infomaniak

kDrive

Find out how to get started with kDrive

1.

Keep your
files safe

2.

Access your files
wherever you are

3.

Share files

4.

Collaborate
with others

**Welcome to kDrive, the collaborative cloud
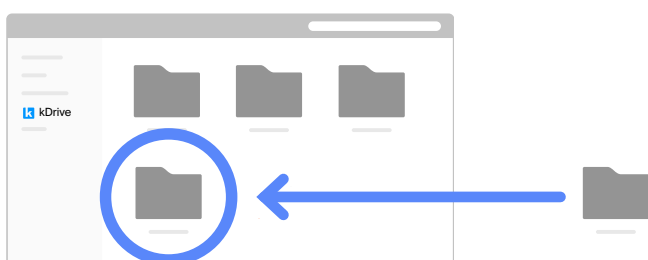that respects your privacy.**

1. Keep your files safe

kDrive lets you put all your photos, documents and videos in one place and automatically backs up your data.

Wherever you are and whatever happens, your data is always secure and accessible.
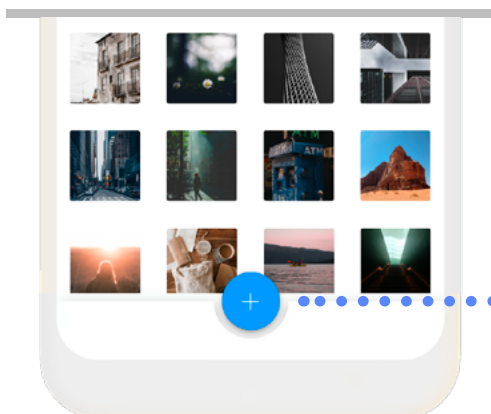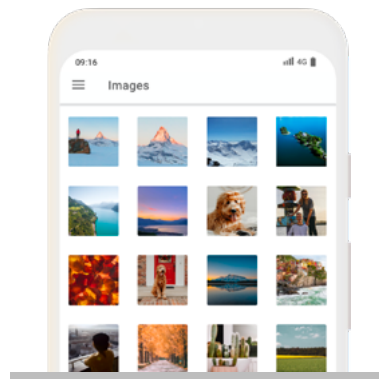
On your computer

1. Make sure you've [installed the kDrive app on your computer](#)

2. **Move your files** into the kDrive folder. That's all there is to it!

On your smartphone

1. Install the kDrive app on your smartphone ([for iPhone & iPad](#)/ [for Android](#))
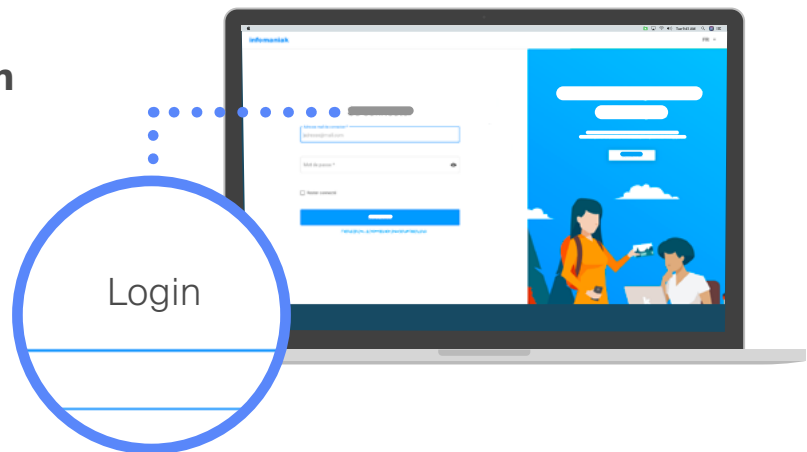
2. Tap the button ⊕ **at the bottom of the screen**
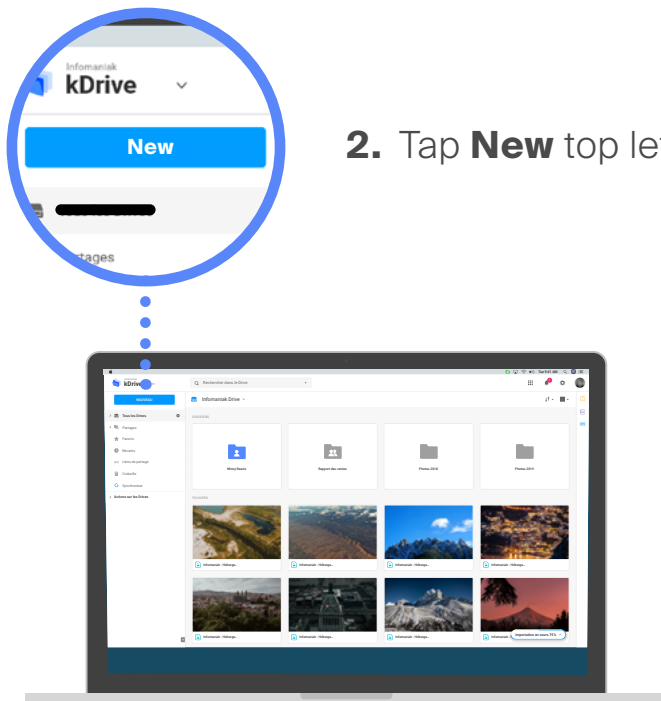
3. Choose the files you want to send to kDrive.

¡ Done !

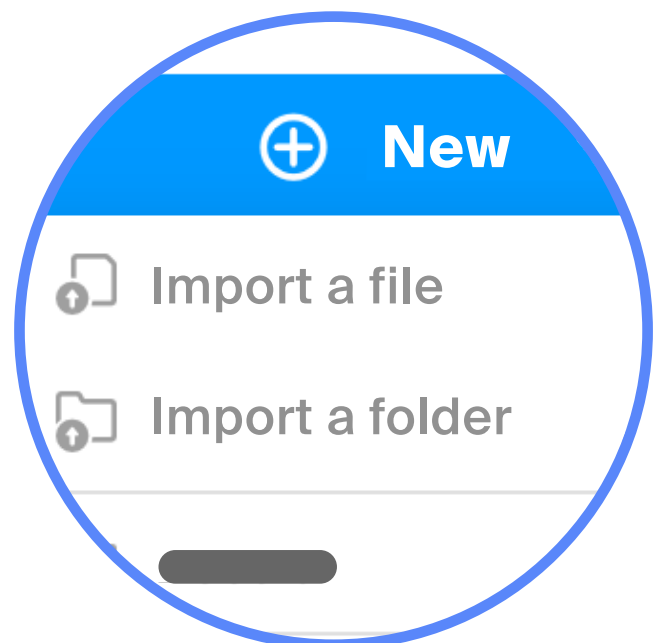# On kdrive.infomaniak.com

1. Login to :
kdrive.infomaniak.com

Login

2. Tap **New** top left

3. Choose **Import a file** or **Import a folder**

Or simply drag files over to your web browser.

New
⊕ New
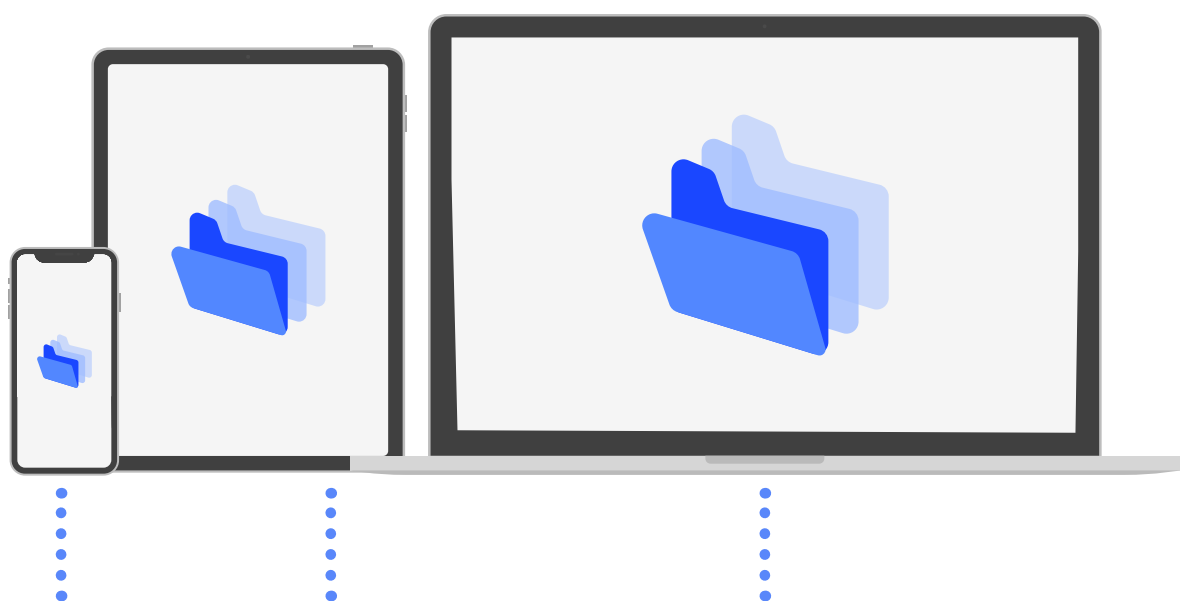
🗋 Import a file

🗋 Import a folder

2. Access your files wherever you are

Files you put on kDrive are automatically synchronised across all the devices on which you've installed the kDrive app.

If you edit a file on your smartphone, it's automatically updated on your other devices.

Install the kDrive app on all your devices

kDrive for iPhone
and Android

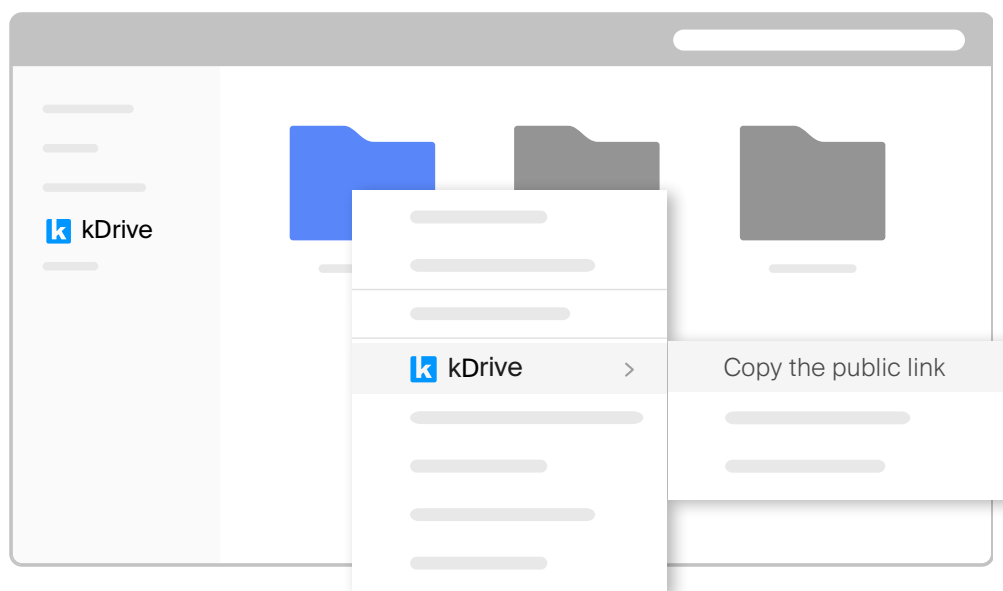kDrive iPad

kDrive for your computer

3. Share files

Need to share a file? Put it on kDrive and create a share link. It's easy!

Whatever the size of your file, anyone in possession of your link will be able to view or download it, even without an Infomaniak account.

On your computer

1. Install the kDrive app, if you haven't already done so

2. Open your kDrive folder

3. **Right click** on the file/folder you want to share

4. Click on **kDrive** and **Copy the public link**

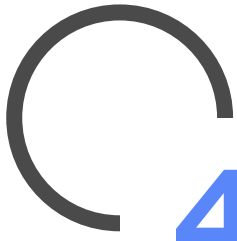5. Paste this link wherever you want (in an email, WhatsApp, etc.)

On your smartphone

1. Install the kDrive app if you haven't already done so ([for iPhone & iPad](#)/[for Android](#))

2. Tap on ⋮ or ••• to the right of the item you're sharing

3. Tap on **Share**

4. Tap on **+** (iOS) or **Share link** (Android)

5. Tap on **Copy** (on Android, tapping on Share link automatically makes the copy)

6. Choose the contacts to share the item with (on iOS) or paste the link where you want (in an email, WhatsApp, etc.)

On kdrive.infomaniak.com

1. Login to kdrive.infomaniak.com

2. **Right click** on the file/folder you want to share

3. Click on **Sharing and access rights**

4. Activate a share link

5. Copy and share the link with the contacts of your choice

ⓘ **Tip:** kDrive Team and Pro let you share items with customised rights directly with members of your organisation. [More](#)

4. Collaborate with others

No more emailing back and forth with attachments! kDrive lets you work with multiple collaborators on the same document at the same time.

When you edit the file, everyone else sees your changes in real time. It's so much simpler!

On kdrive.infomaniak.com

1. Login to kdrive.infomaniak.com

2. **Right click** on a Word (docx), Excel (xlsx) or PowerPoint (pptx) file

3. Click on **Sharing and access rights**

4. Activate a share link

5. Select **Edit** instead of Browse

6. Copy and share the link witn your team

Tip: kDrive Team and Pro let you share items with customised rights directly with members of your organisation. More

5. Congratulations, you're a kDrive pro!

Thanks for taking the time to discover kDrive. Our mission is to create the most comprehensive storage service that respects your privacy.

Want to go further with kDrive?

- [Understand what common and shared folders are for](#)

- [Scan/archive documents in kDrive with an iPhone](#)

- [Automatically back up smartphone photos to kDrive](#)

- [Work on documents on an iPhone/iPad](#)

- [Ask contacts to send you files using kDrive](#)

- Sync kDrive with a [Synology](#) / [Qnap](#) NAS

- Sync multiple kDrives [on a computer](#) and [smartphone](#)