Global Access User Guide

Seagate® Global Access User Guide

Contents

1. Using Web Access

Note: Although you can store and work with files 2 GB or larger on your network storage device, you cannot access or add files 2 GB or larger via the Seagate Global Access Web site.

The Web Access feature allows you to use the Seagate Global Access Web site to access, download, and work with files and folders stored on your network storage device 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 network storage device 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 Web site at *http://globalaccess.seagate.com.*

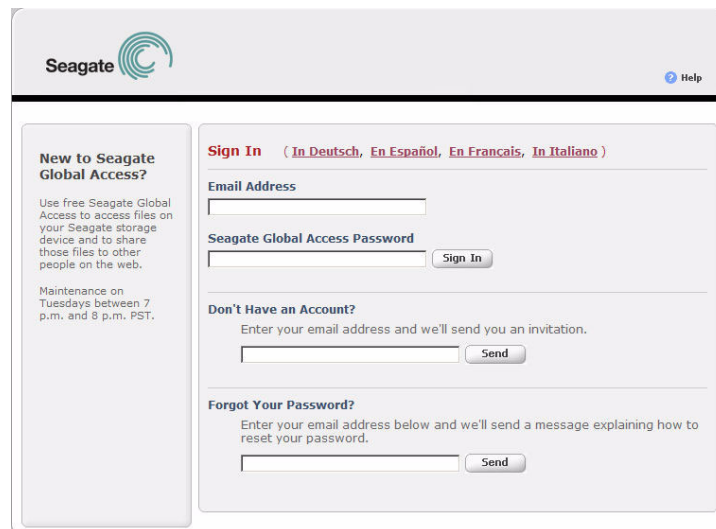 The **Seagate Global Access Sign In** page opens.

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 network storage device,

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

2. Click **Sign In**.

    The Seagate **Web Access** page opens.

Creating a Seagate Global Access Account

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

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

Figure 2:   Create Account

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

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.

3. Click the link in the Seagate email.

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

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

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

    The Seagate **Web Access** page opens.

    You've created a Seagate Global Access account and can access folders stored on your network storage device 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,

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

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

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.

3. Click the link in the Seagate email.

    The **Reset Password** page opens.

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 network storage device.

Viewing Network Storage Device Details

You can use the **Details** link on the **Web Access** page to check the status of your network storage device.

To view the status details of your network storage device,

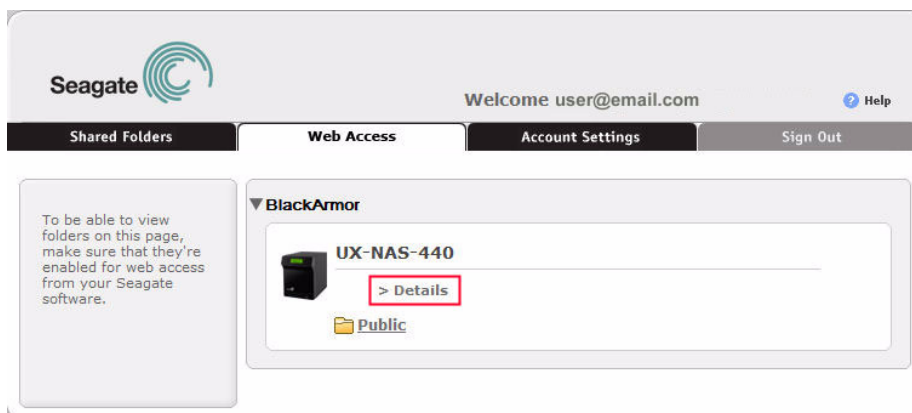1. On the **Web Access** page, click **Details**.

Figure 3: Details

The Details page opens.

Displayed is information on when the network storage device last checked into the Seagate Web service, how much free disk space remains on the device, and what other computers are connected to your device.

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

Accessing Folders via the Web

A folder must be stored on your network storage device and you must have enabled Web Access before you can access it via the Global Access Web site. For additional information, refer to your Seagate product user guide.

In addition, you must have full access to folders stored on the network storage device to see those folders via Web Access.

To access a stored folder from a computer not connected to your network storage device,

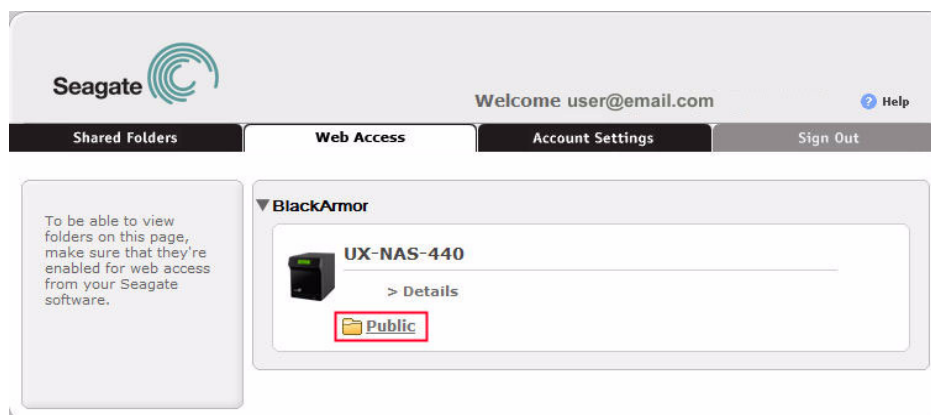**1.** On the **Web Access** page, click the folder you want to access.

Figure 4: Web Access

The **Connecting** page informs you of the progress as the Seagate Web site accesses the folder on your network storage device.

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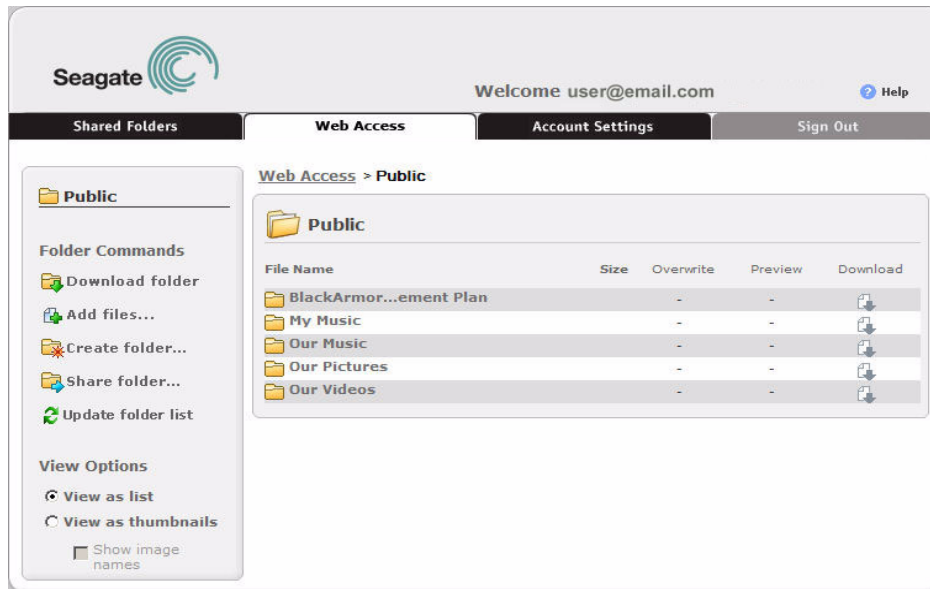

Figure 5: Files and Subfolders - List View

2. Click a folder to display the data stored in it.

Note: Although you can store and work with files 2 GB or larger on your network storage device, you cannot access or add files 2 GB or larger via the Seagate Global Access Web site.

Using Folder Commands

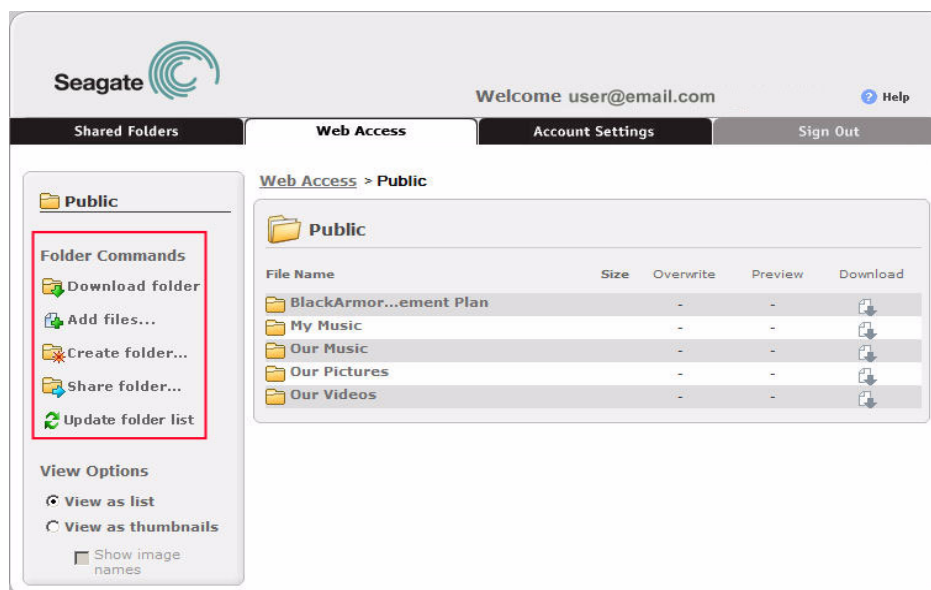The **Folder Commands** are found on the left side of the Global Access **Web Access** and **Folder Sharing** pages.

Figure 6:   Folder Commands

The Folder Commands allow you to perform these actions with folders stored on your network storage device:

• Download folders

• Add files to folders stored on the device

• Create new folders within a folder stored on the device

• Share folders via the Global Access Web site

• Update the folder list

Downloading Folders

To download a folder to a local computer,

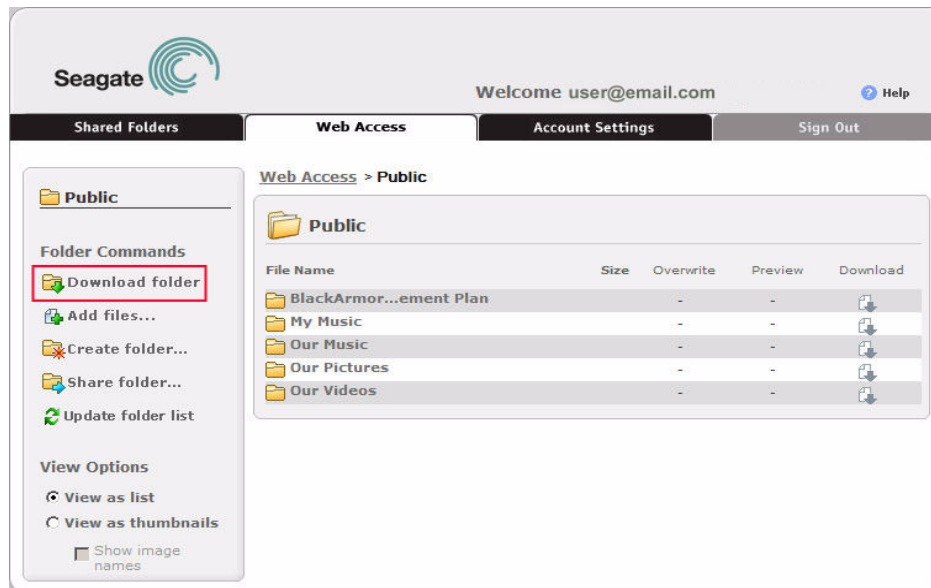**1.** In the **Folder Commands** menu, click **Download folder**.

A **File Download** window opens.

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

2. Decide whether to open or save the folder.

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

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

A window displays the progress of the download.

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 network storage device, you cannot access or add files 2 GB or larger via the Seagate Global Access Web site.

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

To add files to a folder on your network storage device,

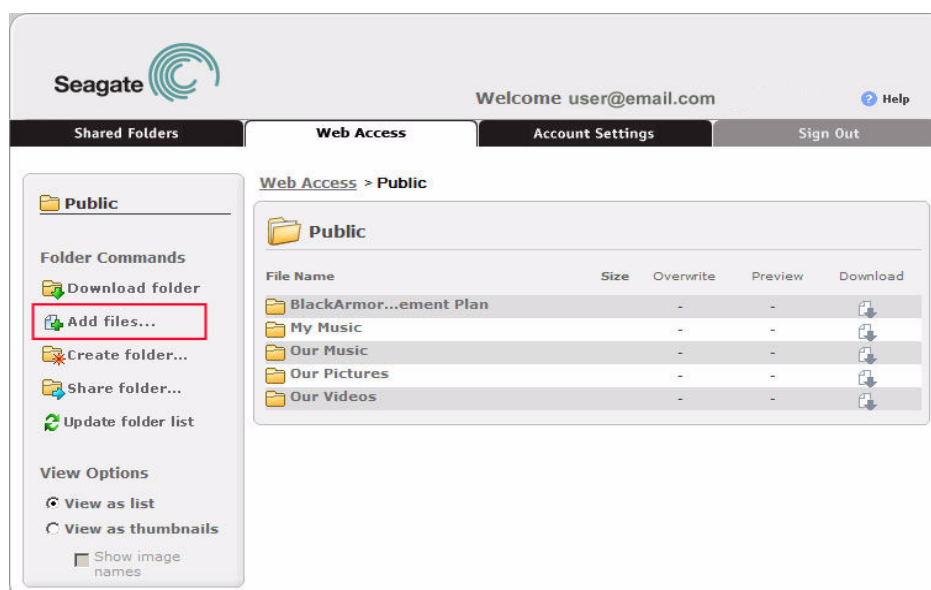**1.** In the **Folder Commands** menu, click **Add files**.

Figure 8:   Add Files

The **Add Files** page opens.

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.

3. From the Choose file window, select a file to be added and click **Open**.

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

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

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 network storage device.

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 network storage device.

To create a new folder within the parent folder,

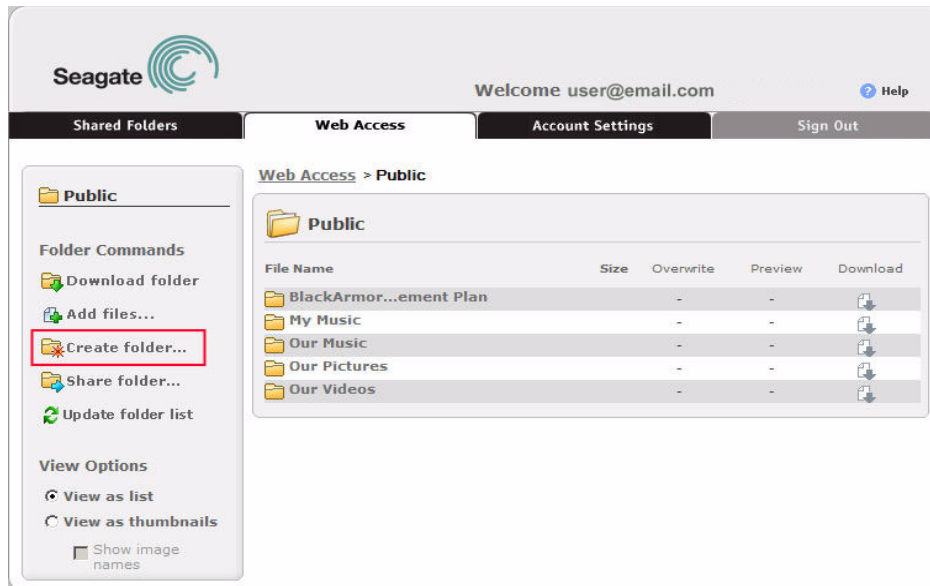**1.** In the **Folder Commands** menu, click **Create Folder**.

Figure 9: Create Folder

The **Create Folder** window opens.

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.

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

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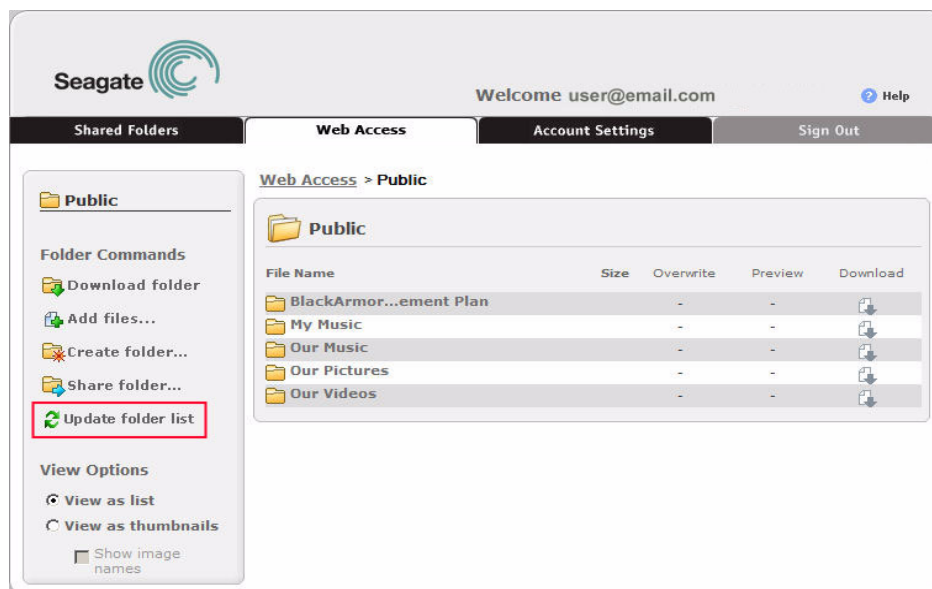

Figure 10: Update Folder List

The page refreshes and the new folder is displayed.

Sharing a Folder

Once a folder has been stored on your network storage device, you can share it with others via the Global Access Web site. 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 Web site. The **Create Share** page collects the information to be entered in the Share Invitation email.

To share a stored folder,

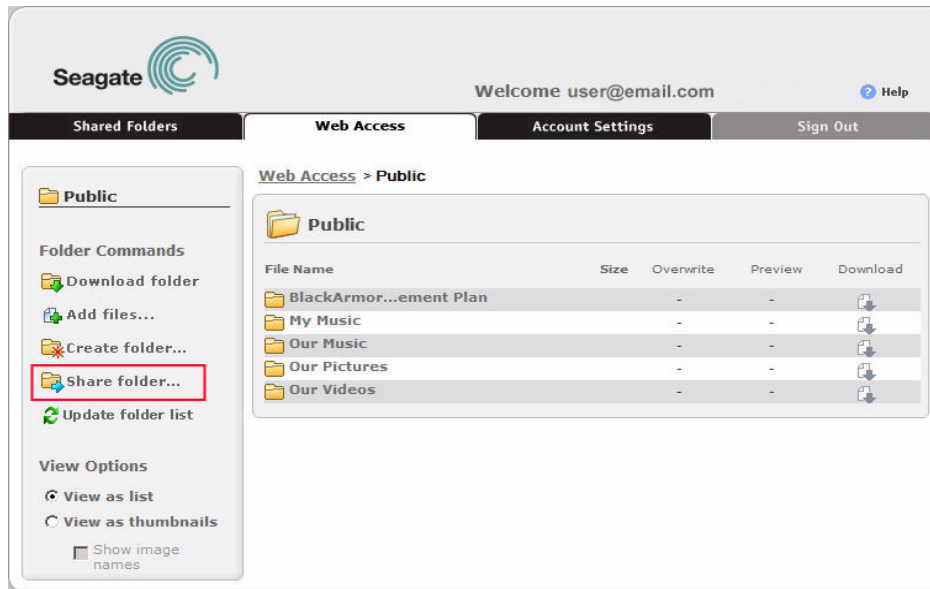**1.** In the **Folder Commands** menu, click **Share folder**.

Figure 11:   Share Folder

The **Create Share** page opens.
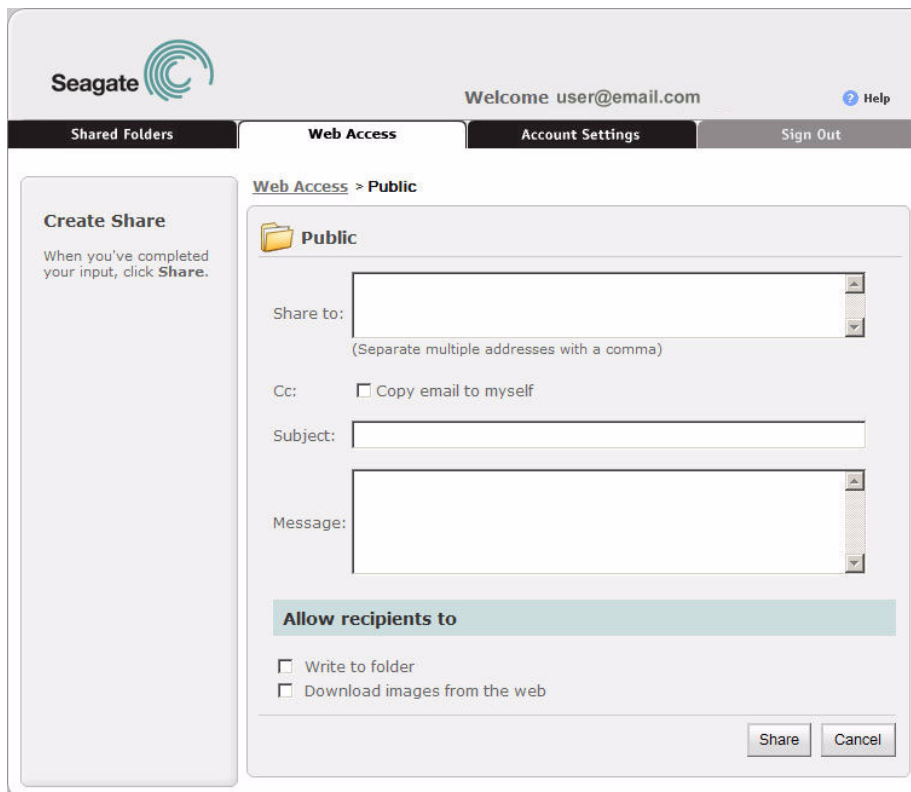

Figure 12:   Create Share

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.

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,

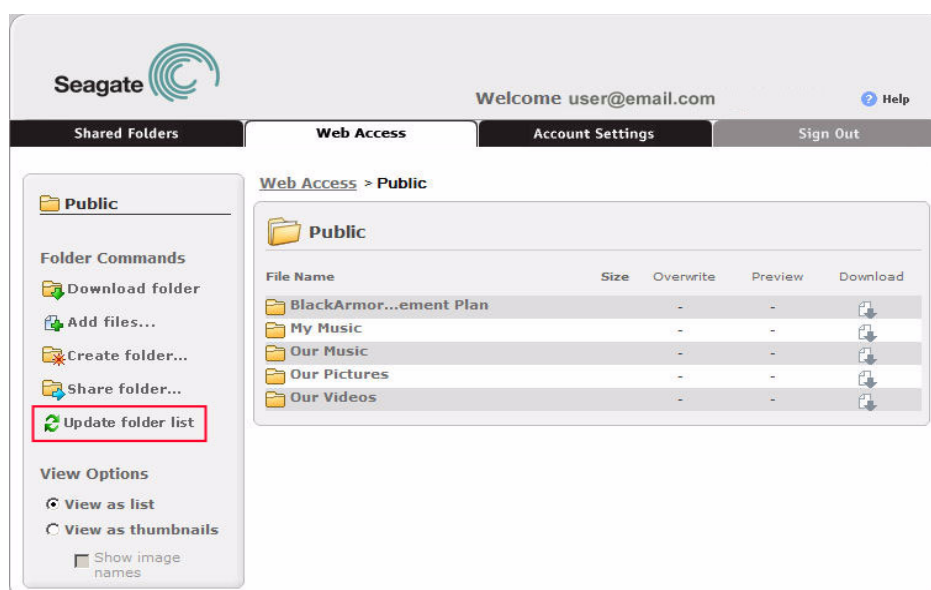• In the **Folder Commands** menu, click **Update folder list**.

Figure 13: 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).
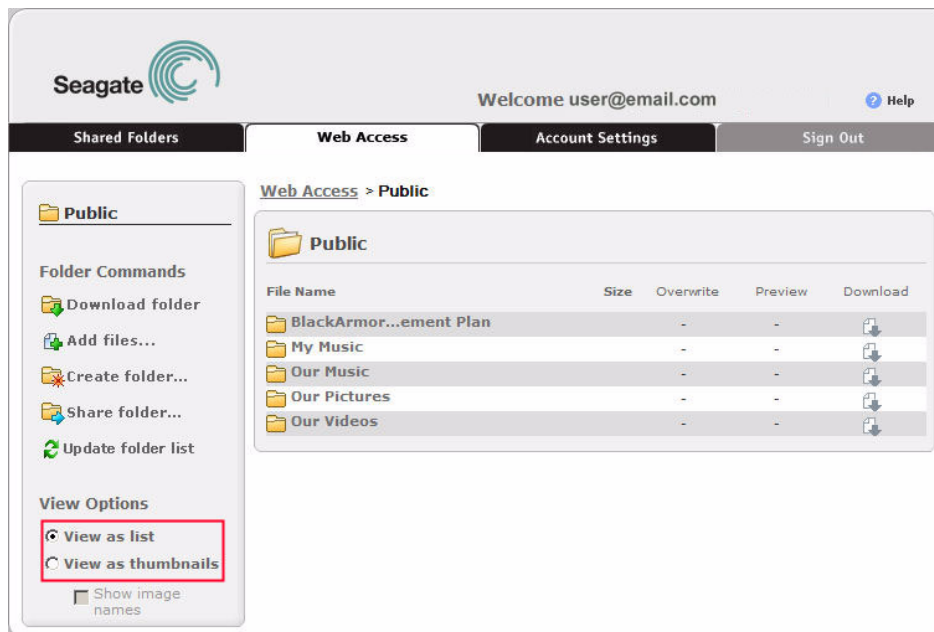

Figure 14:   List View

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 network storage device and edit it on a local computer not connected to the device. Then you can upload the edited version and save it to the device. When you save an edited version, you overwrite the original version.

To overwrite a file with an edited version,

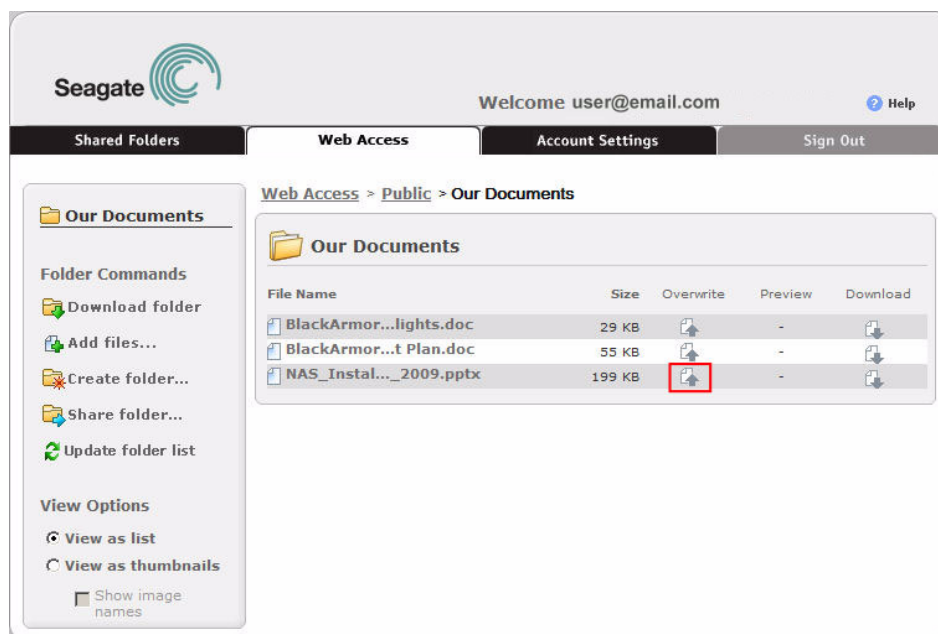1. Click the **Overwrite** icon next to the file.

Figure 15: Overwrite

The **Overwrite** page opens.

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

    The **Choose file** window opens.

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

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

4. Click **Overwrite**.

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

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

Previewing Images

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

To preview an image,

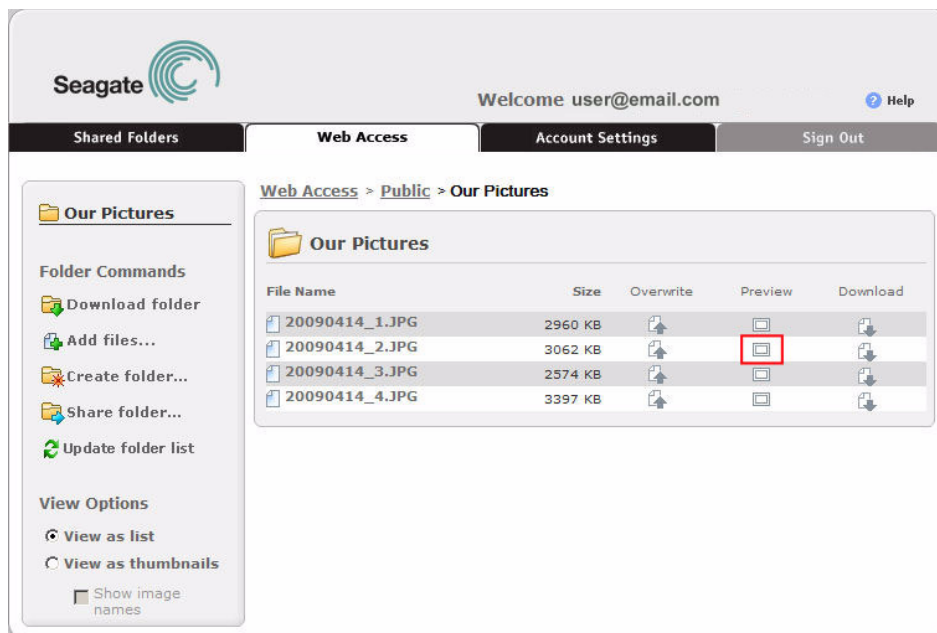**1.** If you're viewing the images in a list, click the **Preview** icon next to the image.

Figure 16: Preview

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

The **Image Preview** window opens.

Figure 17:   Image Preview Window

3. 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,

1. Click the **Download** icon next to the file or folder.
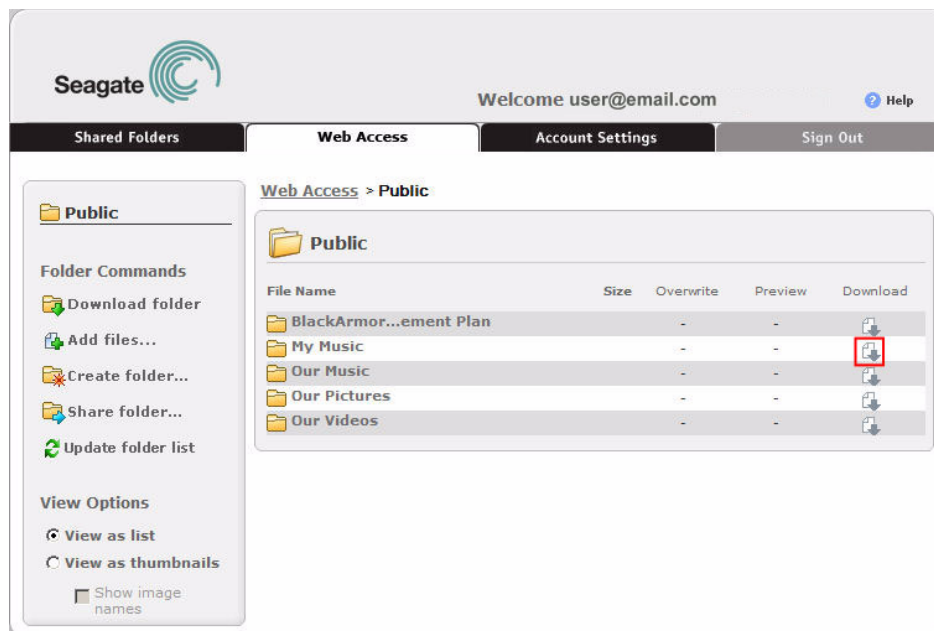
Figure 18: Download a File or Folder

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

A **File Download** window opens.

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

---

2. Decide whether to open or save the item.

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

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

A window displays the progress of the download. 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**.

2. Managing Shared Folders

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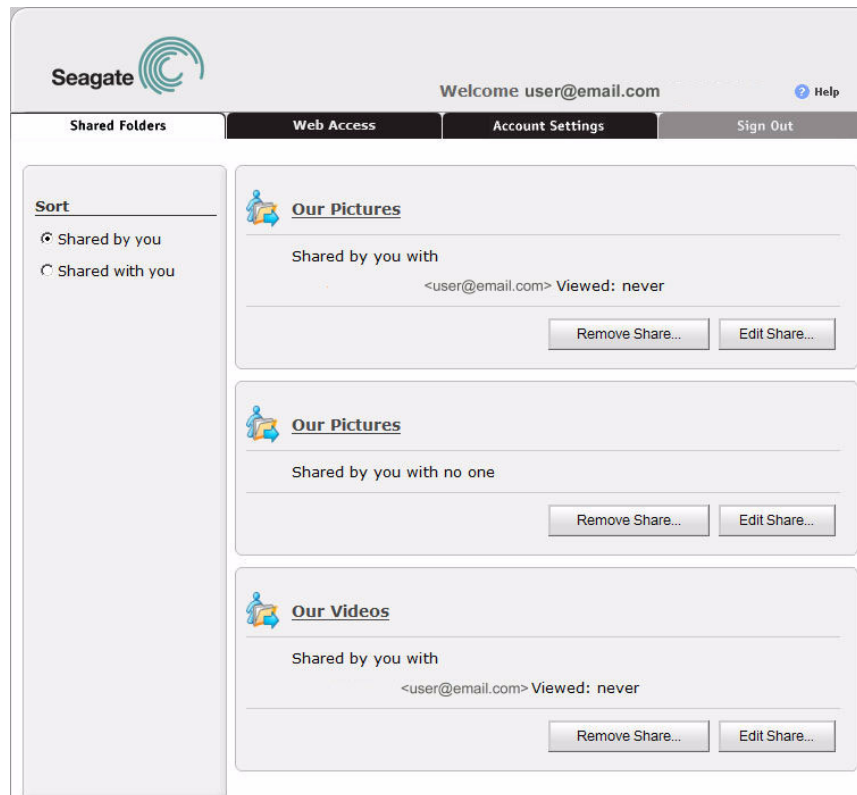

Figure 19:   Shared Folders

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 network storage device

- Create new folders within a folder stored on the network storage device

- Update the folder list

Viewing Shared Folders

To view the contents of a shared folder,

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

   The folder contents are displayed.

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,

1. On the **Shared Folders** page, click **Edit Share** beneath the folder whose Share settings you want to modify.
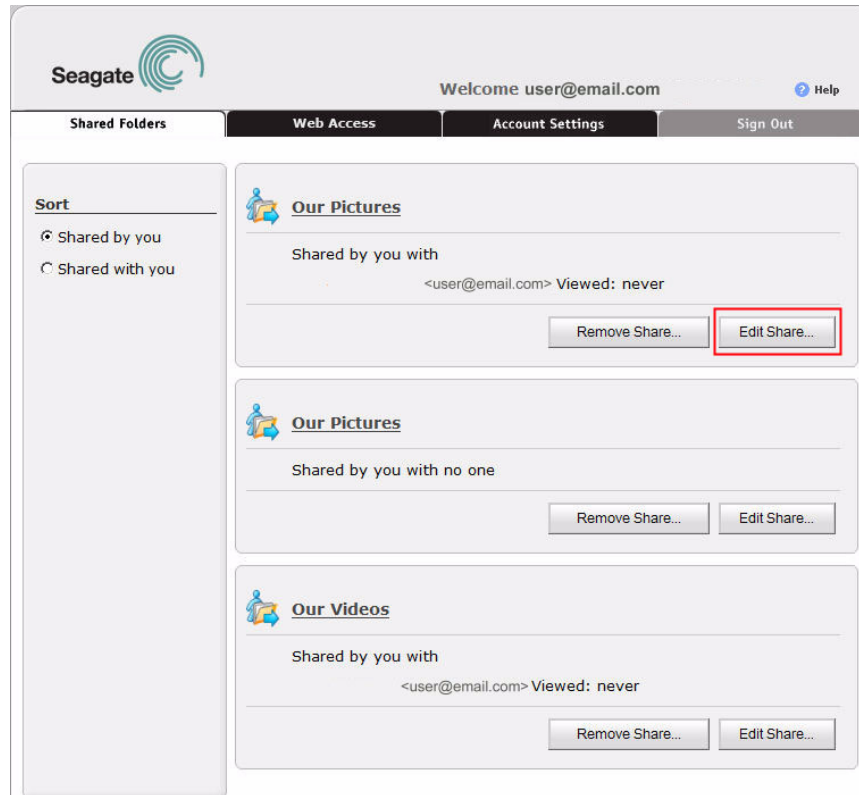
Figure 20:   Edit Share

The Share page for that folder opens.

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

3. Click **Save Changes**.

Your changes are saved and the screen returns 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,

1. On the **Shared Folders** page, click **Remove Share** beneath the folder you want to remove.
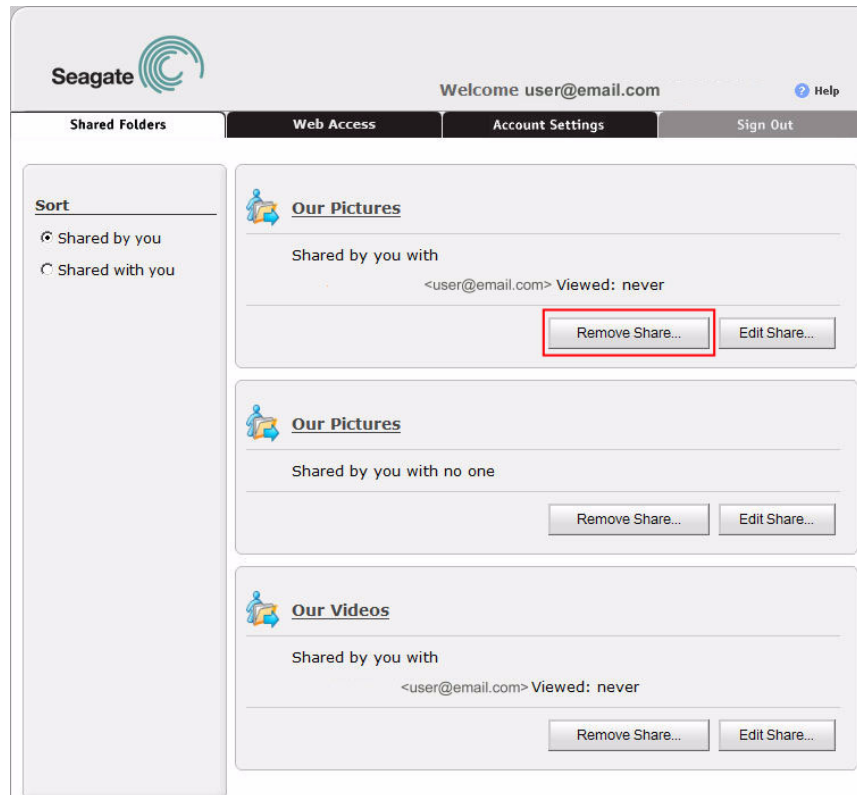
Figure 21:   Remove Share

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

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**.
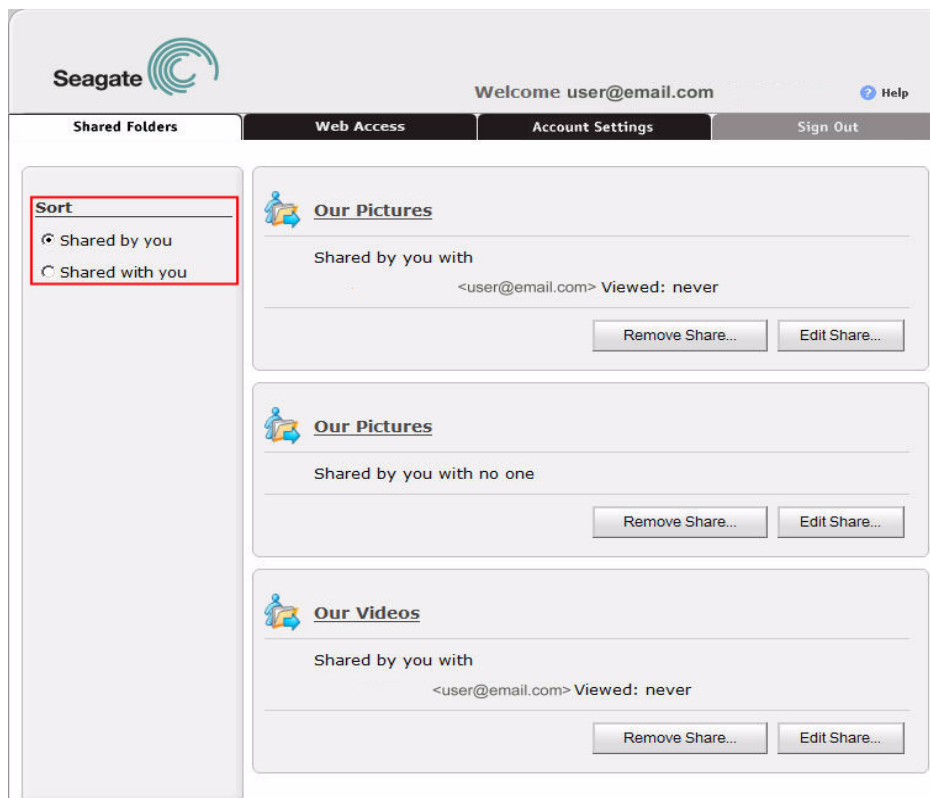
Figure 22: Sort

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

Receiving a Share

When a folder is shared with you by another 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 user,

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

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

    The Shared Folder **Sign In** page opens.
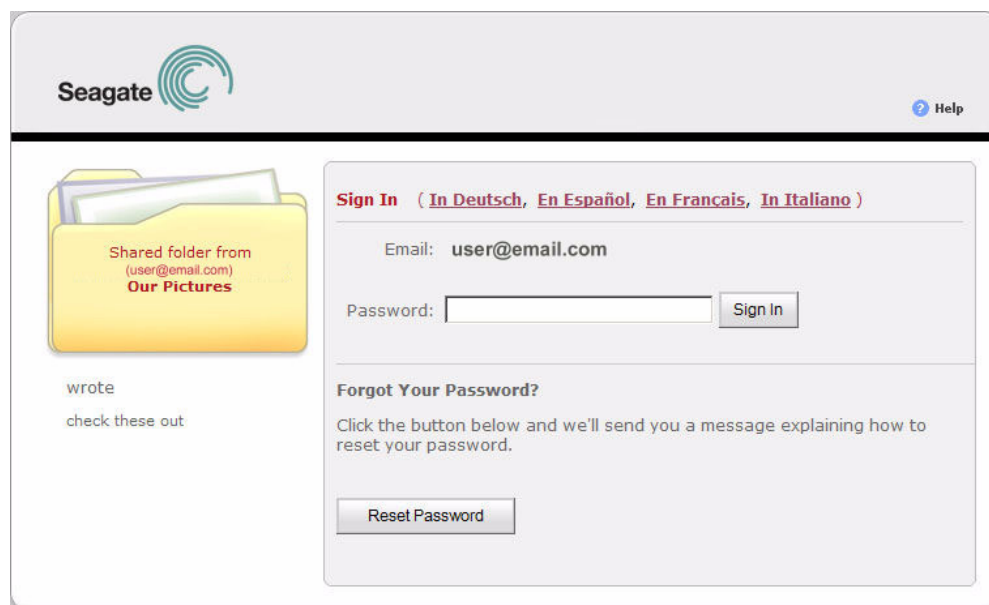
Figure 23:   Share Sign In

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.

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

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

3. 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.

Figure 24: 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 25:   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,

1. For **Display Name**, enter a name of your choosing or, if a display name already exists, make the desired change.

2. To change your Seagate Global Access password, enter your current password and then enter and re-enter the new password.

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.

    •   Clear **Show folders in list view by default** to show folders in thumbnail view by default.

4. Click **Save Changes**.

    A message confirms the changes to your account settings.

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

Index