



# 团队版用户操作指引

Operation Manual  
for Team Edition Users

# 团队版用户操作指引

坚果云团队版可以让您轻松创建团队并管理，还可以通过强制手机验证、禁止粉碎文件等设置保证团队文件安全。

## 邀请同事加入团队

当您注册了坚果云团队版之后，可以邀请您的同事加入团队，不仅可以统一管理，还可以在人员离职的时候一键转交文件。

使用管理员账号登录网页版的坚果云，点击右上角的“管理团队” -> “成员管理”：



点击“添加成员”，输入成员的空间配额，即可通过链接和邮件的形式邀请成员加入团队，还可以批量导入成员。推荐使用“链接邀请”的形式添加成员，避免由于邮件屏蔽等原因导致无法加入团队。

## 如何跟其他同事共享文件

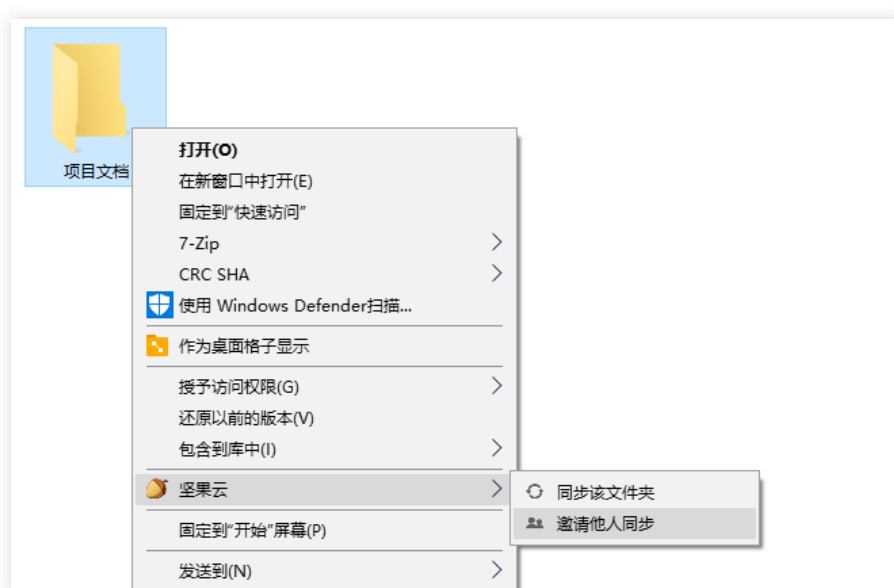
坚果云可以在几个同事间同步文件，任何人在其中创建、编辑文件，都会自动同步到其他人的电脑中，从而可以很方便的交换文件，无需手动发送，也不用担心版本不统一。

当您注册了坚果云团队版，您的账号中会自动创建一个您注册时填写的公司名称命名的文件夹，该文件夹默认权限为“全部团队成员”可“上传下载”，此时您只需要把文件上传到这个文件夹中，则团队里的其他同事都会看到您上传的文件，并且可以编辑修改。



## 创建新的共享文件夹

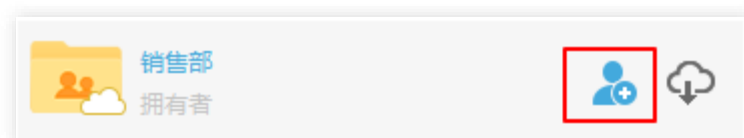
如果您想创建一个新的文件夹跟同事共享，您可以在[下载坚果云客户端](#)之后，如下图，右击电脑上任意需要与同事同步的文件夹，选择“坚果云” -> “邀请他人同步”：



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。

## 设置共享文件夹权限

打开坚果云客户端主面板，点击需要设置的文件夹后方的“多人同步”，即可设置共享权限：



坚果云共有六种访问权限：拥有者、管理者、上传下载、只可上传、只可下载、仅预览

六种权限分别对应的功能详见：<http://help.jianguoyun.com/?p=2765>

## 团队成员管理

使用管理员账号登录网页版的坚果云，点击右上角的“管理团队” -> “成员管理”，在这里可以调整成员的空间配额、更换成员角色、在成员发生离职情况下，可以删除成员并一键移交文件，让离职交接更简单。其中，高级团队版用户还可以限制成员 IP、限制文件分享



## 群组管理

在“管理团队”->“群组管理”的界面，您可以创建群组来管理团队成员，并且可以为每个群组设置管理员，在设置文件夹共享的时候您也可以直接给群组设置权限，当有新人加入团队，您只需要把新人加到对应的群组，新人会直接享有群组的所有权限，无需手动一个一个设置。



## 高级团队版功能

在“管理团队”->“团队设置”的界面，高级团队版可以强制开启手机身份验证、禁止粉碎文件、远程擦除数据、强制开启密码锁，有效防止由于离职或者密码外泄等情况导致的资料丢失。



在“管理团队”->“日志审计”中，可以观察团队成员在坚果云内的一切操作。该功能只有团队的管理员以及审计员才能使用。日志行为审计中，既可以对全体成员的全体操作进行检查，又可

以针对到个别成员的某项指定操作。对于金融，IT，律师等对数据机密性要求严格的行业尤为重要。



## 高级团队版功能详细介绍:

手机短信认证: <http://www.jianguooyun.com/s/help/?p=2657>

限制成员 IP: <http://www.jianguooyun.com/s/help/?p=2653>

限制文件分享: <http://www.jianguooyun.com/s/help/?p=2651>

禁止粉碎文件: <http://www.jianguooyun.com/s/help/?p=2705>

日志行为审计: <http://www.jianguooyun.com/s/help/?p=2699>

远程擦除数据: <http://www.jianguooyun.com/s/help/?p=2721>

自定义 LOGO/域名: <http://www.jianguooyun.com/s/help/?p=2687>

模板管理: <http://www.jianguooyun.com/s/help/?p=2729>

# Users Manual for Team Edition

Nutstore team edition can make you create and manage your team in an easy manner.

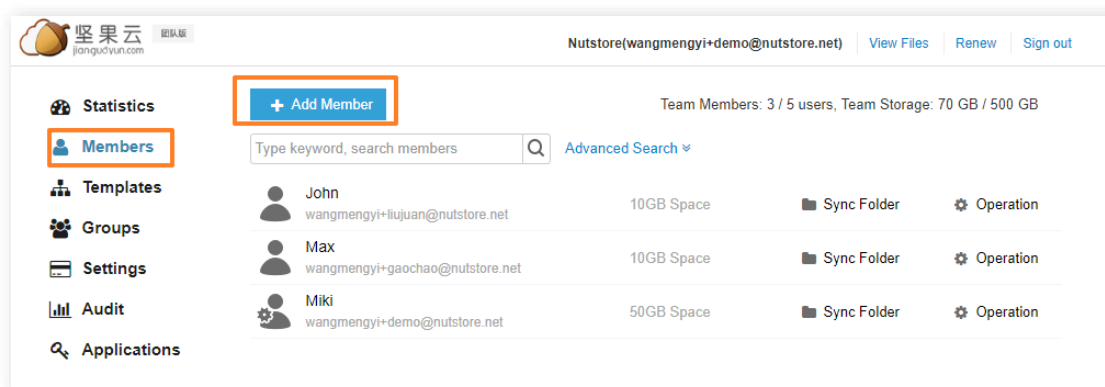
In addition, the settings such as mandatory mobile authentication and prohibition of shredding files are utilized to guarantee the security of team files.

## Invite workmates to join a team

After registering Nutstore team edition, you may invite your workmates to join a team.

In this way, not only unified management can be made but also it is feasible that any employee may hand over files via one step when he or she leaves your company.

Log in web version Nutstore with the administrator' s account, and click the "Management team" -> "Member management" on the top right corner:

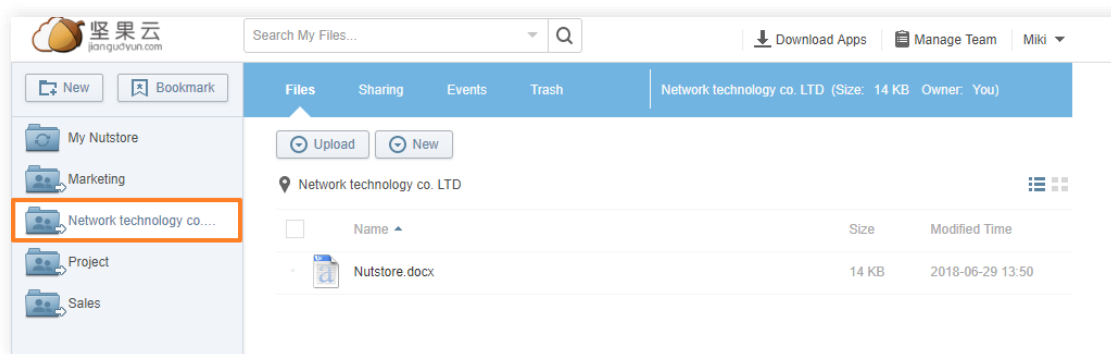


Click the "Add members" and input the space quota for each member, these members can be invited to your team via links and emails. In addition, members can be imported via batch processing. The form "Invitation via link" is recommended to add members so as to avoid unsuccessful joining due to the reasons such as blocked mails.

## How to share files with other workmates

You and your workmates can synchronize files by using Nutstore. 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.

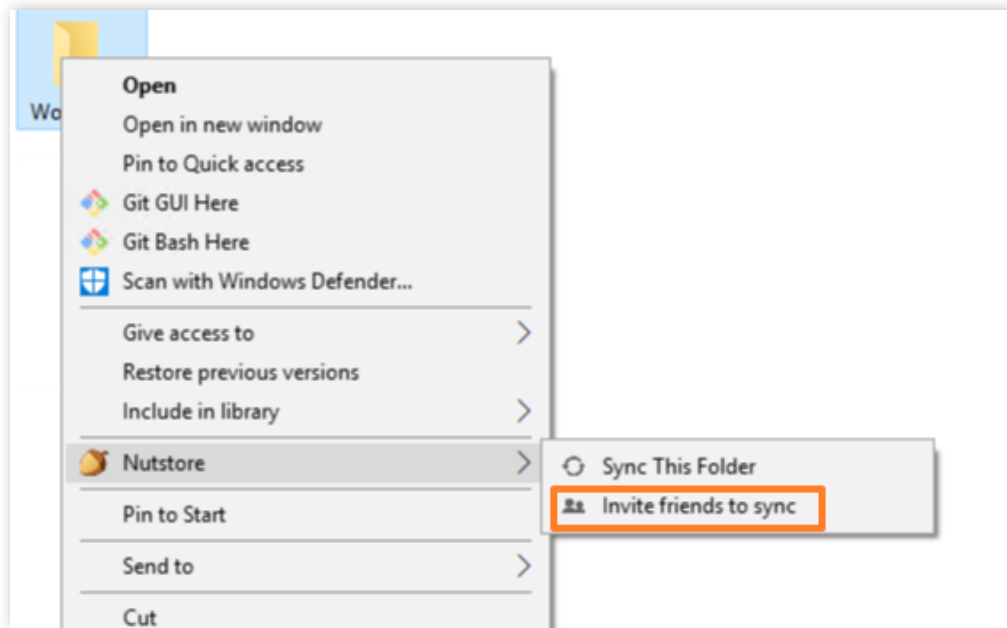
After registering Nutstore team edition, a folder, named after the company name you fill in during registration, will be automatically created in your account. The default permission for the folder is “all team members” can “upload and download” . After uploading any file to this folder, any other member of the team can view the file you have uploaded, and it can edit and revise the file as well.



## Create new shared folder

If you want to create a new folder to share with your workmates, after [downloading Nutstore Client](#), you can right click any proposed folder in your computer and select “Nutstore” -> “Invite others for synchronization” :

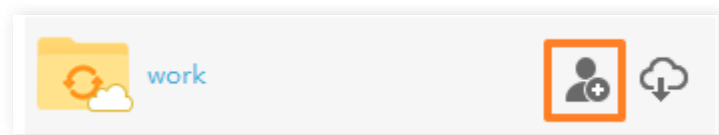




By doing this, your folder can be synchronized to his or her computer. Since then you and any of your workmates can operate the same folder simultaneously. And any modification in any file can be timely synchronized as well to guarantee uniform file versions.

## Set authority of shared folder

Open the main panel of Nutstore client, click the “Multi-user synchronization” behind any proposed folder to set shared authority:

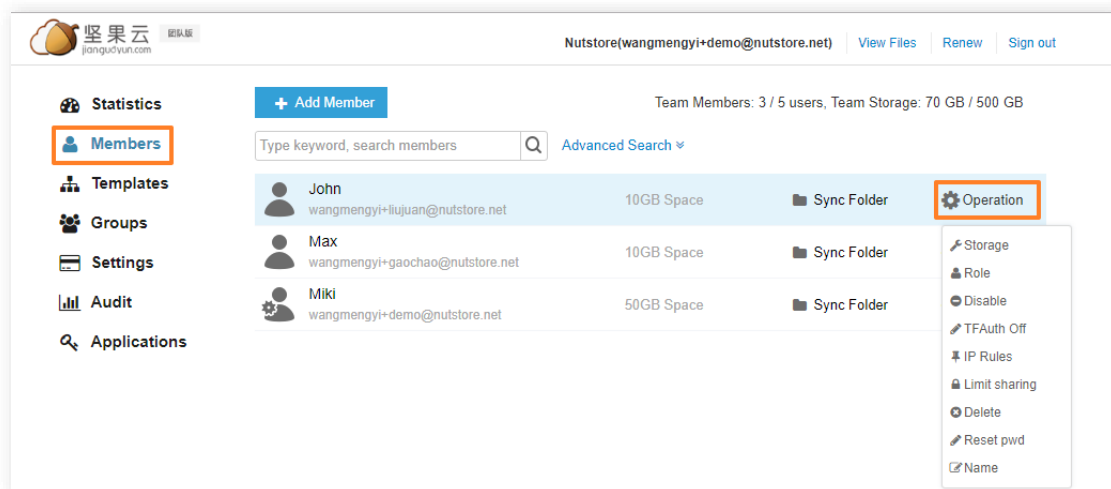


Nutstore is composed of six access authorities, namely owner, administrator, upload and download, upload only, download only, and preview only.

See <http://help.jianguoyun.com/?p=2765> for the detailed functions of the six authorities.

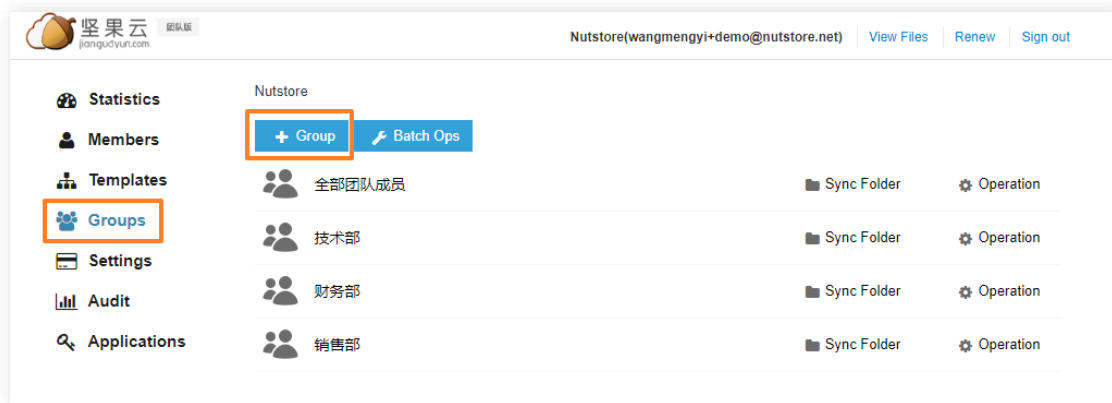
## Management of team members

Log in web version Nutstore with the administrator's account, and click the "Management team" -> "Member management" on the top right corner: you can adjust the space quota of each member and change the role of each member. In case of the demission of any member, it can be deleted and relevant files can be handed over with one key to make relevant hand-over procedures easier. In addition, the users of advanced team edition can use the functions such as restriction of member's IP and restriction of sharing files.



## Group management

On the interface of "Management team" -> "Group management", you can create a group to manage team members. You can appoint an administrator for each group, and you can set authority for each group when setting folder sharing. In case any new member joins your team, you can add it to corresponding group. The new member will directly have all the authorities set for the group without setting them one by one manually.



## Functions of advanced team edition

On the interface of "Management team" -> "Team setting", any user of advanced team edition can enable mobile identity authentication, prohibition of shredding files, remote obliterated data and mandatory coded lock to effectively prevent the loss of data due to demission or the leakage of passwords.

Two-Factor Authentication

Force: ☒ Turn the Two-Factor Authentication on for your team member to keep the account safe

Auth Type: Authentication By SMS

File Safety

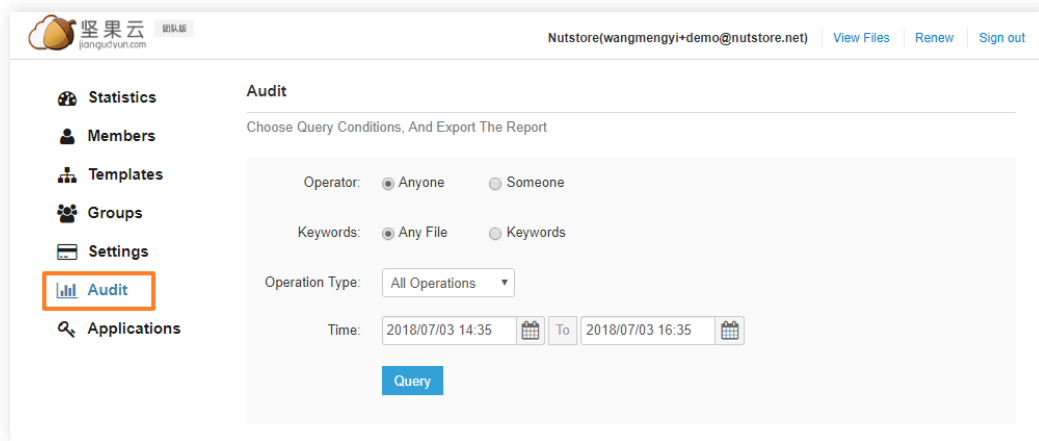
Disable file purge: ☒ Disable file purge for all members, keep data safe

Remote wipe: ☒ Remote wipe synced data when user lost access right

Passcode lock: ☒ Force enable passcode lock to protect data in mobile app.

Save

On the interface of "Management team" -> "Log audit", you can observe the operation of all members inside Nutstore. The function is available for the administrator or auditor of a team only. By conducting log behavior auditing, not only the all operations of all members can be inspected but also any specific operation of any individual member can be audited, which is of great importance for the industries requiring strict data confidentiality, such as the finance, IT and legal industries.



## Details of advanced team edition functions

SMS authentication: <http://www.jianguoyun.com/s/help/?p=2657>

Restriction of member's IP: <http://www.jianguoyun.com/s/help/?p=2653>

Restriction of sharing files: <http://www.jianguoyun.com/s/help/?p=2651>

Prohibition of shredding files: <http://www.jianguoyun.com/s/help/?p=2705>

Log behavior auditing: <http://www.jianguoyun.com/s/help/?p=2699>

Remote obliterated data: <http://www.jianguoyun.com/s/help/?p=2721>

User-defined LOGO/domain name: <http://www.jianguoyun.com/s/help/?p=2687>

Template management: <http://www.jianguoyun.com/s/help/?p=2729>



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