

Getting Started with Cloud33

Introduction to Cloud33

Cloud33 is a way to store data remotely instead of backing files up on a personal server. The benefits include the ability to access data and programs over the internet, regardless of location, as opposed to sharing files manually. Cloud33 allows the users to instantaneously collaborate and seamlessly upload files for sharing without lag. This helps move projects along quickly and efficiently.

How To Create a Cloud33 Account

1. Go to the account creation page on the Cloud33 website.
2. Type a desired username and email address (they can be the same by checking the box).
3. Enter a strong, unique password.
4. Read and check the box to agree to Cloud33 terms.
5. Press **Sign up**.

TIP: We recommend using Google Chrome for the best results.

[Having trouble creating a Cloud33 Account?](#)

[How to change or reset your password.](#)

Ways to Sign in to Cloud33

Cloud33 can be accessed on three platforms: Through a web browser, Cloud33 desktop app, and Cloud33 mobile app. To get started, sign into your new account from a web browser.

1. Open a web browser.
2. Go to Cloud33 log in page.
3. Select one of the following sign-in options:
 - Click **Sign in with Google**.
 - Click **Sign in with Apple**.
 - Click **Sign in** and enter email address and password.

Lastly, install the apps on any computer, tablet, and phone to access your files anytime and anywhere using Cloud33.

Downloading the Cloud33 desktop app

1. Download the Cloud33 desktop app from the Cloud33 website.
2. After Cloud33 is successfully installed there will be an icon in the taskbar for Windows and menu bar for Mac. A Cloud33 folder will be on the computer's hard drive.
3. Click the icon, a sign in prompt will appear, enter the same username and password used to access Cloud33 through the web browser.

Downloading the Cloud33 mobile app

Download the Cloud33 mobile app by going to [Cloud33.com/mobile](https://cloud33.com/mobile), or find it in your preferred app store (icon shown below).

Placeholder

Screen shot of app store icon

Getting Started

Once the Cloud33 mobile or desktop app has been downloaded, you are ready to put Cloud33 into use. First, you need to create a new storage folder.

1. After logging into Cloud33, under the section called *Storage* create a storage folder from the management console.
2. Click the button labeled **Storage solution**.
3. A window will open after you have successfully created a folder.
4. On the popup window click the button labeled **Create New Storage Folder**.
5. The system will recommend settings.
6. Name the new storage folder in the *Name Field* with a unique name, refrain from giving multiple folders the same name.
7. Choose an option from the *Region* drop down, this will determine which cloud server the system will use. * For the best results we recommend selecting the region closest to you.
8. Click **Create**, a loading bar will appear showing task progress.
9. When complete, on the left pane of the screen under *Storage Folders*, the newly created folder will appear.

***NOTE:** Options include *USA, Europe, and Rest of The World*. For best results choose a server closest to you.

Folders In Cloud33

Once your account is setup and Cloud33 is running, files can be added to folders and stored. Follow the following steps to add files.

1. Open the folder from the left pane.
2. Click on **Upload** at the top of the screen.
3. There are two ways to add files:
 - Drag and drop the files into the folder.
 - Click **Browser** and choose from desktop files, next click **Upload**.
4. A progress bar will appear at the bottom of the screen. Uploading times will vary depending on internet connection, file content, and file size.

Files will upload onto the cloud in the background. You can continue working on the computer at this time. The notification bar will say “Upload Complete” when done. After this happens, you will see the files in the selected folder when the left pane is clicked.

Accessing File on Cloud33

You can now open or download files directly from the folder. These files can be accessed by anyone authorized to do so from any location. Follow these steps to access the files.

1. Open Cloud33 through your preferred platform and sign in.
2. Using the **Actions** button on the top, navigate to the left pane.
3. Click on the desired file from the list.
4. After clicking on the file, a dropdown will appear with *Open* and *Download* options.

To Delete Files

When files are no longer needed, follow these steps to delete files.

1. Select a file or files by using the *checkbox* in the folder.
2. Click the **Actions** button
3. Click **Delete** to remove the files.
4. A popup warning will appear “Are you sure you want to delete the selected files?” If you want to delete the files, click **Yes** to confirm.
5. A progress bar will appear on the bottom the screen and will disappear when complete.

Renaming Files

Files can be renamed as needed, follow these steps to rename files.

1. Click **Actions** from the menu then **Rename**.
2. A popup will appear, choose a new name.
3. Click **OK** and the file will appear with its new name.