



Comodo Cloud Web Interface

User Guide

Guide Version 012714

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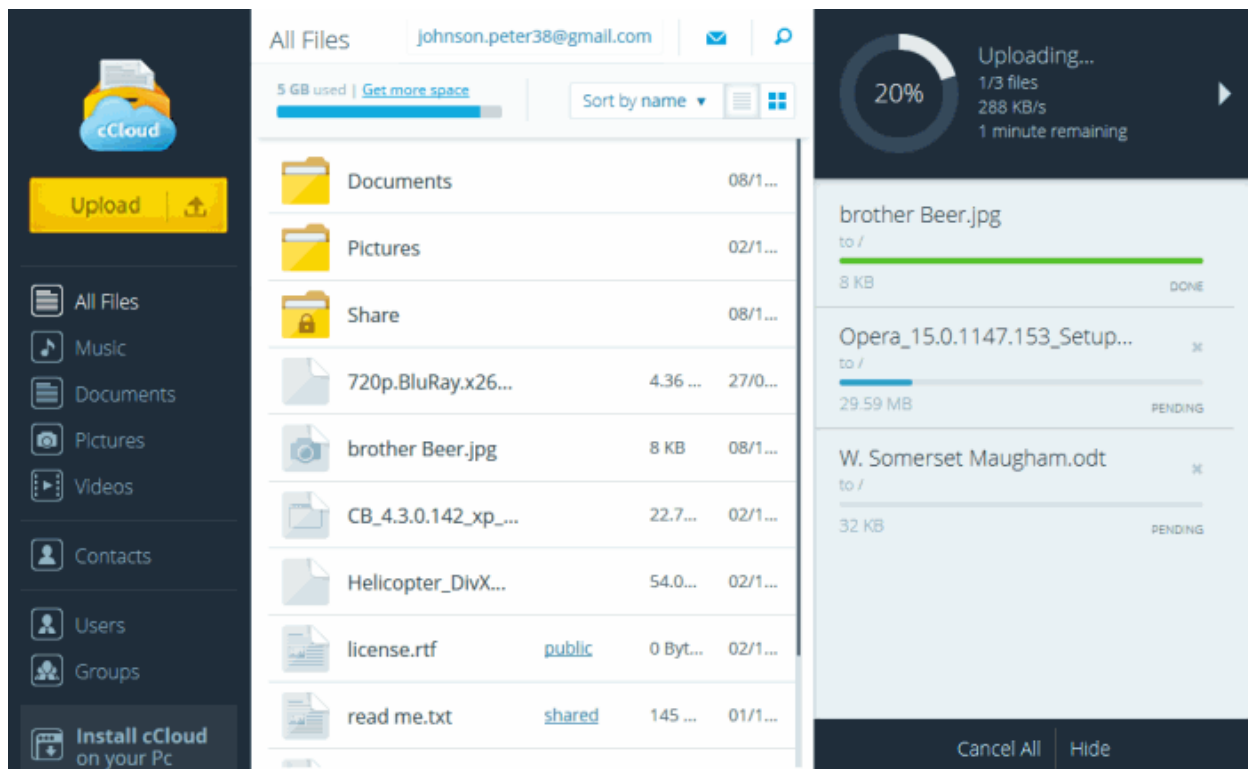
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1. Introduction to the CCloud Web Interface

Comodo Cloud (CCloud) is the fast and secure online storage service which makes it easy to backup, restore or share your files. You can upload or download files from anywhere in the world by logging in to our streamlined web-interface at <https://www.ccloud.com/>. All files you upload are automatically categorized into documents, images, music or videos, so it'll never take long to find what you're looking for. You can generate download URLs that allow you to share files with friends and business colleagues with a single click of the 'Share' button. CCloud also features a built-in address book which allows you to keep track of and manage your contacts. Configure your subscription at https://secure.comodo.com/home/purchase.php?pid=35&dp=2150_12&track=5425& and start with the worlds easiest file storage service.

All you need to do to get started is:

- **Create an account**
- Log in at www.ccloud.com
- Start uploading and sharing!



There are two types of CCloud account – Comodo Cloud and Comodo Cloud for Business. The 'Comodo Cloud for Business' and 'Comodo Cloud' accounts provide additional functionality and storage space for a small subscription fee. For a detailed breakdown of the differences between the packages, see [Appendix 4 – Comparison of CCloud Packages](#).

- CCloud account holders can only create contacts whereas 'Business' type account holders can create two types of user – contacts and business users. Business account holders can also create groups of business users.
- There are differences between sharing a file with a contact and sharing a file with a business user:
 - If you share a file with a contact, then the size of the file is deducted from both accounts. For this reason, contacts have to confirm they accept the share.
 - Files shared with business users do not require confirmation. The file size is only deducted from the sharers account and not the business user's account.
 - All files shared with contacts are under full read-write permissions. Any modifications made to the file by either you or your contacts will change the original file and be visible to everyone.

- Business account holders can implement access permission levels on files shared with business users and groups. These are read, write, deny read and deny write. Deny permissions are useful if you wish to share with a group but exclude certain users.

Apart from the CCloud Web Application, you can also use the following Comodo products with your online storage:

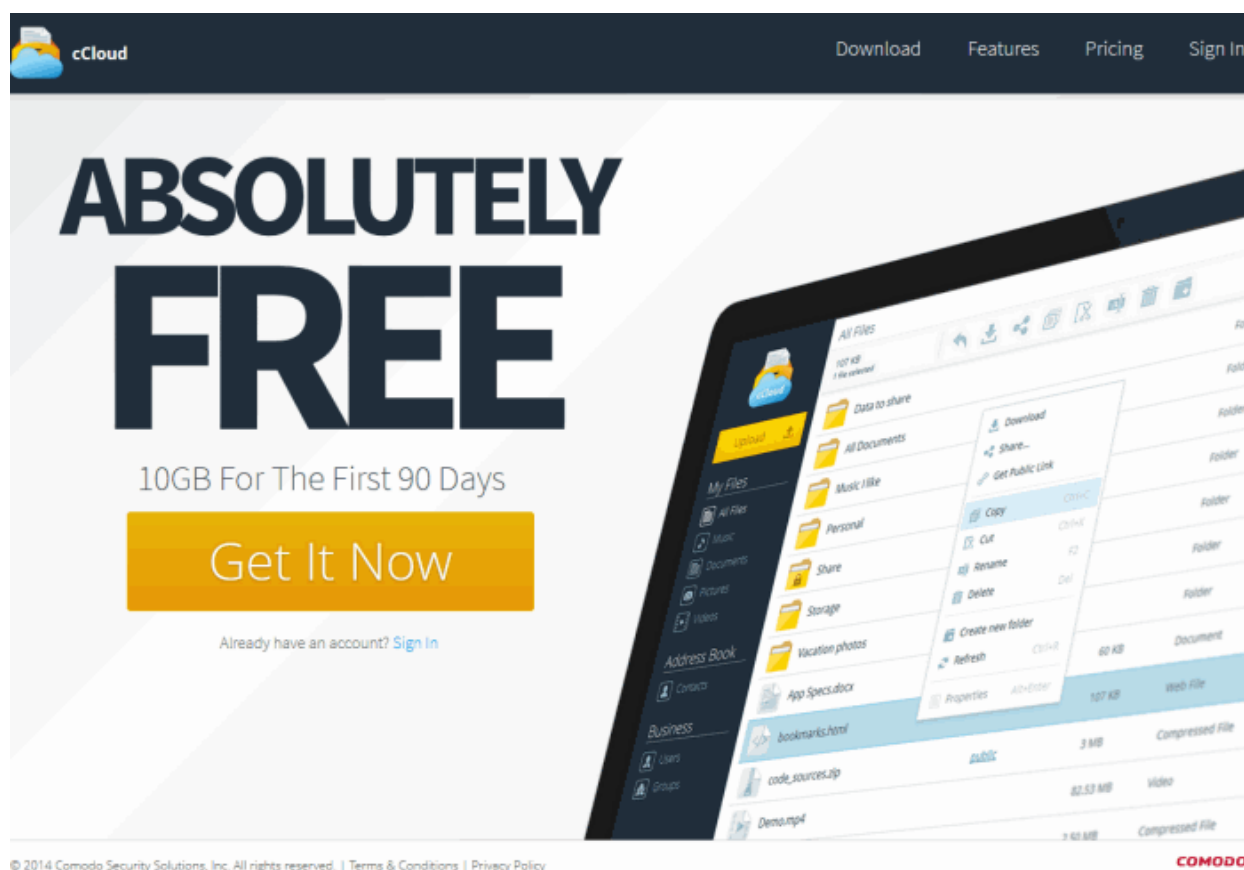
1. **Comodo Cloud client** – A lightweight and simple application installed on your Windows computer that enables you to instantly upload your files and folders by dragging and dropping into a desktop drop-box. The client also synchronizes files and folders between your local drive and online space whenever changes are made to them at either location. For more details on the CCloud client, see **Appendix 1 - Synchronizing Your Files On Online Storage Using CCloud Client**. To download the client directly from the web interface, click the 'Install cCloud on your PC' link on the left hand navigation or from user menu.
2. **Comodo CCloud Drive** – CCloud drive allows you to mount your online storage space as a virtual drive on your Windows computer. Once mounted, the virtual drive will appear alongside your other drives or partitions in 'My Computer', allowing you to drag and drop files between local and online storage with ease. For more details on installing and using CCloud Drive, see **Appendix 2 - Mounting your online storage space as a virtual drive**.
3. **Comodo Backup** - Comodo Backup is a powerful backup application for Windows computers that, amongst other features, allows you to schedule ongoing backups to your online storage space. Backing up online can often prove to be a wise precaution - allowing you to instantly recover your valuable files after data loss or theft. For more details on installing and using Comodo Backup, see **Appendix 3 - Accessing and Using CCloud through Comodo Backup**.

The rest of this guide covers enrollment for the CCloud service and use of the web-application. It is split into the following sections:

- **Create an account**
- **Managing your account**
- **Managing your files**
- **Sharing your files**
- **The Address Book**
- **Synchronizing your Files on Online Storage Using the CCloud Client**
- **Using CCloud drive to mount your storage as a virtual drive in Windows**
- **Accessing and Using CCloud through Comodo Backup**
- **Comparison of CCloud packages**

1.1. Create a Free Account

To use Comodo Cloud storage, you first need to register for an account. Go to <https://www.ccloud.com/> then click the 'Get It Now' button. Users requiring more space should click the 'Pricing' link at the top-right (see **Appendix 4** to view available packages).



After clicking the 'Get It Now' button, the purchase form will appear:

COMODO | Creating Trust Online™ | Need Assistance? 888-351-7956 | CHAT NOW! | USA | RUSSIA | CHINA

Shopping Cart | Account Details | Complete Order

!

Your card will not be charged until the end of the initial 90 day period.
You can cancel at any time during the first 90 days with no charge and no questions asked.

cCloud 90 days
[per 3 months], 10 GB | \$ 0.00

TOTAL : \$ 0.00

ENTER CUSTOMER DETAILS

Existing Comodo User | Register a new Comodo account with your e-mail address.

New Comodo User | E-mail address : [input field]

SELECT A PAYMENT METHOD

VISA | Discover | DGCover | American Express | MasterCard | JCB | PayPal

Cardholder Name : [input field]

Credit Card No. : [input field]

CVV : [input field] | Expiration Date : [dropdown] / [dropdown]

In the event that I decided to keep my account 90 days from now,
I authorize Comodo Security Solutions to charge my card quarterly, every 90 days, in the amount of \$2.79.

I have read and agree to the End User license/Service Agreement and Terms of Sale

Continue »

Enter customers details

That's it! The CCloud web interface will open immediately after completing the sign-up process so you can get started right away. You can login to your account at any time by visiting www.ccloud.com and clicking the 'Sign In' button.

If you have forgotten your password, click the 'Recover it here' link to restore your password. You will be taken to a Comodo accounts page, where you will have to provide your user ID or email that you provided during registration. You will be sent a confirmation email which contains a link to a page that will allow you to change your password.

2.Managing Your Account

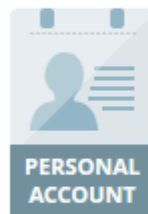
Clicking your username at the top-left of the interface will open your account information page. From here, you can change account details (first name, last name, email address, password); earn free space by inviting friends to use cCloud; view your space usage; upgrade or deactivate your account and can to the cCloud Web Interface help guide.

- Click on the user menu drop-down and select the following links for more details on the subsections:
 - **User profile**
 - **Upgrade subscription**
 - **Installing cCloud**
 - **Help**
 - **About**
 - **Sign out**

User profile

Personal Information


Account



testuser720@gmail.com

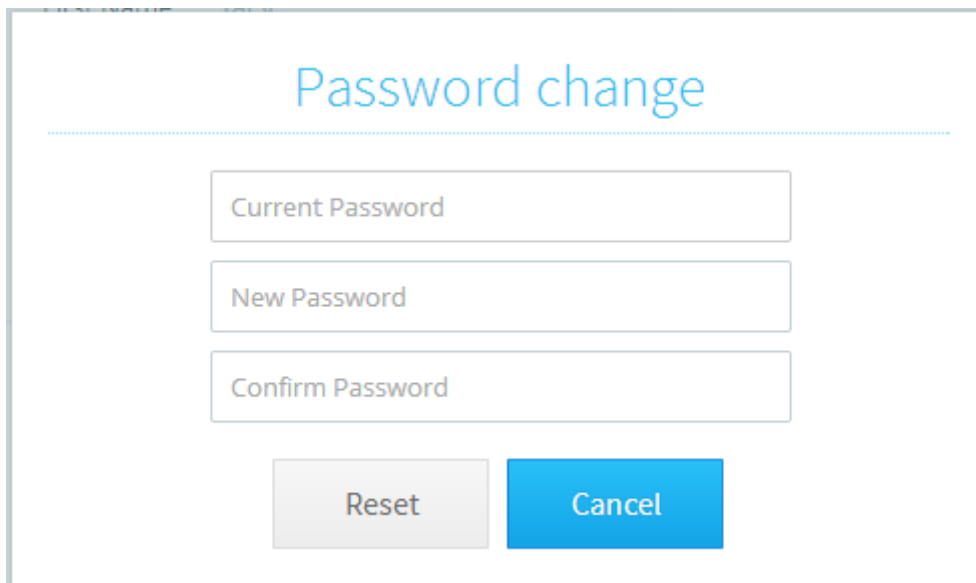
[Change my password](#)



- Click the  icon to edit the name of the user profile

Enter your name

- Type / change your First name and Last name that was specified during the registration.
- Click the '**Change my password**' link to change the login password you specified during registration.



Password change

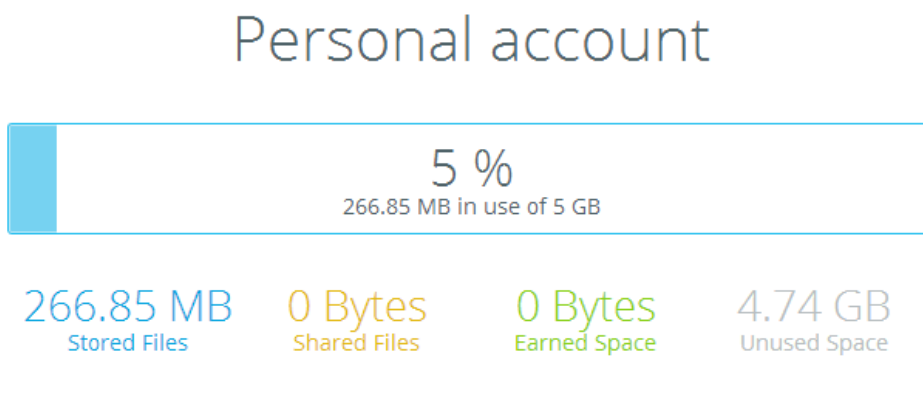
Current Password

New Password

Confirm Password

Reset Cancel

Personal account – A graphical display of how much space you have used on your account and how much remains. The chart also tells you how many files you have stored, how much space is taken up by shared files and how much additional space you have earned through invites.



Get more space contains two links that allows you to obtains more free space.

Get more space



Invite Friends

Earn more space by getting your friends, family and coworkers to subscribe to cCloud



Upgrade your account

Upgrade your cCloud subscription and get a lot more space.

Account Deactivation

If you deactivate your account

- Your account disappears from cCloud immediately.
- All your files/folders will be deleted and shared files will no longer be available to your friends and colleagues. Please make sure you have a backup of these files before de-activating your account.
- You can re-register with the same username at any time after deactivation. However, your files will not be restored.

Upgrade subscription

To get more space, click 'Upgrade subscription'. The Comodo Online Storage Signup page will be opened at <https://secure.comodo.com/home/purchase.php?pid=35>.

COMODO | Creating Trust Online™ | Need Assistance? 888-351-7956 | CHAT NOW! | [Flags]

Shopping Cart | Account Details | Complete Order

Home 100
Backup, store and access your Photos, Music, Files and more from anywhere.
1-Year Plan, 100 GB | \$ 79.95
TOTAL : \$ 79.95

ENTER CUSTOMER DETAILS

Existing Comodo User | Register a new Comodo account with your e-mail address.

New Comodo User | E-mail address : [Input Field]

SELECT A PAYMENT METHOD

VISA | DISCOVER | AMERICAN EXPRESS | MASTERCARD | JCB | PayPal

Cardholder Name : [Input Field]
Credit Card No. : [Input Field]
CWV : [Input Field] | Expiration Date : [Dropdown] / [Dropdown]

30 DAY MONEY BACK GUARANTEE
Satisfaction Guaranteed, No Questions Asked *

I have read and agree to the End User license/Service Agreement and Terms of Sale | **Continue »**

- Select the package you requires.

The subscription pack you chose will be displayed pre-selected in the Package drop-down. Select the subscription package you want to use from the drop down list if you want to change it.

- In the Customer Details section, select 'Existing Client' or 'New Client' and fill the relevant details.
- Select your payment mode in the Payment Options section and fill the relevant details.
- Read the 'End User License and Subscriber Agreement' and 'Terms of sale' and after selecting the checkbox beside it , proceed to buy the plan.

Your order will be processed, your online storage space will be upgraded and a confirmation email will be sent from Comodo.

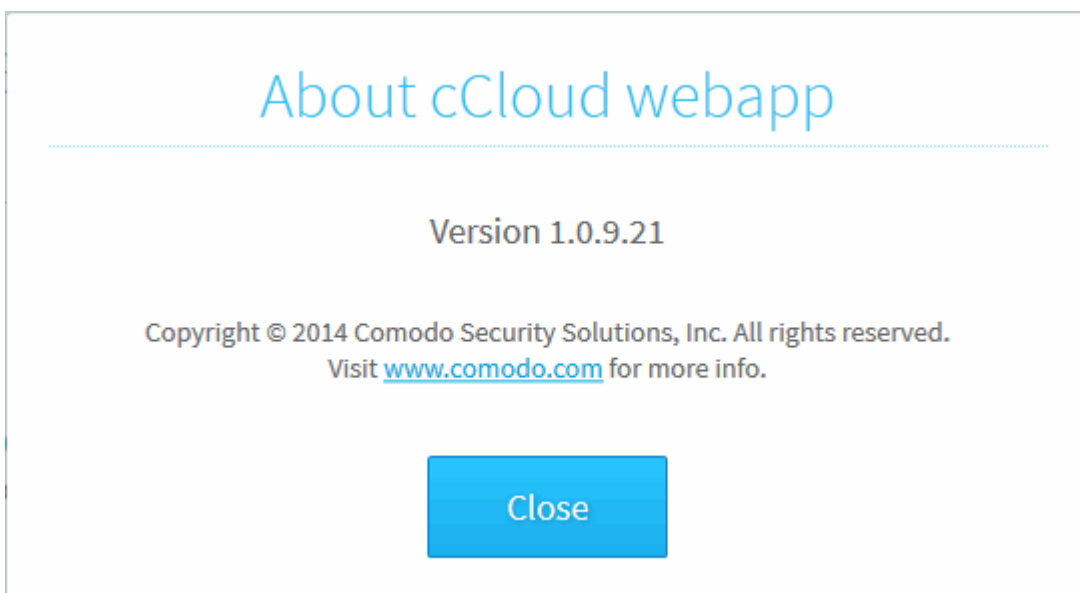
Install cCloud on your PC will open <https://ccloud.com/download> where you can download cDrive or cCloud application from.

Help

Opens the online help guide.

About

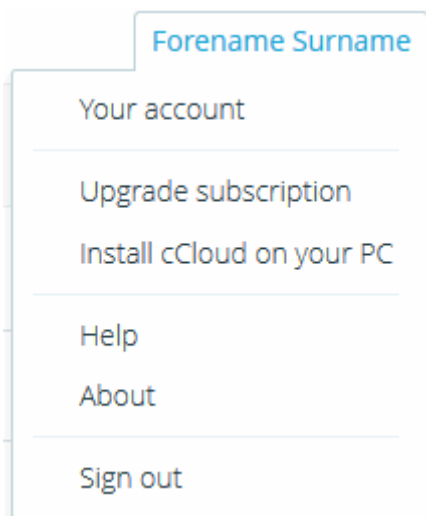
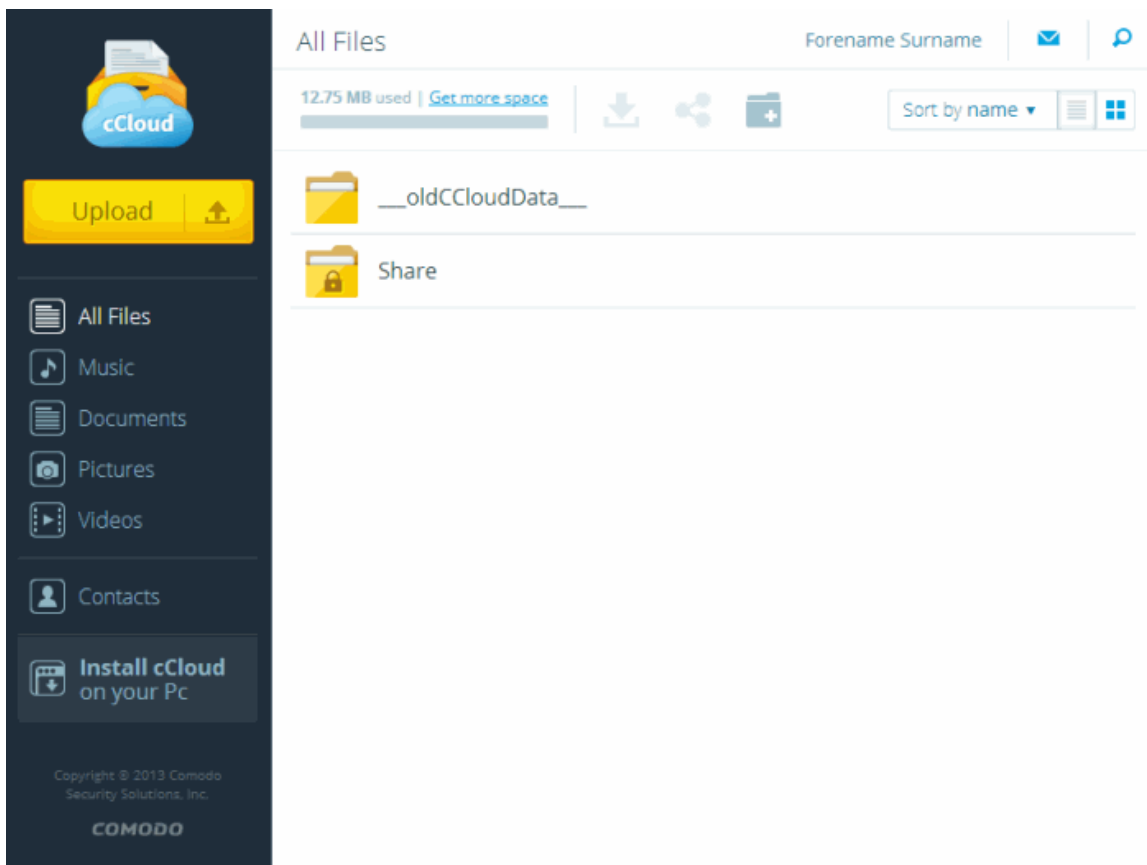
Opens the About dialog with the version and copyright information of cCloud webapp. Click <https://ccloud.com/> to take to comodo.com home page.



Sign out - Allows you to sign out from cCloud Web Interface.

3.Managing Your Files

After first logging in, the web application will open at the 'All Files' category, which displays all folders and files of all types. The 'Share' folder is also located in 'All Files'. Comodo Cloud also stores all your previously used files and folder in the '_oldCCloudData_'.





From User menu, CCloud Web Interface allows you to manage your personnel account information, configure the subscription, install CCloud on your computer. From here you can also view the internal help guide, the version information of cCloud webapp and copyright information. Clicking www.comodo.com will take you to comodo.com home page.

The  button indicates a share activity between you and all your contacts.

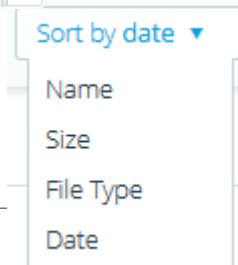
The search button at the top-right corner allows you to search for folders/files by entering full or partial file-names:



The view buttons at the top-right of the interface allow you to choose how files will be displayed.

  You can choose

Files and folders can be sorted according to your preferred criteria by choosing from the drop-down menu at the upper right of the interface:



Storage space can be easily added in increments that match your needs. If you wish to upgrade to a full CCloud or Business account, click the 'Pricing' link at the top of the interface.

The rest of the 'Managing your files' section covers the following areas:

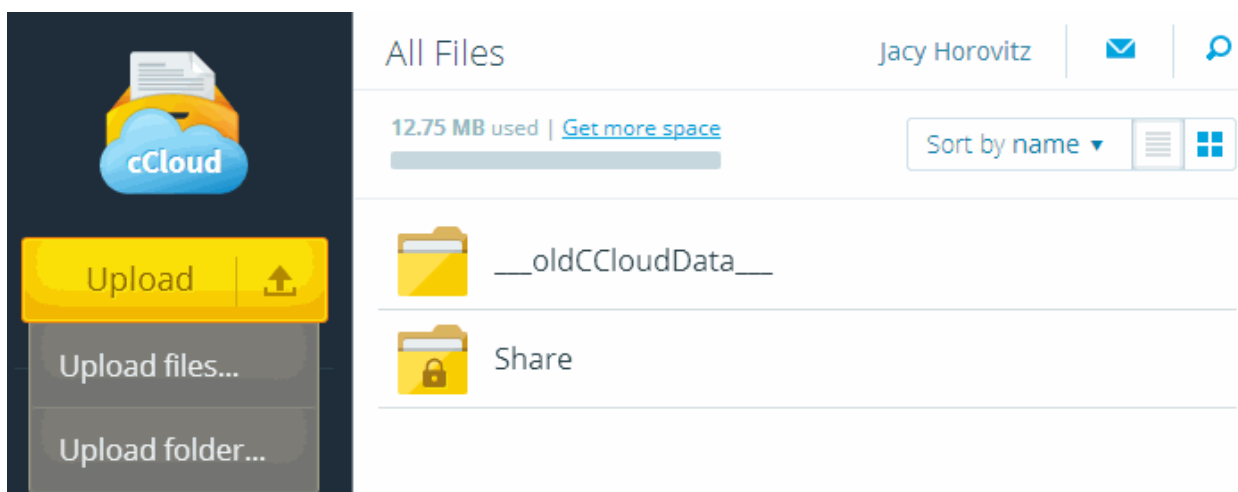
- **Upload Files**
- **Download and Open Files**
- **Rename Files / Folders**
- **Create Folders**
- **Copy/Cutting Files to other CCloud Folders**
- **Delete Files / Folders**

3.1.1. Uploading Files and Folders

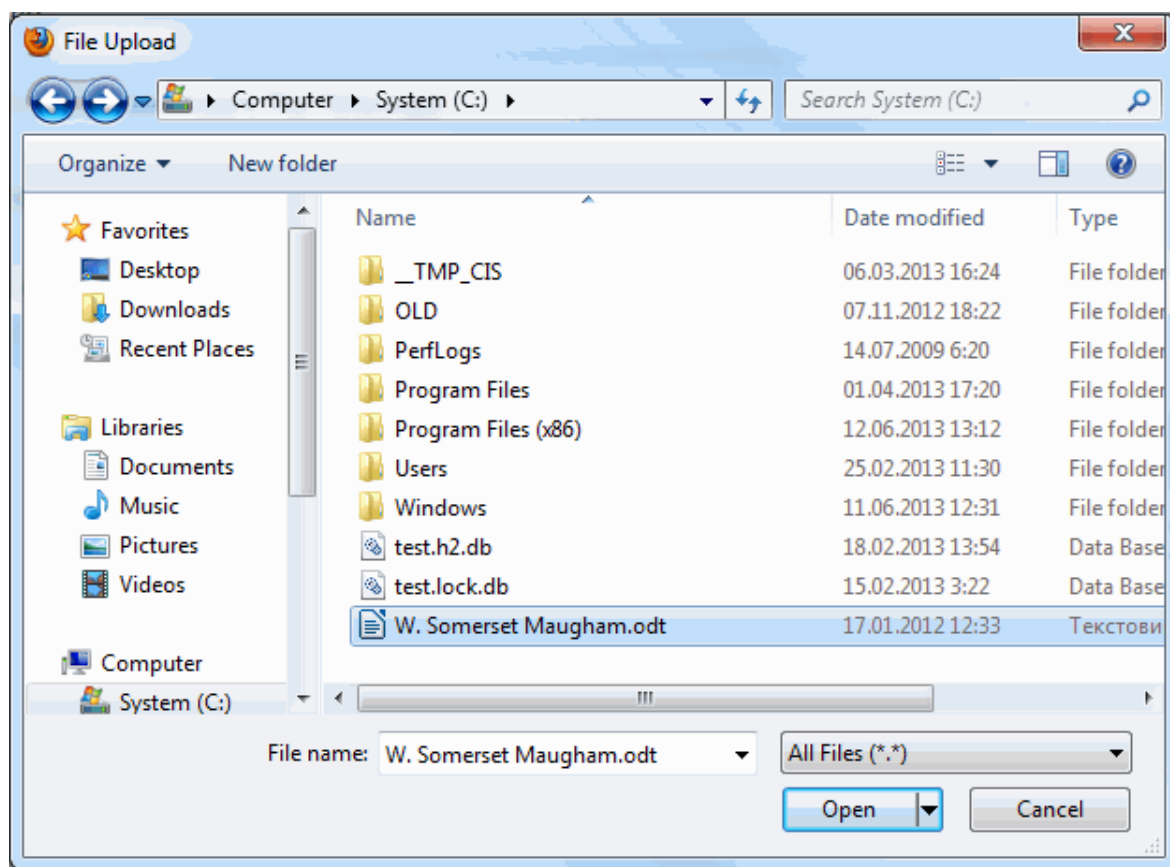
The CCloud web-application has a simple file upload wizard that can be started by clicking the yellow 'Upload' button on the left hand side of the interface. Alternatively, right-click anywhere on the interface and select 'Upload' from the context-sensitive menu.

To upload files from your system to online storage

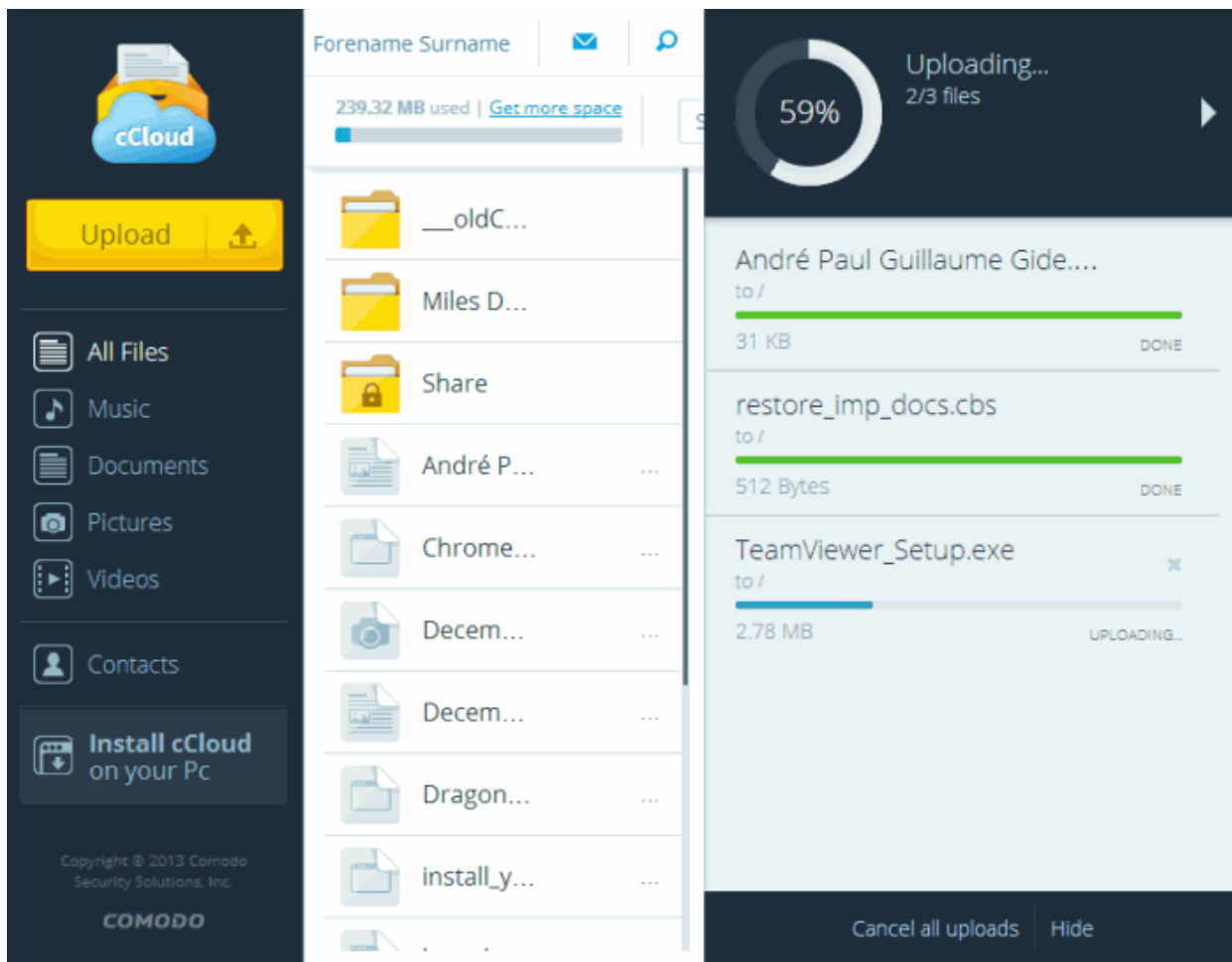
- Login to your CCloud account through the web interface.
- Click the 'Upload' button on the left
- Select an item to be uploaded.



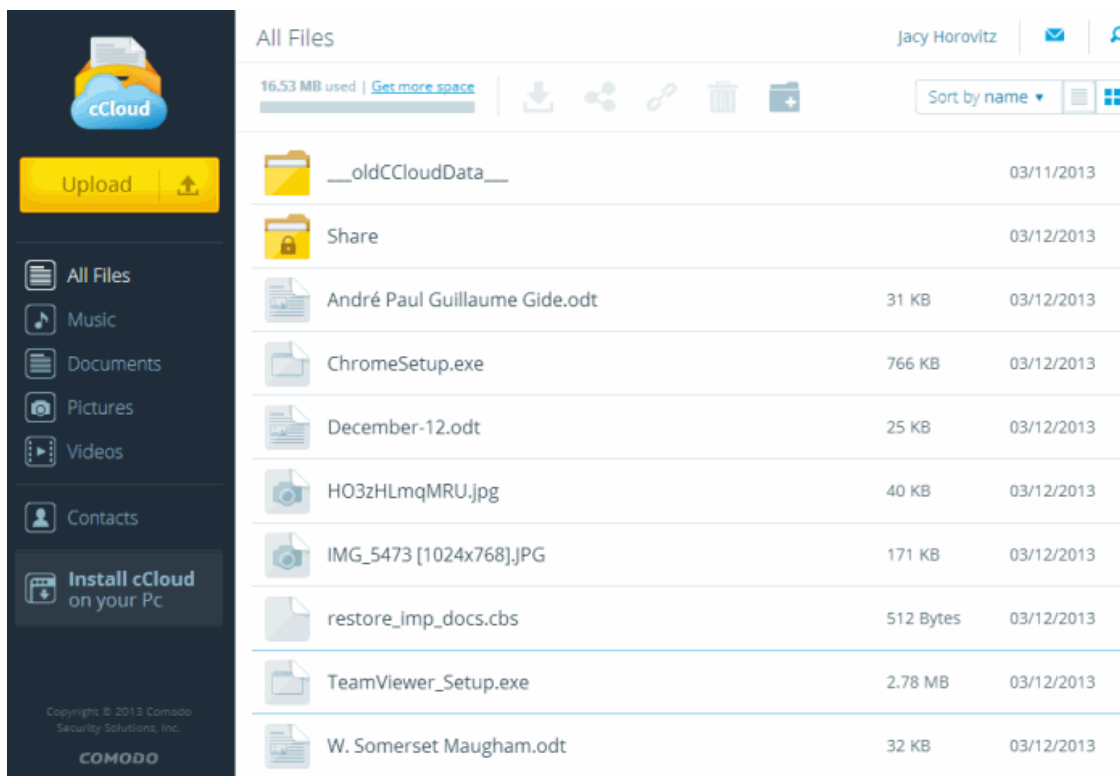
- Navigate to the files/folder you wish to upload. Press and hold the 'CTRL' key to select multiple items.



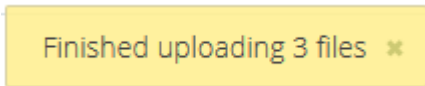
The selected items will be queued and uploaded automatically:



- Progress indicator graphics at the top-right of the interface display how many files have been uploaded, the size of the upload so far and the percentage of the task that has been completed. Click 'Hide' if you do not want to display these graphics.
- Click the 'X' beside an item to remove it from the upload queue or the 'Cancel all' link if you want to cancel all uploads.



A confirmation strip will appear when your files have been successfully uploaded:




3.1.2. Downloading and Opening Files

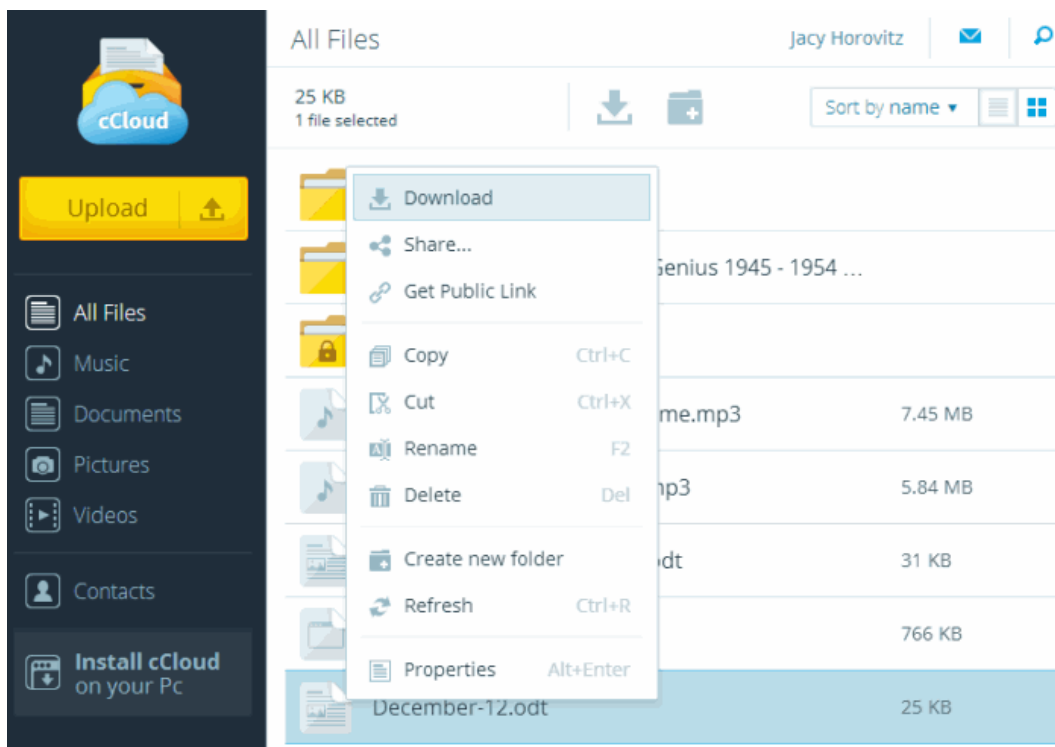
You can log in to the CCloud website from anywhere in the world and download your files to your local machine.

To download your files

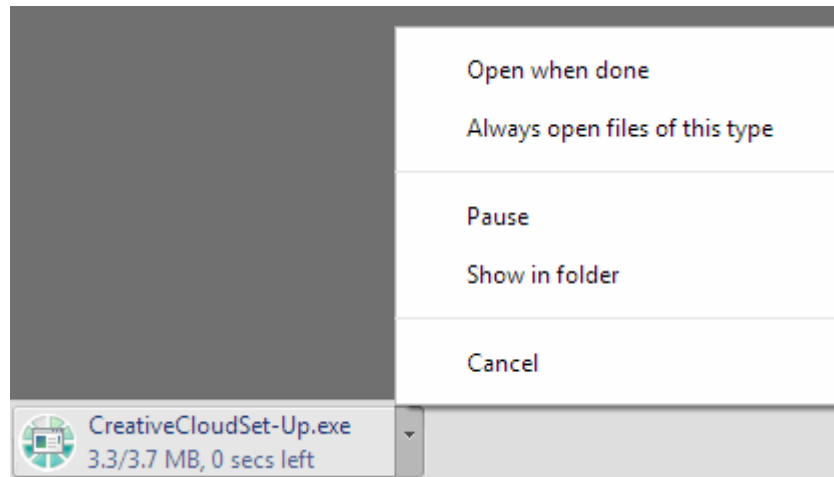
- Open the web interface by logging to your CCloud account at www.ccloud.com
- Locate the files or folders you wish to download.

Do one of the following:

- Click the download button  at the top of the interface OR
- Simply click a file once to download it to C:\Users\Downloads OR
- Right click on the file and select 'Download'

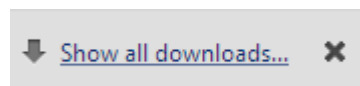


The file(s) you have downloaded will be shown on individual tabs along the bottom of the interface. The arrow adjacent to a file opens a menu which allows you to pause/cancel a download in progress and configure other options:



- Select 'Pause' or 'Cancel' to stop the current download
- Select 'Show in folder' to open the location of the file in Windows Explorer
- Select 'Open when done' to open a file as soon as download is complete (best for downloads that are currently in-progress)
- Click 'Always open files of this type' if, in future, you want to open all files of this type as soon as they have finished downloading. Please note that this option is not available for executable file types, for eg., .dll, .exe etc.

To view a list of all files that you have downloaded, click 'Show all downloads' at the right of the download bar:



Opening files on online storage

You can open selected file types such as pictures directly from your online storage. This is useful when you want to preview a file but don't want to download it.

- Open the web interface by logging to your CCloud account at www.ccloud.com
- Locate the file you wish to open and double-click it.
- Depending on the file type, the file will open in a new window or the 'File Download' dialog will be displayed.


3.1.3. Renaming Files / Folders

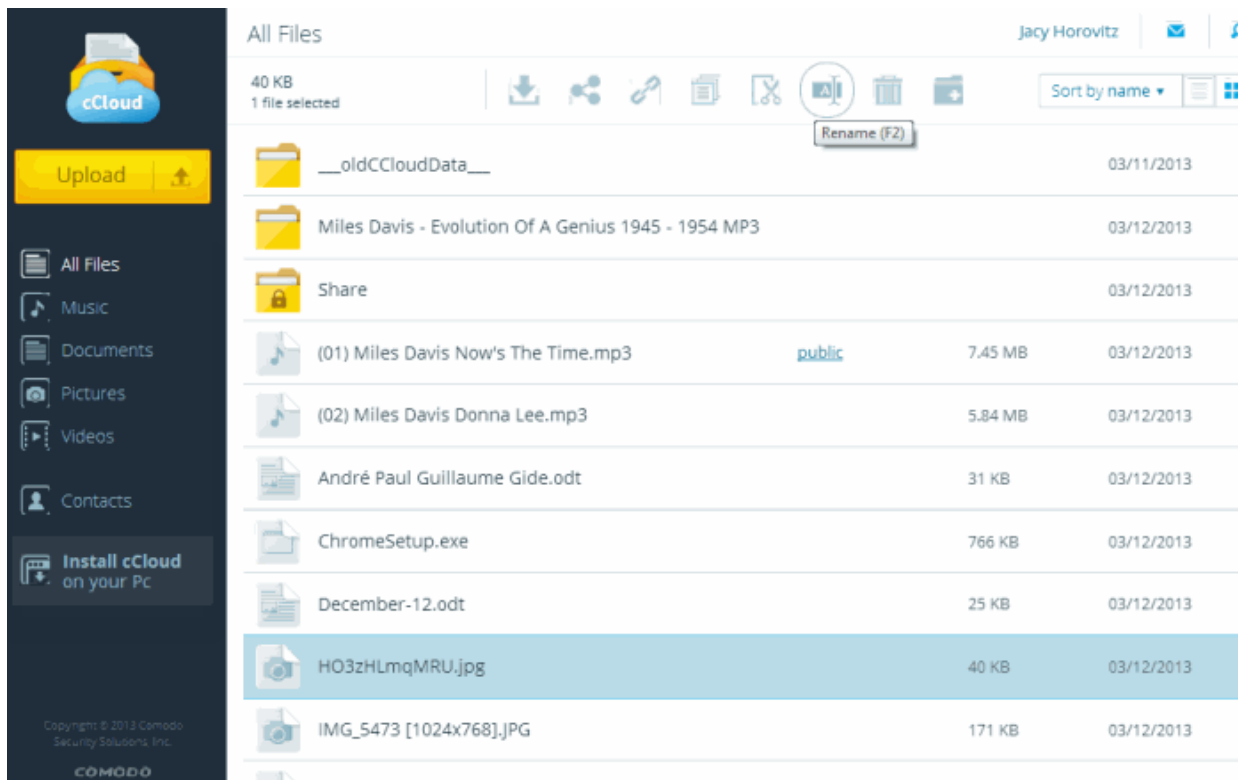
The CCloud web interface allows you to rename files that you have stored online. This is useful, for example, when you want to properly label text snippets, images or screen-shots that were uploaded using the CCloud Windows client.

Please note:

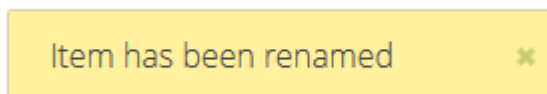
- You need read-write permissions to be able to rename a file.
- If the file has read-write permissions and is shared, then any modifications you make will be visible to all sharers.
- The conditions above apply whether you have shared the file with regular contacts or with business users.

To rename a file

- Open the web interface by logging into your CCloud account at www.ccloud.com
- Locate and select the file you wish to rename.
- Click the 'Rename' button at the top of the interface. 
- Alternatively, right-click on the file and select 'Rename' from the context-sensitive menu.




- Edit the file name and click the check-mark to apply your changes. The file name will be changed.
- A confirmation strip appears when a file have been successfully renamed.

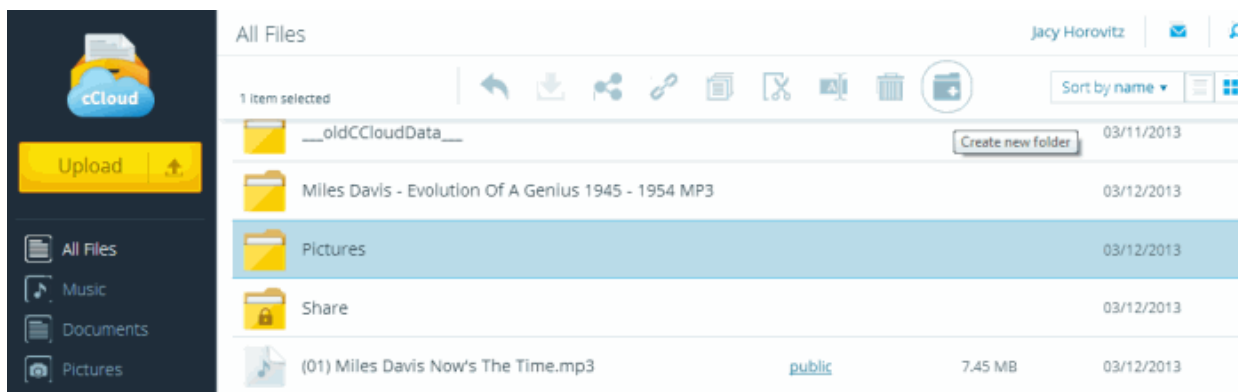


3.1.4. Creating Folders

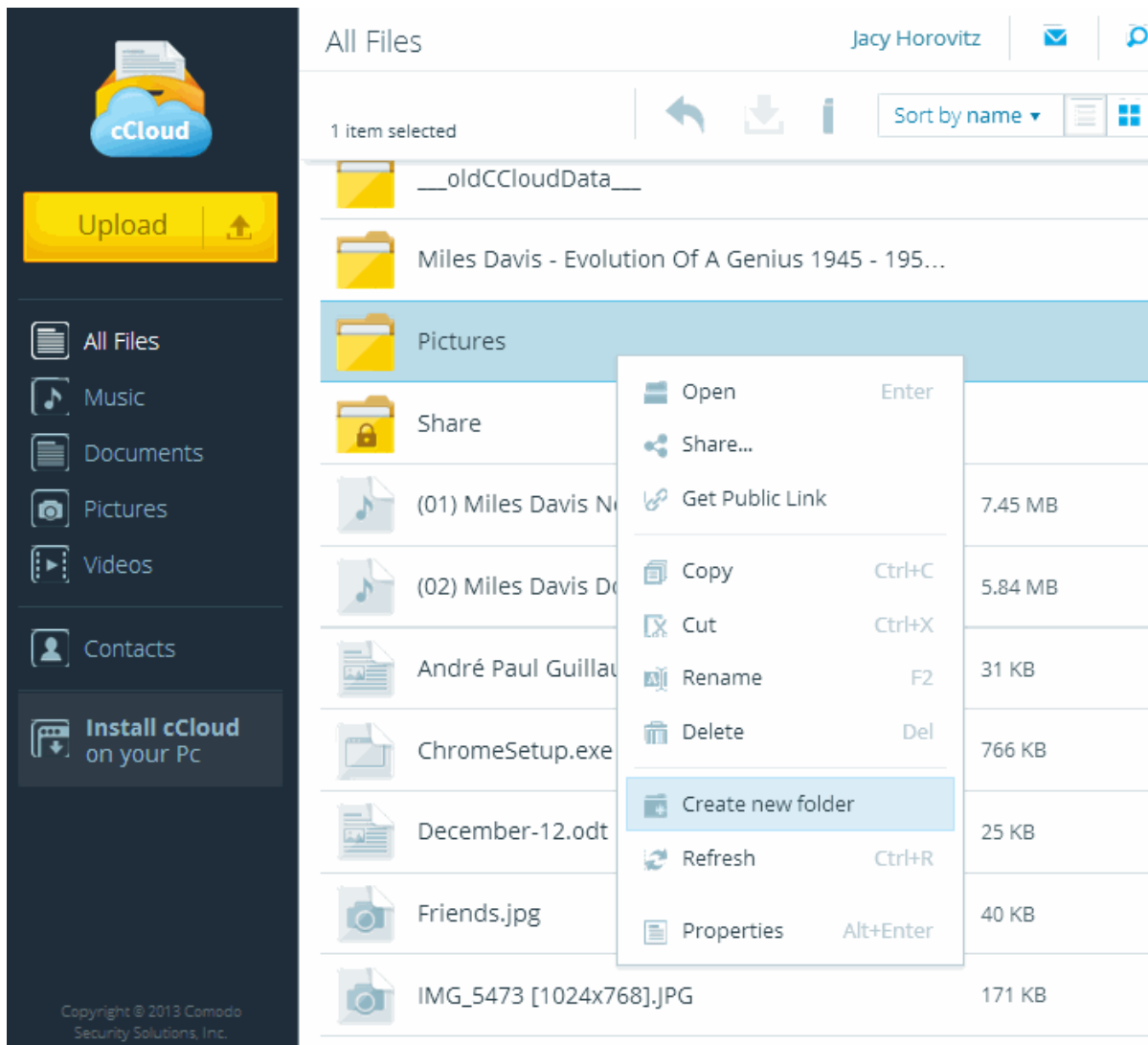
Creating new sub- folders can help keep your files organized and easy to find, especially if you have hundreds or thousands of files.

To create a new folder

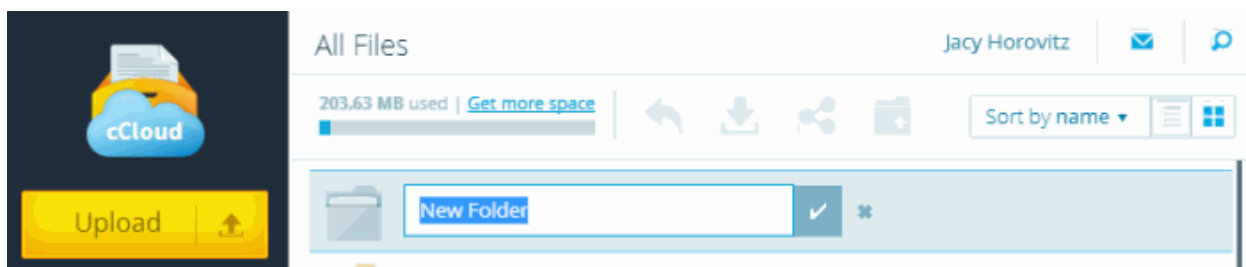
- Open the web interface by logging to your CCloud account at www.ccloud.com
- Select the file category under which you want to create the new folder from those listed underneath 'My Files' ('All Files', 'Music', 'Documents', 'Pictures' or 'Videos')
- Click the 'Create new folder' button at the top of the interface. 



- Alternatively, right-click anywhere on the interface and select 'Create new folder' from the context-sensitive menu.





- Type a name for the new folder in the 'New Folder' text box. Click the check-mark to apply your changes.



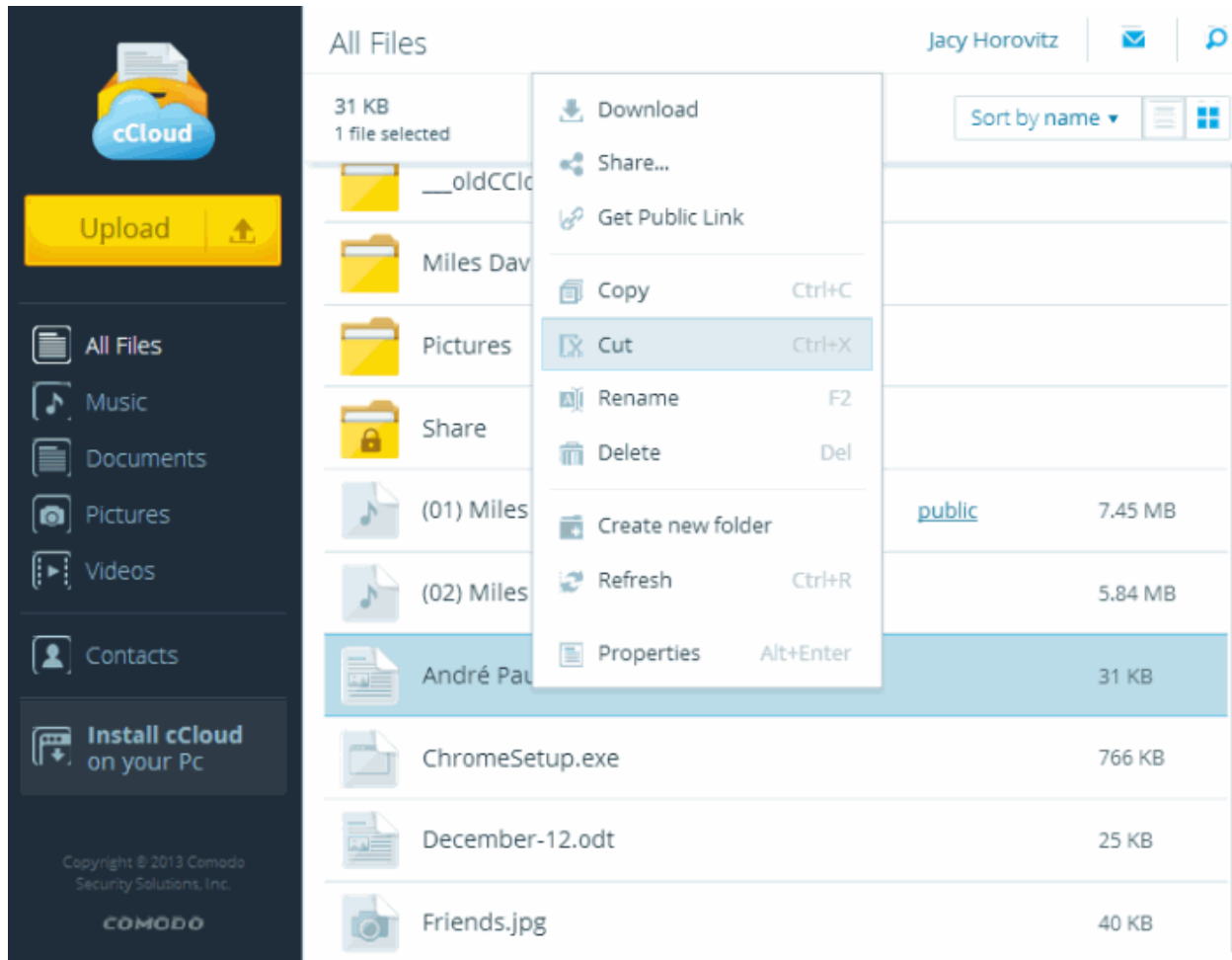
You can now begin moving files into this folder.

3.1.5. Copying and Pasting Files Between CCloud Folders

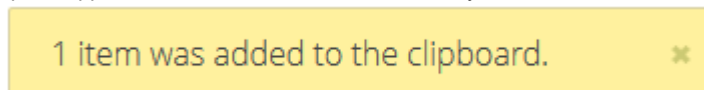
To copy file(s) / sub-folders

- Open the web interface by logging to your CCloud account at www.ccloud.com
- Locate and select the file or folders you wish to copy. To select multiple items, press and hold the 'CTRL' key while selecting items.
- Click 'Copy'  or 'Cut'  from the top navigation.
- Alternatively, right-click anywhere on the items you wish to copy and select 'Copy' or 'Cut' from the context-sensitive

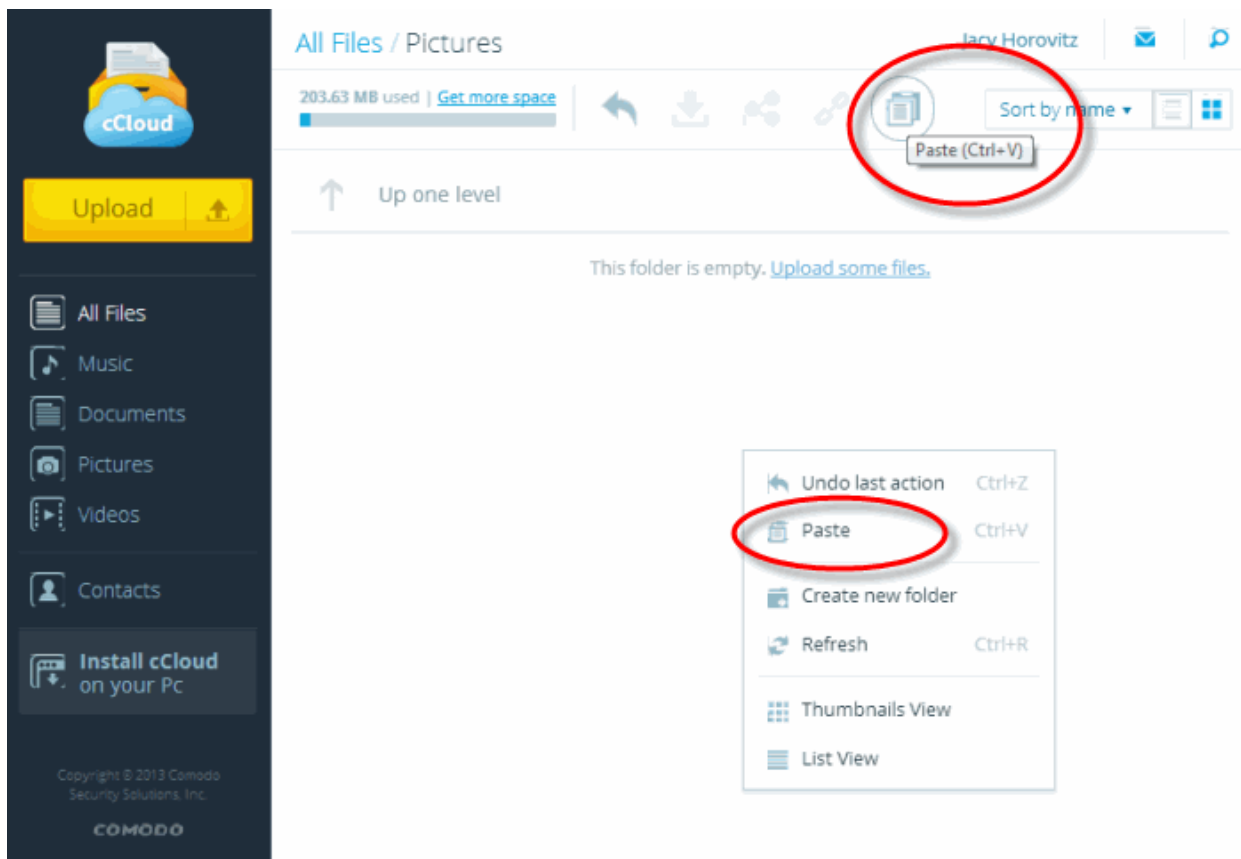
menu.



- A confirmation strip will appear when an action will be successfully taken.



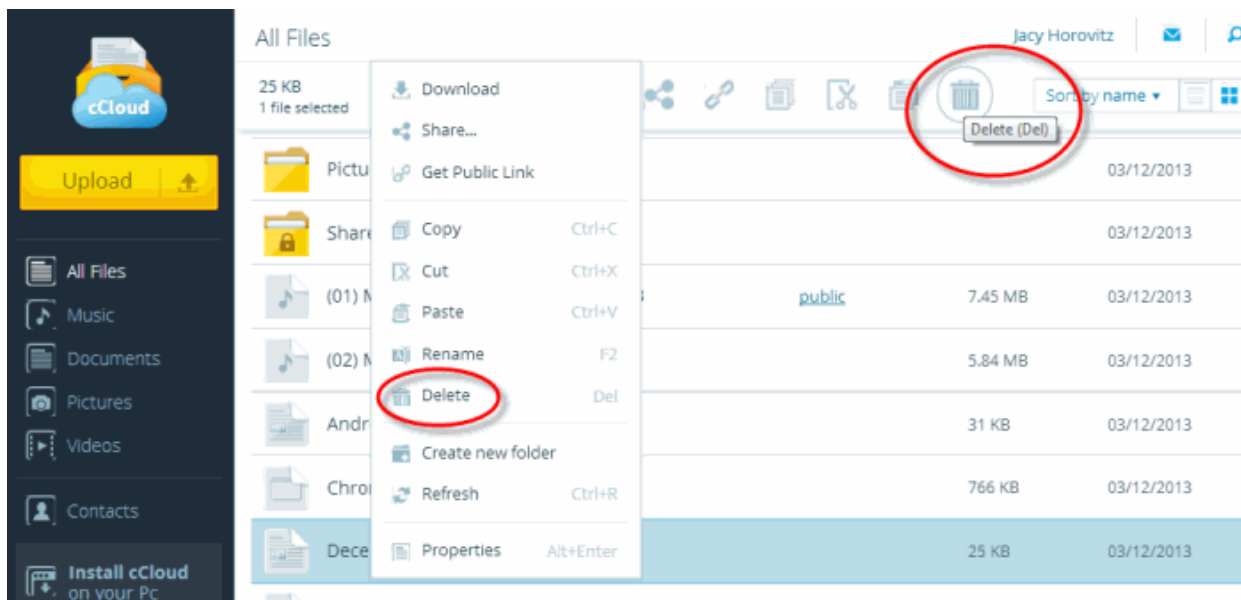
- Navigate to the folder into which the items are to be pasted and select 'Paste'.



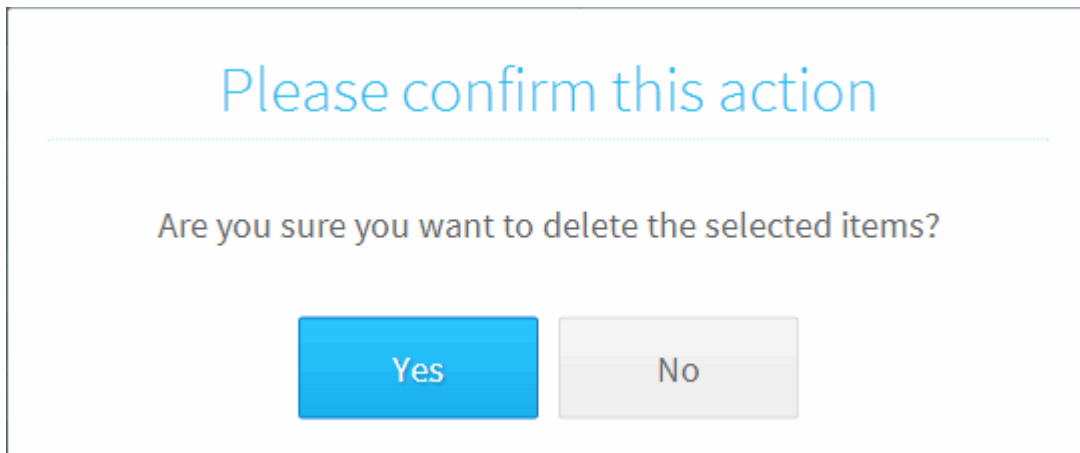
3.1.6. Deleting Files

To delete file(s) / sub-folders

- Open the web interface by logging to your CCloud account at www.ccloud.com
- Locate and select the file or folders you wish to delete. To select multiple items, press and hold the 'CTRL' key while selecting items.
- Click the trash can icon from the top navigation. Alternatively, right-click and select 'Delete' from the context-sensitive menu.
- Please note – you need to have read-write permissions to be able to delete a file. If the file is shared with others then it will also get deleted from their account



You will be asked to confirm the deletion:



- Click 'No' if you do not wish to delete at this time.
- Clicking 'Yes' will remove the selected items from your online storage space. A confirmation strip will appear at the bottom of the interface:

1 item was successfully deleted. ✕

4. File Sharing

Comodo Cloud allows you share files in two ways:


- **Share files/folders with a contact, business user or group** – Right-click on a file and select 'Share'. Sharing a file is a process carried out between two CCloud account holders. [Click here for more details.](#)
- **Create a public link to the file** – Right-click on a file and select 'Get Public Link'. Public links can be shared with anybody, regardless of whether they have a CCloud account. People accessing the URL will download the file directly from your storage space. [Click here for more details.](#)

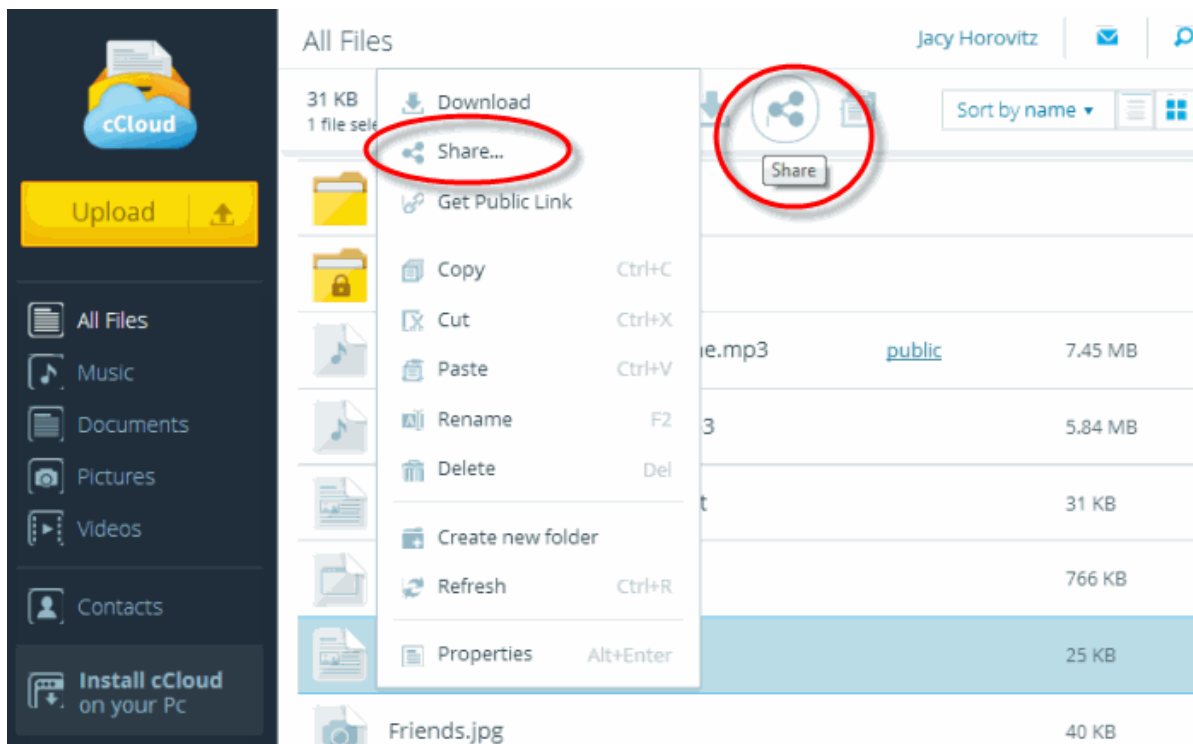
Sharing files/folders with contacts, business users or groups

Sharing a file with a contact or a business user will create a link to the file in their accounts.

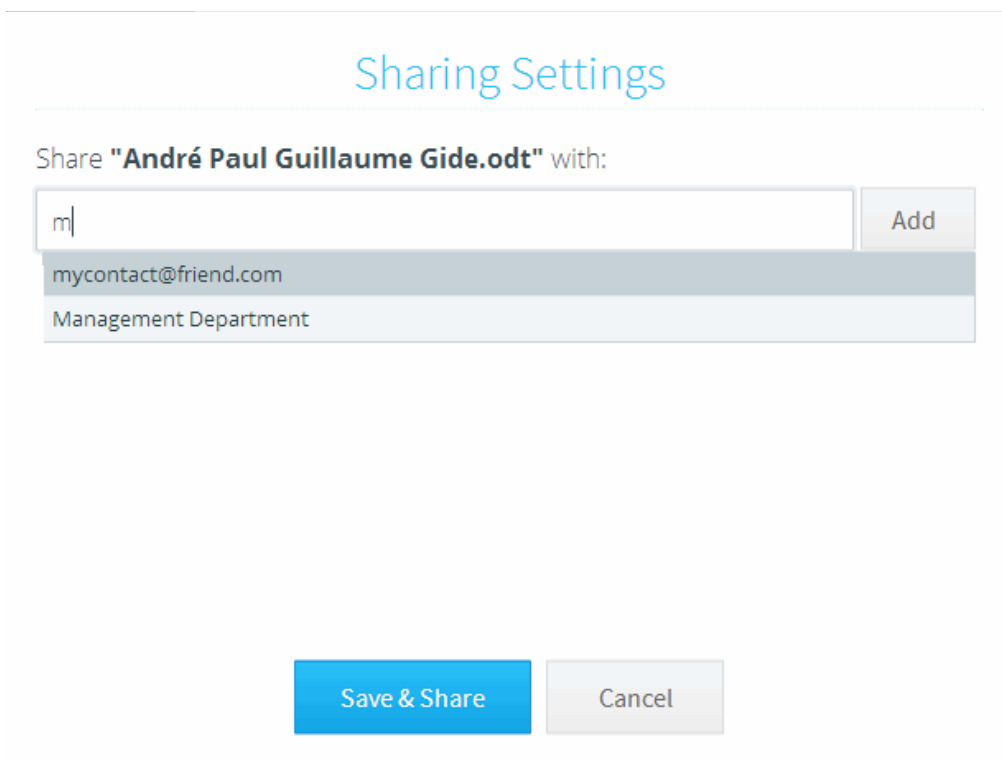
- If you share a file with a regular contact, then the file size is deducted from both accounts. Because of this, we send a mail to contacts asking them to confirm that they accept the file before the share is implemented.
- Files shared with business users do not count against their storage space. Therefore, files are shared immediately and do not require confirmation.
- Files shared with regular contacts are shared with full read-write permissions. This means changes to the file by any contact will be visible to all sharers. If you share with a business user, you can specify different permission levels for the file for each user.

To share a file

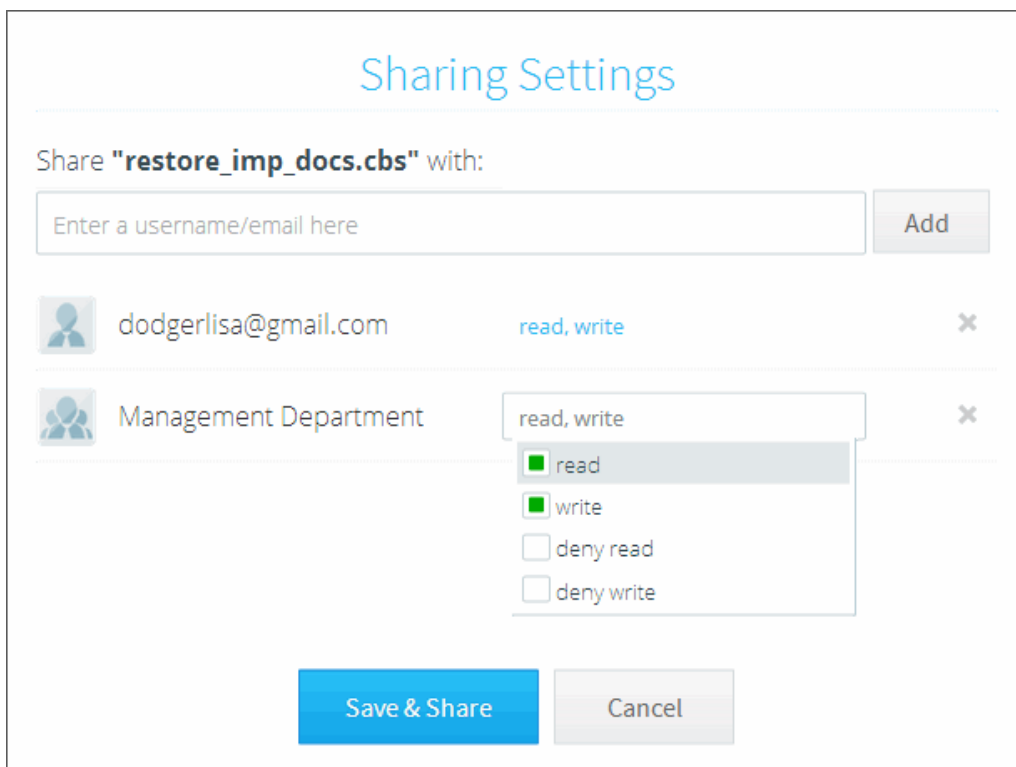
- In the web interface, open the containing folder and select the file(s) you wish to share. To select multiple files, press and hold the 'CTRL' key
- Click the 'Share' button  from the top navigation OR
- Right-click on the file and select 'Share' from the context-sensitive menu



- At the 'Share Settings' dialog, type the email address of the person with which you want to share. CCloud has an auto-complete feature so typing the first couple of letters ought present you with a list of suggested **contacts**. You can also share with people that are not in your contacts.
 - If you share with a regular contact then an email will be sent to the contact asking them to confirm their acceptance of the share.
 - If you share with a business user, a link to the file will automatically appear in their accounts. They will not be asked to confirm their acceptance.
 - If you type a new email address, then that person or group will be automatically added as a contact. They will receive an email that notifies them of the share and offers them the chance to sign up for a CCloud account.



- Click the 'Add' button to add the contact to the share list. Repeat the process to share the file with multiple contacts.
- If you add a business contact to the share list, you can set permissions to him.
- If you are a business user, you also can share files/folders with all users come into the group.



- Click 'Save & Share' to send the link to your list of recipients. Contact(s) will receive a confirmation mail requesting them to accept the share. Business users will automatically see a link to the file in their accounts.

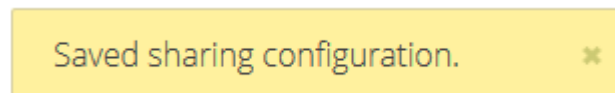
Sharing confirmation

Any changes made to the file(s) by you or by the persons you shared with in read write mode will be visible to everybody.

Don't show this message again

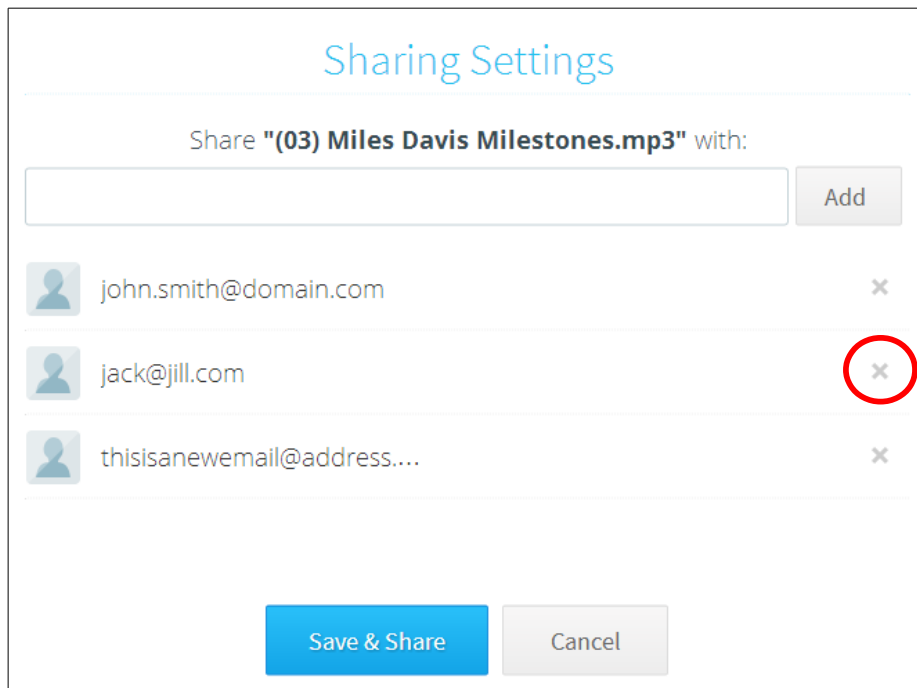


A confirmation strip will appear at the bottom of the interface:



Remove selected contacts from a share

- Right-click on the file whose share-settings you wish to modify
- Click 'Share...'
- Click the 'X' button alongside the contact with whom you no longer wish to share. The link to the file will be automatically removed from their online storage space.



Create a public link to the file

A public link can be shared with anybody and can be posted anywhere - including public forums, Facebook pages and more.

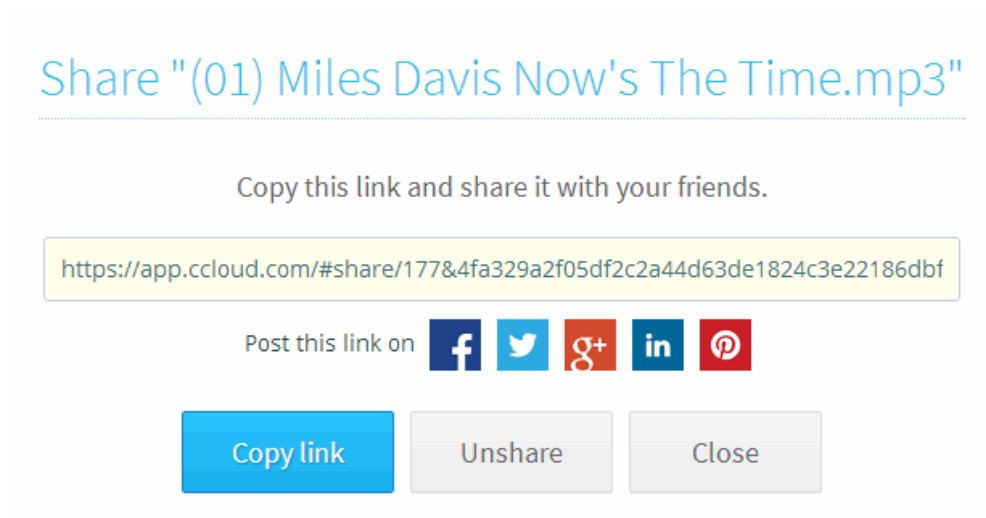
Anybody clicking on the link will download the file from your account.

To create a public link to a file:

- Open the folder that contains the file for which you want to generate a public URL
- Right click on the file and select 'Get Public Link'. Doing so will add the text 'Public' next to the filename:



- Click on 'public'. This will generate a link to the file which can be sent to your contacts:

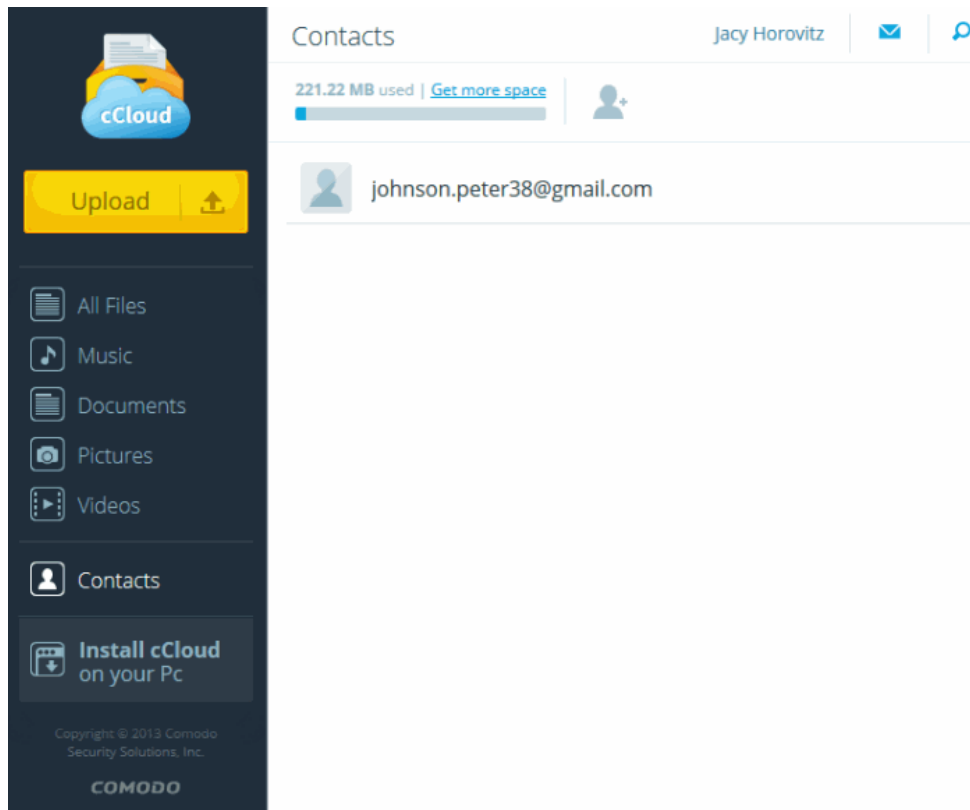


To unshare a public link

- Click the text 'public' next to the file in question.
- Click 'Unshare' at the 'Get Public Link' dialog.
- The file will no longer be available to those people with whom you shared the link. Anybody clicking on these links will no longer be able to download the file.

5. The Address Book


The 'Address Book' allows you to manage **contacts**, **business users** and **groups** of business users.




CCloud contacts are split into two types – **Contacts** and **Business Users**.

- An unlimited number of contacts can be created in any type of CCloud account. All files shared with contacts are in read-write mode and these permissions cannot be modified. This means any changes to the file by contacts will be visible to everyone on the share. Files shared with contacts count against the storage space of both your account and the contact's account. Because of this, we send a confirmation mail to the contact requesting that they accept the share.
- 'Business users' are a type of contact that are available to Comodo Cloud for Comodo Cloud for Business accounts only. Business users can be placed into groups. Files shared with business users do not count against their storage space so no confirmation mail (the link to the file will appear in their accounts immediately). You can also specify the share permission level on a file when sharing with a business user (read, write, deny-read, deny-write). Comodo Cloud for Business account holders can create an unlimited number of business users.

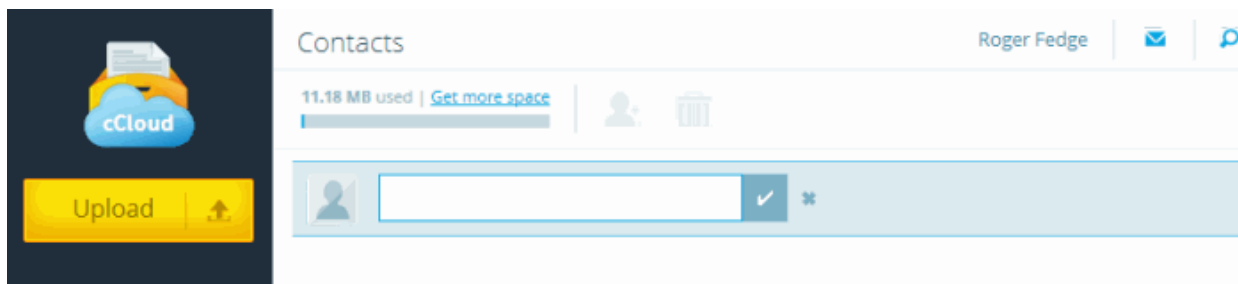
Contacts

- Creating a contact makes it easier for you to share files with them. When you share a file with a contact, you will place a link to the file in the contact's account. This takes up space on their account, so before copying the link over, we send a confirmation mail to them asking if they wish to accept the file.
- You can manually create a contact using the 'Add Contact' button 
- You can have a contact created automatically by typing a new email address at the **Share File dialog**.
- All contacts that you share files with will need a CCloud account in order to actually access the file. However, the confirmation mail we send contains links that allow non-account holders to enroll.
- There is no limit to the amount of contacts that you can add to your CCloud account. There is no limit on the number of contacts with which a file can be shared.

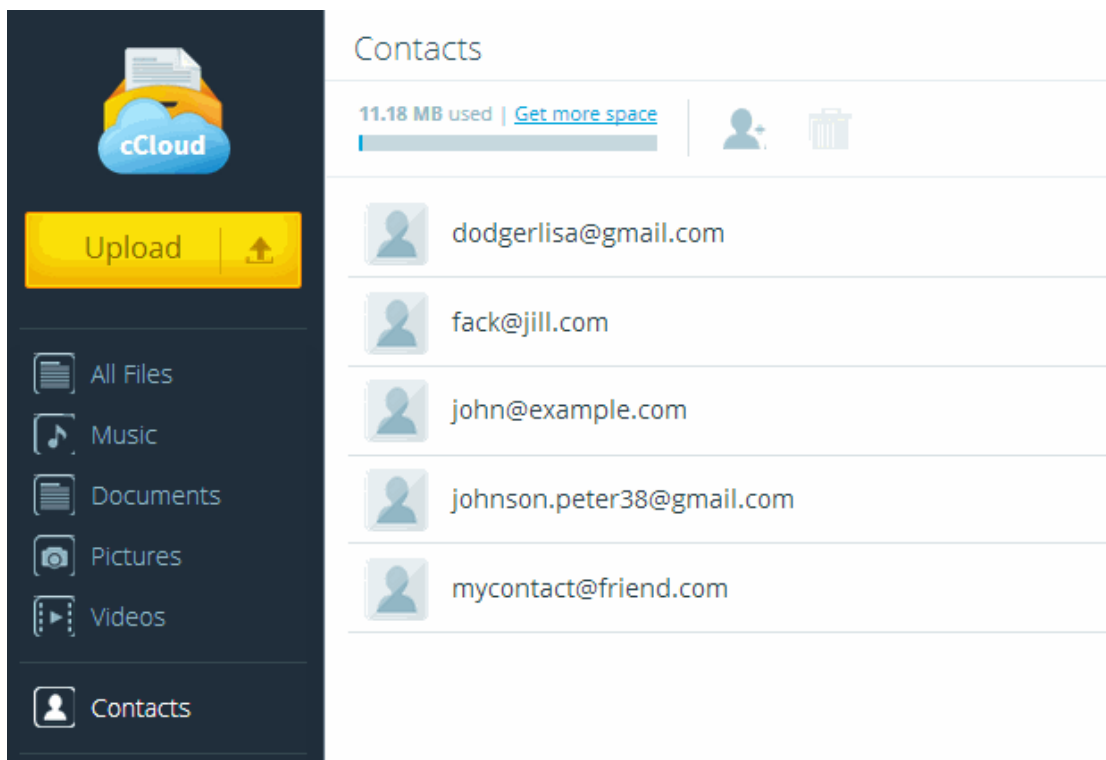
To add a contact

- Navigate to the 'Address Book' and click the 'Add contact'  button.
- Alternatively, right-click on an empty space anywhere in the address book and select 'Add new contact' from the context-sensitive menu.

- Type the email address of your contact in the field provided. Click the check-mark to add the contact or 'X' to cancel.



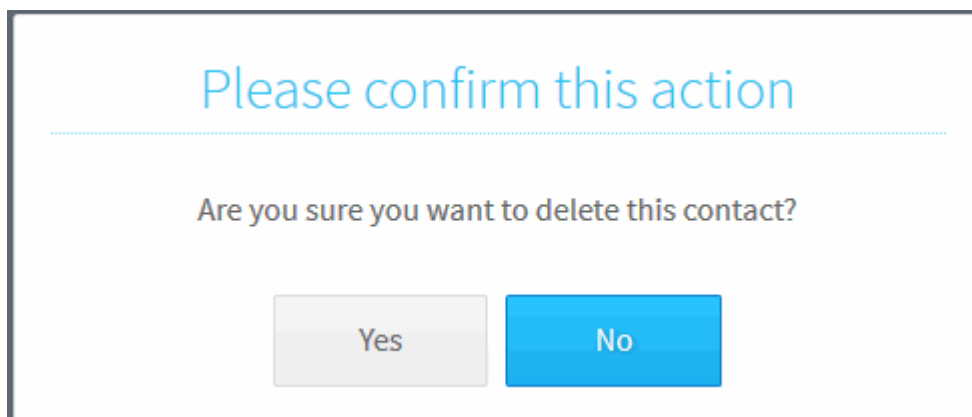
- Repeat the process to add more contacts.



- You can now share pictures, music, videos and other files with your contacts by simply right-clicking on a file and selecting 'Share'. See '**Sharing files with contacts**' for more details.

To delete a contact

- Select the contact to be removed and click the Trash can icon on the top navigation. A confirmation dialog will appear, click 'Yes' to delete the contact.



Business Users

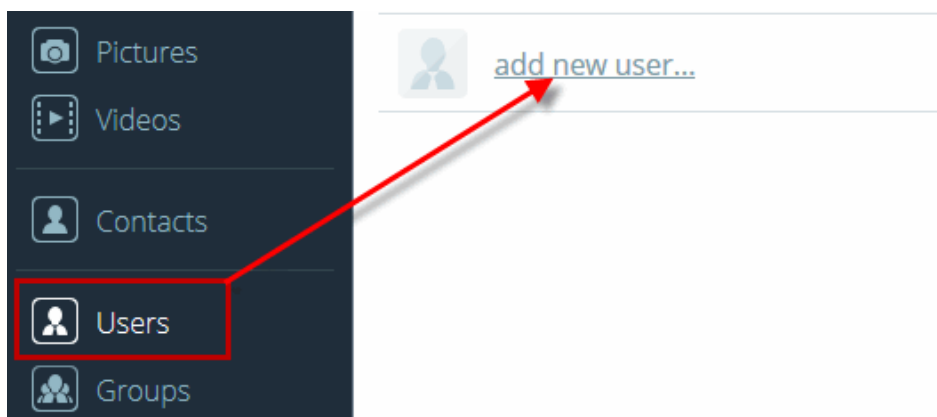
CCloud business accounts allow you to create business users. Sharing files with business users is the **same as with contacts** but is immediate and does not require the user to confirm acceptance of the file. You can also create groups of business users and have the ability to specify permission levels when sharing a file with a business user. Unlike with regular contacts, files shared with business users do not count against their storage space.

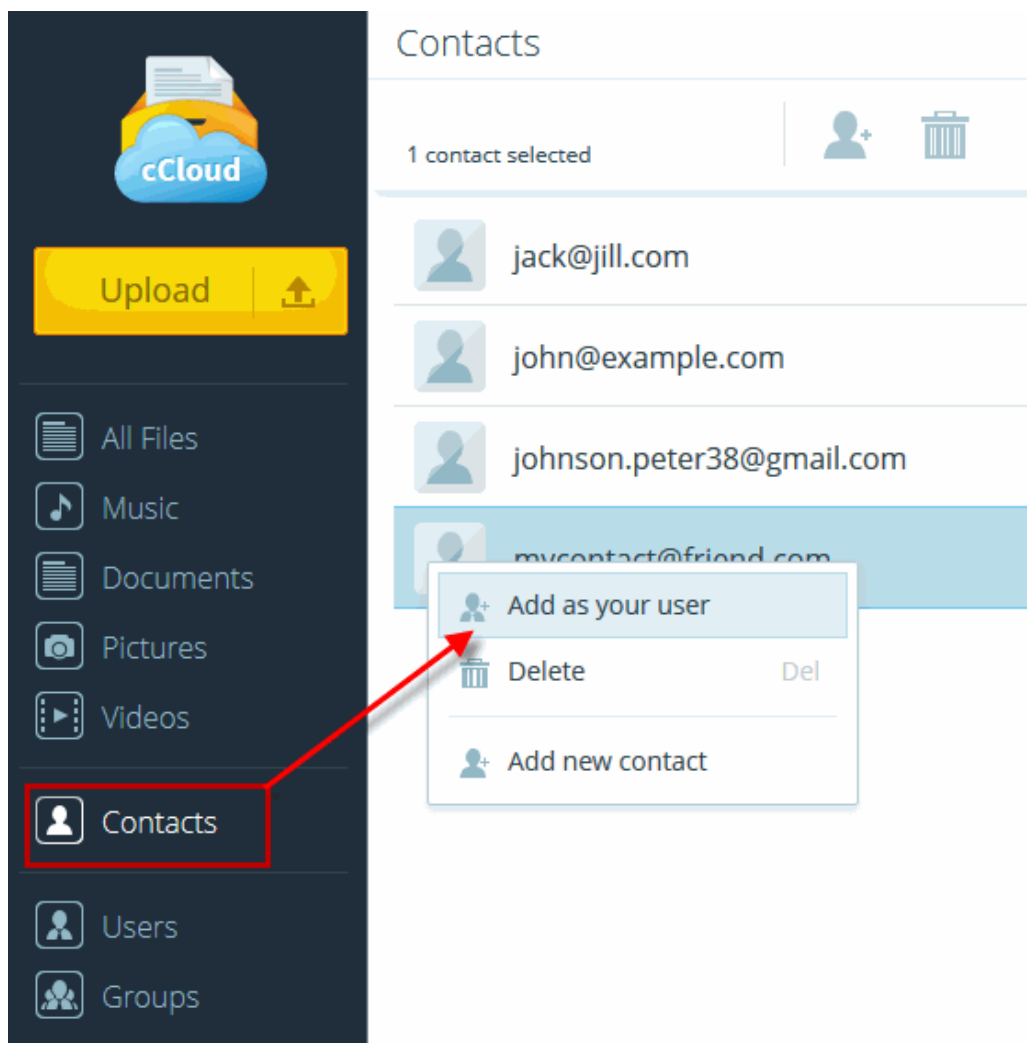
Business account holders can create new business users in two ways:

- A) Click 'Users' then 'add new user'

OR....

- B) Convert an existing contact into a business user. Click 'Contacts', right-click on any contact and select 'Add as your user':



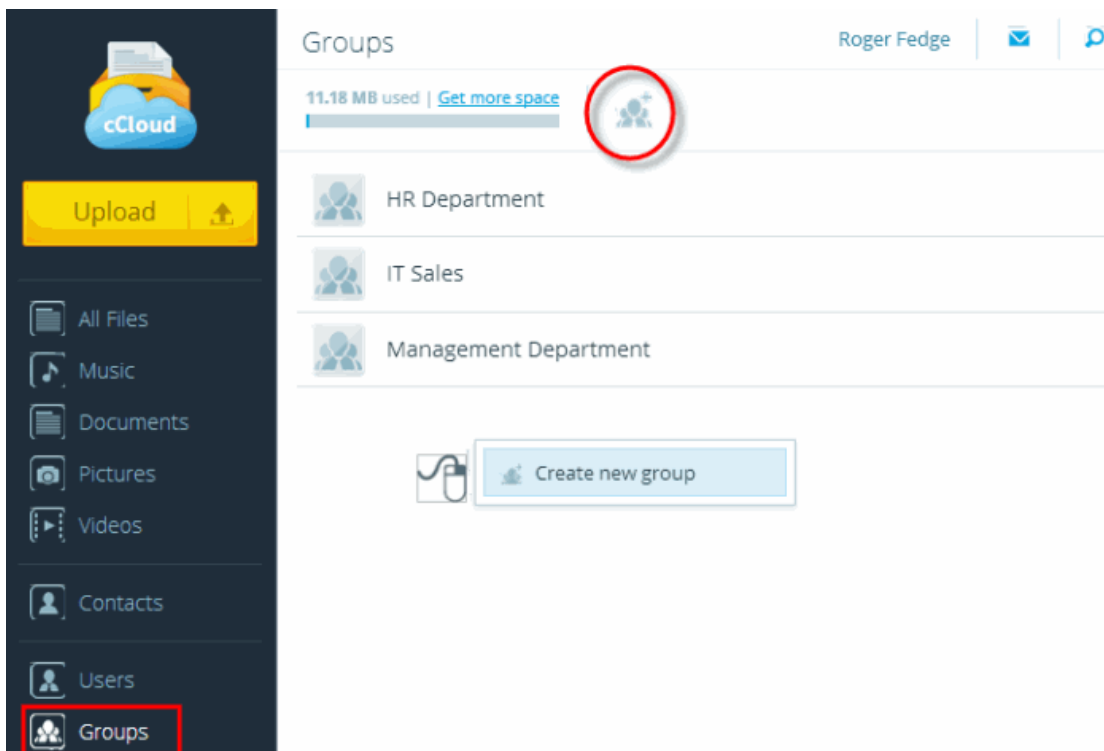


Creating groups

Business account holders can create groups of business users so files can be more easily shared amongst multiple people. This is especially useful for projects involving a large number of users.

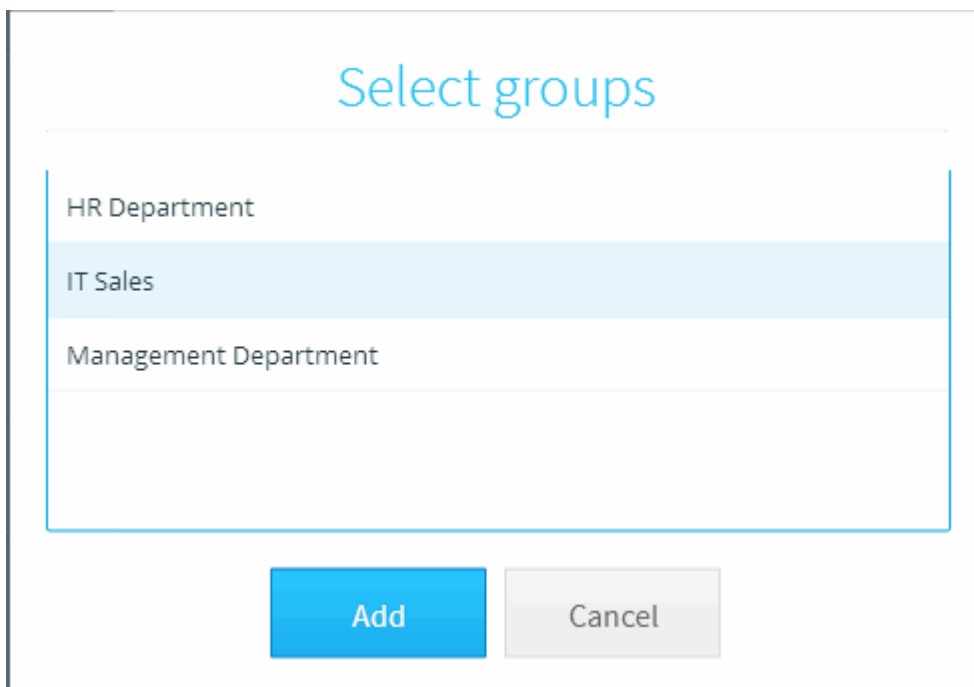
To create a new group

- Click 'Groups' under the business heading on the left hand navigation.
- Click the 'Create new group' icon at the top of the interface OR
- Right-click on an empty space in the 'Groups' interface and select 'Create new group'



To add business users to group(s)

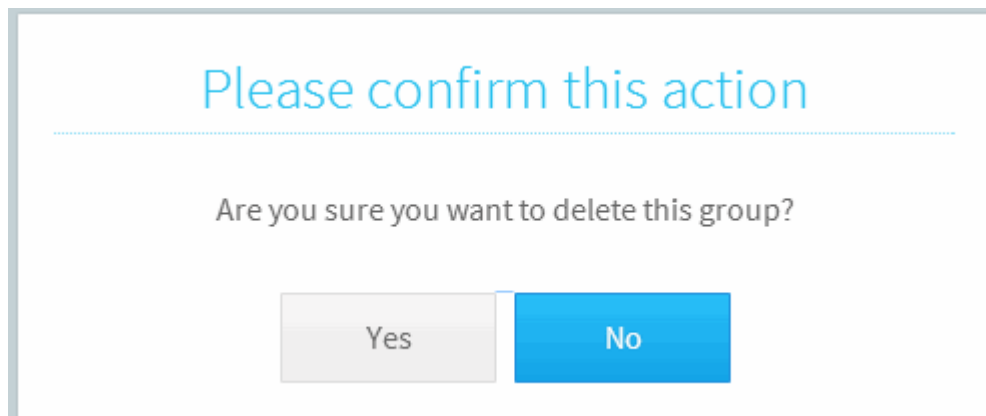
- Click 'Users' under the 'Business' heading
- Select the users(s) you wish to add to a group by right-clicking on their name and choosing 'Add to group'
- The 'Select groups' configuration window will open



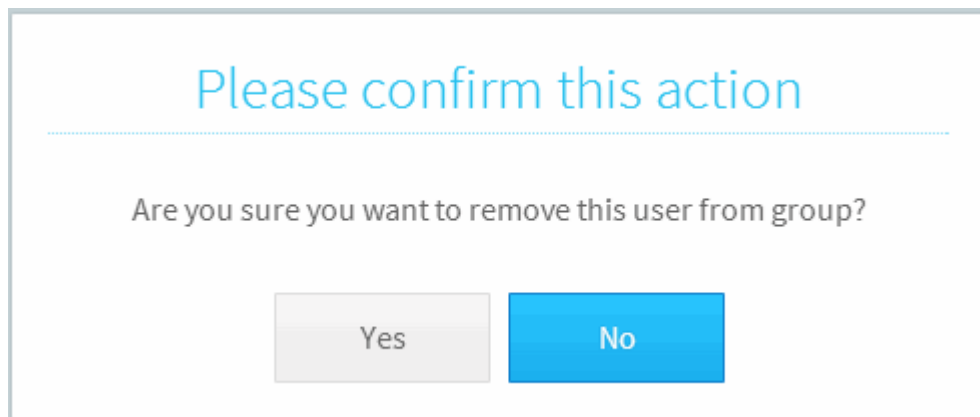
- Choose the desired group then click 'Add'.

To rename a group, right-click on the group and select 'Rename' from the context sensitive menu.

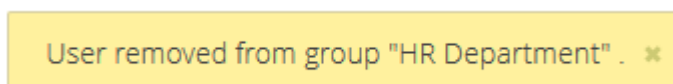
To delete a group, select the group then click the trash-can icon on the top navigation. Deleting a group only deletes the group itself, it does not delete the business users that were inside the group.

**To remove a business user from a group:**

- Open the group, select the contact to be removed and click the trash-can icon on the top navigation.
- Alternatively, right-click on a contact and select 'Remove from group'.



- Click 'Yes' to delete the contact. The business user will be removed from the particular group.



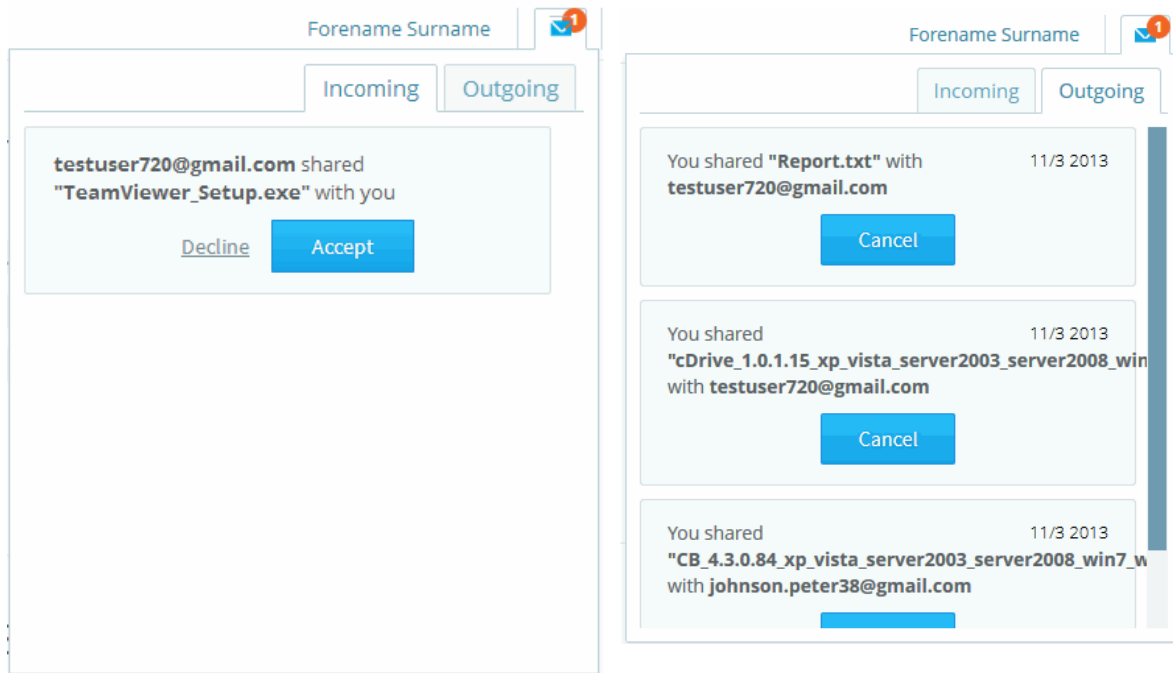
5.1.1. Notifications

The CCloud notification system is a handy utility that allows you keep abreast of share activity between you and all your contacts.

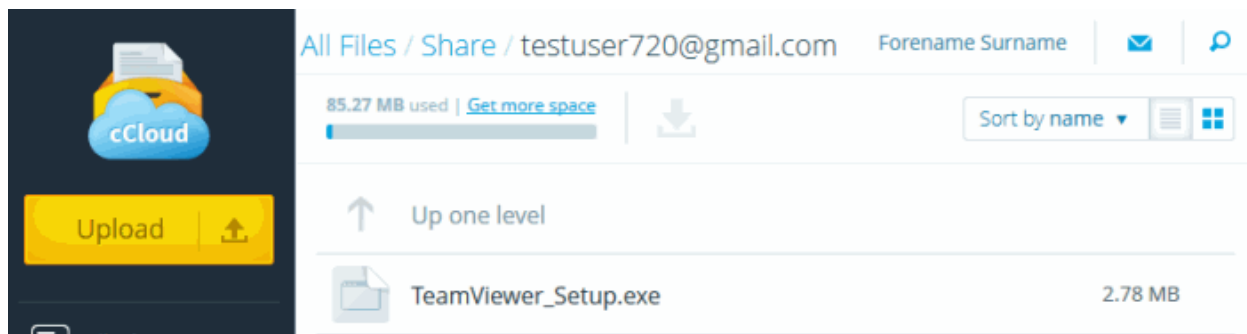
To view notifications, click the envelope icon at the top right corner of the interface: 

New notifications are indicated as follows: 

- The 'Outgoing' tab displays a list of files that you have shared with your contacts. If your contact has not yet accepted or declined the share, then you have the opportunity to cancel the request.
- The 'Incoming' tab displays notifications that one of your contacts has offered to share a file with you. You can 'Accept' or 'Decline' the file. If you accept the share then the shared file will count against your storage space. If the sharer has a business account and has specified you as business user, then the link to the file will automatically appear in your account and will not count against your storage space.



The shared item(s) will be visible in the 'Share' folder:

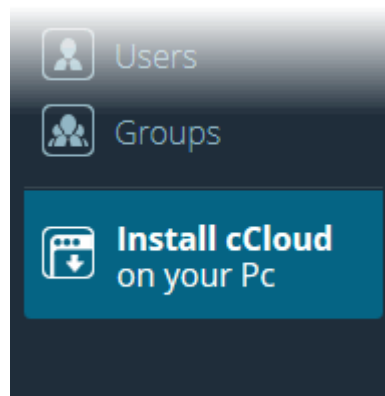


Appendix 1 - Synchronizing your Files on Online Storage Using the CCloud Client

The CCloud client is a lightweight application for Windows that allows you to easily manage your online files. You can add files to your online space by simply dragging and dropping them onto the CCloud desktop widget. You can also synchronize files and folders so that changes made to a file at one location will automatically update the equivalent file stored in the other location. The CCloud client also lets you instantly upload text snippets and images from a document or a web page.

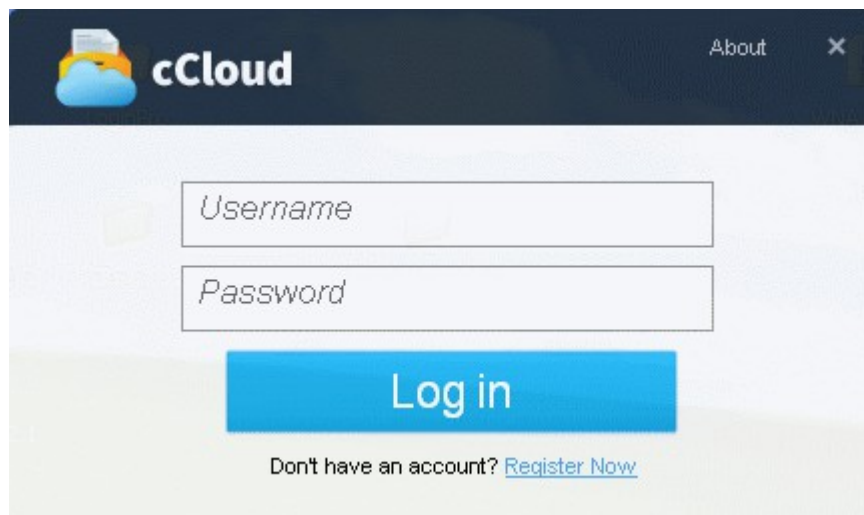
Downloading and Registration

The CCloud client can be downloaded by clicking the 'Install cCloud on your PC' link on the left hand navigation or from the User menu.



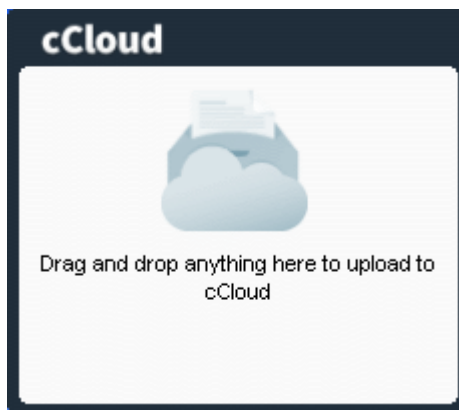
The client can also be downloaded from the cCloud website at <https://www.ccloud.com>

After successfully downloading and installing the client, the login dialog will appear. Enter your CCloud user-name and password.

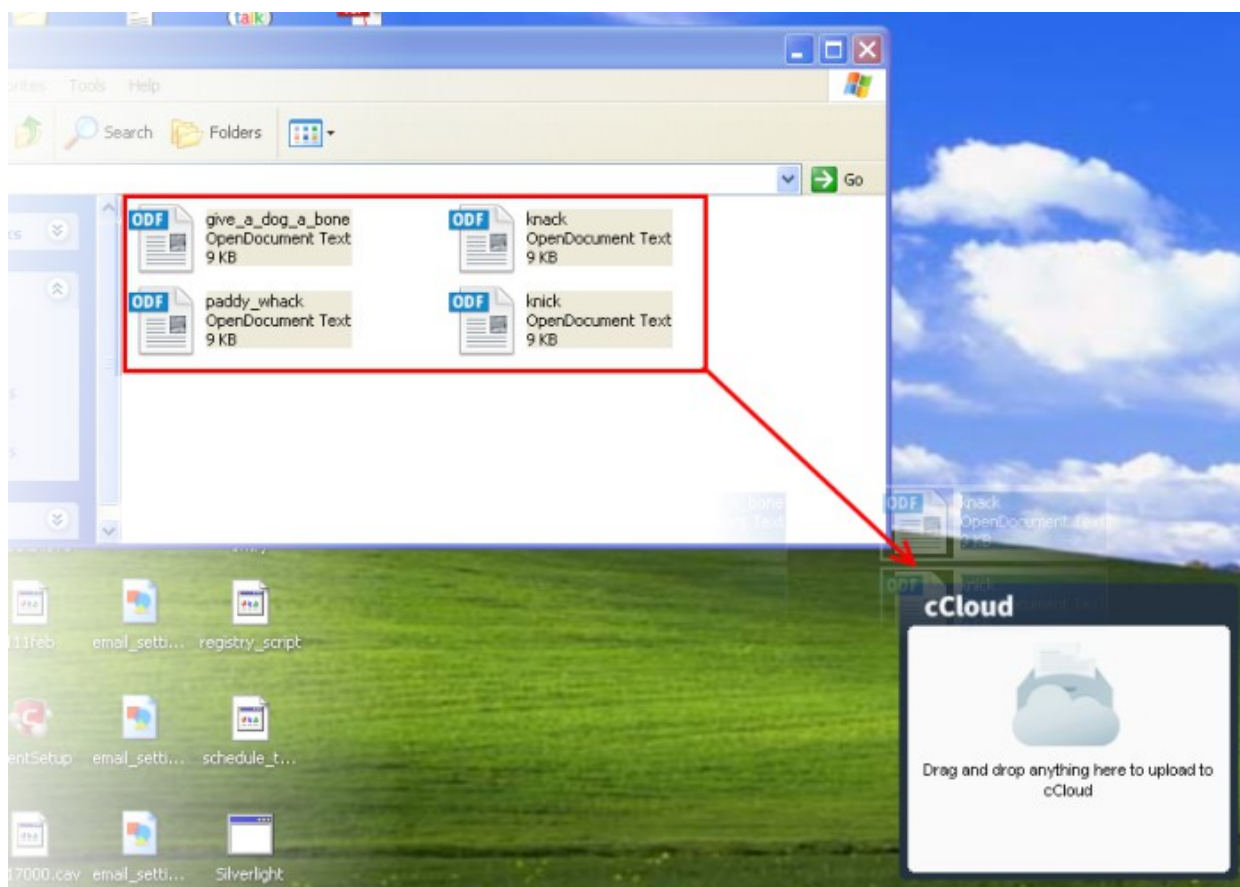


Copying Data to CCloud Using Drop Zone

After logging in, the application displays a non-intrusive drop-zone which enables you to instantly upload files your storage space.



The drop box will appear every time you start to drag a file, folder, piece of text or image. It will disappear after a short while if you do not drop anything into it.



Items dropped into the drop-zone will be copied to a synchronization folder created on your local drive for later uploading to the online storage space.

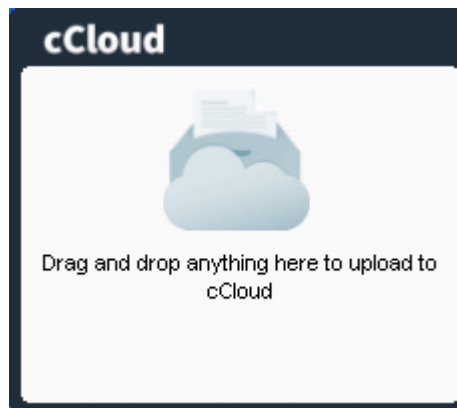
The client can also synchronize files and folders between your local and online storage. Changes made to files in local folders will be automatically reflected in the online copies and vice-versa. The time taken for synchronization depends on the size of the files and your internet connection speed.

For more details on downloading, installing and using Comodo Cloud Client, refer to the dedicated online user guide at <http://help.comodo.com/topic-154-1-456-5010-Comodo-Cloud---Introduction.html>.

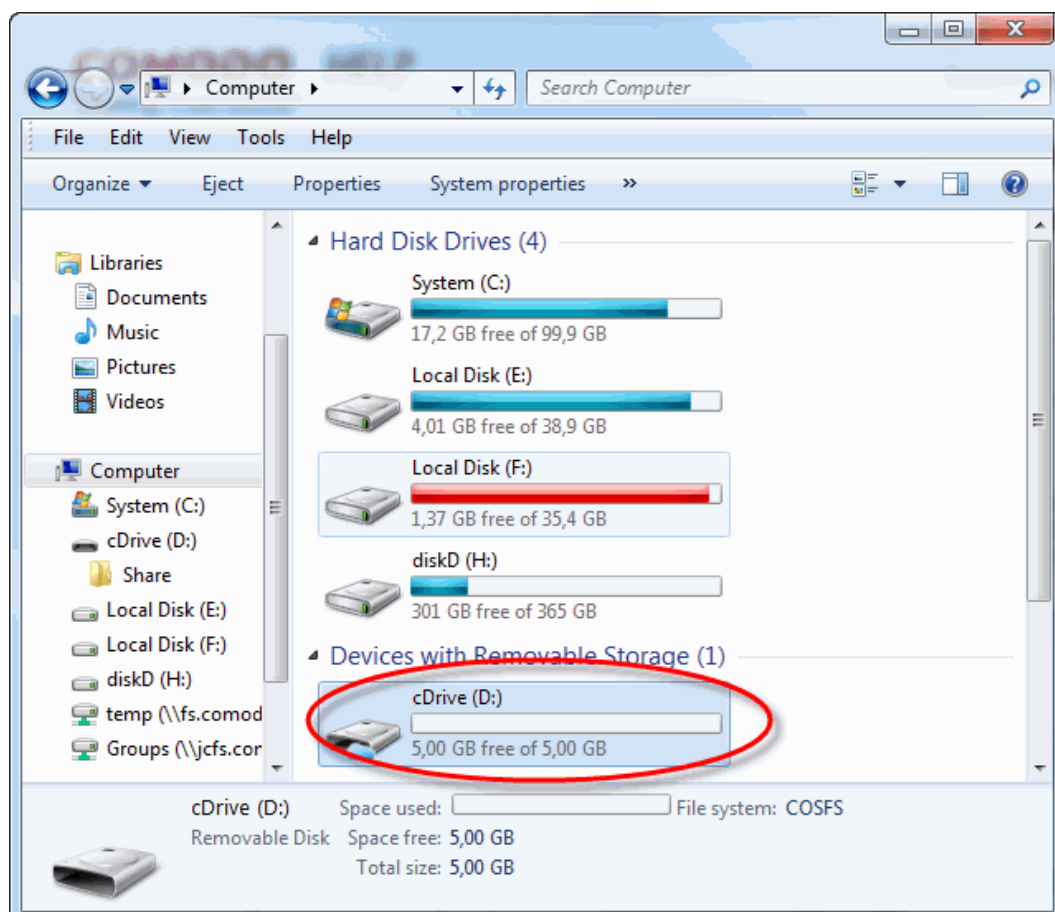
Appendix 2 - Mounting your Online Storage Space as a Virtual Drive

Your CCloud online storage space can be mounted as a virtual drive simultaneously on multiple systems. This allows you to manage your online files using Windows Explorer as you would with any local drive or partition. Any changes made will be instantly visible on all other computers that are configured to connect to this virtual drive. In addition, your online drive is accessible by programs such as Windows Media Player and iTunes, so you can listen to music from this virtual drive as you would from drives on your local system.

To mount your online storage as a virtual drive, you first need to download and install the Comodo Cloud Drive application from www.ccloud.com. Once installed, you can login with your existing CCloud user-name and password:



After logging in, your online storage space will be mounted as a virtual drive on your computer. You can access the drive from any 'Windows Explorer' or 'My Computer' window:



For more details on downloading, installing and using Comodo Cloud Drive, refer to the dedicated online user guide at <http://help.comodo.com/topic-154-1-512-5893-Introduction-to-Comodo-Cloud-Drive.html>.

Appendix 3 - Accessing and Using CCloud through Comodo Backup

Another way to manage your online files is to log into your CCloud account using the file browser built into the Comodo Backup (CB) interface. Apart from providing access to your files, CB also allows you to create regular, ongoing backups of local data with your CCloud storage space as the backup destination. Backing up online can often prove to be a wise precaution – allowing you to instantly recover your precious files after data loss or theft.

- [Getting a Copy of Comodo Backup](#)
- [CCloud Registration in Comodo Backup](#)
- [CCloud File Management in Comodo Backup](#)
- [Synchronizing Files Using Comodo Backup](#)
- [Simple Backup and Restore](#)
- [Encryption, Compression, And Multi-generation \(incremental\) Backup Options](#)

Getting a Copy of Comodo Backup

Comodo Backup can be downloaded from <http://backup.comodo.com>.

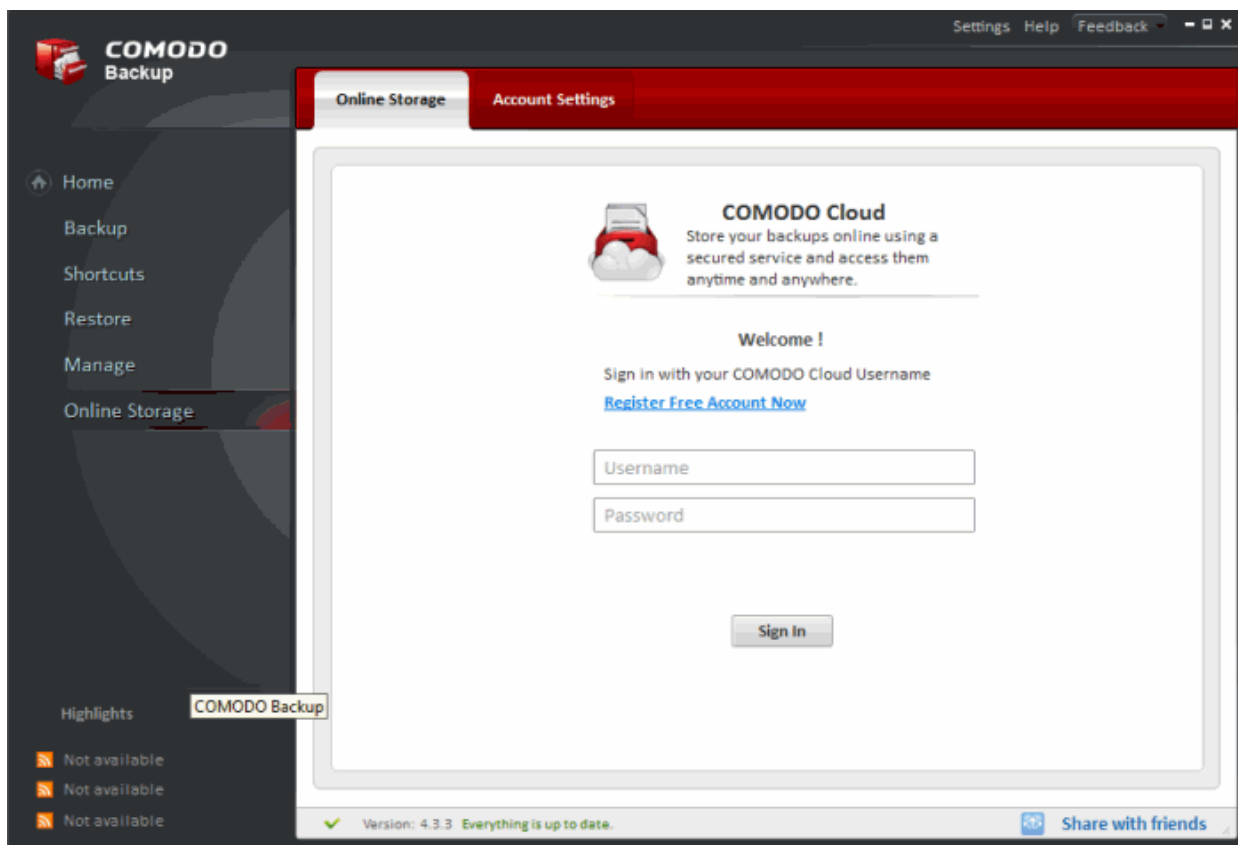
The process is covered in more detailed manner in the dedicated Comodo Backup guide at <http://help.comodo.com/topic-9-1-455-4910-Comodo-BackUp-Introduction.html>

CCloud Registration in Comodo Backup

If you don't have one already, you can also register for a CCloud account via the Backup interface.

To create a new CCloud account

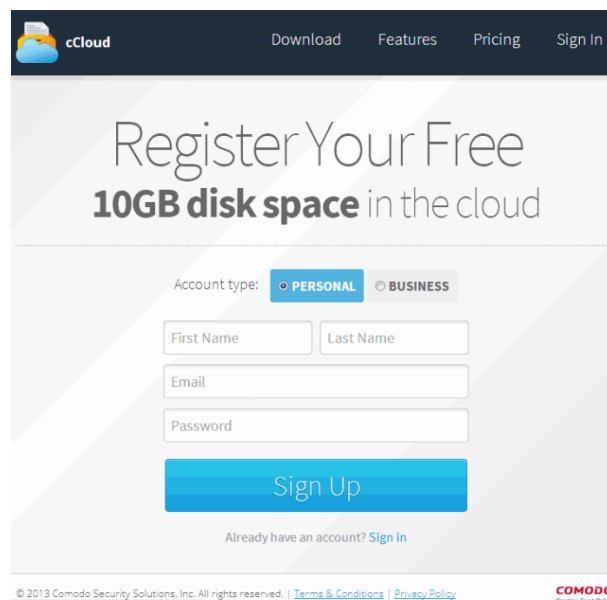
- Click 'Online Storage' from the left hand navigation then make sure the 'Online Storage' tab is selected. Click 'Register Free Account Now'.



- Alternatively, visit <https://www.ccloud.com/> and click 'Sign Up free' at the top right corner:

At the sign up form:

- Tick the 'Account type' radio button.
- Type your first and last names.
- Enter your email address
- Create and confirm your password
- Click 'Sign Up'.



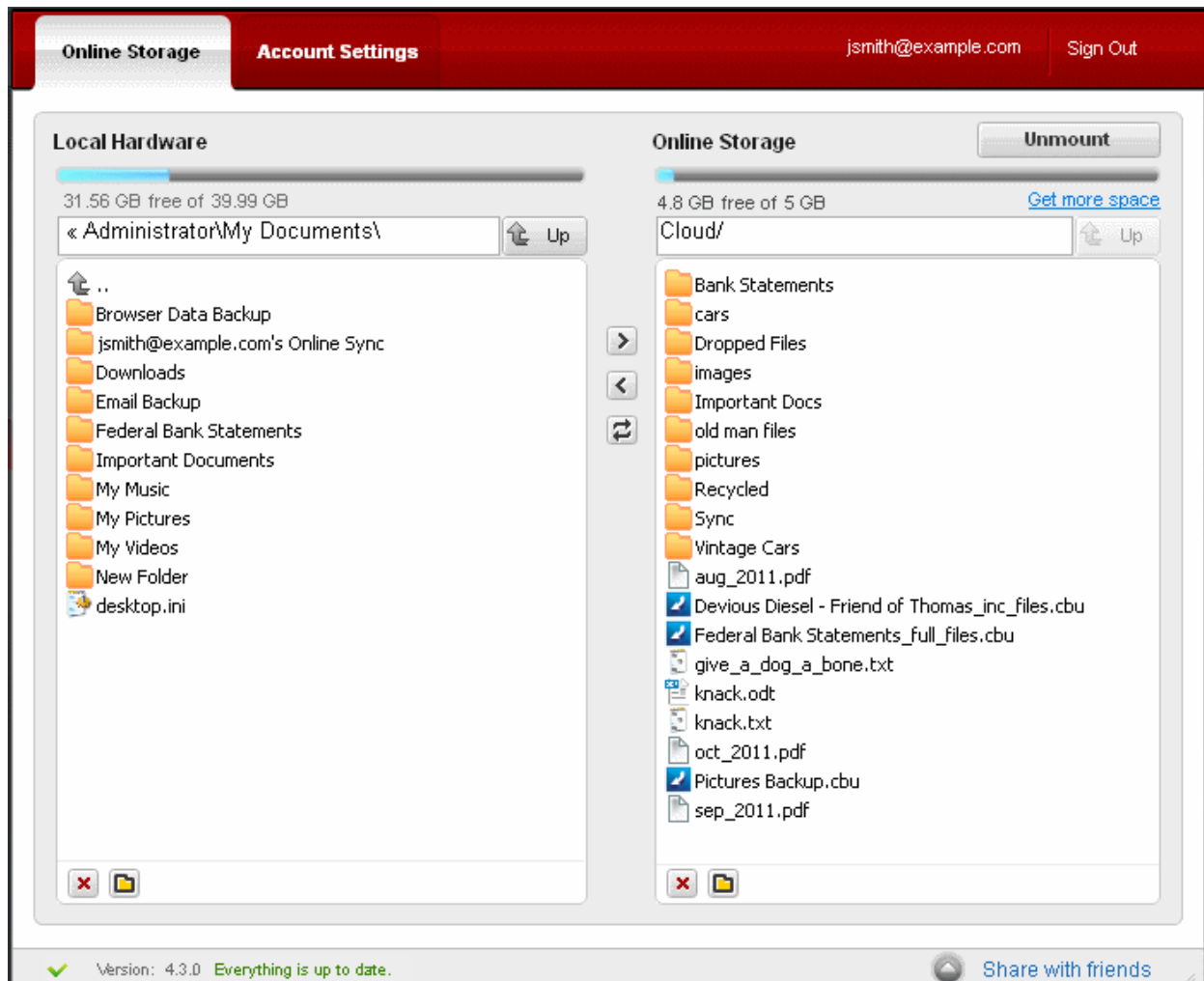
You can now login to CCloud using your email address and the password you entered during your account creation.

CCloud File Management in Comodo Backup

To manage your online files using the file browser built into Comodo Backup:

- Click the 'Online Storage' link on the left hand side of the interface. Make sure the 'Online Storage' tab is selected.

- If required, login to your CCloud account. If you do not have an account, click 'Register Free Account Now' ([see previous section](#) if you need help with this)
- This will open the built-in file browser. Local files and folders are displayed on the left while CCloud folders and files are displayed on the right. Your CCloud user-name is displayed in the tab structure area:



Moving files between your computer and CCloud is a simple process:

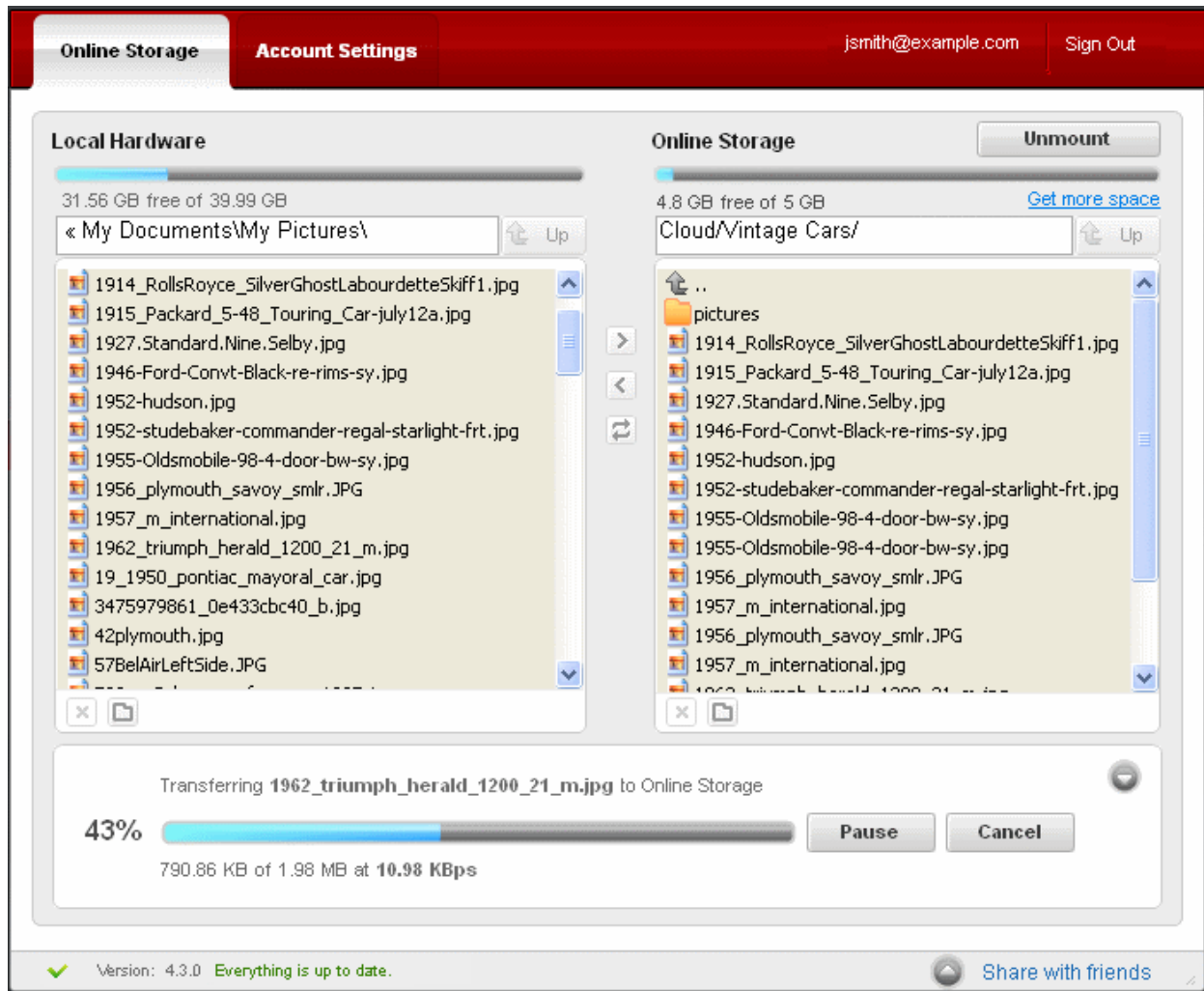
- Select the files or folders you wish to upload in the left hand pane. Hold down the 'CTRL' button to select multiple items.
- Select the destination folder in the right hand pane.
- Click the right arrow.
- Alternatively, you can just drag-and-drop files and folders between online and local storage


Synchronizing Files Using Comodo Backup

The 'Online Sync' feature will automatically and immediately copy any modified files from a specific local folder straight into the copy of it in your online storage space. Synchronizing files/folders in this way means any changes you make to the files in the local folder will be reflected in your online storage.

To synchronize files:

- Select 'Online Storage' from the left hand menu and make sure the 'Online Storage' tab is selected.
- Login to your CCloud account. Click 'Register Free Account Now' if you do not already have one.



- This will open the built in file browser.
- Select the destination folder in your online storage.
- Select the folder/file to be synced from your local system
- Click the 'Sync'  button.

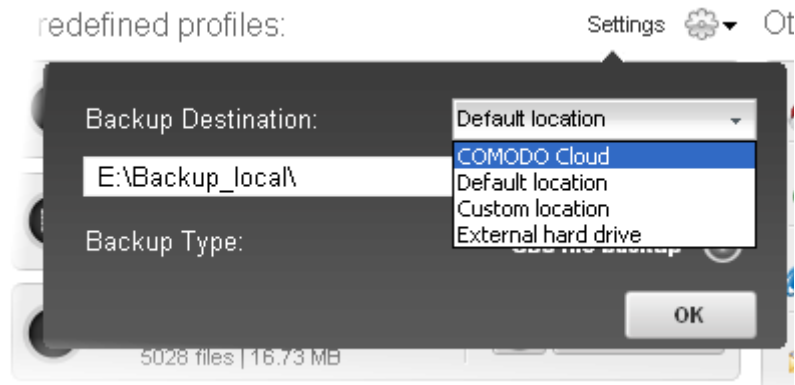
The synchronization process will begin immediately. The length of time it takes will vary depending on the amount of data being transferred and the speed of your internet connection.

Simple Backup and Restore

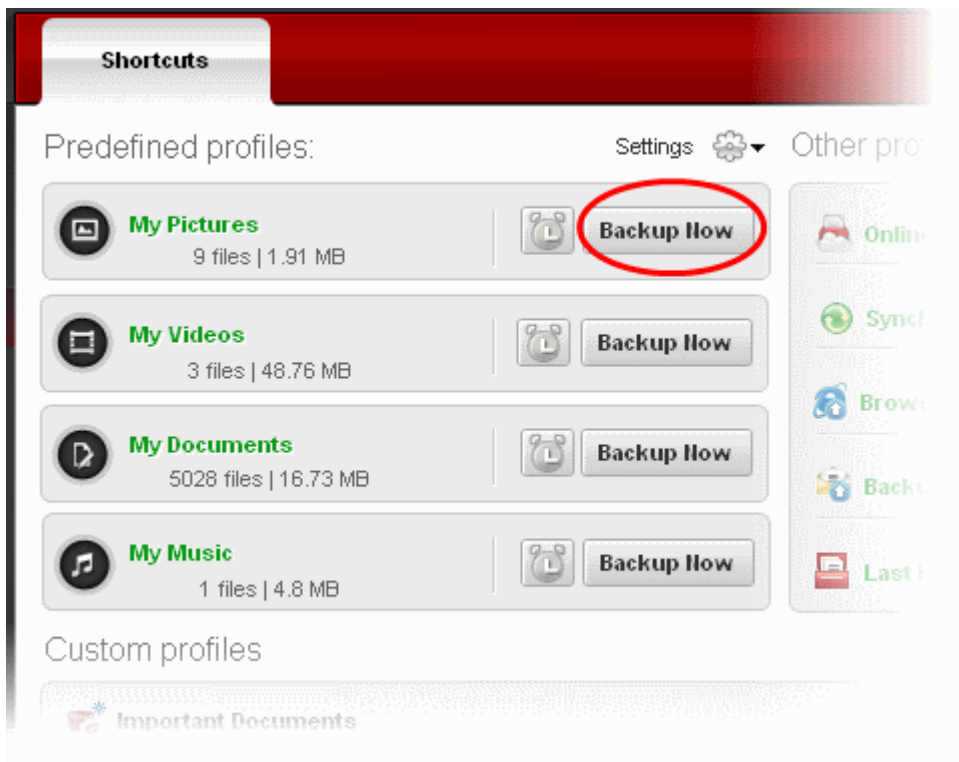
Simple backup allows you to quickly copy any file or folder in a few mouse clicks. Simple backups can be run for predefined profiles such as 'My Pictures', 'My Videos' and 'My Documents'. You can also create your own profiles and quickly run these in the future.

To backup files and folders

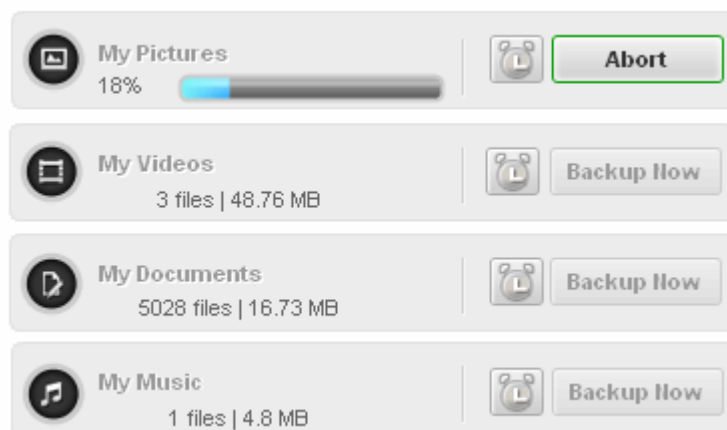
- Click the 'Shortcuts' link from the menu on the left side of the Comodo Backup interface.
- Decide which source files you wish to backup. You can either use a predefined profile like 'My Documents' or create your own custom profile.
- Click 'Settings' to choose the backup destination. The default backup location is C:\Documents and Settings\ <user name> \ My Backups. Click the 'Browse...' button to change this to 'Comodo Cloud':



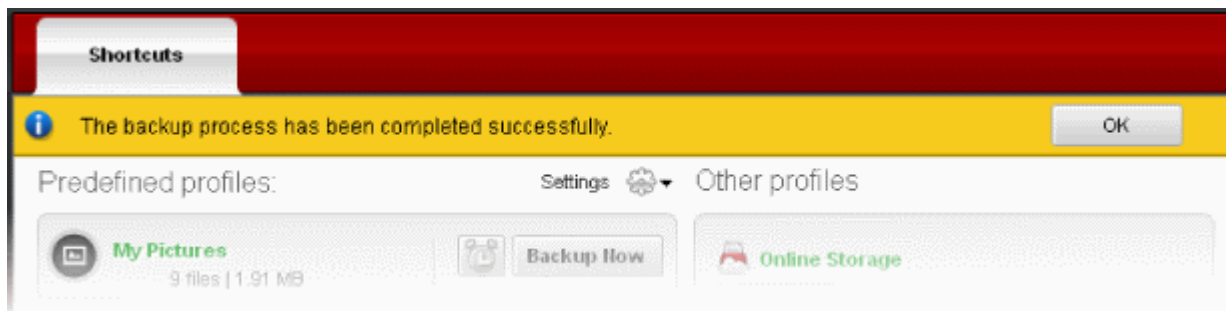
- Click the 'Backup Now' at the right side of your selected profile:



The backup will begin immediately. You will see a progress indicator and can stop the transfer at any time by clicking the 'Abort' button:



A message indicating the completion of the backup process will be displayed at the top of the interface:



- Click 'OK'.

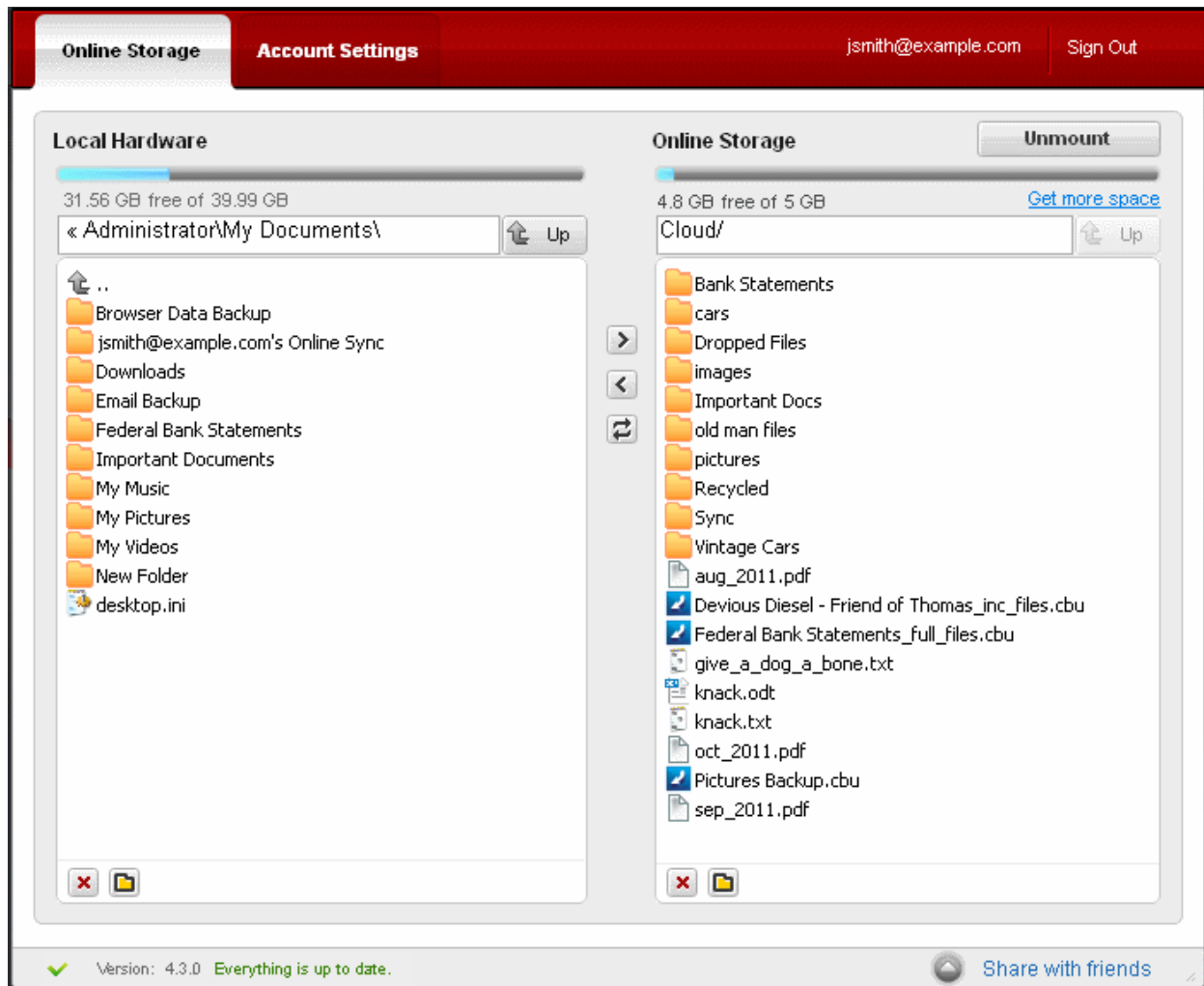
All backup files will be saved to your selected location in a single file with a .cbu extension. The .cbu file contains all files that you backed up - similar to a .zip file.

To restore files/folders from online storage

You can restore your files at any time and to any location. The restore wizard allows you to choose the specific .cbu to restore from; the mode of restoration; the precise files to restore from the .cbu and finally the folder or drive to which you want to restore.

Note: Comodo Backup can perform a restore operation only from a valid Comodo backup file .cbu or simple copy formats.

- Login to your CCloud account from Comodo Backup
- Select the destination folder on your local drive
- Select the folder or file to be restored from online storage
- Click the left arrow to copy the selected folders/files from the online storage to your system
- Alternatively, you can restore folders/files by dragging and dropping to the destination folder



For more details about the restoration process, read 'The Restore Process' in the full guide at <http://help.comodo.com/topic-9-1-455-4910-Comodo-Backup-Introduction.html>

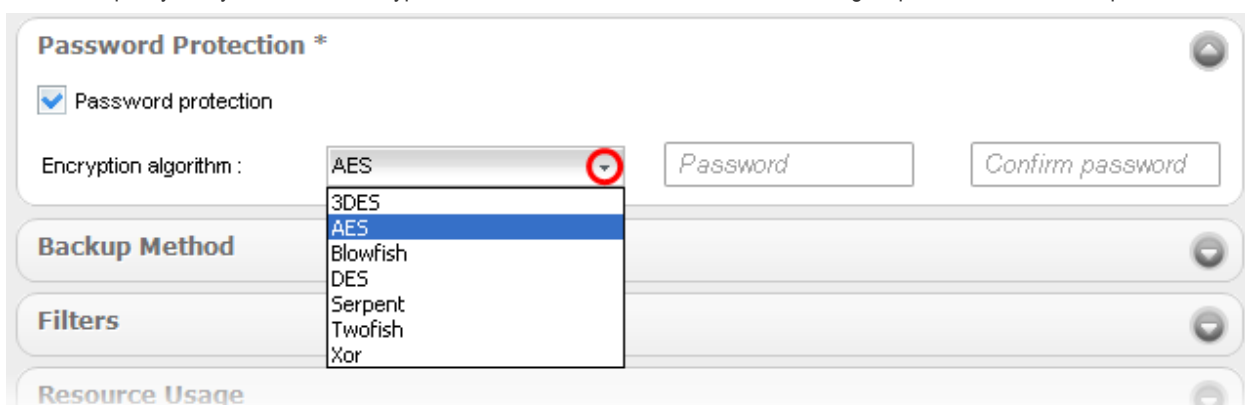
Encryption, Compression and Incremental/Differential Backups

This section highlights three other key features you take advantage of if you use the Comodo Backup software – encryption, compression and incremental/differential backups.

Encryption options

Encrypting your files means they cannot be opened by anybody but you. Even in a worse case scenario where a hacker somehow got access to your files, they would not be able to read them because they could not decrypt them. If this option is selected, Comodo Backup will encrypt your files on your local machine before they are uploaded to online storage. This means your files are secure at rest and in flight.

You can specify that your files are encrypted in the 'Password Protection' section during step 3 of the 'New Backup' wizard. You



will be asked to provide a password which must be provided when you want to restoring your backed up files. Please pick a strong password consisting of at least 8 characters which are a mix of alpha, numeric, uppercase, lowercase and special characters. Next, choose an algorithm with which to encrypt your files. A rough guide is below the screenshot.

Encryption Algorithms:

- 3DES - 168-bit/ strong
- AES - 128bit / strongest
- Blowfish - 64-bit block / strong
- DES - 168 bits/strong/Slow
- Serpent - 128,192 or 256 bit / very strong
- Twofish - 128-bit block/ strong
- Xor - Variable block size / weak

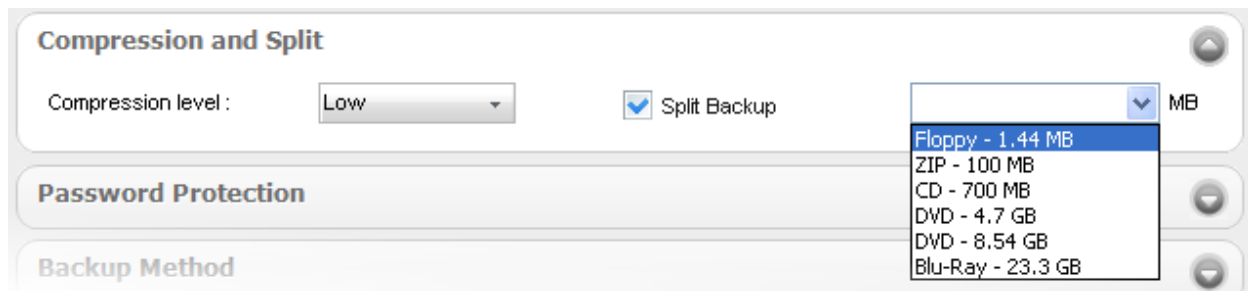
If you are unfamiliar with these algorithms, then AES represents a very secure choice.

After completing the wizard, all files you upload will be encrypted with the algorithm of your choice. If you wish to restore your files from CCloud, you will need to enter the password you created here.

For more details, please see the 'Appendix 1 - Encryption Algorithms' topic at <http://help.comodo.com/topic-9-1-455-4983-Password-Protection.html>

Compression

All files you upload to CCloud using Comodo Backup are stored in compressed container files known as .cbu files. File compression reduces the overall size of your backup and thus ensures it takes up less of your online storage space. Comodo Backup allows you to choose between 5 levels of compression – none, low, medium, high and maximum. Maximum compression will take up least space but will longer to restore.



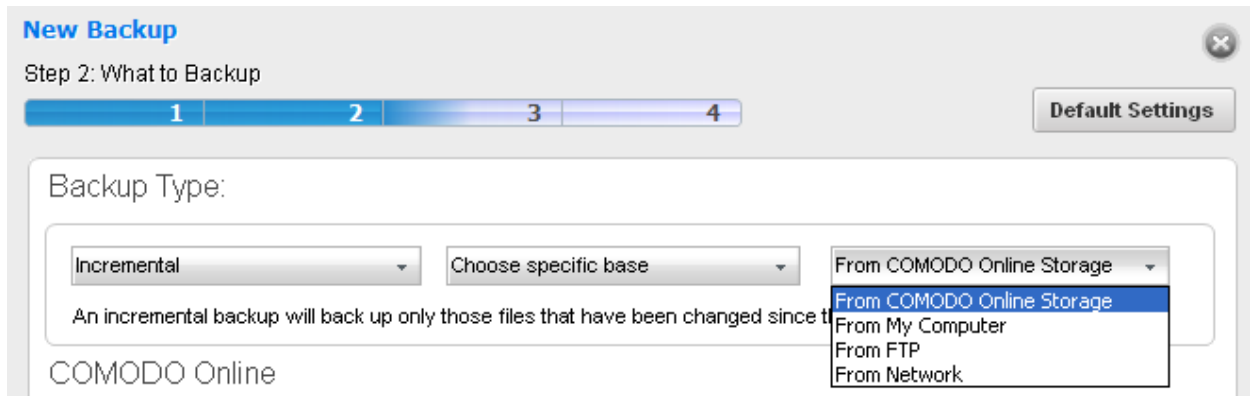
This section also allows you to split your backup into chunks of a specific size - useful if you are backing up to media with a specific size limit like CD, DVD or Blu-Ray.

For more details, please see the 'Compression and Split' topic at the <http://help.comodo.com/topic-9-1-455-4982-Compression-and-Split.html>

Incremental/Differential Backups

Comodo Backup also allows you to choose your backup type from full, incremental or differential. The first time you upload to CCloud, Comodo Backup will create a baseline file called 'yourfilename_full_files.cbu'. This will serve as the basis for all subsequent backups. If you then choose 'Full' as your 'backup type', then every file will be copied over every day whether it has been modified or not. The baseline .cbu file will be entirely overwritten every time you run the backup. This could take a long time if your backup is large.

The other two options, 'Incremental' and 'Differential', are designed to save time.



Type	Backup operations	Restore Operations
Full	Slowest	Fastest
Differential	Faster	Faster
Incremental	Fastest	Slowest

In a differential backup, all your data is contained in just two containers. The first container is your '_full_files.cbu' which acts as your baseline. Every subsequent backup will be loaded into a second, differential, container called '_diff_files.cbu'. This consists of only those files which have been modified since you created the base. Every time you backup you will copy every file that has been modified since you created '_full_files.cbu'. This is still faster than making a full backup but can become slower over time as you modify more and more files since the original baseline. Restore operations are fast because all data is covered in just two containers.

An incremental backup means that, after you have created the initial baseline .cbu, you only copy over the files that have been modified that day. This can make for a very fast daily backup when you consider you probably only modify a few files per day. However, incremental backups mean your data is spread across multiple containers (a new container every day), which slows down restore operations.

For more details on backup types, please see <http://help.comodo.com/topic-9-1-455-4993-Selecting-the-Backup-Type.html>

Appendix 4 - Comparison of CCloud Packages

Features	Comodo Cloud	Comodo Cloud for Business
Storage space / Price per month	100 GB / \$7.99 month 200 GB / \$14.99 month 500 GB / \$34.99 month	50 GB / \$4.99 month 100 GB / \$8.99 month 500 GB / \$39.99 month 1000 GB / \$69.99 month
Free 90 days	✓	✗
Max. File Size	Unlimited	Unlimited
Quickly share documents, videos, pictures and music	✓	✓
Create Public links to files	✓	✓
Can mount CCloud as a removable drive	✓	✓
Create unlimited contacts	✓	✓
Incoming and outgoing notifications	✓	✓
Create unlimited business users	✗	✓
Create groups of business users	✗	✓
Share files with groups	✗	✓
Specify share-permissions per user or group	✗ <i>(All shared files have full read-write permissions)</i>	✓ <i>Can configure 'Read', 'Write', 'Deny-Read' and 'Deny-Write' per file, per user)</i>
Shared file is not subtracted from recipient's storage space	✗ <i>(Shared files count against the storage space of all recipients)</i>	✓ <i>(Shared files do not count against recipient's storage space)</i>
Automatic sharing without requiring confirmation	✗	✓

5.2.Account Cancellation - Effects

Comodo Cloud

If a CCloud subscription is canceled, the account automatically becomes inactive.

- You won't be able to login to ccloud.
- Any files that you shared with other people will no longer be accessible.
- Your files might be deleted at any time and without notice.

Comodo Cloud for Business

If the subscription for a paid business account is canceled, the account automatically becomes inactive.

- You won't be able to login to ccloud.
- Any files that you shared with other people will no longer be accessible.
- Your files might be deleted at any time and without notice.

Extra storage space for referrals

Additional storage space can be obtained by referrals. Up to 50 friends can be referred and for each successful sign-up, the user gets an additional 200 MB up to a maximum of 10 GB of extra storage space.

About Comodo

The Comodo companies are leading global providers of Security, Identity and Trust Assurance services on the Internet. Comodo CA offers a comprehensive array of PKI Digital Certificates and Management Services, Identity and Content Authentication (Two-Factor - Multi-Factor) software, and Network Vulnerability Scanning and PCI compliance solutions. In addition, with over 10,000,000 installations of its threat prevention products, Comodo Security Solutions maintains an extensive suite of endpoint security software and services for businesses and consumers.

Continual innovation, a core competence in PKI and a commitment to reversing the growth of Internet-crime distinguish the Comodo companies as vital players in the Internet's ongoing development. Comodo, with offices in the US, UK, China, India, Romania and the Ukraine, secures and authenticates the online transactions and communications for over 200,000 business customers and millions of consumers, providing the intelligent security, authentication and assurance services necessary for trust in on-line transactions.

Comodo Security Solutions, Inc.

1255 Broad Street

STE 100

Clifton, NJ 07013

United States

Tel: +1.877.712.1309

Tel: +1.703.637.9361

Email: EnterpriseSolutions@Comodo.com

For additional information on Comodo - visit <http://www.comodo.com>.