

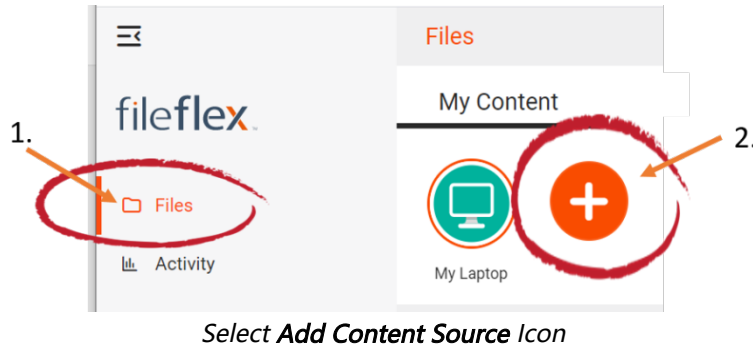
How to Connect to a Personal Computer

Note: You will need authorization from your IT department in order to be able to connect to a Personal Computer. If you have permission, you use the following steps to connect to a Personal Computer.

Note: A personal computer can only be added as a content source from that personal computer being added.

Using the personal computer that you wish to add, complete the following:

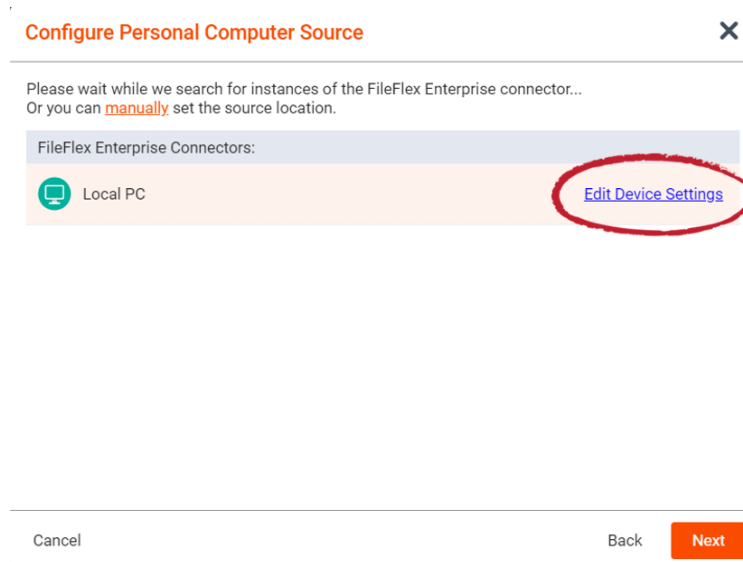
1. Select the 'Files' view in the left navigation menu
2. In the My Content tab, select the large red '+' **Add Content Source** icon



3. Select the Personal Computer icon and follow the wizard.

Note: You must be using the computer being added.

Conditional - When you initially installed the FileFlex desktop client, it installed the FileFlex connector on your PC for you. If you have not installed the desktop client and are working off the web client, then you will have to manually download and install the FileFlex Connector. In the wizard click the link 'downloaded and installed' in the first step of the wizard and install the connector.



In the setup wizard, you will have the option to edit the following device settings

- Network settings
- Proxy settings to access the Internet
- Anti-virus settings

To edit these or to define which antivirus software on the host machine will be used to scan any files uploaded to it, please refer to the section 'Device Settings'.

Note: The antivirus software must already be installed and running with a valid license on the host machine.

4. You will be asked to log in to the personal computer being added. You will need to enter the following credentials.

Device Username - This is the username that you currently use when you log in to your PC. This field will be auto-filled for you and taken from the account you have currently logged in to.

Device Password - This is the password that you currently use when you log in to your PC. You will need to enter the password for the account username above.

Device Domain (Optional) - If your PC is on a company or corporate domain, you will need to enter the domain that your device belongs to. Typical personal computers that are not part of a company or corporate network are not part of a corporate domain. Leave this blank if you are not sure or contact your IT department for your domain name or see the section below titled

Activation Code - This code is entered automatically for you. For security reasons the code is time-limited and will time-out if not used shortly. If the code does time-out, you will need to start again at Step 1.

Encryption Policy - For more information see [Encryption Options](#).

Share with anybody is the default setting. Using SSL encryption provides the flexibility to share with anyone and for the streaming of digital media.

Share with double-encryption clients provides a second layer of encryption for added protection against snooping and intercept, however cannot be accessed from the FileFlex Enterprise web client.

Share from Intel SGX technology provider source only - In addition to the second layer of encryption this provides added protection even on a system compromised with malware, but can only be accessed by PCs that have a 7th generation Intel Core CPU or higher.

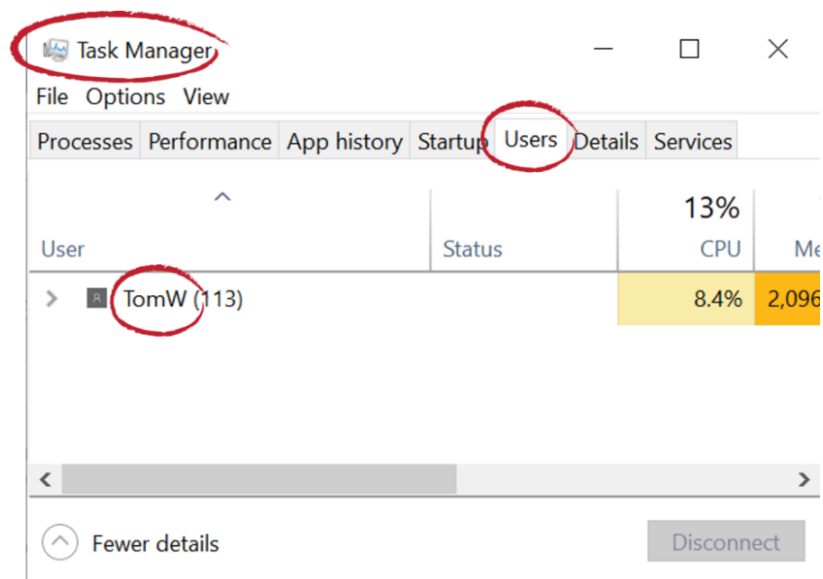
Encrypt Media - If Double Encryption or Intel SGX Protection is enabled, then the higher level of encryption selected is disabled for media such as music, movies, and videos by default to allow for streaming of digital media. If the Encrypt Media radio button is selected, then the higher level of encryption selected is applied to digital media as well, but that means that the digital media cannot be streamed.

Congratulations - You have connected FileFlex to a personal computer. You should continue connecting FileFlex to all your repositories by selecting **Add More**. If finished, click **Done**.

How to Determine Your Device Username

Windows PC

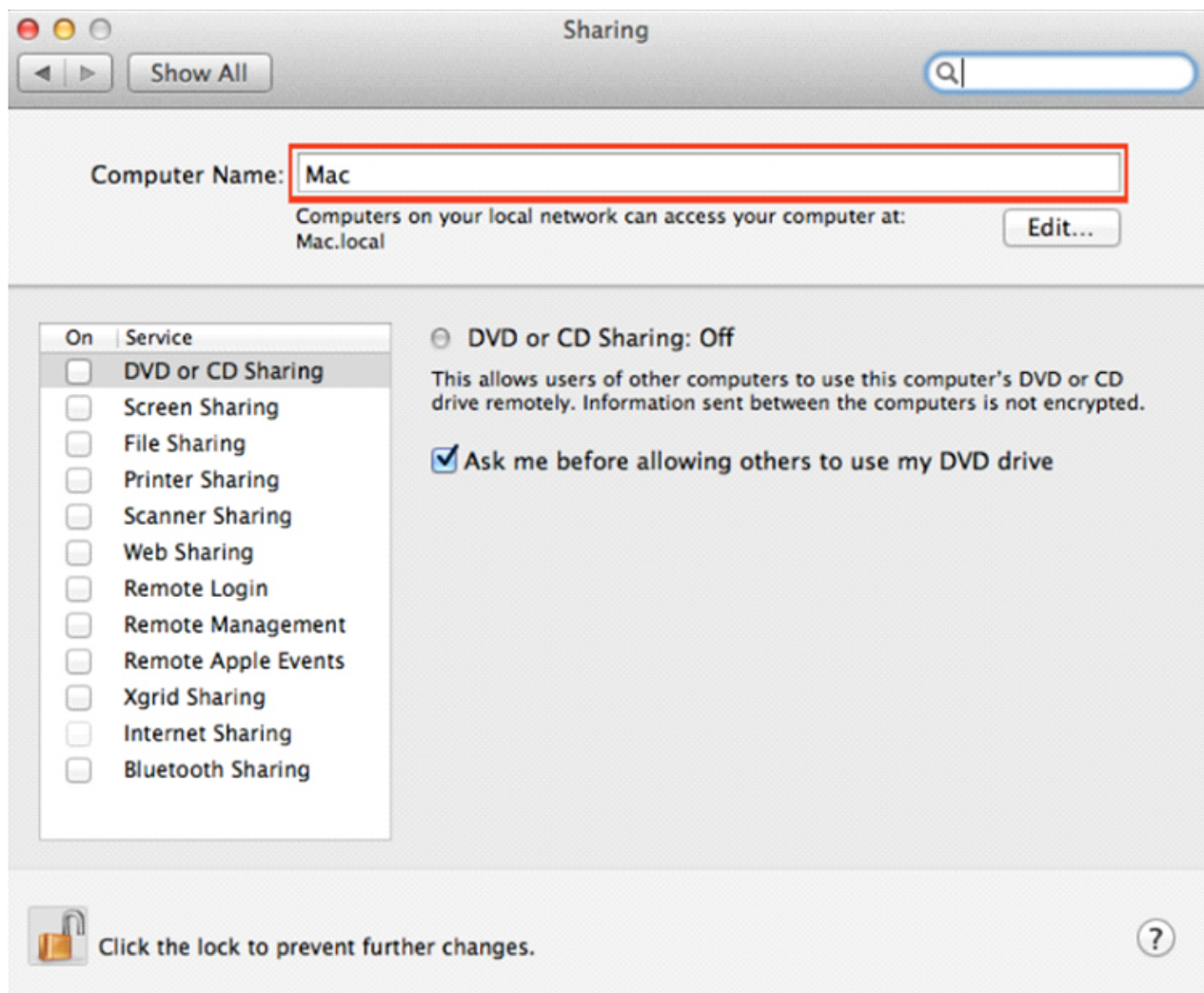
- Type **Ctrl-Alt-Del** keys at the same time.
- Select **Start Task Manager**.
- When Windows Task Manager opens, select the **Users** tab.
- Your device username is listed in the User column.



Finding your device username on a Windows PC

Mac PC

- Click on the Apple menu.
- Select **System Preferences**
- Click the **Sharing** icon
- Your computer name will be listed at the top of the window that opens.

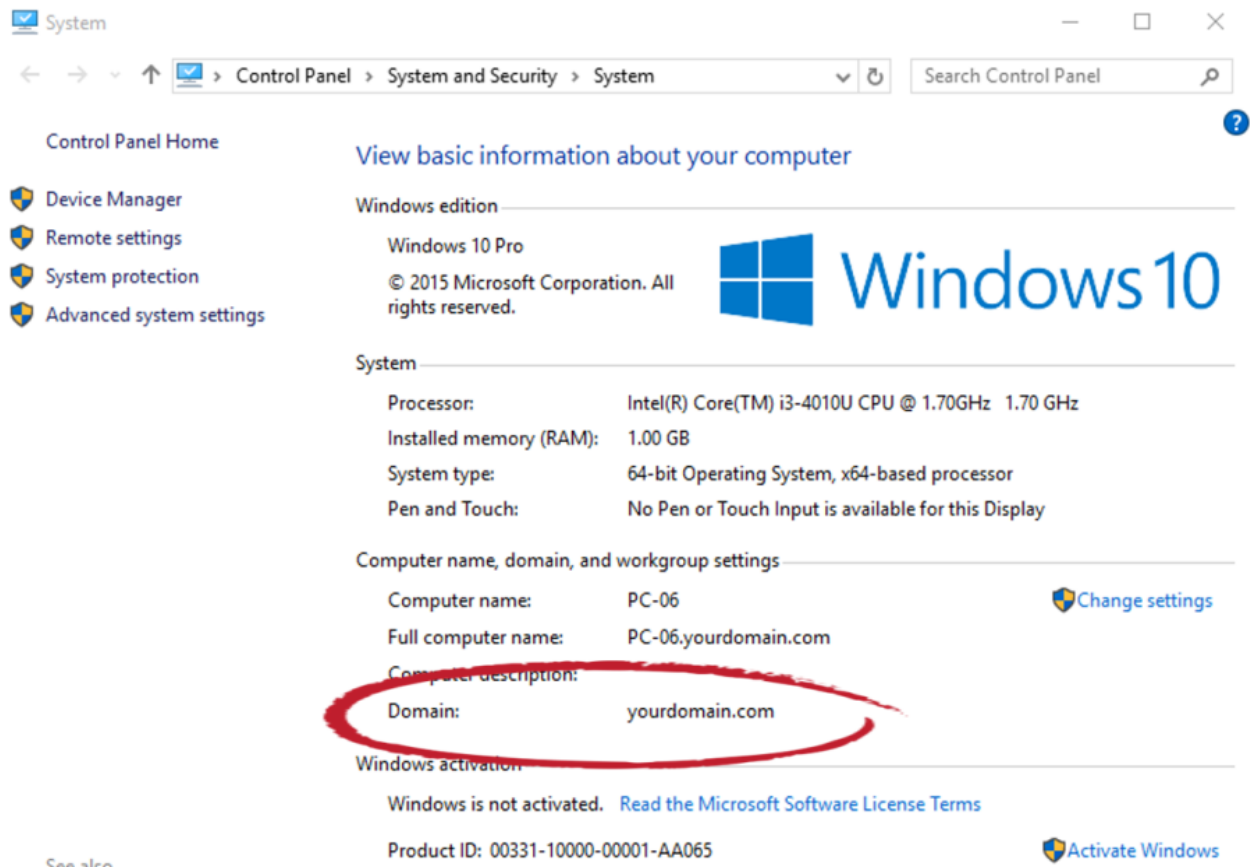


Finding your device username on a Mac

How to Determine Your Domain Name

Windows PC

- Click the **Start** menu button, and type **Control Panel**.
- In the **Control Panel**, click **System**
- The name of your computer will be listed as the **Full computer name**.
- The domain your computer belongs to will be listed as the **Domain**. If instead of **Domain**, you see **Workgroup**, your computer is not a member of any domain.



How to find your Domain Name

Mac Computer - If using a Mac computer, contact your IT department for your domain name.