



My Computer Angel

Techie Tips: How to...

Use SugarSync for Backing Up, Synchronized Work, and Cloud



It's important to have a plan before choosing what to synchronize – Is this something you want synchronized to multiple computers? Is it necessary just to have it in the cloud as backup? Do you want this data on mobile devices for easy access?



Active / Menu Bar



Updating / Menu Bar



Paused / Menu Bar

These are the Menu Bar icons (or task bar on Windows) icons to indicate the status of SugarSync

Basics (Folder View)

In the app your basic FOLDER view offers a lot of information about what you are storing.

Folder Name	Computers	Owner	Size
2011	-	Me	755.9 KB
Andrew	<-- Shared Folder	Me	325.2 KB
Art of Noticing	-	Me	28.3 MB
Artist Way Workshop	This computer +1	Me	111.8 MB
Backgrounds - Other	This computer	Me	66.3 MB
Budgets	-	Me	172.4 KB
Caryl	Shared Link (created) This computer	Me	2.1 GB
Clients 2017	Syncing changes...	Me	
Creatives	<-- Orange indicates pending sync (in Que)	Me	168.3 MB

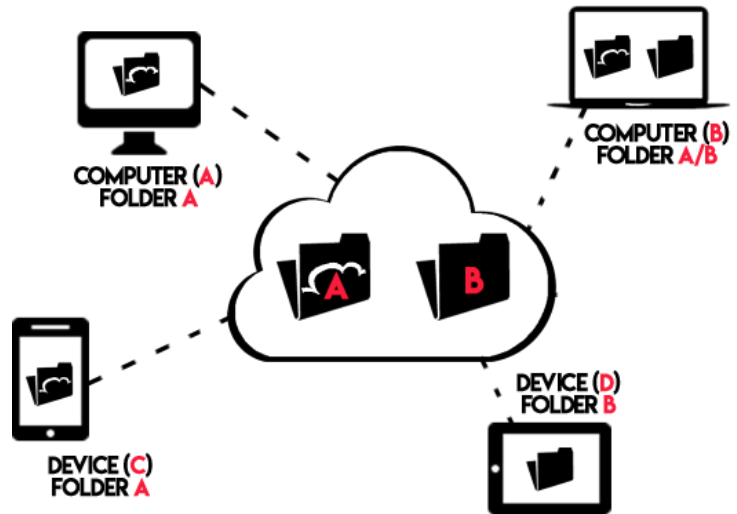
The Devices View -

Offers information about folders and the devices they are syncing to

Folders in SugarSync	Casa Pasade... This computer	Casa Pasadena	iMac-Work
Legal Forms	Folder icon		
Downloads IMPT	Folder icon	Folder icon	
Clients 2017	Folder icon	Folder icon with orange sync icon	
Personal - full	Folder icon	Folder icon with orange sync icon	
Artist Way Workshop	Folder icon	Folder icon	
Evelyn - Resumes	Folder icon	Folder icon	Folder icon

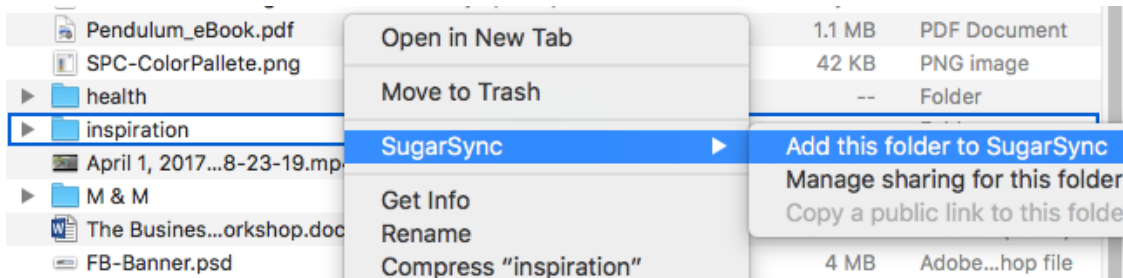
How it LOOKS

With 4 Devices (Computer/Laptop/Ipad/Phone) you can determine which folders sync to which devices by using the software on each device



Choosing Folders to Sync to SugarSync

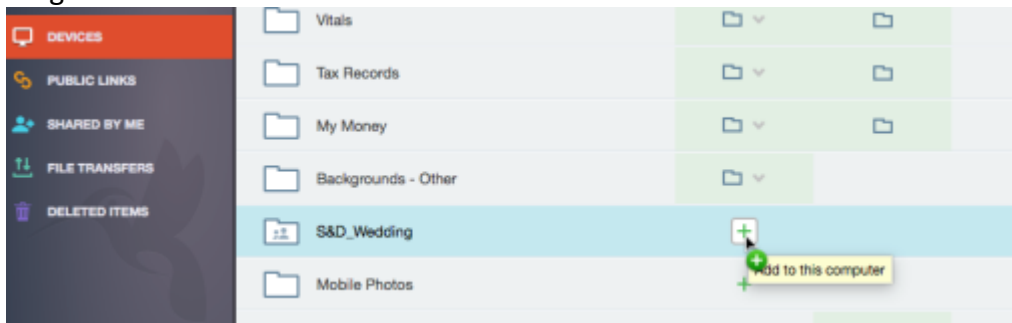
- 1) Determine the folder you would like to sync and RIGHT click the folder
- 2) Find SugarSync in the list → Choose **Add This Folder** to make it a synchronized folder



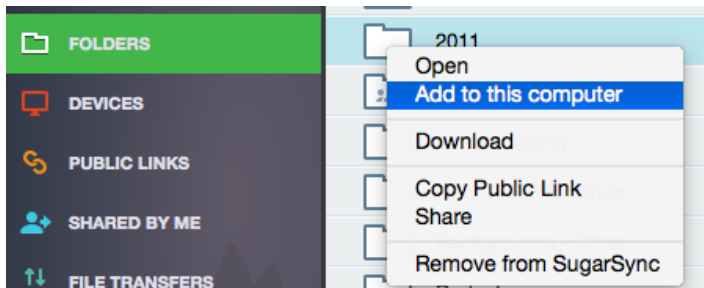
- 3) All items and folders within the containing folder will now synchronize to your account
- 4) NOTE: If you want only a SUB-folder to sync within a larger folder, then select the sub folder

Choosing a Synchronized folder from another device to sync to your computer

- 1) Open the SugarSync App
- 2) In DEVICES view: Select the folder that you want to synchronize to your other/new device and click the + sign to add OR



- 3) In Folders View: RIGHT click the folder and select Add to this computer





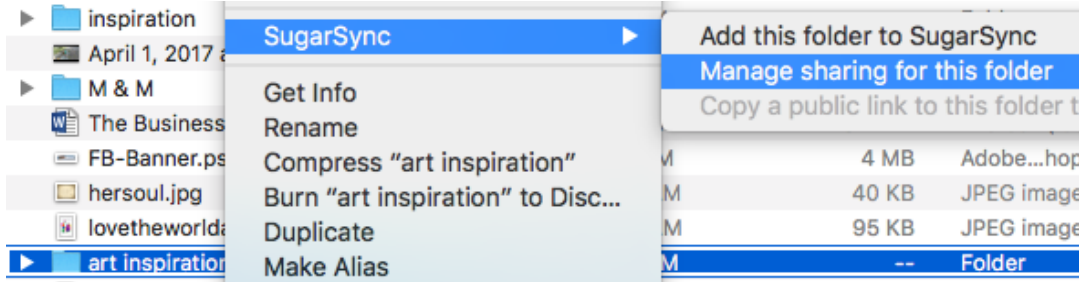
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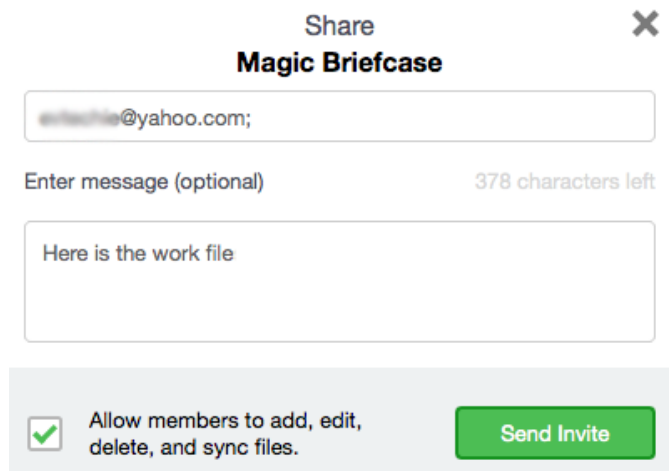
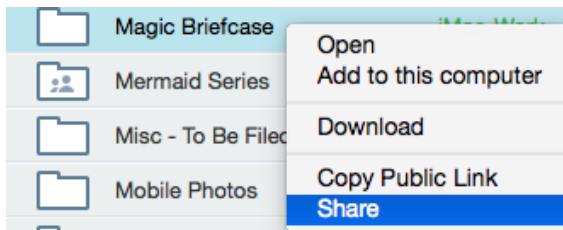
Sharing Folders with others – Important notes

When a SugarSync subscriber shares a folder privately with others who do not have a SugarSync account, those recipients are guided through a simple flow where they can sign up for SugarSync's Shared Folder Plan. **The Shared Folder Plan is completely free.** Users can access folders shared with them via the SugarSync applications. For shared folders where the owner has enabled Add-Edit permissions, users can upload and edit files in these folders as well as sync these folders to their own computers to enable real-time collaboration. **To maintain access to the Shared Folder Plan, we request that users log in their account once every 90 days.**

- 1) Select the folder you wish to share from your computer → RIGHT click and select **Manage Sharing for this Folder** OR Open the app → find the folder to share → RIGHT click and select **Share**



OR



- 2) The next screen will invite you to provide the email address & message to those you are sharing with – Select **Allow members to add, edit, delete, and sync files** to allow collaboration (otherwise they can view and download only)
- 3) Additionally you can create a public link to share documents with clients or friends. They need the exact web address to access the files, however PUBLIC means PUBLIC, so be careful to not put vital info in a public folder

