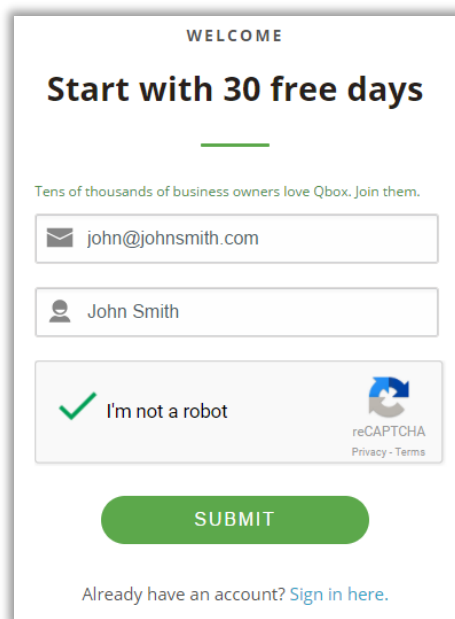


Account Owners Setup

Thank you for your interest in Qbox. To set up your Qbox account, follow these steps below:

Visit www.qboxplus.com and sign up for your account. Enter your email address and name, complete the 'I am not a robot' captcha, then click Submit'.


Qbox will send you an email with a temporary password. Next, click 'Sign In', enter your email address and the temporary password, and then click 'Sign In'.



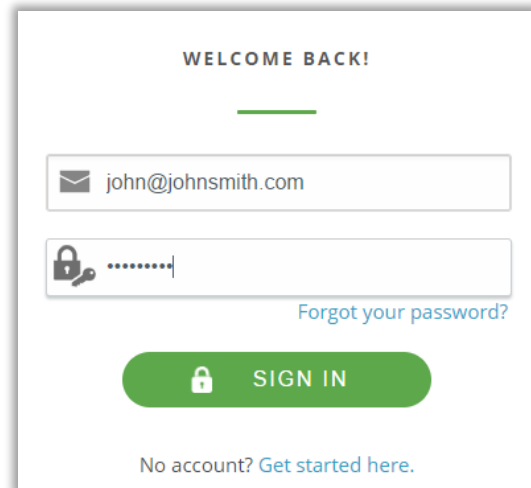
WELCOME

Start with 30 free days

Tens of thousands of business owners love Qbox. Join them.

I'm not a robot  reCAPTCHA
Privacy - Terms

Already have an account? [Sign in here.](#)



WELCOME BACK!

[Forgot your password?](#)

No account? [Get started here.](#)

On the subsequent screens, read and accept the 'End User License Agreement', create your permanent password, enter your company name and phone number.



Name

Company

Phone Number

On the next screen, create your folders:

Review your Root Folder name. The Root Folder is where all your Sync Folders will be created. Qbox will use your Company name as default. If you make a change, Qbox will check for uniqueness and may suggest a different name.

Next, add your Regular Sync folders and invite users to share by entering their email addresses in the boxes provided.

If required, add your Archive folders and invite users to share by entering their email addresses in the boxes provided. If you do not need Archive folders, leave the box blank.

Setup Qbox Folders

1. Qbox will create your Root Folder with the name shown below. If you make a change, Qbox will check for availability and may suggest a different name.

Root Folder

2. Add your Sync folders, and enter the email addresses of users you want to share the folders with. Do not enter your email. You can invite additional users after the folder is created. Folders will be billed monthly. Please see [Billing & Payments](#) for payment information.

Folder Name	Email Id	Read Only	Admin	Email Id	Read Only	Admin
<input type="text" value="John Smith Company files"/>	<input type="text" value="admin@johnsmith.com"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="sarah@johnsmith.com"/>	<input type="checkbox"/>	<input type="checkbox"/>

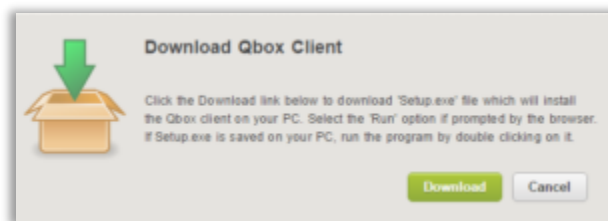
[Add more Sync folders](#)

3. Add your Archive folders, and enter the email addresses of the users you want to share the folders with. Do not enter your email. You can invite additional users after the folder is created. Folders will be billed monthly please see [Billing & Payments](#) for payment information.

Folder Name	Email Id	Read Only	Admin	Email Id	Read Only	Admin
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Add more Archive folders](#)

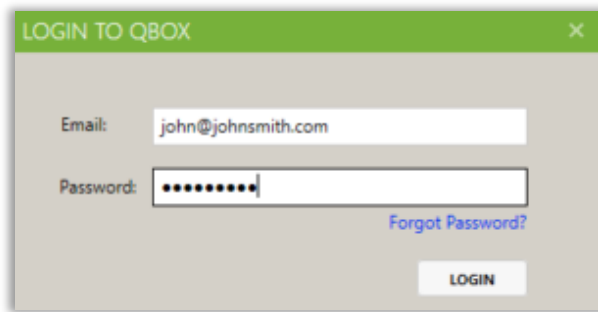
On the next screen, click 'Download' to install the Qbox Client on your computer. Click 'Run' when the Windows dialog box appears and then select 'Install'.



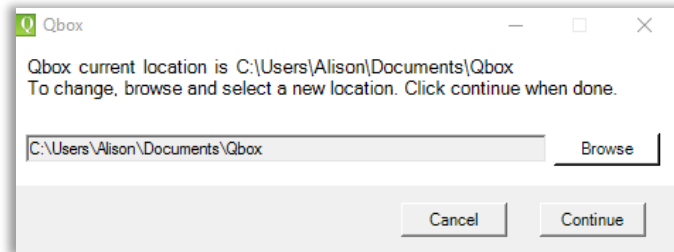
Notes:

- i. If Windows only prompts you to 'Save', save the file and run it to initiate installation.
- ii. Qbox may install Microsoft .NET framework if it is not already installed.
- iii. If download was not successful, you can download the Qbox Client again from the Admin page on your Qbox Web Dashboard.

You should then see a Qbox client login prompt on your Windows desktop. Enter your email and the password you created.



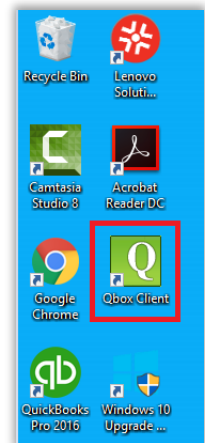
Qbox will display the default location where the Qbox folder will be created. You can browse and select a different location if needed.



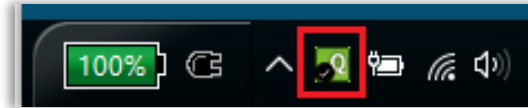
Qbox setup is now complete. If you have the files that need to be shared with the other users, copy them to the Qbox Sync folders following instructions under 'Copying files to a Sync Folder'. Going forward, you need to be working on the files in the Qbox Sync folders only, so the edits you make are shared with the other users.

After setup, you will see three Qbox icons on your computer:

– A large 'Qbox Client' icon on your Desktop: this is the shortcut to run Qbox client software. Qbox starts automatically when your computer starts or restores from a sleep mode, so normally there should be no need for you to click on this icon. If you exited the program manually, you can start it again by double clicking on this icon.



– A small Qbox icon on the Windows System Tray, usually at the lower right on your desktop. It could be hidden by Windows, and you can drag it to the task bar to make it visible always. This is the Qbox ‘process’ icon, indicating that the Qbox client is running. Double clicking on this icon opens the Qbox Explorer.



– A larger ‘Qbox Explorer’ icon on your Windows Task Bar. Clicking on this displays or hides the Qbox Explorer. This icon is always visible, unless you change the setting to close the Explorer. Do not pin this icon to the task bar, as this action pins the Qbox client, not the Explorer.

