

<u>Set-Up</u>

Overview of the **shayre** set-up process:

- 1. shayre Portal: Login, download and install the shayre Application.
- 2. shayre Application (part 1): Connect your device to another device using shayre.
- 3. shayre Application (part 2): Create a shayre folder connection to share files.

RECOMMENDED!: You can instead watch the <u>Get Started Video</u>.

1. shayre Portal: Login, Download and Install the shayre Application

You can also watch the shayre Portal Video Tutorial

You should have received two emails from <u>notifications@shayre.com</u>. If you don't see them in your inbox, check your spam/junk folder. Please add or whitelist this address so you receive all future **shayre** notifications.

In the Welcome! email, click the green "here" link (see image below). (also found on the LOGIN menu on our website here: <u>shayre Portal</u>)



The shayre Portal login page will open (see image below).

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$\leftrightarrow \rightarrow $ 0	û A https://my.shayre.com/login?cach □ ☆ ☆	h e	
	shayre™		^
	Sign in to your account		
	Email *		
	Enter your Email		
	Password *		
	Enter your password		
	Forget your password? Reset password		
	No account? Create account SIGN IN		
	By clicking on the green button you indicate your assent to be bound by the agreements of shayre, which include the shayre ^{IIII} <u>Software License</u> <u>Agreement</u> , shayre ^{IIII} <u>Cloud Terms of Service</u> , <u>Privacy Policy</u> and all other agreements found at <u>shayre.com</u> . If you do not agree with any of these agreements, do not use or access the Software. © 2020 shayre • my.shayre.com		

The second email (see image below) has your username/email address and temporary password. Login to the **shayre** Portal with the username and temporary password (see image below.) The temporary password is all 3 words after the word "is." **Note:** Be careful not to copy any extra blank spaces before or after the set of words.

[shayre] Your	temporary pass	word - Message -	Mail				×
	← Reply	≪) Reply all	ightarrow Forward	Archive	🛍 Delete		
[shay	re] Your te	mporary pas	ssword				
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To: chris	.monte+newu	ser1@mpmisoluti	ons.com				
			me is <u>chris.mont</u> eccability helicon		pmisolutions.co	om and	

The first time you login, the **shayre** Portal will require you to set a new password. Create one you will remember. (see image below)

Reset your pa	ssword
Username *	
Enter your Username	
Back to Sign In	SEND CODI

Once you change your password, your shayre Portal will open (similar to the image below).

Set Up A shayre User To Connect To A Friend Or Colleague

In order to use the **shayre** Application to manage file sharing, you will need another person to install **shayre** so you can connect with them. If you are providing **shayre** under your account, you will need to add them as a User in your **shayre** Portal.

(If you are not setting up another User, skip down to "Download The shayre Application")

To add a User, click the green circle with a "+" sign in the Users tab.

	0 1			my.shayre.com/account/45		Ċ					₫
Projects - JIRA	shayre portal » Account Portal	Admin : shayre, inc.	JKL La	te Night Topical 2017-18 - Goog	shayre Introduces Clo	ud-Free File-Sha	shayre it (@sh	ayrelt) / Twitter	sha	yre portal » Aci	ount Portal
A			shayr	'€™					C	CHRIS MO	NTE 🗸
i∰a Joe				USERS	LICENSES			D EVENTS			
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		65		Joe				April 29, 20	0 at 12:09:59	AM UTC	× 8
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L Joe Garner											
52 	Last Updated: April 29, 2020 at 12:09:59 AM L	лс									
Download											
shayre" for MacOS	DOWNLOAD										
shayre [∼] for Window	DOWNLOAD										

shayre Portal

Fill in the First Name, Last Name, Email and Mobile Phone number fields. We recommend you make the new account User Type a "User" role (see image below).

If your new User will be administering your **shayre** account, such as allowing them to also add new Users, make them a "Tech" User Type, which will give them expanded permissions similar to an "Owner" User Type role.

Add Hear

First name*	Middle name	Last name*
Email*		
	/ password will be assigned to	o the new user and sent via
	wa tha nawy yaar ahaalya thair c	an am /iunk faldar
 email. Be su 	ire the new user checks their s	spam/junk folder.
Country Code*	re the new user checks their s	spam/junk folder.
Country Code*		spam/junk folder.
Country Code* ■ +1 ▼ M	lobile Phone _{User Type} *	
Country Code*	lobile Phone	

Click the Save button. Now, your new User has been added to your **shayre** account.

Your new User will also get the same two emails from **shayre** to get started. Please email this document (also found at <u>Get Started</u>) to your new User so they can install and use **shayre**.

Download The shayre Application

Next, download the appropriate software for your operating system (MacOS or Windows) (see image below). Simply, install the **shayre** Application software in the same way you would for most other software programs you install on your system.



Once the installation is finished, the **shayre** Application login page will appear (see image below). It is very similar to the **shayre** Portal login page. Use your email and new password you created to login.

🕎 Login			×
	shayre™		
	Sign in to your account		
	Email *		
	Enter your Email		
	Password *		
	Enter your password		
	Forget your password? Reset password		
	No account? Create account SIGN IN		
	© 2020 shayre • my.shayre.com		

After the installation is complete, the **shayre** Application will launch (see image below). This is where you manage the devices you will connect with and create the **shayre** folder connections to share files with others.

	shayre	Application			
) File Edit Actions View Help			-		×
Devices Folders Invites	re	Add Q			
System Status		Connected Devices		Status	^
1 Send Rate	0 bps				
🛓 Receive Rate	0 bps				
RAM	13.94 MB				
ери	0.61%				
Relay Servers	1/1				
Discovery Servers	3/3				
Disk Space Available					
					~

2. shayre Application (Part 1): Connect Your Device To Another Device Using shayre

You can also watch the shayre Application Video Tutorial

Have a friend or colleague who is also running **shayre** send you an invite to connect to your **shayre** device. Go to the Actions menu and select Email Device ID (see image below).



This will bring up your default email program with both your Device ID and a subject line populated in the email. Put the email address of your friend into the "To:" field and send it off to them.



Once your colleague receives your email, have them click the Devices menu tab, then click the Add button (see images below).

Folvers Invites				Devices Folders Invites		\frown	
shay	re	Add Q Connected Devices	Status	shay	re	Connected Dinces	St
System Status Send Rate	0 bps		_	Send Rate	0 bps		
Receive Rate	0 bps		_	E Receive Rate	0 bps		
RAM	19.93 MB			RAM	19.93 MB		
сри	1.4%			🛢 сри	1.83%		
Relay Servers	1/1			-😽 Relay Servers	1/1		
Discovery Servers	3/3			Discovery Servers	3/3		
С:	63.8%			a c	80.71 GB		

Their Add Device window will open (see image below).

- 1. They may change the Name of the device to a name they will easily recognize as your device (e.g. Matt's Mac).
- 2. Have them copy your Device ID from the email and paste it into the Device ID field.
- 3. Then, have them click the Add button and the window will close.



If they click the Devices menu tab and they will see the name of your newly added device in your Devices list (see image below).



Now that they have added your device/Device ID to their **shayre** Application, **shayre** will automatically send a Device connection Invite to you. When the Invite arrives to your **shayre** Application, you will see a green circle "+" sign on your Invites menu tab. Click the Invites menu tab. Then, in the Devices pane, click the "+" button to the right of the device name under "Accept". (see images below)

File Edit Actions View File Edit Actions View Devices Forders Invit			×	File Edit Actions View Help			x
	nayre	Add Q Connected Devices	Status	shay	re	Devices CM-Lap-VM-4-06.local	Accept
System Status			=	System Status	0 bps 0 bps 19.93 MB		
 CPU CPU Relay Serv Discovery 	Servers 3/3		=	CPU Relay Servers Discovery Servers	1.53% 1/1 3/3	Folders	Accept
■ c	63.8%			Disk Space Available			

Your Add Device window will open (see image below).

- 1. You may change the Name of the device to a name you will easily recognize as your colleague's device (e.g. Mary's PC).
- 2. Then click the Add button and the window will close.



If you click the Devices menu tab you will see the name of your friend's newly added device in your Devices list. When the Status light turns green, you and your colleague's devices are securely connected. (see image below)

1			-		×
e Edit Actions View Help					
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vices Folders Invites					
shay	re	Add Q			
Sindy	···	Connected Devices		Status	
System Status		CM 15		•	0
				2	
Send Rate	0 bps				
🛃 Receive Rate	0 bps				
RAM	21 MB				
CPU	1.79%				
Relay Servers	1/1				
	1/1				
Discovery Servers	3/3				
💼 C:	63.8%				

3. shayre Application (Part 2): Create A shayre Folder Connection To Share Files

On your shayre Application, click the Folders menu tab. Then click the Add button. (see images below)

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e Edit Actions View Help				File Edit Actions View Help			
rvices Fold of Invites				Devices Folders Invites			
shay	re	Add Q		shay	re	Add Q	
System Status		Folder	Status	System Status	2.	Folder	Status
1 Send Rate	0 bps			1 Send Rate	0 bps		
+ Receive Rate	0 bps			🛃 Receive Rate	0 bps		
RAM	21 MB			RAM	21 MB		
CPU	1.91%			📲 СРИ	1.52%		
- Relay Servers	1/1			Relay Servers	1/1		
Discovery Servers	3/3			Discovery Servers	3/3		
e c	80.66 GB			Disk Space Available			
				-			

The Add Folder window will open. Click the Select Folder button (see image below).

Search for devices to share this folder with Devices zEditVM4-16-Mac.local			
			•
OK		ancal	
	OK	ок	OK Cancel

You can create a folder anywhere on your device (or network or external drive). For these instructions, select your "Desktop." Then, right click and select "New -> Folder." (see images below)



Name the folder. Then, click the Select button. (see images below)

Select folder to sync w	vith shayre	×	Select folder to sync with shayre		
← → < ↑ ■ > `	This PC > Desktop > ~	Search Desktop	← → ~ ↑ 🖬 > This PC >	Desktop > ッ ひ	Search Desktop
Organize - New fo	lder	jii · 🕑	Organize • New folder		II • •
S This PC	^ Name	Date modified	This PC Name	ie A	Date modified
3D Objects	CM shayre folder	4/28/2020 1:44 PM	3D Objects	CM shayre folder	4/28/2020 1:44 PM
Desktop	New folder	5/7/2020 1:21 PM	Desktop	New folder	5/7/2020 1:21 PM
Documents	shayred	4/28/2020 10:51 PM	 Documents 	shayred	4/28/2020 10:51 PM
Downloads	shayred logs	5/1/2020 2:07 PM	Downloads	shayred logs	5/1/2020 2:07 PM
Music	Trace folder keeper	5/1/2020 2:55 PM	h hdurin	Trace folder keeper	5/1/2020 2:55 PM
	New folder (2)	5/7/2020 1:30 PM	Pictures	Demo folder	5/7/2020 1:30 PM
Pictures			Videos		
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🦆 Local Disk (C:)			1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
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Fold	er: New folder (2)		Poider.		Select Cancel
		Select Cancel			
		Cancer	C.		15

Check the box next to the name of your colleague's device to create a **shayre** Folder connection with them. Then click the OK button and **shayre** automatically will send your colleague a Folder connection Invite. (see images below)

Madd Folder					— D ×
Folder Info				Carch for devices to share	this folder with
Select Folder	C:\Users\User\Des	ktop\Demo folder\	(Devic s	
Name	Demo folder			ZEditV A4-16-Mac.local	· · · · · · · · · · · · · · · · · · ·
Folder ID	378A1FF-0C9E7DF	F-CXQHAKO			
Sharing Settings					
Folder Type	Send & Rec	ceive ~	Pause Folder		
File Pull Order	Random 🗸				
Rescan Interval	60				
Minimum Disk Fre	e 1	% ~			
Versioning Settings					
Versioning Type	None				
					OK Cancel

Add Folder						
Folder Info			Q	Search for devices to share this folder	with	
Select Folder	C:\Users\User\Desktop\Demo folder\			Devices		
Name	Demo folder			zEditVM4-16-Mac.local		_
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Sharing Settings						
Folder Type	Send & Receive 🗸 🗸	Pause Folder				
File Pull Order	Random ~					
Rescan Interval	60					
Minimum Disk Free	1 % ~					
Versioning Settings						
Versioning Type	None ~					
				(
					Car	ncel
					12	

The Add Folder window will close and the name of the new **shayre** folder will appear in the Folder pane (see image below).

ons View Help				
Invites				
shay	re	Add Q		Statu
				Status
tatus		Demo folder		
Send Rate	0 bps	×		
Receive Rate	0 bps			
MAS	16.36 MB			
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Discovery Servers	3/3			
Disk Space Available	***			
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Once your friend receives a **shayre** Folder connection Invite, a green circle "+" sign will appear on their Invites menu tab. They should click the Invites menu tab. In the Folders pane, have them click the "+" sign to the right of the folder name under "Accept". (see images below).

File Edit Agrions View Velp			- 🗆 ×	File Edit Actions View Help		- 🗆 X
Devices Feders				Devices Folders Invites		
shay	re	Devices	Accept	shayr	e Devices	Accept
System Status				System Status		
1 Send Rate	0 bps			🛨 Send Rate 0	bps	
Receive Rate	0 bps			🛓 Receive Rate 0	bps	
RAM	17.86 MB			RAM 1	7.86 MB	\cap
СРО	0.71%	Folders Demo Folder	Accept	-	63% Folders Demo Folder	Accept
Relay Servers	1/1			Ac Relay Servers 1,	/1	
Discovery Servers	3/3			Discovery Servers 3	/3	
Disk Space Available				Disk Space Available		
						-

The Add Folder window will open. They should click, the Select folder button. Then select "Desktop" to put the folder on the desktop. (see images below)

📓 Add Folder - 🗆 🗙	Select folder to sync with shayre	×
older info	🔶 🔿 – 🛧 📙 > This PC > Desktop > New PC to Laptop VM 🛛 🗸 Ö	,O Search New PC to Laptop VM
Select Folder	Organize • New folder	Bii • 📀
Name Demo Folder -coder ID E04751E-SFD48EF-7Z7XPNV Invite From Device: CM-Lap-VM-4-06.local 7Z7XPNV-P73PFW7-ND2442I-ID2QHDV-RJZXZD2-MCV3YG7-S3LKXF6-QDRVLQX	Ack access Name Date modified No items match your search. Docenents	Type Size
Sharing Settings	 ➢ Pictures Music Wideos OneDrive >	
Versioning Type None v	< Folder	3
OK Cancel		Select Cancel

Then right click and select "New -> Folder" (see image below).

A Quick access	2	Date m	odified	Туре
	ondon to New PC	4/25/20	020 6:19 PM	File folder
	ew PC to Laptop VM	4/25/20	020 6:29 PM	File folder
	ew PC to London	4/25/20	020 6:17 PM	File folder
🗄 Documents 🛛 🖈	7			
E Pictures 🖈	View	>		
Music	Sort by	>		
Videos	Group by	>		
OneDrive	Refresh			
This PC	Paste			
illis PC	Paste shortcut			
Network	Open in Visual Studio	~		
	Give access to	>	(
<	New	>	Folder	6
Folder: Deskt	Properties		Shorcut	
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			Text Document	

Name the folder. Then click the Select button. (see images below)

Y Select folder to sync w	vith shayre			×	× Select folder to sync with shayre	×
← → ~ ↑ □ >	This PC > Desktop >	× 0 ×	Search Desktop		← → ~ ↑	
Organize 👻 New fo	older		83	• 0	Organize - New folder	• 0
Cuick access Desktop Downloads Documents Pictures Videos OneDrive This PC Network	New PC to London	Date modified 4/25/2020 619 PM 4/25/2020 629 PM 4/25/2020 617 PM 5/19/2020 12:58 PM	Type File folder File folder File folder File folder	Size	Curck access Condent to New PC 4/25/2020 6/39 PM File Folder Powner5t to Laptep VM Verve PC to Landon 4/25/2020 6/39 PM File Folder Potores Potores Vides OneDrive This PC PotoreSt Folder: Demo Folder Curck	Size
Fol	Ider: New folder	Г	Select	Cancel	OK Card	Cancel

Then click the OK button. The new folder will appear in your colleague's Folders pane. (see images below)

📓 Add Folder — 🗆 🗙	82	- 🗆 X
Folder Info	File Edit Actions View Help	
Select Folder C:\Users\User\Desktop\Demo Folder\	₽ 💼 ≓	
Name Demo Folder	Devices Folders Invites	
Folder ID E04751E-5FD48EF-7Z7XPNV		
Invite From Device: CM-Lap-VM-4-06.local	shayre Add C	λ
7Z7XPNV-P73PFW7-ND2442I-ID2QHDY-RJZXZD2-MCY3YG7-S3LKXF6-QDRVLQX	Folder	Status
Sharing Settings	System Status Demo Folder	
Folder Type Send & Receive V Pause Folder	▲ Send Rate 0 bps	-0
File Pull Order Random V	Ł Receive Rate 0 bps	
Rescan Interval 60	RAM 16.43 MB	
Minimum Disk Free	CPU 0.9%	
Versioning Settings	+ac Relay Servers 1/1	
Versioning Type Vone V	Discovery Servers 3/3	
\frown	Disk Space Available	
Сирсе		

You and your colleague are now connected and able to **shayre** files! Anything either of you drag/drop or copy/paste into your respective **shayre** folder will be sent and synchronized with the other person's respective **shayre** folder. (see images below)



Things to Note

shayre Portal administration. Once you have downloaded the **shayre** Application and added any Users, you may exit the **shayre** Portal. In the future, the **shayre** Portal will mostly be used to add or delete Users and manage notifications of file transfer activity.

shayre Application working in the background. Once you finish this set-up, you may exit out of the **shayre** Application or minimize it. The **shayre** Application is mostly used to create and manage device connections and **shayre** folders. **shayre** will continue to work in the background to make sure your **shayre** folders are continuously updated for file synchronization.

Moving folder locations or changing folder names: If you want to change the name or location of a shayre folder, please refer to our <u>FAQs</u> on our website for instructions on how to do so in order that your folder remains a shayre folder or click here to watch the video <u>How To Tell</u> shayre That You've Moved Or Renamed A Folder

Restricted characters Windows operating systems have restrictions for file names and folder name for some characters, including - / ? <> \:* | ^ " and any character you can type with the Ctrl key. Files or folders with these characters in the name will not sync to Windows operating systems. (They will, however, sync between Mac and Linux operating systems.)

Additional resources. For additional assistance on the set-up and use of **shayre** please refer to our <u>FAQs</u> and <u>How-To Videos</u> and <u>User Documentation</u>.