

# Tencent Cloud Enterprise Drive

## Getting Started

### Product Documentation



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# Getting Started

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The drive offers the most straightforward and user-friendly operation method. Users are not required to write code or run programs, they can directly utilize the corporate cloud drive service. Herein, we present a quick guide to using the corporate cloud drive.

## Step 1. Register a Tencent Cloud account

Before purchasing the cloud drive, you need to register a Tencent Cloud account first. (If you have already registered one, skip this step.)

## Step 2: Verifying Your Identity

After you register an account, use your registered account to log in to [Tencent Cloud console](#) and verify your identity. For detailed directions, see [Identity Verification Guide](#). If you have already completed identity verification, skip this step.

## Step 3: Purchasing TCED

For specific instructions, please refer to [Purchase Guide](#).

## Step 4: Logging In

1. Log in to [TCED](#).
2. Enter the super administrator's mobile phone number bound during the purchase. Upon successful verification, you have logged in and you can access the web version TCED.
3. You may also visit the official TCED website to [download the TCED client](#). The desktop client offers the additional synchronization drive feature.

## Step 5: Creating Users and Teams

1. Upon successful login by the super administrator, click on **Management Center** located at the bottom left to access the background management page.

The screenshot displays the Tencent Cloud Enterprise Drive interface. On the left is a navigation sidebar with the following sections: Workbench, Storage Space (Enterprise, TCED-Team, test), Group, Personal, File Management (Shared With Me, Shared Links, Deletion Restore), and Management Center (highlighted with a red box). At the bottom of the sidebar, it shows 'Enterprise Used 11.54M'. The main content area features a search bar (Search Ctrl+P) and a heading 'TCED can help you better manage your corporate assets'. Below this are two promotional cards: 'Enterprise security management' and 'Assist employees in efficiency'. A file list table is shown below the cards, with columns for Name, Location, and Access time. The table lists several files, including a document and multiple PNG images, with their respective locations and access times. The 'Management Center' option in the sidebar is highlighted with a red box.

Name	Location	Access time
office skills effectively.docx	Personal/	2023-12-04 16:03:38
_20221108_171600.png	Enterprise/TCED-Team/	2023-11-30 17:10:00
_20221124_160007.png	Enterprise/TCED-Team/	Expired
_20221107_170308.png	Enterprise/TCED-Team/	2023-11-30 17:09:40
_20221107_171049.png	Enterprise/TCED-Team/	2023-11-30 17:09:39
_20221107_130239.png	Enterprise/TCED-Team/	2023-11-30 17:09:39
_20221107_164103.png	Enterprise/TCED-Team/	2023-11-30 17:09:39
_20221108_171417.png	Enterprise/TCED-Team/	2023-11-30 17:09:38

2. Click on **User and Team Management > User Management** to access the User Management page.

3. There are several methods to add users. Click on **Invite Corporate members**, **New user**, or **Batch import** to proceed.

The screenshot displays the 'User Management' section of the Tencent Cloud Enterprise Drive console. The interface is divided into a left sidebar and a main content area. The sidebar contains various management options, with 'User Management' currently selected. The main area shows a list of 'Corporate Users' under the 'Corporate Users' tab. At the top of this section, there are three buttons: 'Invite corporate members', 'New user', and 'Batch import', followed by a search input field. Below these is a table with the following columns: 'User name', 'Identity', 'Personal', and 'Phone number'. The table lists several users, including 'Super Administrator', 'System Administrator', and 'General users', with their respective personal space usage and phone numbers. At the bottom of the table, it indicates '11 items'.

**Invite Corporate members:** Generate a link and share it with users who need to join the cloud drive. Users can create their own accounts through this link.

**New User:** Manually fill in the corresponding parameters to complete the user creation.

**User Nickname:** Used for user identity recognition and search.

**User Mobile Number:** The mobile phone number used by the user for login, with enterprise-level duplication check.

**Note:** You can add remarks for this user, with a length of up to 200 characters.

**Personal Space:** You can choose whether to allocate personal space to this user. If it is allocated, the user can use the assigned quota for data storage. The data in the personal space can only be viewed by the user.

**Permissions:** Set the identity of this user to a regular user or an administrator.

**Bulk Import:** Click on **Bulk Import > Download Template**, open the downloaded spreadsheet, fill in the user's nickname, mobile phone number, personal space allocation, team affiliation, and so on, upload the spreadsheet, and click on Import to complete the user import and team creation.

### Batch Import Users ×

1 After downloading the template, fill in member information

[Download Template](#)

Sample Form:

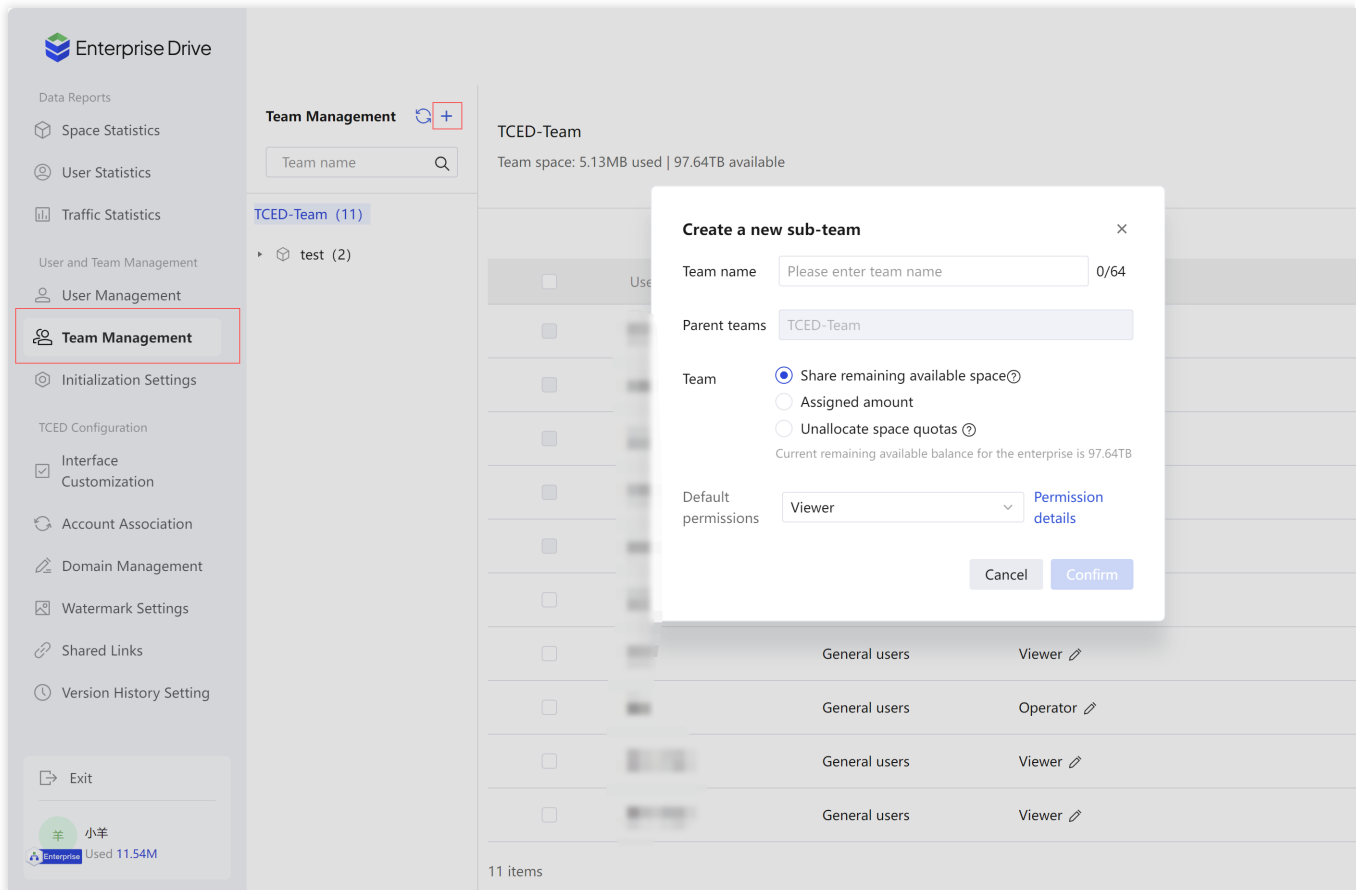
User Nick...	Phone number (R...	Personal space allocatio...	Affiliated Teams (Hierarchy t...
John	18700000000	20	First level department/Secon...
Tom	+852-66502386	0	First level department/Secon...

2 Upload the completed file

[Click to Upload](#) / Drop to this area  
Please upload xls, xlsx format file

[Cancel](#) [Importing](#)

4. Upon successful addition, the user can log into the drive using their mobile number to perform operations.
5. Click on **User and Team Management** > **Team Management** to enter the team management page. All added users will automatically join the enterprise root directory.
6. You can click on **Create New Team** and fill in the corresponding parameters to complete the team creation.



**Team Name:** It cannot exceed 64 characters and cannot include /. If two teams belong to the same parent team, the team name cannot be duplicated.

**Parent Team:** You can select a specified parent team.

**Team Space:** Refers to the storage space quota for the team. The quota must be less than the remaining allocable quota.

**Default Permissions:** The default role permissions possessed by members joining this team. Click on **View Permissions** to view the permission scope corresponding to each role.

7. Select the name of the team to which you want to add members, enter the team management page, and click on **Update Team Members**.

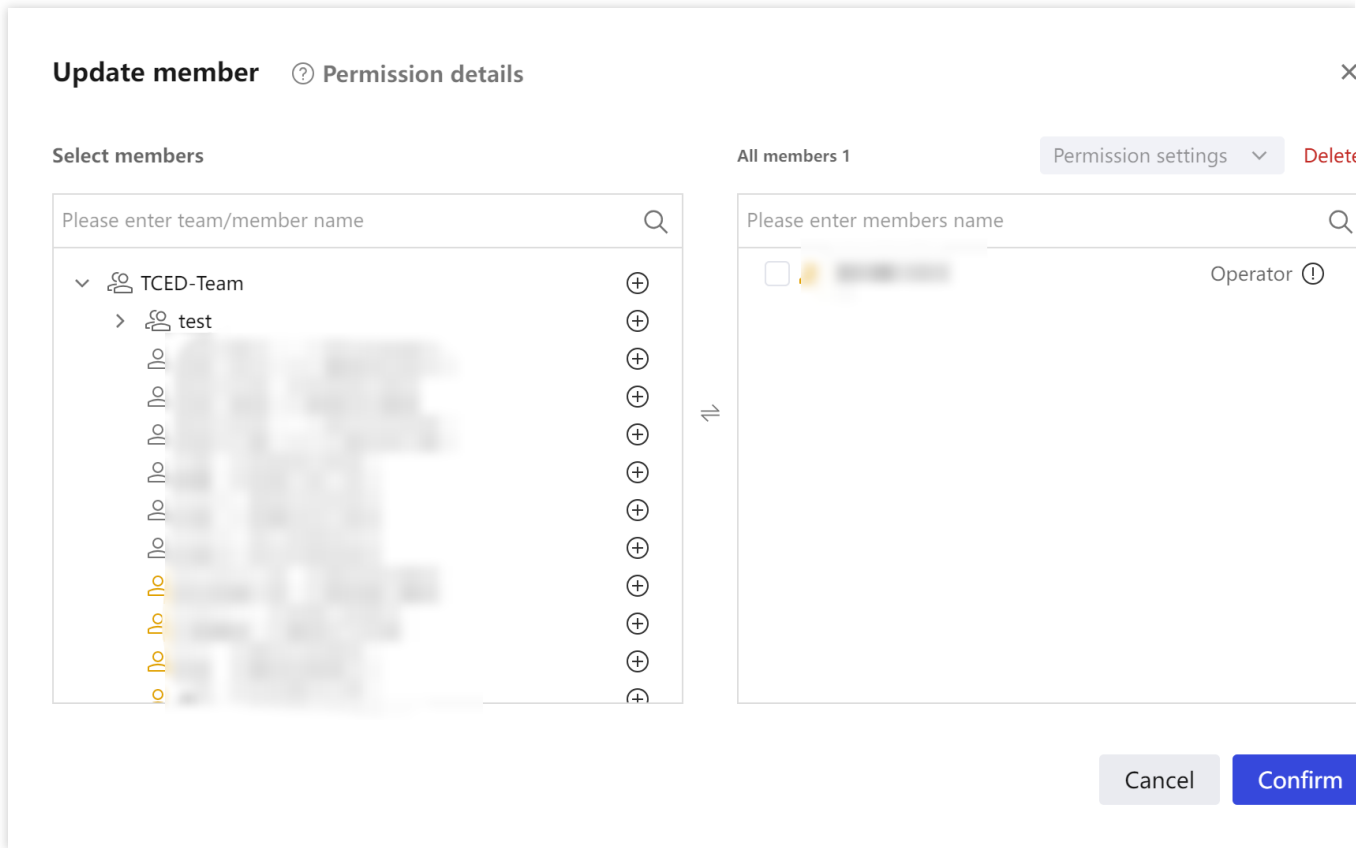
The screenshot shows the 'Team Management' interface for a team named 'test1'. The team space usage is 364.05KB used and 97.64TB available. The team is part of 'TCED-Team (11)'. A table lists the team members:

	User name	Identity	File permissions	Affiliated teams
<input type="checkbox"/>		Super Administrator	Operator	TCED-Team,test

A red box highlights the 'Update team members' button. The bottom of the page shows '1 items'.

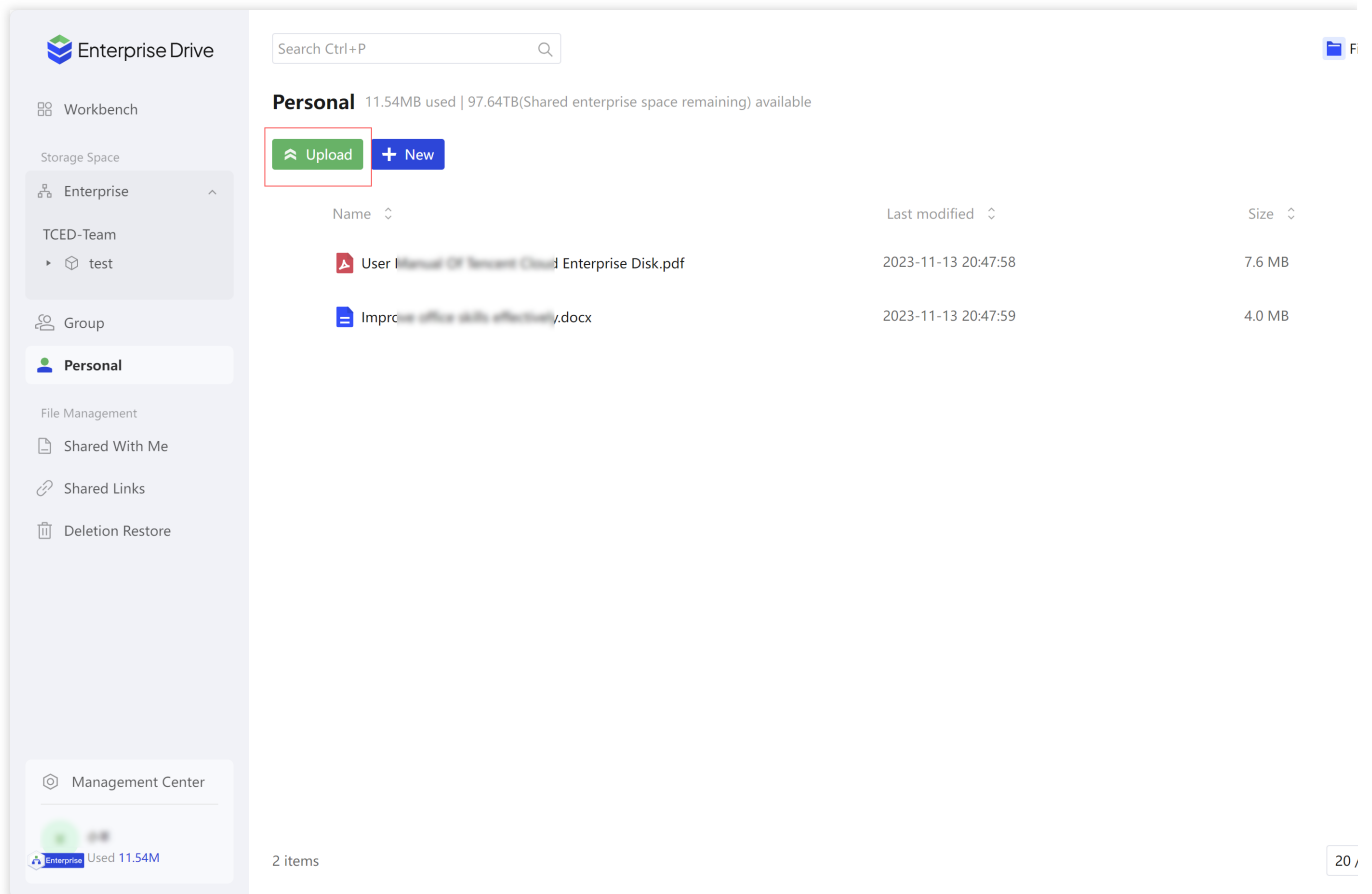
8. Select the member or team you want to add, and then click on **Confirm** to complete the addition.





### Step 6: Uploading Files

1. In the drive interface, click on the left side **Personal Space** or **Corporate Space**.
2. Select the desired upload location, and then click on **Upload** in the file list.



3. In the displayed window, select one or more local files, and then click on **Open** to upload the selected files.
4. You can also upload files by drag and drop.

## More Operations

You can visit the [User Manual](#) for further operation guidance.