



Set-Up

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 [Get Started Video](#).

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 notifications@shayre.com. 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: [shayre Portal](#))

[shayre] Welcome!



notifications@shayre.com <notifications@shayre.com>
4/10/2020 10:46 AM

To: chris.monte+newuser1@mpmisolutions.com



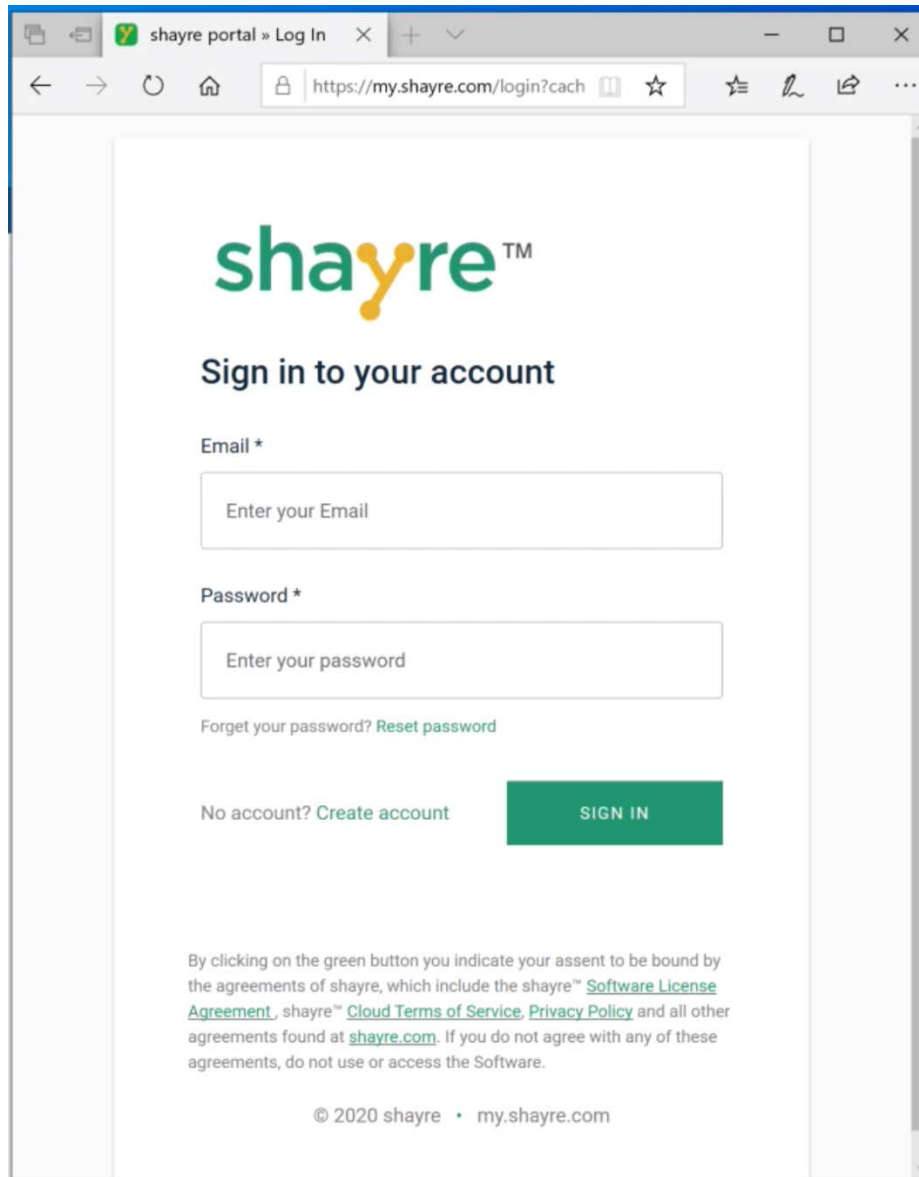
Thank you for joining shayre™! Safe and easy file sharing. It's just better!

To start shayre™-ing, please click [here](#) to login to your new account and install shayre™



Your shayre™ account login information and temporary password has been emailed to you.

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



The image is a screenshot of a web browser displaying the login page for the shayre Portal. The browser's address bar shows the URL <https://my.shayre.com/login?cach>. The page features the shayre logo at the top, followed by the heading "Sign in to your account". Below this, there are two input fields: "Email *" and "Password *". The "Email *" field contains the placeholder text "Enter your Email". The "Password *" field contains the placeholder text "Enter your password". Below the password field, there is a link "Forgot your password? [Reset password](#)". At the bottom of the login section, there is a link "No account? [Create account](#)" and a green button labeled "SIGN IN". Below the login section, there is a paragraph of text: "By clicking on the green button you indicate your assent to be bound by the agreements of shayre, which include the shayre™ [Software License Agreement](#), shayre™ [Cloud Terms of Service](#), [Privacy Policy](#) and all other agreements found at [shayre.com](#). If you do not agree with any of these agreements, do not use or access the Software." At the very bottom, there is a copyright notice: "© 2020 shayre • [my.shayre.com](#)".

shayre™

Sign in to your account

Email *

Password *

Forgot your password? [Reset password](#)

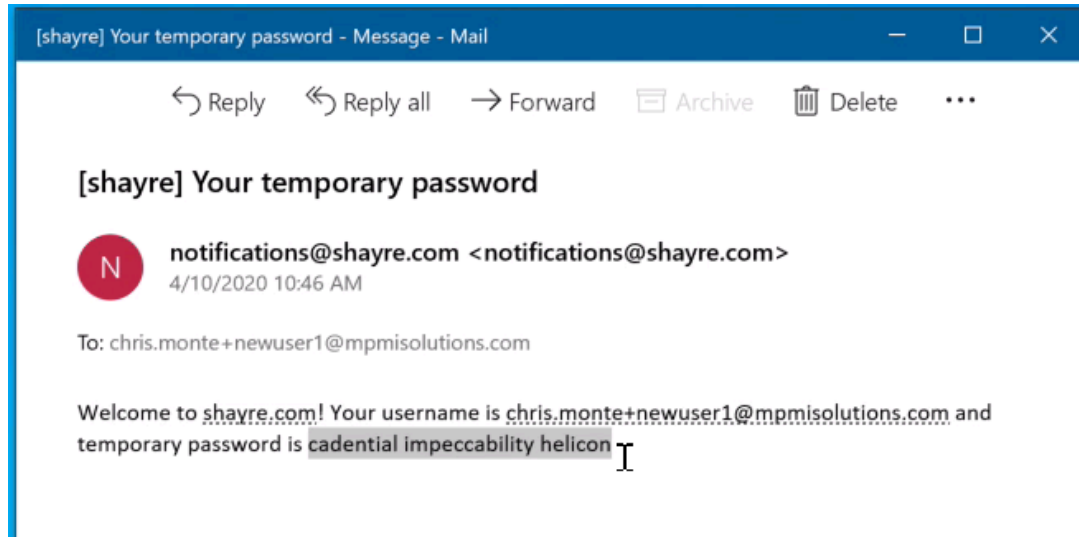
No account? [Create account](#)

SIGN IN

By clicking on the green button you indicate your assent to be bound by the agreements of shayre, which include the shayre™ [Software License Agreement](#), shayre™ [Cloud Terms of Service](#), [Privacy Policy](#) and all other agreements found at [shayre.com](#). If you do not agree with any of these agreements, do not use or access the Software.

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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.



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

A screenshot of a web portal for "shayre™". The page title is "Reset your password". Below the title is a form with a label "Username *" and a text input field containing the placeholder "Enter your Username". At the bottom of the form are two buttons: "Back to Sign In" and "SEND CODE". The footer of the page says "© 2020 shayre".

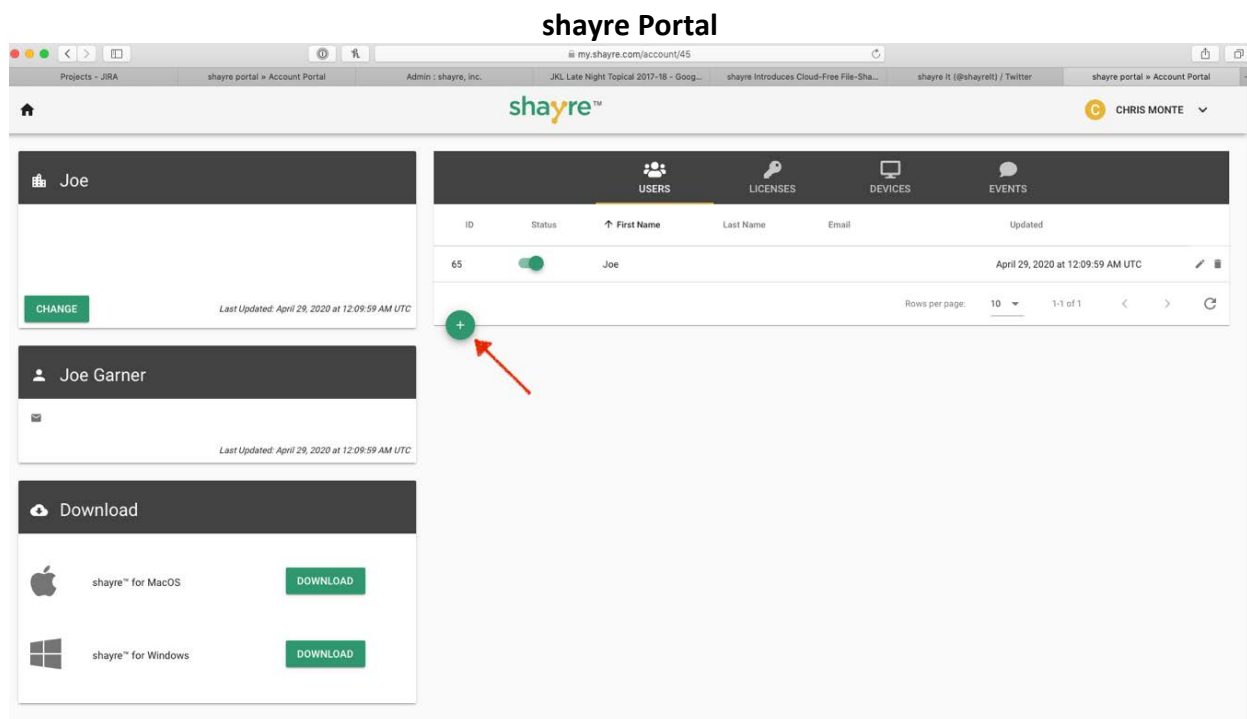
Once you change your password, your **shayre** Portal will open (similar to the image below).

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.



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 User

First name*


Middle name

Last name*

Email*

A temporary password will be assigned to the new user and sent via email. Be sure the new user checks their spam/junk folder.

Country Code*

 +1

Mobile Phone

Enabled

User Type*

User

*indicates required field

CLOSE

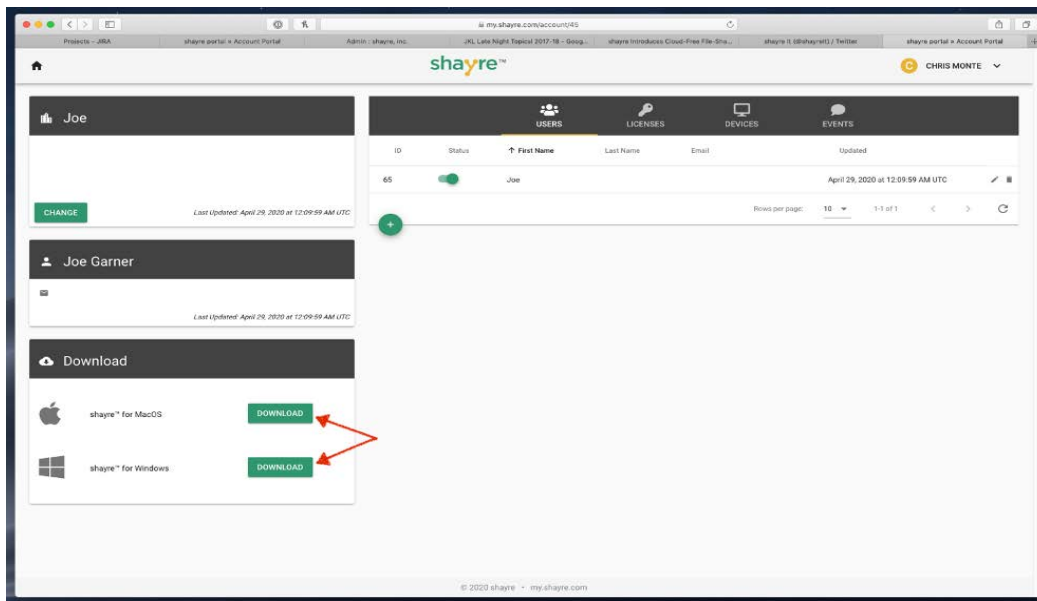
SAVE

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

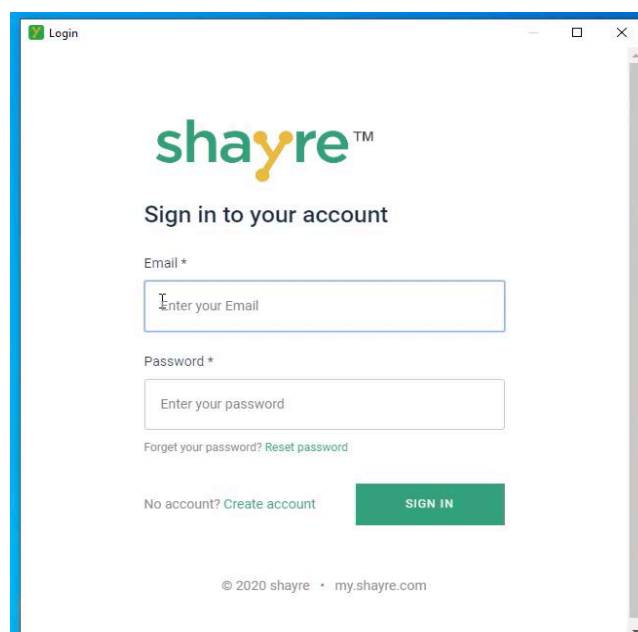
Your new User will also get the same two emails from **shayre** to get started. Please email this document (also found at [Get Started](#)) to your new User so they can install and use **shayre**.

Download The **shayre** Application

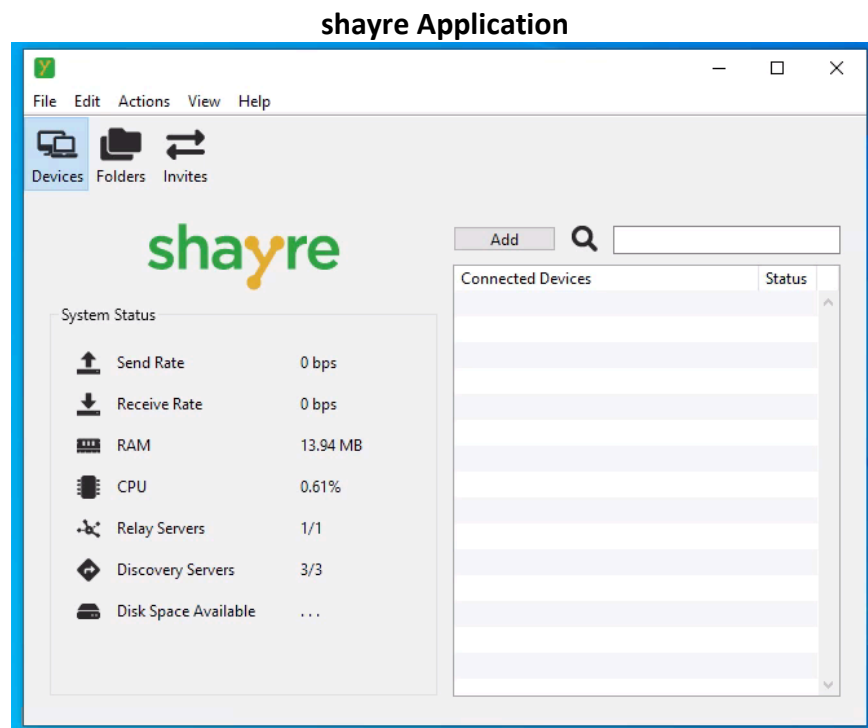
Next, download the appropriate software for your operating system (MacOS or Windows) (see image below). Simply, install the **shayre** Application software in the same way you would for most other software programs you install on your system.



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.



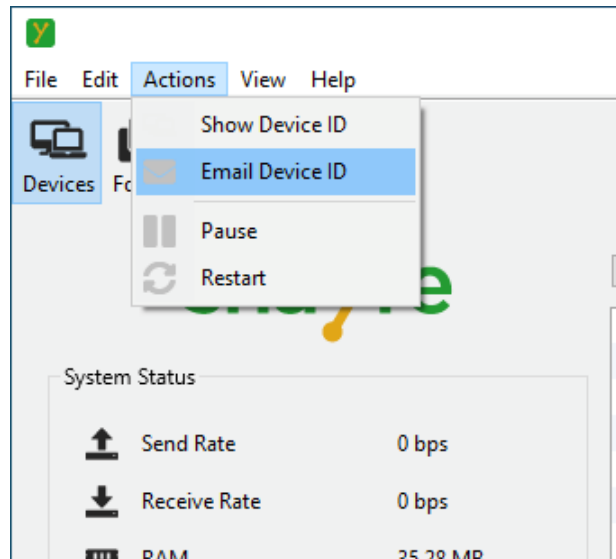
After the installation is complete, the **shayre** Application will launch (see image below). This is where you manage the devices you will connect with and create the **shayre** folder connections to share files with others.



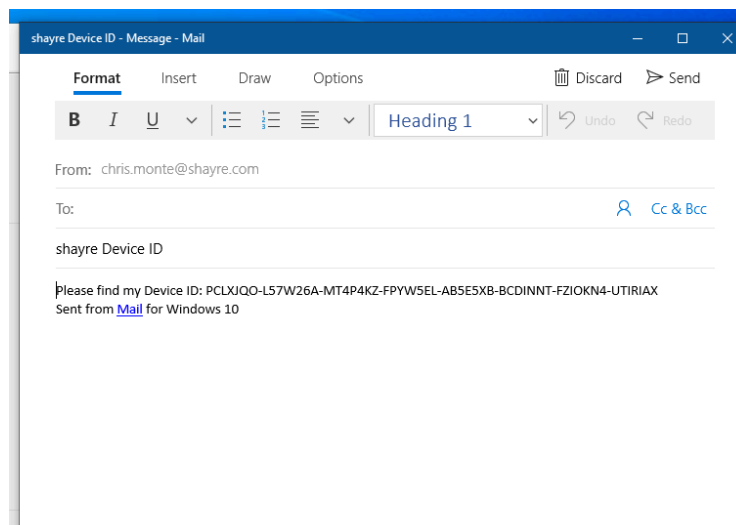
2. shayre Application (Part 1): Connect Your Device To Another Device Using shayre

You can also watch the [shayre Application Video Tutorial](#)

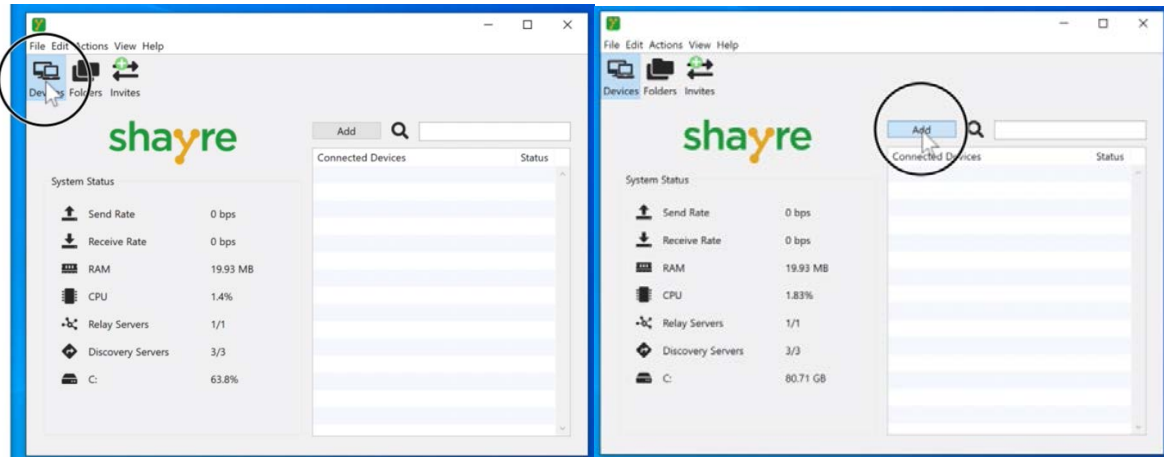
Have a friend or colleague who is also running **shayre** send you an invite to connect to your **shayre** device. Go to the Actions menu and select Email Device ID (see image below).



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.

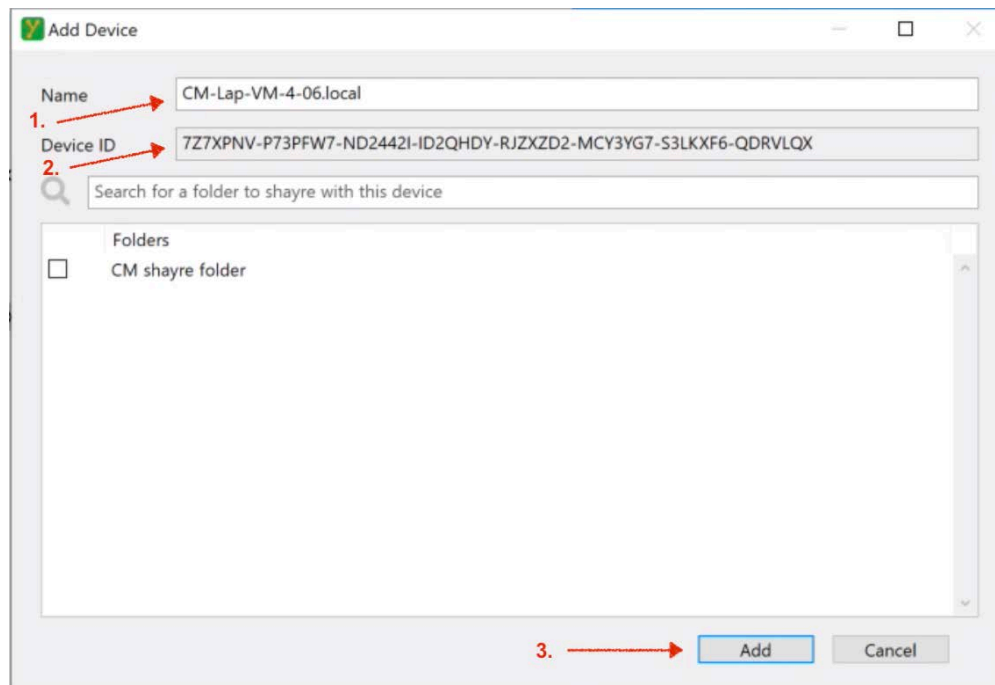


Once your colleague receives your email, have them click the Devices menu tab, then click the Add button (see images below).

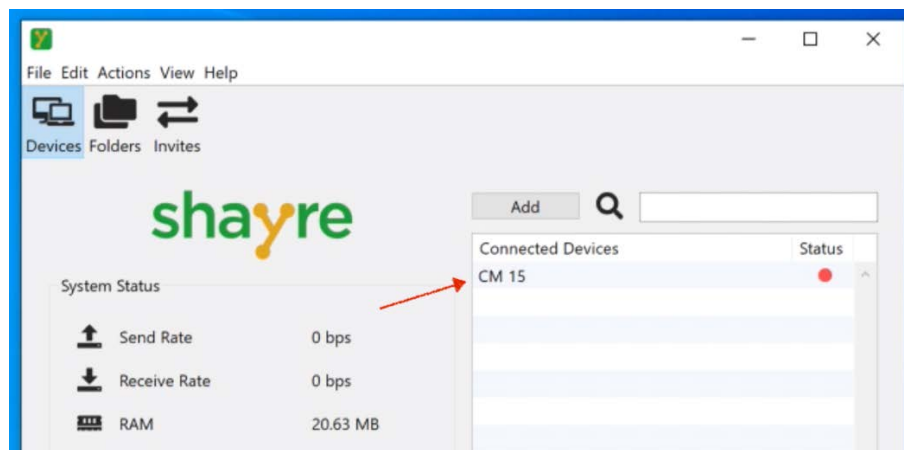


Their Add Device window will open (see image below).

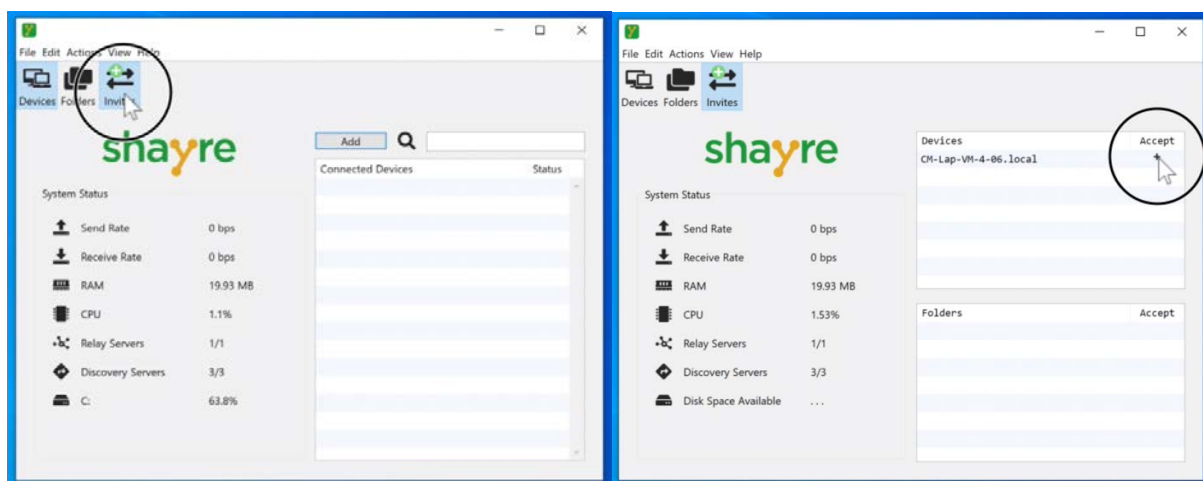
1. They may change the Name of the device to a name they will easily recognize as your device (e.g. Matt's Mac).
2. Have them copy your Device ID from the email and paste it into the Device ID field.
3. Then, have them click the Add button and the window will close.



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).

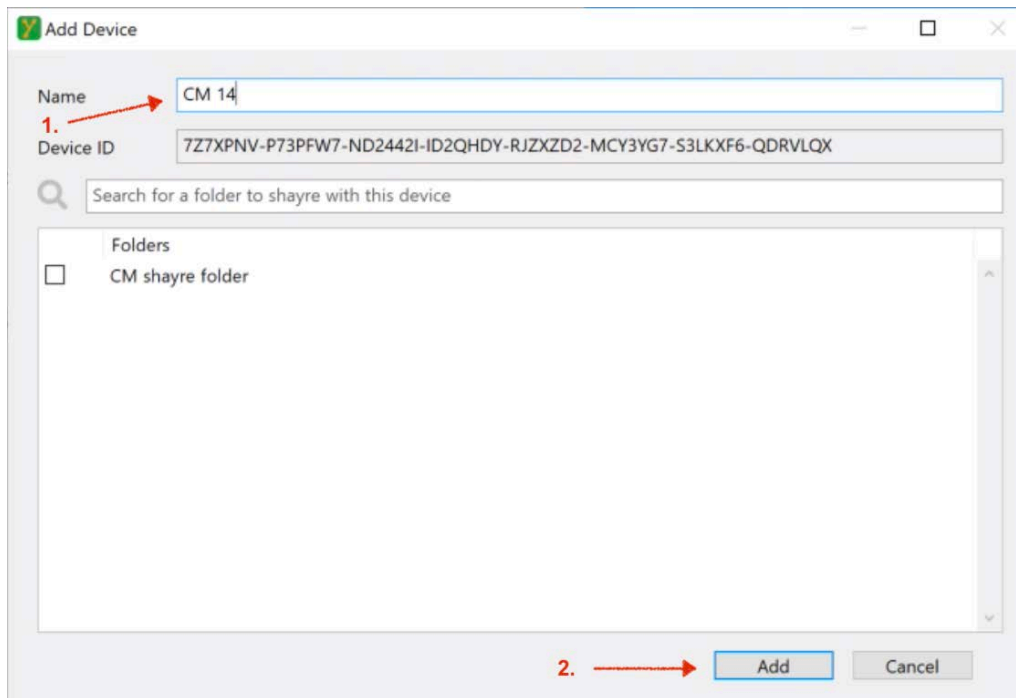


Now that they have added your device/Device ID to their **shayre** Application, **shayre** will automatically send a Device connection Invite to you. When the Invite arrives to your **shayre** Application, you will see a green circle “+” sign on your Invites menu tab. Click the Invites menu tab. Then,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

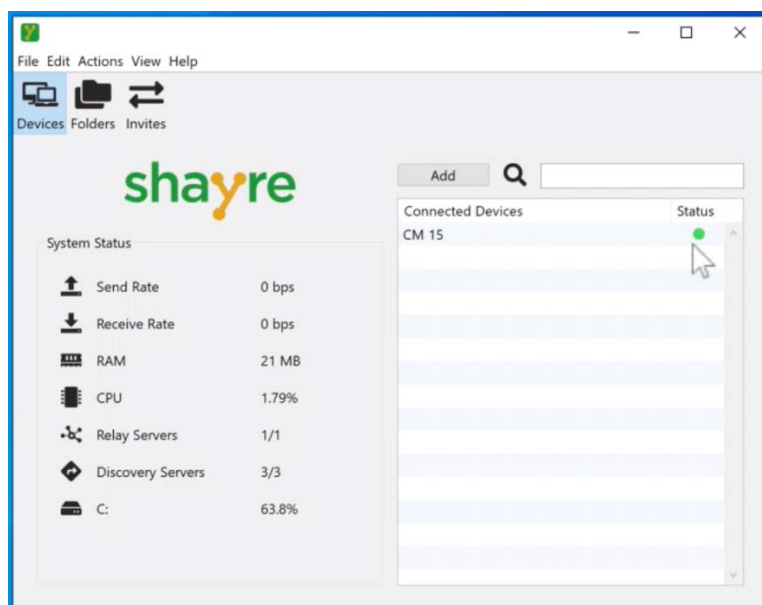


Your Add Device window will open (see image below).

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.

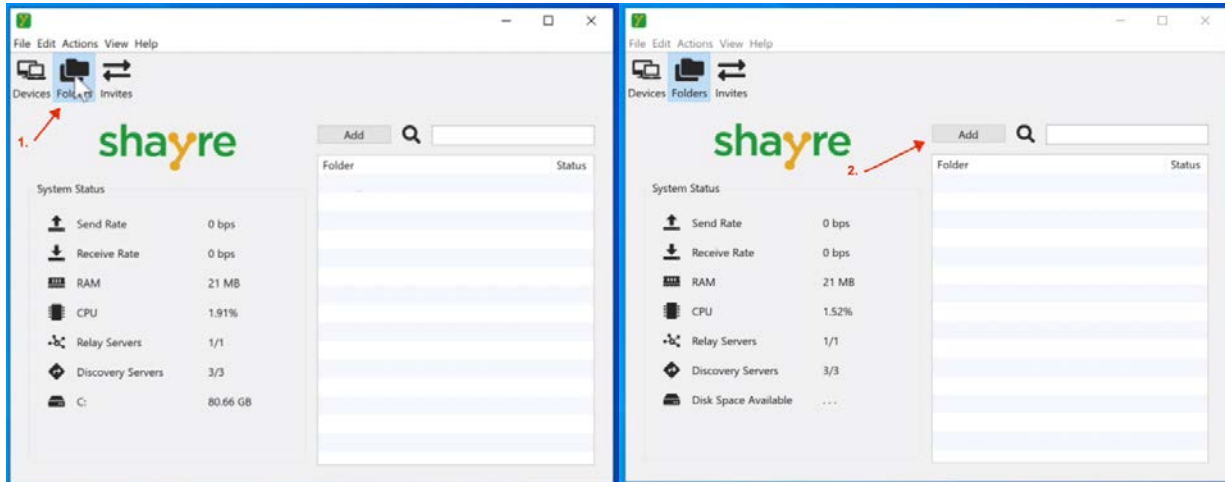


If you click the Devices menu tab you will see the name of your friend's newly added device in your Devices list. When the Status light turns green, you and your colleague's devices are securely connected. (see image below)

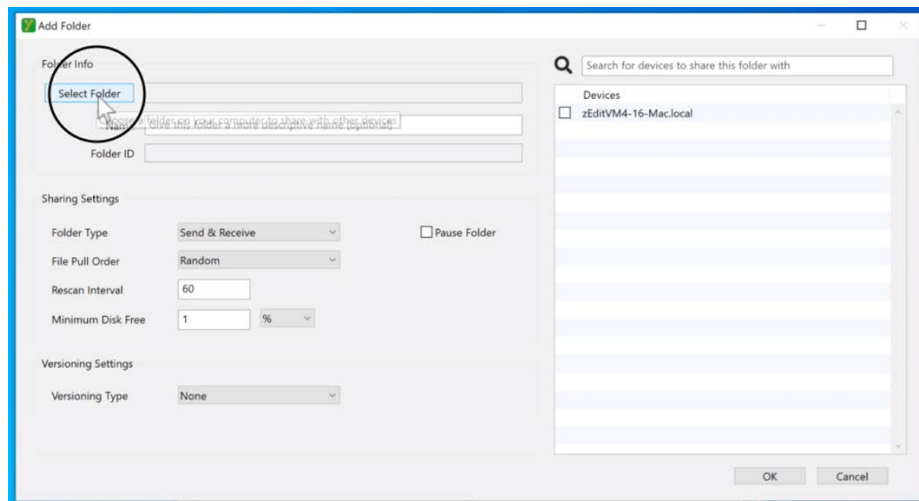


3. shayre Application (Part 2): Create A shayre Folder Connection To Share Files

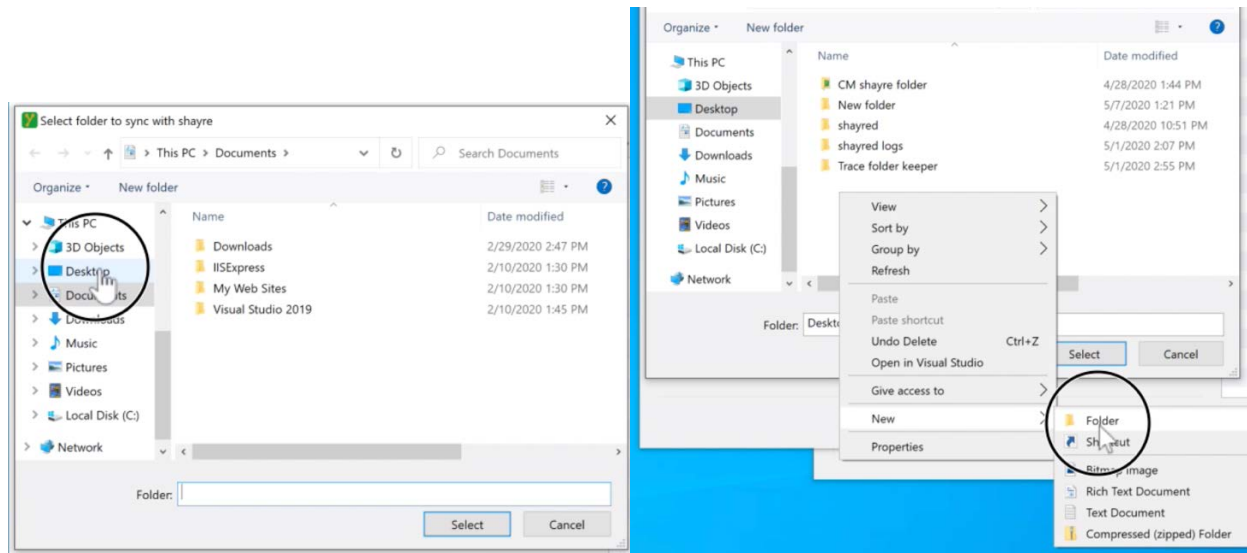
On your shayre Application, click the Folders menu tab. Then click the Add button. (see images below)



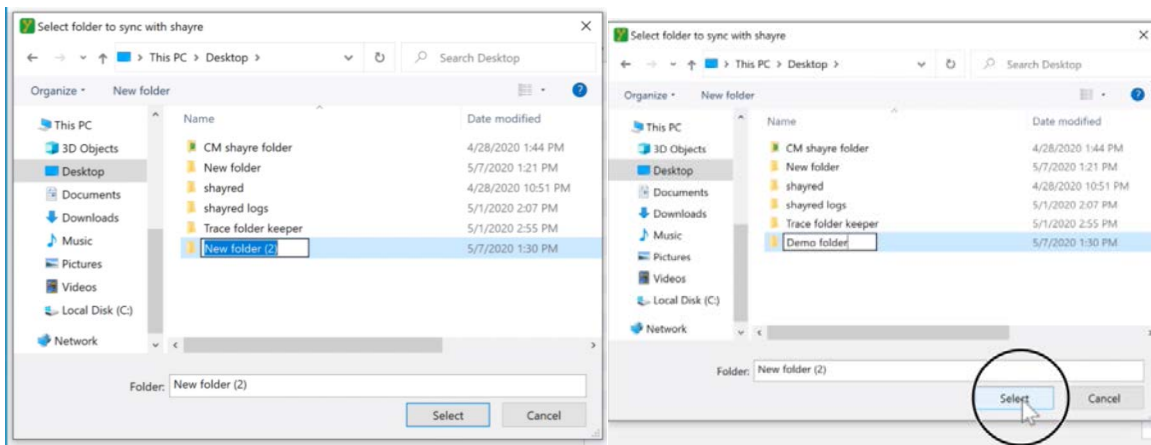
The Add Folder window will open. Click the Select Folder button (see image below).



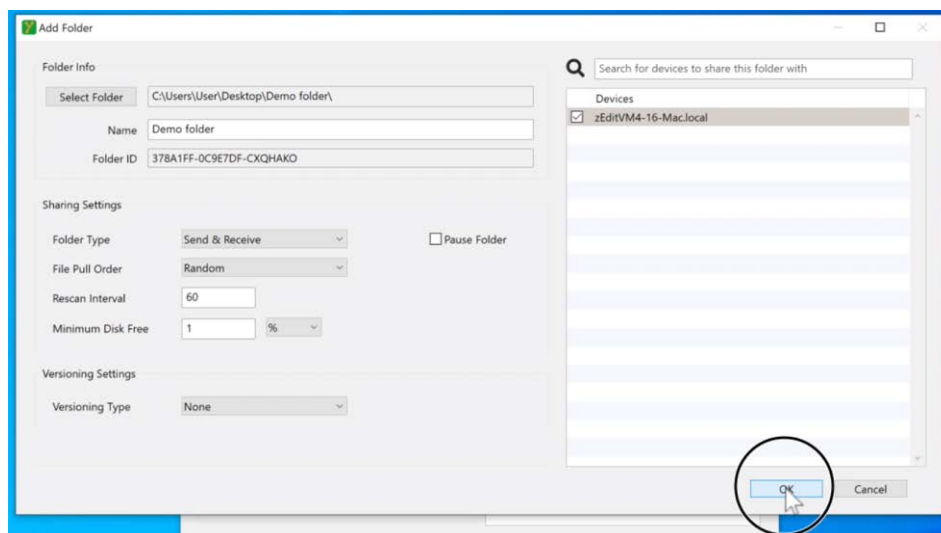
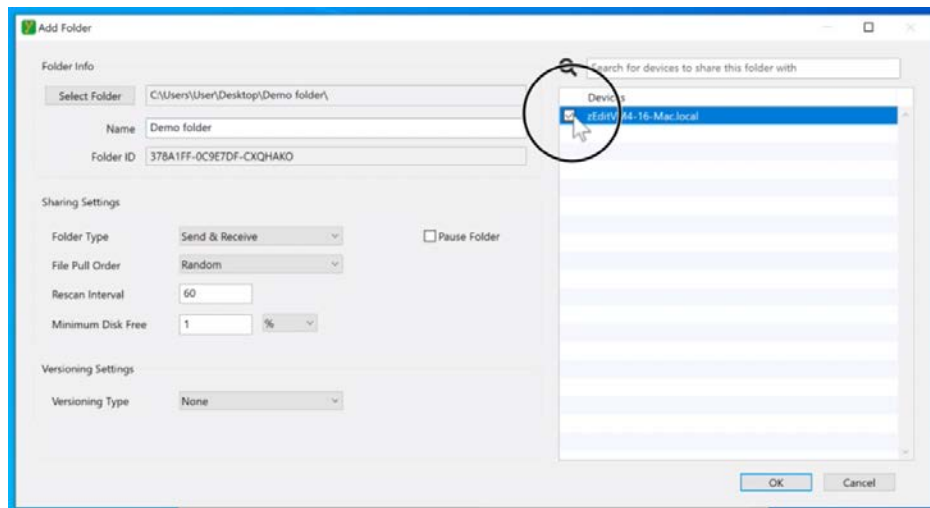
You can create a folder anywhere on your device (or network or external drive). For these instructions, select your “Desktop.” Then, right click and select “New -> Folder.” (see images below)



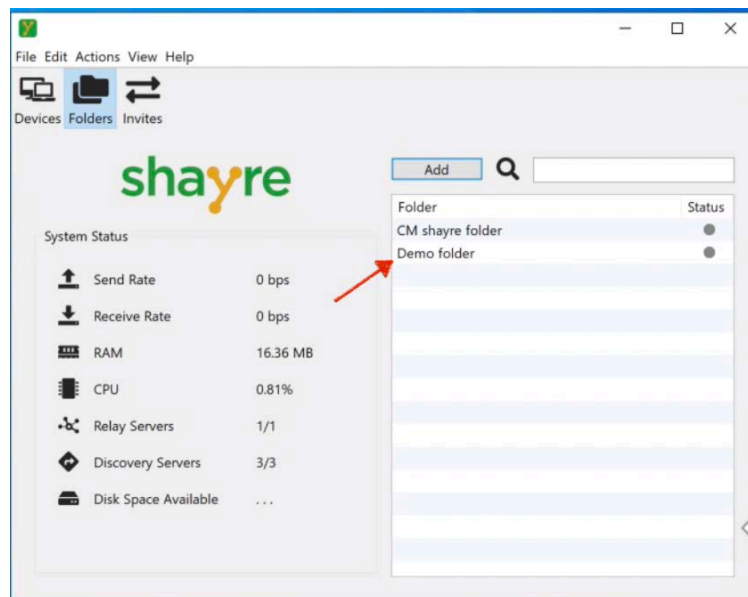
Name the folder. Then, click the Select button. (see images below)



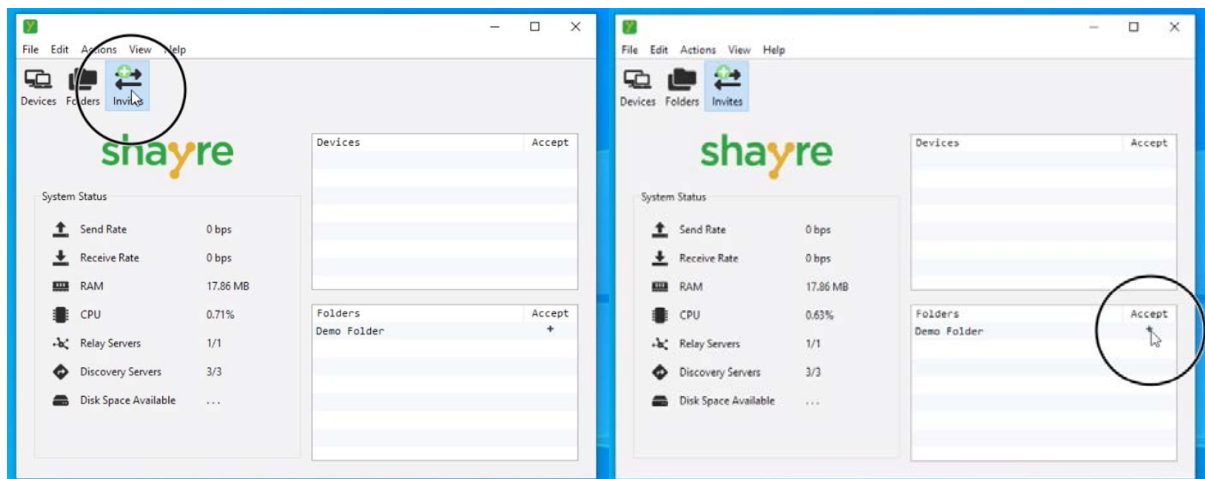
Check the box next to the name of your colleague's device to create a **shayre** Folder connection with them. Then click the OK button and **shayre** automatically will send your colleague a Folder connection Invite. (see images below)



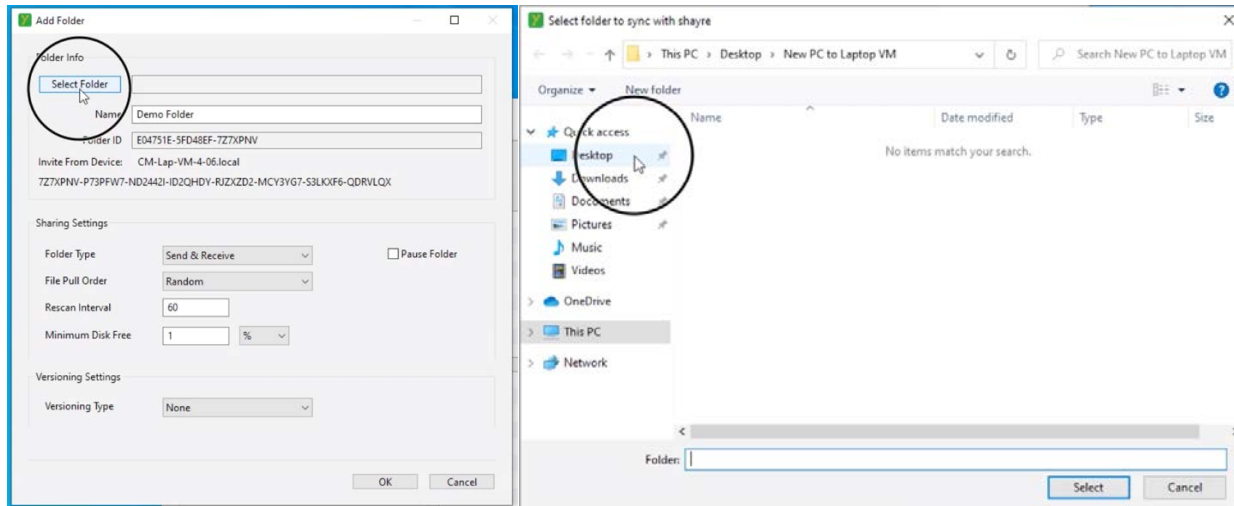
The Add Folder window will close and the name of the new **shayre** folder will appear in the Folder pane (see image below).



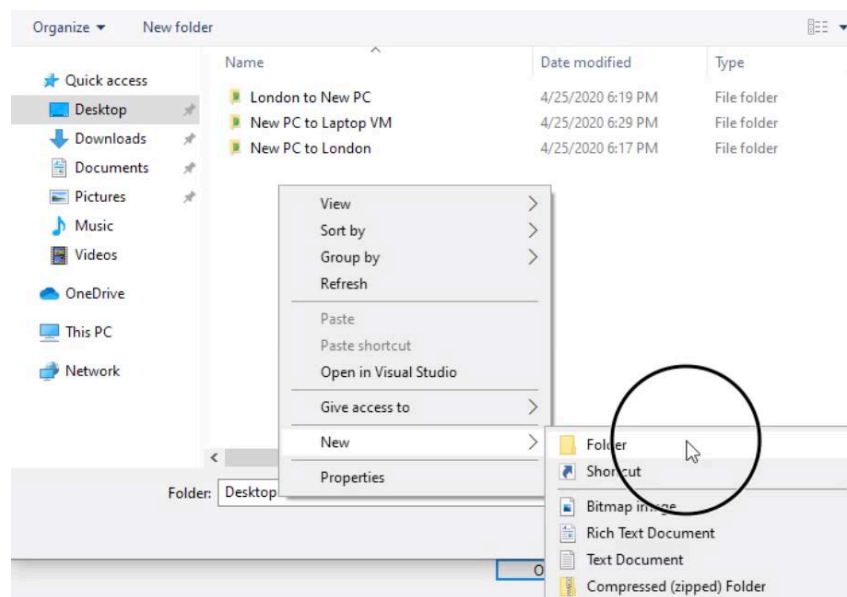
Once your friend receives a **shayre** Folder connection Invite, a green circle “+” sign will appear on their Invites menu tab. They should click the Invites menu tab. In the Folders pane, have them click the “+” sign to the right of the folder name under “Accept”. (see images below).



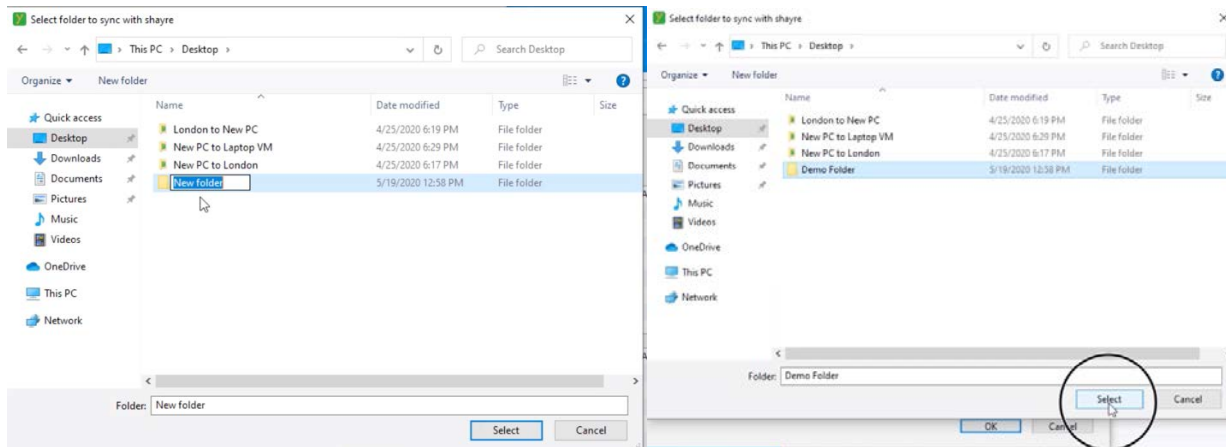
The Add Folder window will open. They should click, the Select folder button. Then select “Desktop” to put the folder on the desktop. (see images below)



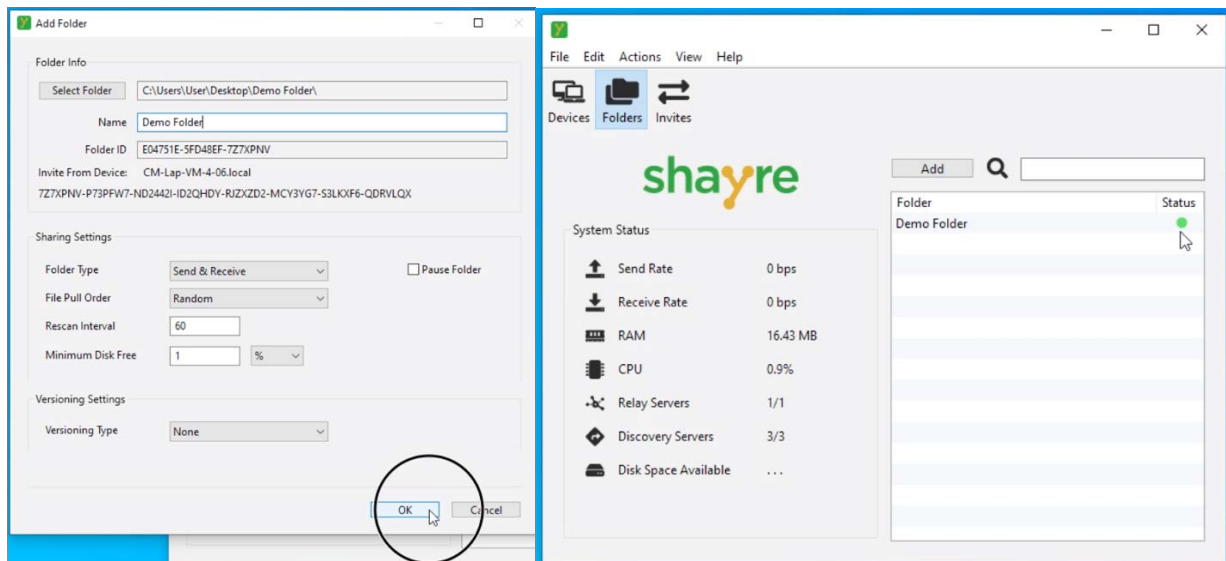
Then right click and select “New -> Folder” (see image below).



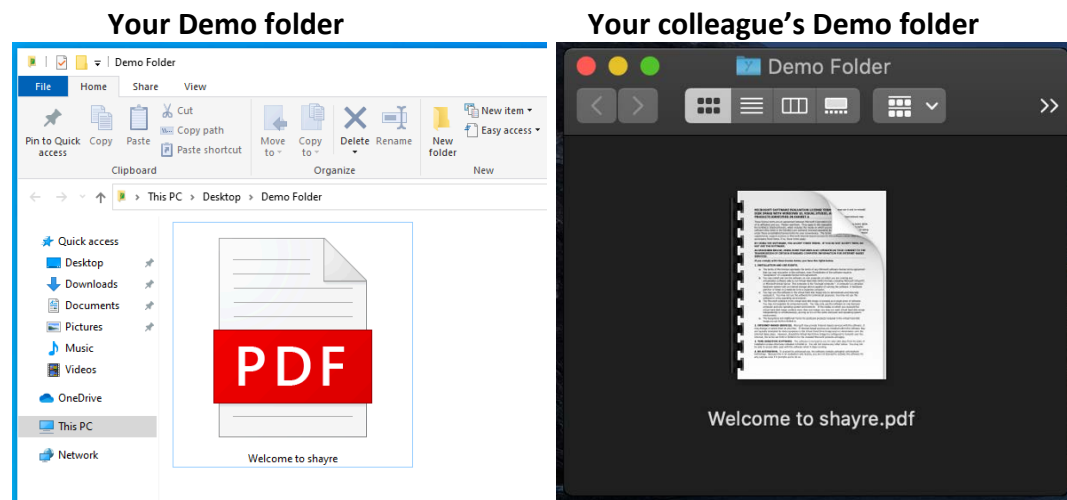
Name the folder. Then click the Select button. (see images below)



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



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 [FAQs](#) 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 [How To Tell 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 [FAQs](#) and [How-To Videos](#) and [User Documentation](#).