

# Allstream Small Business Customer Help Guide

## Remote Drive service

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## Introduction

The Remote Drive service lets you upload files, create media collections, and share content from one simplified user-interface. The Remote Drive service is a 'one-stop location' for Documents, Image Files, Videos, and Audio Files that can be stored and then shared with business contacts and partners using e-mail invitations.

## Basic Concepts

The main components of the MTS Remote Drive service are as follows:

- **Documents** – Allows you to add documents and create folders.
- **Images** – Allows you to add images and create albums.
- **Videos** – Allows you to add videos and create libraries.
- **Audio** – Allows you to add audio files and create playlists.
- **Shared Collections**- Displays all media collections that are set to Invitation Only.
- **Share/Invitations**- Allows you to create email invitation for shared media collections.
- **Contacts** – Allows you to add contacts and import contact lists.
- **My Remote Drive**- Allows you to upload your Document, Image, Video, and Audio files to your account for online storage.

The media components are grouped according to file format:

Component	Supported File Formats
<b>Documents</b>	All file extensions are supported
<b>Images</b>	JPG, JPEG, JPE, GIF, PNG, BMP
<b>Videos</b>	AVI, MPEG, MPG, MOV, WMV, WM, MP4, ASF, 3PG
<b>Audio</b>	MPG, WMA, MP3

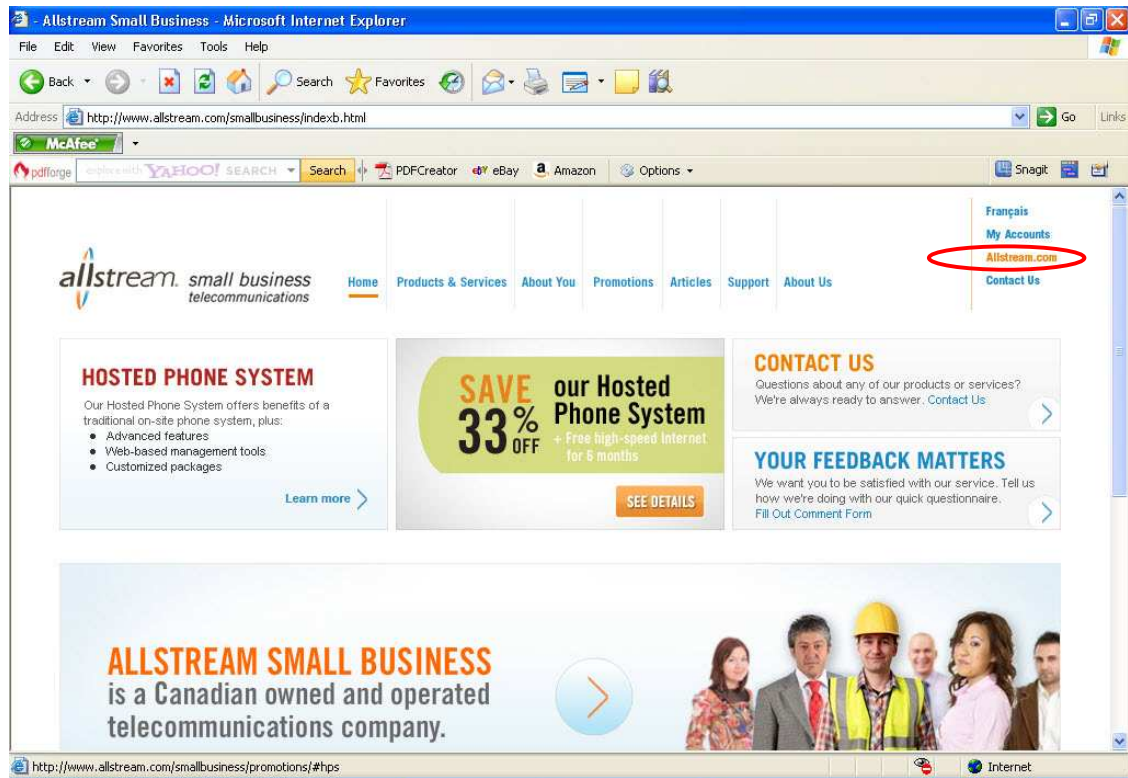
Documents, Images, Videos, and Audio are grouped in different media collections, or containers, for individual use or to share with colleagues. In most cases, when you add a new Document, Image, Video, or Audio File, it is associated with a new or existing folder, album, library, or playlist.

Component	Supported File Formats
<b>Documents</b>	Any format
<b>Images</b>	Image Album
<b>Video</b>	Video Library
<b>Audio</b>	Audio Playlist <b>Note:</b> Due to Digital Right Management issues, playlists cannot be shared with others.

### Accessing the Remote Drive Service Online Portal

To access the Remote Drive Service online portal, go to the Allstream Small Business website and click on the My Accounts link to access the link to the portal.

**<http://www.allstream.com/smallbusiness/>**



### Signing In

To sign in to use the service, you need to be a registered user with a user name and password.

#### Protecting your Sign In Information

Your user name and password is the gateway to all information stored using the Remote Drive service. Be sure to have a password that only you know and do not share it with anyone at any time.

**To sign in:**

1. On the Sign In page, specify your user name and password, found in your welcome email. If you do not have a Remote Drive account and would like to subscribe for one, please call Allstream Small Business at 1-877-663-2791 to sign up.

**Already A Member? Sign In:**

Username:

Password:

Remember Me

[Help](#)

2. If you want to save your user name and password to your computer, select the "Remember Me" box. The next time you go to the sign in page, you will not need to enter your user name and password again.

**IMPORTANT: IF YOU ARE USING A SHARED COMPUTER, DO NOT SELECT THE "REMEMBER ME" BOX AS OTHER USERS OF YOUR COMPUTER WILL BE ABLE TO ACCESS YOUR ACCOUNT..**

3. Click Sign In.

### **Signing Out**

At any time, you can sign out of your account. You also may be automatically logged out after a period of inactivity.

**To sign out:**

On any page, click "Logout", but the next time you access the sign in page, you will need to provide your user name and password.

### **Changing Your Password**

If you have forgotten or need to change your password, please phone Allstream Small Business at 1-877-663-2791 to speak to a representative.

## Welcome to Remote Drive

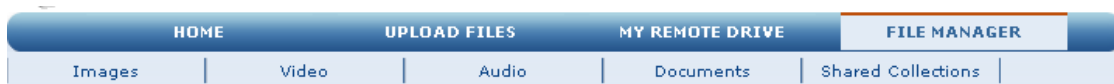
There are many ways to access features and navigate throughout the application.

### To navigate the application:

- **Primary Navigation Bar**- At any time, you can click Home, Upload Files, My Remote Drive, or File Manager on the primary navigation bar at the top of the application to go to the main features.



- **Secondary Navigation Bar**- You can access additional features on the secondary navigation bar related to Home, Upload Files, My Remote Drive, or File Manager.



- **Image Buttons**- You can click images to open related functionality. For example, click the Images button to open the Image Albums page.



- If a main page contains multiple pages, you can click the page number to jump to that page. Alternatively, you can click Previous or Next to navigate through the pages.



## The Home Page

Once you are signed in, the Home page is displayed. From this page, you can download and install The Remote Drive PC Client software. If you want to return to the Home page at any time, click the banner at the top of the page.

The screenshot shows the MTS allstream Remote Drive service Home page. At the top, there is a navigation bar with the following links: HOME, UPLOAD FILES, MY REMOTE DRIVE, and FILE MANAGER. Below the navigation bar, there is a 'Welcome allstreamdemo.ca' message. To the right of the welcome message, there is a storage usage indicator showing 'Storage Use: 0GB' and a progress bar from 0GB to 10GB. The main content area is divided into several sections: 1. 'Three easy steps to Backup your data' with a list of steps: 1. Download and install the Remote Drive PC Client software, 2. Enter your Remote Drive username and password, 3. Select the files you would like to back up. A 'Download Now' button is located below the list. 2. 'Upload, store and share' with a list of bullet points: • Upload files to your Remote Drive, • Store online, access anywhere, • Share your files with colleagues. An 'Upload Files Now' button is located below the list. 3. 'Need more space?' with a link to 'Click Here to find out how to add more space to your account.' 4. Four categories: Images, Video, Audio, and Documents. Each category has a 'View all' and 'Create new' link. The footer contains 'Contact Us', 'Privacy And Legal', and 'Copyright © 2010 Manitoba Telecom Services Inc. All Rights Reserved.'

The Home page contains the following link on the Secondary Navigation Bar:

- **Contacts**- Lets you add, delete, and import contacts. For more information, see *Contacts*.

## The Upload Files Page

The Upload Files page contains a web upload tool that lets you select files from your PC to upload to the Remote Drive service. There are two tools available- the Basic Uploader which allows you to upload 5 files at a time or the Flash Uploader which allows you to upload multiple files at a time.

**MTS Allstream Remote Drive service** Help Logout

Search your media

HOME UPLOAD FILES MY REMOTE DRIVE FILE MANAGER

Upload Files Storage Use: 0GB  
0GB 10GB

**1 Select Files**

Browse your computer to select files, hold down CTRL to select multiple files.  
You can upload up to 1GB at a given time.

File name	File size	Remove
No files selected		

0 files selected Clear List Select Files

**2 Select Upload Destination**

**3 Upload Files**

If you only need to upload a couple of files, why not use the basic upload tool?

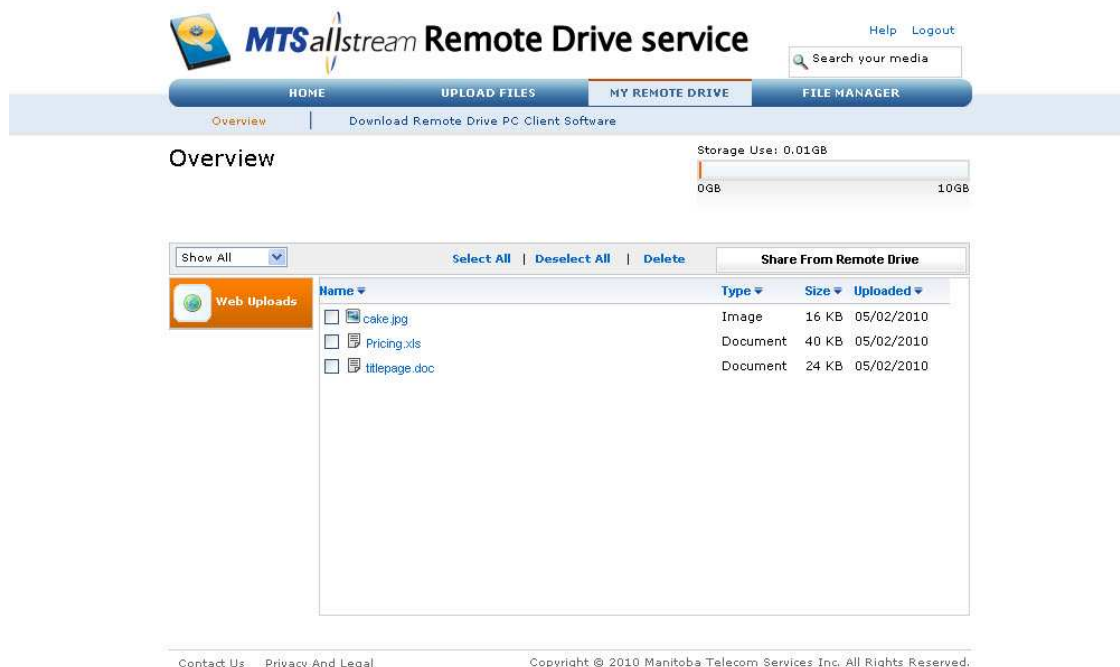
Contact Us Privacy And Legal Copyright © 2010 Manitoba Telecom Services Inc. All Rights Reserved.

## The My Remote Drive Page

The My Remote Drive page displays all files that have been uploaded to your Web Uploads folder in your online storage.

The My Remote Drive page contains the following links in the Secondary Navigation Bar:

- **Overview-** Allows you to view all your uploaded content, including documents, images, videos, and audio. You can also share this content with colleagues. For more information, see *My Remote Drive*.



MTS allstream Remote Drive service

Help Logout

Search your media

HOME UPLOAD FILES MY REMOTE DRIVE FILE MANAGER

Overview Download Remote Drive PC Client Software

Storage Use: 0.01GB

0GB 10GB

Show All Select All Deselect All Delete Share From Remote Drive

Web Uploads

Name	Type	Size	Uploaded
<input type="checkbox"/> cake.jpg	Image	16 KB	05/02/2010
<input type="checkbox"/> Pricing.xls	Document	40 KB	05/02/2010
<input type="checkbox"/> titlepage.doc	Document	24 KB	05/02/2010

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- **Download Remote Drive PC Client software-** Allows you to download and install The Remote Drive PC Client software you need to backup files on your computer. For more information, refer to The Remote Drive PC Client software User Guide.

## The File Manager Page

The File Manager Page lets you quickly access the document, image, video, and audio features that let you add files, create media collections, and then share content with colleagues.

The File Manager page contains the following links on the Secondary Navigation Bar:

- **Documents** – Allows you to add documents and create folders.
- **Images** – Allows you to add images and create albums.
- **Video** – Allows you to add videos and create libraries.
- **Audio** – Allows you to add audio files and create playlists.
- **Shared Collections**- Displays all media collections that are set to Invitation Only.

The screenshot shows the MTS Allstream Remote Drive service interface. At the top, there is a navigation bar with the following tabs: HOME, UPLOAD FILES, MY REMOTE DRIVE, and FILE MANAGER. Below the navigation bar, there is a search bar labeled 'Search your media' and a 'Storage Use: 0.01GB' indicator. The main content area is titled 'Media Collections' and features four columns: Images, Video, Audio, and Documents. Each column has an icon and a list of actions:
 

- Images:** > View all albums, > Create new album
- Video:** > View all libraries, > Create new library
- Audio:** > View all playlists, > Create new playlist
- Documents:** > View all folders, > Create new folder

 On the left side of the 'Media Collections' section, there is a blue box with the text: 'Need more space? Remote Drive service is offered with a variety of space options. Click Here to find out how to add more space to your account.'

## Media Collection Buttons

The main buttons for Documents, Images, Videos, and Audio display your media collections. The first time you access a media collection page, you are prompted to create a new Document Folder, Image Album, Video Library, or Audio Playlist.

The main pages are as follows:

- Document Folders page
- Image Albums page
- Video Libraries page
- Audio Playlists page

On each of the media collection pages, you can click the name of a particular folder, album, library, or playlist to display its contents. When you access a particular collection, it is displayed on its own specific page that is based on the collection name such as:

- *FolderName* page
- *AlbumName* page
- *LibraryName* page
- *PlaylistName* page

You can also click the name of a particular Image or Video to open the particular *AlbumName* or *LibraryName*, which will displays additional information.

The screenshot displays the MTS Allstream Remote Drive service interface. At the top, there is a navigation bar with the following tabs: HOME, UPLOAD FILES, MY REMOTE DRIVE, and FILE MANAGER. Below this, there are sub-tabs for Images, Video, Audio, Documents, and Shared Collections. The main content area is titled 'Sample Images' and includes an 'Album Description' field, an 'Album Access' dropdown menu set to 'Invitation Only', and a 'Sample Pictures' section. The 'Sort by' dropdown is set to 'Date Taken'. There are buttons for 'Add Images', 'Slideshow', and 'Share'. Two image thumbnails are shown: 'Sunset' and 'Water lilies'. Each thumbnail has a set of action buttons: 'Download', 'Print', 'Rename', and 'Remove'. At the bottom, there is a pagination bar showing '1-2 of 2 Images' and a 'Previous' button. The footer contains 'Contact Us', 'Privacy And Legal', and 'Copyright © 2010 Manitoba Telecom Services Inc. All Rights Reserved.'

MTS Allstream assumes no responsibility or liability for any loss or damage, including personal injury or property damage, which may result from the connection of your computer to the Internet as discussed in this guide. By proceeding with this installation, you assume all risk of personal injury or property damage. Please consult the documentation provided by the vendor or manufacturer of your computer to identify any impacts to your warranty. (© MTS Allstream Inc. All rights reserved.)

## Common Procedures for Media Components

The MTS Remote Drive service has many common functions that apply to all media components (Documents, Images, Videos, and Audio). This section contains detailed information on common procedures.

### Accessing the Main Pages

This manual uses the Home page as the main reference point for instructions. You can also access the same features from different access points.

#### To access the main buttons for Images, Video, Audio, and Documents:

Do one of the following:

- On the Home page, click the corresponding button for Image, Video, Audio, or Documents at the bottom of the screen.



- On any page, click File Manager on the primary navigation bar. Click the corresponding link on the Secondary Navigation Bar for Images, Video, Audio, or Documents. Alternatively you can click on the Images, Videos, Audio or Documents images.



### Viewing in Thumbnails and List Views

You can view items in thumbnails or list views on the Image or Video pages. By default, these pages are displayed in the thumbnail view. Audio and Document Folder pages are available in a list view only. You can do the same actions in the thumbnail views as the list views.

**Note:** If the access setting for an album or library is set to Private, then the Share button and icon is hidden.

### Thumbnail View

For Image Albums and Video Libraries, the thumbnails view displays an Image contained in the media collection. For Images, a part of the image is displayed. For videos, a random frame in the video is displayed. To set the cover image, see *Managing Individual Images* or *Managing Individual Videos*.

### List View

The list view displays additional information, such as the Date Created, Date Updates, and Access for albums and libraries, as well as Date Uploaded, Date Taken, Format and Size for Images and videos.

The screenshot shows the MTS allstream Remote Drive service interface. At the top, there is a navigation bar with tabs for HOME, UPLOAD FILES, MY REMOTE DRIVE, and FILE MANAGER. Below this, there are links for Images, Video, Audio, Documents, and Shared Collections. The main content area is titled "Sample Images" and includes an "Album Description" field, "Album Access" set to "Invitation Only", and a "Sample Pictures" link. Below this, there is a "Sort by:" dropdown menu set to "Date Taken" and a "View Thumbnail" link. There are also buttons for "Add Images", "Slideshow", and "Share". A table lists the images:

Name	Actions	Date uploaded	Date taken	Format	Size
Sunset	[Icons: Copy, Paste, Delete, Edit]	02/08/2010	N/A	jpg	70 KB
Water lilies	[Icons: Copy, Paste, Delete, Edit]	02/08/2010	N/A	jpg	82 KB

At the bottom of the table, it shows "1-2 of 2 Images" and a "Previous" button. The footer contains "Contact Us", "Privacy And Legal", and "Copyright © 2010 Manitoba Telecom Services Inc. All Rights Reserved."

### To change the view:

For Image Albums or Video Libraries, do the following:

- Click View List to display all items in list view.
- Click View Thumbnails to display all items in thumbnail view.

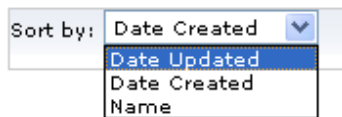
### Sorting Folders, Albums, Libraries, and Playlists

You can sort all items displayed on the Image Albums, Video Libraries, Audio Playlists, or Document Folders page. For example, you can sort your image albums so that the most recently updated album is listed first.

#### To sort folders, albums, libraries, and playlists:

On the Document Folders, Image Albums, Video Libraries, or Audio Playlists page, select one of the following options in the Sort By Box:

- **Date Updated**- Sorts Album based on the date the item was last updated, starting from the most recently updated item.
- **Date Created**- Sorts items based on creation date, starting from the most recently created item.
- **Name**- Sorts items in alphabetical order based on name.



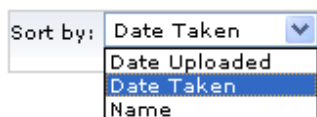
### Sorting Documents, Images, Videos, and Audio

You can sort items in a particular folder, album, library, or playlist. For example, you can sort your images in an album so that the most recently updated image is listed first.

#### To sort images and videos:

On the AlbumName or LibraryName page, select one of the following options in the Sort By box:

- **Date Uploaded**- Sorts items based on the date the item was last uploaded, starting from the most recently updated item.
- **Date Taken**- Sorts items based on creation date, starting from the most recent item.
- **Name**- Sorts items in alphabetical order based on name.



**To sort Documents:**

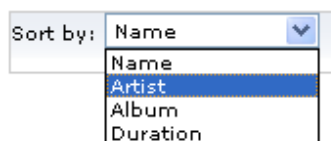
On the FolderName page, select one of the following options in the Sort By box:

- **Date Uploaded**- Sorts items based on the date the item was last uploaded, starting from the most recently updated item.
- **Date Modified**- Sorts items based on modification date, starting from the most recently modified item.
- **Name**- Sorts items in alphabetical order based on name.

**To sort audio:**

On the PlaylistName page, select one of the following options in the Sort By box:

- **Name**- Sorts items in alphabetical order based on the file name.
- **Artist**- Sorts items in alphabetical order based on the artist name.
- **Album**- Sorts items in alphabetical order based on the album name- any unknown albums are at the top of the list.
- **Duration**- Sorts items based on duration, starting from the shortest audio file duration.



### ***Dynamically Editing Names and Descriptions***

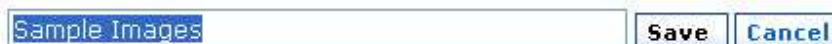
You can dynamically edit the name and description of a folder, album, library, or playlist, as well as an image or video. To rename an audio or document, see *Renaming Media Components*.

**To edit a name:**

1. Mouse over the name and click to select it.

Sample Images 

2. Type the new name and click Save. The name is dynamically updated.



**To edit a description:**





1. Mouse over the description and click to select it.
2. Type a new description and click Save. The description is dynamically updated.

## Renaming Media Components

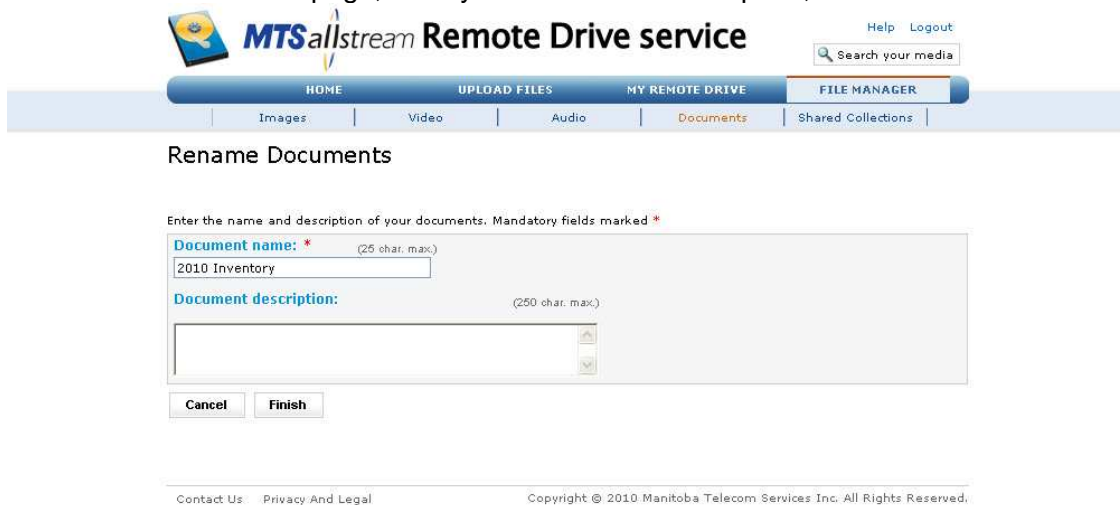
You can rename a document, photo, video, or song and modify its description using the Rename page. This method allows you to modify the name and description for songs and documents, which cannot be done dynamically.

To rename a document, photo, video, or song:

1. On the List View on the *DocumentName, AlbumName, LibraryName, or PlaylistName* page, click Rename, the pencil icon under Actions.

Name	Actions	Date uploaded	Date modified	Format	Size
2010 Inventory	 	02/08/2010	02/08/2010	xls	184 KB
Pricing	 	02/08/2010	02/08/2010	xls	40 KB
Product List	 	02/08/2010	02/08/2010	xls	184 KB
titlepage	 	02/08/2010	02/08/2010	doc	24 KB

2. On the Rename page, modify the name and description, and then click Finish.



The screenshot shows the MTS Allstream Remote Drive service interface. At the top, there is a navigation bar with 'HOME', 'UPLOAD FILES', 'MY REMOTE DRIVE', and 'FILE MANAGER'. Below this, there are tabs for 'Images', 'Video', 'Audio', 'Documents', and 'Shared Collections'. The 'Documents' tab is selected. The main content area is titled 'Rename Documents' and contains a form with the following fields:

- Document name:** \* (25 char. max.) with the value '2010 Inventory' entered.
- Document description:** (250 char. max.) with an empty text area.

At the bottom of the form are 'Cancel' and 'Finish' buttons. Below the form, there is a footer with 'Contact Us', 'Privacy And Legal', and 'Copyright © 2010 Manitoba Telecom Services Inc. All Rights Reserved.'

## Specifying the Access Level as Private or Invitation Only

You can specify the access level for a particular folder, album, or library as Private or Invitation Only. At any time, you can change the access level.

### Invitation Only

Any items marked as Invitation Only can be shared with colleagues. When you want to share a particular folder, album, or library, you can send them an email invitation that contains a permission token embedded in a URL for direct access to the shared media collection. Invited guests may share this link with other people for extended access, however, if you do not want others to see the files, you must tell your guest not to forward the link to others. Note that when you create new folders, albums, or libraries, they are set to Invitation Only by default.

**Note:** For more information on sharing media with colleagues, see *Sharing Media Collections*.

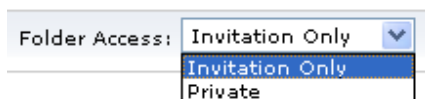
### Private

Any items marked as Private are accessible to you only when you enter in your sign in information. Other users are not able to access these items. If you wish to share a Private item, change the access level to Invitation Only and send an invitation or copy it back to your existing hard drive and then share it. **Never give anyone else your password.**

**Note:** Playlists are always Private due to Digital Right Management issues.

### To specify the access level:

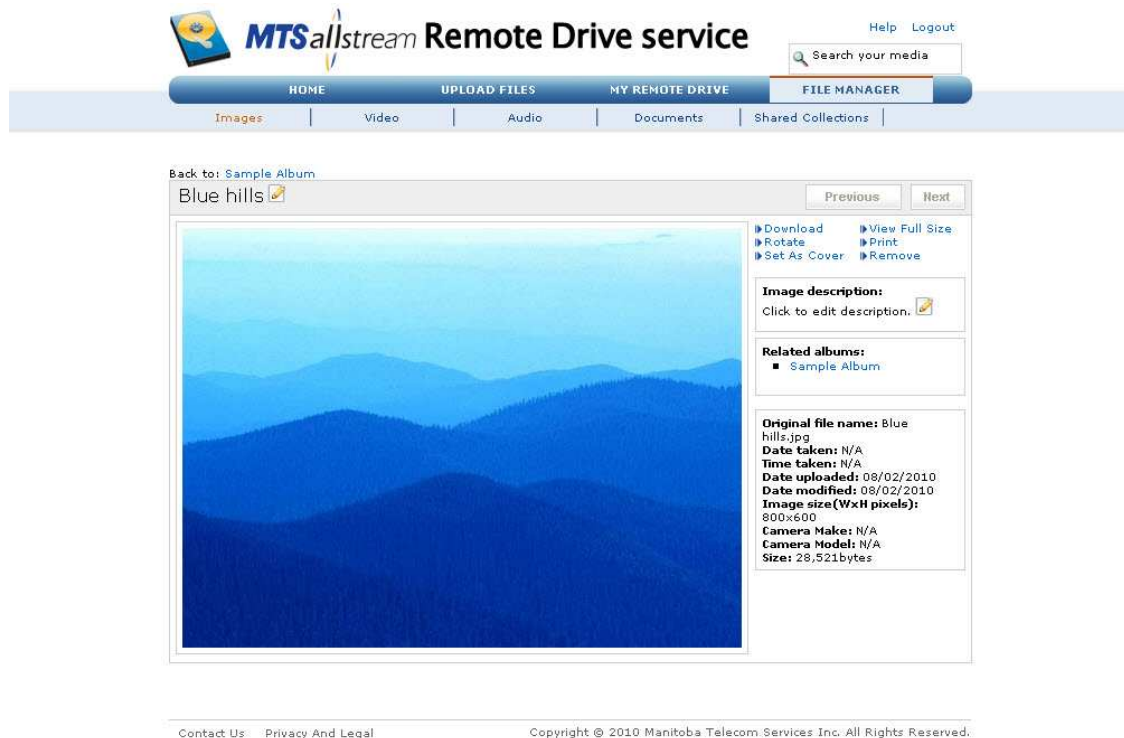
On the *FolderName*, *AlbumName*, or *LibraryName* page, select Private or Invitation Only in the Access box. This change occurs immediately without a confirmation message.



**Note:** To view a list of all media collections that are Invitation Only, go to the Shared Collections page located on the Secondary Navigation Bar under the File Manager heading. For more information, see *Shared Collections*.

## Viewing Related Albums and Libraries for Images and Videos

If you want to see which albums or libraries use a particular image or video, you can view this information on the particular Video or Image page.



### To view related albums or libraries:

1. On the Image Album or Video Libraries page, select the album/library that contains the image/video that you want to view.
2. On the *AlbumName/LibraryName* page, click the name of the image/video.
3. On the *ImageName/VideoName* page, a list of “Related Albums” or “Related Libraries” is displayed on the right. To delete an image/video from an album/library, see *Managing Individual Images* or *Managing Individual Videos*.

**Note:** If you want to remove all instances of an image or video, you need to delete it from My Remote Drive. For more information, see *Deleting Content from My Remote Drive*.

## Document Folders

You can add any type of files to document folders, such as word processing documents, spreadsheets, and tax files. If a document folder is set to Invitation Only, you can share specific documents, or the entire document collection with colleagues.

**Note:** For information on the main pages for document folders, see *Media Collection Pages*.

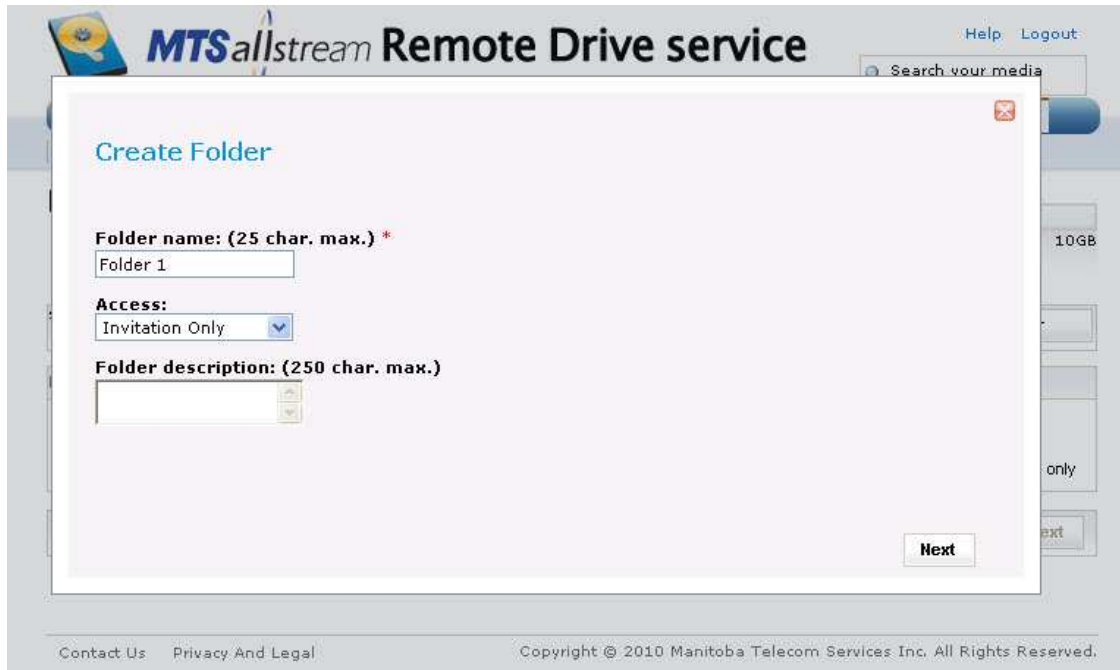
### Creating Folders

If you haven't already added a folder, the Create Folders page opens when you access the Document Folders page. In this instance, go to Step 3.

The screenshot displays the 'Document Folders' page in the MTS Allstream Remote Drive service. The interface includes a top navigation bar with 'HOME', 'UPLOAD FILES', 'MY REMOTE DRIVE', and 'FILE MANAGER'. Below this, there are tabs for 'Images', 'Video', 'Audio', 'Documents', and 'Shared Collections'. The 'Documents' tab is active. The main content area shows 'Document Folders' with a storage usage indicator (0.01GB of 10GB). Below this is a table of document folders with columns for Name, Actions, Date created, Date updated, and Access. Two folders are listed: 'Sample Private Documents' (Private access) and 'Sample Documents' (Invitation only access). A 'Create New Folder' button is visible at the top right of the folder list area.

### To create a document folder:

1. On the Home page, click the Documents button in the File Manager area.
2. On the Document Folders page, click Create New Folder.
3. On the Create Folder page, do the following:
  - a. In the Folder Name box, enter the name of the new folder.
  - b. In the Access box, select Private or Invitation Only. If you want to share the folder with business contacts and partners, select Invitation Only. You can change access levels at any time by opening the folder and selecting the access type. For more information, see *Specifying the Access Level as Private or Invitation Only*.
  - c. In the Folder Description box, specify a description for the folder (optional).



4. Click Next. The new folder is displayed in the Document Folders page.

### Opening Folders

All your folders are listed on the Document Folders page.

#### To open a document folder:

1. On the Home page, click the Documents button in the File Manager area. For more information on accessing the Document Folders page, see *Accessing the Main Pages*.
2. On the Document Folders page, click the name of the folder that you want to open.

### Sorting Folders

You can sort your folders at any time by selecting Date Updated, Date Creates, or Name in the Sort By box on the Document Folders page. For more information, see *Sorting Folders, Albums, Libraries, and Playlists*.

### Editing Folder Details

You can dynamically edit the name and description of a folder by pointing to the name/description, clicking to select it, typing in the new information, and then clicking Save. For more information, see *Dynamically Editing Names and Descriptions*.

### ***Deleting Folders***

On the Document Folders page, you can delete a specific folder. However, the documents in the deleted folder may still exist in the other folders. Also, those files are still available in My Remote Drive, where you can easily add them again to another folder. To delete documents from My Remote Drive, see *Deleting Content from My Remote Drive*.

**To delete a document folder:**

On the Document Folders page, click Delete. In the confirmation box, click OK.

### ***Changing Access Settings for Folders***

You can change the access level for a document folder by selecting Private or Invitation Only. This toggle will determine whether the folder can be shared or not. This change occurs immediately without a confirmation message. For more information, see *Specifying the Access Level as Private or Invitation Only*.

## Documents

You can add, edit, and download documents contained in folders.

### *Adding Documents to a Folder*

When you add documents to a folder, you can upload new files to My Remote Drive and then add them to the selected folder. Alternatively, you can add existing documents directly from My Remote Drive.

**Note:** If you want to add documents to a new folder, you need to create the folder first. For more information, see *Creating Folders*.

#### **To add documents to a folder:**

1. On the Document Folders page, click Add Items for the folder for which you want to add documents. Alternatively, click Add Documents from the FolderName page.
2. On the Add Documents page, select one of the following options:
  - Documents From PC- Uploads new files from you PC to My Remote Drive, and adds them to folder.
  - Documents From My Remote Drive- Adds existing files from My Remote Drive to the folder.
3. Click Next.
4. Follow the instructions provided. For more information:
  - If you selected the Documents From PC option, see *Uploading Files to My Remote Drive*.
  - If you selected Documents From My Remote Drive, see *Adding Items from My Remote Drive to Media Collections*.

### *Sorting Documents in a Folder*




You can also sort documents in a particular folder by selecting Date Uploaded, Date Modified, or Name in the Sort By box. For more information, see *Sorting Documents, Images, Videos, and Audio*.

### *Managing Documents in a Folder*

On the FolderName page, you can download, rename, and remove documents from the folder.

**To manage documents in a folder:**


On the FolderName page, click one of the following icons:

- **Download**  - Opens a File Download dialog box that prompts you to download the file.
- **Rename**  - Opens the Documents page, where you can rename the file and add/modify the corresponding description. For more information, see *Renaming Media Components*.
- **Remove**  - Opens a confirmation popup window that prompts you to confirm removal of the document from the folder. The file may still exist in other folders. Also, the original file is still available in My Remote Drive, where you can easily add it again to another folder. To delete documents from My Remote Drive, see *Deleting Content from My Remote Drive*.

### *Downloading and Opening Documents*

You can download and open a particular document using a browser embedded application or an appropriate software program.

**To download and open a document:**

On the FolderName page, click the document name. Alternatively, you can click the Download icon (.

## Image Albums

You can create Image Albums to store images of products, sales staff, etc. and view albums in a slideshow. If an Image Album is set to Invitation Only, you can share the image collection with colleagues if you choose.

### Getting Started

If you want to share Images with colleagues, do the following:

1. Create the album- For more information, see *Creating Albums*.
2. Add Images to the album- For more information, see *Adding Images to an Album*.
3. Share the album with business contacts and partners- For more information, see *Sharing with Email Invitations*.

### Creating Albums

If you haven't already added an album, the Create Albums dialog box opens automatically when you access the Image Albums page, in this instance, go to Step 3.

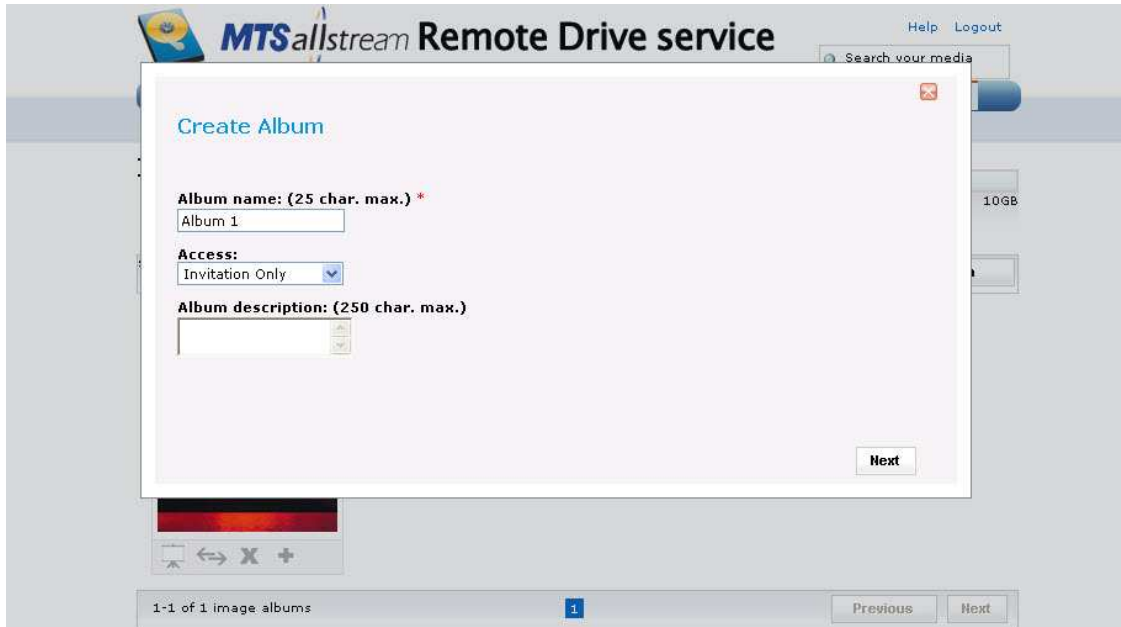
#### To create an Image Album:

1. On the Home page, click the Image button in the File Manager area.
2. On the Image Albums page, click Create New Album.



Create New Album

3. On the Create Albums page, do the following:
  - a. In the Album Name box, enter the name of the album.
  - b. In the Access box, select Private or Invitation Only. If you want to be able to share the album with colleagues, select Invitation Only. You can change the access level at any time by opening the album and selecting the access type. For more information, see *Specifying the Access Level as Private or Invitation Only*.
  - c. In the Album Description box, specify a description for the album (optional).



4. Click Next. The new image album will be displayed on the Image Albums page.

## Opening Albums

All your albums are listed on the Image Albums page.

### To open an Image Album:

1. On the Home page, click the Image button in the File Manager area. For more information on accessing the Image Albums page, see *Accessing the Main Pages*.
2. On the Image Albums page, click the name of the album that you want to open.

## Viewing Albums

On the Image Albums page, you can view your albums in a thumbnail, or by list view by clicking List or View Thumbnails. For more information, see *Viewing Thumbnails and List Views*.

## Sorting Albums

You can sort your image albums at any time by selecting Date Updated, Date Created, or Name in the Sort By box on the Image Albums page. The sort is particularly useful in the list view. For more information, see *Sorting Albums, Libraries, Playlists, and Folders*.

### Editing Album Details

You can dynamically edit the name and description of an album by pointing to the name/description, clicking to select it, typing in the new information, and then clicking Save. For more information, see *Dynamically Editing Names and Descriptions*.

### Deleting Albums

On the Image Albums page, you can delete a specific album. However, the images in the deleted album may still exist in other albums. Also, those files are still available in My Remote Drive, where you can easily add them again to another album. To delete images from My Remote Drive, see *Deleting Content from My Remote Drive*.

#### To delete an Image Album:

On the Image Albums page, click Delete (X). In the confirmation box, click OK.

### Changing Access Settings for Albums


You can change the access level for an Image Album by selecting Private or Invitation Only. This toggle will determine whether the album can be shared or not. This change occurs immediately without a confirmation message. For more information, see *Specifying the Access Level as Private or Invitation Only*.

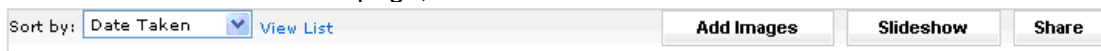
### Playing Albums in Slideshows

You can play a slideshow for a specific album to display all images in a separate window.

#### To play a slideshow:

Do one of the following:

- On the Image Album page, click the Slideshow icon  for an album.
- On the AlbumName page, click the Slideshow button.



### To control a slideshow:

To activate the slideshow controllers, click the inside of the slideshow to select it and do any of the following:

- Click the backward (-) or forward (+) buttons to go to the previous or next image in the slideshow.
- Click the corresponding image number to go directly to a particular image.
- Click |< to go to the beginning or >| to go to the end of the slideshow.
- Click the pause/play button to stop or resume the slideshow.



## Images

You can add, view, edit, download, and print Images contained in image albums. Images contain metadata that is displayed with each individual image.

Metadata includes the following information:

- Original File Name
- Date Taken
- Time Taken
- Date Uploaded
- Date Modified
- Image Size
- Camera Make
- Camera Model

This information can be viewed by rolling over the thumbnail on the *AlbumName* page, or it can be viewed on the *ImageName* page for the individual image.



**Note:** This metadata is stored in the EXIF tag that is automatically displayed if the image file contains the information.

### Adding Images to an Album

When you add images to an album, you can upload new files to My Remote Drive and then to the selected album. Alternatively, you can add existing images directly from My Remote Drive to an album you have created.

**Note:** If you want to add Images to a new album, you need to create the album first. For more information, see *Creating Albums*.

**To add images to an album:**

1. On the Image Albums page, click Add Images for the album for which you want to add the images. Alternatively, click Images for the AlbumName page.
2. On the Add Images page, select one of the following options
  - Images from PC- Uploads new Images from your PC to My Remote Drive and then to the album
  - Images From My Remote Drive- Adds existing Images from My Remote Drive to the album
3. Click Next.
4. Follow the instructions provided. For more information:
  - If you selected the Images From PC option, see *Uploading Files to My Remote Drive*.
  - If you selected Images From My Remote Drive, see *Adding Items from My Remote Drive to Media Collections*.

### **Viewing Images in an Album**

On the ImageName page, you can view your Images in a thumbnails or list view by clicking View List or View Thumbnails. For more information, see *Viewing Thumbnails and List Views*.









### **Sorting Images in an Album**

You can also sort Images in a particular album by selecting Date Uploaded, Date Taken, or Name in the Sort By box. For more information see, *Sorting Documents, Images, Videos, and Audio*.

### **Managing Images in an Album**





On the AlbumName page, you can download, print, rename, and remove an image from an album.



Name	Actions	Date uploaded	Date taken	Format	Size
desert	   	05/05/2008	N/A	jpg	17 KB
liberty	   	05/05/2008	N/A	jpg	5 KB

### To manage Images in an album:

On the AlbumName page, click one of the following buttons:

- **Download**  - Opens a file download dialog box that prompts you to download the image in the highest resolution available to the image.
- **Print**  - Opens a preview page of the pictures chosen to be printed to your computer's default printer
- **Rename**  - Opens the Rename Images page, which allows you to rename the image and modify the corresponding description. For more information, see *Renaming Media Components*.
- **Remove**  - Opens a confirmation popup window that prompts you to confirm removal of the image from the album. The image will still exist in other albums. Also the original image file is still available in My Remote Drive where you can easily add it again to another album. To delete Images from My Remote Drive, see *Deleting Content from My Remote Drive*.

### Managing Individual Images

On the ImageName page, you can rotate the image, set the image as the cover, and view the image in full size. If the image has been added to another album, the information is listed in the Related Albums area.



You can also dynamically edit the name and description of an individual image by pointing to the Name/Description, clicking to select it, typing in the new information, and then clicking Save. For more information, see *Dynamically Editing Names and Descriptions*.

**To manage a particular image:**

1. On the AlbumName page, click the image name.
2. Do any of the following:
  - **Download-** Opens a file download dialog box that prompts you to download the image in the highest resolution available to the image.
  - **Rotate-** Rotates the image 90 degrees in a clockwise direction.
  - **Set As Cover-** Allows you to use the image for the cover of the album.
  - **View Full Size-** Opens a new window that displays the image in full size.
  - **Remove-** Opens a confirmation popup window that prompts you to confirm removal of the image from the album. The image may still exist in other albums. Also, the original image file is still available in My Remote Drive, where you can easily add it again to another album. To delete Images from My Remote Drive, see *Deleting Content from My Remote Drive*.

## Video Libraries

You can add Videos to Video Libraries, which lets you organize, view, and download video files. If a Video Library is set to Invitation Only, you can share the video collection with colleagues.

**Note:** For information on the main pages for Video Libraries, see *Media Collection Pages*.

### Creating Video Libraries

If you haven't already added a library, the Create Libraries page opens when you access the Video Libraries page. In this instance, go to Step 3.

#### To create a video library:

1. On the Home page, click the Video button in the File Manager area.
2. On the Video Libraries page, click Create New Library.
3. On the Create Libraries page, do the following:
  - In the Library Name box, enter the name of the library.
  - In the Access box, select Private or Invitation Only. If you want to share the library with colleagues, select Invitation Only. You can change the access level at any time by opening the library and selecting the access type. For more information, see *Specifying the Access Level as Private or Invitation Only*.
4. In the Library Description box, specify a description for the library (optional).
5. Click Create. The new video library is displayed on the Video Libraries page.

### Opening Video Libraries

All your videos are listed on the Video Libraries page.

#### To open a Video Library:

On the Home page, click the Video button in the File Manager area. For more information on accessing the Video Libraries page, see *Accessing the Main Pages*. On the Video Libraries page, click the name of the library that you want to open.

### Viewing Video Libraries

On the Video Libraries page, you can view your libraries in a thumbnails or list view by clicking View List or View Thumbnails. For more information, see *Viewing in Thumbnails and List Views*.

### **Sorting Video Libraries**

You can sort your Video Libraries at any time by selecting Date Updated, Date Created, or Name in the Sort By box on the Video Libraries page. The sort is particularly useful in list view. For more information, see *Sorting Albums, Libraries, Playlists and Folders*.

### **Editing Library Details**

You can dynamically edit the name and description of a library by pointing to the name/description, clicking to select it, typing in the new information, and then clicking Save. For more information, see *Dynamically Editing Names and Descriptions*.

### **Deleting Video Libraries**

On the Video Libraries page, you can delete a specific library. However, the videos in the deleted library may exist in other libraries. Also, those files will still be available in My Remote Drive, where you can easily add them again to another library. To delete videos from My Remote Drive, see *Deleting Content from My Remote Drive*.

#### **To delete a video library:**

On the Video Libraries page, click Delete. In the confirmation box, click OK.

### **Changing Access Settings for Libraries**

You can change the access level for a video library by selecting Private or Invitation Only. This toggle will determine whether the library can be share or not. This change occurs immediately without a confirmation message. For more information, see *Specifying the Access Level as Private or Invitation Only*.

## Videos

You can add, edit, and download videos contained in libraries. You can also play your videos in a browser embedded in the media player.

### *Adding Videos to a Library*

When you add videos to a library, you can upload new files to the Remote Drive service and then add them to the selected library. Alternatively, you can add existing videos directly from My Remote Drive.

**Note:** If you want to add videos to a new library, you need to create the library first. For more information, see *Creating Video Libraries*.

#### **To add videos to a library:**

1. On the Videos Library page, click Add Videos for the library for which you want to add videos. Alternatively, click Add Videos from the LibraryName page.
2. On the Add Videos page, select one of the following options:
  - Videos From PC- Uploads new videos from your PC, My Remote Drive, and then to the library.
  - Videos From My Remote Drive- Adds existing videos from My Remote Drive to the library.
3. Click Next.
4. Follow the instructions provided. For more information:
  - If you selected the Videos From PC option, see *Uploading Files to My Remote Drive*.
  - If you selected Videos From My Remote Drive, see *Adding Items from My Remote Drive to Media Collections*.

### *Viewing Videos in a Library*

On the LibraryName page, you can view your videos in a thumbnails or list view by clicking View List or View Thumbnails. For more information, see *Viewing in Thumbnails and List Views*.

### *Sorting Videos in a Library*




You can also sort videos in a particular library by selecting Date Uploaded, Date Taken, or Name in the Sort By box. For more information, see *Sorting Documents, Images, Videos, and Audio*.

### *Managing Videos in a Library*

On the LibraryName page, you can download, rename, and remove a video from the library. If the video has been added to another library, information is listed in the Related Libraries area.

### To manage videos in a library:

On the LibraryName page, click one of the following buttons:

- **Download**  - Opens a file download dialog box that prompts you to download the video.
- **Rename**  - Opens the Rename Videos page where you can rename the video and add/modify the corresponding description. For more information, see *Renaming Media Components*.
- **Remove**  - Opens a confirmation popup window that prompts you to confirm removal of the video from the library. The video may still exist in other libraries. Also the original video file is still available in My Remote Drive, where you can easily add it again to another library. To delete videos from My Remote Drive, see *Deleting Content from My Remote Drive*.

### Managing Individual Videos

On the LibraryName page, you can also download, set the video used for the cover and remove the video from the library.

You can also dynamically edit the name and description of a video by pointing to the name/description, clicking to select it, typing in the new information, and then clicking Save. For more information, see *Dynamically Editing Names and Descriptions*.

### To manage a particular video:

1. On the LibraryName page, click the video name.
2. Click any of the following:
  - **Download**- Opens a file download dialog box that prompts you to download the image in the highest resolution available to the image.
  - **Set As Cover**- Lets you use the video for the cover of the library.
  - **Remove**- Opens a confirmation popup window that prompts you to confirm removal of the video from the library. The video will still exist in other libraries. Also, the original video file is still available in My Remote Drive, where you can easily add it again to another library. To delete videos from My Remote Drive, see *Deleting Content from My Remote Drive*.

### Playing Videos

You can play a video in the browser embedded media player. The default viewer is dependent on your local browser settings and default programs.

### To play a video:

1. On the LibraryName page, click the name of the video you want to play. Alternatively, click the video thumbnail.
2. In the file download window, save or open the file.

## Audio Playlists

You can create playlists of audio and store Audio files online for access from other locations. Due to Digital Rights Management issues, you cannot share your playlists.

**Note:** For more information on the main pages for Audio, see *Media Collections Pages*.

### Creating Playlists

If you haven't already added a playlist, the Create Playlist page opens when you access the Audio Playlist page, in this instance, go to Step 3.

#### To create an Audio Playlist:

1. On the Home page, click the Audio button in the File Manager area.
2. On the Audio Playlists page, click Create New Playlist.
3. On the Create Playlist page, do the following:
  - a. In the Playlist Name box, enter the name of the playlist.
  - b. In the Playlist Description box, specify a description for the playlist (optional).

**Note:** Playlists are set to Private due to Digital Right Management issues.

4. Click Create. The new playlist is displayed on the Audio Playlists page.

### Opening Playlists

All your playlists are listed on the Audio Playlists page.

#### To open an Audio Playlist:

On the Home page, click the Audio button in the File Manage area. For more information on accessing the Audio Playlists page, see *Accessing the Main Pages*. On the Audio Playlists page, click the name of the playlist that you want to open.

### Sorting Playlists

You can sort your playlists at any time by selecting Date Updated, Date Created, or Name in the Sort By box on the Audio Playlists page. For more information, see *Sorting Folders, Albums, Libraries, and Playlists*.

### Editing Playlist Details

You can dynamically edit the name and description of a playlist by pointing to the Name/Description, clicking to select it, typing in the new information, and then clicking Save. For more information, see *Dynamically Editing Names and Descriptions*.

### ***Deleting Playlists***

On the Audio Playlists page, you can delete a specific playlist. However, the audio files in the deleted playlist can still exist in other playlists. Also, those files are still available in My Remote Drive, where you can easily add them again to another playlist.

To delete audio files from My Remote Drive, see *Deleting Content from My Remote Drive*.

#### **To delete an Audio playlist:**

On the Audio Playlists page, click Delete. In the confirmation box, click OK.

### ***Listening to Playlists***

You can listen to a playlist in the default media player defined by the default program settings on your PC. Your media player will generally include play, pause, rewind, forward, volume, and skip track control. For more information, refer to the documentation provided with your media player.

#### **To listen to a playlist:**

On the PlaylistName page, click Listen.

## Audio

You can add, edit, and download audio files contained in playlists. You can also play your audio files in your default media player.

### *Adding Audio to a Playlist*

When you add audio files to a playlist, you can upload new files to My Remote Drive and then add them to the selected playlist. Alternatively, you can add existing audio files directly from My Remote Drive.

**Note:** If you want to add Audio clips to a new playlist, you need to create the playlist first. For more information, see *Creating Playlists*.

#### **To add Audio to a playlist:**

1. On the Audio Playlists page, click Add Items for the playlist for which you want to add Audio clips. Alternatively, click Add Audio from the PlaylistName page.
2. On the Add Audio page, select one of the following options:
  - Audio From PC- Uploads new audios from your PC to My Remote Drive, and then to the playlist.
  - Audio From My Remote Drive- Adds existing audios from My Remote Drive to the playlist.
3. Click Next.
4. Follow the instructions provided. For more information:
  - If you selected the Audio From PC option, see *Uploading Files to My Remote Drive*.
  - If you selected Audio From My Remote Drive, see *Adding Items from My Remote Drive to Media Collections*.




### *Sorting Audio in a Playlist*

You can also sort Audio in a particular playlist by selecting Name, Artist, Album, or Duration in the Sort By box. For more information, see *Sorting Documents, Images, Videos, and Audio*.

## Managing Audio Files in a Playlist

On the PlaylistName page, you can download, rename, and remove a audio from the playlist.

### To manage Audio Files in a playlist:

1. On the PlaylistName page, click one of the following buttons:
  - **Download**  - Opens a File Download dialog box that prompts you to download the audio clip.
  - **Rename**  - Opens the Rename Audio page, where you can rename the audio and add/modify the corresponding description. For more information, see *Renaming Media Components*.
  - **Remove**  - Opens a confirmation popup window that prompts you to confirm removal of the audio file from the playlist. The audio file may still exist in other playlists. Also, the original Audio file is still available in My Remote Drive, where you can easily add it again to another playlist. To delete audio files from *My Remote Drive*, see *Deleting Content from My Remote Drive*.

## Listening to Audio Files

You can listen to a particular audio clip in the default media player defined by the default program settings on your PC. The media player generally includes play, pause, rewind, forward, volume, and skip track control. For more information, refer to the documentation provided with your media player.

### To listen to a audio:

On the PlaylistName page, click the audio file name.

## Sharing Media Collections

You can invite colleagues to view a particular document folder, image album, or video library using personalized email invitations. You can send the invitation to multiple recipients at a time.

You can view a list of all shared items on the Shared Collections page, where you can remove the URL for a shared album, library, or folder at any time so that no one can access that media collection.

**Note:** You can share a media collection only if it is set to Invitation Only. For more information, see *Specifying the Access Level as Private or Invitation Only*.

### Sharing with Email Invitations

You can invite colleagues to view an album, library, or folder when it is set to Invitation Only. You can share content by sending a personalized email invitation that includes a sample of the shared content.

#### To share an album, library, or folder using an email invitation:

1. Open the album, library, or folder you want to share. For more information, see *Accessing the Main Pages*.
2. On the AlbumName, LibraryName, or FolderName page, click Share.
3. On the Share Invitation page, specify the email address for each recipient by doing any of the following:
  - In the “To” box, type the email address. If you want to add multiple recipients, add a comma to separate the email addresses.
  - In the Invite Contacts list, select one or more existing contacts. The contact name is displayed in the “To” area. When you click Send, the contacts listed will be included in the invitation. To remove a name, click it. For more information on adding new contacts, see *Contacts*.
4. If you want to preview the email before sending it, click Preview to open a popup window that displays the email contents.
5. Click Send Invite.

## Contacts

You can store email addresses for your business contacts and partners in a contact list, which is then available to you when you create email invitations to shared content. In this way, you can easily select a contact from your list without having to remember or look up the email address.

You can also import contacts from a CSV file. For example, you can import an address book from Microsoft Outlook into your contact list.

### *Adding and Modifying Contacts*

You can add, modify, and delete email addresses in your contacts list.

#### **To add, edit, or delete a contact:**

1. On the Home page, click Contacts.
2. On the All Contacts page, do one of the following:
  - **Add a new contact-** Click the Add New Contact button. On the Create New Contact page, specify the name and email address of your contact and then click Submit.
  - **Edit a Contact-** Click the name of the contact you want to modify. On the Edit Contact page, change the name and/or email address of your contact and then click Save.
  - **Delete a Contact-** Select the corresponding check box for the contact and then click Delete. In the confirmation window click OK. You can use Select All or Deselect All to select or clear all of the check boxes.

### *Viewing Contacts*

You can view all your contact names and email addresses on the All Contact page.

#### **To view contacts:**

On the Home page, click Contacts.

The screenshot shows the MTS Allstream Remote Drive service interface. At the top, there is a navigation bar with 'HOME', 'UPLOAD FILES', 'MY REMOTE DRIVE', and 'FILE MANAGER'. Below this, the 'Contacts' section is active. The page title is 'All Contacts'. There are buttons for 'Create New Contact', 'Delete Contacts', and 'Import Contacts'. A search bar is visible with the text 'Search your media'. Below the buttons, there is a table with two columns: 'Contact name' and 'Email address'. The table contains one entry: 'Guy Sample' with email 'guysample@ABC.com'. There are also 'Previous' and 'Next' buttons. At the bottom, there is a footer with 'Contact Us', 'Privacy And Legal', and 'Copyright © 2010 Manitoba Telecom Services Inc. All Rights Reserved.'

## Importing Contacts

To import contacts, you first need to create a CSV file containing your contacts. For Microsoft Outlook, convert your Outlook contacts file to a CSV file. For more information, refer to the help information on the Import Contacts page.

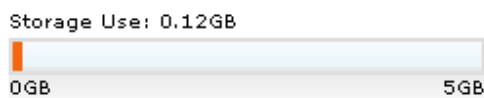
### To import contacts:

1. On the Home page, click Contacts.
2. On the All Contacts page, click Import Contacts.
3. On the Import Contacts page, click Browse. In the dialogue box that opens, select the CSV file that contains your contacts and click Open.
4. Click the Import Contacts button. The contacts that are added to the All Contacts page. If you receive an error messages when attempting to import your contacts, you may need to edit your CSV file.

## My Remote Drive

The My Remote Drive page lets you upload and view your personal data for all devices in a centralized repository. You can view all your uploaded Documents, Images, Videos, and Audio and then share these files by sending email invitations to colleagues.

You can track your current storage use and see your total storage allowance using the Storage Use Indicator. You can monitor your storage capacity and determine if you need additional storage space from your service provider.



### Viewing Content in My Remote Drive

You can view all your online files on the My Remote Drive page. You can also filter the list of files displayed in your folders based on whether it's a Document, Image, Video, and Audio.

#### To filter the content:

On the My Remote Drive page, select Documents, Images, Videos, or Audio to display all files of that type. If you want to show all content, select Show All.

**Note:** If you have The Remote Drive PC Client software installed, select the tab that contains the content you want to filter.

### Sharing Content from My Remote Drive

You can easily share content directly from My Remote Drive to colleagues. Alternatively you can share content from the Documents, Images, and Videos pages available from the File Manager page.

#### To Share from My Remote Drive:

1. On the My Remote Drive page, select one or more items to share and then click Share from Remote Drive.
2. On the Share from Remote Drive popup window, confirm the media type, if necessary. The default option selected for media type is dependent on the file type of the selected files. Files of any format can be copied to Documents.

**Note:** You cannot share playlists due to Digital Right Management issues.

3. Do the following:
  - Add your selections to a new folder, album, or library by selecting the corresponding option and specifying the name, adding a description (optional), and selecting Invitation Only as access type.
  - Add your selections to an existing folder, album, or library, by selecting an existing media collection.
4. Click Next to go to the folder, album, or video page.
5. Click the Share button.
6. On the Share Invitation page, fill out the information and click Send. For more information, see Step 3 in *Sharing with Email Invitations*.

### **Uploading Files to My Remote Drive**

You can upload files to My Remote Drive and then add them to a media collection in the following ways:

- Upload files using the web based upload tools that allows you to upload multiple files at a time. Alternatively you can use a basic tool that lets you upload a few files at a time. When you upload files using the upload tools, they are added to your Web Uploads folder.
- Upload files using The Remote Drive PC Client software, which can automatically add selected files. For more information, see The Remote Drive PC Client software User Guide.

#### **To upload files:**

1. Click Upload Files on the Primary Navigation Bar.
2. On the Upload Files To Web Uploads page, click the web upload tool to activate it.
3. On the Select Files page, click Select Files.
4. In the popup window, select the files you want to add and then click Open. You can select multiple files by holding down the Ctrl key and selecting the files you want to upload. The selected files are listed in the File Name column.
5. On the View Selected Files page, do the following:
  - To add more files, click Select Files and repeat the previous step.
  - To delete a particular file from the upload list, click Remove.
  - To delete all files from the upload list, click Clear List.
6. When you are finished selecting the files you want to upload, click Next.
7. On the Select Upload Destination page, do the following:
  - Select the folder you want to upload.
  - Click Create Folder to add a new folder. In the popup window, specify a folder name and click Create.
8. Click Upload. A progress bar appears to show you the progress of the upload. A confirmation message is displayed once the upload is complete.
9. On the Upload Files page, click Upload More if you want to add more files. If you are finished, click Complete. All uploaded files are displayed on the My Remote Drive page.

### **Adding Items from My Remote Drive to Media Collections**

When adding Documents to Folders, Images to Albums, Videos to Libraries, or Audio to Playlists, you can select the File From My Remote Drive option if you want to add existing files, directly from previously uploaded files. In this case, Add Files From My Remote Drive page opens.

For more information, see *Adding Documents to a Folder*, *Adding Images to an Album*, *Adding Videos to a Library*, or *Adding Audio Files to a Playlist*.

#### **To add files from My Remote Drive:**

1. On the Add Files From My Remote Drive page, select the files you want to add to the folder, album, library, or playlist. You can Select All or Deselect All to select or clear all files. You can also sort the file list by type, size and upload date.  
**Note:** If you have The Remote Drive PC Client software installed, you can select files that have been uploaded by those applications by selecting the corresponding tab.
2. Click Finish to add the selected files.

### **Deleting Content from My Remote Drive**

You can delete files that have been uploaded to My Remote Drive.

#### **To delete content from My Remote Drive:**

1. On the My Remote Drive page, select the file that you want to delete. You can select and clear all files by clicking Select All or Deselect All.
2. Click Delete, a confirmation message appears warning that the selected file(s) will be permanently deleted from the Web Uploads folder and will be removed from any shared Media collections.

**Note:** Deletion is normally completed within 72 hours, however circumstances may arise that cause permanent deletion to occur on a different timeframe than targeted.



## Shared Collections

You can view all folders, albums, and libraries that are set to Invitation Only on the Shared Collections page. You can change any shared collection to Private if you no longer want to be able to share it.

### Finding Shared Media Collections

Your shared media collections are displayed on different tabs according to type.

#### To find a shared media collection:

1. On the File Manager page, click Shared Collections.
2. On the Shared Collections page, click one of the following tabs:
  - Documents – Displays all document folders that are Invitation Only.
  - Images – Displays all image albums that are Invitation Only.
  - Video – Displays all video libraries that are Invitation Only.

The screenshot displays the MTS Allstream Remote Drive service interface. At the top, there is a navigation bar with tabs for HOME, UPLOAD FILES, MY REMOTE DRIVE, and FILE MANAGER. Below this, there are sub-tabs for Images, Video, Audio, Documents, and Shared Collections. A search bar is visible with the text "Search your media". A storage usage indicator shows "Storage Use: 0.01GB" out of a total of "10GB". The main content area shows a list of shared collections with columns for "Collection Name" and "Date Updated". A sidebar on the left contains icons for Photos, Videos, and Documents. At the bottom, there is a footer with "Contact Us", "Privacy And Legal", and "Copyright © 2010 Manitoba Telecom Services Inc. All Rights Reserved."

**Note:** You can click the name of the media collection to open it.

## Searching Shared Collections

You can search by name for a particular document, image, video, or media collection that is listed in Shared Collections.



### To search by name:

1. On the Shared Collections page, enter the search term in the box provided at the top and then click the Search button.
2. On the Search Results page, do the following:
  - Start a new search by entering another search term and/or selection All, Documents, Images, or Videos in the available drop down box. Click Search to run the search again.
  - Click the name of the item in the search results area to open it.

## Changing Invitation Only to Private for Shared Collections

A shared media collection can be changed to Private so that it is no longer available for sharing to colleagues. For more information on access levels, see *Specifying the Access level as Private or Invitation Only*.

### To change a shared media collection to Private:

1. On the Shared Collections page, locate the folder, album, or library you want to change from Invitation Only to Private. For more information, see *Sending Shared Media Collections*.
2. For the media collection(s) you want to change, select the corresponding check box in the Collection Name column, you can use the Select All and Deselect All to select and clear check boxes.
3. Click Change to Private in the confirmation box, click OK.

**Note: If you require any further assistance regarding the Remote Drive Service, please contact technical support at 1-877-663-2791. After selecting your language, choose option 4 to be directed to technical support. Although Allstream Small Business technical support does not cover issues which may result from your desktop or hardware, we would be happy to offer assistance with the Remote Drive service or any other Allstream Small Business products or services.**

**User's Guide**

For Casero Remote Drive software application  
Version 2.5  
DOC# DMS025-01P  
September 2007

For more information about the software itself, please contact:

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Casero Inc.

For more information about the Remote Drive service offered by MTS Allstream Inc. please see [www.allstream.com/smallbusiness](http://www.allstream.com/smallbusiness) or call 1-877-663-2791.

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The MTS Allstream Remote Drive service is intended to act as a backup for your files. The files are stored in a remote third party server within Canada and are accessible by you with your username and password. MTS Allstream does not have direct access to your files as it only operates the service. MTS Allstream has contractual arrangements in place with the third party housing the server to guard against unauthorized use, access and disclosure of your files by the third party.