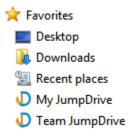# How to Set Up the JumpDrive Service

This guide outlines how the JumpDrive is initially accessed, downloaded, configured and used by Users from the nWorkSpace and on desktops, laptops and mobile devices.
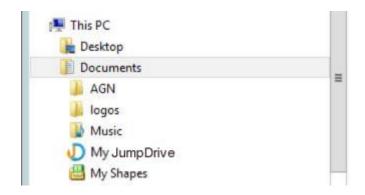
Accessing JumpDrive from the nWorkSpace

- Connect to the nWorkSpace
- Open Windows Explorer - you will see a pair of items in the *Favorites* section called *My JumpDrive* and *Team JumpDrive*
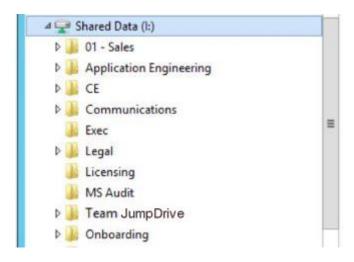

- *My JumpDrive* represents your personal file sync location. This can also be accessed underneath *My Documents* in Windows Explorer.
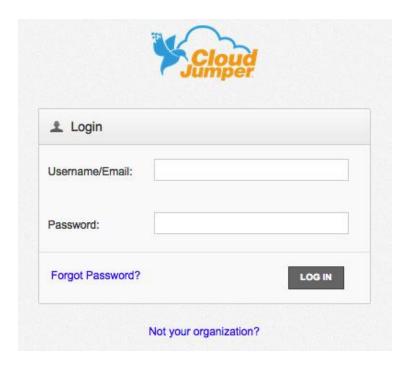
- *Team JumpDrive* represents company shared sync locations that have been shared to you. This can also be accessed under in JumpDrive Team Share in the *I: drive*.

Logging into JumpDrive from the Web Interface

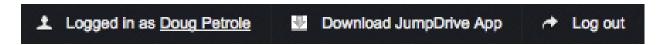- Navigate to your login page – this will be **https://yourcompanyname.syncedtool.com**. For example, the CloudJumper login page is **https://cloudjumper.syncedtool.com**.
- Enter your Username and Password and click *log in* to continue

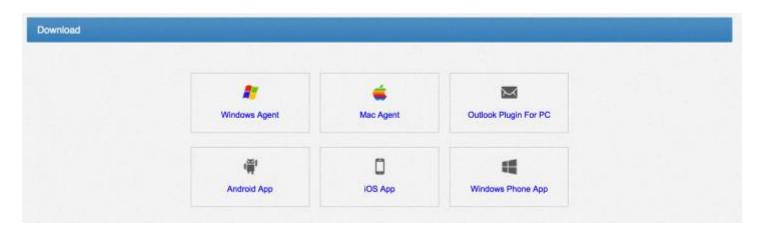   Revision 08.10.16

Installing the Sync Client on your local PC/Mac

- This is the Web Interface page – the location from which you can create folders, upload files, share files with others and download the JumpDrive client. Click **Download JumpDrive App** to begin the process of downloading the JumpDrive client.

- Locate the appropriate client and click it to download it to your local PC or Mac

- Click next through the installer, select the install location and click next again to complete the installation
  - o Note: on Windows devices, there is one additional step:
    - Right-click the JumpDrive icon in the system tray and click **Register**

    - Log in with the credentials provided by CloudJumper

- Keep the radio button next to Typical selected and click Next to continue

- Keep the radio button next to Sync Everything selected and click Next, then finish

- Enter your host per the instructions in the image below (your host will likely be your company name – the "company" in **first.last@company.com**. For CloudJumper, this is the *CloudJumper* in **https://cloudjumper.syncedtool.com**.
- Log in to JumpDrive with your Username and Password – you will see files under the Favorites section in Explorer on a Windows machine or in Finder on a Mac

Installing JumpDrive on mobile devices

- Navigate to the App Store on your mobile device and search for **Synced Tool**. Next, download the Synced Tool app.

IOS DEVICES

- Launch the Synced Tool app on your mobile device and enter **Host** (the "cloudjumper" in **https://cloudjumper.syncedtool.com**, then the **User** and **Password** provided by CloudJumper and tap **Login** to continue
    - o Allowing your device to remember your login credentials is an optional convenience

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- You can now view the files in your JumpDrive Folder

ANDROID DEVICES

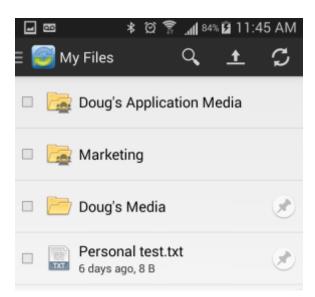- Launch the Synced Tool and tap **Sign In** to continue

- Enter your host (the "cloudjumper" in **https://cloudjumper.syncedtool.com**, Username and Password, then tap **Sign in** to continue
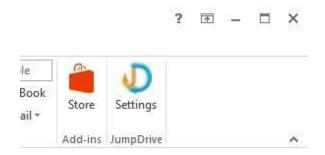

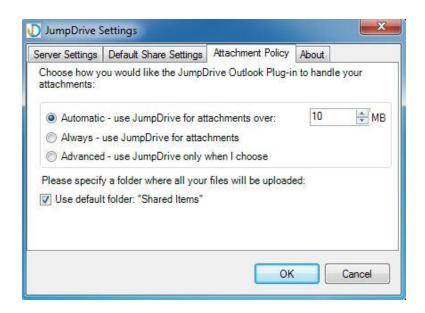- You can now view the files in your JumpDrive folder

Using the Synced Tool Outlook Plugin

- You will automatically be logged into the Synced Tool plugin for Outlook in the nWorkSpace – this will be visible in the ribbon. If you download the Outlook plugin to your PC, you will need to log in with the host (the "cloudjumper" in **https://cloudjumper.syncedtool.com**)and the Username and Password provided by CloudJumper.

- You can send large files as attachments via JumpDrive by clicking **JumpDrive Settings** in the ribbon, then clicking **Attachment Policy** and setting the size of the files you'd like to automatically use JumpDrive for

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- When attaching a file to an email, you will see this prompt giving you the option to JumpDrive to send all attachments for you

JumpDrive Attachment Notice

You selected to attach a file through Outlook, however there is a JumpDrive Add-in available that provides more robust and secure functionality.

Would you like to set JumpDrive to send the attachment ?

☐ Don't show this again

No   Yes

Additional Questions

Contact your dedicated Engineer or CloudJumper's Customer Engineering team at **support@cloudjumper.com** with any additional questions you may have.