

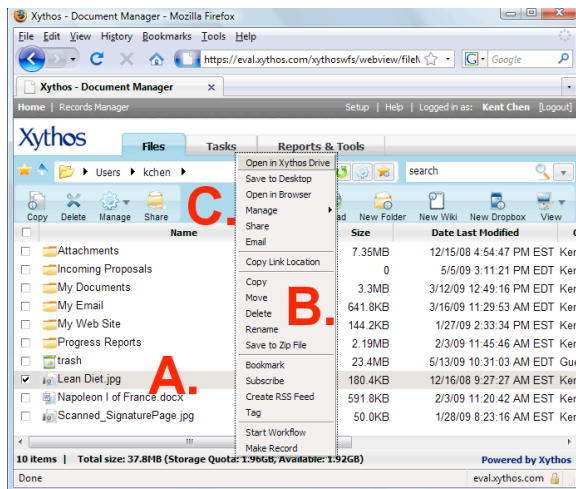
Getting Started

Welcome to Xythos! To begin using Xythos, simply log in to the Xythos application.

1. Open a web browser
2. In the address bar, enter the URL of your Xythos server
3. On the login page, enter your username and password.

Navigating Around the User Interface

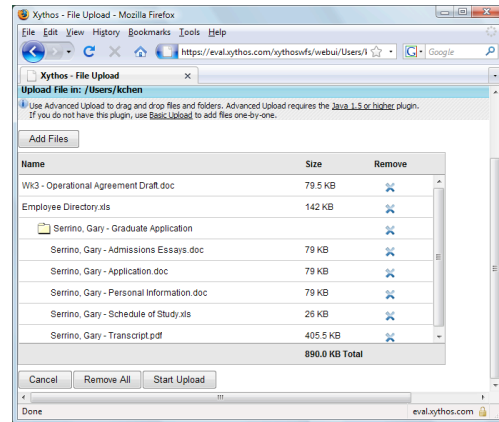
After logging in, you should see a list of files and folders in your Home folder. The interface is fully interactive. You may interact with your content by:



- A. Double-click on a file / folder to open that file/folder
- B. Right-click on a file / folder to bring up the right-click menu.
- C. You may also select file(s) / folder(s) and interact with your content using the toolbar near the top of the screen.

Uploading A File

Let's upload some new files into Xythos!



1. Click the Upload button (upper-right)
2. Click the Advanced Upload button in the gray message bar near the top.
3. If prompted to install / allow the Java Upload application, select Yes / Allow.
4. Drag-and-drop your files into the Upload frame.
5. Click Upload to begin uploading files.

Sharing and Collaborating

Xythos makes it easy to share and collaborate with friends, colleagues, and coworkers!

1. Select a file or folder you wish to share.
2. Click the Share button on the toolbar.
3. Enter the names or email addresses of the recipients. You may even share with people outside of your organization by using their email address!
4. Select the role(s) for the recipients.
5. Send a notification email to those recipients using the web email composer.