COMODO
Creating Trust Online®

CCloud **for iOS Devices**

User Guide
Guide Version 3.0.010215

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1. CCloud for iOS - Introduction

The Comodo Cloud app allows you to quickly and easily access your online files right from your iOS tablet or smart-phone.
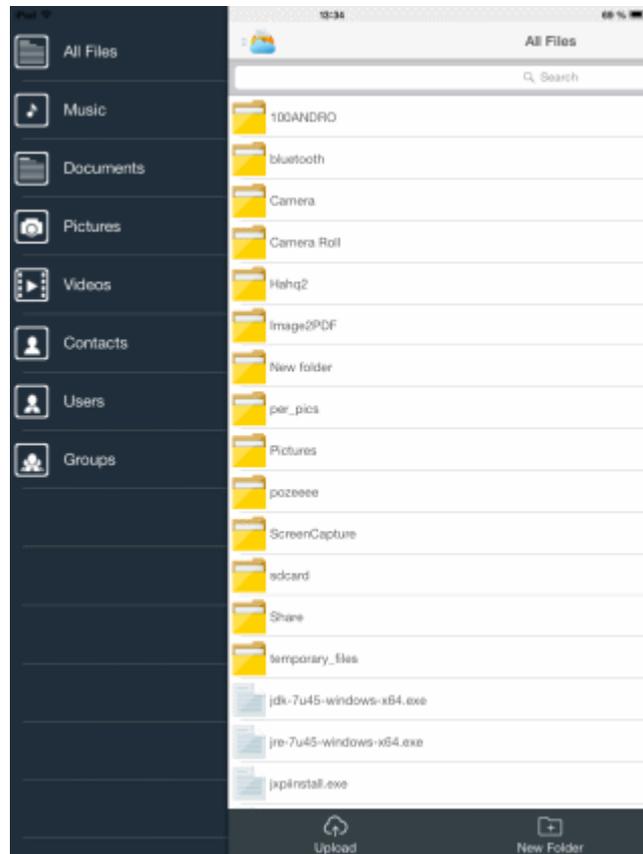
Features and Benefits:

- Upload documents, photos and videos from your phone/tablet and they will be available for download to all your devices

- Link-Sharing feature lets you share photo albums, video collections and documents with friends

- Store movies and music online and play them directly on your device

- Take videos and create documents in-application then upload in one smooth process

- Create online copies of invaluable personal and business data as backup against loss or corruption

- Encrypted storage and transfer ensures your files cannot be intercepted or viewed by anybody else

- AutoSync feature synchronizes pictures, videos and contacts with your account automatically and time based.

The CCloud app can be downloaded and installed from the App Store and can be started by tapping the app icon on the home screen:

1.1. Starting Comodo Cloud

Once installed, the fastest way to start Comodo Cloud is by tapping the home screen icon:
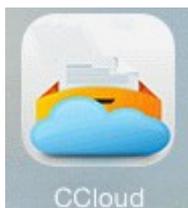
On using the app for the first time, the End User License Agreement will be displayed.
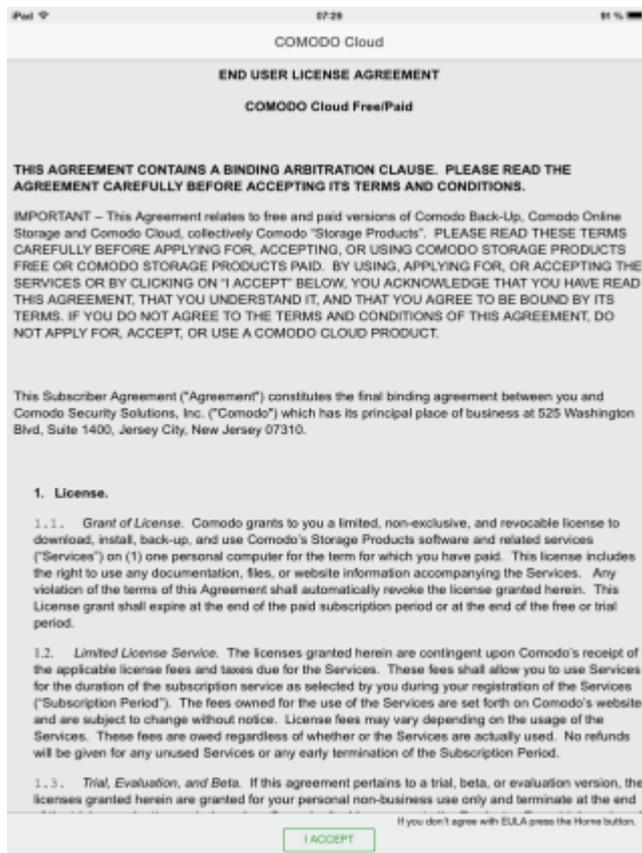
- Scroll down, read the EULA fully and accept to the agreement by tapping 'I Accept'.

The Login screen will appear.
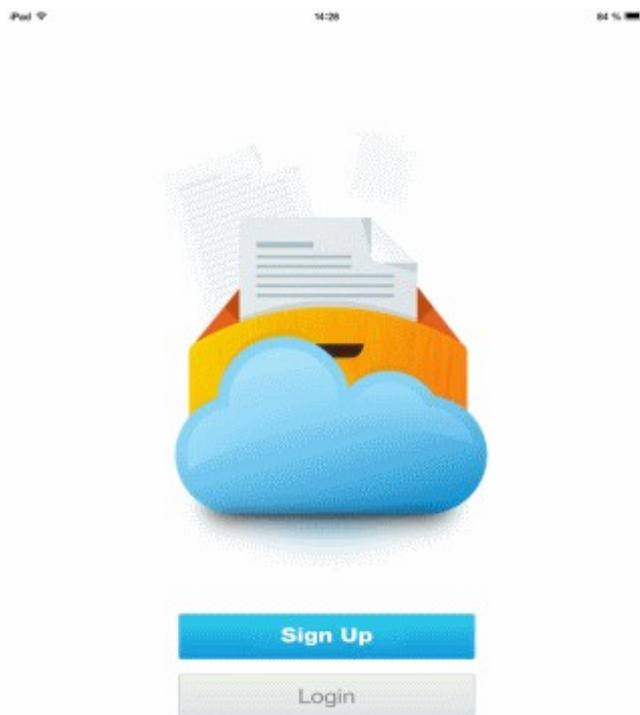
- If you do not have a CCloud Online Storage account, tap Sign Up and register for a new account. Refer to **Register a new account** for more details.

- If you already have a CCloud online storage account, tap login and enter your username and password. If you have forgotten your password, you can reset it now. Refer to the section **Resetting your password** for more details.

The Auto-Backup status screen will be displayed.
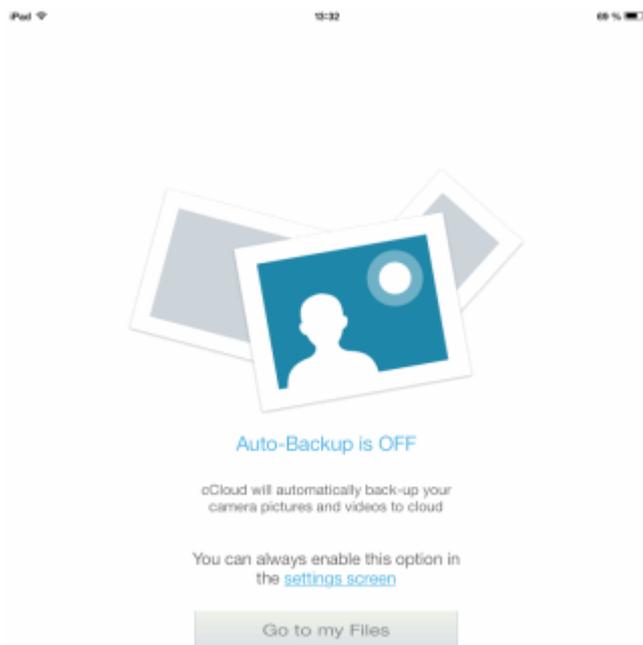
- To access your online storage, tap 'Go to my files'.
- To change the settings of auto-backup, click the 'setting screen' link. Refer to the section **Scheduling Automatic Backup** for more details.

Resetting Password

If you have forgotten your CCloud password, you can reset it by tapping 'Recover it here' from the login screen.

To reset your password

- Tap 'Recover it here' from the login screen. The 'Recover your password' screen will open.

- Enter your email address as registered with your CCloud account and tap Recover password.

A password reset email will be sent to your email. You can tap the password rest link from the email and set a new password for your CCloud account.

1.2. Register a New Account

To use Comodo Cloud, you first need to register for an online storage account. All users get 10 GB of free online storage for the first 90 days. If you haven't already created an account, please read the following steps:

In order to start the application, tap the CCloud icon.

The Login screen will appear.
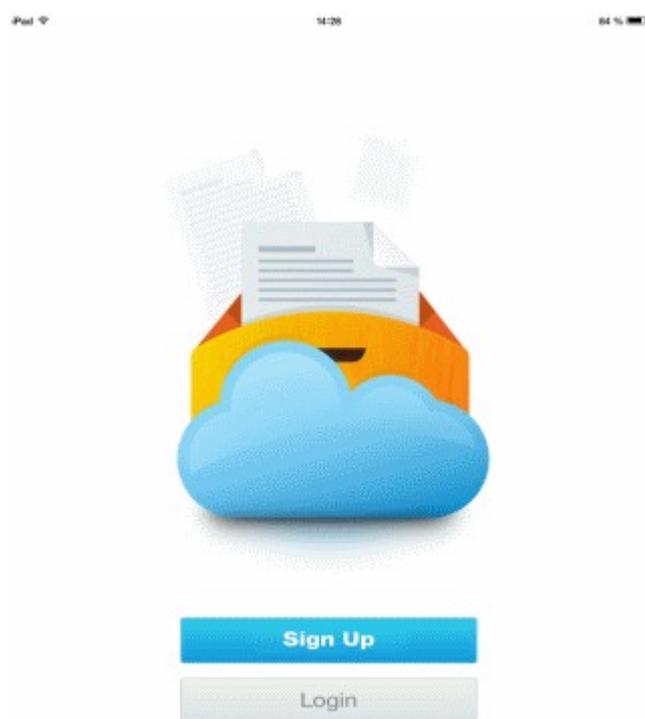
- Tap 'Sign Up'

Enter your Email address and tap 'Sign Up'. You will be taken to **https://ccloud.com/pricing** for selecting the ccloud package that suits your requirements.
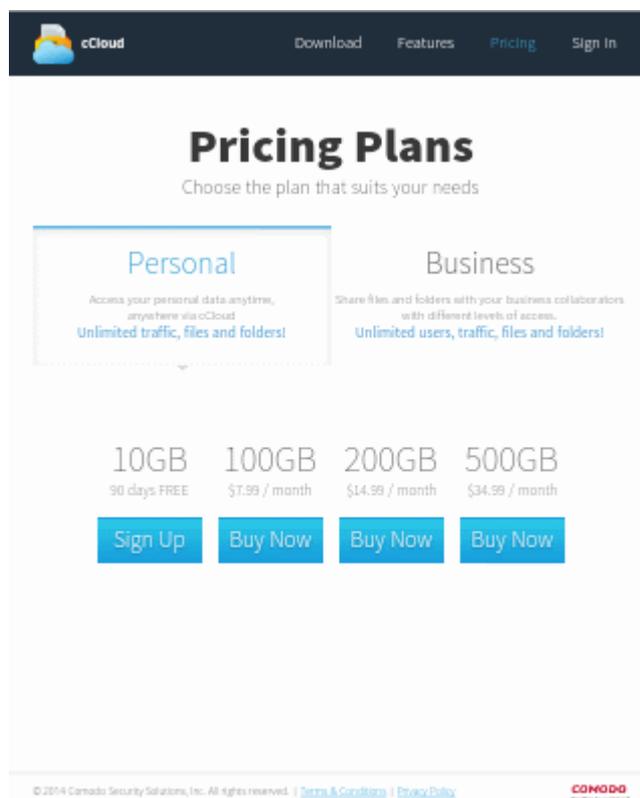
- Tap 'Buy Now'/'Sign Up' under the plan of your choice.
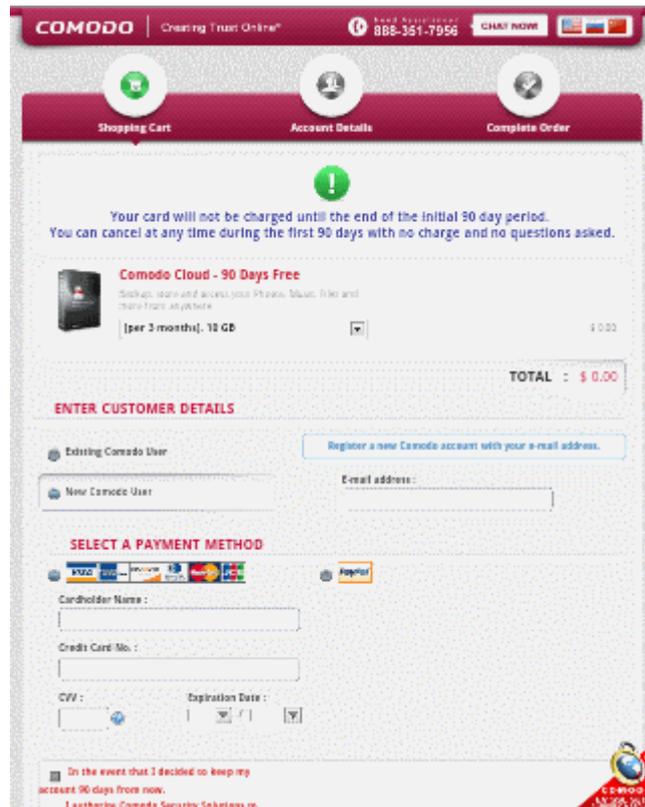
- If you already have an account with Comodo, select Existing Comodo User and enter the email address and password for the account. Otherwise, select 'New Comodo User' and enter your email address (which will serve as your username).

- Select a payment method and complete the payment details section

- The 90-day free trial offer is available only for 'Personal' users of the 10 GB plan. If you wish to continue using the service after this trial period, then select the checkbox that authorizes Comodo Security Solutions to charge your card after the trial period is over. You can cancel the trial at any time during the 90 day evaluation period without any charge accruing to your account.

- Carefully read the 'End User License Service Agreement' and 'Terms of Sale'

- Click 'Continue' and complete the account registration procedure.

- Your account will be activated immediately. A confirmation mail will be sent to the email address you specified.

- After account creation, you can login in by tapping the 'Login' button from the application start-up screen:
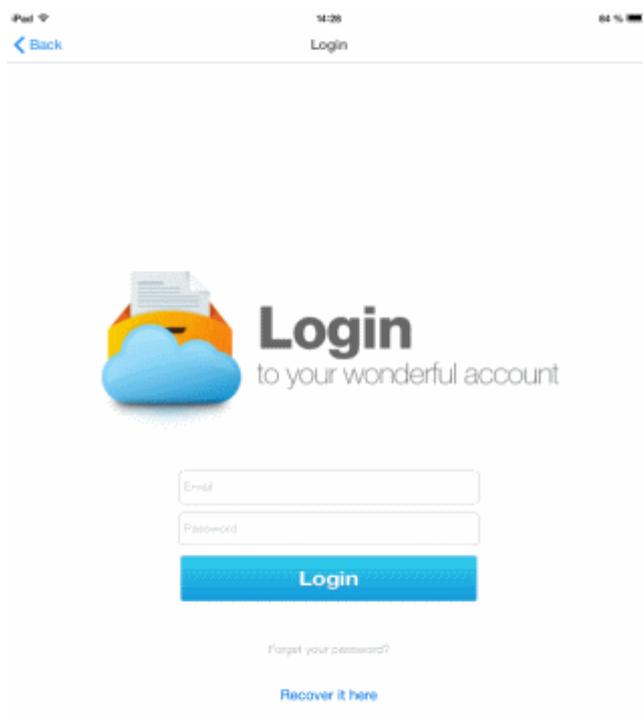
2. The CCloud Interface

The CCloud interface in your device allows fast access to all file management features and to quickly accomplish any task within a few taps:
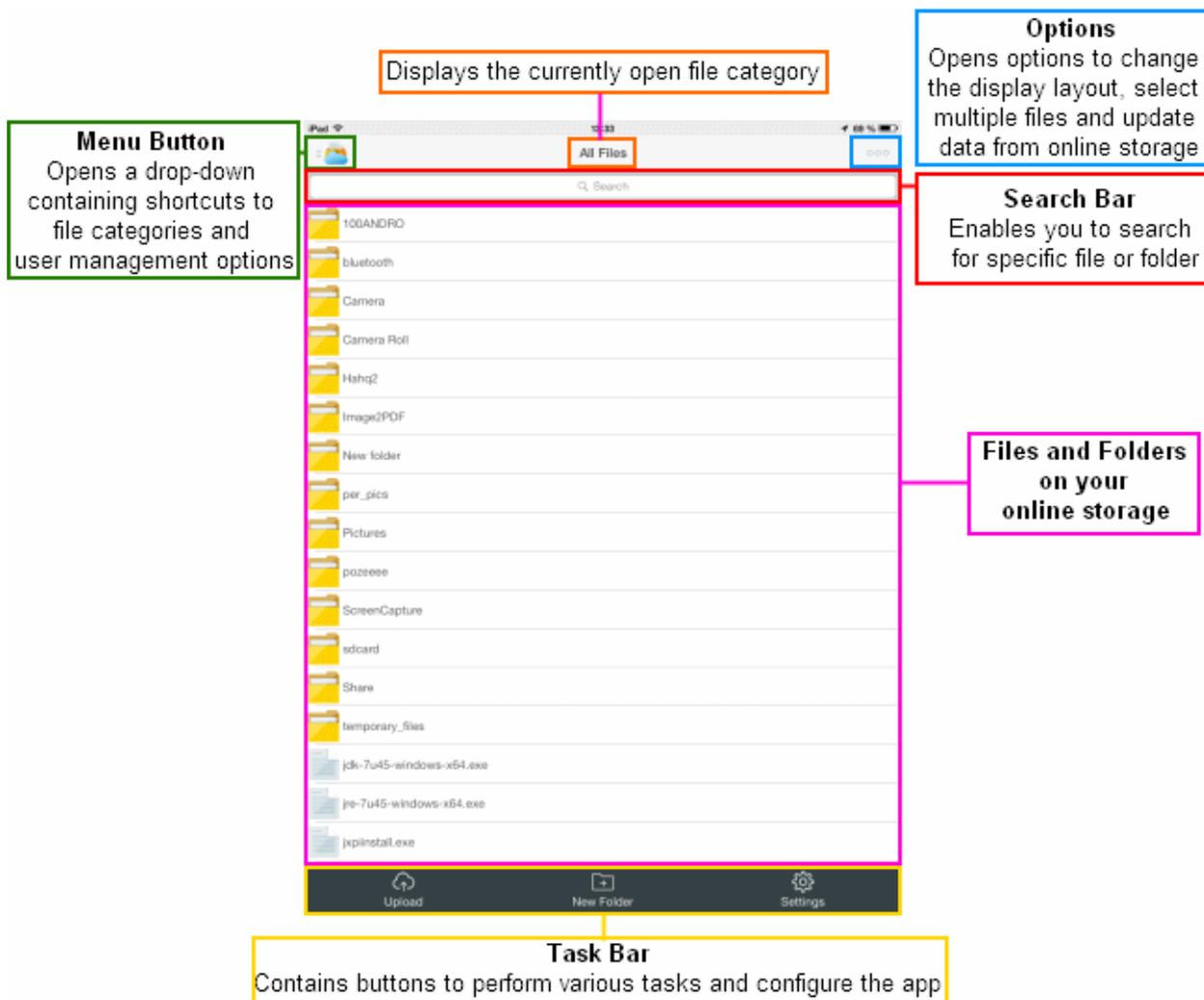
General Navigation

- Tapping the Menu button at the top left will display a drop-down containing shortcuts to different file categories and user management options.
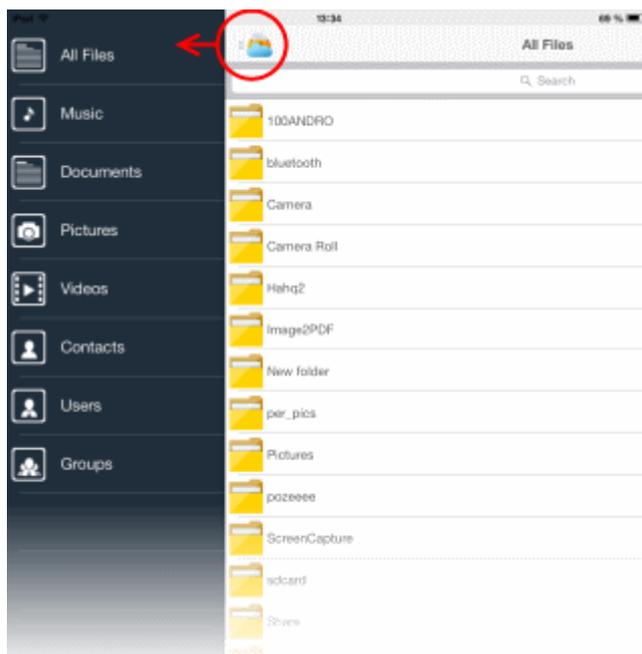
- Tapping the Option icon at the top right will display an options bar.
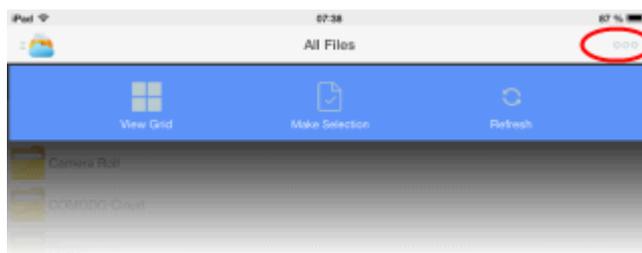
- View Grid or View List – Enables you to switch between Grid and List view of your files and folders in your online storage
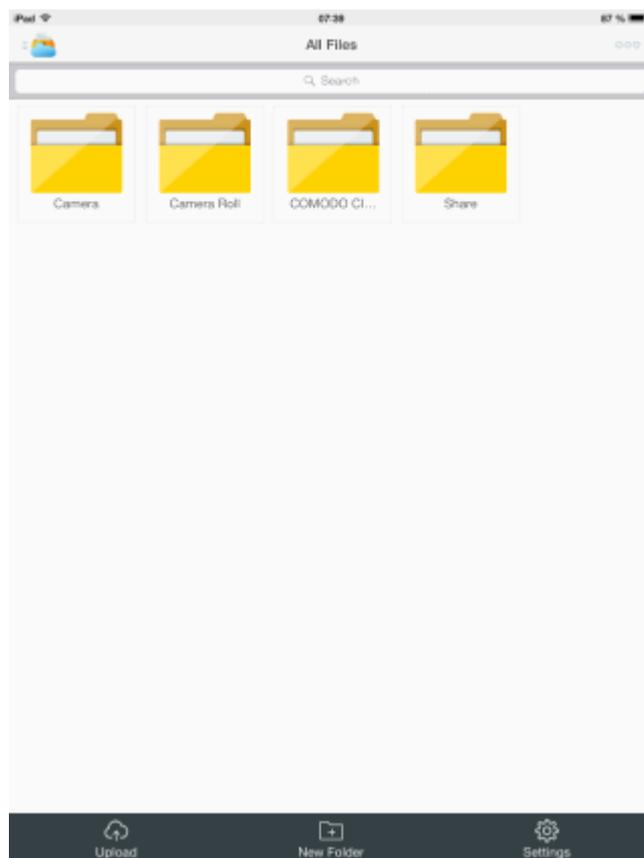
- Make Selection – Enables you to select multiple files/folders to be copied, moved or removed at once. Refer to the section **Managing your Online Storage** for more details.

- Refresh – Reloads the list of files and folders in your online storage.

3.Scheduling Automatic Backup

The CCloud application in your device allows you to automate the process of backing up and synching your data such as documents, contacts and media files with your online storage account. The file sync operation is a two-way process, meaning any changes done in the device or online storage will automatically be reflected in the other during next scheduled backup operation. For example, if a picture is removed or added from the online storage, it will be also removed or added in the device. The backup feature saves you from a lot of trouble in recovering your latest data in case your device is lost or unable to access them for some reason.

The configuration settings screen for backup can be accessed by two ways:

- Whenever the app is started, the On/Off status of Auto-Backup will be displayed.

- To switch On the Auto-Backup or to change the current Auto-Back up settings, click the 'settings screen' link. The Settings screen will be displayed.

Tip: Alternatively, you can open the Settings Screen by tapping the 'Settings' icon in the Task Bar at the bottom of the interface.
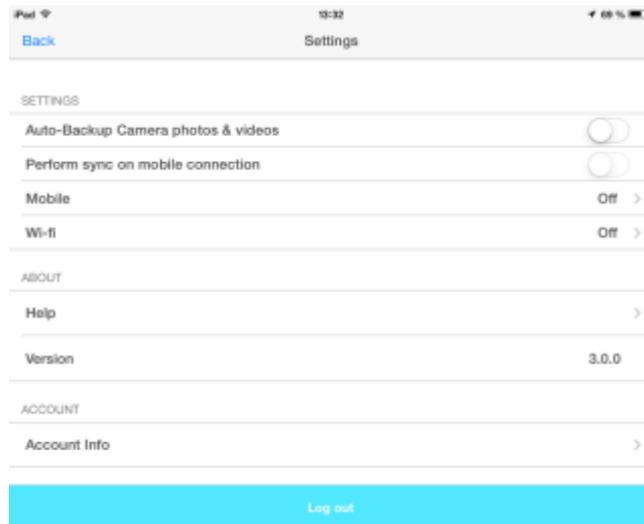
- **Auto-Backup Camera photos & videos** – Switching On 'Auto-Backup Camera photos & videos' automatically backs up the files and folders from your device to your online storage at the schedules time.

- **Perform sync on mobile connection** – By default, if you enable auto-backup, the backup process is carried out only through Wi-Fi connection, if available, at the scheduled time. If you want the CCloud to run the backup also through your 3G or other data connections then switch On 'Perform sync on mobile connections'. Note – Running Backup through your data connection will use your data plan and may incur charges.

- **Mobile** – Enables you to configure the schedule for backup and sync through Mobile data connection. The Mobile option is enabled only if 'Perform sync on mobile connections' is switched On. Tap the right arrow beside 'Mobile' to open the Mobile Data interface.
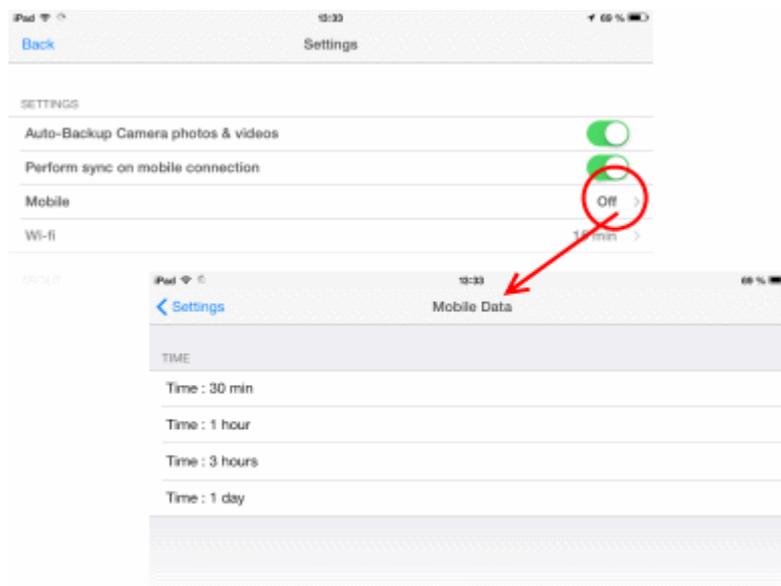
- Choose the interval at which the files and folders are to be synchronized.
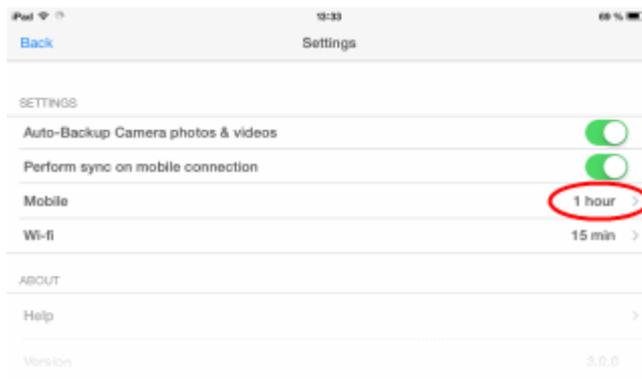
The Backup schedule through Mobile data connection will be configured to run at the selected intervals.

- Wi-Fi - Enables you to configure the schedule for backup and sync through Wi-Fi connection. Tap the right arrow beside 'Wi-Fi' to open the 'Wi-Fi Data' interface.
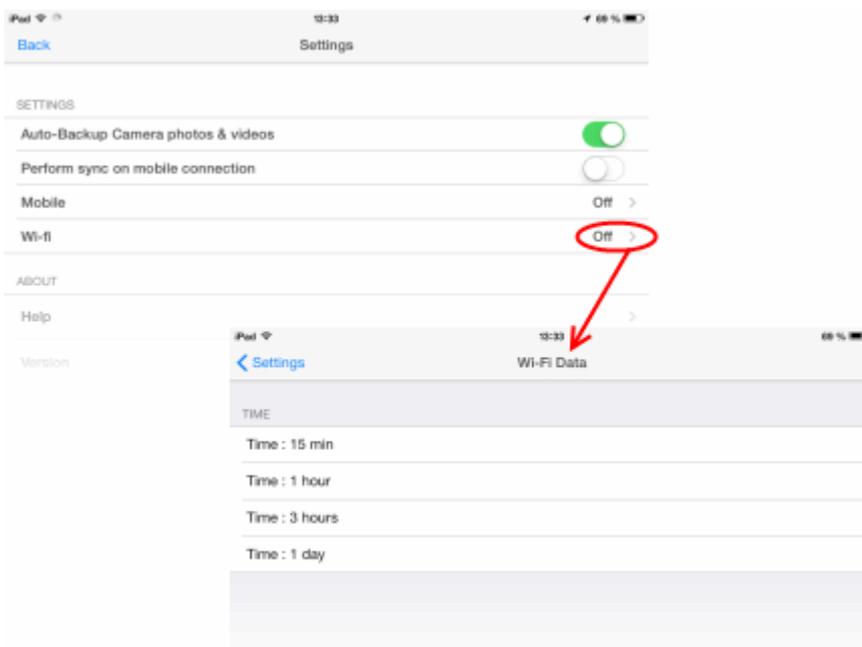
- Choose the interval at which the files and folders are to be synchronized through Wi-Fi.

The Backup schedule through Wi-Fi connection will be configured to run at the selected intervals.

That's it. Now, you have automated the backup and synching process and this will take place as per the settings configured.

4. Managing Your Online Storage

The app home page allows you to directly upload files to your online storage space, manage your files/folders in your online storage, view your account settings and to configure your CCloud application.
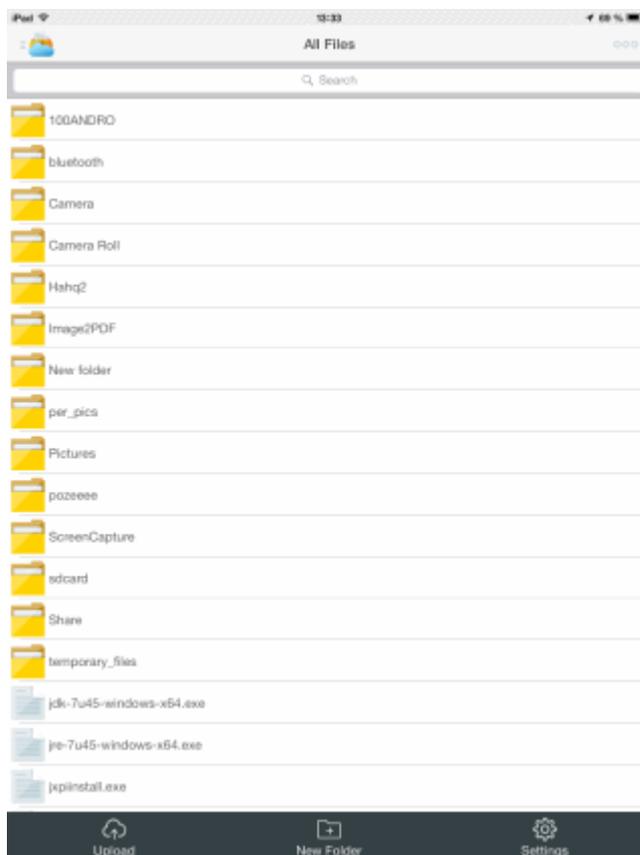
The following sections provide guidance on managing your online storage:

- **Upload files to your online storage**

- **Access, manage and share your files**

- **Configure CCloud App and File Synchronization**

- **View your Account Settings**

4.1.Uploading Files to Your Online Storage

You can upload different types of file such as music, images, videos and documents from your device to your online storage space. The uploaded files can be accessed from any where in the world by logging into your account, through the same device, any other iOS/ Android device or from the web interface at **www.ccloud.com**. You can also share the file with your friends, employees colleagues and with social networking sites.

To upload files

- Tap the Upload button from the task bar at the bottom of the home screen. The upload screen will appear.

- Tap the '+ ' button at the top right
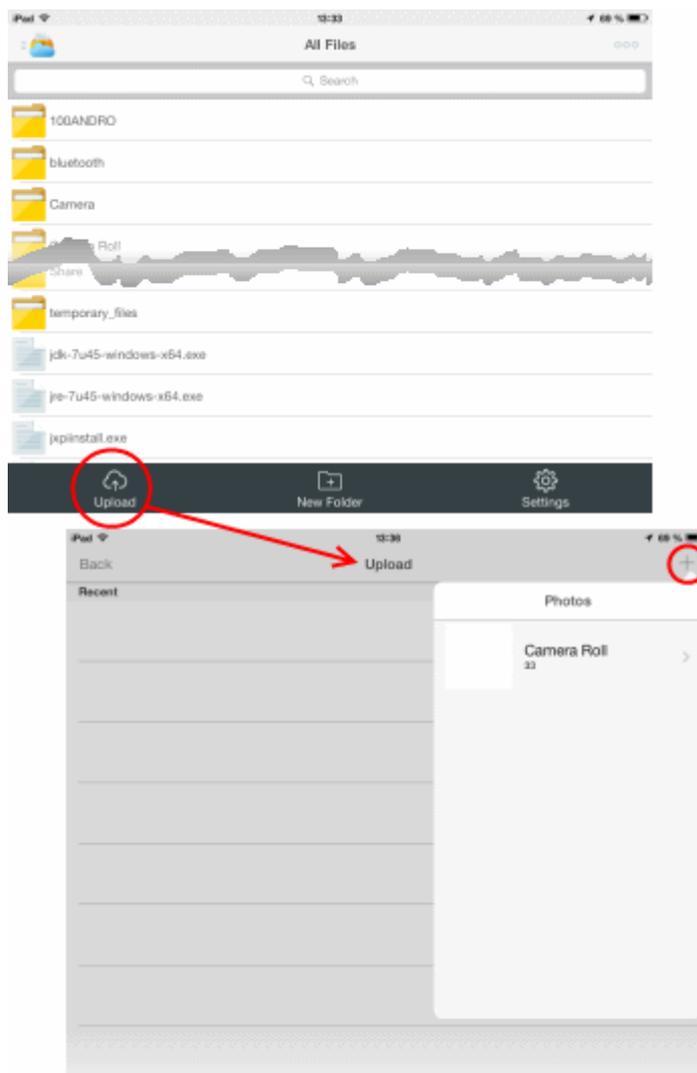
A drop-down with the list of folders will open.

- Navigate through the folders and select the files to be uploaded by touching them
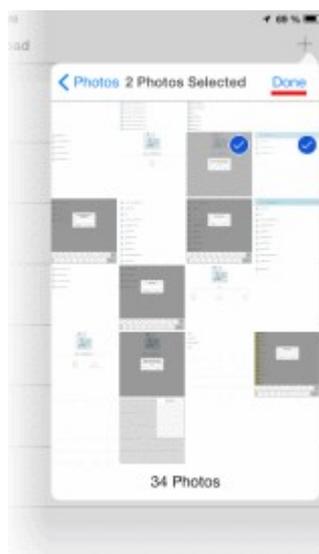
- Tap 'Done' at the top right of the drop-down

The files will be uploaded and the progress will be displayed.

On completion, tap 'Back' at the top left to return to the home screen you can see the files at the online storage. They can now be accessed, shared an managed from your online account. For more details, refer to the section **Accessing, Managing and Sharing Your Files**.

4.2. Accessing, Managing and Sharing Your Files

Comodo Cloud app allows you to manage your files that are stored in your online storage space. The app enables to download files, share files with your friends, employees colleagues and with social networking sites, copy/move, delete and rename the files.

To manage your files in your online storage space from your iOS device

- Login to your account. The home page of your online account with All Files tab displayed by default. The All Files list displays all the files and folders.

- Tap on the Menu icon on the top left and choose the file type category from Music, Documents, Pictures, Videos, Contacts, Users and Groups. The files belonging to the respective category will be filtered from all the folders and displayed. For example, choosing Pictures from the drop-down will display a list of all the image files stored in your online storage, as shown below:
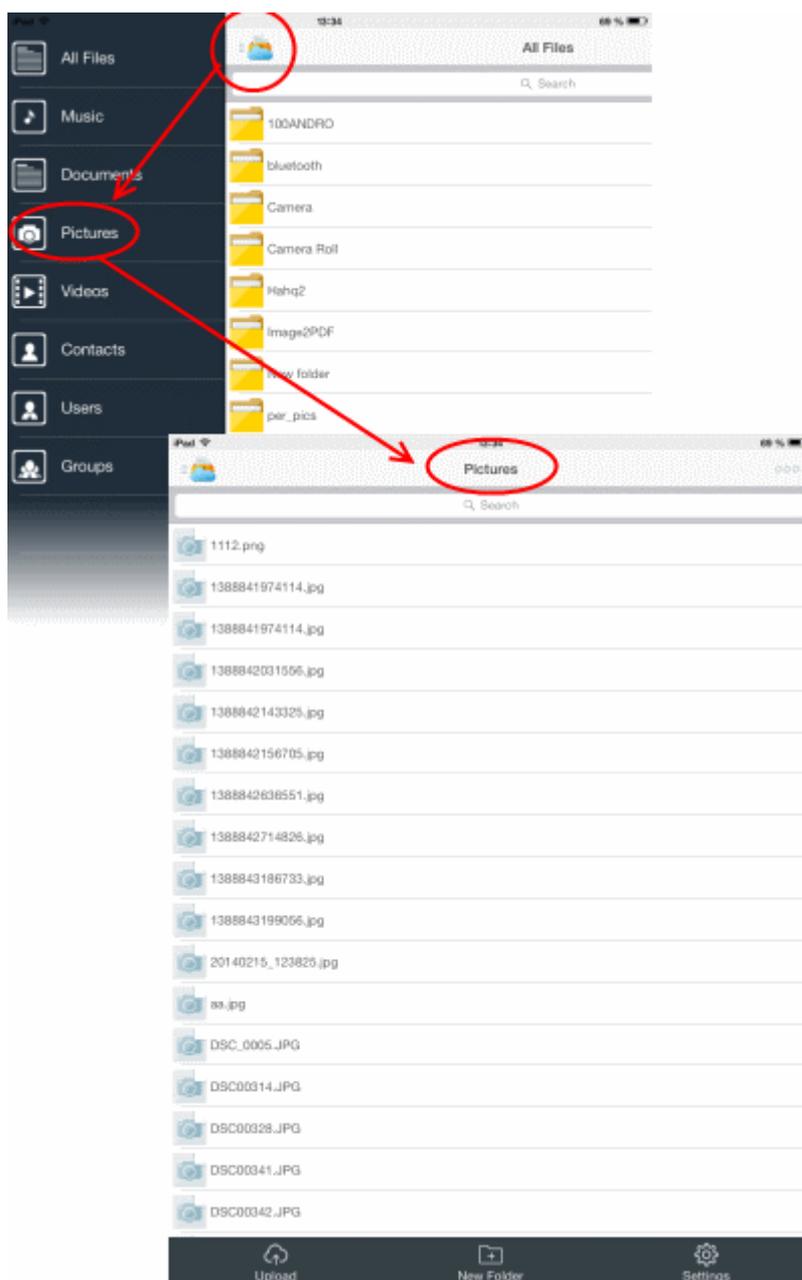
You can also search for specific file by entering the full or part of file name in the search text box at the top and taping the Search button.
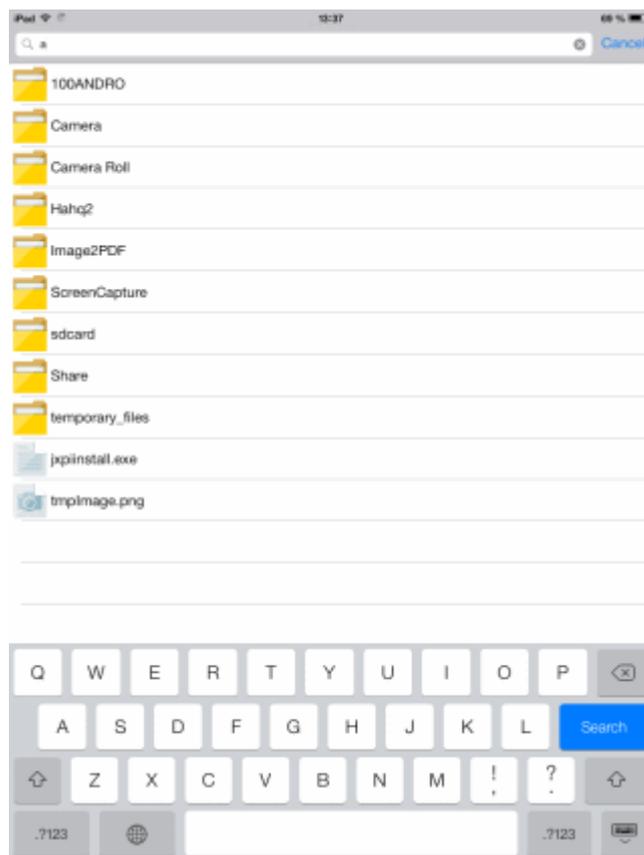
The following sections provide detailed explanations on:

- **Downloading a file**
- **Creating a new folder**
- **Copying a file**
- **Sharing a file**
- **Moving a file**
- **Renaming a file**
- **Removing a file**
- **Managing multiple files**

To download a file

- Navigate to the file and tap on the file. The File Details screen screen will open.
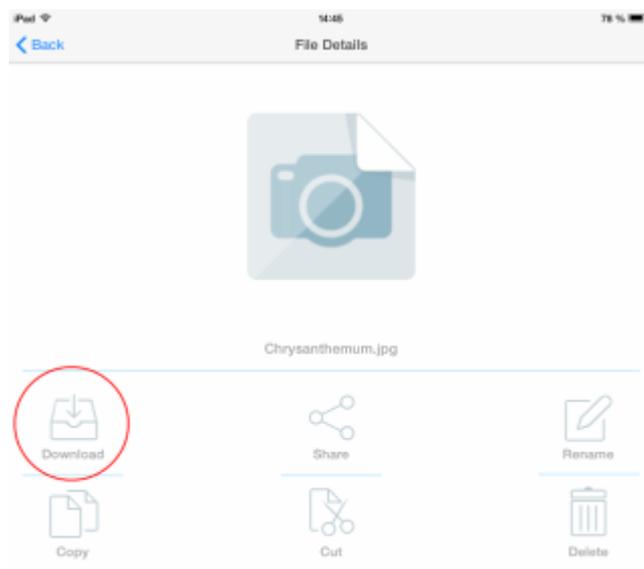
- Tap the 'Download' icon.

The file will be downloaded to your device and saved to the default location in your device.

To create a new folder in your online storage

- Tap the 'New Folder' icon from the task bar at the bottom of the home screen. A 'New Folder' dialog will appear.
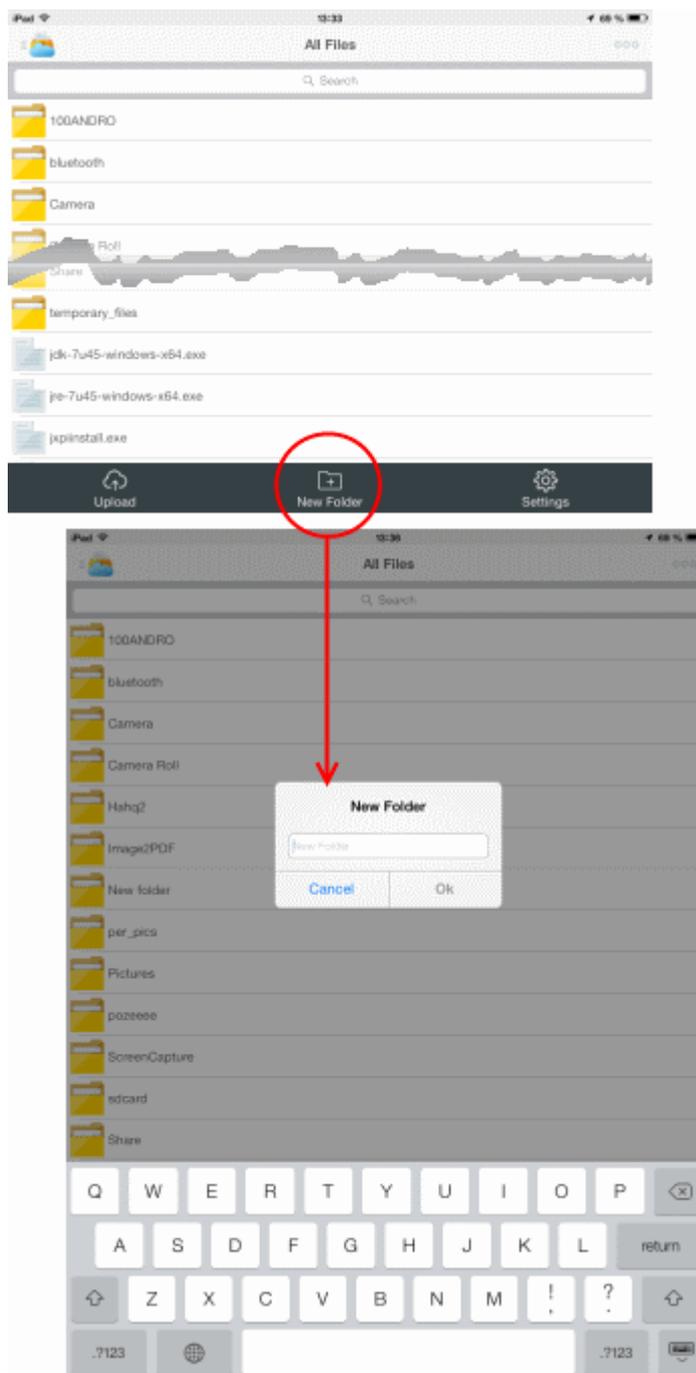
- Enter a name for the new folder to be created and tap 'Ok'

The new folder will be created in your online storage space. You can copy, move and store new files into this new folder.

To make a copy a file to a different location in your online storage

- Navigate to the file and tap on the file. The File Details screen screen will open.
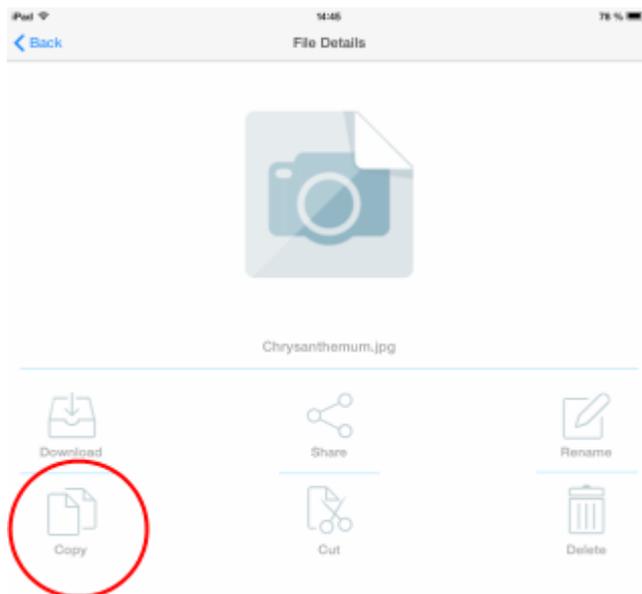
- Tap the 'Copy' icon.

The choose destination screen will open, displaying all the folders in your online storage space.
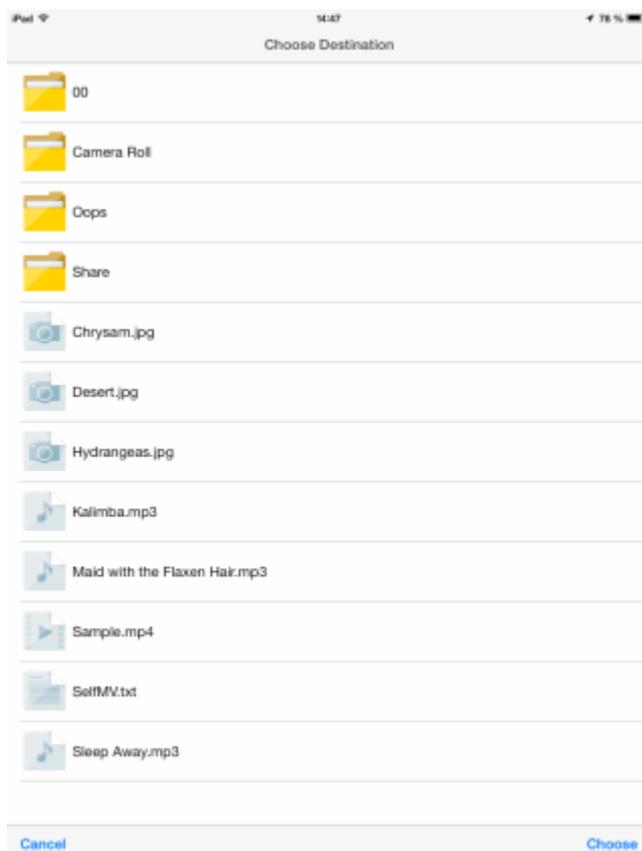
- Navigate to the destination folder, open it and tap 'Choose'. If you want the copy to be placed in the root, tap the 'Choose' button without selecting any folder.

The file will be copied to the destination folder.

To share a file

- Navigate to the file and tap on the file. The File Details screen screen will open.
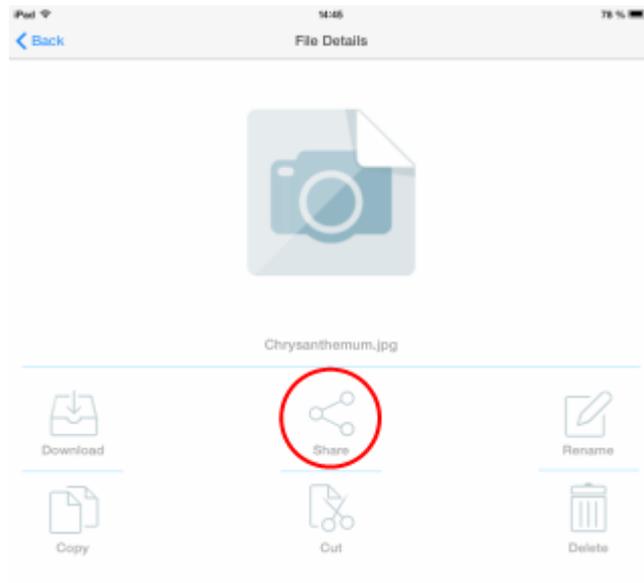
- Tap the 'Share' icon. The 'Share File' screen will open. The 'Share File' screen enables you to:

  - **Share the file with your friends, colleagues and others by creating a public link**
  - **Share the files with your contacts, users/employes or group(s) of users of your CCloud account**
  - **Share the file through social networking sites like Facebook, Twitter and Google+**
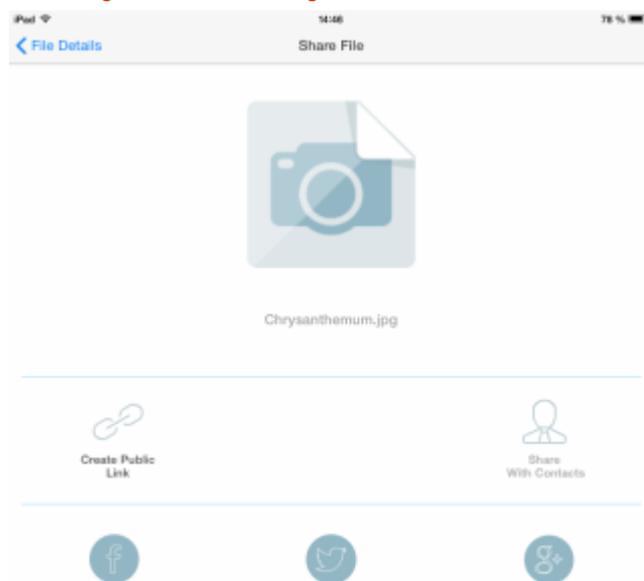
- To share the file to any of your friends, colleagues and others, create a public share link by tapping 'Create Public Link'. The link will be created and displayed on the top. You can copy the link to the clipboard by tapping Copy, and send the URL through any out-of-the-band communication like email. The recipients can click/tap the URL and view/download the file through their browser.
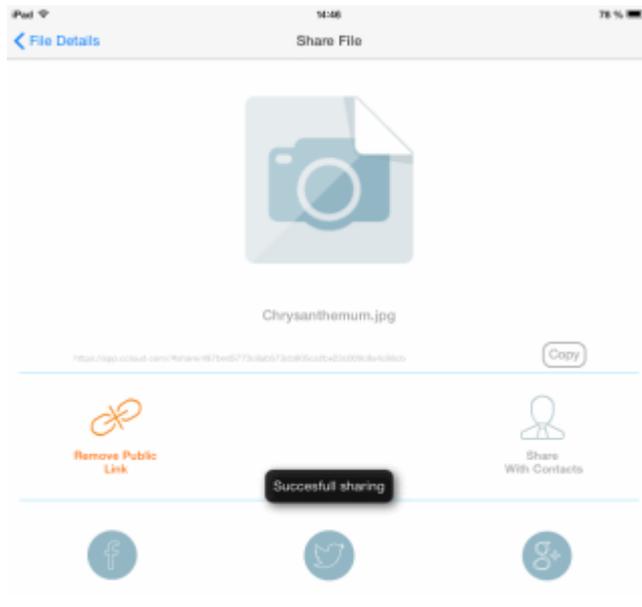
- To share the file with your contacts, contact groups or employees added to your online storage account or your contacts stored in your device with whom you wish to share the file stored in your online storage account, tap 'Share With Contacts'. The list of contacts will open.
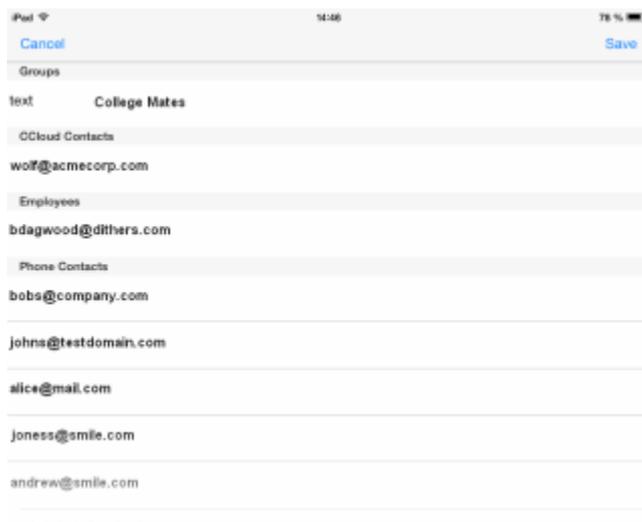
- Select the contacts from different categories.
- To edit the default access privileges of 'Read' and 'Deny Write', tap the gear icon that appears beside the selected user, select/deselect the access rights as required and tap 'Done' at the top right to return to the Contacts list .
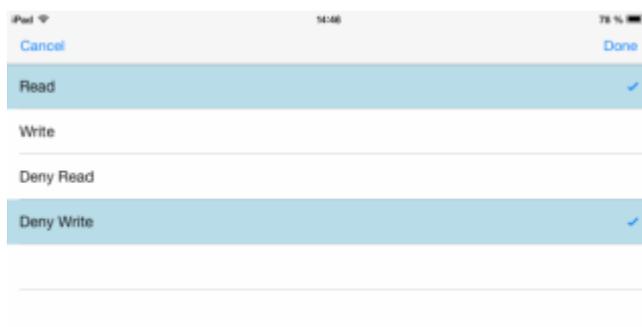
- Tap 'Save' from the contacts list.

Emails will be sent to the selected contacts for sharing the file. The recipient will have to click the Accept link in the mail to open

the shared file. If the contact does not have a CCloud account, then he/she will be taken to CCloud account creation page and after account creation, he / she will have access to the shared file.

- To share the file through social networking sites like Facebook, Twitter or Google+, tap on the resspective icon. A link will be created and displayed on top of the screen. You can select the social networking group/mail contacts with whom you wish to share the file and tap 'Post'. The file link will be posted to your account.

To move a file to a different folder in your online storage

- Navigate to the file and tap on the file. The File Details screen screen will open.

- Tap the 'Cut' icon.
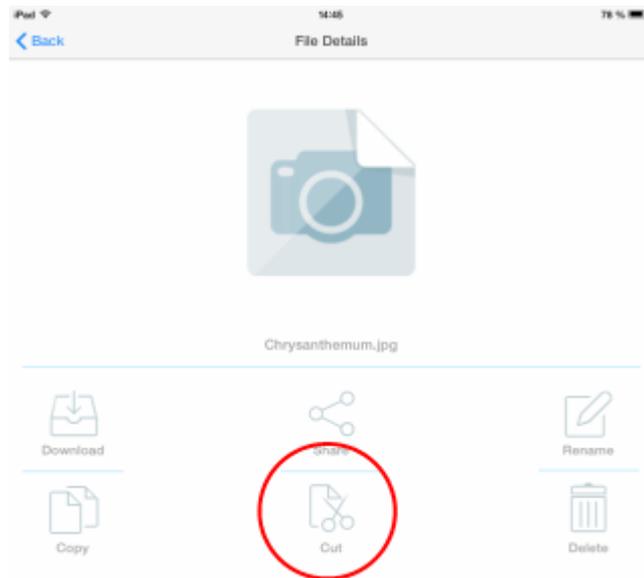
The choose destination screen will open, displaying all the folders in your online storage space.
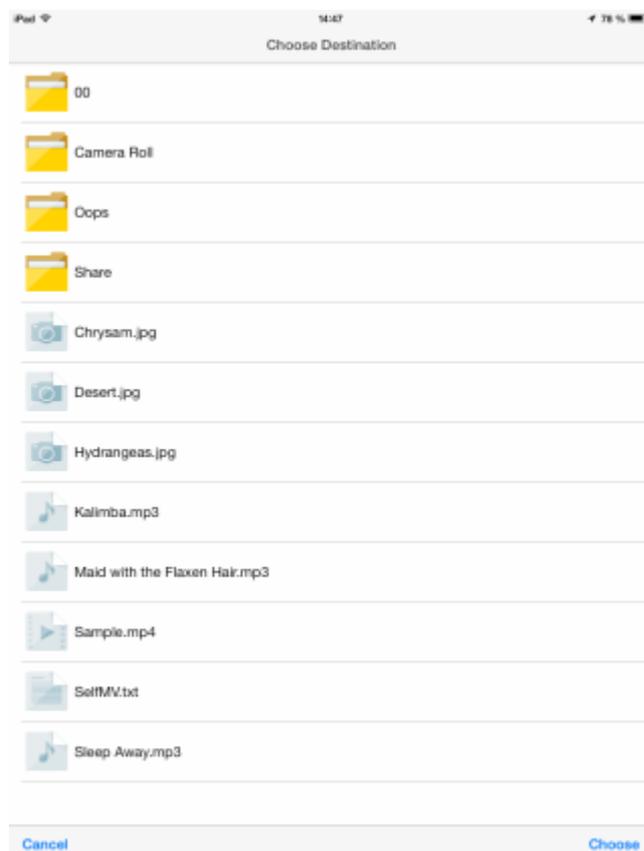
- Navigate to the destination folder, open it and tap 'Choose'. If you want the copy to be placed in the root, tap the 'Choose' button without selecting any folder.

The file will be moved to the destination folder.

To rename a file

- Navigate to the file and tap on the file. The File Details screen screen will open.
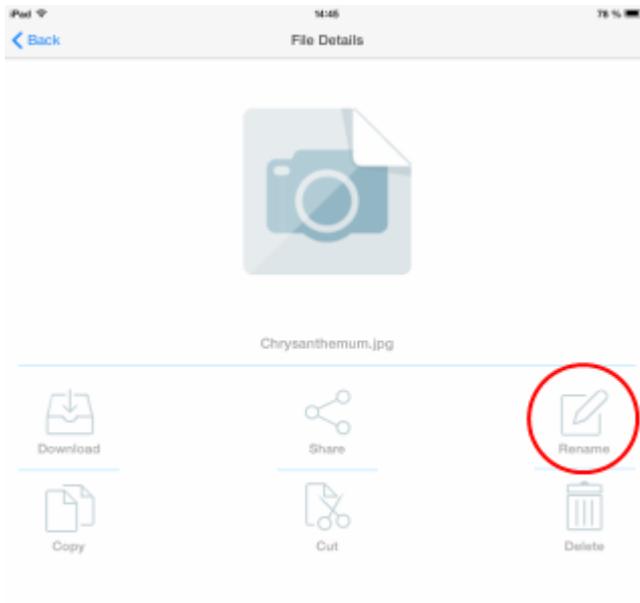
- Tap the 'Rename' icon. The Rename Item dialog will open.
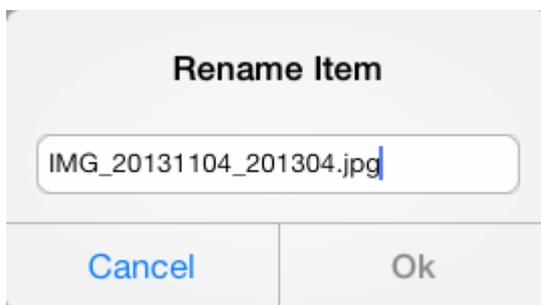
- Enter a new name for the file and tap Ok.

The name of the file will be changed.

To remove a file from your online storage

- Navigate to the file and tap on the file. The File Details screen screen will open.
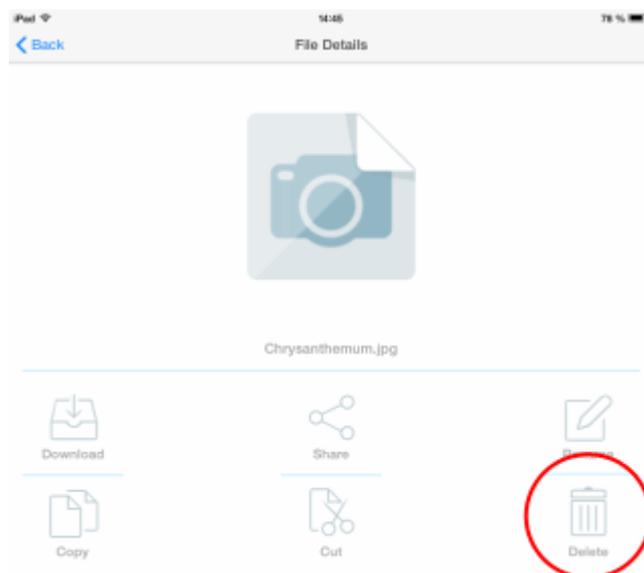
- Tap the 'Delete' icon. A confirmation dialog will open.
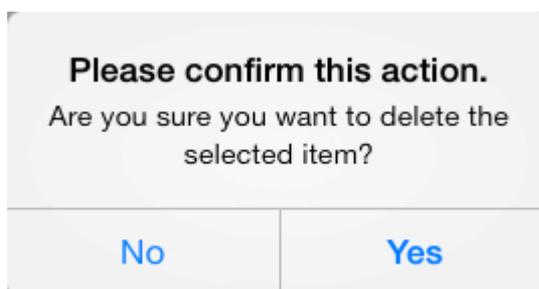
- Tap 'Yes' to permanently remove the file from your online storage.

To select multiple files for file operations

- Tap the Options icon from the top right of the CCloud interface and select 'Make Selection' from the options
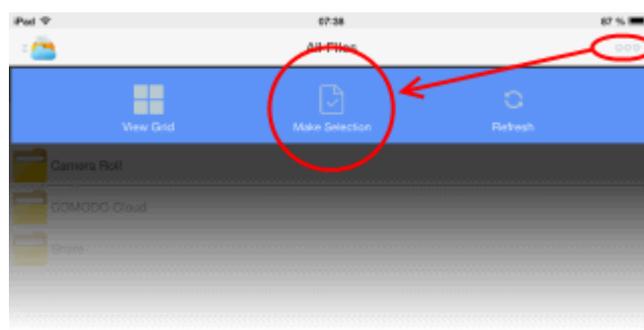
The list of files and folders in your online storage will open.
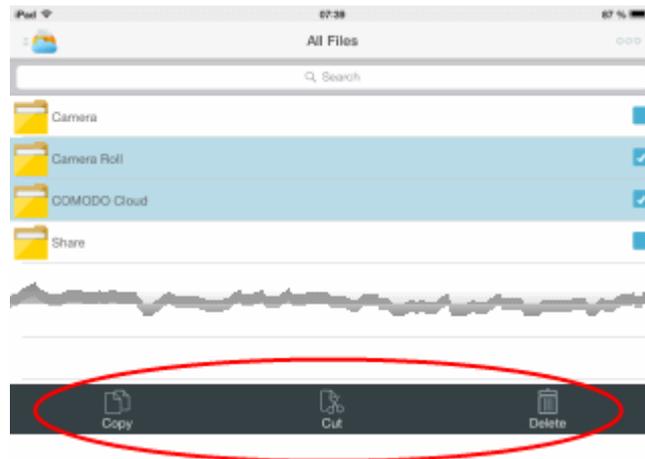
- Choose the items you wish to copy, move or remove from the list by selecting the checkboxes beside them and select the file/folder action to be executed from the icons at the bottom of the interface.

  - To copy the items to a different location in your online storage, tap 'Copy' and choose a destination. Refer to the section **explaining copying your files** for more details.

  - To move the items to a different location in your online storage, tap 'Cut' and choose a destination. Refer to the section **explaining moving your files** for more details.

  - To remove the items from your online storage, tap 'Delete' and tap 'Yes' in the confirmation dialog.

4.3. Configuring CCloud App and File Synchronization

The 'Settings' screen in Comodo Cloud allows you to configure the overall behavior of the application, view the version number, access online help, view your Account Settings and to log out of CCloud. The screen can be accessed by tapping the 'Settings' icon from the bottom of the CCloud home screen.
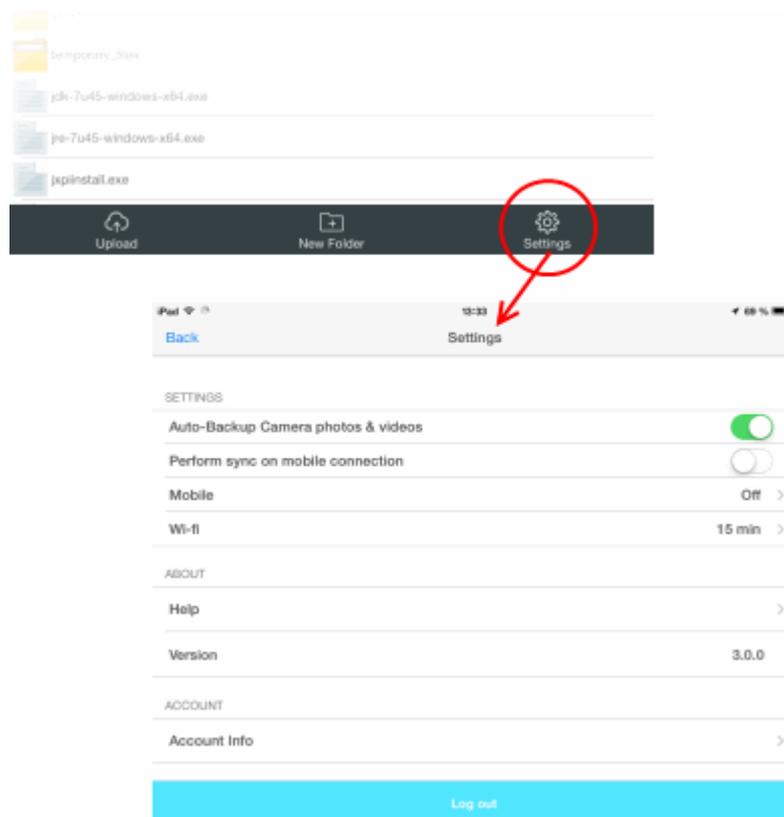
Settings:

From the 'Settings' screen, you can:

- Configure and schedule automatic backups and folder/file synchronization between your device and your online

storage. Refer to the section **Scheduling Automatic Backup** for more details

About:

- View the online help – Tapping the 'Help' link under 'About' opens the CCloud online help available at **http://help.comodo.com/topic-154-1-452-4830-CCloud-iOS-Application---Introduction.html**

- View the Version Number – The Version row under the 'About' displays the current version of CCloud application installed on your device.

Account:

- View your online Account Settings – Tapping the Account Info link under 'Account' opens the Account interface that displays your account profile and used/remaining space available in your online storage account. Refer to **Viewing Your Account Settings** for more details.

Logout:

- Logout – Tapping Logout logs you out of your CCloud account.

4.4. Viewing Your Account Details

You can view your Account Details and remaining space in your online storage account from the Accounts screen.

To access the Accounts screen

- Open the Settings screen by tapping the 'Settings' icon from the bottom of the CCloud home screen.

- Tap the Account Info link under the Account area in the Settings screen.
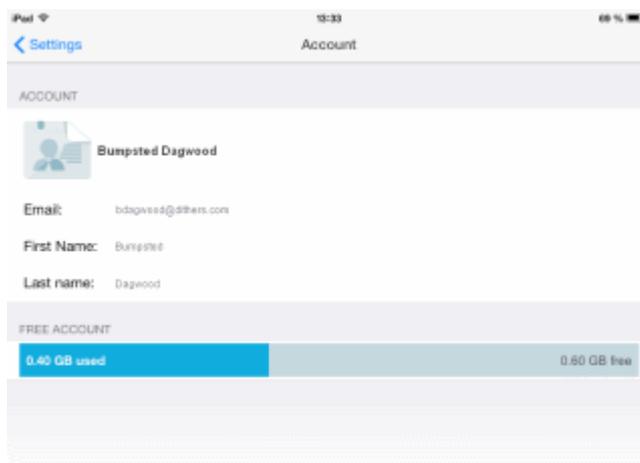
5. Managing Contacts

You can add the email addresses of your contacts to your online storage account, with whom you wish to directly share your files from the online storage. The CCloud app allows you to:

- **Add new contacts to your online storage**

- **View details and manage contacts**

- **Remove multiple contacts at once**

To add new contacts

- Tap on the Menu icon on the top left and choose Contacts from the drop-down. The contacts added to your contacts list in your online storage will be displayed.
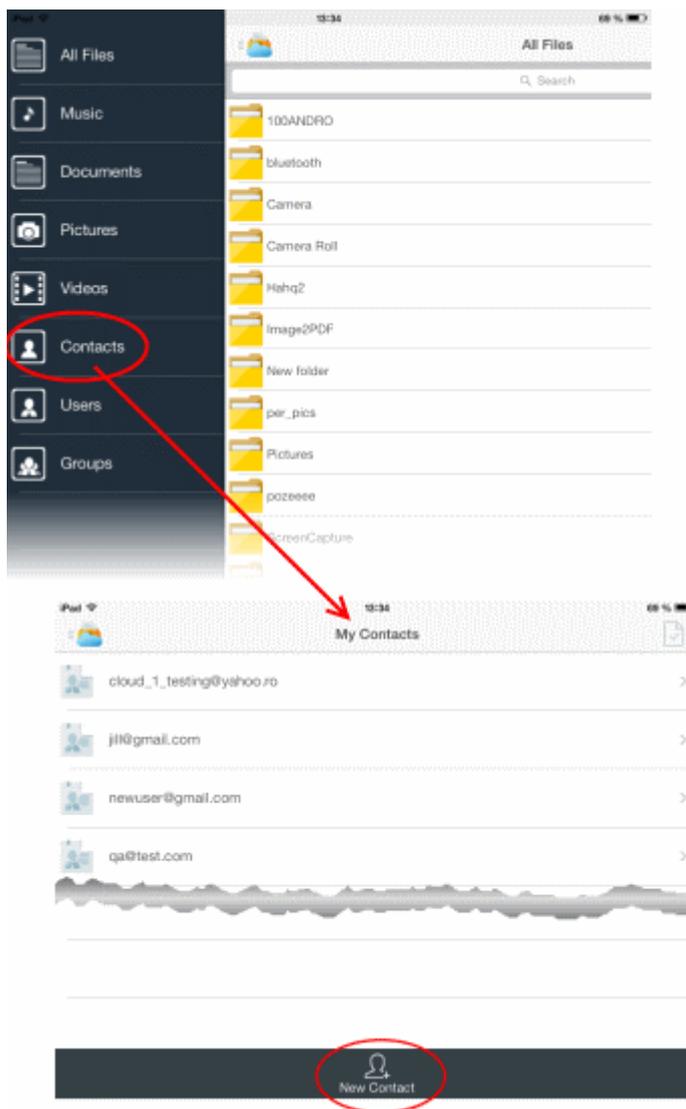
- Tap 'New Contact' from the bottom of the interface. The Add Contact dialog will appear.

- Enter your contact's email address to username to CCloud and tap 'ok'.

The new contact will be saved and added to your contact list on your online storage account. You can direly share your pictures, videos, music and document files to the new contact.

To view and manage a contact

- Tap on the Menu icon on the top left and choose Contacts from the drop-down. The contacts added to your contacts list in your online storage will be displayed.

- Choose the contact to view the contact details or to remove the contact. The Contact Details pane for the selected user will be displayed.

- To remove the contact, tap the 'Delete' icon. A confirmation dialog will be displayed.
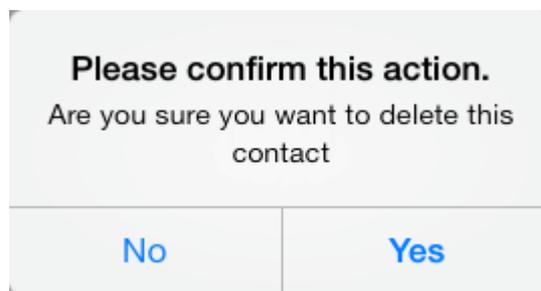
- Tap 'Yes' to permanently delete the contact.

To remove multiple contacts at once

- Open My Contacts list by tapping on the Menu icon on the top left and choosing 'Contacts' from the drop-down. The contacts added to your contacts list in your online storage will be displayed.

- Tap the multi-selection icon at the top right of the 'My Contacts' screen
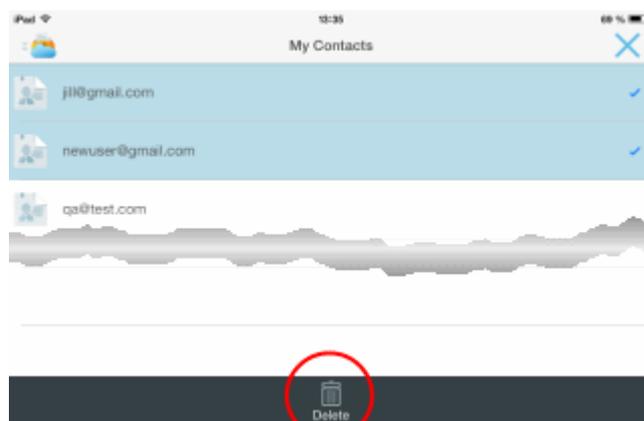
- Select the contacts to be removed and touch the 'Delete' icon at the bottom of the interface.

The selected contacts will be removed from your online storage.

6.Managing Users and Employees

CCloud allows you to add Users/Employees and create User groups for easy and quick file sharing from your online storage. The number of users that can be added to your account depends on the subscription plan purchased. Users can access these shared files and folders according to the read/write privileges assigned to them. For more details on sharing files and folder

refer to the section explaining **Sharing a File**.

> **Note**: You can add Users/Employees and User Groups for easy file sharing only if you have subscribed for a Business account. If you have subscribed for a personal account, you cannot add users/employes but you can add people with whom you wish to readily share files as you contacts.

To open the Users screen and to manage the users tap on the Menu icon on the top left and choose Users from the drop-down. The Users added to your Users list in your online storage will be displayed.
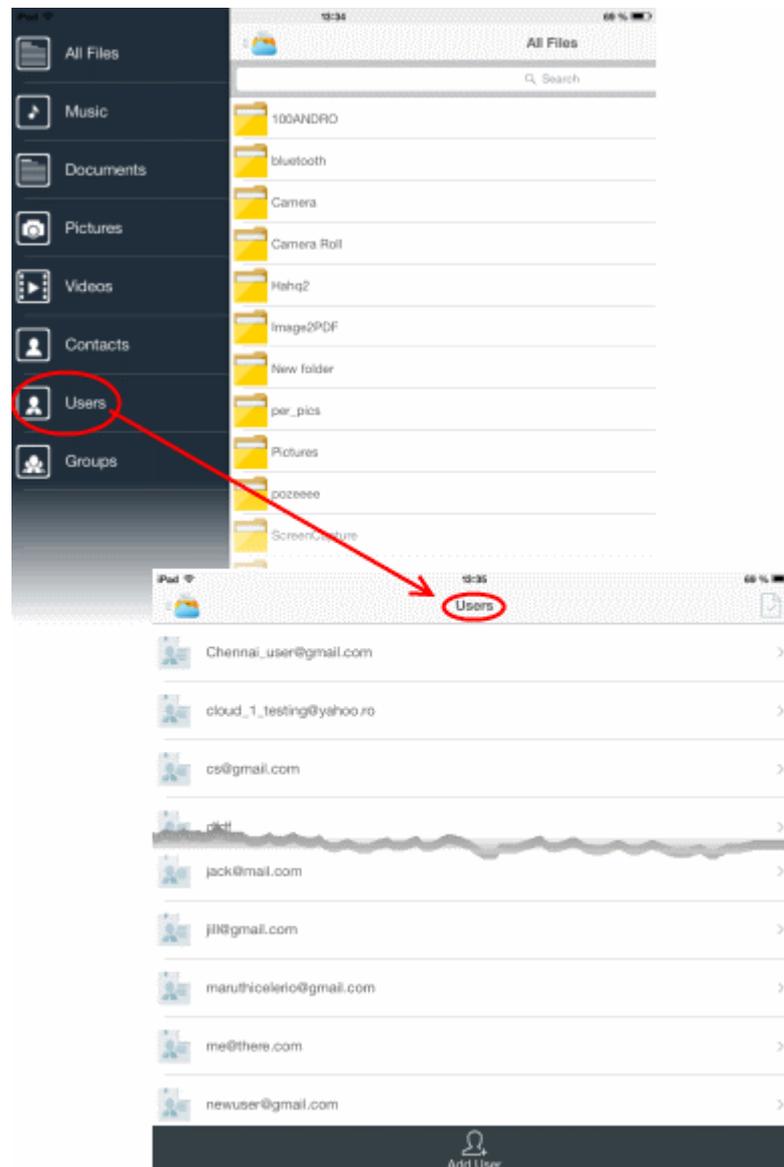
The following sections provide detailed explanations on:

- **Adding new users**
- **Managing users and assigning users to user groups**
- **Removing multiple users at once**

Adding New Users

You can add users/employees to your online storage account in two ways:

- **Manually adding users**
- **Importing from your contacts list**

To manually add users

- Open the 'Users' screen by tapping the menu icon at the top left and choosing Users from the drop-down
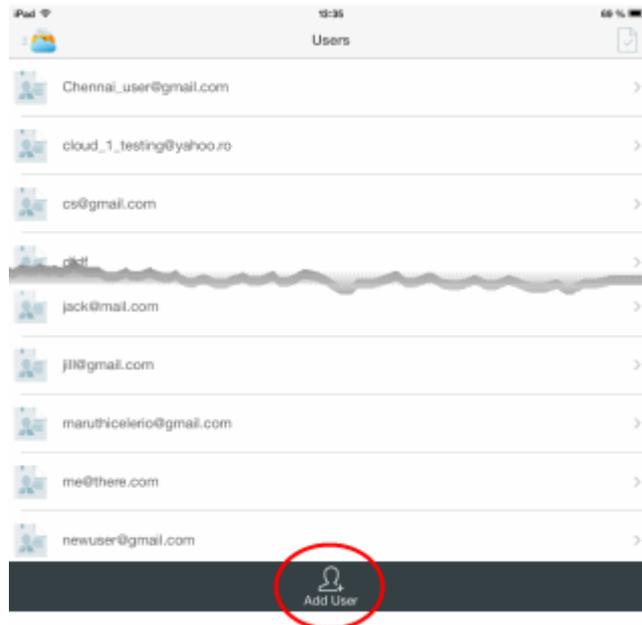
- Tap 'Add User' from the bottom of the Users screen. The 'Add User email' dialog will appear.
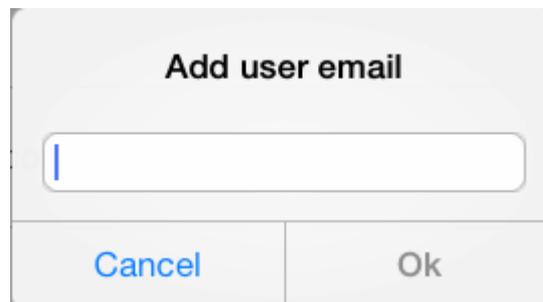
- Enter the email address of the new user/employee to be added to your account for easy file sharing and tap 'Ok'.

The new user/employee will be added to the Users list. Repeat the process for adding more number of users/employees. Once added you can assign the users to different user groups as required. A single user can be assigned to any number of groups.

To import users/employees from your contacts list

- Tap on the Menu icon on the top left and choose Contacts from the drop-down. The contacts added to your contacts list in your online storage will be displayed.

- Press and hold on the contact to be imported as user for your CCloud account. A confirmation dialog will appear for adding the contact as a User.
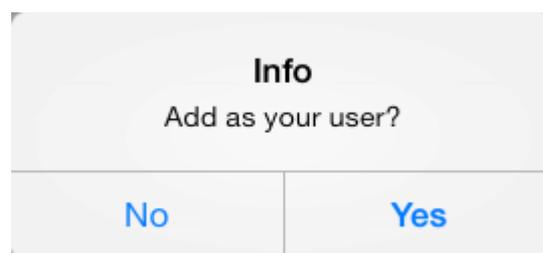
- Tap 'Yes'. The contact will be added as a user.

- If the contact is already a user, a pop up message saying this will be displayed.

To add multiple contacts as users

- Open 'My Contacts' list by tapping on the Menu icon on the top left and choosing 'Contacts' from the drop-down. The contacts added to your contacts list in your online storage will be displayed.

- Tap the multi-selection icon at the top right of the 'My Contacts' screen.

- Select the contacts to be imported as users.

- Press and hold on one of the selected contacts. A confirmation dialog will appear for adding the contacts as a Users.
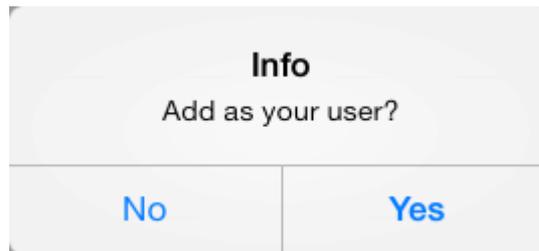
- Tap 'Yes'. The contact will be added as a user.

Managing users and assigning users to user groups

Once added you can view the details of the users and assign them to different user groups for easy file sharing. Refer to the section **Managing User Groups** for more details. You can also remove users who are no longer needed, from your account.

To manage the users

- Open the 'Users' screen by tapping the menu icon at the top left and choosing Users from the drop-down

- Choose the user to view their user details, assign to groups or to remove them. The User Details pane for the selected user will be displayed.
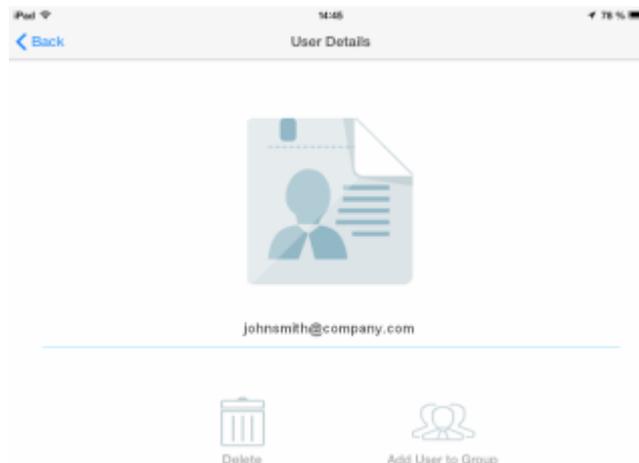
- To add the user to a user group, tap 'Add User to Group'. The Groups screen will open with the list of User Groups created in your account.
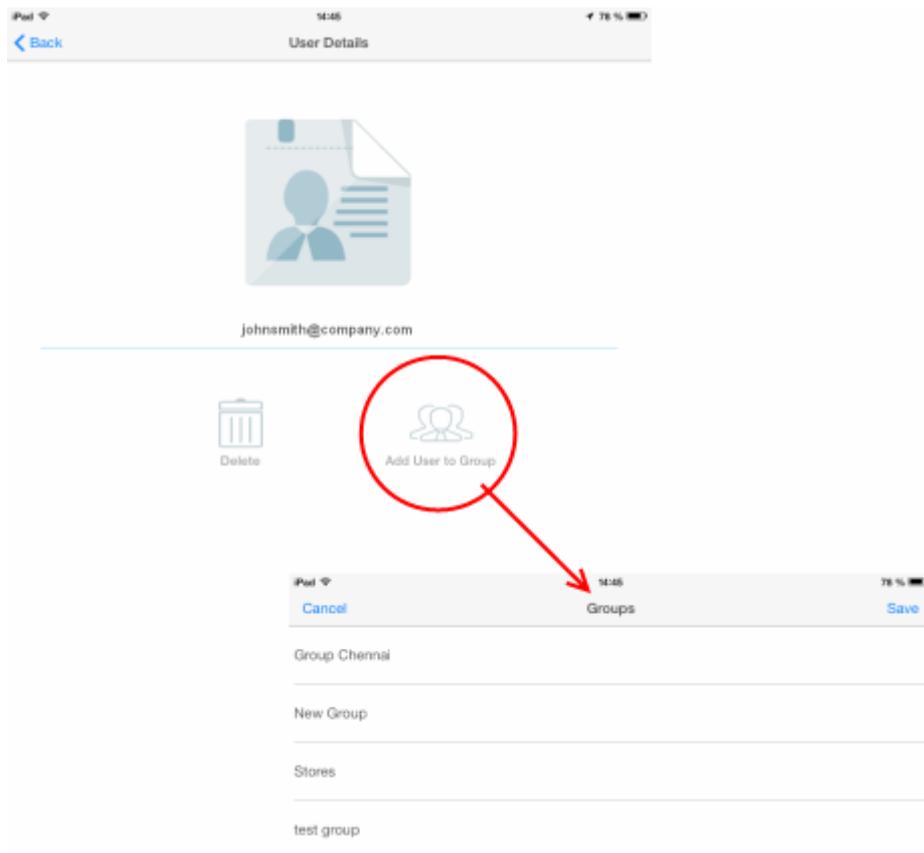
- Select the group(s) to which the user needs to be assigned and tap 'Save' from the top right.

The user will be added to the selected group(s).

- To remove the user from your account, tap the Delete icon. A confirmation dialog will appear.
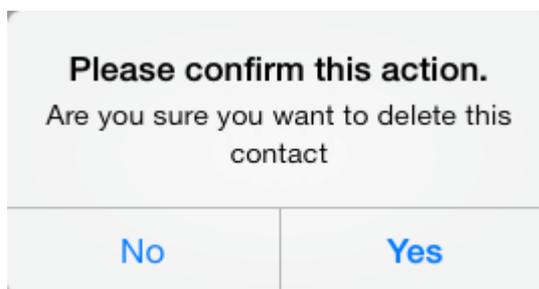
- Tap 'Yes' to permanently delete the contact.

Removing Multiple Users At Once

You can remove users who are no longer needed for your account, like employees that have left the company from the Users screen.

To delete users

- Open the 'Users' screen by tapping the menu icon at the top left and choosing Users from the drop-down

- Tap the multi-selection icon at the top right of the 'Users' screen and select the users to be removed.
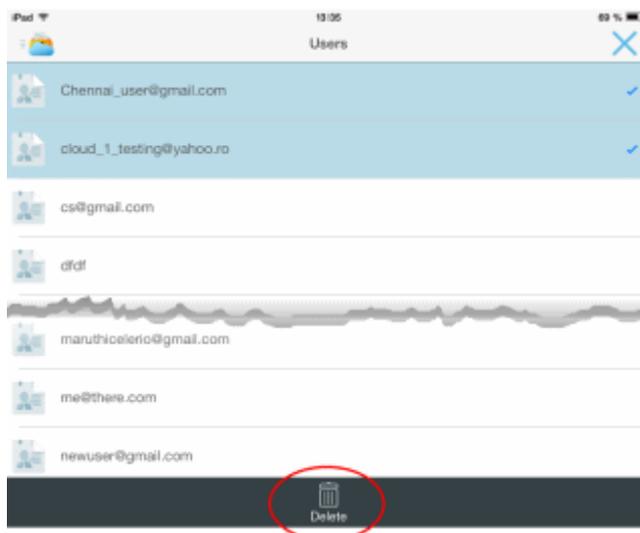
- Tap the 'Delete' icon at the bottom of the 'Users' list.
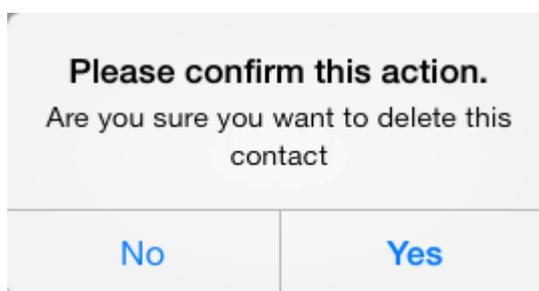
- Tap 'Yes' in the confirmation dialog to permanently remove the selected users.

7.Managing User Groups

You can create several groups of users and employees added to your account for easy file sharing with specific groups at different occasions appropriately. The sharing activity can be confined within a group and will not be accessible to other groups. For example, you can create different groups for different departments in your company and share relevant files to staff from relevant departments. For more details on sharing files and folder refer to the section **Sharing a File**.

Once created, you can import the members for the group from the Users, pre-added to your account.

- For more details on adding users, refer to the **section explaining adding new users** in the previous chapter.
- For more details on importing users into groups, refer to the **section explaining assigning users to different groups** in the previous chapter.

To access the My Groups interface that displays a list of user groups created for your account, tap the menu icon at the top left and select Groups from the drop-down.
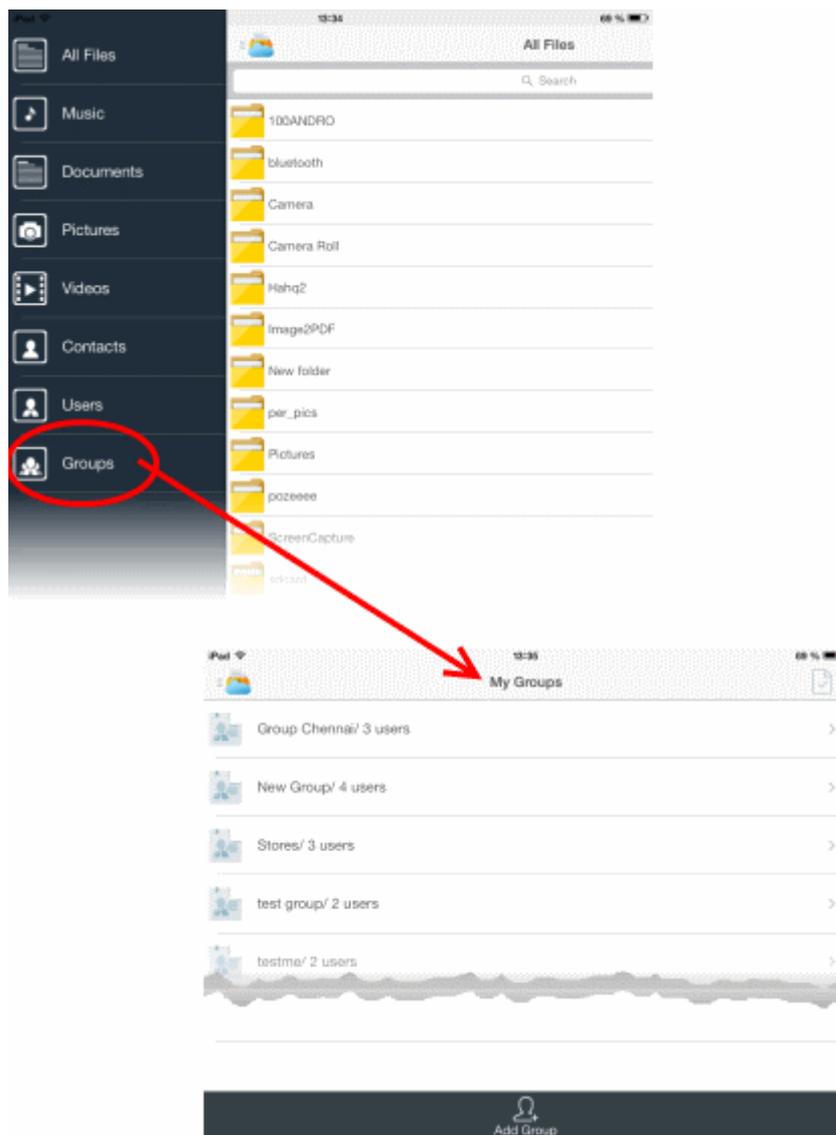
You can:

- **Create new groups**
- **Import users/employees in to groups**
- **View and manage groups**

To create a new group

- Open the 'My Groups' screen by tapping the Menu icon at the top left and choosing 'Groups' from the drop-down
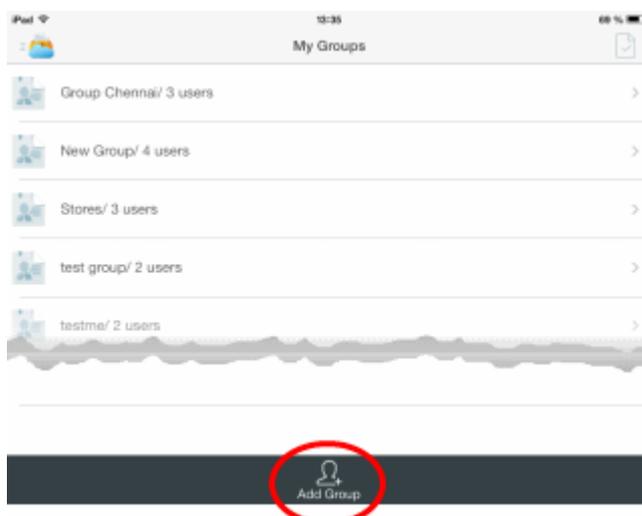
- Tap 'Add Group' from the bottom of the screen. The Add Group dialog will open.
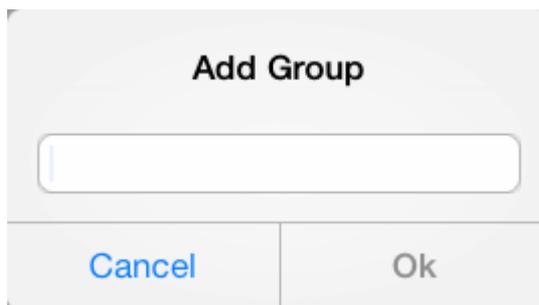
- Enter a name for the new group to be created and tap 'Ok'. The new group will be created.

To view details and manage groups

- Open the 'My Groups' screen by tapping the Menu icon at the top left and choosing 'Groups' from the drop-down.

- Choose the group to view details/edit or delete. The Group Details pane will open.
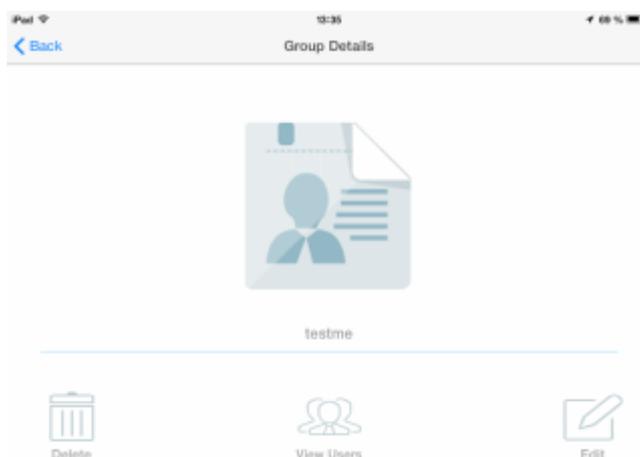
- To rename the group, tap 'Edit'. The Rename Group dialog will appear. Enter a new name for the group and tap Ok. The Group will be renamed.

- To view the users or manage the users in the group, tap 'View Users'. The 'Users in [Group Name]' list will be displayed. If you want to remove users from the group, tap the multi-selection icon at the top right of the and select the users to be removed. Tap 'Delete' at the bottom of the screen. The users will be removed from only from this group but will be available at the other groups to which they have been assigned and in the 'Users' list.

- To remove the group, tap Delete and tap Yes in the confirmation dialog.

To delete multiple Groups at once

- Open the 'My Groups' screen by tapping the Menu icon at the top left and choosing 'Groups' from the drop-down.

- Tap the multi-selection icon at the top right of the 'My Groups' screen

- Select the Groups to be removed and touch the 'Delete' icon at the bottom of the interface.

The selected Groups will be removed from your online storage.

8.Logging Out from CCloud

Once you have logged-in to CCloud from your device, the login status is maintained permanently so that you can access your account at anytime, just by **starting the app**. If for any reason, you want to logout from this account, you can do it from the **Settings** screen.

To log out from CCloud

- Tap 'Settings' from the task bar at the bottom of the home screen. The 'Settings' screen will appear.
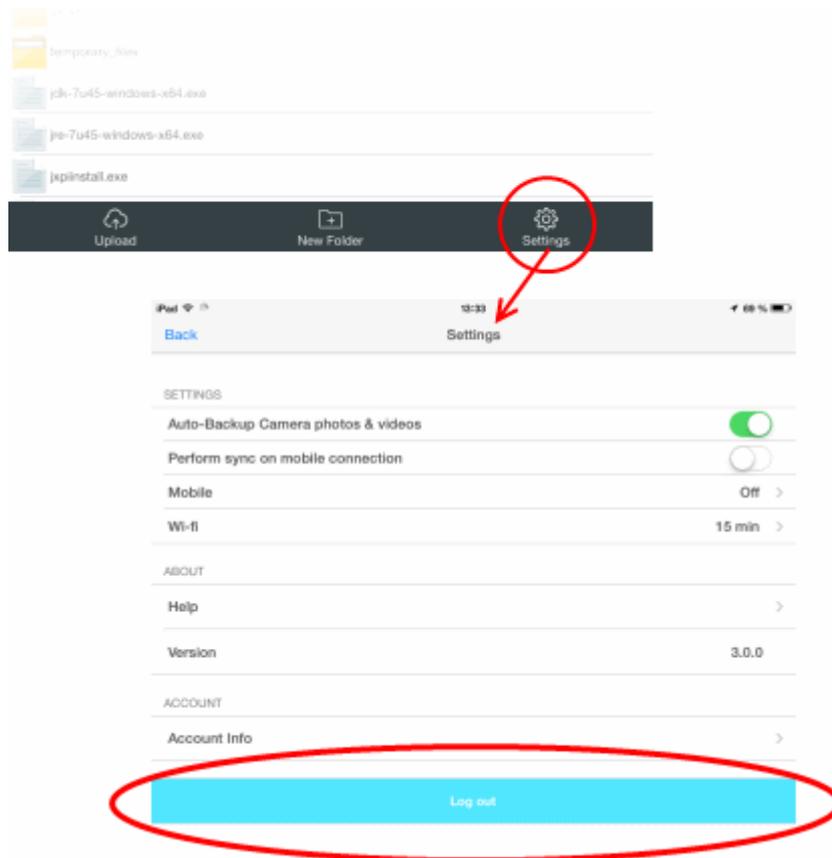
- Tap 'Logout' from the 'Settings' screen. A confirmation dialog will appear.
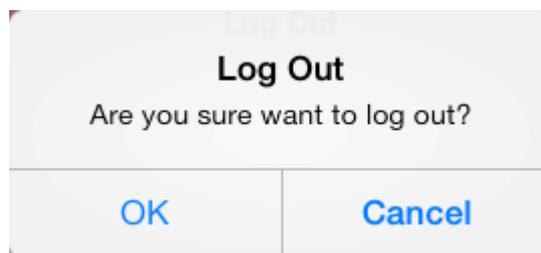
- Tap 'OK' in the confirmation dialog to logout from your account.

9.Using Comodo Cloud Help

The online help guide for Comodo Cloud is available at **http://help.comodo.com**. The CCloud for iOS help guide detailed explanations of the functionality and usage of the application. You can directly access the online help guide from the Settings screen of CCloud App.

To open the help guide

- Tap 'Settings' from the task bar at the bottom of the home screen. The 'Settings' screen will appear.
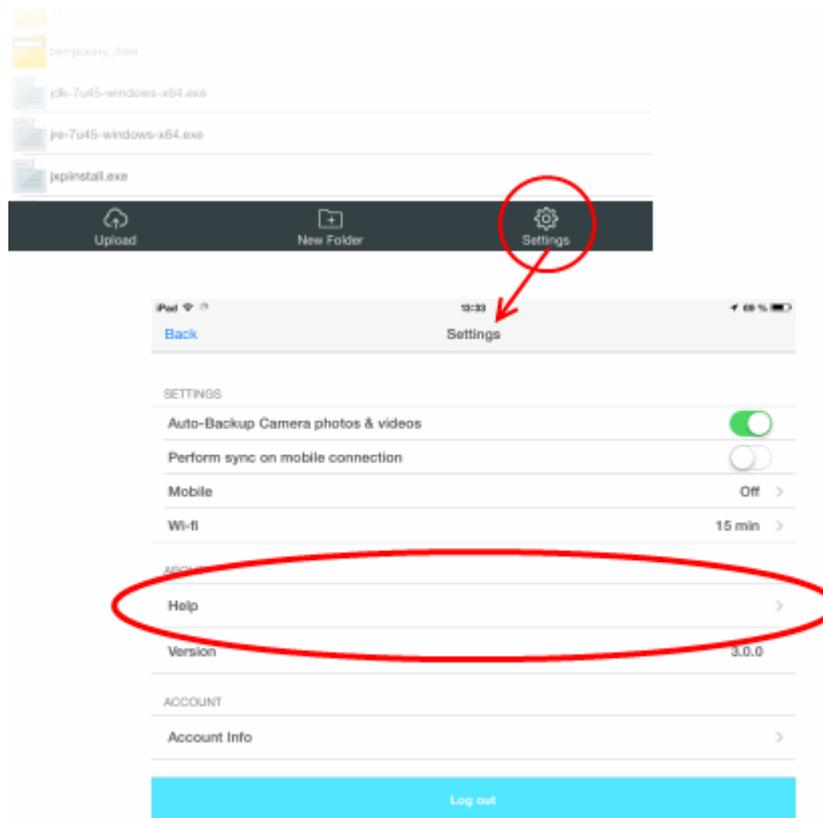
- Tap the Help stripe. You will be taken to the online help guide.

You can also print or download the help guide in the .pdf format from the webpage.

10.   Uninstalling Comodo Cloud From Your iOS Device

To uninstall Comodo Cloud

- Switch to your device's home screen by tapping the home button in your device.

- Press and hold the CCloud icon till all the App icons shake on your home screen, with a mark on their top left.

- Tap the X icon at the top left of the CCloud icon to remove the App.

- The confirmation dialog will open.

- Tap 'Delete'. The Comodo Cloud application will be removed from your iOS device.

Appendix – Comparison of CCloud Packages

Features	Personal Account	Business Account
Storage space / Price per month	10 GB / Free for 90 days 100 GB / $7.99 per month 200 GB / $14.99 per month 500 GB / $ 34.99 per month	50 GB / $4.99 per month 100 GB / $8.99 per month 500 GB / $39.99 per month 1000GB / $69.99 per month
Max. File Size	Unlimited	Unlimited
Upload music, documents, pictures and videos	✔	✔
Quickly share documents, videos, pictures and music	✔	✔
Create a public links to files	✔	✔
Create contacts	Unlimited	Unlimited
Create employees	✘	✔ *(Quantity determined by package purchased)*
Create groups	✘	✔
Share files with contacts	✔	✔
Share files with employees	✘	✔
Share files with groups	✘	✔
Permission level for sharing files	✘ *(All shared files have full read-write permissions)*	✔ *(Can configure 'Read', 'Write', 'Deny-Read' and 'Deny-Write' per file, per user)*
Storage space for shared files	Consumes space from accounts of all contacts who are sharing	Consumes space only from the account of the person who initially shared the file
Instant Sharing	✘	✔
Incoming and outgoing notification	✔	✔

About Comodo

The Comodo organization is a global innovator and developer of cyber security solutions, founded on the belief that every single digital transaction deserves and requires a unique layer of trust and security. Building on its deep history in SSL certificates, antivirus and endpoint security leadership, and true containment technology, individuals and enterprises rely on Comodo's proven solutions to authenticate, validate and secure their most critical information.

With data protection covering endpoint, network and mobile security, plus identity and access management, Comodo's proprietary technologies help solve the malware and cyber-attack challenges of today. Securing online transactions for thousands of businesses, and with more than 85 million desktop security software installations, Comodo is Creating Trust Online®. With United States headquarters in Clifton, New Jersey, the Comodo organization has offices in China, India, the Philippines, Romania, Turkey, Ukraine and the United Kingdom.

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