



Seagate Global Access User Guide

Seagate® Global Access User Guide

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1. Setting Up Seagate Global Access

Seagate® Global Access allows you to remotely upload, download, and work with files and folders stored on your BlackArmor® NAS servers.

To set up Seagate Global Access, an administrator must first enable the service on a BlackArmor NAS server, and then optionally create a user account to use the service.

Each user who wants to use Seagate Global Access must individually log into the BlackArmor NAS and enable the BlackArmor service for their user account. In addition, users can enable service from the web or from a wireless device.

Enabling Seagate Global Access - Administrators

BlackArmor administrators set up and enable Global Access for each BlackArmor NAS server. Each administrator must also set up a personal user account and enable it in order to use Seagate Global Access.

Seagate includes a number of user accounts (seats) with each BlackArmor NAS server. The following table lists the number of seats available with each BlackArmor server.

Table 1: Seagate Global Access Seats

BlackArmor NAS	Number of Seats
1D	5
2D	5
4D	10

To purchase additional seats, go to <http://seagate.tappin.com> and click the Upgrade link.

To enable Seagate Global Access

1. Log in to BlackArmor Manager with administrator privileges.
2. In the left navigation, click Sharing, then select Global Access.
3. Check the Enable box.
4. Create a Seagate Global Access account for the administrator.
5. (Optional) If you want to use Seagate Global Access, you must also create a Seagate Global Access *user* account and enable the user account to use the service.

Enabling Seagate Global Access - Users

To remotely access your documents, movies, photos, etc. that reside on your BlackArmor NAS server, you must have a Seagate Global Access account and it must be enabled.

After you have created and enabled your Seagate Global Access account, go to “Accessing Files From the Seagate Global Access Website” on page 8 to learn how to log in, share, upload, and manage your information remotely.

Creating and Enabling an Account in BlackArmor

1. Log in to the BlackArmor Manager.
2. In the left navigation panel, click Sharing, then select Global Access.

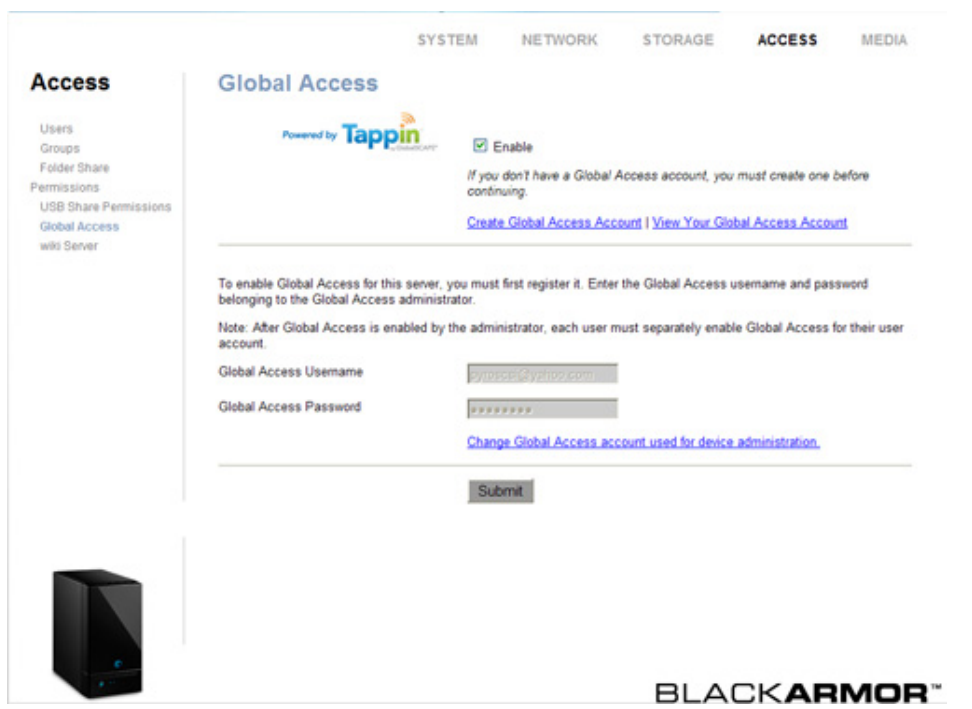


Figure 1: Create Account

3. Check the Enable box.
TIP: If you are not able to check the Enable box, your administrator has not yet set up Seagate Global Access for your BlackArmor NAS server.
4. Click the Create Seagate Global Access account.
5. Create a Seagate Global Access account by entering your email address and a password.
6. Click Submit.

Enabling Access from a Mobile Device

This step is optional. If you want to be able to access content from your Android[®] or Apple[®] device, you need to install the mobile app for your device. You can obtain the app from the Seagate Global Access website or directly from your mobile device’s market or store.

To enable access from your Android device

1. From your Android device, open the Android Market and search for Seagate Global Access.
2. Tap the Seagate Global Access screen, and then tap **Sign In/Sign Up**.
3. On the Settings screen, click **Sign Up Now**.
4. Enter the same email address and password that you entered when you enabled Seagate Global Access on your BlackArmor NAS server.
5. Click **Sign Up**.

Tip: You can also download the app here: <https://seagate.tappin.com/install>.

To enable access from your Apple device

1. From your Apple device, open the App store and search for Seagate Global Access.
2. Tap the Seagate Global Access screen, and then tap **Sign In/Sign Up**.
3. On the Settings screen, click **Create an account**.
4. Enter the same email address and password that you entered when you enabled Seagate Global Access on your BlackArmor NAS server.
5. Click **Sign Up**.

Tip: You can also download the app here: <https://seagate.tappin.com/install>.

Congratulations! You should now be set up and ready to remotely access your content with Seagate Global Access. To learn how to download, upload, and share your content in a website, go to "Accessing Files From the Seagate Global Access Website" on page 8.

If you want to remotely access your content from your Apple or Android mobile device, go to <http://www.seagate.com/support/software/globalaccess/> and review the corresponding documentation for your mobile device.

2. Accessing Files From the Seagate Global Access Website

With Seagate Global Access, you can remotely access your files from a web browser or from your mobile device. This chapter reviews how to access files in the Seagate Global Access website. For information on how to access files from your mobile device, go to <http://www.seagate.com/support/software/globalaccess/>.

Note: Before you access information via the web, you need to have a Seagate Global Access account and the account needs to be enabled. For more information, see “Setting Up Seagate Global Access” on page 4.

This chapter helps you access your files, upload and download files, and share your content from within the Seagate Global Access website.

Accessing Information From a Web Browser

1. From a web browser, type in <https://seagate.tappin.com/login>.

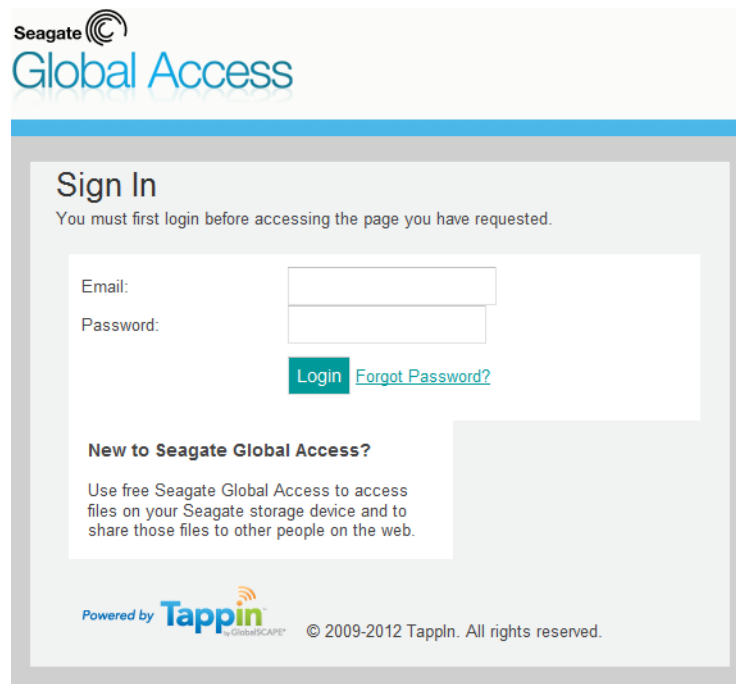


Figure 2: Web Access

2. Enter your email and password.

Tip: This is the same email you used to enable Seagate Global Access on the BlackArmor NAS server.

Once you login, a page displays with account information. To get started with your content, click the **my stuff** tab.

Working With Your Content

Learn how to sort files for easier finding and viewing, how to create and delete folders, upload files, and share a folder's content.

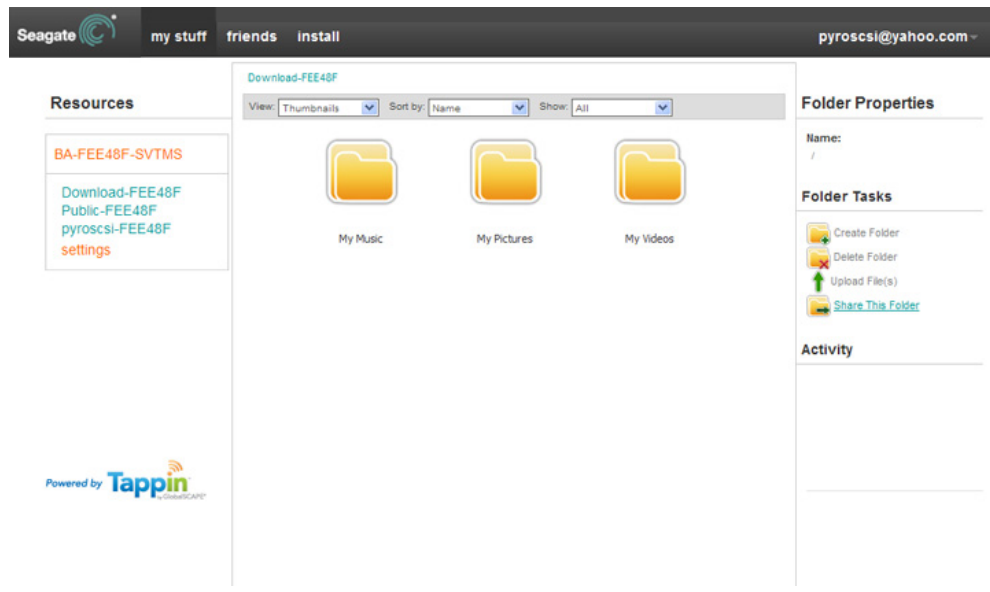


Figure 3: my stuff

The my stuff page is divided into three panels: a Resources panel, a “content” panel, and a “Folder/Files” panel.

Managing Your Resources

The Resources panel provides an overview of your resources, the name(s) of BlackArmor NAS servers that have Seagate Global Access enabled on your network. Additionally, the settings options allows you to permit or restrict writing capability to your content.

Note: By default, all of your content has read/write capabilities.

Reviewing Your Content

The middle panel displays your content. At the top of the panel are options to help you view and sort your content:

- **View:** Select thumbnails or list.

- **Sort by:** Select name, size or date.
- **Show:** Select All, folders or files.

Click a folder or a single file to view the content.

Uploading and Sharing Your Folder Contents

The right panel displays Folder/File Properties, Folder/File Tasks, and Activity. This is the panel you will use to manage your content. If you select Folders in the Show dropdown, you can create and delete folders, and upload files.

Creating Folders

Click the Create Folder link to create a new folder to help you organize your content.

Deleting Folders

Click an existing folder, and then click the Delete Folder link.

TIP: You cannot delete a folder if content exists in the folder. You must delete the content in the folder first.

Uploading Files

Click an existing folder in the Content panel to select it, then click Upload Files.

A page displays allowing you to browse and select the content you want to upload. The Upload page displays three fields by default. To add more files for your upload, click the Add Another File link.


TIP: Always select a folder before you upload files. If you upload files without selecting a target folder, Seagate Global Access uploads the files to your main content panel. You cannot move the files into folders once they are uploaded.

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.

Sharing Content

Click an existing folder, and then click the Share This Folder link.

Share this folder with others

 /shares/Download/My Pictures/

Simply send your family/friends an invitation email to share this folder.

Sharing: With login Your folder will only be viewable by the people you invite here and will require them to login to view it.

No login Your folder will be viewable by anyone with the link to it.

Your Name:

To Email(s):

You have 3 contacts. [Pick from a list](#) or [import more](#).

Subject:

Your Message: (Feel free to customize it!)

Figure 4: Share a Folder

To share a folder

1. Select how you want to share your content:

- **With login:** Select this option if you want to restrict viewing to person(s) that have a Seagate Global Access account. The individual must log in to view your content.
- **No login.** Select this option to share content with person(s) without a Seagate Global Access account.

2. Type your first and last name.

3. Type one or more email addresses.

TIP: Separate email addresses with a comma. A space is allowed after each email address.

4. Type a subject line.

5. Optionally, include a message.

6. Click **Send**.

An email invitation is sent to the email address(es) in your invite, with instructions on how to view your content.

The right panel contains a section named Activity. This section lists the person(s) you have sent invitations to for sharing.

Renaming, Deleting and Downloading File Contents

Similar to folder tasks, file tasks allow you to manage content at the file level:

- **Rename File:** Click to rename a selected file.
- **Delete File:** Click to delete a selected file.
- **Download File:** Click to download a selected file.
- **Share This File:** Click to share a selected file.

Managing Friends

The friends tab displays friends you have invited to share content with. Friends are automatically added after you send an invitation. You cannot create friends in this page.

Managing Your Account

Once you log in to your Seagate Global Access account, your account information is accessible via a drop-down menu under your login name. Here's a quick review of the available options:

- **Account Summary:** Review your account information or cancel your account.
- **Personal Settings:** Include a name to associate with your Seagate Global Access account, choose a language, and optionally manage contact and notification preferences.
- **Edit Profile:** Include a description and an avatar that displays when you share content.
- **Manage Contacts:** Edit or delete contacts.
- **Change Password:** Change the password for the account.

3. Accessing Files From a Mobile Device

This chapter provides a brief overview of the supported mobile devices and includes where you can find more information.

Note: Before you access information via your mobile device, you need to have a Seagate Global Access account and the account needs to be enabled. For more information, see “Setting Up Seagate Global Access” on page 4.

Supported Mobile Devices

Seagate Global Access supports iPhone®, iPad®, iPod® Touch and Android® devices.

Installing the Apps and Getting More Information

There are two ways to download the mobile apps to your device:

- Go to <https://seagate.tappin.com>, log in to your Seagate Global Access account, and click the **install** link at the top of the page.
- Visit the iTunes store or the Android Market, search for Seagate Global Access and download to your mobile device.

To find more information about how to download and use the mobile device apps for Seagate Global Access, go to <http://www.seagate.com/support/software/globalaccess/>. The support site includes Quick Start Guides as well as User Guides for the supported mobile devices.