



# Egnyte For iPhone

## User Guide

## Table of Contents

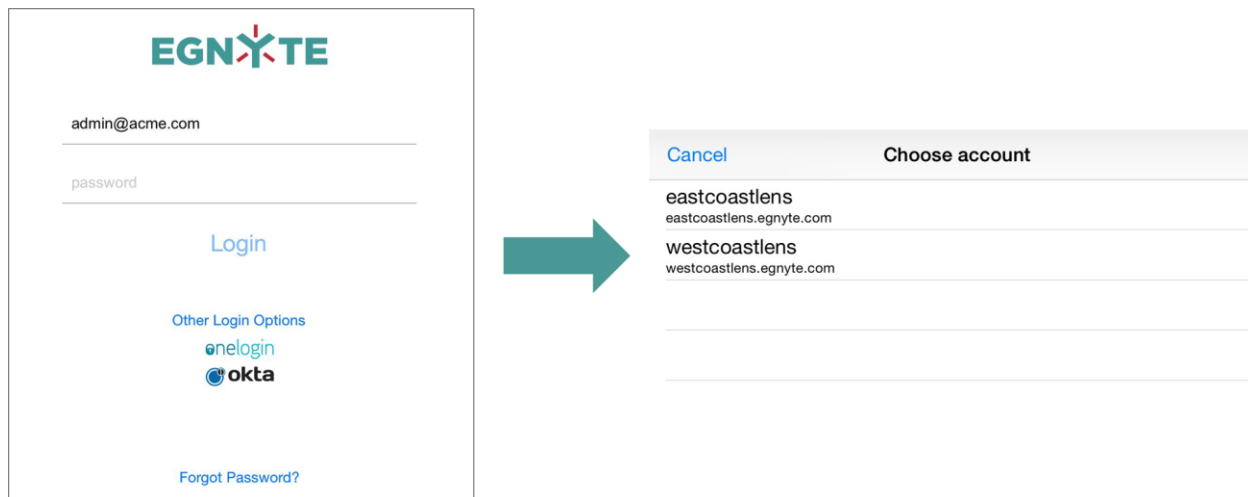
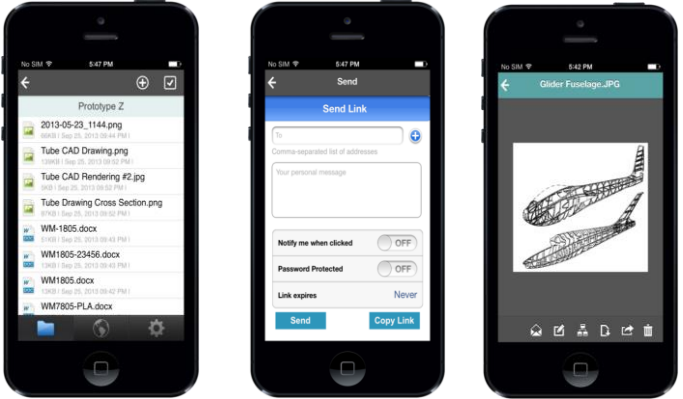
Introduction	3
Signing In	3
Files	4
Accessing Files	
Downloading and Syncing Files	
Folders and Files	7
Creating Folders and Files	
Move or Copy Folders and Files	
Deleting Folders and Files	
Uploading Pictures and Videos	
Saving Email Attachments to Egnyte	
Sharing Folders and Files	
Setting Folder Permissions	
Bookmarking Folders	
Additional File Actions	
Storage Connect	17
Settings	18

## Introduction

You can use our iPhone app to access files, upload new content, send file links, manage folder permissions, tap into Storage Connect file shares, and adjust optional security features. This guide will show you how.

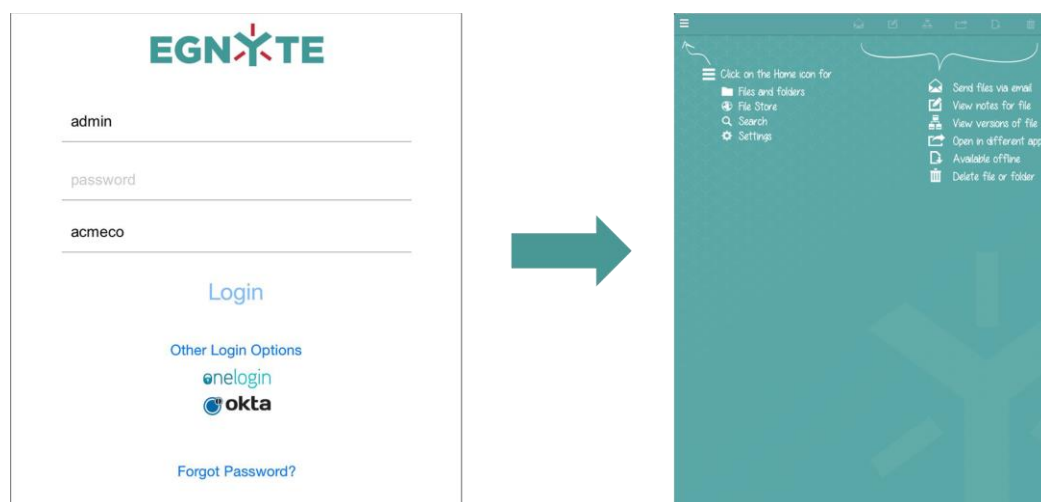
## Signing In

You can now log in to your Egnyte account using your email address. To log in this way, enter your email address and password. When finished, click **Login**. If your email address is linked to multiple accounts, you will be prompted to select an account; otherwise, you will immediately be logged in.



The login screen displays the EGNYTE logo, a text input field for the email address (containing 'admin@acme.com'), another for the password, and a 'Login' button. Below these are 'Other Login Options' for 'onelogin' and 'okta', and a 'Forgot Password?' link. A large teal arrow points to the account selection screen, which has a 'Cancel' button and a 'Choose account' title. It lists two accounts: 'eastcoastlens' (eastcoastlens.egnyte.com) and 'westcoastlens' (westcoastlens.egnyte.com).

You can also still log in using your domain, username and password. When finished, click **Login**. Once you log in, you can navigate through files and folders in your Egnyte account.



To log in with a Single Sign-On (SSO) provider, click *Other Login Options*.

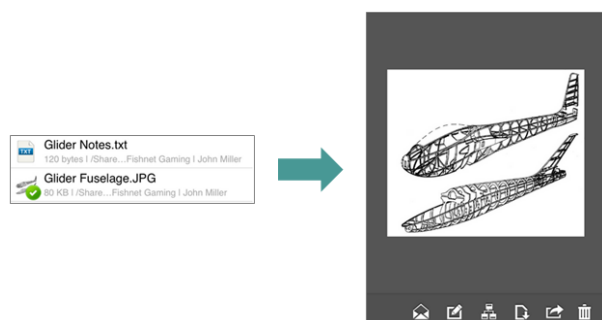


Enter your Egnyte domain name, and then click *Login*. You will be redirected to the login page of the SSO provider currently associated with your Egnyte account. If you have not yet set up SSO with Egnyte, be sure to first [set up SSO through Egnyte settings](#) in your web browser.

## Files

### Accessing Files

To access a file, click on it from the menu bar on the left side of the screen. It will open automatically.



Notice the six icons in the lower right-hand corner of the screen. These are the buttons you use to take actions on a file. We'll explore how to use each one later.



## Downloading and Syncing Files

If you want to look at a file while you are offline (for example, when you're in airplane mode), you need to download the file for offline access. Note that you can now download subfolders when you download a folder.

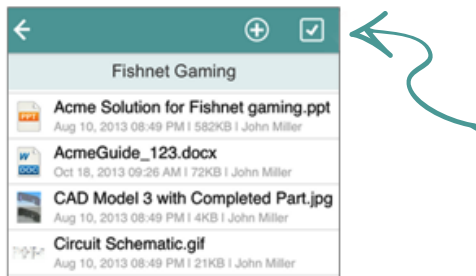
Files available for offline access are marked with a green check or blue chevron. Green indicates the file is downloaded to your iPhone, and matches the file in the cloud. Blue indicates the file is downloaded, but is not up-to-date with the latest version in the cloud.



Egnyte files that have been downloaded to your iPhone will not sync automatically with the version stored in the cloud. This prevents you from accidentally consuming a big chunk of your mobile data plan by syncing files between your iPhone and the cloud.

There are three ways to download a file for the first time, or to update a file with a blue chevron.

1. Select the file in the iPhone app (see above); it will automatically download to your tablet. You can disable this automatic download from the [settings menu](#).



2. Click on the Action button from the file menu. A set of empty squares will appear next to your files and folders.

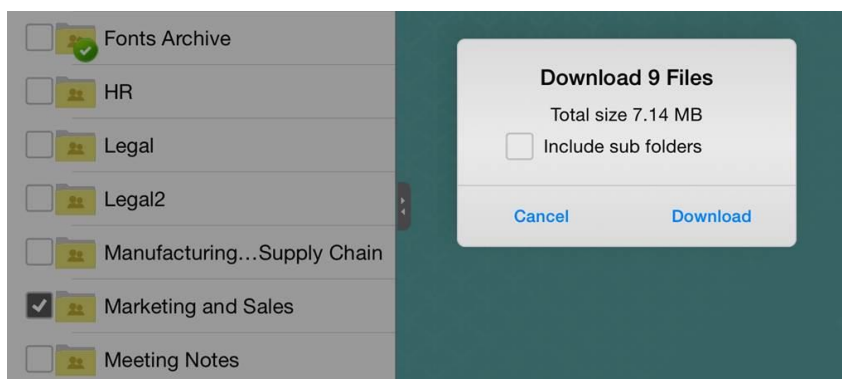
Pick the square next to the file. It will be marked with a checkmark.



Click the More option in the menu at the bottom of the screen, then choose the *Mark as local* option that appears. If you disable auto-download, you'll need to download files this way.

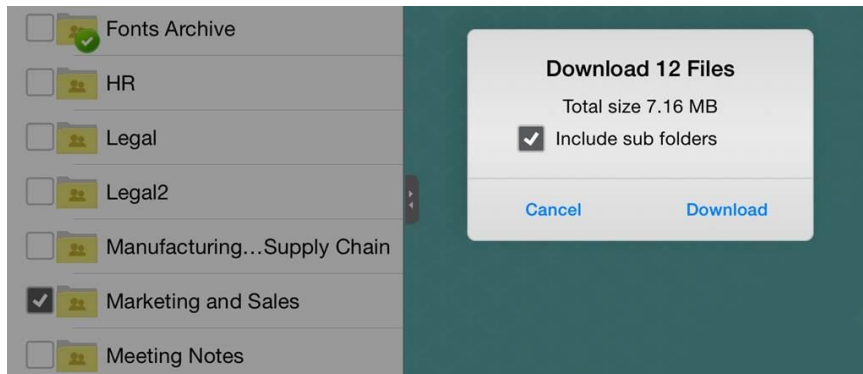


3. You can also download an entire folder at once. Click on the Action button, select a folder(s), then click the download button. When you download a folder, you can choose whether to download files which are nested in subfolders. Just click *Download* if you only want the files which appear by themselves in the folder.



To download nested content, click *Include sub folders*. The dialog box will automatically update to accurately reflect the number of files and download size. Click *Download* to proceed.





To access your files offline, you must log in to your Egnyte account while still online to verify your username and password.

After logging in, be sure you have *Remember Me* toggled on in your [settings](#). Settings can be accessed from the gear icon at the bottom of the file menu. When you close or minimize the app, be sure that you do not log out.

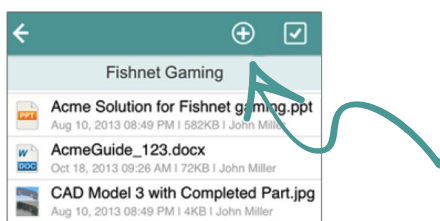


You will remain logged-in to the app until your session times out. Your account administrator may have set an account-wide session time out duration. If not, you can alter this from the settings menu.

## Folders and Files

### Creating Folders and Files

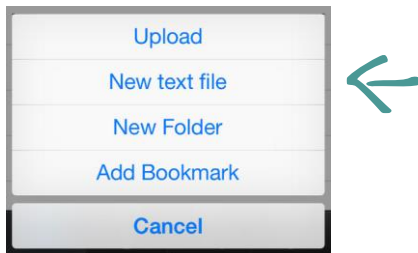
To create a new folder in your current folder, click the New button in the taskbar.



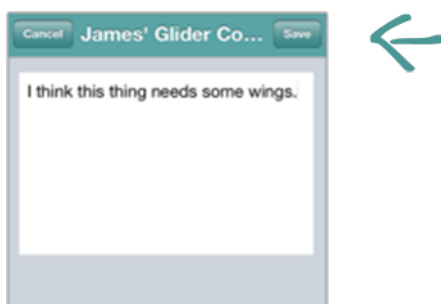
Next, tap the *New Folder* option from the menu that appears from the bottom of the screen.

### Creating a Text File

To create a new text file in your current folder, click the New button and then select the *New text file* option.

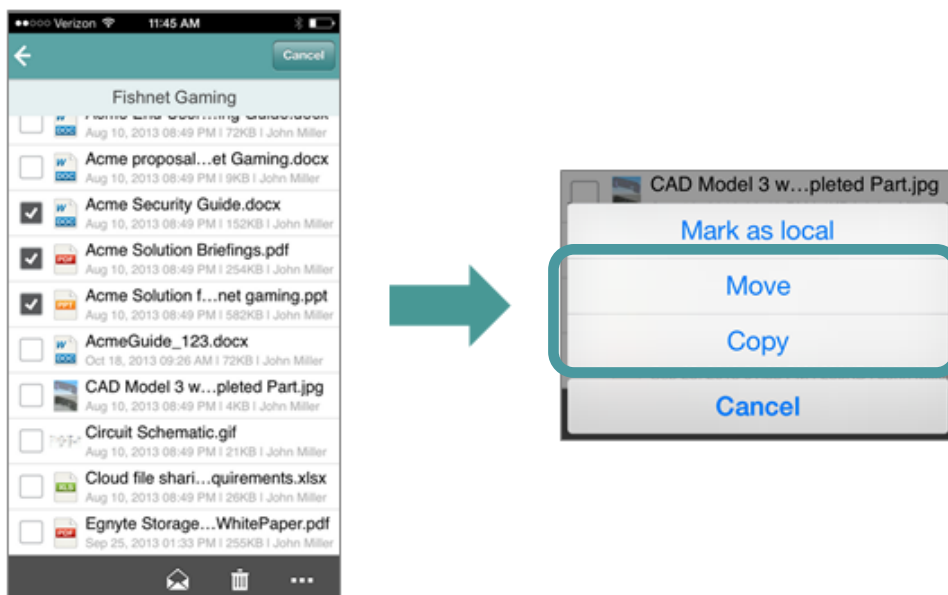


After you provide a new name for the text file, the Egnyte text editor will pop up, and you can enter the body of the text. When finished, click Save.



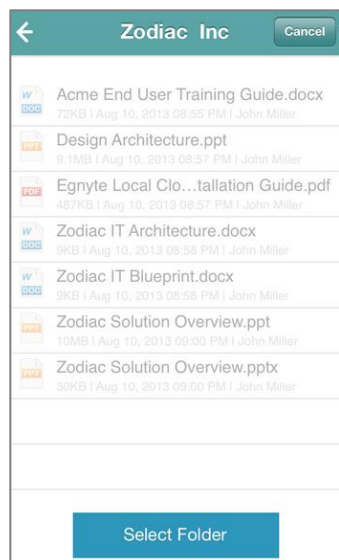
## Move or Copy Folders and Files

You can move or copy one or more files or folders by clicking the Action button, selecting the files or folders to be moved, and clicking the More (three dots) button at the bottom of the screen. Pick Move or Copy.





You will then be prompted to enter a destination for the moved or copied items.



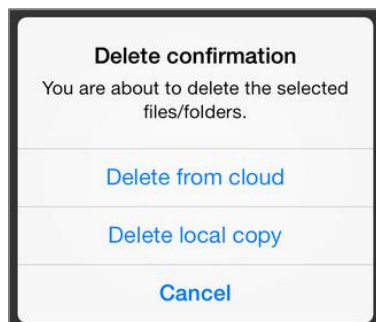
## Deleting Folders and Files

To delete a file, select the file and pick the delete option from the file action menu at the bottom of the screen.



Be careful with this option. If you have marked the file for local storage (think back to the section above), you'll be presented with three options.

*Delete from cloud* will remove the file from both your iPhone and the cloud. *Delete local copy* will delete the file from your iPhone, but a copy of the file will remain in the cloud. Select *Cancel* if you don't want to delete either copy of the file.

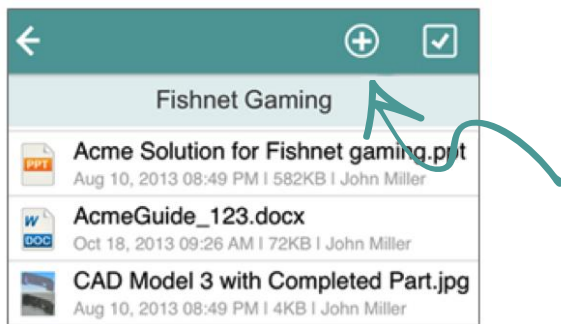


You can delete a folder by selecting the folder and choosing the delete option from the folder action menu at the bottom of the screen.

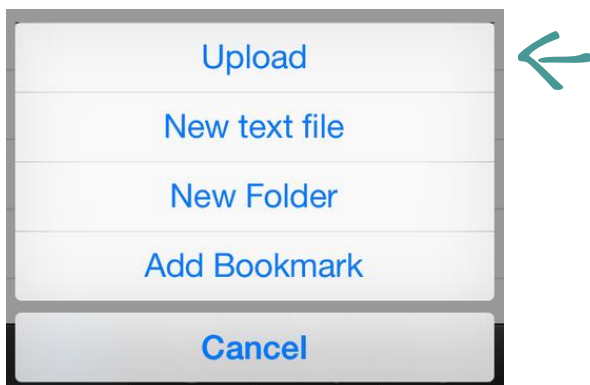


## Uploading Pictures and Video

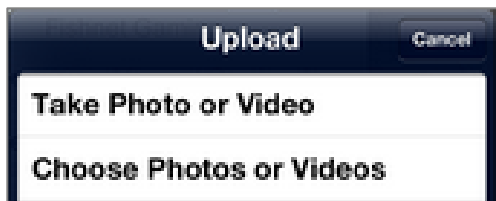
Uploading pictures and videos to your Egnyte account is easy. Start by navigating to the folder where you want your photos or videos to go, and then click the New button.



Next, tap *Upload*.



You'll have the option to either take a new photor or video, or choose a photo from your Photo Stream or Camera Roll.



You'll need to allow Egnyte to access your photos if you want to upload pictures or videos from your iPhones gallery. To allow Egnyte access, select *Settings* → *Privacy* → *Photos* and set the slider next to Egnyte to *On*.

### Saving Email Attachments to Egnyte

To save an email attachment to your Egnyte account, press and hold the file in your email until the following menu appears, and then click *Open in Egnyte*.



To save the file, choose *Select Folder*, navigate to the folder in Egnyte that you want to save the file to, then choose *Select Folder* at the bottom of the screen. After you have selected a folder, click on *Upload this file*.



Once the upload is complete, you will receive a notification that the file was uploaded successfully.

## Sharing Files and Folders

To share files, select the file you want to share, then click on the share button in the file action menu.

A screenshot of the 'Send' dialog box. It has a dark blue header with the word 'Send' in white. Below the header are two tabs: 'Send Link' (active) and 'Send Attachment'. The 'To' field is a text input with a blue plus icon on the right. Below it is a label 'Comma-separated list of addresses'. There is a text area for 'Your personal message'. Below that are three toggle switches: 'Notify me when clicked' (OFF), 'Password Protected' (OFF), and 'Link Expires' (Never). At the bottom are two buttons: 'Send' and 'Copy Link'.

Once you have clicked the share button, you will be prompted to set the sharing parameters:

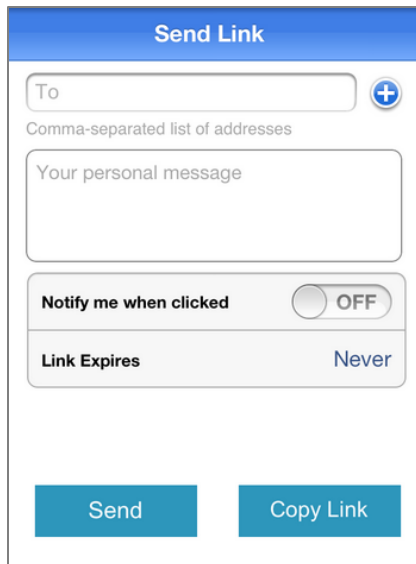
1. Send as either a link or attachment
2. Enter your recipients' email addresses
3. Provide a custom message to your link recipients
4. Choose whether to receive a notification when your link is clicked
5. Protect the link with a password
6. Specify link expiration (either an expiration date or # of clicks)

When finished, click *Send* at the bottom of the screen.

You also have the option to click *Copy Link* so you can paste the file link(s) into another application. When you paste a link, it will retain your notification and expiration settings.

To share a folder, select the folder from the file/folder menu and then choose the share option from the folder action menu that appears at the bottom of the screen.



The 'Send Link' screen features a blue header with the title 'Send Link'. Below the header is a 'To' field with a plus icon and a subtext 'Comma-separated list of addresses'. Underneath is a text area for 'Your personal message'. A toggle switch for 'Notify me when clicked' is currently 'OFF'. Below that, a 'Link Expires' section shows 'Never'. At the bottom are two blue buttons: 'Send' and 'Copy Link'.

Once you have clicked the share button, you can set a few options.

1. Enter your recipients' email addresses
2. Provide a custom message to your link recipients
3. Choose whether to receive a notification when your link is clicked
4. Specify link expiration (either an expiration date or # of clicks)

When finished, click *Send* at the bottom of the screen.

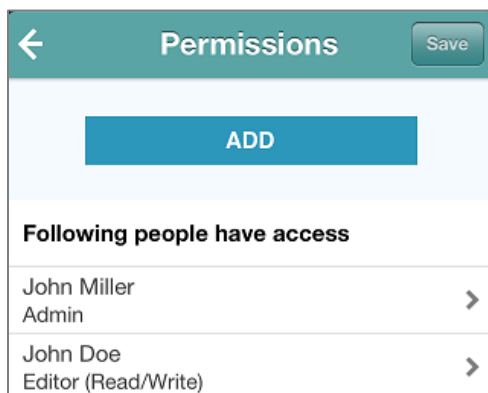
You also have the option to click *Copy Link* so you can paste the folder link(s) into another application. When you paste a link, it will retain your notification and expiration settings.

## Setting Folder Permissions

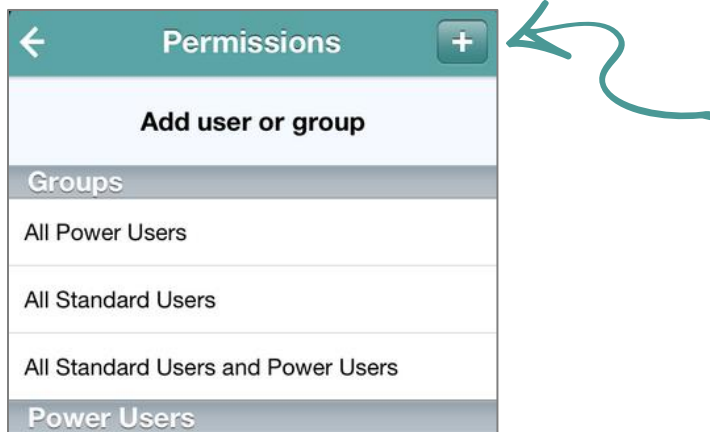
Folder permissions govern whether a user can read, edit, or delete the files contained in a folder. To grant folder permissions, or change an existing user's permissions, begin by selecting the folder and picking the Folder Permissions icon at the bottom of the page.



The next screen will show you who has access to the folder. If you have the "Owner" folder permission level, you'll be able to add a new user, or groups of users, by clicking *Add*.

The 'Permissions' screen has a teal header with a back arrow, the title 'Permissions', and a 'Save' button. Below the header is a large blue button labeled 'ADD'. Underneath is a section titled 'Following people have access' which contains a list of users: 'John Miller Admin' and 'John Doe Editor (Read/Write)', each with a right-pointing chevron.

From the resulting screen, you can assign the folder to existing users or groups, or invite a new user by clicking the + icon in the upper right hand corner.

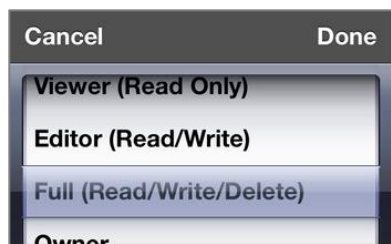


If you choose to invite a new user, you'll be asked to enter her email address, username, user type (Employee or Non-Employee), password, and folder permission level. When you click save, the new user will receive an email inviting them to your Egnyte account.

Inviting an Employee will subtract one available Power User from your account's quota and inviting a Non-Employee will subtract one available Standard User from your account's quota.

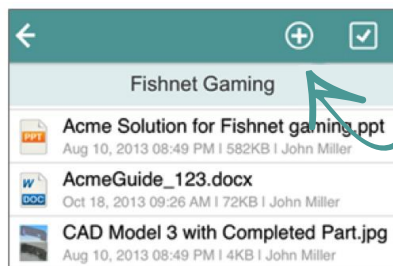
You can also modify the folder permissions for a user who already has access to the folder by selecting and altering their folder permission as depicted below.



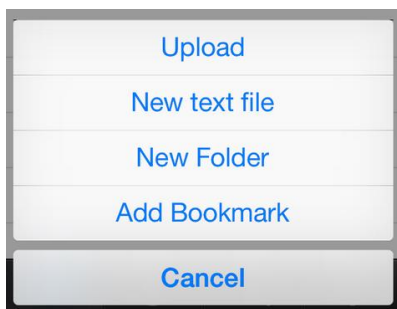


## Bookmarking Folders

To bookmark a folder for quicker navigation, start by navigating to the folder. Select the New option.



Then, tap *Add Bookmark*.



To access the bookmark later, simply go to the *Bookmark* folder from the Home screen.



Bookmarks are synced with your account, so any folders that you bookmark on your iPhone will be available through the web, and any bookmarks you have in the web browser will sync with your iPhone.

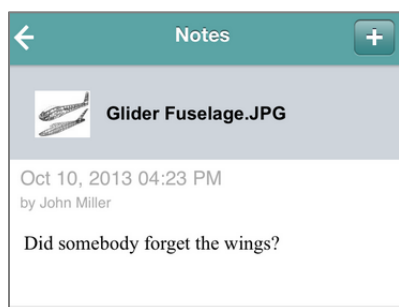
## Additional File Actions

Our iPhone app allows you to take several other actions on a file; these actions are available from the file action menu that appears in the bottom right hand corner after you open a file.



### Taking Notes

Click on the Notes button to read and add comments to the file. These notes will sync with the cloud; others who see the file will be able to read them.

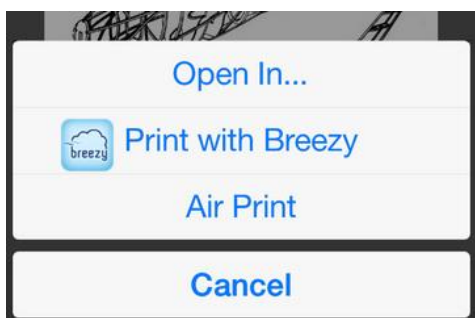


### Viewing Previous File Versions

Click on the Version button to view previous versions of the selected file. You can view any of these earlier versions by tapping them.

### Printing a File (and Opening Files in Different Apps)

After opening a file, you have the option to print a file by clicking on the Open/Print button. This will allow you to print the file on a network printer or open the file in another application.



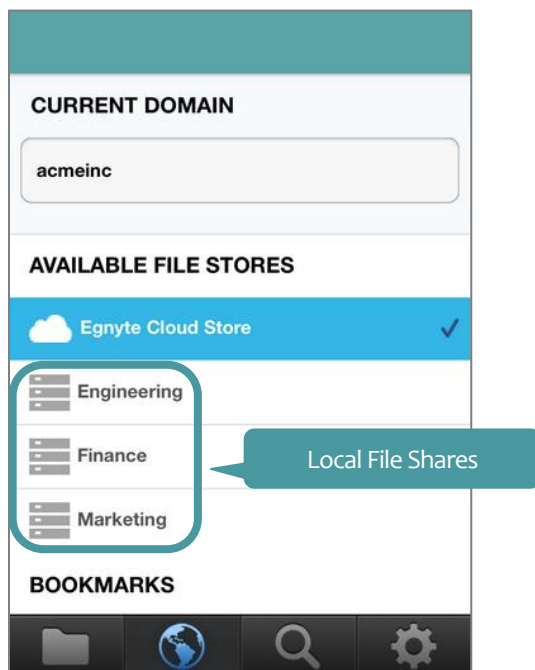
## Storage Connect

Storage Connect is a feature that allows you to remotely access files stored behind the firewall, without moving them to the cloud. This is ideal if you need to be able to access files from outside the office, but can't allow those files to reside in the cloud.

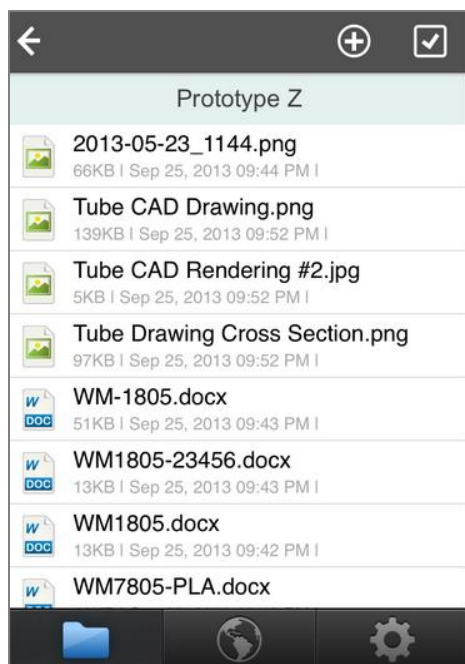
If you have purchased Storage Connect, you'll be able to access your local file shares just like you would from the web interface. Begin by selecting the globe icon at the bottom of the screen.



In the resulting screen, you'll be able to switch between the files you store with Egnyte in the cloud and your local file stores. Tap a local store to access the files it contains.



You'll know you're in the local store because the mobile UI background will change from teal to gray.



Many, but not all, of the features available in the standard mobile UI are available in the Storage Connect mobile UI. All of the following functions are currently supported:

- Uploading new files
- Adding a text file
- Creating new folders
- Downloading files for local access
- Moving, copying, and deleting files and folders
- Sharing files via links (public and private)
- View and add bookmarks in private file stores
- Printing to a networked printer, or opening a file in a separate app

## Settings

To access your Egnyte account settings, click the gear icon at the bottom of the screen.



**Egnyte Settings v5.0**

**Sort by** Name Ascending >

**File Size Warnings** On >

**Media Upload Quality** >

**Security**

**Session Timeout** 8 hours

**Remember Me** ☒

**Passcode Lock** Off >

**Local Storage Encryption**  
Encrypting your local files will affect the performance of your application noticeably ☐ OFF

**Sort by** (Determines how files and folders are sorted)

**File Size Warnings** (controls size of file downloads - read below)

**Mobile Upload Quality** (read below)

**Session Timeout** (automatic logout after designated time)

**Remember me** (saves user login information, even when offline)

**Passcode Lock** (read below)


**Local Storage Encryption** (read below)

**Local Storage**

**Enable Local Storage** ☒

**Delete local files** after 30 days >

**Maximum Storage** Unlimited

**Automatic**  ☒

**Purge Local Files**

**Help**

**Send Feedback**

**Privacy Policy**

**Enable Local Storage** (read below)

**Delete local files** (read below)

**Maximum Storage** (read below)

**Automatic** (automatically download files when accessing them)

**Purge Local Files** (delete all local files immediately)

**Help** (opens up the iPhone Help FAQ)

**Send Feedback** (send Egnyte support a troubleshooting ticket)

**Privacy Policy** (read Egnyte's privacy policy)

**File Size Warnings** give you a way to monitor the size of file downloads either through mobile connection (*cell*) or wifi connection. If the file is larger than your selected value(s), you will receive an alert and will have the option to prevent the download and preserve your internet bandwidth.

**Media Upload Quality** allows you to reduce the size of an image or video file by reducing the quality settings so the file will upload faster. For video, *high* designates the original quality video.

**Passcode Lock** allows you to require the entry of a four digit PIN when you reopen the application after a specified period of time has elapsed since last use.



This passcode will be required even if you have already entered your Egnyte log-in password, but you can set a timeout duration so that the passcode is only required after 5 minutes (for example). This would prevent you from having to enter the passcode every single time the device is brought back from idle state, but would effectively prohibit access to your Egnyte content after 5 minutes.



One powerful security feature enabled by the passcode is the ability to wipe the Egnyte content stored locally on your iPhone after 10 incorrect passcode attempts.





You can also configure your iPhone to require entry of a passcode to view content while the device is offline, or you can disable local storage of content on the device altogether.

**Local Storage Encryption** encrypts the files that you have marked for local access. Think of this as an additional layer of security. If somebody gets hold of your iPhone, and attempts to extract your files directly off the device (without logging into the Egnyte app), encryption could still stop them.

**Enable Local Storage** gives you the ability to control how much data can be downloaded to your iPhone, thereby preventing your iPhone memory from being consumed by business files. When you select a Local Storage value, Egnyte will prevent further files from being downloaded once that value is reached. You will also receive a warning when approaching local storage capacity.

**Delete local files** allows you to set a lifespan (for example, 30 days) after which local copies of files will be deleted from your iPhone. This is a useful security measure that can minimize the risk of losing sensitive files if someone steals your phone.

**Maximum Storage** allows you to set a maximum quantity (100 MB, 200 MB, etc.) of Egnyte files that can be downloaded to your iPhone.