

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](#)



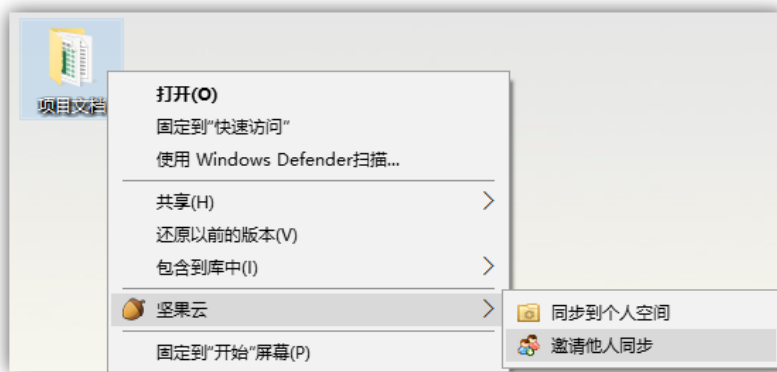
[观看演示视频](#)

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。

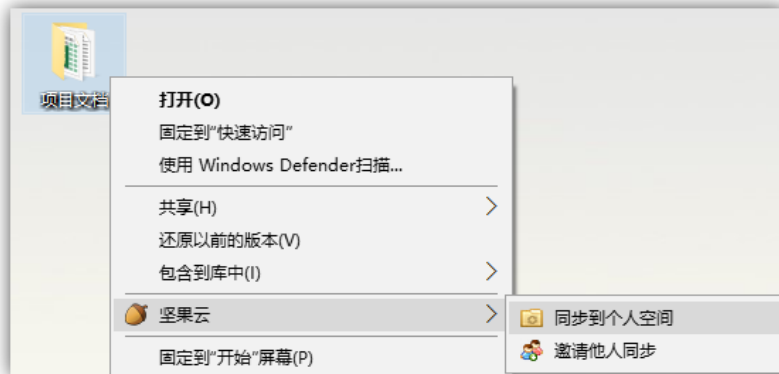


同步任意文件夹

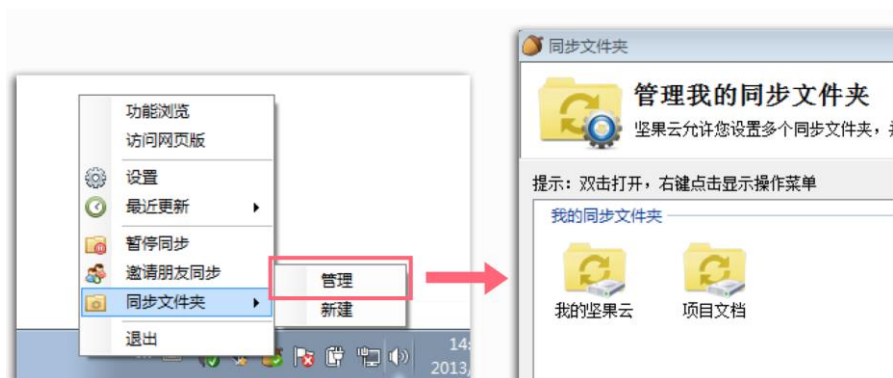
想同步的文件分散在电脑磁盘的各个角落，如果要把他们整理到一起再同步，实在是太麻烦了！最好的工具是适应不同人的习惯，而不是让人们适应工具。

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” -> “同步到个人空间”，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” -> “通过邮件发送”：

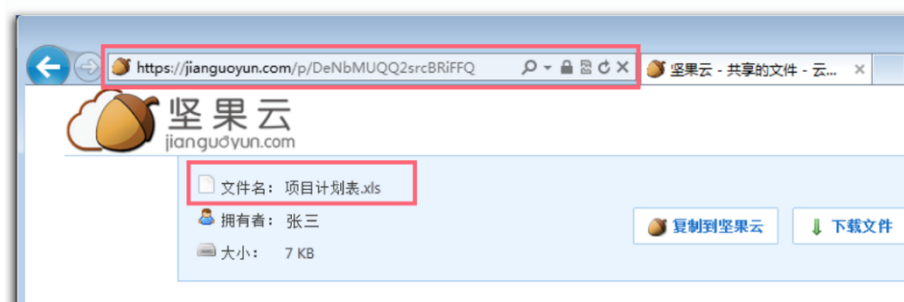


您还可以通过坚果云将一个文件或文件夹通过网页链接在实时聊天工具（如微信，QQ 等）中快速分享给同事、客户，供其通过网页查看访问。

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几个版本。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：OmniFocus、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，包括可读写、只读、只写、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。



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.jianguooyun.com/s/tutorial>

多人同步：<http://www.jianguooyun.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：



If you never use Nutstore before, please read *Nutstore Quick Guide* firstly.

General Description

Nutstore can help you to improve working efficiency and it is very easy to operate.

Following can be achieved conveniently with Nutstore:



[Synchronize files with colleagues to realize cooperative work](#)



[Synchronize multi-folders](#)



[Share files quickly via email or web link](#)



[Check and compare the historical versions of the file](#)



[Off-line access with tablet and smart phone to enjoy mobile work](#)



[Mobile Identity Verification](#)



[Team access control and knowledge management](#)



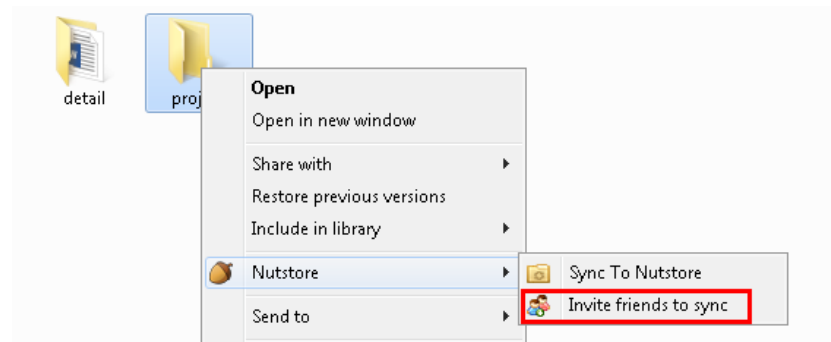
[Watch demonstration video](#)

Synchronize Files with Colleagues to Realize Cooperative Work

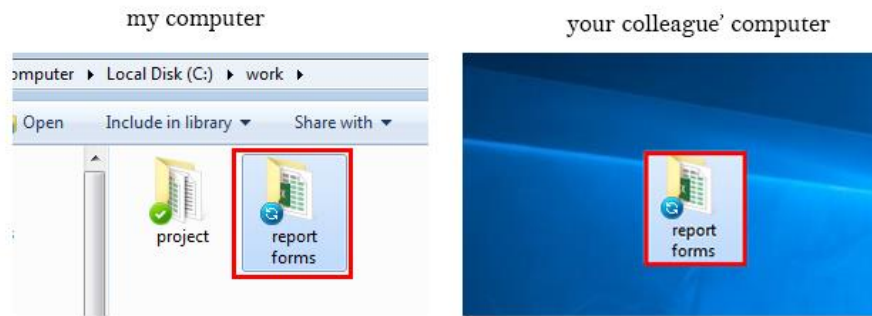
You may need to exchange and share files frequently among colleagues. But traditional ways of QQ or email may waste your time and cause inconsistency if there are multiple versions.

However, Nutstore can achieve the file synchronization among colleagues. If anyone create or edit the file in Nutstore, Nutstore will automatically synchronize the file to others' computers. You don't need to send files manually or worry about the inconsistency of the file versions anymore.

As shown in the following diagram, right-click the folder needed to be synchronized and select "Nutstore" -> "Invite Others for Synchronization":



Nutstore will send the invitation email to your nominated colleagues. After your colleagues accept the invitation, your folder can be synchronized to their computers. You and your colleagues can operate the same folder thereafter.

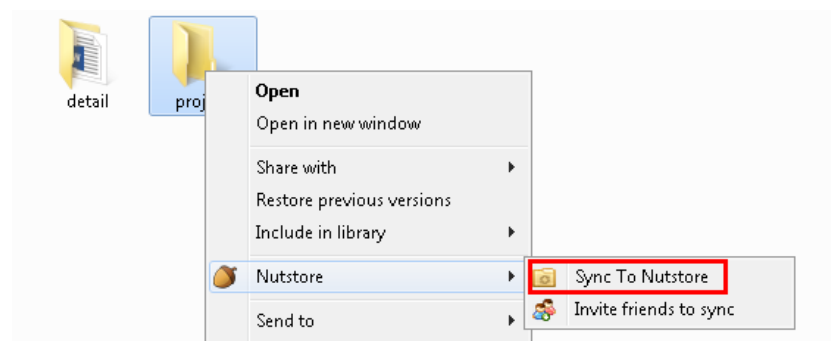


Synchronize Multi-folders

It is complicated to arrange the folders which need to be synchronized together if those folders are scattered to every corner of your computer. The best tool is that can adapt itself to different users without changing user habits.

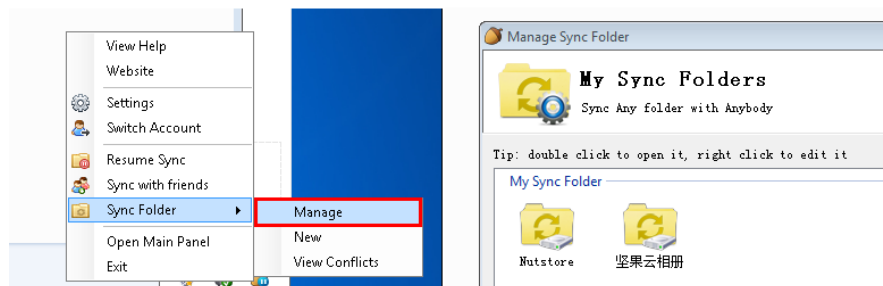
Nutstore is able to synchronize multiple folders at the same time, even if those folders are scattered to every corner of your computer. In addition, you can set the permissions for each synchronization folder to manage your files flexibly.

As shown in the following diagram, right-click any folder, select "Nutstore" -> "Personal Synchronization" to create a personal synchronization folder.



If you need to set the synchronization folder, right-click the Nutstore icon, select "Synchronization Folder" -> "Manage", and then right-click the synchronization folder

needed to be set:

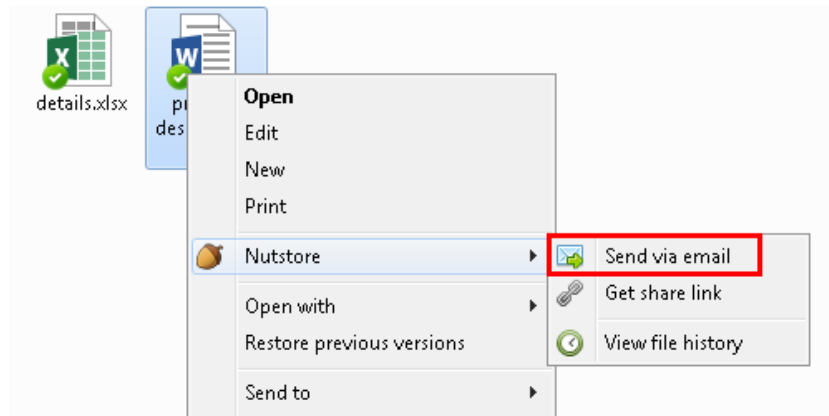


Share Files Quickly via Email or Web Link

Email is the most common communication method at work. However, sending emails back and forth every time when a file is revised waste a lot of time. Besides, instant message tools are more and more popular in work place, so how to share files through tools like Skype or Facebook quickly and securely also becomes very important.

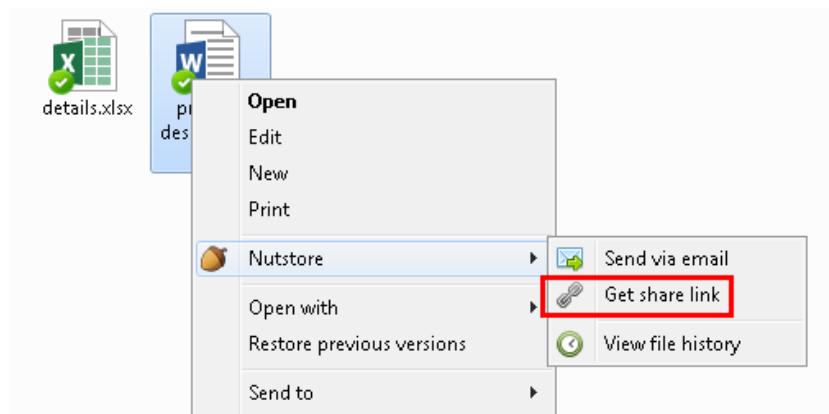
Nutstore can help you send email to your colleague. You no longer need to log into email to upload attachment. It is convenient and safe. After your colleague receives the email, he/she can reply directly to discuss with you. And the file you and your colleague get is always the newest version.

As shown in the following diagram, right-click any synchronized file or folder, and select "Nutstore" -> "Private Sharing Through Email":



You can also share the files with your colleague and customer through Nutstore link on Facebook or Skype. They can access the link to see the files.

As shown in the following diagram, right-click any synchronized file or folder, and select "Nutstore" -> "Get Sharing Link":



Then, publish the link, and others can access the shared file or folder by clicking this link.

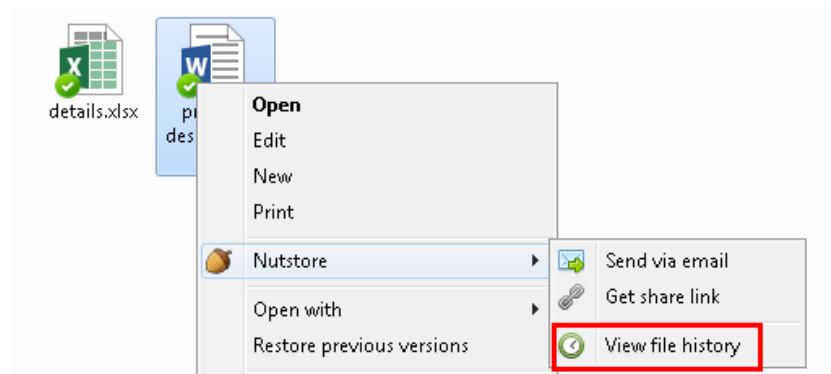


Check and Compare the Historical Versions of the File

Many people will save several versions of one file after revising it, because they worry that there may be something wrong or they may need to find a historical version someday. This method is inefficient and you are easy to be confused by so many versions of one file.

If you revise a file, Nutstore is able to save all the historical versions automatically. You can check the historical versions of the file at any time; even you can compare the historical version with the current version to check the differences.

As shown in the following diagram, right-click any synchronized folder and select "Nutstore" -> "Historical Version":



You can see when and by whom the file is revised. You can download the selected version and compare it with the newest version to find the differences.

Off-line Access with Tablet and Smart Phone to Enjoy Mobile Work

As tablet and smart phone become more and more popular, work is not limited to office anymore. Using Office365 you can edit and view documents anywhere with your mobile devices and upload to Nutstore automatically. Truly enjoy your mobile work.

Nutstore can automatically synchronize files to your tablet and mobile phone before you are off duty or going for a business trip. Even without Internet, you still can off-line access and revise files. Install Nutstore on your mobile device firstly, and then you can see the synchronized file after logging in.



Select the frequent used folder and click "Off-line Collection". Then you can access the files off-line, and Nutstore will automatically synchronize them when there is WiFi.

Besides, Nutstore supports WebDAV protocol. You can setup on Nutstore App or web client to integrate with other quality productivity Apps, such as OmniFocus, Notability, GoodReader, PDF Expert, Zotero etc.



As shown below, authorize access on Nutstore web client “Settings” -> “Security” -> “Third-party Applications 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](#)

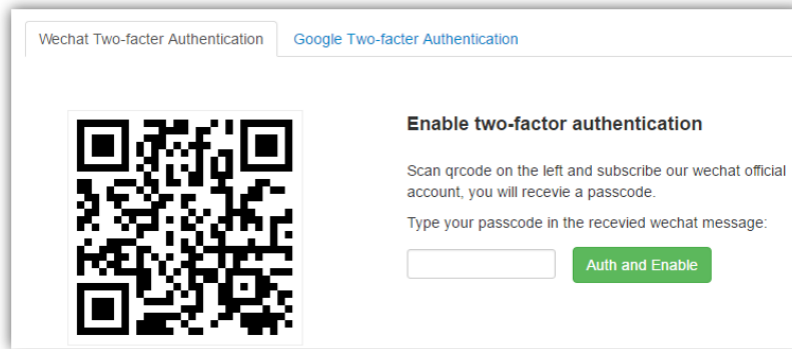
Firstly, please input a name, like iWorks, to help you remember it

Name:

Mobile Identity Verification

Nutstore supports mobile identity verification. You can enable this feature to receive verification code via Wechat or Google Authenticator. Even if your password was lost, you do not have to worry about your files stored in Nutstore.

As shown below, authorize access on Nutstore web client “Settings” -> “Security” :

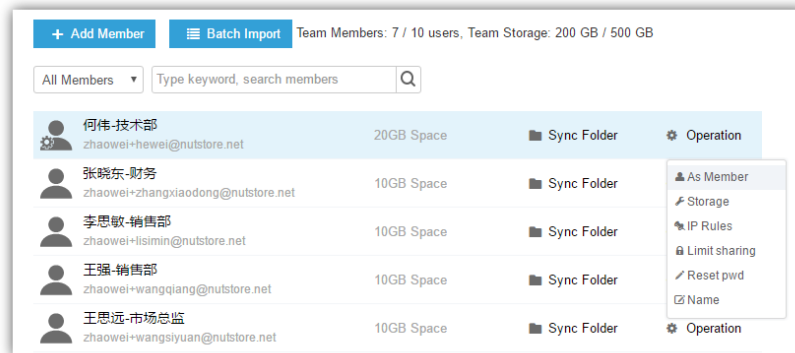


Team Access Control and Knowledge Management

Well-organized file management system can save a lot of time on finding documents and improve productivity significantly. Also, good file control in an organization can avoid huge risks of losing key information/file due to employee separation.

Users can create and manage team members by different groups via Nustore Team Edition. Folder access can be granted to each team member or group on a need-to-know basis with different rights such as read/write, read only, write only, preview etc. Besides, Nustore provides features like limited IP log-in, mandatory mobile verification, file wipe prohibition to ensure file security in an organization.

Nustore also has an organization file structure for users to check all the documents uploaded in Nustore.



Watch Demonstration Video

You can click the following links to watch the Nutstore demonstration videos.

Through those videos, you can easily know how to operate Nutstore.

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

Multiple people synchronization: <http://www.jianguoyun.com/s/tutorial#others>

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

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

Deleted file recovery: <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>

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