



myota™

Myota Client User Guide for Windows

Last updated: May 31, 2022

Dauphin Release

Table of Contents

- I. User Guide Overview3***
- II. Installing Myota3***
 - Step 1: Download Installation File3
 - Step 2: Run the Myota Installer4
 - Step 3: Enter Organization and Login Info4
 - Step 4: Your Device is Pending Approval5
- III. Myota Features and Functions6***
 - Opening Myota6
 - Adding Files to Myota6
 - Viewing Recent Activity.....8
 - Viewing Version History of a File9
 - Restoring a Previous Version of a File9
 - Deleting a File10
 - Recovering a Deleted file.....11
 - Creating a Shared Folder11
 - Adding files to a Shared Folder13
 - Managing a Shared Folder13
 - Stop Sharing a Folder14
 - Taking Files Offline.....14
 - Managing Offline Files.....15
 - Citrix ShareFile integration15
- IV. Uninstalling Myota16***
- V. Additional Support and Resources.....17***

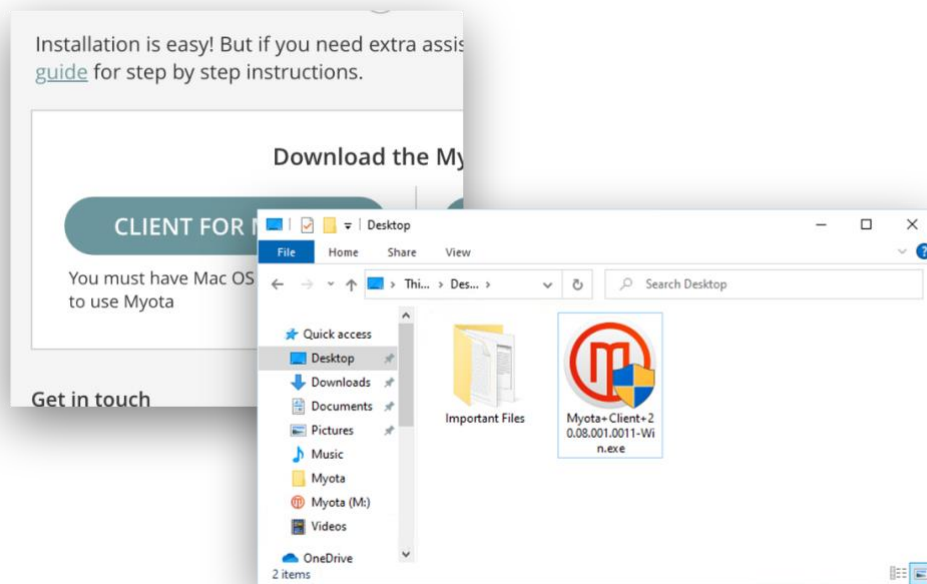
I. User Guide Overview

Welcome to the Myota Client User Guide. The purpose of this user guide is to provide an overview of Myota's features and functions.

Please reference the [Myota Support Guide](#) to view our step-by-step installation guide, most commonly asked questions, and a list of known issues. The Myota team appreciates your continued support of Myota.

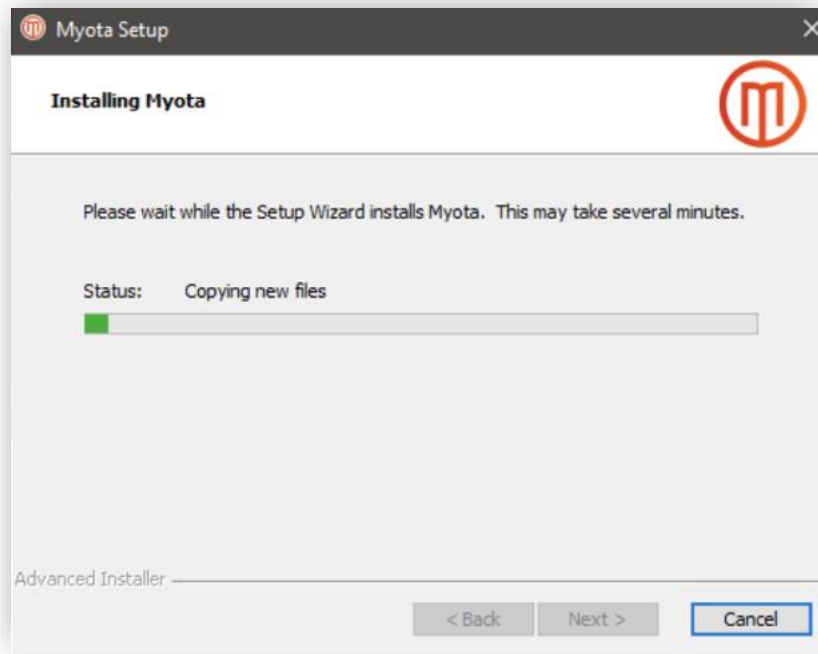
II. Installing Myota

Step 1: Download Installation File



Download the Myota installer from your welcome email. Open the installer by double clicking on the file in its download location (Usually Downloads folder or Desktop).

Step 2: Run the Myota Installer



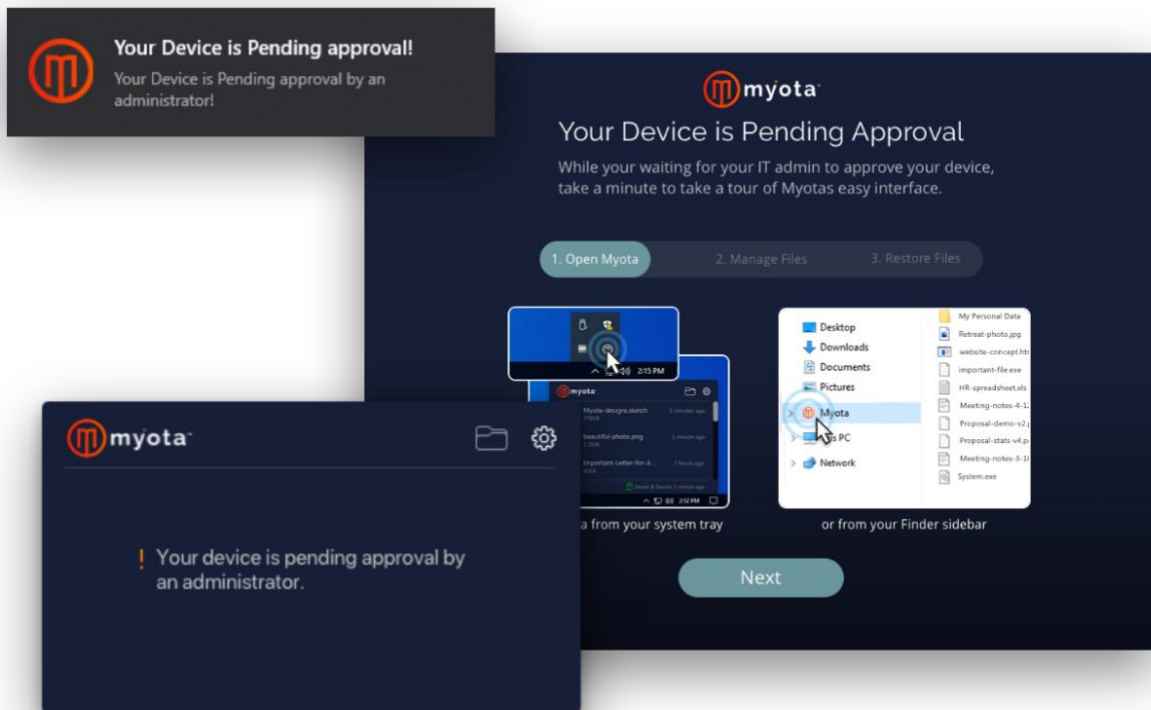
Choose where you would like to save the application and run the Myota installer.

Step 3: Enter Organization and Login Info



Once Myota is installed it will automatically launch. Please enter your organization name provided in your welcome email to get started. Your browser will launch, and you will be asked to login to Myota with your email and temporary password provided in the Welcome email. If you do not have this information, please contact your IT administrator.

Step 4: Your Device is Pending Approval

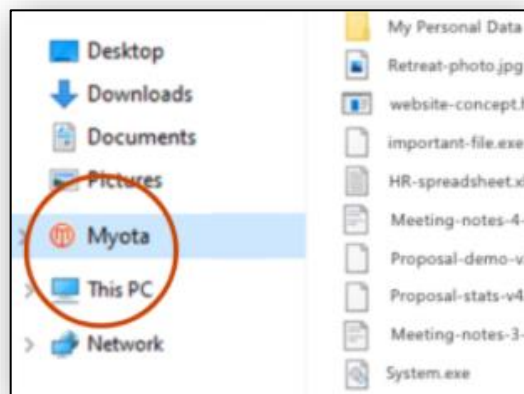
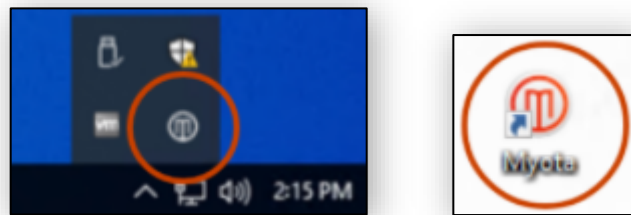


Your device is pending approval by your IT administrator, and they have been notified. You will receive an email and desktop notification once your device has been approved. In the meantime, feel free to take a tour of Myota or [check out our FAQ.](#)

III. Myota Features and Functions

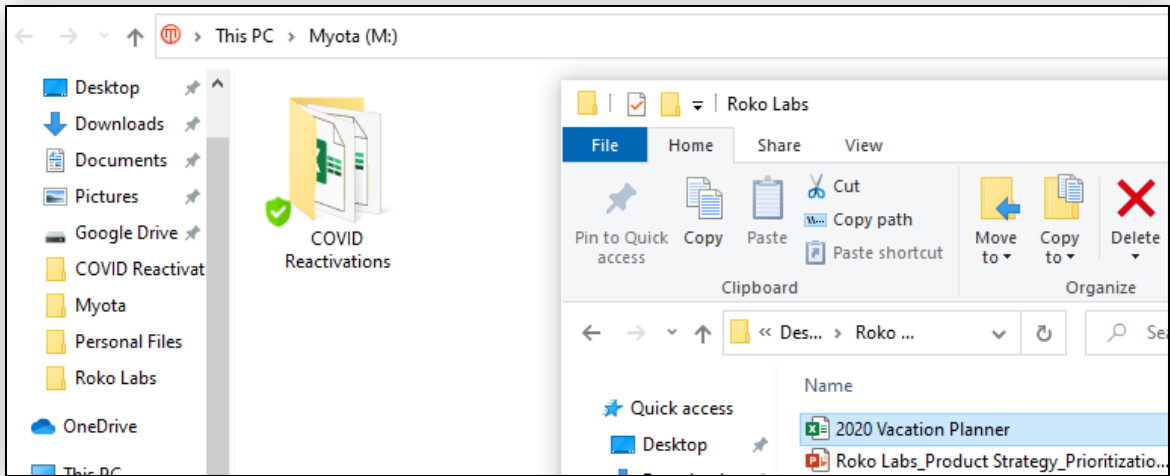
Opening Myota

Once your device has been approved, you can open your Myota folder from the taskbar popover, the drive in Explorer, your programs folder, or the desktop icon.

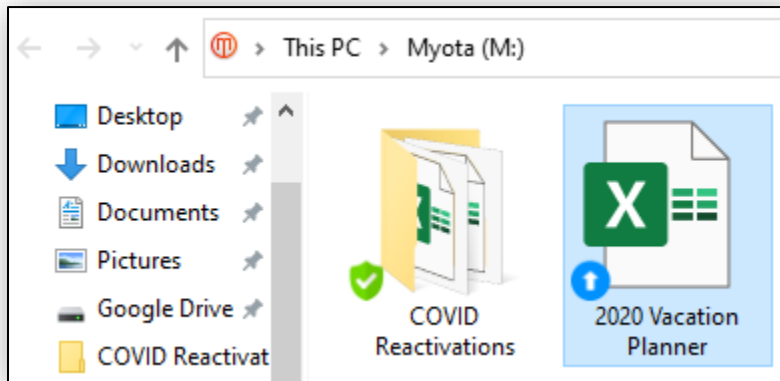


Adding Files to Myota

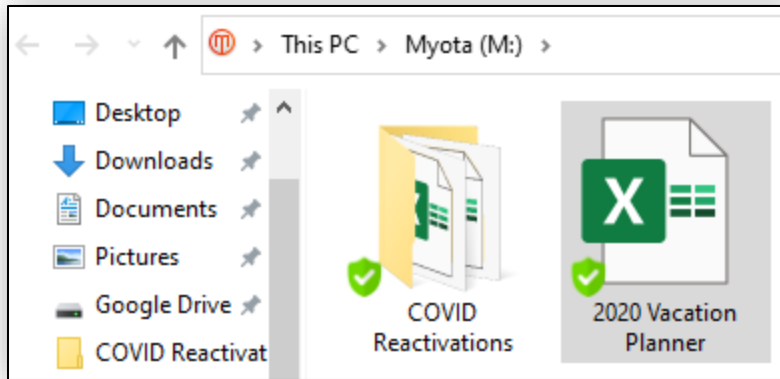
To begin adding files to your Myota drive, drag and drop files into the Myota folder window just like you would any other folder on your computer. It's that easy!



The blue icon means that your file is being uploaded and secured.

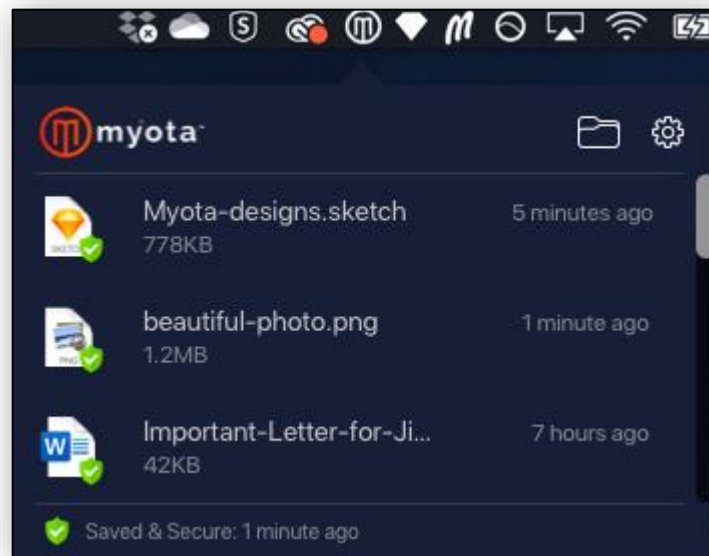


The green icon means that your file is safe and secure in Myota.



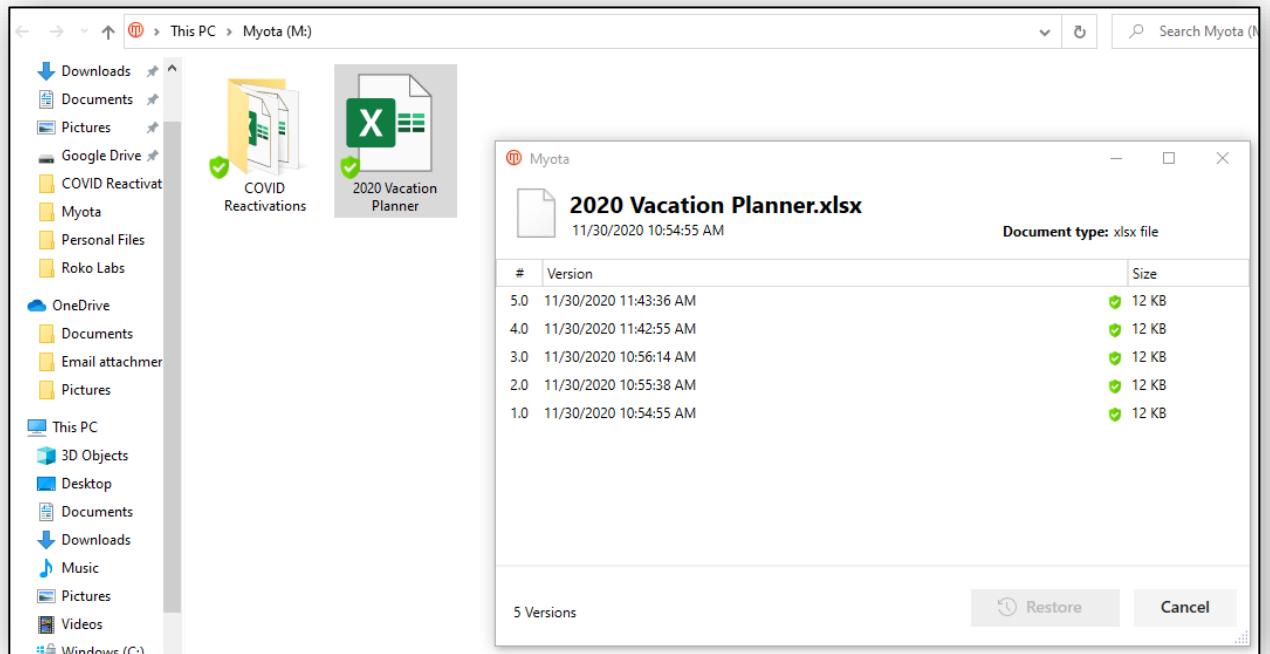
Viewing Recent Activity

If you would like to view files in Myota that have been recently saved or updated, click on the Myota logo in your taskbar. The popover you see shows a list of recently edited or saved files with information about when the file was last saved and what the security status is.



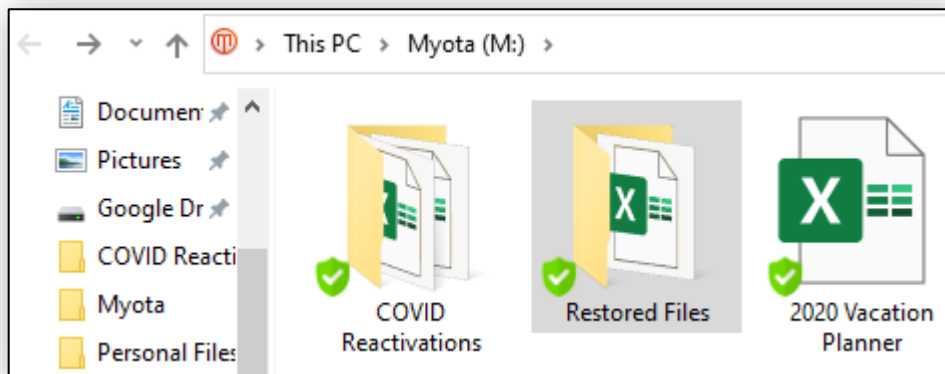
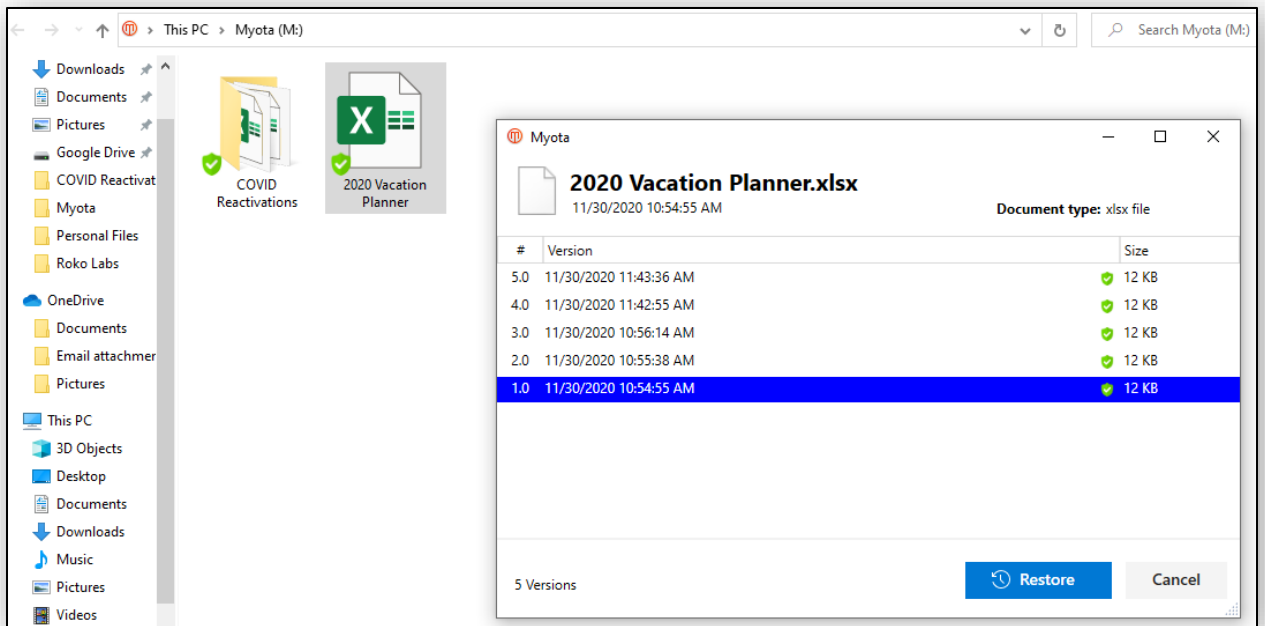
Viewing Version History of a File

If you would like to view the version history of a file, right click on the file then click Version History.



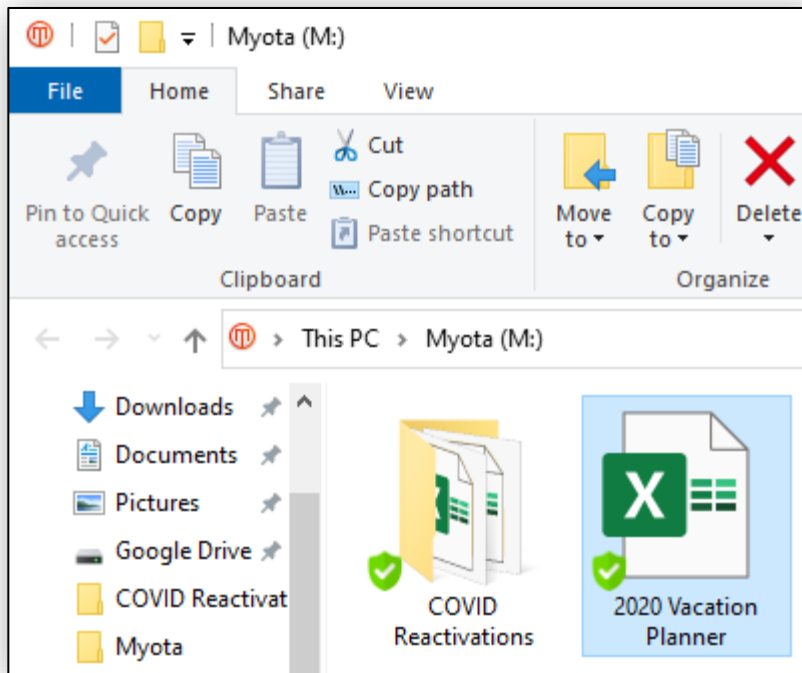
Restoring a Previous Version of a File

If you would like to restore a previous version of a file, right click on the file then click version history and select the version you would like to restore. Your revision history will remain, and this version will be restored as a new file.



Deleting a File

If you would like to delete files in Myota, click on the file in the Myota folder then click delete.



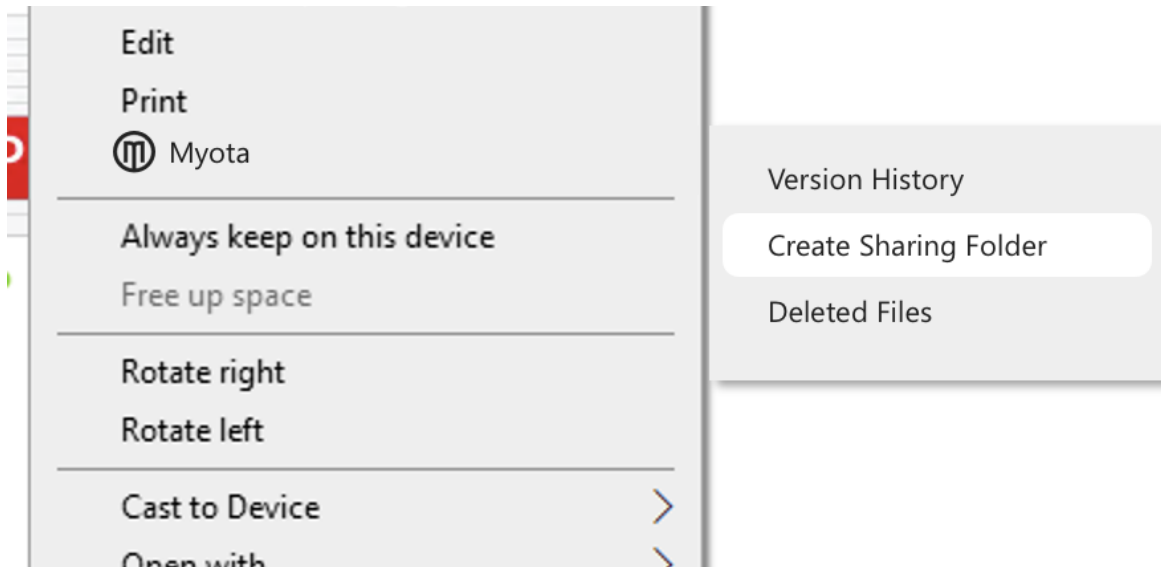
Recovering a Deleted file

Right click anywhere in the Myota explorer window and select “View all Deleted Files”.

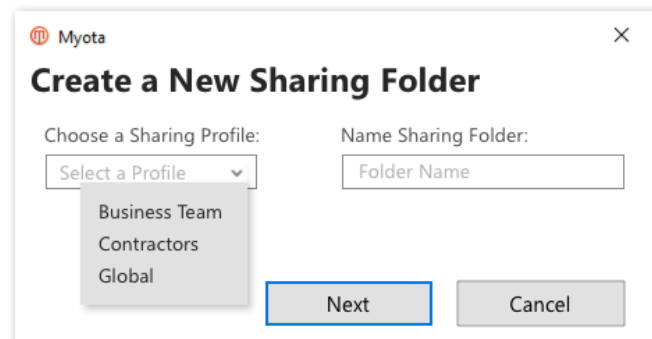
From here, choose the file you would like the restore and select “Restore”. The file is now located in the restored files folder.

Creating a Shared Folder

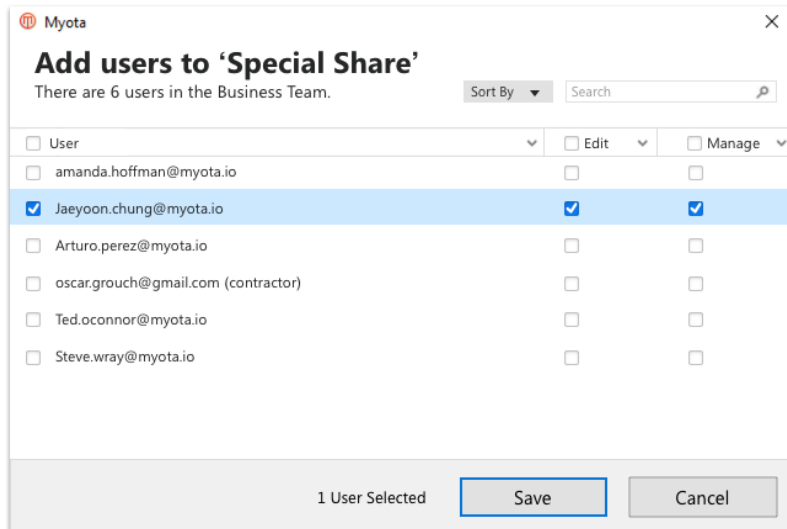
To share files with other members of your organization, you can right click anywhere within your Myota drive, and choose “Create Share Folder” from the Myota menu.



From there, you will select the Sharing Profile (group of users) that you would like to share with and then name the folder.



Next you will select the users you would like to access these files. You can give any user edit or manage permissions. If neither is selected, the files in this folder will be view only. If you are unable to select permissions for users, this means your IT administrator has deemed this sharing group “view only”.



A new folder will be created within the respective Sharing Profile folder.

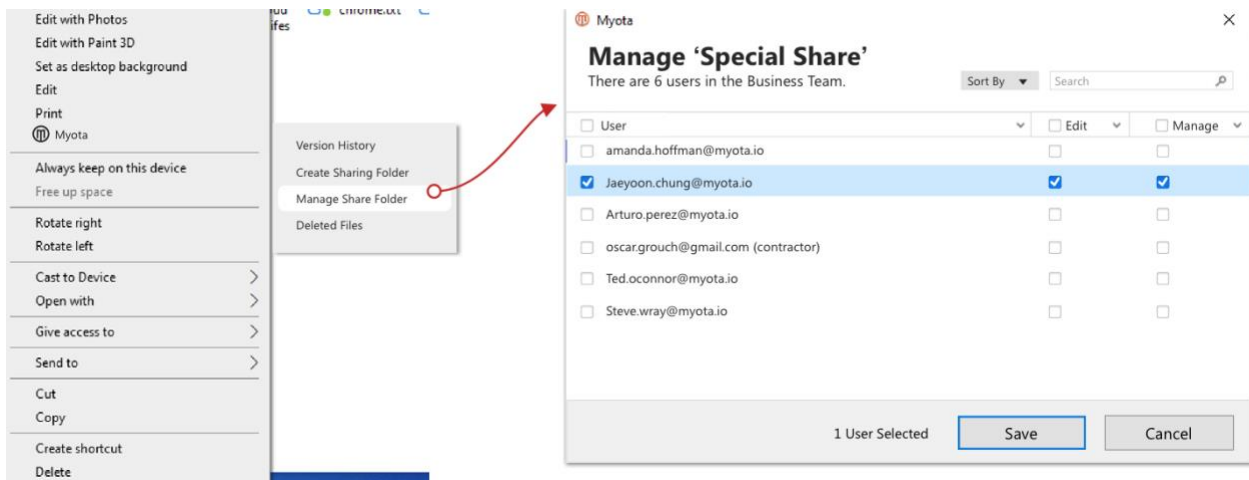
Note: When you are added to a sharing profile, a folder will appear in your Myota drive for that profile. Any files added to that folder will be shared with all users of that profile. Share folders within that profile are for a subset of the group that are defined by the folder creator.

Adding files to a Shared Folder

All you need to do to add files to a Share folder is drag and drop! When you add files to a Share folder, they are copied from their original location into the folder. That means you will retain your original version of the document in its original place.

Managing a Shared Folder

If you have manage permissions of or have created a share folder, you can manage the users at any time. Just right click on the folder and select "Manage Sharing" from the Myota menu. From here you can add or remove users and change their permissions.



If you do not have manage permissions, from the Myota menu you can “View Share Settings” to see the list of shared users and their permissions.

Stop Sharing a Folder

If you have manage permissions of a Share folder, you may right click on it and choose “Stop Sharing”. You will need to confirm this action. When you stop sharing a folder the files will not be available to non-manager users anymore. Managers will keep a copy of the last version of the Share folder in their Myota drive.

Taking Files Offline

The Myota Client can store up to 1,000 files offline. If at any time you need to work on files stored in Myota while your internet connection is unavailable, simply right click on the file and choose “take file offline” in the Myota context menu.

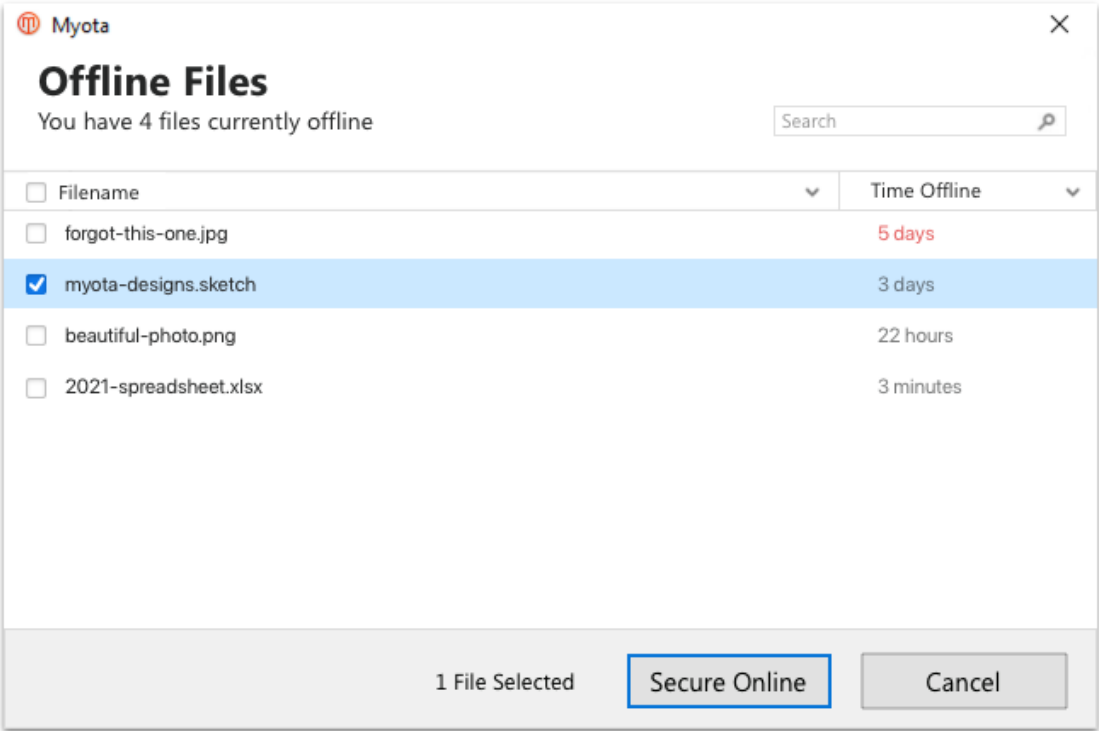


Your file will then be transferred to offline storage and you will see the blue transfer icon on the file. This may take some time depending on the size of the file(s). Once a file is available offline, you will see the grey offline icon.

When you are connected to the internet again, your file will automatically be uploaded and secured to Myota. Again, this may take some time depending on the file size. Once the file is secure, you will see the green checkmark icon on the file again.

Managing Offline Files

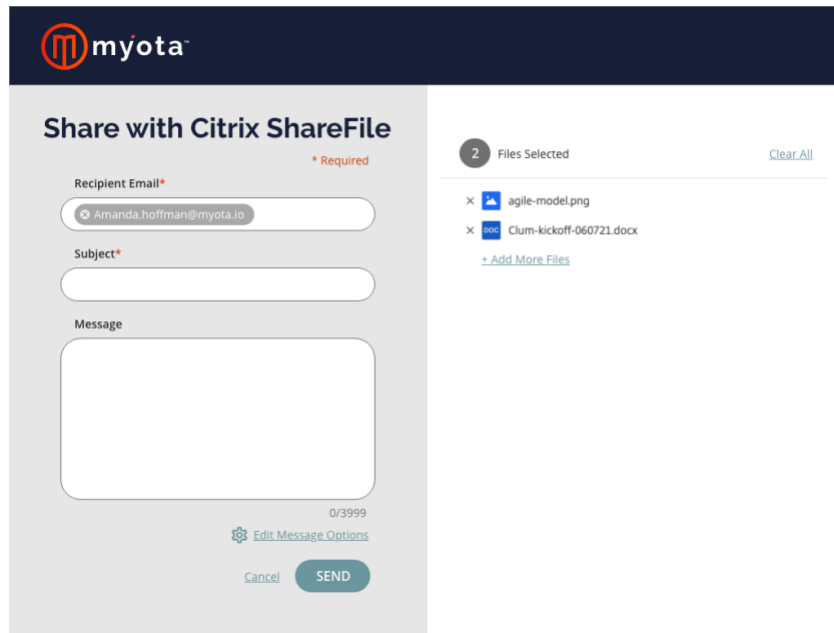
If at any time you would like to view or manage your offline files, simply right click anywhere within the Myota drive and choose “Manage offline Files” in the context menu. From here you will be able to manually bring files back online and view all files that are currently available for offline use.



Citrix ShareFile integration

If your organization has enabled the use of Citrix ShareFile within Myota, you can use this feature to share files with individuals outside of your organization.

Right click anywhere in the Myota Explorer window and select “Share with Citrix ShareFile” from your context menu. This will open the ShareFile screen in your default browser.



If you are not logged in to your Citrix account, you will be prompted to here. After you are logged in, you may drag and drop any file into the interface, manage sharing options, enter a message, and send to any person of your choosing. The files selected can then be managed as usual from your Citrix ShareFile account.

IV. Uninstalling Myota

1. In the search box on the taskbar, type Control Panel and select it from the results.
2. Select Programs > Programs and Features.

3. Press and hold (or right-click) on the program you want to remove and select Uninstall or Uninstall/Change. Then follow the directions on the screen.

For more info, check out [this useful video](#).

V. Additional Support and Resources

If you would like additional support on the use of the Myota Client would like to review Frequently Asked Questions, or provide feedback, please access the [Myota Support portal](#).