1   What Is Onebox?

Onebox is a cloud storage service that enables you to view all your office documents, photos, and videos on your terminals anytime and anywhere. All files that you have saved in synchronization folder are automatically saved on all computers and mobile phones where Onebox is installed and at Onebox website. By using Onebox, you can use your computer in the office and a laptop or mobile bring your own device (BYOD) outside the office for working. You can easily share documents of any sizes with your team members for convenient teamwork.

2   Synchronization Folder

After running the Onebox synchronization client for the first time, you need to set the synchronization folder. You can set a local folder that is not empty as the synchronization folder, and data in this folder will be automatically uploaded to Onebox. By default, Onebox automatically creates a synchronization folder named **Onebox** in the disk partition with the most available space. Content changes in the folder are synchronized to all devices where Onebox is installed.

The icon indicates the status of a file or folder in the Onebox folder.

 Indicates that content changes are being synchronized to devices where Onebox is installed.

 Indicates that content changes have been synchronized to devices where Onebox is installed.

 Indicates that the local file/folder cannot be synchronized to the cloud because the cloud cancelled file/folder synchronization or the file/folder was deleted from the cloud.

3   How Can I Add a File to Synchronization Folder?

By dragging a file to the synchronization folder, you can easily add the file to Onebox. Meanwhile,

the file is synchronized to all devices where Onebox is installed.

4 Shortcut Menu

Right-click a file or folder in the local disk partition and choose **Upload to Onebox,** the file or folder will be uploaded to Onebox.

After you right-click an item in the synchronization folder, the corresponding shortcut menu for common operations is displayed.

- **Share**

    Enables you to invite a colleague to join in a file or folder share, and share materials or office documents with the colleague.

- **Share Link**

    Enables you to create a link for a file or folder and then send the link to your friends or colleagues to share photos, documents, and videos with them. Although your friends or colleagues do not use Onebox, they can still use the link in a browser to download files or folders.

5 Tray Icon of Onebox Synchronization Client

The tray icon of Onebox synchronization client is on Windows taskbar. You can view the status and settings of Onebox synchronization client.

The Onebox synchronization client icon displays the overall status of the synchronization folder.

 Indicates that all contents in the synchronization folder are being updated.

 Indicates that all contents in the synchronization folder are the latest.

 Indicates that data synchronization between the synchronization folder and the cloud is mutually stopped.

Indicates that login authentication fails.

Indicates that the user is not logged in to the synchronization client, synchronization client is disabled, or the user cannot connect to the synchronization client.

Indicates that files or folders in the synchronization folder synchronization fails.

After you right-click the tray icon of Onebox synchronization client, the following information is displayed.

- Pausing synchronization or resuming synchronization
- Viewing user information, space usage, downloading and uploading status of files, and error list.
- Opening synchronization folder, website, and help center.
- Collecting log information.
- Viewing the synchronization client version.
- Exiting the synchronization client.

Now, you can drag a file or folder to the synchronization folder and right-click the tray icon, then choose "Visit Onebox". Then you can find that the file or folder has been synchronized to the website.

For more information, visit Onebox help center.