# CloudZee Help Documentation

A Comprehensive Guide to Using CloudZee's Features

## Version 1.0

**CloudZee File Management System**

*Empowering Your Cloud Experience*

**December 19, 2024**

# Contents

# 1  Introduction

Welcome to CloudZee, your trusted solution for cloud-based file management. This document provides step-by-step instructions on how to use the various features and functionalities of CloudZee. Let's make your experience smooth and productive.

# 2  Getting Started

## 2.1  Creating an Account

- Visit our website: https://cloudzee.com
- Click on **Sign Up**.
- Fill out your details and click **Submit**.
- Verify your email address through the link sent to your inbox.

## 2.2  Logging In

- Go to https://cloudzee.com/login.
- Enter your credentials and click **Login**.

## 2.3  Dashboard Overview

- Quick access to recent files.
- Upload and download options.
- File search functionality.

# 3  File Management

## 3.1  Uploading Files

- Navigate to the **Upload** section.
- Drag and drop files or click **Choose File** to upload.
- Monitor the progress bar until upload completion.

## 3.2  Organizing Files

- Create folders by clicking the **New Folder** button.
- Drag and drop files into folders for better organization.

## 3.3 Searching Files

- Use the search bar at the top of the dashboard.

- Enter the file name or keyword.

- Select the desired file from the search results.

# 4 Sharing and Collaboration

## 4.1 Sharing Files

- Select the file you wish to share.

- Click on the **Share** button.

- Enter the recipient's email and set permissions.

- Click **Send**.

## 4.2 Collaborating on Documents

- Open a shared document.

- Use the **Comment** feature for discussions.

- Track changes made by collaborators.

# 5 Advanced Features

## 5.1 Version Control

- Right-click on a file and select **Version History**.

- View and restore previous versions as needed.

## 5.2 File Encryption

- Enable encryption for sensitive files by clicking **Encrypt**.

- Set a password for additional security.

# 6 Account Settings

## 6.1 Updating Profile Information

- Go to **Account Settings**.

- Edit the desired fields and click **Save Changes**.

## 6.2 Managing Subscription

- Navigate to **Billing**.

- Choose a plan that suits your needs.

- Complete payment securely.

# 7 Troubleshooting

## 7.1 Forgot Password

- Click on **Forgot Password** on the login page.

- Enter your registered email.

- Follow the reset instructions sent to your email.

## 7.2 Unable to Upload Files

- Ensure your internet connection is stable.

- Check file size limits.

- Contact support if the issue persists.

# 8 Customer Support

If you face any issues or have queries, reach out to us:

- Email: **support@cloudzee.com**

- Phone: **1-800-CLOUDZEE**

- Live Chat: Available on our website.

*Thank you for choosing CloudZee. We are here to make your file management seamless!*