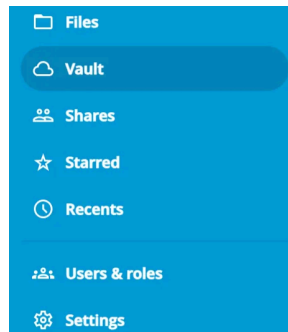


# Sync

use the following link to go to sync: [Files | Sync.com](https://Files.Sync.com)

login with your credentials.

On the left side you have the menu:



To keep things organized, you can use the folder "Vault" to save all the finished products, like a backup folder.

Use the folder "Files" for the folder and files that are needed frequently.

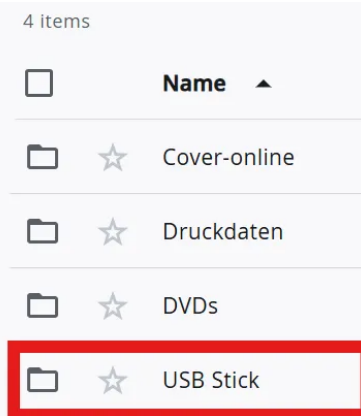
## In case you need to share a product with a client

make sure to follow the following steps:

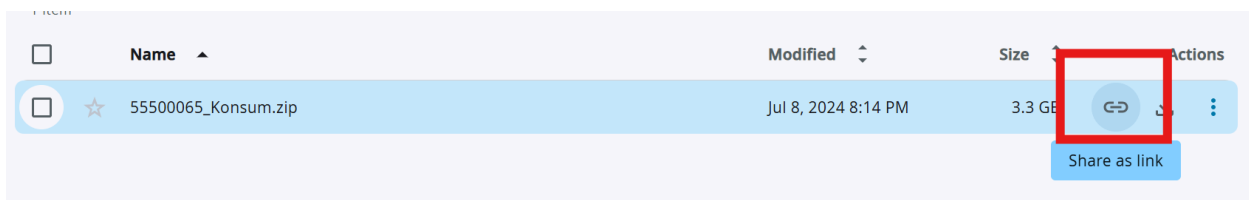
Go to the product needed, in my case : Vault> Finale Produkte, double click this folder and all products will appear, choose the one needed:

**Hint:** single click will only mark the folder/file, double click will open it.

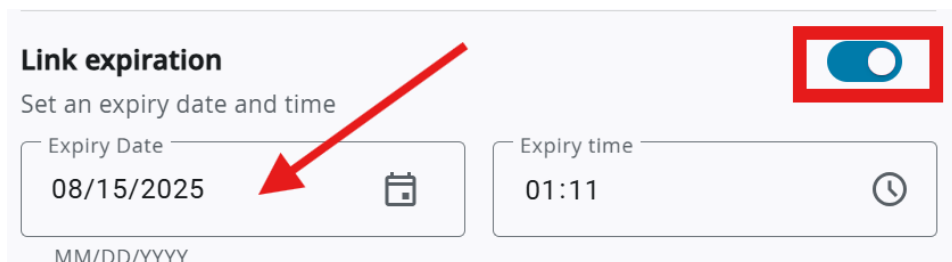
When opening the product, there will be 4 folders, the "USB Stick" folder is the one the client needs.



When you double click the “USB Stick” folder you will see a zipped folder “productname.zip”. When you hover over the line with the name of the product, you will see the share icon.



Click on the share icon and a new window will open. Scroll down to change the expiry date of the link and set it to a week.



Set the permissions to view and download and then copy the link.

Link URL

<https://ln5.sync.com/dl/da9027d90#a2k93n3f-h7eajn6n-vtjqrr>

[Open link](#)

[Copy link](#)

[Share via email](#)

## Link settings

[Advanced settings](#)

**Permissions**

Set the permissions allowed for recipients of this link.

Permissions

View and download

This link should then be inserted into the email that will be sent to the client. That way the client has 1 week to download the product he asked for before the link expires.