Overview

GRCloudLink allows you to share files securely with colleagues, clients, and vendors. GRCloudLink also allows you to securely share large files that may exceed email attachment size capacity.

Connecting To GRCloudLink

GRCloudLink utilizes **One-Time Password (OTP)**, a multi-form security protocol that emails you an additional password every time you log into the service.

1. From a web browser, navigate to: http://grcloudlink.gordonrees.com/.

2. Enter email and network password

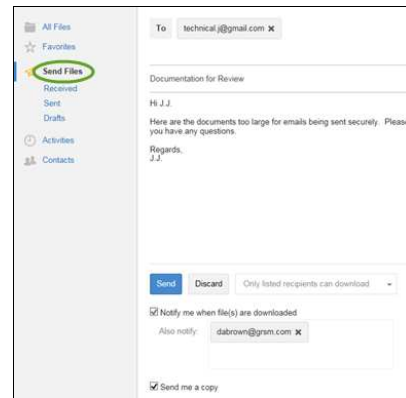3. You should receive an email from GRCloudLink@grsm.com that contains your **OTP**.

4. Enter OTP from email (After 10 minutes, password will expire and you'll need to request a new OTP).


Send or Request File(s)

1. Click on **Send Files** in the left hand column.

2. Enter the email address in the **To**: field and fill out other fields accordingly.
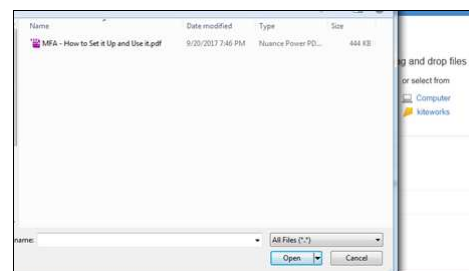

3. If sending files continue to Step 4. If requesting to receive files, state details in the body of the message and skip to step 6. The recipient will receive a registration link and an option to **Send Files**.
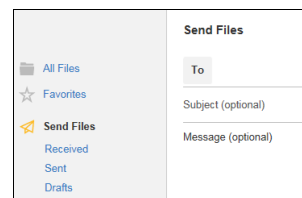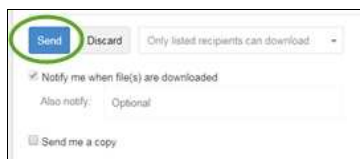

4. If sending files, click **Computer** on the right hand side of the page.
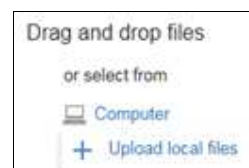

5. Select the file(s) you want to send and click **Open**.

6. Click **Send**.

7. The recipient(s) will receive an email from GRCloudLink@grsm.com with registration instructions. IF recipient is already registered, they will receive a link to view message. *Have recipient check their Spam/Junk folders if email isn't received.*
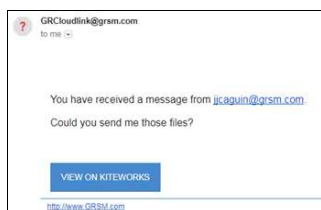
8. Once logged in, the message will contain files to view or download; or recipient can reply to message to upload file(s).
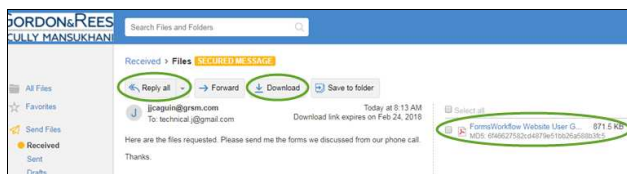
9. If requesting files, the recipient will click on **Reply** or **Reply all** and upload using the Computer icon.
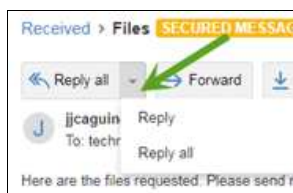

10. Then they'll click on Computer to upload file(s).
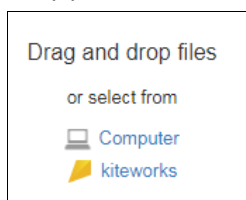
## Collaborate Using a Secured Folder (i.e. Workspace)

Folders can be used to share and collaborate files with other users. You can customize security for each individual. This is helpful when working with co-counsel and vendors.

1. Custom folders will be created as a subfolder under **kiteworks Files**.
2. Select **All Files**, then click on **kiteworks Files** folder.
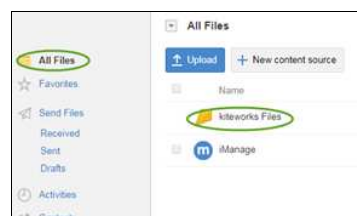
3. Click the **+New** button, then choose **Folder.**
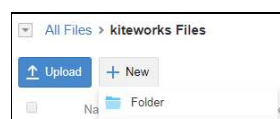
4. Fill out the **Name** and **Description** fields appropriately, then click **Save**.
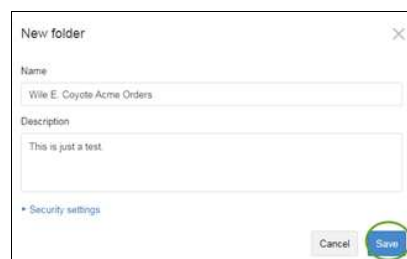

5. Click **Invite** to add users.
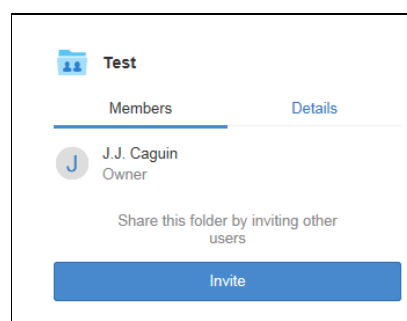
6. Enter email addresses and click **Invite**.
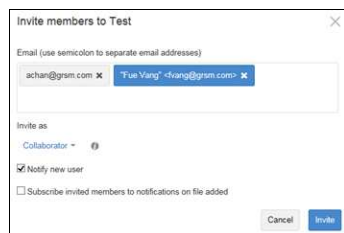
7. Click the label underneath user's name to set appropriate role for this folder.
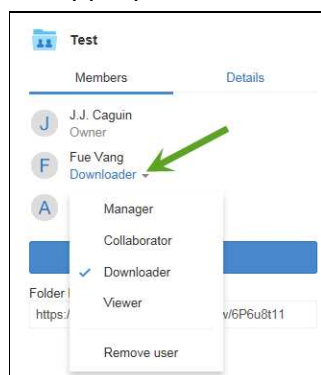
8. Choose appropriate role for each user:

    a. **Manager** – Full access to all files within a folder and can control others access to folder.

    b. **Collaborator** – Can view, edit, download, and upload files. Can also assign tasks.

    c. **Downloader** – Can only download and view files.

    d. **Viewer** – Can only view files using the Online Viewer.

9. Each user can manage notifications when files are added or comments made to this folder by clicking on the ellipses and choosing **Manage Notifications**.
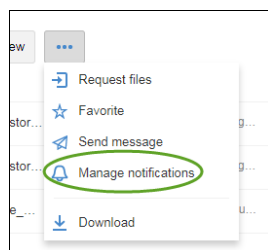
10. Choose notifications and click **Submit**.
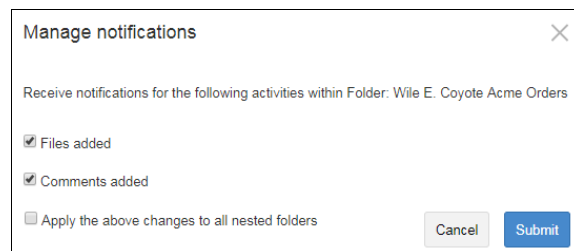
11. Use the ellipses to the right of the folder: to **Request files** from other users, change the **Properties** of the folder, or make the folder a **Favorite**, etc.
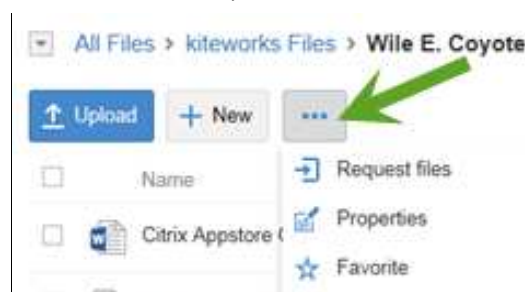
12. Click **Upload** to upload files or a folder.
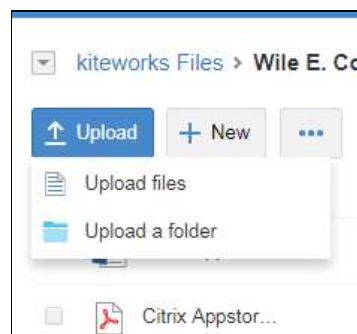
13. To request files, click on the ellipses and choose **Request Files**.
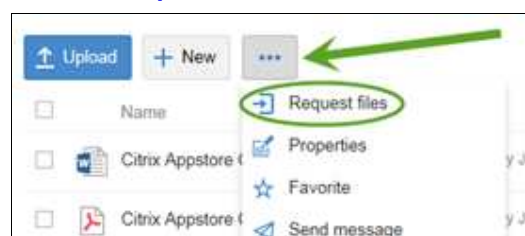
14. Select user under **Request files from** field and fill out subject and message accordingly.

15. The recipient will receive a message with a link to upload files to this folder.

16. The recipient can upload files by clicking on **Upload**.

17. .Data will be available to everyone that has access to this folder.

Uploading files from a network share (H drive or Matters folder) may time out or take a longer time to upload to GRCloudLink. When uploading files, have all the files on your local computer, or if in Citrix, on your Desktop. Zip all the files to upload one large zip file as opposed to uploading multiple files. This is the most efficient way to upload and download files. Contact the Help Desk if you need assistance.