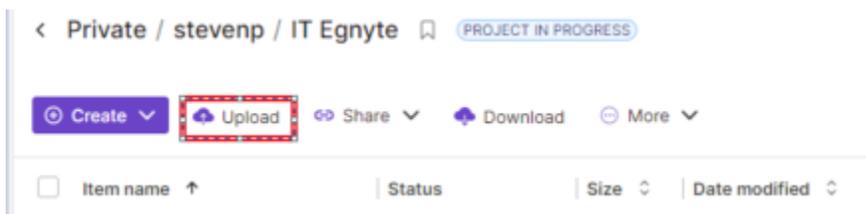
Once you finish editing, save the file and it will automatically upload the file to Egnyte.



Uploading Files

You may also directly upload files to Egnyte. You can upload files by:

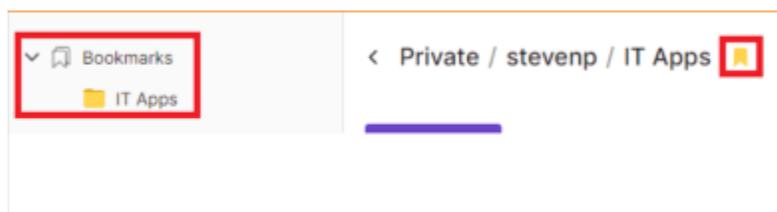
- 1) Navigating to the folder
- 2) Click on the **Upload** button in the top menu



Or drag and drop the files from your computer

Bookmarks

You can set bookmarks for quick access to any folders or files. Simply click on the bookmark icon and it will appear in your bookmarks tab.

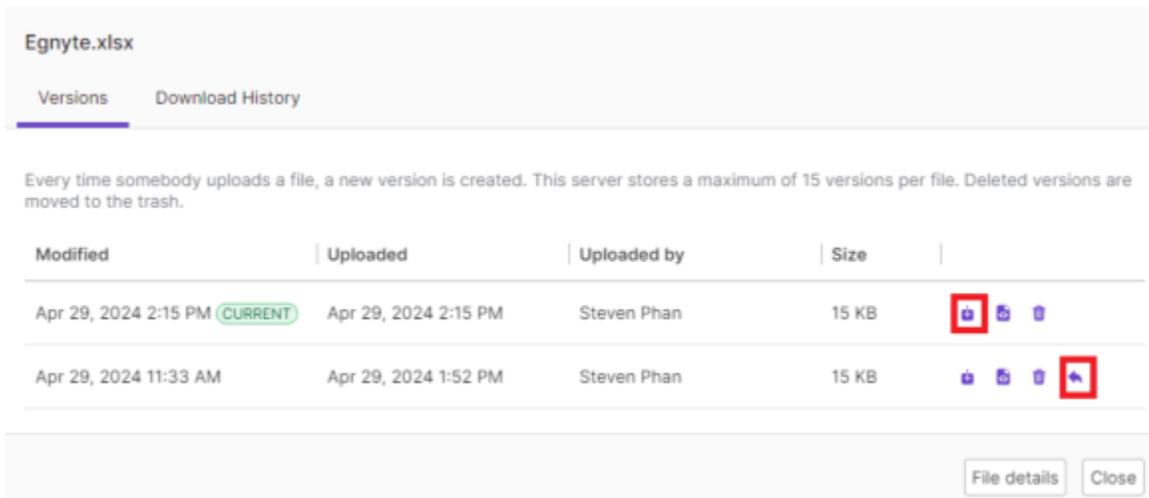


File Versions

When changes are made to a file, the previous versions of the files are also saved. You can access the previous files anytime to track the changes or find information that was accidentally deleted. To access older versions, click on the counter:

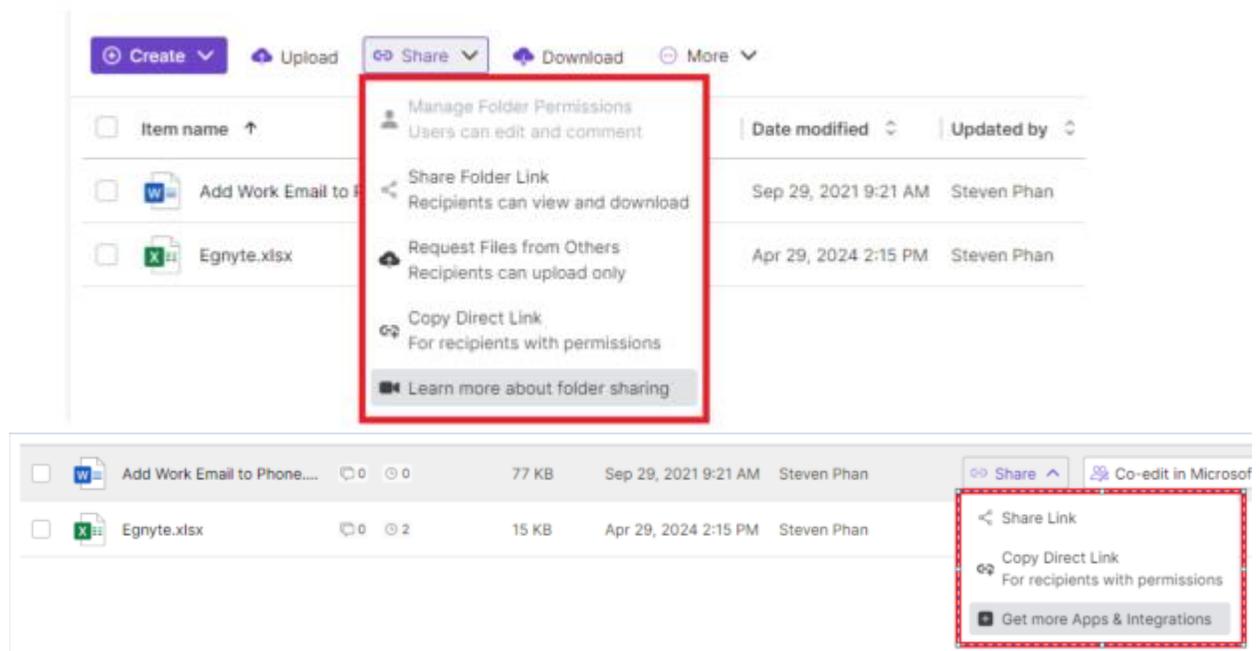


You can download older versions or set it as the current version.



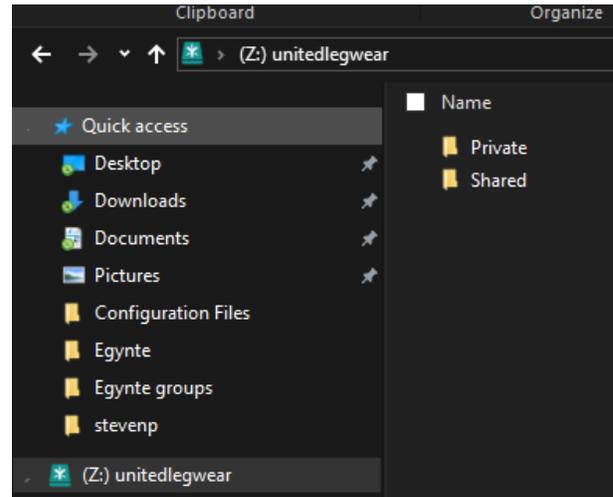
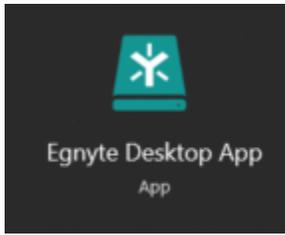
Sharing Files

Files on Egnyte can be easily shared internally or externally. **Share Folder Link** creates a link that anyone with the link can be access. You can set a password and how long until the link expires. **Request Files from Others** creates a link that you can send to have others and have them upload files to that Egnyte folder. And **Copy Direct Link** is a direct link to the folder and file for anyone that already has access to that folder or file.



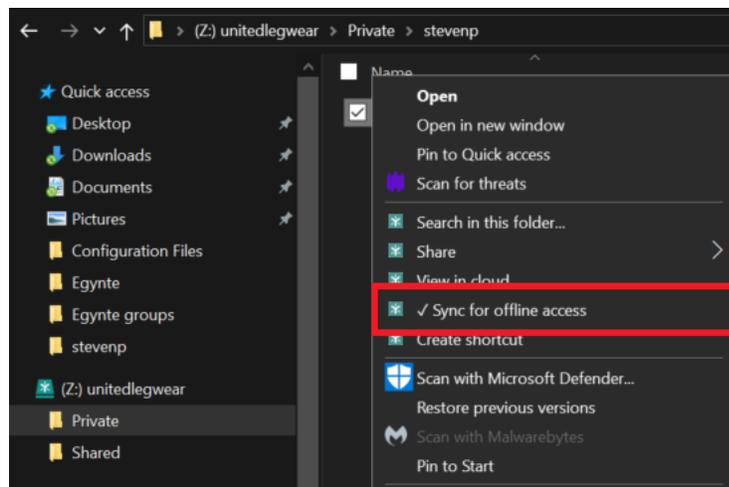
Egnyte Desktop App

The Egnyte Desktop App will be automatically installed on your computer. Once you sign into the app, you will be able to easily access your files directly from your computer. It will display in the left panel as the Z Drive, with the Private folder as your personal folder and the shared folder for all the shares.



Editing Files Offline

You can have folders and files accessible offline with the Egnyte Desktop App. In the Egnyte Z: drive, right click a folder or file, and select sync for offline access. Once you select, it will download the folder or file to your computer. You then can edit it when you are offline. It will automatically upload the edited file to Egnyte when you have internet access.



Questions

If you have any questions about Egnyte, send an email to helpdesk@unitedlegwear.com.