



# Global Access

User Guide

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# Using Web Access

**Note:** Although you can store and work with files 2 GB or larger on your Central Axis, you cannot access or add files 2 GB or larger via the Seagate Global Access website.

The Web Access feature allows you to use the Seagate Global Access website to access, download, and work with files and folders stored on your Central Axis and enabled for Web Access.

- Files and folders can be accessed remotely via the web even if your computer is turned off as long as your Central Axis is on.
- Files downloaded to a local computer now reside on that computer. If you don't want the files to remain on that computer (for example, if you're on a public computer at an Internet cafe), be sure to delete the downloaded files and empty the Recycle Bin before you log off from the computer.

## Using the Sign In Page

The Seagate Global Access **Sign In** page can be used to sign into your Global Access account to use Web Access & Sharing, create a new Global Access account, and access your Global Access account if you forget your password.

To open the Seagate Global Access **Sign In** page,

- Go to the Seagate Global Access website at <http://globalaccess.seagate.com>.  
The **Seagate Global Access Sign In** page opens:

**Figure 1:** Seagate Sign In Page

## Signing In to Seagate Global Access

To sign in to Seagate Global Access and access files stored on your Central Axis,

**Step 1.** On the **Seagate Global Access Sign In** page, enter the email address and password you used to create your Seagate Global Access account.

**Step 2:** Click **Sign In**.

The Seagate **Web Access** page opens:



**Figure 2:** Seagate Web Access

## Creating a Seagate Global Access Account

If you don't yet have a free Seagate Global Access account, you can create one now.

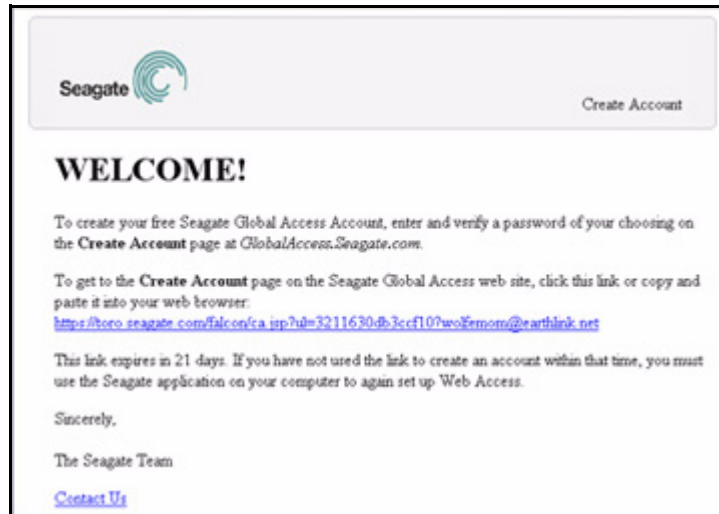
**Step 1.** On the **Seagate Global Access Sign In** page, enter your email address below **Don't have an account?** and click **Send**.

**Figure 3: Seagate Sign In Page**

The page refreshes to indicate that Seagate has sent you an email:

**Figure 4: Create Global Access Account Email Sent**

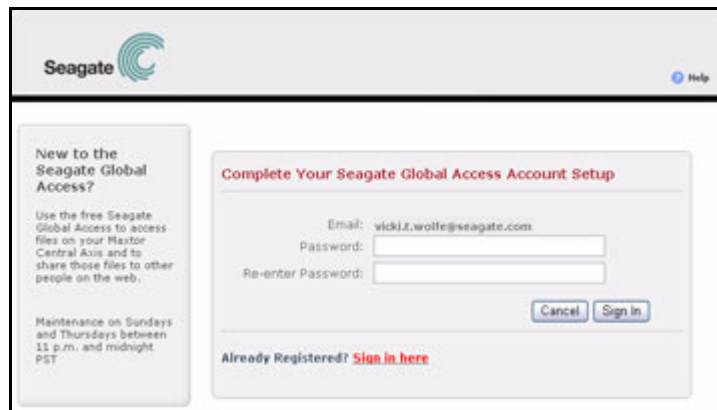
**Step 2:** Check your email account for the email from Seagate, which contains a link to the web page on which to open a Seagate Global Access account:



**Figure 5: Create Global Access Account Email**

**Step 3:** Click the link in the Seagate email.

The **Seagate Global Access Account Setup** page opens:

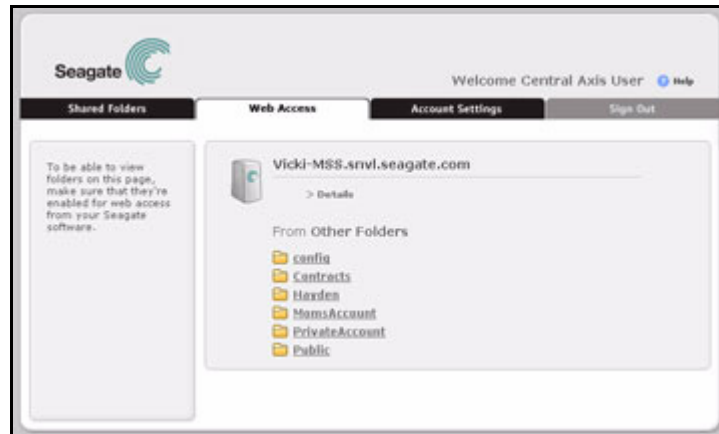


**Figure 6: Seagate Global Access Account Setup**

Your username is the email address you used to register for your Global Access account.

**Step 4:** Enter and re-enter a password for your Global Access account and click **Sign In**.

The Seagate **Web Access** page opens:



**Figure 7: Seagate Global Web Access**

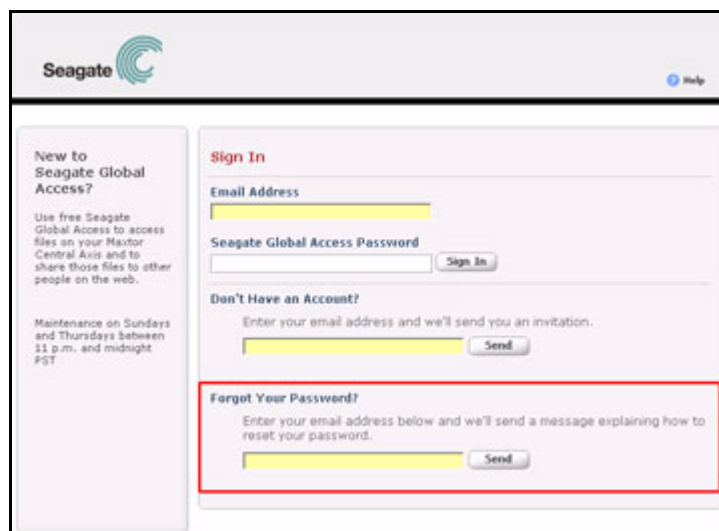
You've created a Seagate Global Access account and can access folders stored on your Central Axis via the web.

## If You Forget Your Password

If you forget the password you used to create your Seagate Global Access account, you can use the Sign In page to reset the password and access your account.

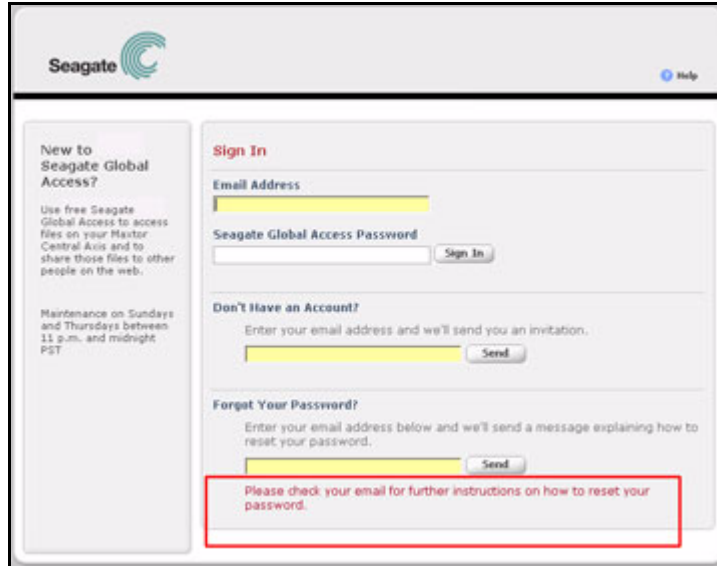
If you forget your password,

**Step 1.** On the **Seagate Global Access Sign In** page, enter your email address below **Forgot your Password?** and click **Send**.



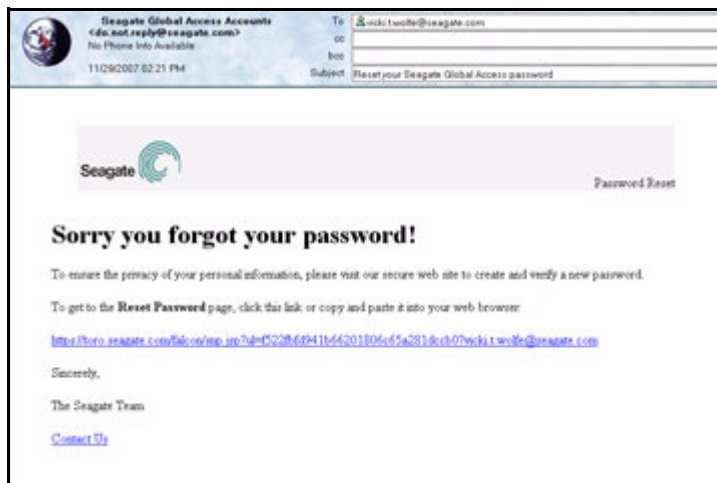
**Figure 8: Forgot Your Password**

The page refreshes to indicate that Seagate has sent you an email:



**Figure 9: Forgot Your Password - Check Email**

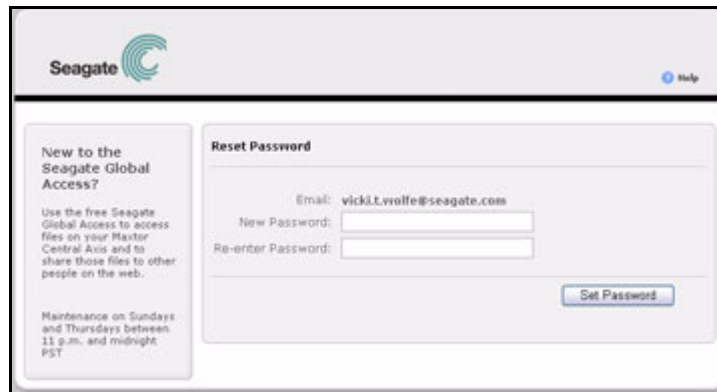
**Step 2:** Check your email account for the email from Seagate, which contains a link to the web page on which to open a Seagate Global Access account:



**Figure 10: Reset Password Email**

**Step 3:** Click the link in the Seagate email.  
The **Reset Password** page opens:





**Figure 11: Reset Password Page**

**Step 4:** Enter and re-enter a new password and click **Set Password**.

The **Web Access** page opens and you can access the files on your Central Axis.

## Viewing Central Axis Details

You can use the **Details** link on the **Web Access** page to check the status of your Central Axis.

To view the status details of your Central Axis,

**Step 1.** On the **Web Access** page, click **Details**:



**Figure 12: Details**

The Details page opens:



**Figure 13: Central Axis Details**

Displayed is information on when the Central Axis last checked into the Seagate web service, how much free disk space remains on the Central Axis, and what other computers are connected to your Central Axis.

**Step 2:** Click **Done** to return to the **Web Access** page.

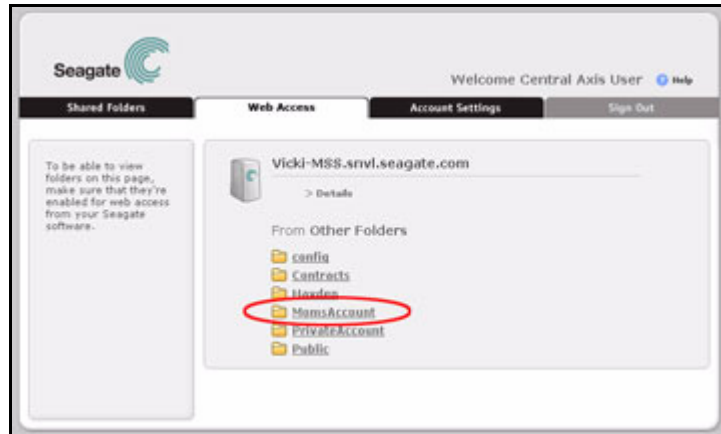
## Accessing Folders via the Web

A folder must be stored on your Central Axis and you must have enabled Web Access before you can access it via the Global Access website. For additional information, refer to the *Maxtor Central Axis User Guide*.

In addition, you must have full access to folders stored on the Central Axis to see those folders via Web Access. For additional information, refer to the *Maxtor Central Axis Admin Guide*.

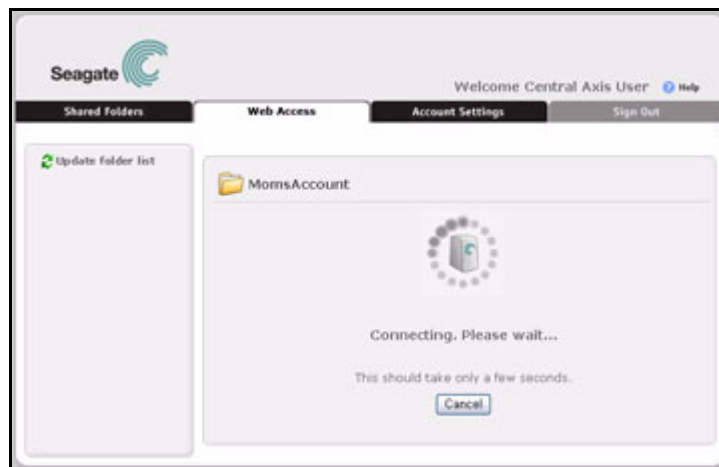
To access a stored folder from a computer not connected to your Central Axis,

**Step 1.** On the **Web Access** page, click the folder you want to access:



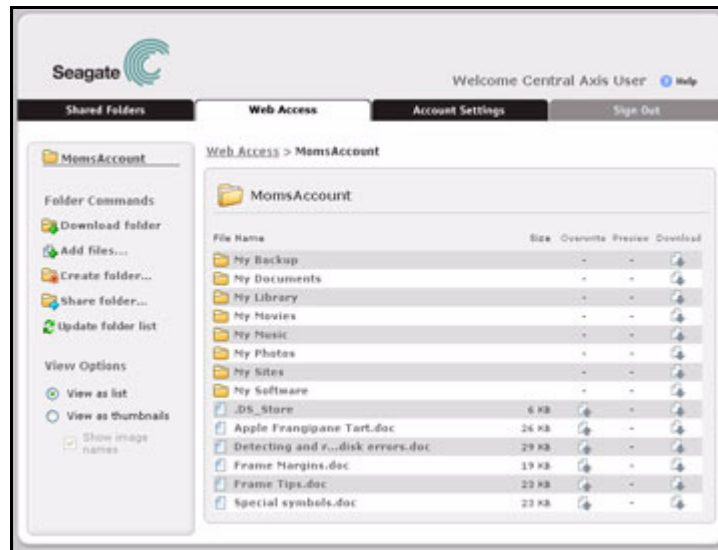
**Figure 14: Web Access**

The **Connecting** page informs you of the progress as the Seagate website accesses the folder on your Central Axis:



**Figure 15: Connecting**

When the connection has been made, the contents of the selected folder are displayed:



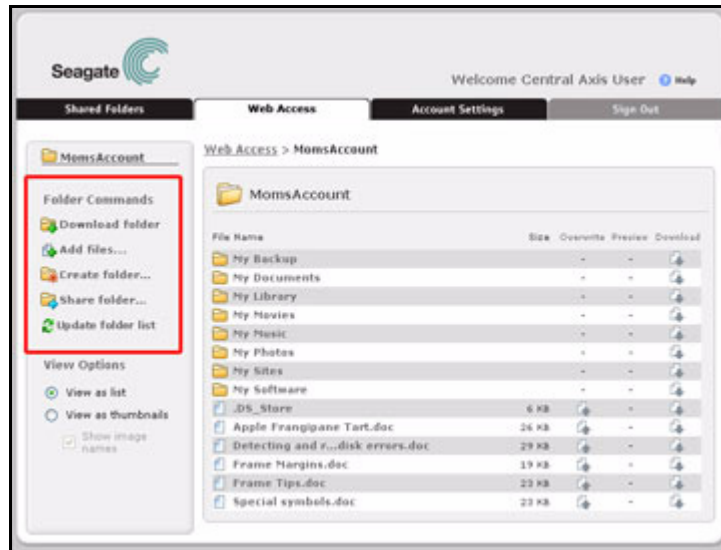
**Figure 16: Files and Subfolders - List View**

**Step 2:** Click on a folder to display the data stored in it.

**Note:** Although you can store and work with files 2 GB or larger on your Central Axis, you cannot access or add files 2 GB or larger via the Seagate Global Access website.

## Using Folder Commands

The **Folder Commands** are found on the left side of the Global Access **Web Access** and **Folder Sharing** pages:



**Figure 17: Folder Commands**

The Folder Commands allow you to perform these actions with folders stored on your Central Axis:

- Download folders
- Add files to folders stored on the Central Axis
- Create new folders within a folder stored on the Central Axis
- Share folders via the Global Access website
- Update the folder list

## Downloading Folders

To download a folder to a local computer,

**Step 1.** In the **Folder Commands** menu, click **Download folder**:

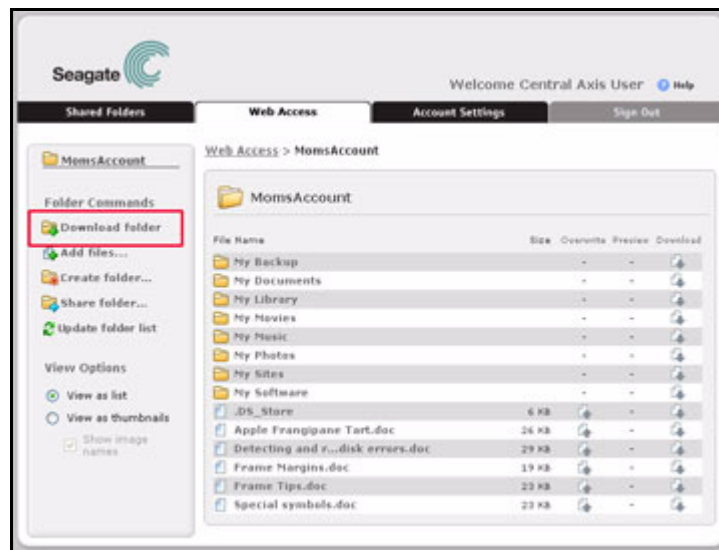


Figure 18: Downloaded Folder

A File Download window opens:

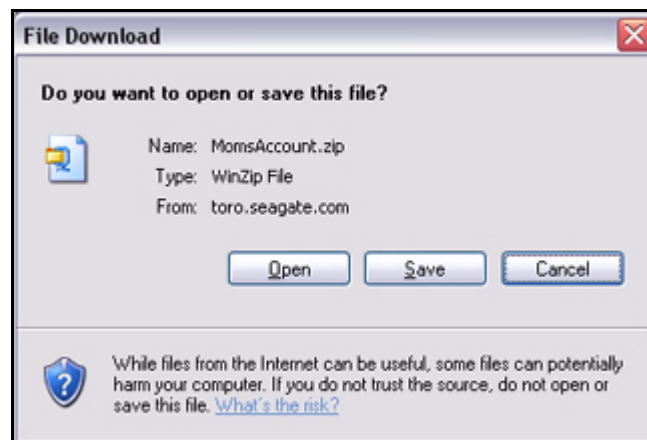
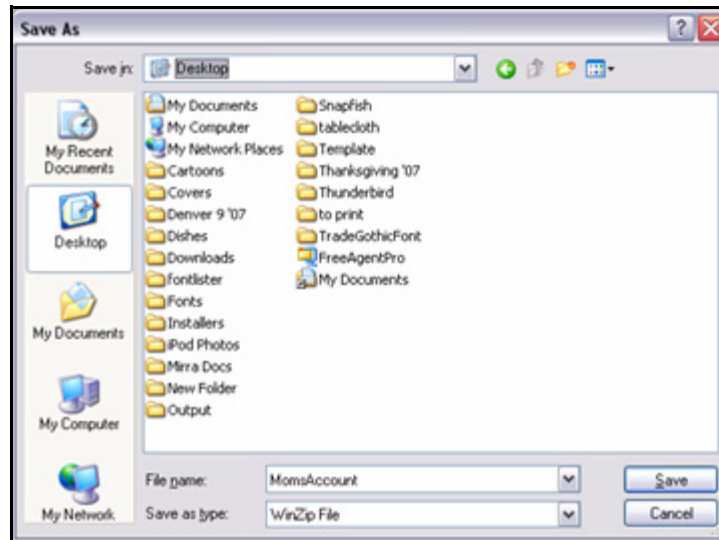


Figure 19: File Download

*Note: The appearance of the browser windows varies according to the browser you're using.*

**Step 2:** Decide whether to open or save the folder.

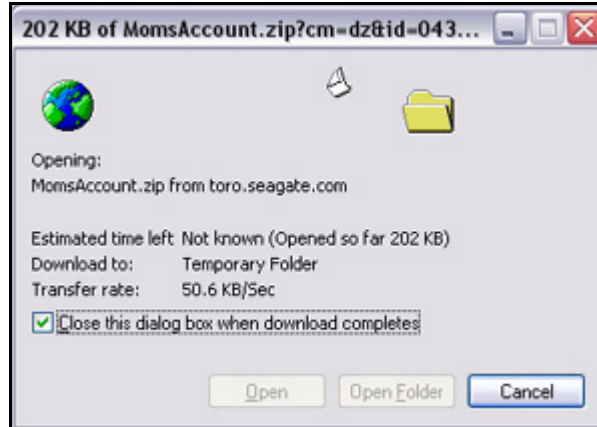
If you select **Save**, a **Save As** window opens:



**Figure 20: Save Downloaded File**

**Step 3:** Select a destination at which to save the folder and click **Save**.

A window displays the progress of the download:



**Figure 21: Download Progress**

When the download is complete, the file opens if you selected **Open** or appears at the chosen location on your computer if you selected **Save**.

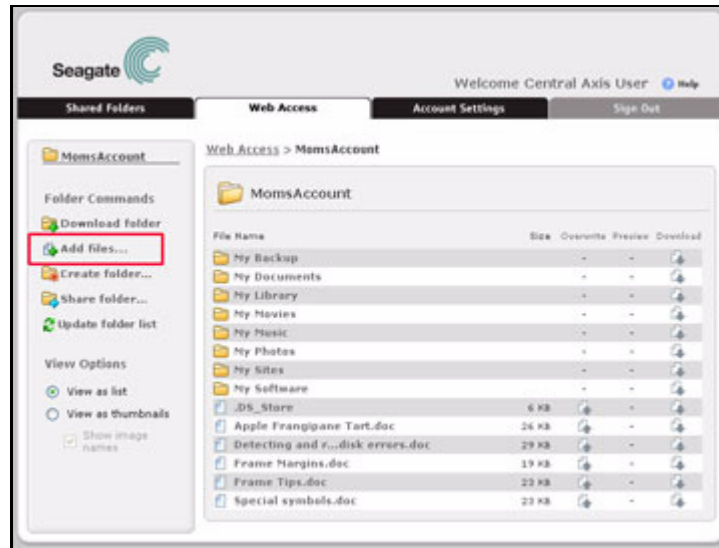
## Adding Files to a Folder

**Note:** Although you can store and work with files 2 GB or larger on your Central Axis, you cannot access or add files 2 GB or larger via the Seagate Global Access website.

You can use Global Access to add files remotely from a local computer to a folder on your Central Axis. You can add up to five files to a folder at one time.

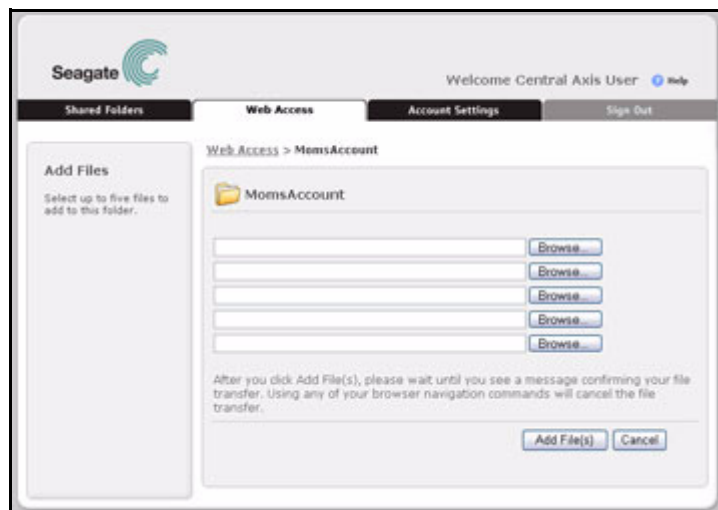
To add files to a folder on your Central Axis,

**Step 1.** In the **Folder Commands** menu, click **Add files:**



**Figure 22:** Add Files

The **Add Files** page opens:

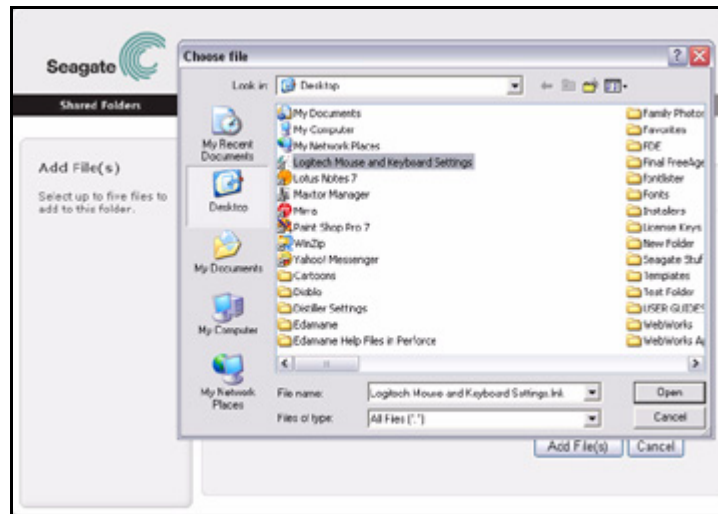


**Figure 23:** Add Files

**Step 2:** Click **Browse** next to each address box to browse to and select a file to add to this folder.

A **Choose File** window opens:



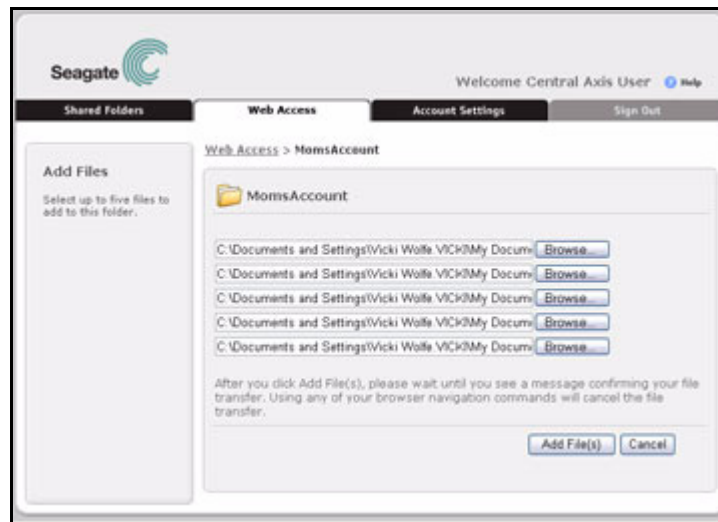


**Figure 24: Choose File**

**Step 3:** Select a file to be added and click **Open**.

The path to the selected file is displayed in the file name box.

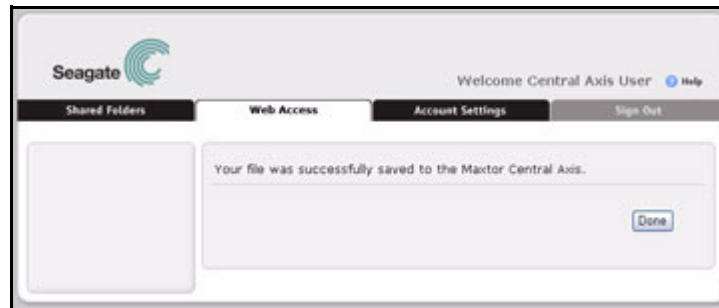
**Step 4:** Repeat Steps 3 and 4 until you've added up to five files to be added to this folder.



**Figure 25: Files Selected to be Added**

**Step 5:** When you've selected all the files to be added, click **Add Files**.

A message confirms that your files have been saved to your Central Axis.



**Figure 26: Add Files Confirmation**

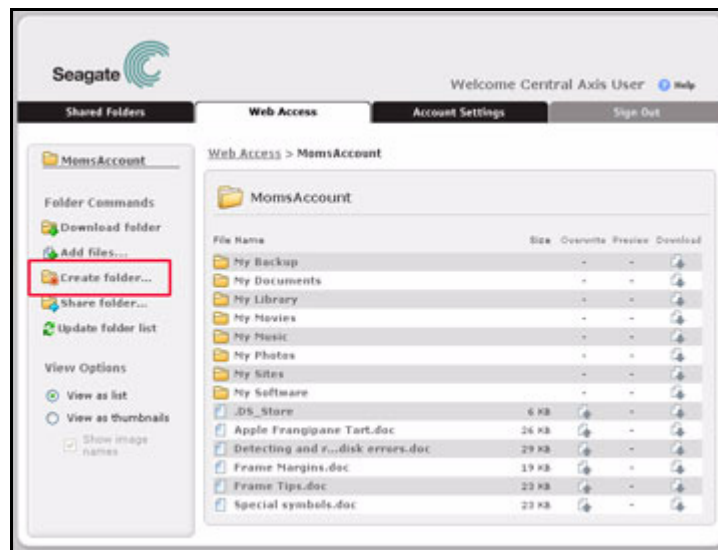
**Step 6:** Click **Done** to return to the **Web Access** page for the parent folder.  
The files you've added to this folder are now displayed.

## Creating a Folder

You can use Global Access to create a new folder within a parent folder on your Central Axis.

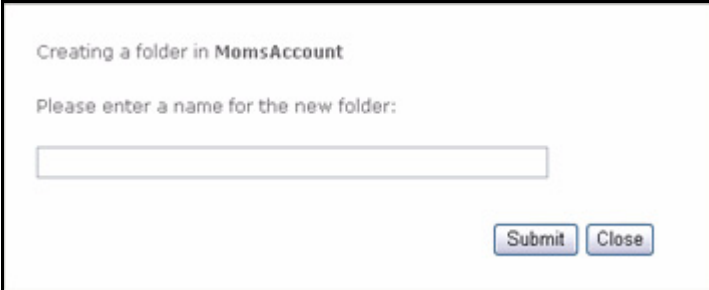
To create a new folder within the parent folder,

**Step 1.** In the **Folder Commands** menu, click **Create Folder:**



**Figure 27: Create Folder**

The **Create Folder** window opens:



Creating a folder in MomsAccount

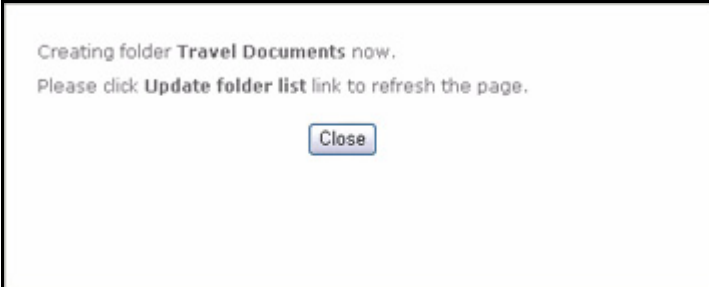
Please enter a name for the new folder:

Submit Close

**Figure 28: Create Folder**

**Step 2:** Enter a name for the new folder and click **Submit**.

A message confirms that your folder is being created and recommends clicking **Update folder list** in the **Folder Commands** menu to refresh the page and display your new folder:



Creating folder Travel Documents now.

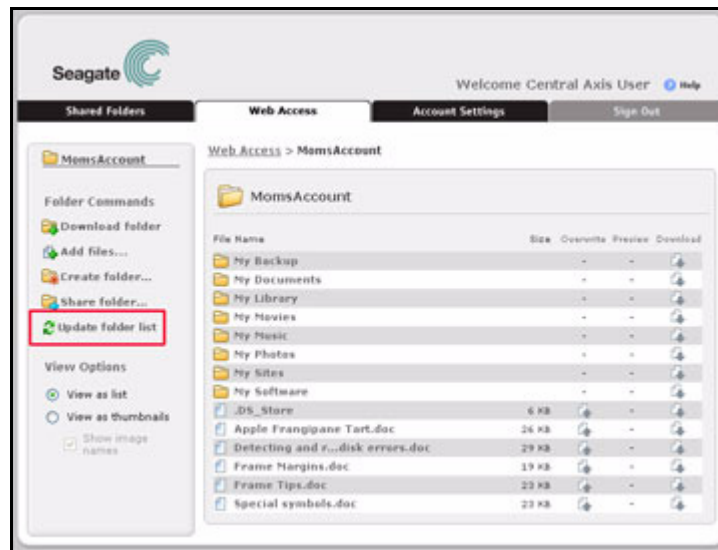
Please click Update folder list link to refresh the page.

Close

**Figure 29: Add Files Confirmation**

**Step 3:** Click **Close** to return to the **Web Access** page for the parent folder.

**Step 4:** In the **Folder Commands** menu, click **Update folder list**:



**Figure 30: Update Folder List**

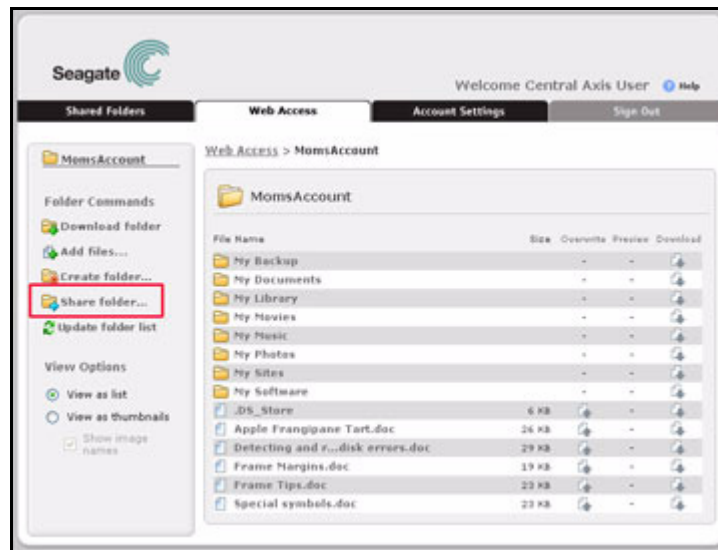
The page refreshes and the new folder is displayed.

## Sharing a Folder

Once a folder has been stored on your Central Axis, you can share it with others via the Global Access website. When you share a folder, share recipients receive an email from Seagate inviting them in your name to access the shared folder via the Seagate Global Access website. The **Create Share** page collects the information to be entered in the Share Invitation email.

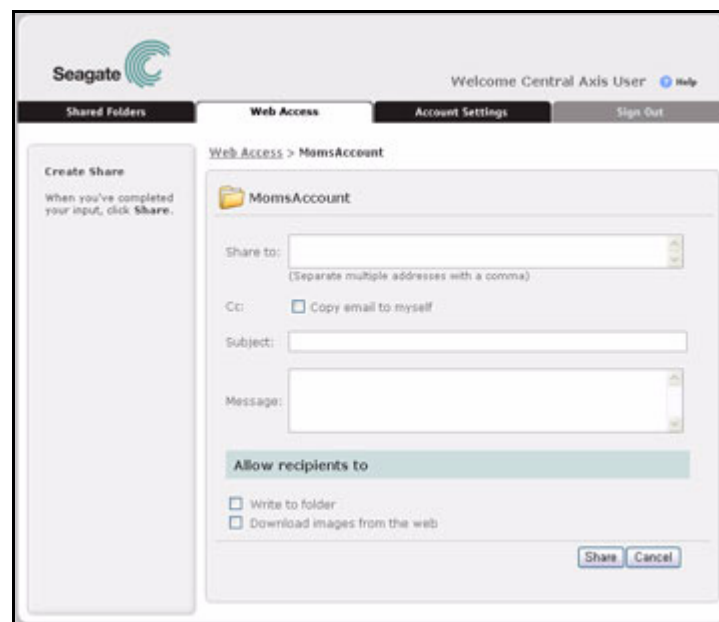
To share a stored folder,

**Step 1.** In the **Folder Commands** menu, click **Share folder**:



**Figure 31: Share Folder**

The **Create Share** page opens:



**Figure 32: Create Share**

**Step 2:** Enter the information to be used in your Share Invitation email:

- (a) **Share to:** Enter the email addresses of those with whom the folder is to be shared, separating the addresses with a comma.
- (b) **Cc:** Indicate whether to copy the Share invitation email to yourself.

- (c) **Subject:** Identify the folder to be shared, using any description you wish.
- (d) **Message:** Write a message to the people with whom you're sharing this folder.
- (e) **Allow recipients to:** Indicate whether the people with whom you're sharing this folder may add files to or change files within the folder (**Write to folder**) or download images contained in the folder.

**Step 3:** Click **Share** to send the Share Invitation and return to the **Web Access** page for the shared folder.

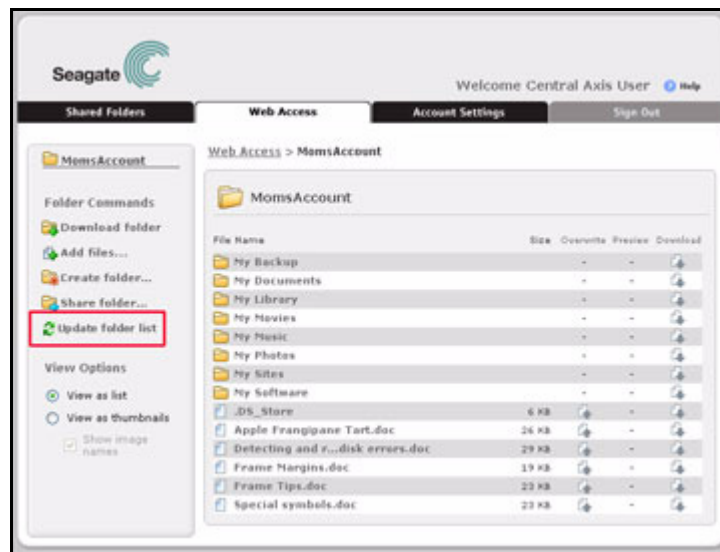
An email is sent to the people with whom you've shared the folder inviting them to click the link in the email to go to the Seagate Global Access web page.

## Updating the Folder List

When you add a folder to the parent folder, you must refresh the page before the new folder is displayed in the folder list.

To refresh the folder list,

- In the **Folder Commands** menu, click **Update folder list**:



**Figure 33: Update Folder List**

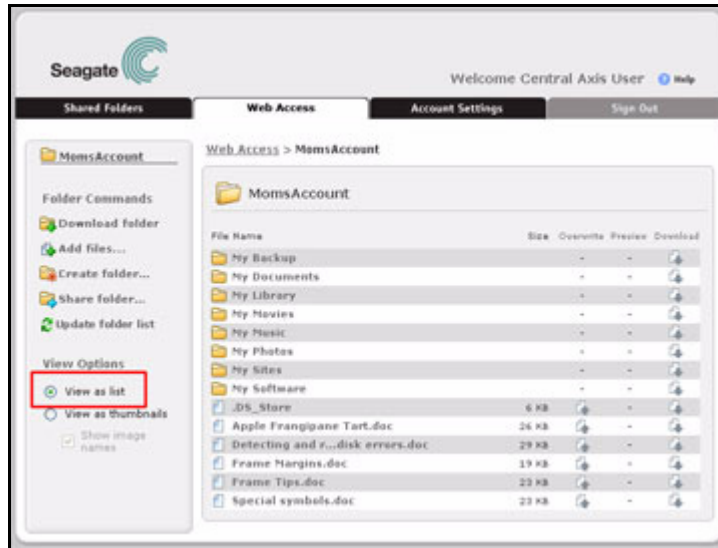
The page refreshes to display the new folder in the folder list.:

## Selecting a View Option

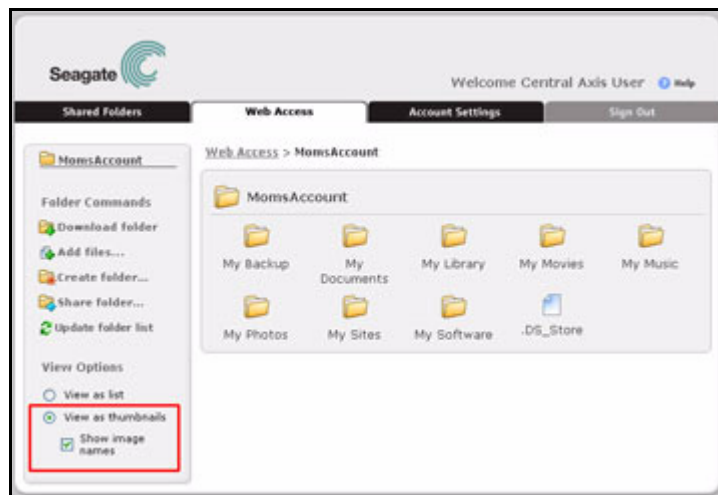
Use the **View Options** menu options to choose whether to view the contents of a folder as a list or as thumbnails. If you select the thumbnail view, you can choose whether to display image names.

To select a view option,

- In the **View Options** menu, select **View as list** or **View as thumbnails** (with or without showing image names):



**Figure 34: List View**



**Figure 35: Thumbnail View**

**Note:** It's easier to get file size information, overwrite, preview, or download a file in List view.

## Using File Commands

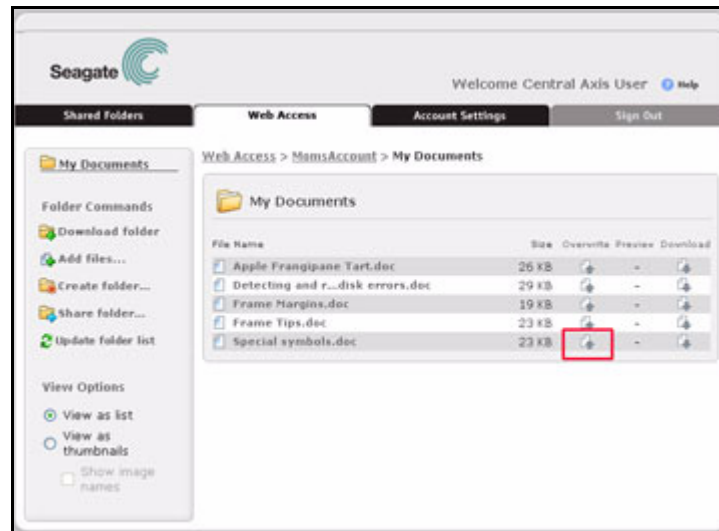
The file commands allow you to work with the files and folders stored in a parent folder.

### Overwriting Files

You can use Web Access to download a file from your Central Axis and edit it on a local computer not connected to the Central Axis. Then you can upload the edited version and save it to the Central Axis. When you save an edited version, you overwrite the original version.

To overwrite a file with an edited version,

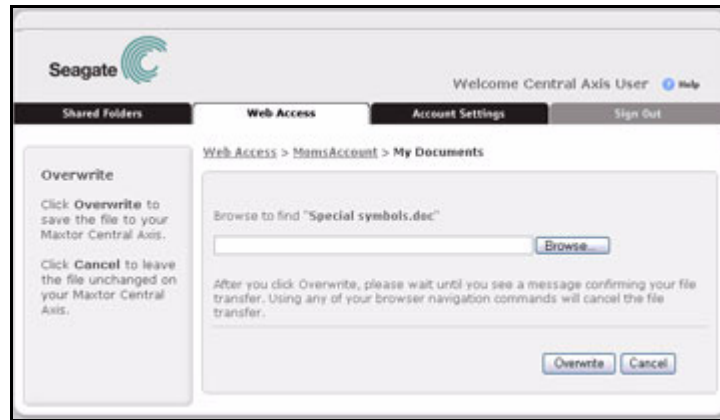
**Step 1.** Click the **Overwrite** icon next to the file:



**Figure 36: Overwrite**

The **Overwrite** page opens:

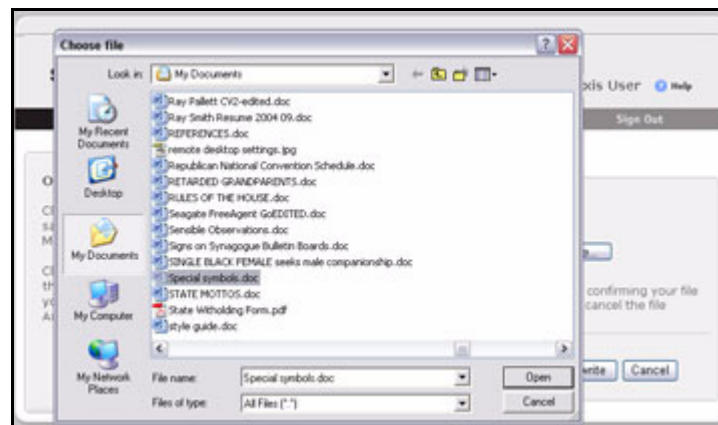




**Figure 37: Overwrite**

**Step 2:** Click **Browse** to find the edited version of the file on your local computer.

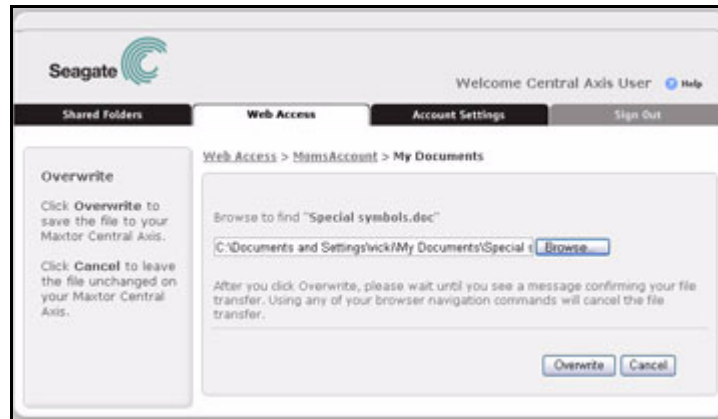
The **Choose file** window opens:



**Figure 38: Choose File**

**Step 3:** Find the file and click **Open**.

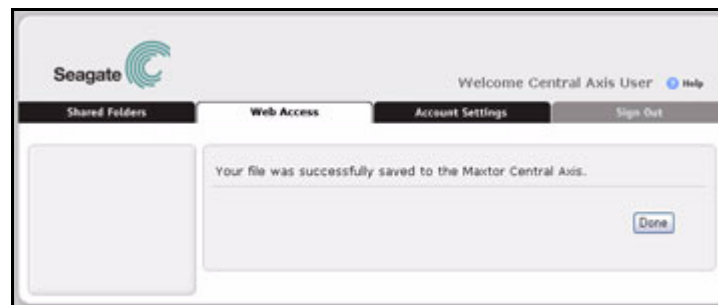
The path to the selected file is displayed in the file name box:



**Figure 39: Overwrite Populated**

**Step 4:** Click **Overwrite**.

The older version of the file on your Central Axis is overwritten with the edited version. When the overwrite is complete, a message confirms that your file has been saved to your Central Axis:



**Figure 40: Overwrite File Confirmation**

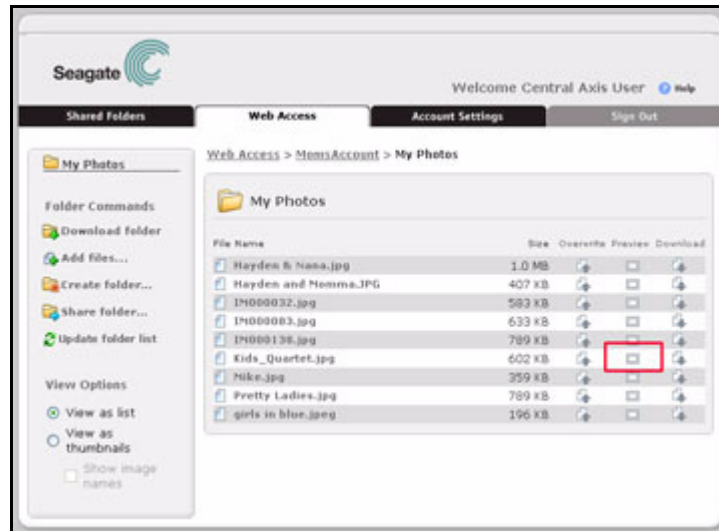
**Step 5:** Click **Done** to return to the **Web Access** page for the folder.

## Previewing Images

You can preview images stored in stored folders and download them to your computer if you've been given download privileges.

To preview an image,

**Step 1.** If you're viewing the images in a list, click the **Preview** icon next to the image:



**Figure 41: Preview**

If you're viewing the images as thumbnails, click the image itself.

The **Image Preview** window opens:



**Figure 42:** Image Preview Window

**Step 2:** Use the controls across the top of the **Image Preview** window to view your images:

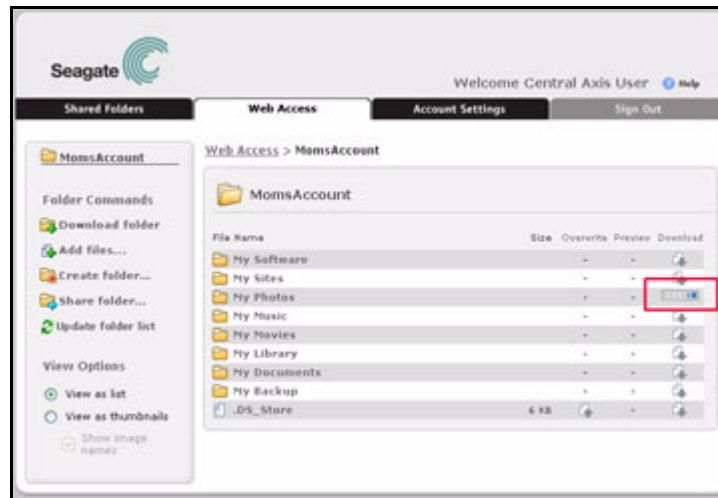
- Click **Previous** and **Next** to move back and forth through the images in this folder.
- Click **Play** to start a slideshow of the images and **Slower** and **Faster** to control the display time for each slide.
- Click **Download** to download an image to your local computer.

## Downloading Files

Instead of downloading an entire parent folder, you can download an individual file or folder stored in it.

To download a file or folder,

**Step 1.** Click the **Download** icon next to the file or folder:



**Figure 43: Download a File or Folder**

If you're viewing files as thumbnails, click on the thumbnail itself.

A **File Download** window opens:

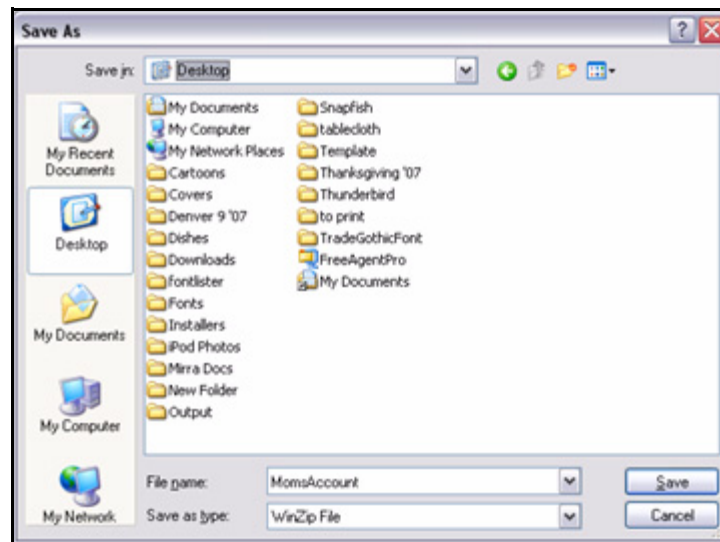


**Figure 44: File Download**

**Note:** The appearance of the browser windows varies according to the browser you're using.

**Step 2:** Decide whether to open or save the item.

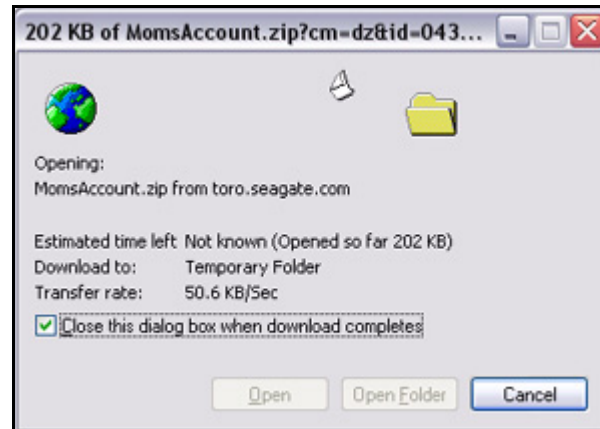
If you select **Save**, a **Save As** window opens:



**Figure 45: Save Downloaded File**

**Step 3:** Select a destination at which to save the item and click **Save**.

A window displays the progress of the download:

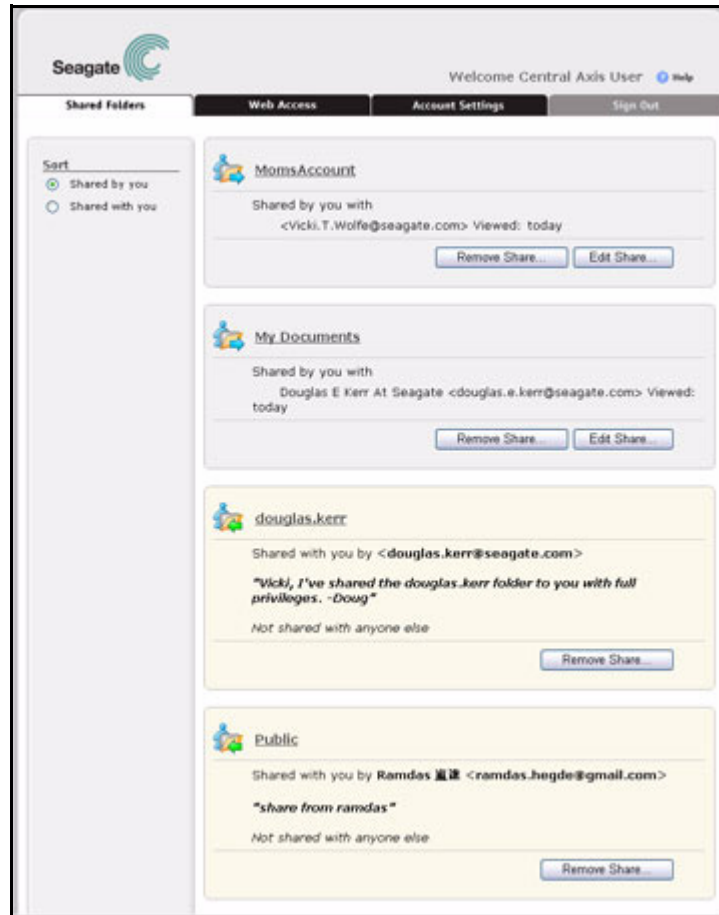


**Figure 46: Download Progress**

When the download is complete, the item opens if you selected **Open** or appears at the chosen location on your computer if you selected **Save**.

# Managing Shared Folders

The **Shared Folders** page on the Seagate Global Access website allows you to view and manage folders you've shared with others as well as folders others have shared with you.



**Figure 47: Shared Folders**

Listed are the folders you've shared with others and folders others have shared with you.

- For each folder you've shared with others, the recipients' email addresses and the date the folder has most recently been viewed are displayed.
- For each folder shared with you, the email address of the person sharing the folder, a message from that person, and the people in addition to you with whom the folder has been shared are displayed.

## Working with Shares

The Folder Commands allow you to perform these actions with shared folders:

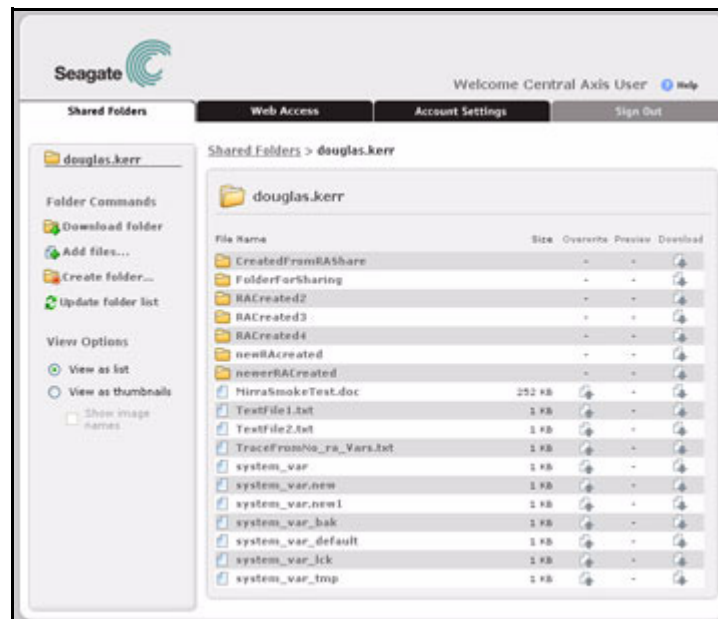
- Download folders
- Add files to folders stored on the Central Axis
- Create new folders within a folder stored on the Central Axis
- Update the folder list

## Viewing Shared Folders

To view the contents of a shared folder,

**Step 1.** On the **Shared Folders** page, click on the folder to be opened.

The folder contents are displayed:



**Figure 48:** Shared Folder Contents

**Step 2:** Depending on the Share permissions created for this Share, manage this shared folder as you manage your stored folders via Web Access.

**Note:** The Folder and File Commands and View Options available on this page are described in detail in the Web Access section.

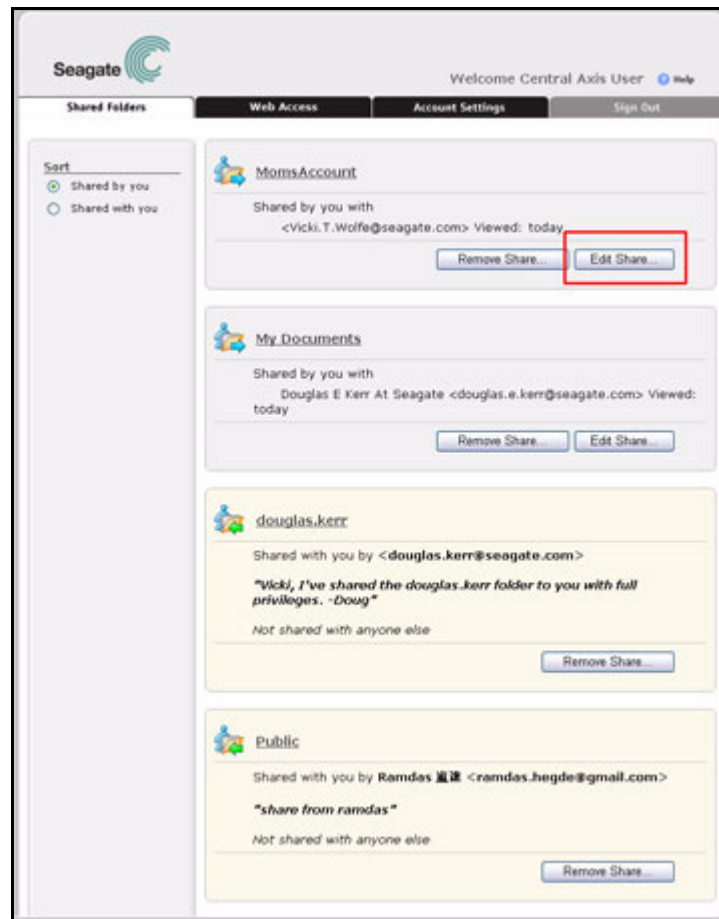


## Editing Shares

You can edit a Share you've set up with others to add or remove Share recipients or alter the Share permissions.

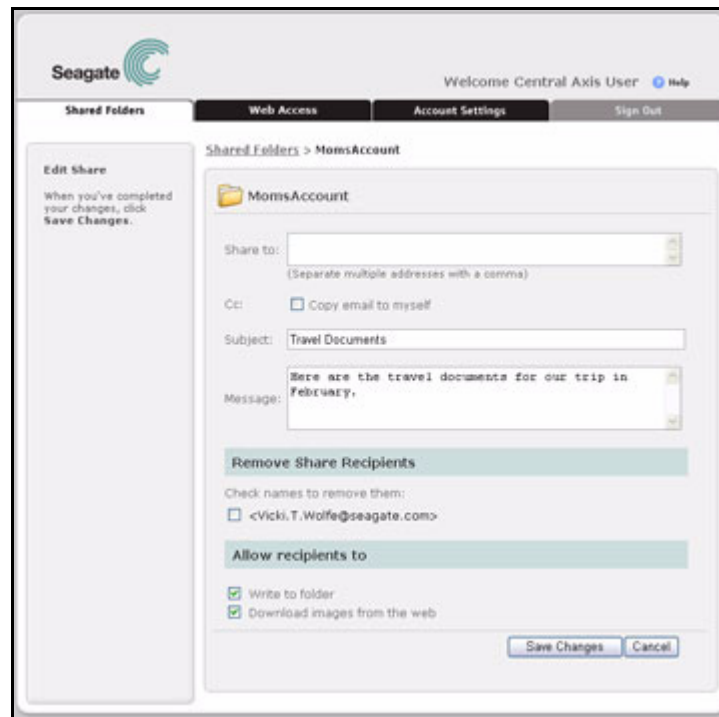
To edit a Share,

**Step 1.** On the **Shared Folders** page, click **Edit Share** beneath the folder whose Share settings you want to modify.



**Figure 49:** Edit Share

The Share page for that folder opens:



**Figure 50: Edit Share Options**

**Step 2:** Add or remove Share recipients, change your message, or edit Share permissions.

**Step 3:** Click **Save Changes**.

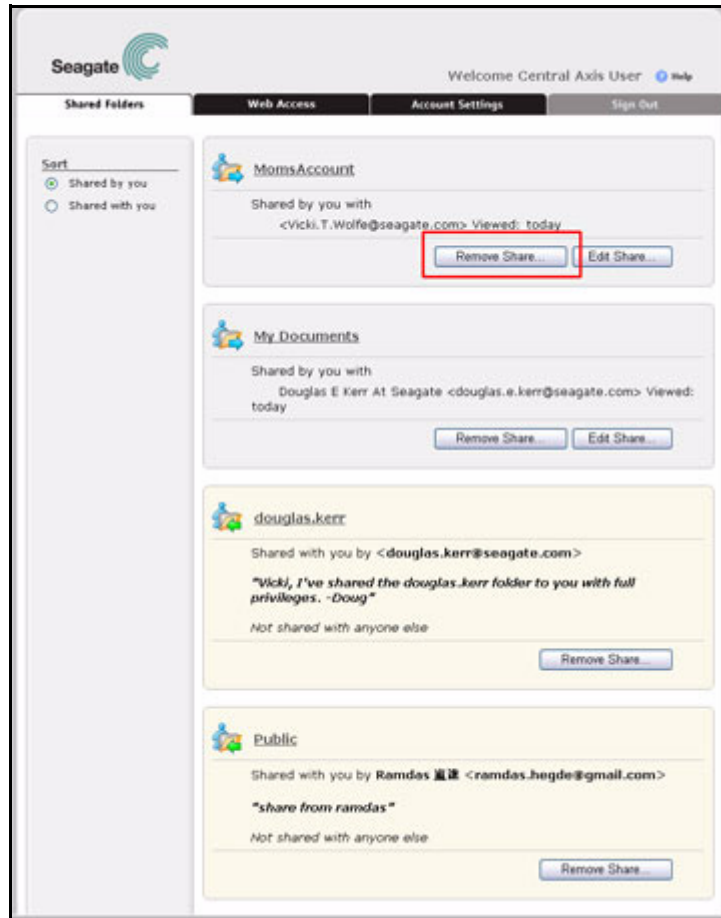
Your changes are saved and you return to the **Shared Folders** page.

## Removing a Share

You can remove both folders you've shared and folders others have shared with you.

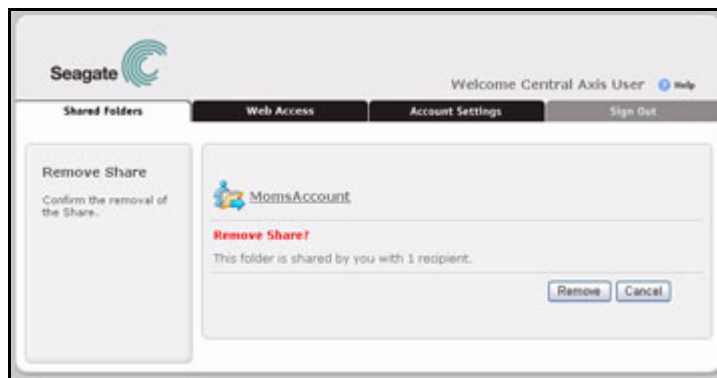
To remove a shared folder,

**Step 1.** On the **Shared Folders** page, click **Remove Share** beneath the folder you want to remove.



**Figure 51: Remove Share**

A **Remove Share** page verifies that you really want to remove this Share.



**Figure 52: Remove Share Confirmation**

**Step 2:** Click **Remove** to complete the removal of the Share and return to the Shared Folders page.

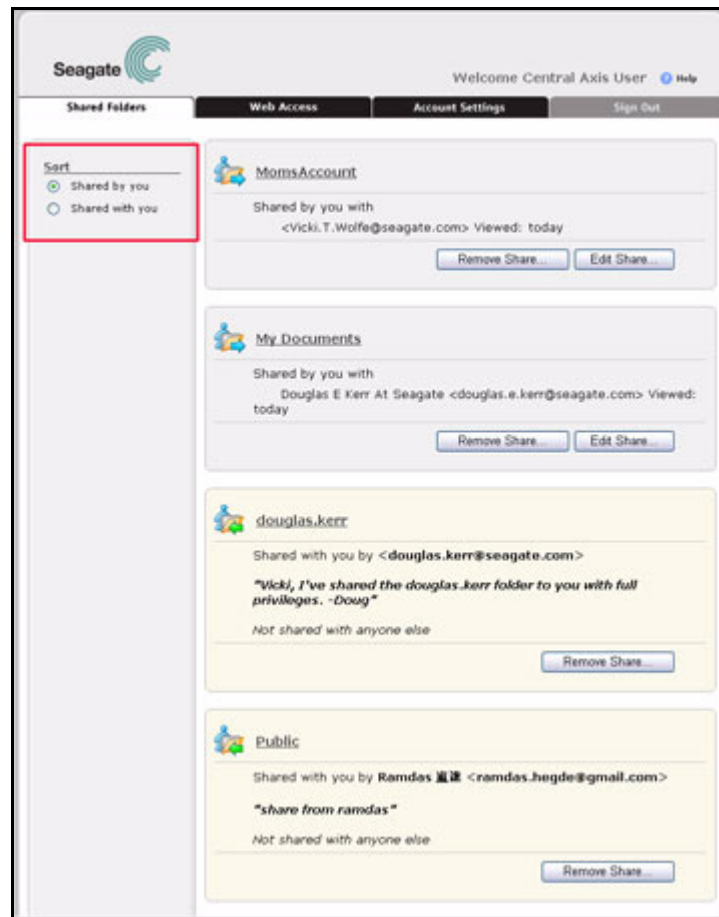
The removed folder no longer appears in the list of shared folders.

## Sorting Shared Folders

You can sort shared folders to display either the folders you've shared with others or the folders others have shared with you at the top of the page.

To sort shared folders,

- On the **Shared Folders** page, click **Sort**:



**Figure 53: Sort**

The page refreshes to display the shared folders in the selected order.

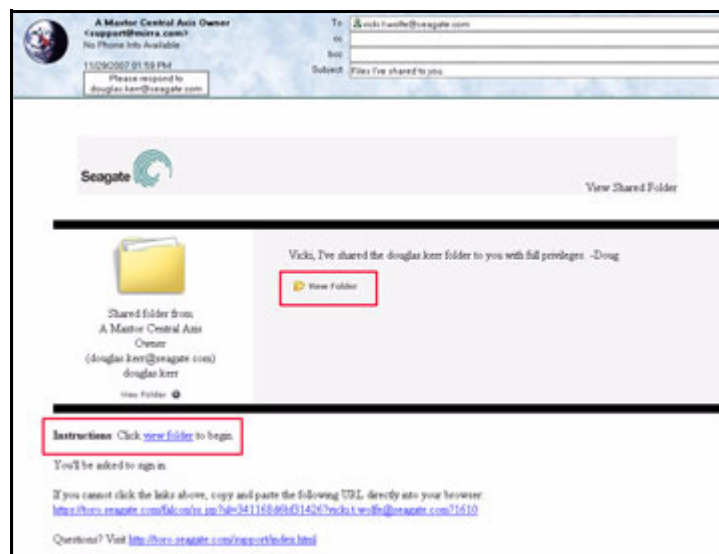
## Receiving a Share

When a folder is shared with you by another Central Axis user, you follow the same procedure as those with whom you've shared a folder.

**Note:** For information on how to share a folder with others, see the Web Access section.

To access a folder shared with you by another Central Axis user,

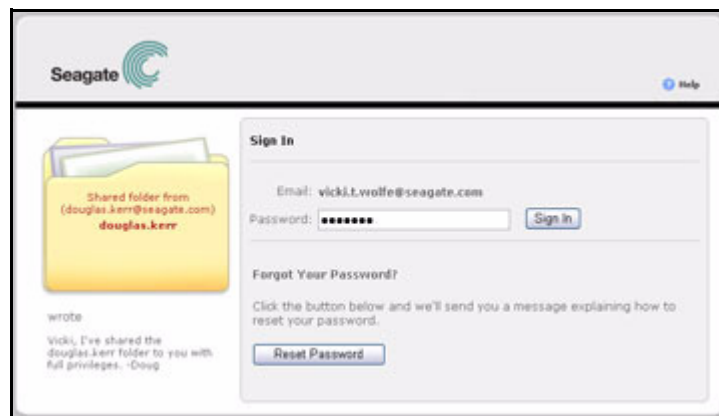
**Step 1.** Check your email for a Share Invitation message from Seagate Global Access:



**Figure 54:** Share Invitation Email

**Step 2:** Click either **View Folder** link in the email.

The Shared Folder **Sign In** page opens:

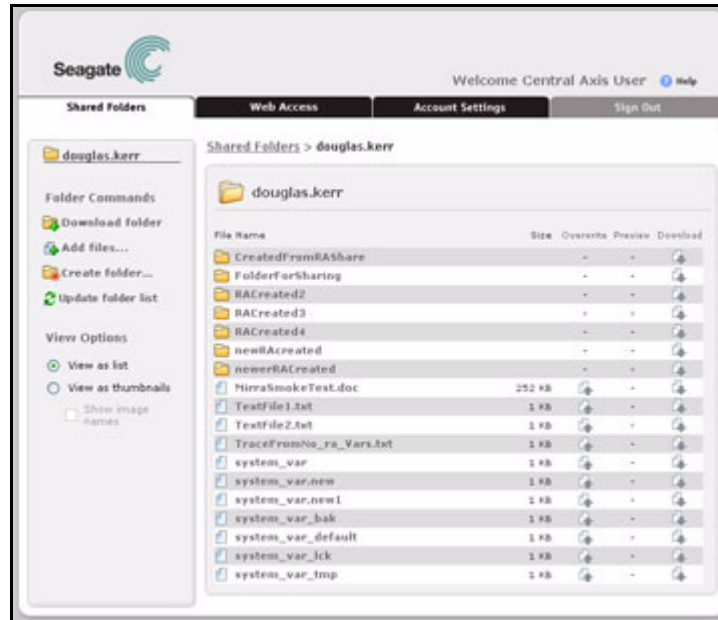


**Figure 55:** Share Signin

**Step 3:** Enter your Seagate Global Access password and click **Sign In**.

**Note:** If you haven't yet created a Seagate Global Access account, see the *Web Access* section for information on how to create one.

**Step 4:** The **Shared Folders** page displays the contents of the folder being shared with you.



**Figure 56: Shared Folder Contents**

When you display the main **Shared Folders** page, the newly shared folder is now listed.

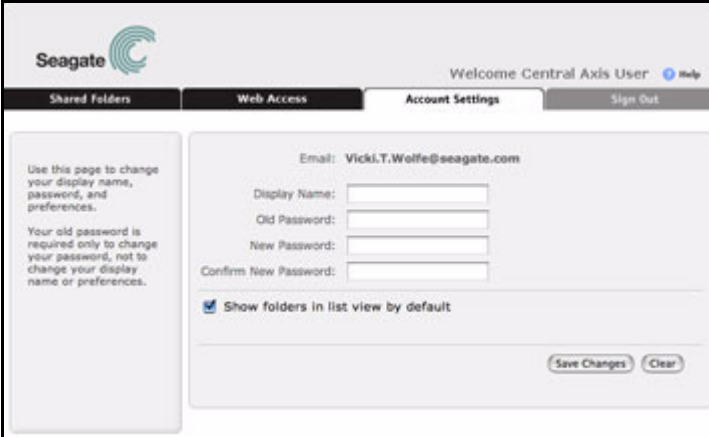
# Managing Account Settings

Use the Seagate Global Access **Account Settings** page to create or change a display name, change your password, and set a default folder view option.

To manage your Seagate Global Access account settings,

- Click the **Account Settings** tab.

The **Account Settings** page opens:



The screenshot shows the Seagate Global Access Account Settings page. At the top left is the Seagate logo. To the right, it says "Welcome Central Axis User" with a "Help" link. Below this is a navigation bar with four tabs: "Shared folders", "Web Access", "Account Settings" (which is selected), and "Sign Out". The main content area is divided into two columns. The left column contains instructions: "Use this page to change your display name, password, and preferences." and "Your old password is required only to change your password, not to change your display name or preferences." The right column contains a form with the following fields: "Email: Vicki.T.Wolfe@seagate.com", "Display Name:" with an input field, "Old Password:" with an input field, "New Password:" with an input field, and "Confirm New Password:" with an input field. Below these fields is a checkbox labeled "Show folders in list view by default" which is checked. At the bottom right of the form are two buttons: "Save Changes" and "Clear".

**Figure 57: Account Settings**

## Creating a Display Name

Your display name is the name by which you're welcomed at the top of the Seagate Global Access pages:

**Figure 58: Display Name**

If you haven't selected a display name, your email address is used. You can continue to use your email address or you can create a display name for yourself. Once you've created a display name, you can use the **Account Settings** page to change it.

## Using the Account Settings Page

To manage your account settings,

- Step 1:** For **Display Name**, enter a name of your choosing or, if a display name already exists, make the desired change.
- Step 2:** To change your Seagate Global Access password, enter your current password and then enter and re-enter the new password.
- Step 3:** Choose whether to show folders in list view or in thumbnail view. You can always change the folder view on the **Web Access** page.
  - Uncheck **Show folders in list view by default** to show folders in thumbnail view by default.
- Step 4:** Click **Save Changes**.

A message confirms the changes to your account settings:

**Figure 59: Account Settings Changes Saved**



**Step 5:** Click a tab to display another Global Access web page or click **Sign Out**.

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