



FAQ

**FREQUENTLY ASKED QUESTIONS
& USER MANUAL**

TABLE OF CONTENTS

- 03** INSTALL LOCAL CLIENT
- 04** LOG IN AS A NEW USER
- 05** LOG IN WITH EXISTING ACCOUNT
- 06** ADD DATA TO YOUR VAULT
- 07** SHARE FILES AND FOLDERS
- 09** USE ONLINE VERSION
- 10** INVITE GUESTS TO VAULTS & FOLDERS
- 11** UPLOAD VIA MYNOMADESK.COM

INSTALL NOMADESK

Go to nomadesk.com/download/

Download our app to your device
and enjoy **Nomadesk** wherever you are!

Desktop Clients



Download the Nomadesk client for Mac

Supported versions: OS X 10.11 (El Capitan)
through MacOS 14.0 (Sonoma)



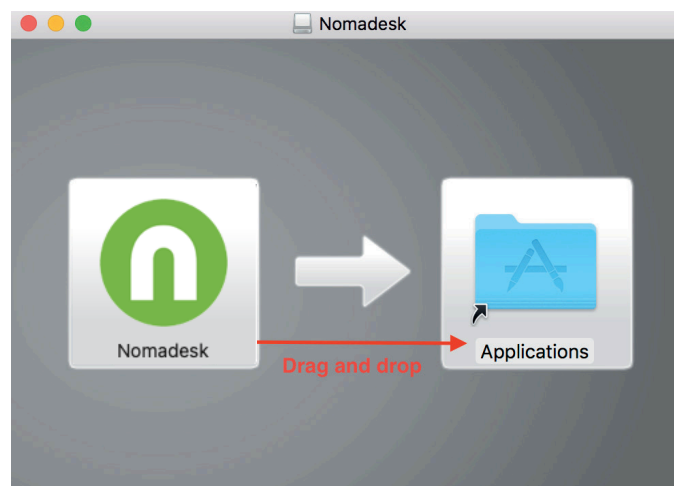
Download the Nomadesk client for Windows

Supported versions:
Windows 7 through 11

ARM processor

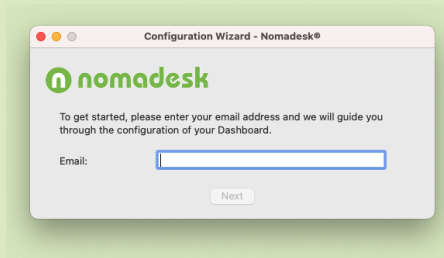
The drivers that we use to mount the Vaults are
NOT compatible with ARM processors. Use
foldersync or webdrive to work around this.

- Run the installer
- **For Mac:** drag and drop the Nomadesk icon into the Applications Folder

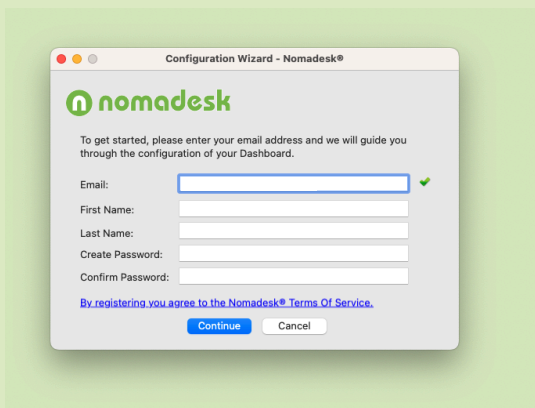


LOG IN AS A NEW USER

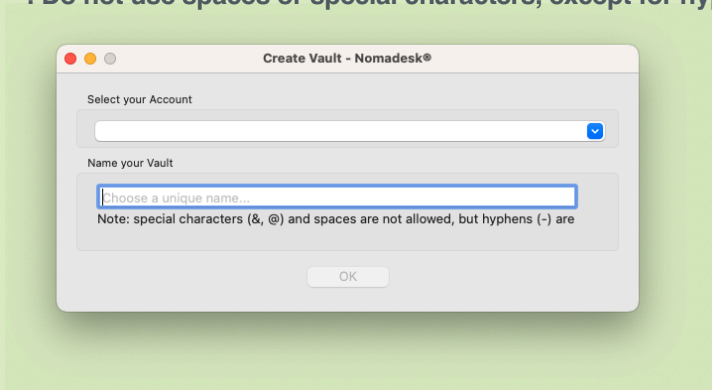
- Enter the email address that you want to use for your account



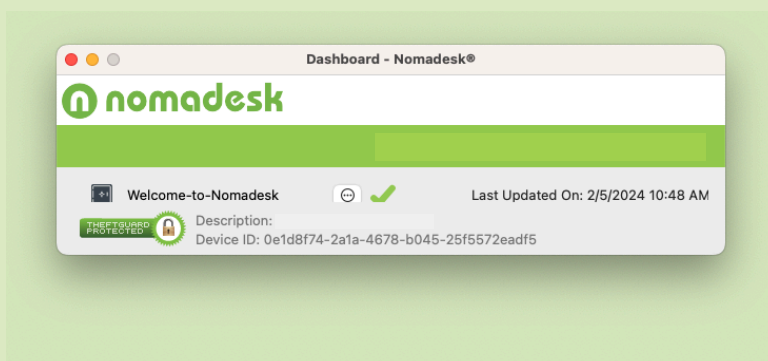
- in the next screen, complete your information



- when that is done, you can **create your Vault**. Fill out the Vault name that you want **! Do not use spaces or special characters, except for hyphens (-).**

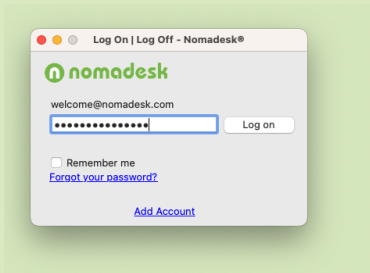


- Your Vault is ready for use!

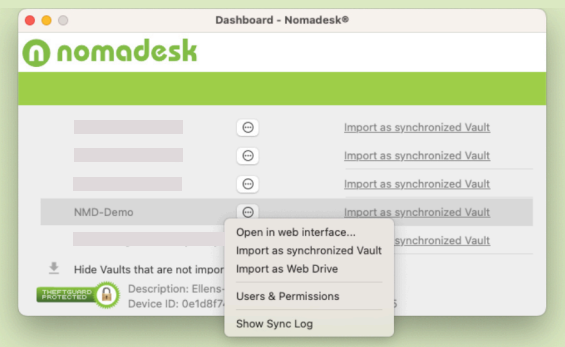


LOG IN WITH YOUR EXISTING ACCOUNT

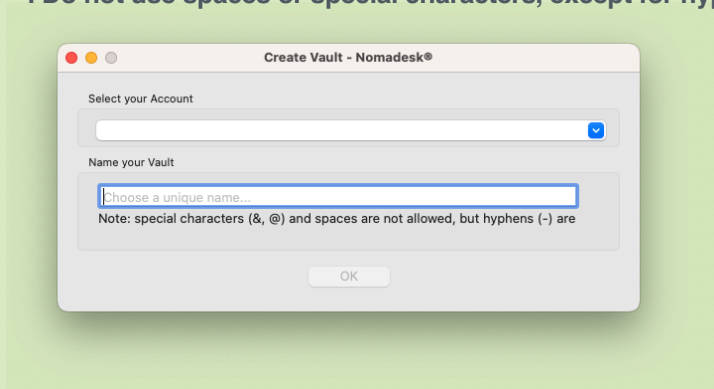
- Sign in with your **username** and **password**



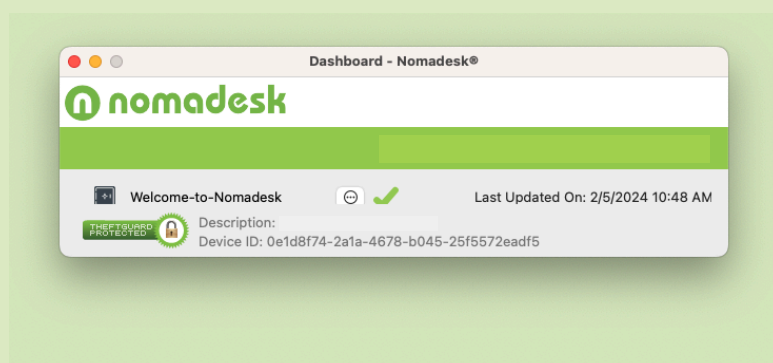
- Next, choose which Vaults you want to import



- You can also **create a new Vault**. Fill out the Vault name that you want **! Do not use spaces or special characters, except for hyphens (-).**



- Your Vault is ready for use!



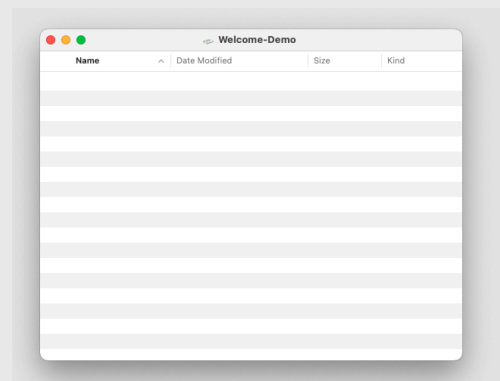
ADD DATA TO YOUR VAULT



1

Drag & Drop

Simply Drag & Drop your files and folders from your local drive into your Vault. The upload starts automatically.

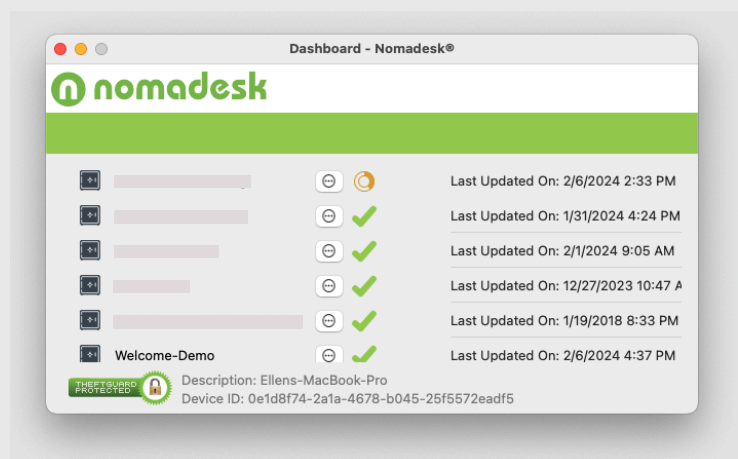


2

Nomadesk Dashboard

You can see the progress of the upload or sync in your Nomadesk Dashboard.

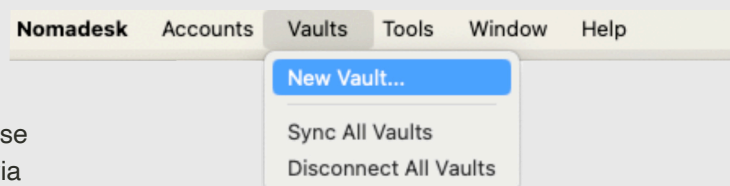
Vaults that are fully synced have a green checkmark.



3

Vaults

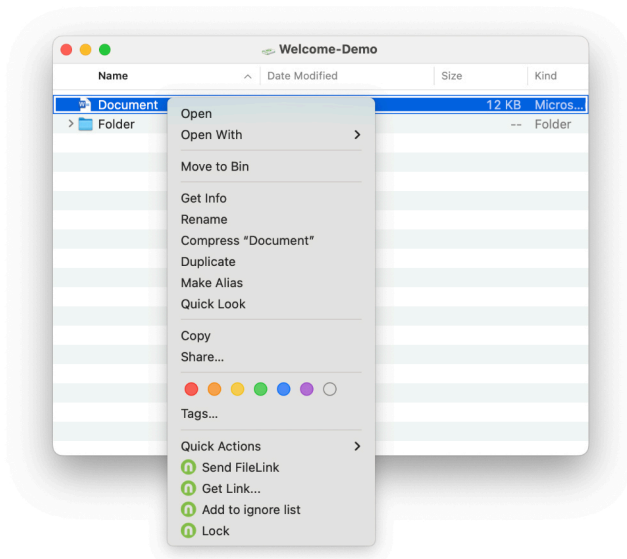
You can easily create new Vaults, sync Vaults or choose which ones to disconnect via the menu.



SHARE FILES & FOLDERS

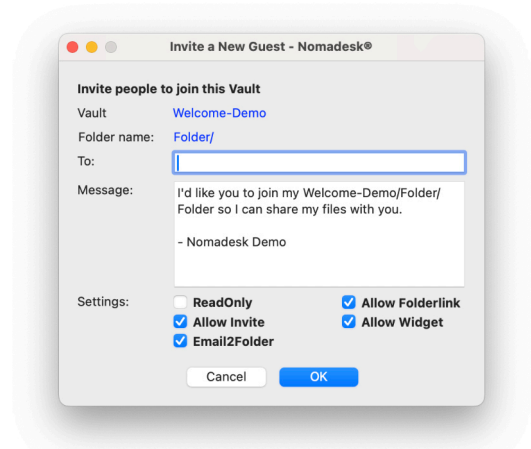
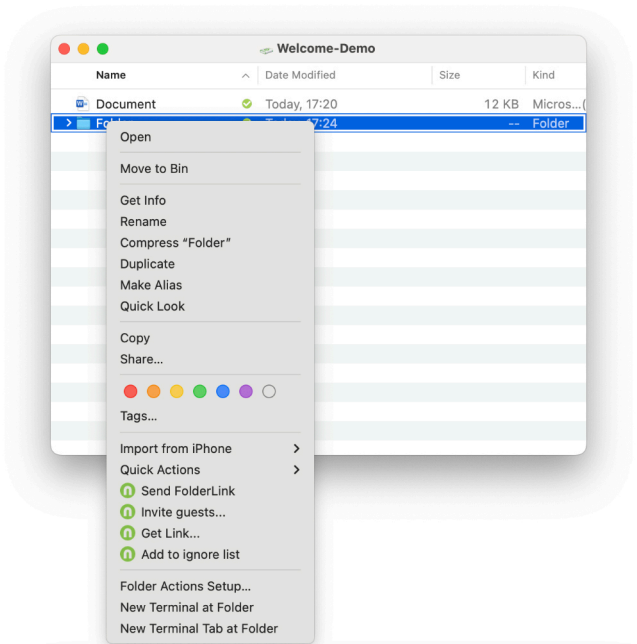
1. VIA FILELINK

- right-click on a file inside your NomadeskVault that you want to share and select **Send FileLink** (to e-mail the link directly) or **Get Link** (to copy the link to the file)



2. VIA FOLDERLINK:

- right-click on a folder inside your NomadeskVault that you want to share and select **Send FolderLink** (to e-mail the link directly) or **Get Link** (to copy the link to the folder). You can also invite guests to join the folder on your Vault.

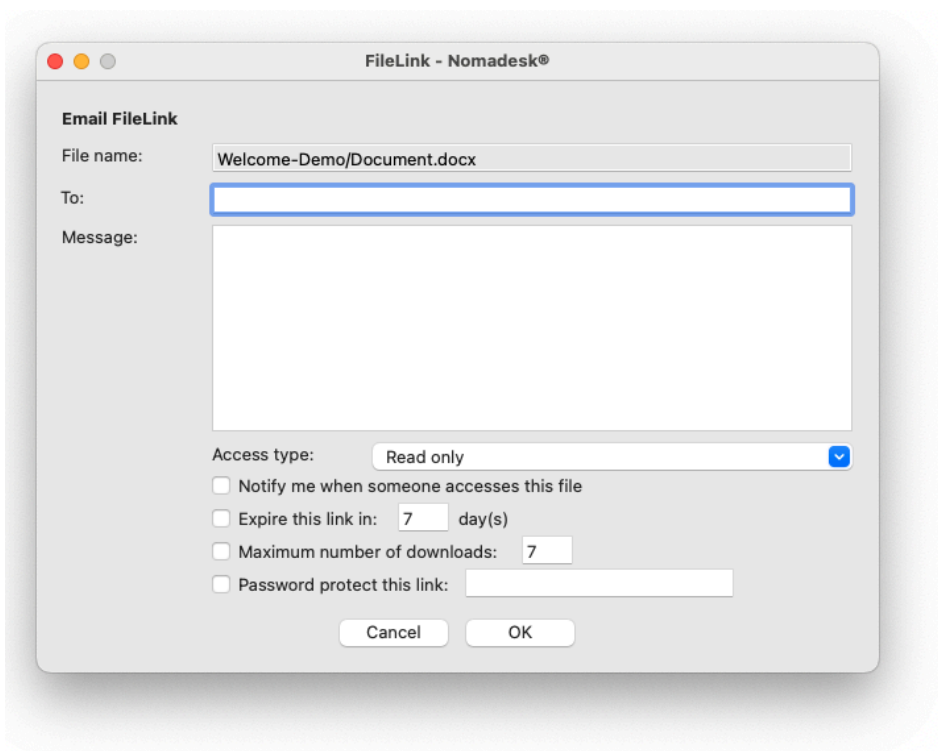


SHARE FILES & FOLDERS

2. FILE AND FOLDER ACCESS OPTIONS

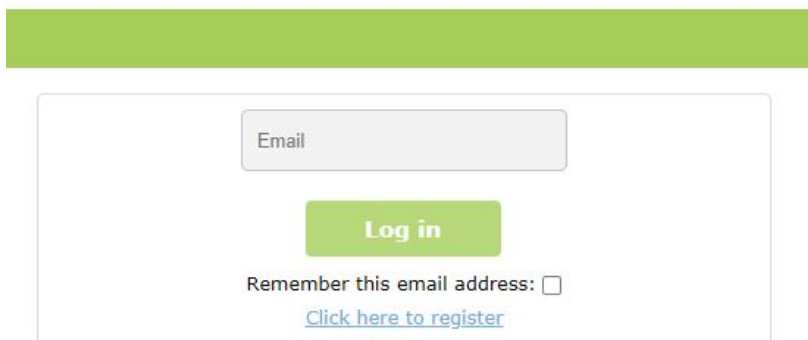
Your data, your way! There are several ways Nomadesk protects your data. You can select a number of options:

- Determine who gets read-only or reading and writing rights
- Restrict ability to download
- Select "Notify me" to receive an alert when someone accesses the file
- Choose if and when your link expires
- Limit the number of times your file or folder can be downloaded
- Password protect the link



LOG IN TO MYNOMADESK.COM

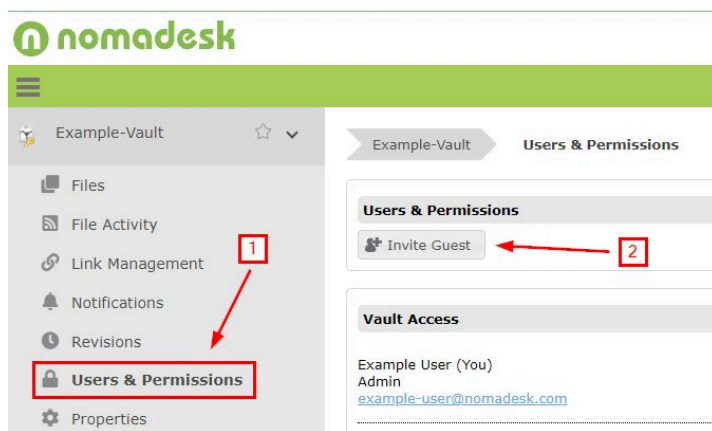
- The Nomadesk browser interface can be accessed via <https://mynomadesk.com/>
- Sign in with your **username** and **password**, or click to register if you don't have an account yet.



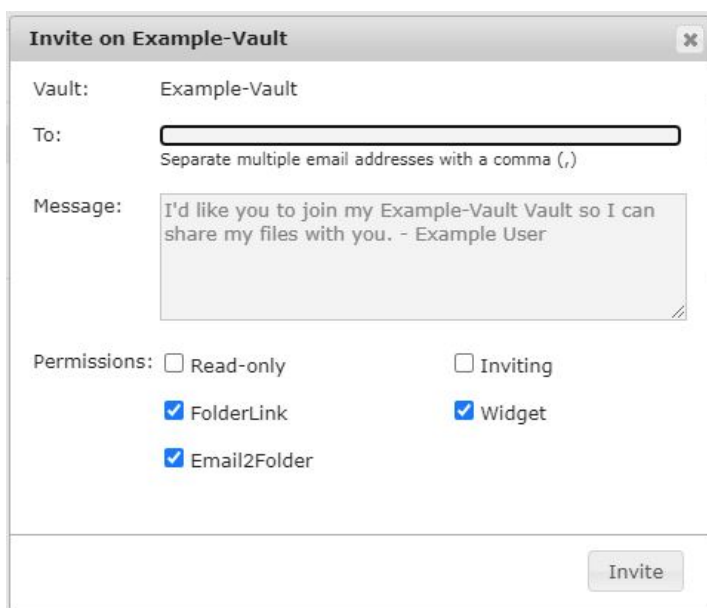
The image shows a login form with a light green header bar. Below the header is a white box containing the following elements: an input field labeled "Email", a green "Log in" button, a checkbox labeled "Remember this email address:", and a blue link that says "Click here to register".

INVITE GUESTS TO YOUR VAULT & SPECIFIC FOLDERS

- Login at <https://mynomadesk.com/>
- Select the Vault and go to **Users & Permissions**
- Click **Invite Guest**



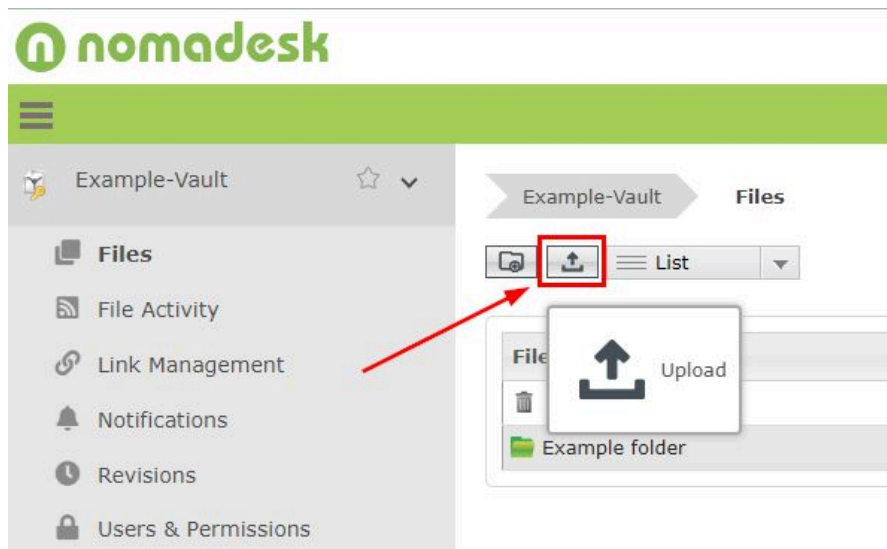
- Fill out the email address of the people who you want to invite to your Vault. You can also set the options here for your guests.



- You can also invite people to specific folders if you don't want to give access to your whole Vault by right clicking a folder and selecting **Invite Guests**

UPLOAD VIA MYNOMADESK

- Sign in at <https://mynomadesk.com/> with your **username** and **password**
- Navigate to the Vault and location where you want to upload the file
- Click the **Upload File** icon



- Navigate to the file that you want to upload and double click it
- You can also upload your data to **myNomadesk** via **Drag & Drop**

CONTACT US

support@nomadesk.com

Foreestelaan 1 | 9000 Gent

[Nomadesk.com](https://nomadesk.com)