ExaVault Quick Start

ExaVault provides a simple and secure way to send, receive and share files. Coupled with world-class managed FTP, it's the clear choice for businesses around the world.

**Follow the steps below to get started with your new account.**

Adding Your Files

You're ready to start using ExaVault. Let's get some files into your account.

Step 1: Upload files into your account using the "Upload" button.

Step 2: You will be prompted to select the files you want to upload. After selecting the files, click the "Start Upload" button to begin uploading your files.
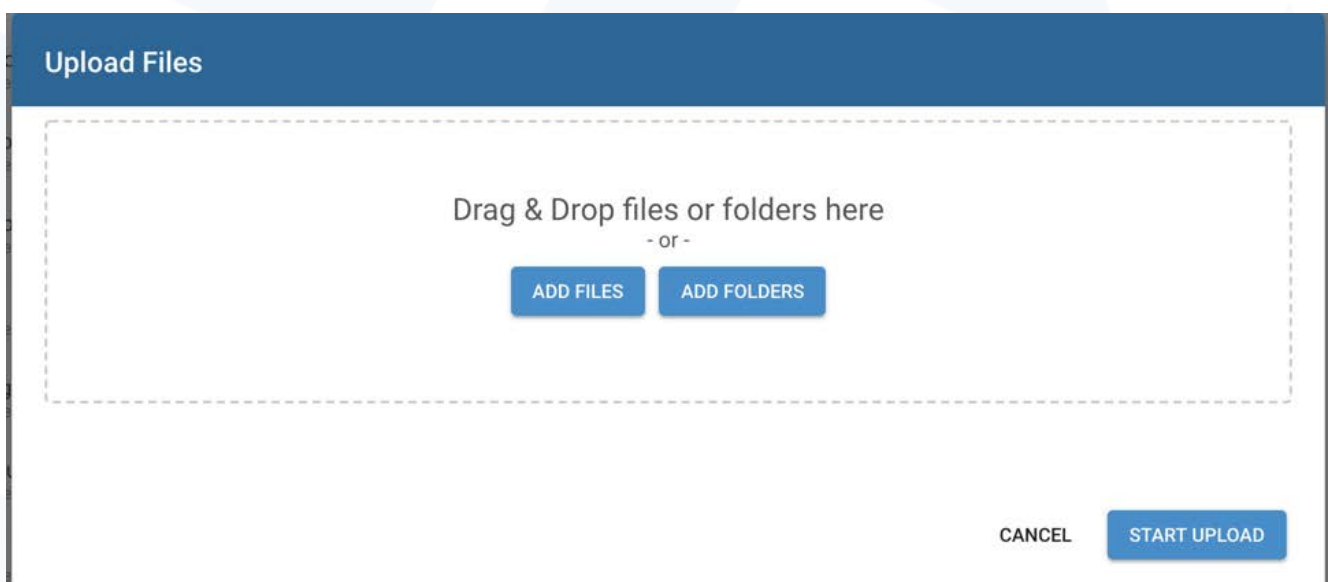
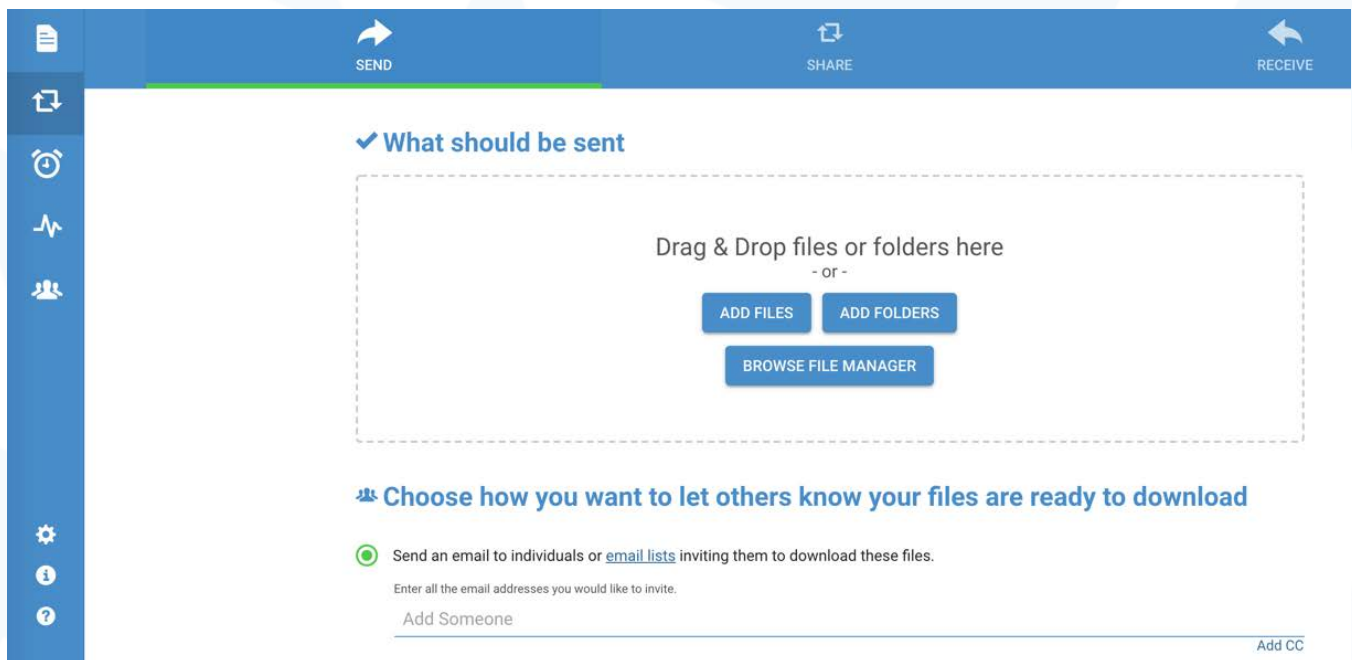[Read more information about Uploading](#)

Sharing Files and Folders

Now that you have some files in your account it's simple to start sharing.

Step 1: Navigate to the sharing view by clicking on the "Sharing" icon in the main left navigation bar.

Step 2: Choose the type of sharing you'd like to do from the menu on the left side under "Sharing Options". Choose the "Send File" option to send a link. Use "Browse File Manager" to navigate through uploaded files in your account or "Add Files" to select files from your computer.

Step 3: Add email addresses for your recipients and complete the process by clicking the "Confirm Send" button.

[Read more information about Sending](#)

[Read more about other sharing options](#)

Adding Your Name and Logo

Add your own branding to your account and it will be used across all views as well as for communications that come from your account, such as email notifications.

Step 1: Navigate to the account view by clicking on the "My Account" icon in the main left navigation bar.

Step 2: Select the "Custom Branding" tab, then add your company name and logo. You can also choose from one of several color themes to better match your branding.

Step 3: Complete your branding by clicking the "Save Changes" button at the bottom of the page.

[Read more information about Branding](#)

Adding Users

Users are alternate logins to your ExaVault account. When you create users, you grant other people access to the contents of your account. Users can log in through the web portal or using any standard FTP client.

Step 1: Navigate to the users view by clicking on the "Users" tab in the main left navigation.

Step 2: Click the "Add New User" button on the right side of the screen then fill all fields in the new pop-up window.

Step 3: You can set advanced security rights and a home folder for the user on the "Permissions" tab.

Step 4: Click the "Save Changes" button to finish creating the user.

Read more information about Users