



如何使用坚果云 提高工作效率

How to Use Nutstore
to Improve Working Efficiency

如果您未曾使用过坚果云，建议您先阅读《坚果云快速向导.pdf》

概述

坚果云可以提高您的工作效率，并且易于掌握。使用坚果云，您可以轻松实现：



[文件实时共享，紧密协同办公](#)



[同步任意文件夹](#)



[通过电子邮件或网页链接快速分享文件](#)



[查看、比较文件的历史版本](#)



[手机、平板离线访问文件，真正实现移动办公](#)



[手机身份验证](#)



[团队权限管理，企业知识管理](#)



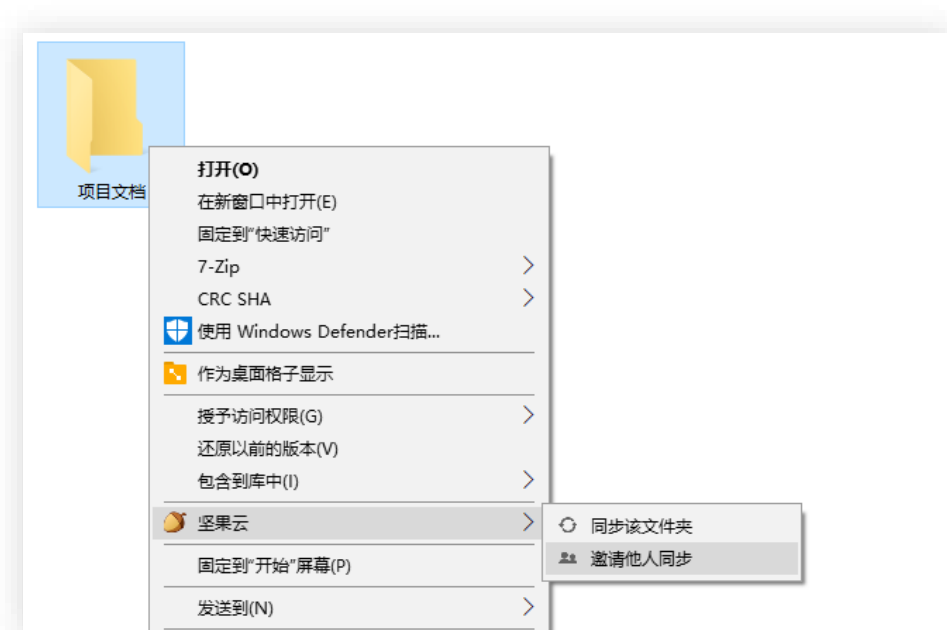
[观看演示视频](#)

文件实时共享，紧密协同办公

同事之间，需要频繁地交换、共享文件。通过 QQ 或邮件发送附件的方式，既浪费时间，又容易造成文件版本不统一。

坚果云可以在几个同事间同步文件，任何人在其中创建、编辑文件，都会自动同步到其他人的电脑中，从而可以很方便的交换文件，无需手动发送，也不用担心版本不统一。

如下图，右击任意需要与同事同步的文件夹，选择“坚果云” -> “邀请他人同步”：



坚果云会向您指定的同事发送邀请邮件。

同事接受邀请后，即可将您的文件夹同步到他的电脑上，此后您和您的同事就可以同时操作同一个文件夹了，文件中的任何修改也会被及时同步，保证双方版本统一。

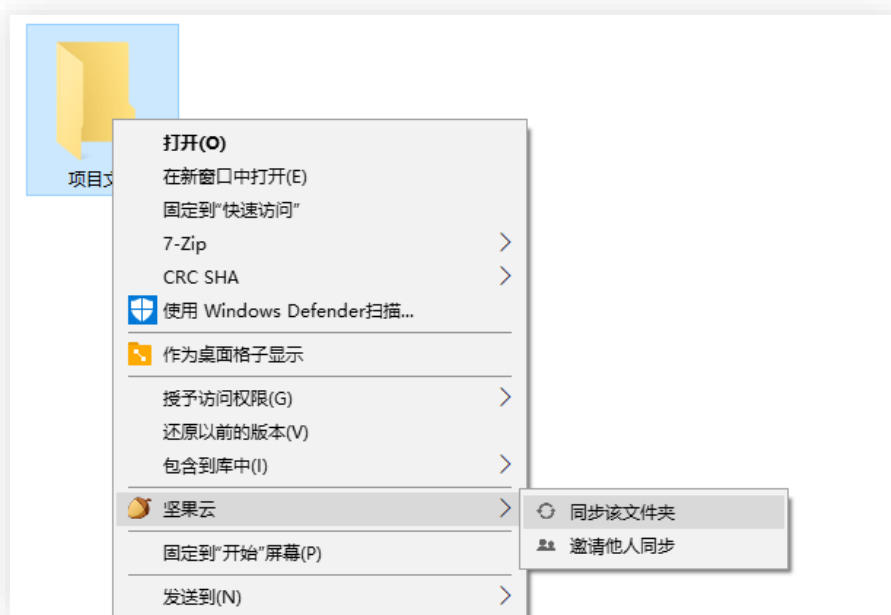


同步任意文件夹

想同步的文件分散在电脑磁盘的各个角落，如果要把他们整理到一起再同步，实在是太麻烦了！最好的工具是适应不同人的习惯，而不是让人们适应工具。

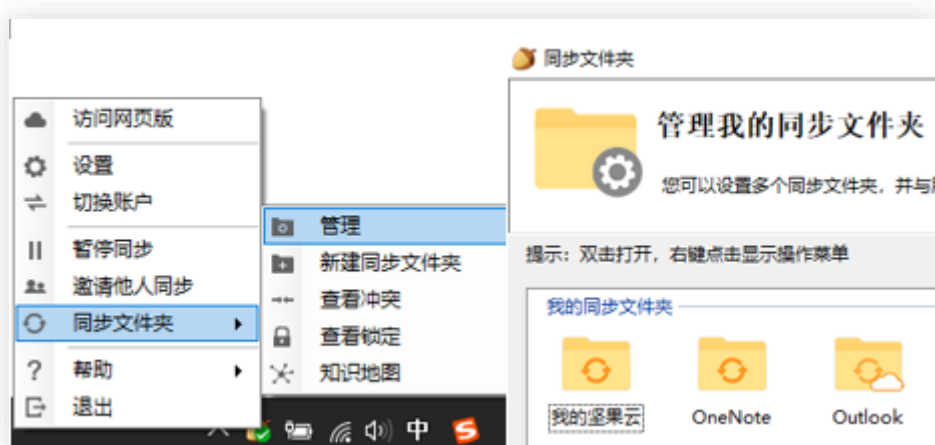
坚果云可以同步电脑上的任意文件夹，即使它们在不同的磁盘分区也没有问题。您还可以分别设置每个同步文件夹的访问权限，灵活管理自己的文件。

如下图，右击您电脑上的任意文件夹，选择“坚果云” -> “同步该文件夹”，创建一个私有的同步文件夹：



如果您需要对同步文件夹进行设置，可右键点击坚果云图标，选择“同步文件夹” -> “管理”，

然后右键点击您需要设置的同步文件夹：



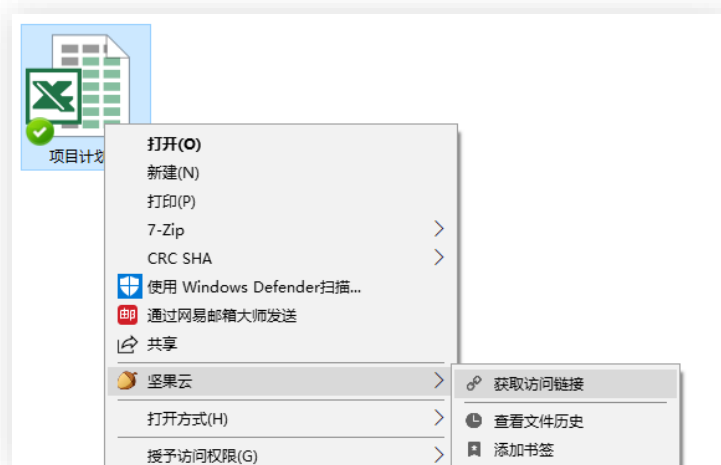
通过电子邮件或网页链接快速分享文件

邮件是办公场合最常用的沟通方式，然而通过邮件附件发送文件却费时费力，而且每次更新后需要重新发送邮件，易造成文件版本不统一。实时聊天工具也越来越广泛的用于同事之间的沟通，如何通过实时聊天工具便捷安全的传送文件也成为新的需求。

坚果云可以帮您通过电子邮件，给同事发送文件。无需打开邮箱，无需上传附件，即便捷又安全。

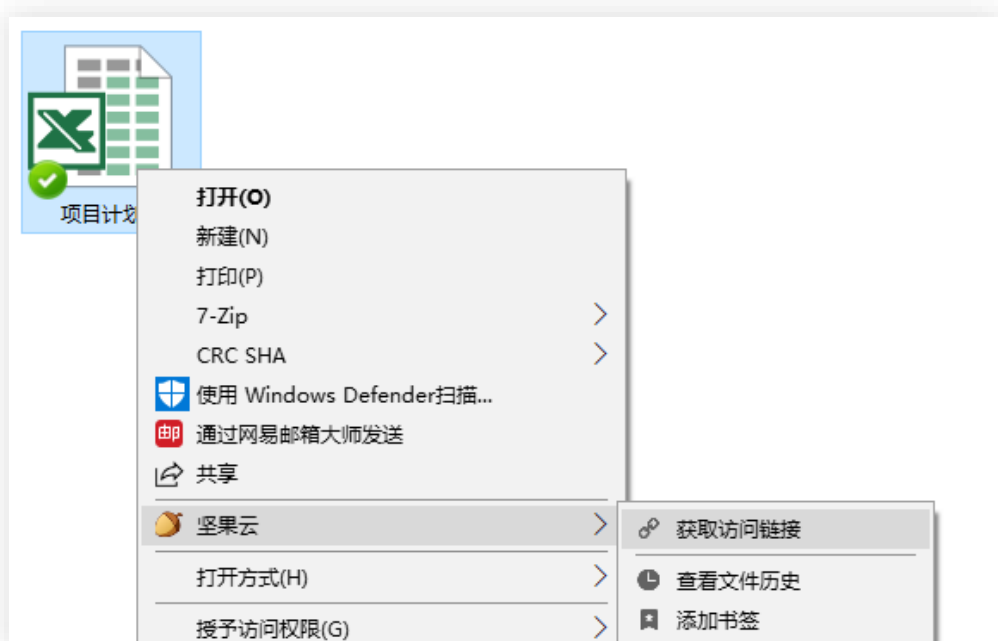
同事收到邮件后，可直接回复邮件，与您展开讨论，并且随时看到文件的最新版本。

如下图，在任意被同步的文件或文件夹上点击右键，选择“坚果云” -> “获取访问链接”，在弹出的界面选择“通过邮件分享”：

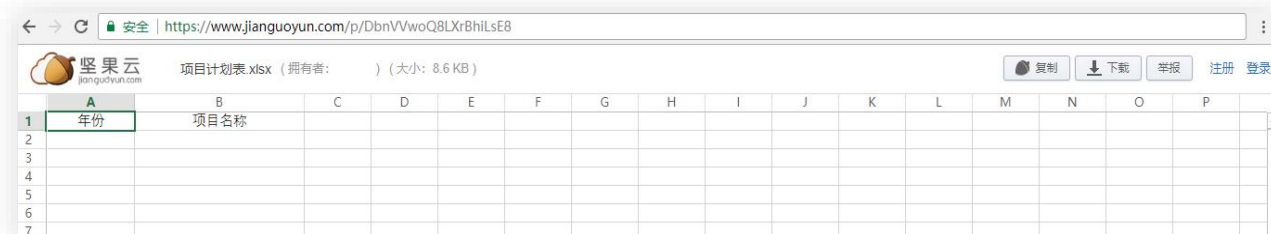


您还可以通过坚果云将一个文件或文件夹通过网页链接在实时聊天工具（如微信，QQ 等）中快速分享给同事、客户，供其通过网页查看访问。

如图，在任意被同步的文件或文件夹上点击右键，选择“坚果云”->“获取访问链接”：



此后，将生成的链接发布出去，别人即可通过该链接访问您分享的文件或文件夹。

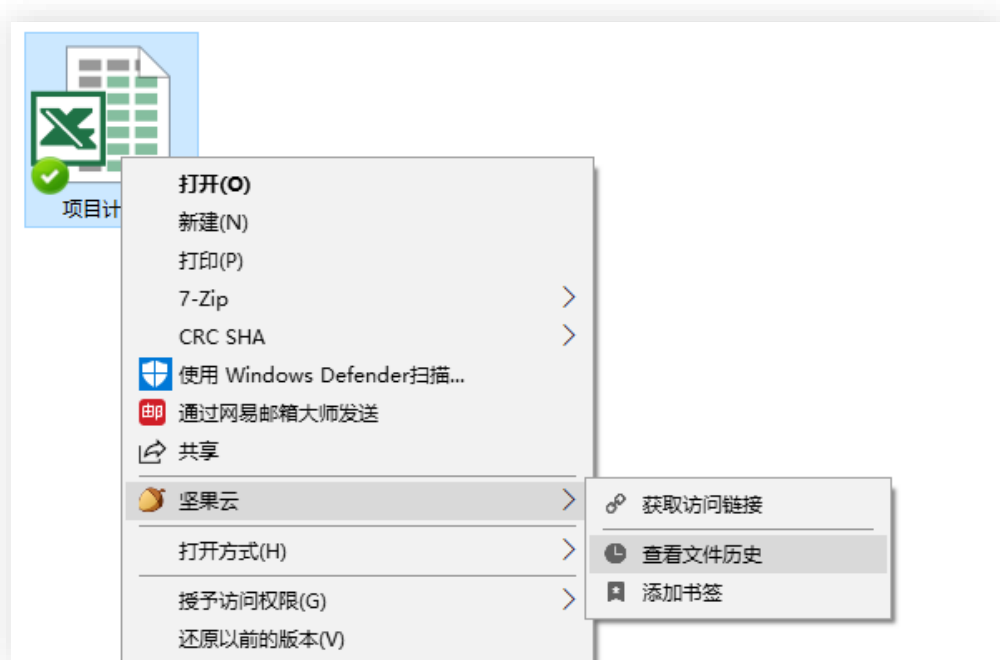


查看、比较文件历史版本

由于担心文件被误删或改错，很多人习惯将同一份文档保存好个版本。这样不仅低效，而且也易造成版本不统一。

文件修改后，坚果云会自动帮您保存它的历史版本。您可以随时查看、下载任何历史版本，甚至将历史版本与当前版本比较，以便查看差异。

如图，在任意被同步的文件上点击右键，选择“坚果云” -> “查看文件历史”：



在这里，您还可以看到该文件在什么时间，被什么人修改过，更方便与相关人员沟通。

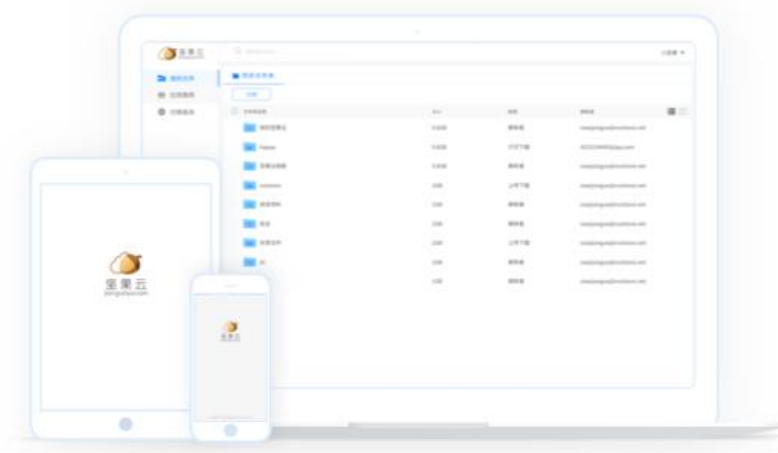
平板、手机离线访问文件，真正实现移动办公

随着手机、平板电脑的普及，人们办公的场所也不仅仅限于公司办公室。使用 Office 365 系列办公软件，随时随地在任意设备上打开、新建文档或表格，保存后自动回传至坚果云，真正实现移动办公。

坚果云能自动将文件同步到您的平板、手机上。即使没有网络连接，也可以离线访问和修改文件。

非常适合下班或出差前，快速把资料同步到移动设备上，随时阅读。

首先，在移动设备上安装坚果云 App 后，登陆后即可看到所有被您同步的文件。



选中您经常需要离线访问的文件夹，点击“离线收藏”。此后，每当您进入 WiFi 网络，坚果云就会自动同步该文件夹，以备在离线时访问。

除此之外，坚果云还支持 WebDAV 协议。

您可以在 PC 网页端或 App 上进行设置，授权其他第三方软件，实现与国内外多款精品应用的同步，如：Notability、GoodReader、PDF Expert、Zotero 等。

如图，在坚果云网页端“账户信息”->“安全选项”->“第三方应用管理”中进行授权：

第三方应用管理

用于授权第三方 WebDAV 应用访问您的云空间。

示例

服务器地址：https://dav.jianguoyun.com/dav/

账户：zhaowei+demo@nutstore.net

密码：(应用密码)

您当前未授权任何第三方应用

[添加应用密码](#)

第一步，请输入名称，以帮助您记住使用该密码的应用，例如 iWorks

名称：

生成密码

手机身份验证

坚果云为您提供手机身份验证，您可使用微信、谷歌身份验证器或手机短信接收二次验证码，即使密码不小心泄露，坚果云中的文件仍然安全无忧。

众所周知，国内安全环境恶劣，近期更是爆发大量苹果手机因为某邮件厂商邮箱密码泄露，导致用户信息泄露乃至被敲诈的事件。为强化账户安全，我们为用户提供微信、谷歌身份验证器及手机短信等多种二次验证方式，即使密码不小心泄露，坚果云中的文件仍然安全无忧。

如图，在坚果云网页端“账户信息”->“安全选项”->“手机身份验证”中进行设置：

微信二次认证

谷歌二次认证



开启手机身份验证

使用微信扫描左侧二维码并关注我们的微信公众号，您将会收到验证码。

输入您收到的微信消息中的验证码：

验证并开启

团队权限管理、企业知识管理

不同项目文件分属不同责任人，混乱的文件管理结构将浪费大量“找东西”的时间，大大降低员工的工作效率；员工离职拷贝带走关键资料，也可能使企业蒙受巨大损失。

用户可以通过坚果云团队版创建和管理团队，对团队成员进行分组管理，并对每个用户和每个群组进行精确的文件夹访问权限设置，包括上传下载、仅下载、仅上传、仅预览等，还可以通过限制登录 IP、强制手机验证、禁止粉碎文件等设置保证团队文件安全。

坚果云还提供文件组织框架视图，方便用户查看上传至坚果云的所有文件夹结构。

+ 添加成员		批量导入	团队成员：7 / 10人，团队空间：200 GB / 500 GB		
所有成员		输入关键字，搜索成员		Q	
	何伟-技术部 zhaowei+hewei@nutstore.net	20GB 空间	同步文件夹	操作	
	李思敏-销售部 zhaowei+lisimin@nutstore.net	10GB 空间	同步文件夹	降级为成员	
	王强-销售部 zhaowei+wangqiang@nutstore.net	10GB 空间	同步文件夹	空间分配	
	王思远-市场总监 zhaowei+wangsiyuan@nutstore.net	10GB 空间	同步文件夹	IP 限制	
	许飞-总经理 zhaowei+demo@nutstore.net	40GB 空间	同步文件夹	限制分享	
				重置密码	
				修改称呼	
				操作	

观看演示视频

点击以下链接可查看坚果云的演示视频。通过这些演示，您可以更轻松的掌握坚果云的各种功能和应用场景。

文件同步：<http://www.jianguoyun.com/s/tutorial>

多人同步：<http://www.jianguoyun.com/s/tutorial#others>

权限设置：<http://www.jianguoyun.com/s/tutorial#permission>

分享文件：<http://www.jianguoyun.com/s/tutorial#share>

恢复已删除文件：<http://www.jianguoyun.com/s/tutorial#restore>

在线编辑文件：<http://www.jianguoyun.com/s/tutorial#view>

搜索文件：<http://www.jianguoyun.com/s/tutorial#search>

管理成员：<http://www.jianguoyun.com/s/tutorial#member>

管理公司组织结构：<http://www.jianguoyun.com/s/tutorial#company>

扫码关注坚果云微信公众号，及时获取使用帮助：



It is suggested that you should read the *Quick Reference of Nutstore.pdf* first if you have not used Nutstore before..

Overview

Nutstore can improve your work efficiency, and it is quite user-friendly. You can easily realize the following purposes by using Nutstore:



[Real-time sharing of files, enhance collaborative office work to a higher level](#)



[Synchronization of any folder](#)



[Quick sharing of files via emails or webpage links](#)



[Viewing and comparison of file versions](#)



[Offline access to files via mobiles and tablets to realize mobile office](#)



[Mobile phone identity authentication](#)



[Team authority management, enterprise knowledge management](#)



[Watching demo videos](#)

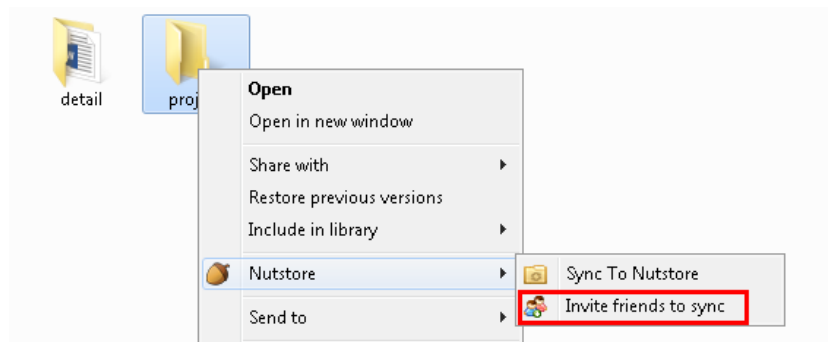
Real-time sharing of files, compact collaborative office

Maybe you need to frequently exchange and share files with your workmates via QQ or emails, which are not only time-consuming but also causing file versions confusions.

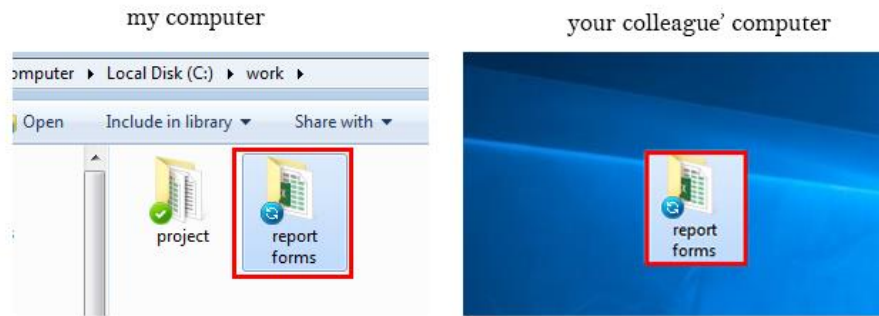
By using Nutstore, you and your workmates can synchronize files. Any file created or edited by any of you will be automatically synchronized in the computers of other workmates so as to easily exchange files without manual sending or worries about different file versions.

As shown below, right click any proposed folder for synchronization and select

“Nutstore” -> “invite others for synchronization” :



Nutstore will send an invitation email to any workmate designated by you. After accepting the invitation, the workmate may synchronize your folders in his or her computer. From now on, you and your workmate can simultaneously operate the same folder. And any modification in any file can be timely synchronized as well to guarantee uniform file versions.

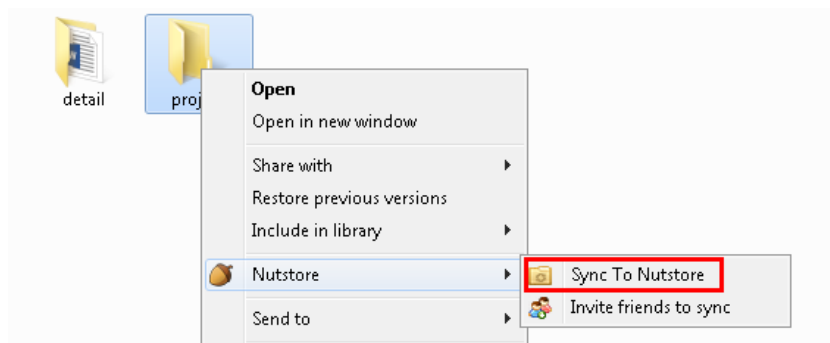


Synchronization of any folder

Some files are distributed all over a computer. It's troublesome to put them together for synchronization! The best tools can adapt to the habits of different persons rather than force users to adapt to tools.

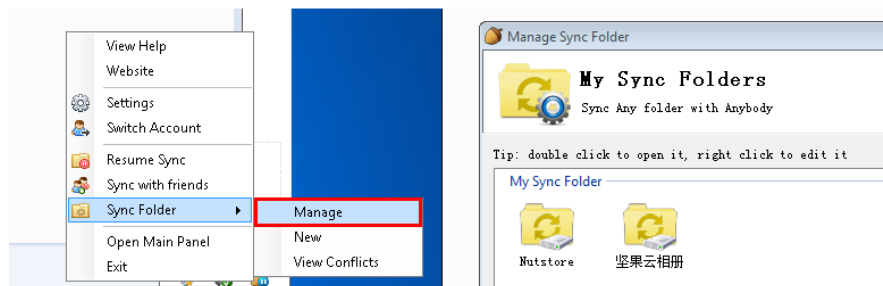
You can synchronize any folder by using Nutstore even such folders are not in the same disk partition. And you can respectively set up the authority to access to each synchronized folder to manage your files in a flexible manner.

As shown below, right click any folder and select "Nutstore" -> "synchronize the folder" to create a private synchronized folder:



If you need to set up any synchronized folder, you can right click the Nutstore icon,

select "synchronize a folder" -> "management" , and then right click any proposed folder for synchronization:



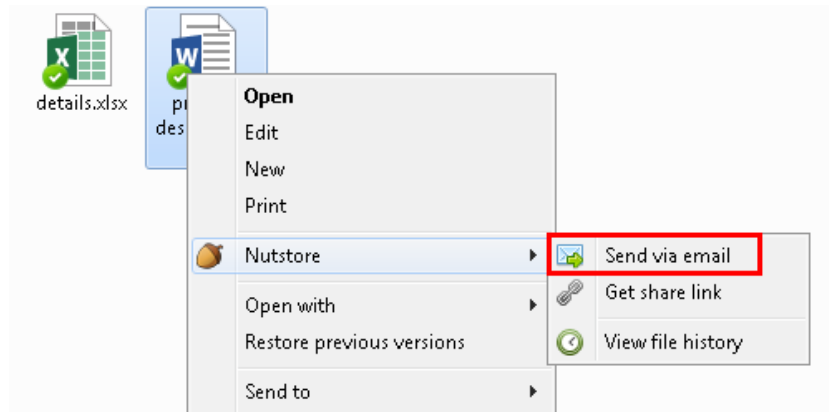
Rapid sharing of files via emails or webpage links

Emails are the most commonly used ways for communication. However, it is difficult and time-consuming to send files via mail attachments, and file versions are not uniform after sending new emails in case of any change. Real-time instant messengers have been increasingly used for communication as well. The ways of sending files via such real-time instant messengers in a convenient and secure manner have been new demands as well.

Nutstore can help you send files to your workmates via emails without the need of using email boxes or uploading them to attachments, which are convenient and secure. Your workmates may directly reply the email after sending it to discuss with you and see the latest version of relevant file at any time..

As shown below, right click any synchronized file or folder and select "Nutstore" ->

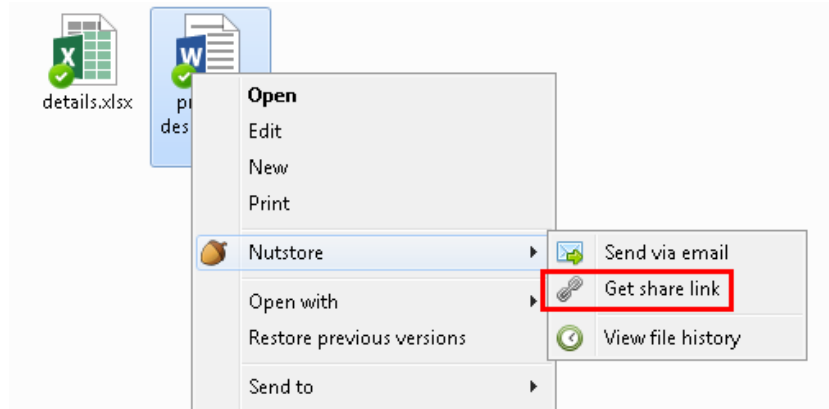
“obtain an access link” , and select “share via emails” from the pop-up interface:



Or you can rapidly share a file or folder to your workmates and customers via a webpage link in real-time instant messengers (e.g. WeChat, QQ) by using Nutstore for them to view and access to such file or folder via the webpage.

As shown below, right click any synchronized file or folder and select “Nutstore” ->

“obtain an access link” :



And then send out the generated link. Other users may access to the file or folder shared by you via the link.

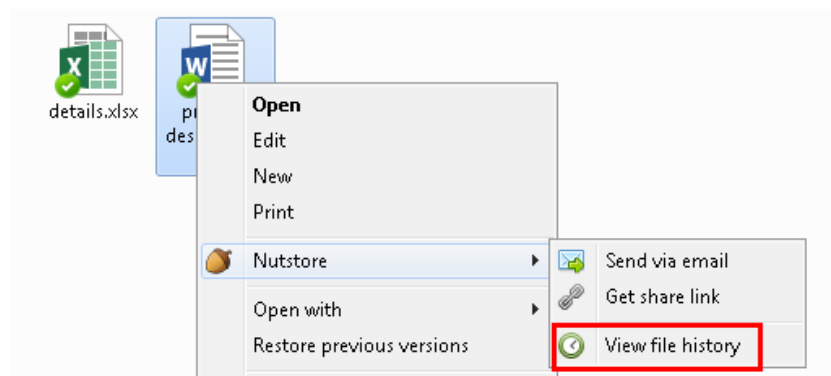


Viewing and comparison of file versions

Many users may store one file for several versions due to the worries that the file may be deleted or mistakenly changed. However, such inefficient operation may easily cause different file versions confusions.

After a file is modified, Nutstore will automatically save its previous versions. You can view and download any of such previous versions at any time, or you can compare current version with previous ones to see the differences.

As shown below, right click any synchronized file and select "Nutstore" -> "View file history" :



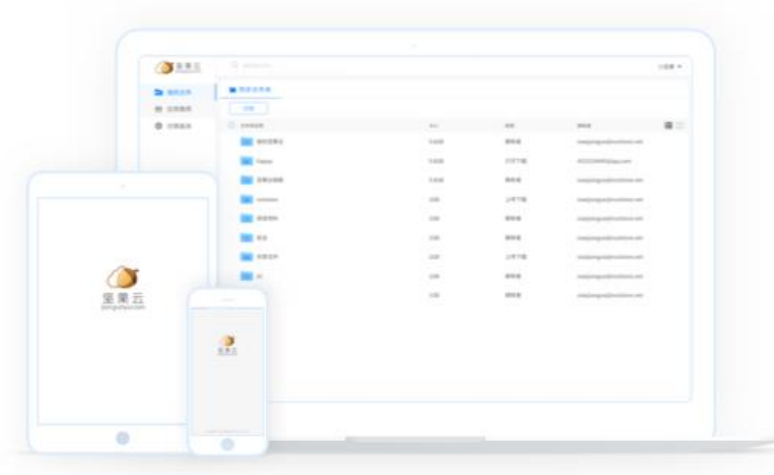
In this part, you can also see the dates and modifiers for the file to communicate with relevant workers.

Offline access to files via mobiles or tablets to realize mobile office

Due to the spread of mobile phones and tablet computers, people may work outside their offices. Users may open and create any file or table on any device by using Office 365, and the file or table can be automatically transferred to Nutstore after it is saved to truly realize mobile working.

Nutstore can automatically synchronize files to your tablet and mobile phone. You can still access to and modify such files even no network connection is available. You may rapidly synchronize relevant data to some mobile devices before getting off work or going for a business trip for reading at any time.

First of all, you can see all synchronized files after installing the Nutstore App on any mobile device and logging on.



Select any folder that is frequently used for offline access and click "offline collection" .

Once you are in any WiFi network, Nutstore will automatically synchronize the folder for your offline access at any time.

In addition, Nutstore also supports the WebDAV protocol. You can make relevant settings on a PC or App to authorize other third-party software so as to synchronize with other typical APPs at home and abroad, such as Notability, GoodReader, PDF Expert and Zotero.

As shown below, on the webpage of Nutstore, conduct such authorization in the "Account information" -> "Safety options" -> "Third-party application management" :

Third-party Applications Management
Authorize third-party WebDAV applications to access your files.

Example
Server: https://dav.jianguoyun.com/dav/
Account: zhaowei+demo@nutstore.net
Password: (Password)

Name	Authorization Date	Password	
Omnifocus	2016-01-20	Display	Revoke

[Add App auth](#)
Firstly, please input a name, like iWorks, to help you remember it
Name: [Add](#)

Mobile identity authentication


Nutstore provides multiple secondary verification methods such as WeChat, Google Authenticator and SMS for users. Therefore, their files are still safe and sound even their passwords are disclosed by chance.

As everyone knows, domestic security environment is far from ideal. Recently the information of many Apple mobile phone users was disclosed and such users were even extorted due to the leakage of an email provider' s email password. In order to intensify the security of accounts, we provide multiple secondary verification methods such as WeChat, Google Authenticator and SMS for users. Therefore, their files are still safe and sound even their passwords are disclosed by chance.

As shown below, on the webpage of Nutstore, make the settings in the "Account information" -> "Safety options" -> "Mobile identity authentication" :

Wechat Two-factor Authentication

Google Two-factor Authentication



Enable two-factor authentication

Scan qrcode on the left and subscribe our wechat official account, you will receive a passcode.

Type your passcode in the received wechat message:

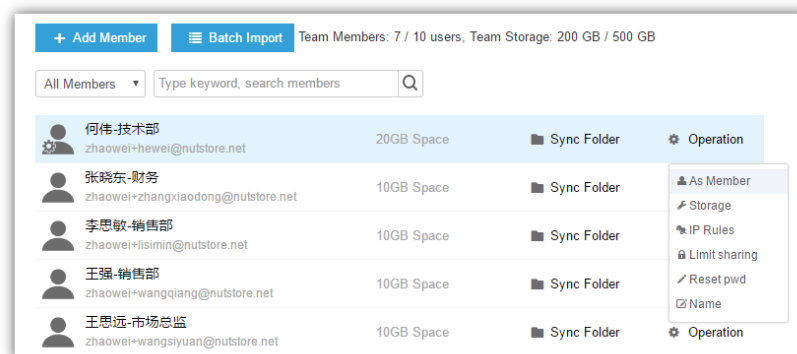
Auth and Enable

Team authority management, enterprise knowledge management

Different project files belong to different users. A disordered file management structure will be time-consuming and dramatically reduce working efficiency. And any enterprise may suffer huge losses if some employees take away key data when they quit their jobs.

Users may create and manage their teams by using Nutstore team edition to conduct grouping management for such members and make accurate fold access authority settings for each user and group, including Read&Write, Read only, Write only, Preview only and so on. In addition, the settings such as restricting log-on IP, mandatory mobile authentication, and prohibition of shredding files to guarantee the security of group files.

Nutstore also provides a file organization structure view to facilitate users' viewing of the structure of all the folders uploaded to Nutstore.



Watch Demonstration Video

The demo videos of Nutstore can be watched by clicking the links below. By watching these videos, you can easily master the functions and application

File synchronization: <http://www.jianguoyun.com/s/tutorial#sync>

Multi-user synchronization: <http://www.jianguoyun.com/s/tutorial#others>

Authority setting: <http://www.jianguoyun.com/s/tutorial#permission>

File sharing: <http://www.jianguoyun.com/s/tutorial#share>

Recovery of deleted files: <http://www.jianguoyun.com/s/tutorial#restore>

Online file-editing: <http://www.jianguoyun.com/s/tutorial#view>

File-searching: <http://www.jianguoyun.com/s/tutorial#search>

Member management: <http://www.jianguoyun.com/s/tutorial#member>

Corporate organizational structure management:

<http://www.jianguoyun.com/s/tutorial#company>



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