

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.

Enterprise Drive

Workbench

Storage Space

- Enterprise
- TCED-Team
 - test

Group

Personal

File Management

- Shared With Me
- Shared Links
- Deletion Restore

Management Center

Used 11.54M

Search Ctrl+P

TCED can help you better manage your corporate assets

Enterprise security management

Simply manage enterprise employees and properties with analyzed statistic data

Assist employees in efficiency

Collaborate effectively with colleagues to manage document in real time and create external group space.

Lastly		Starred
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.

Enterprise Drive

Data Reports

- Space Statistics
- User Statistics
- Traffic Statistics

User and Team Management

- User Management**
- Team Management
- Initialization Settings

TCED Configuration

- ☒ Interface Customization
- Account Association
- Domain Management
- Watermark Settings
- Shared Links
- Version History Setting

Exit

羊 小羊
Enterprise Used 11.54M

Corporate Users Temporary Users

Invite corporate members New user Batch import

Please enter search content

User name	Identity	Personal	Phone number
	Super Administrator	204.04MB used 97.64TB available Share	
	System Administrator	11.54MB used 97.64TB available Share	
	System Administrator	11.36GB used 97.64TB available Share	
	System Administrator	23.15MB used 97.64TB available Share	
	System Administrator	0B used 97.64TB available Share	
	General users	0B used 97.64TB available Share	
	General users	0B used 97.64TB available Share	
	General users	31.83KB used 97.64TB available Share	
	General users	Unallocated	
	General users	Unallocated	
	General users	Unallocated	

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

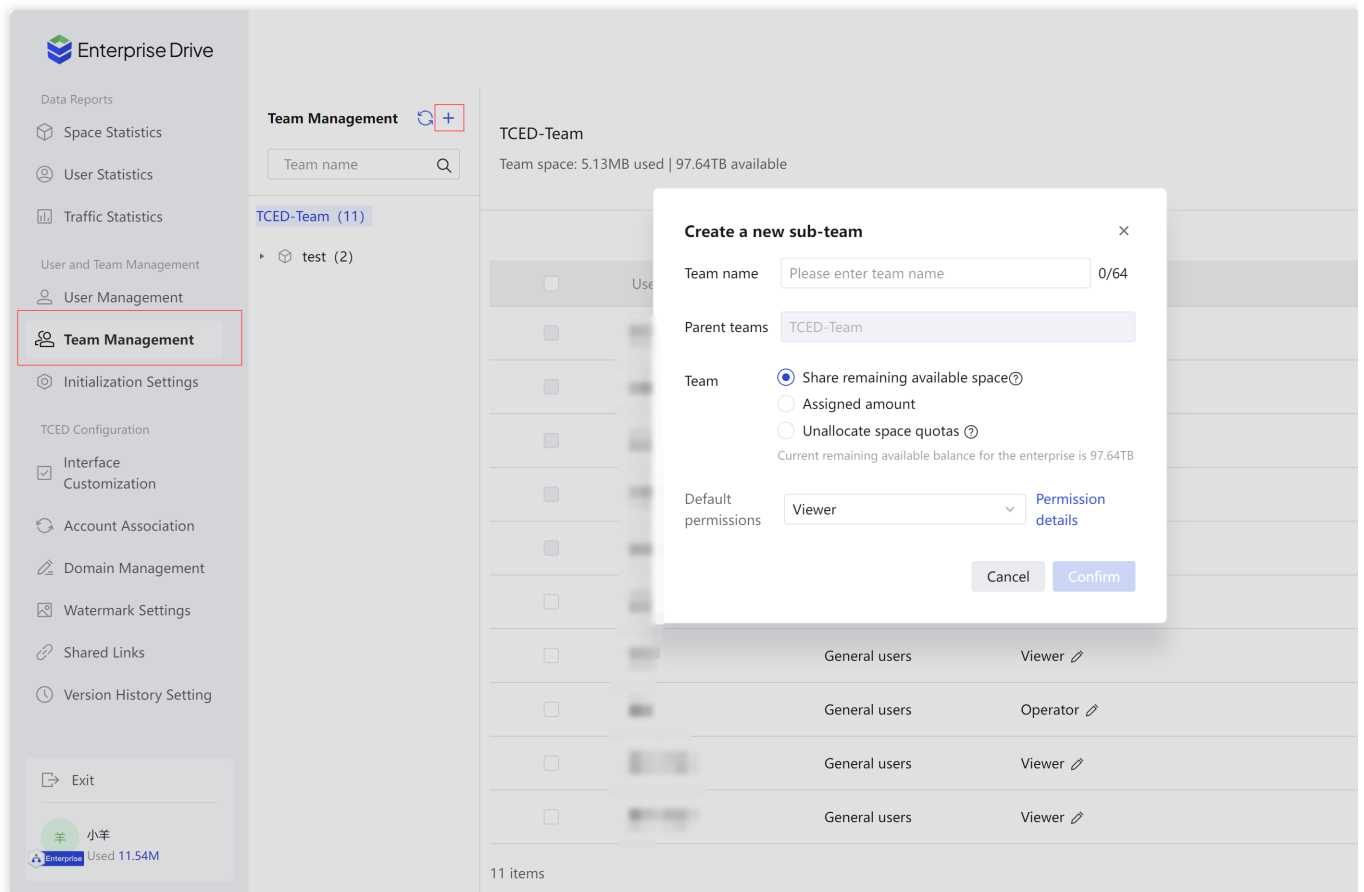
Click to Upload / Drop to this area

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**.

Enterprise Drive

Data Reports

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User and Team Management

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- Team Management**
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TCED Configuration

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Exit

羊 小羊
Enterprise Used 11.54M

Team Management ↻ +

Team name 🔍

test1

Team space: 364.05KB used | 97.64TB available

TCED-Team (11)

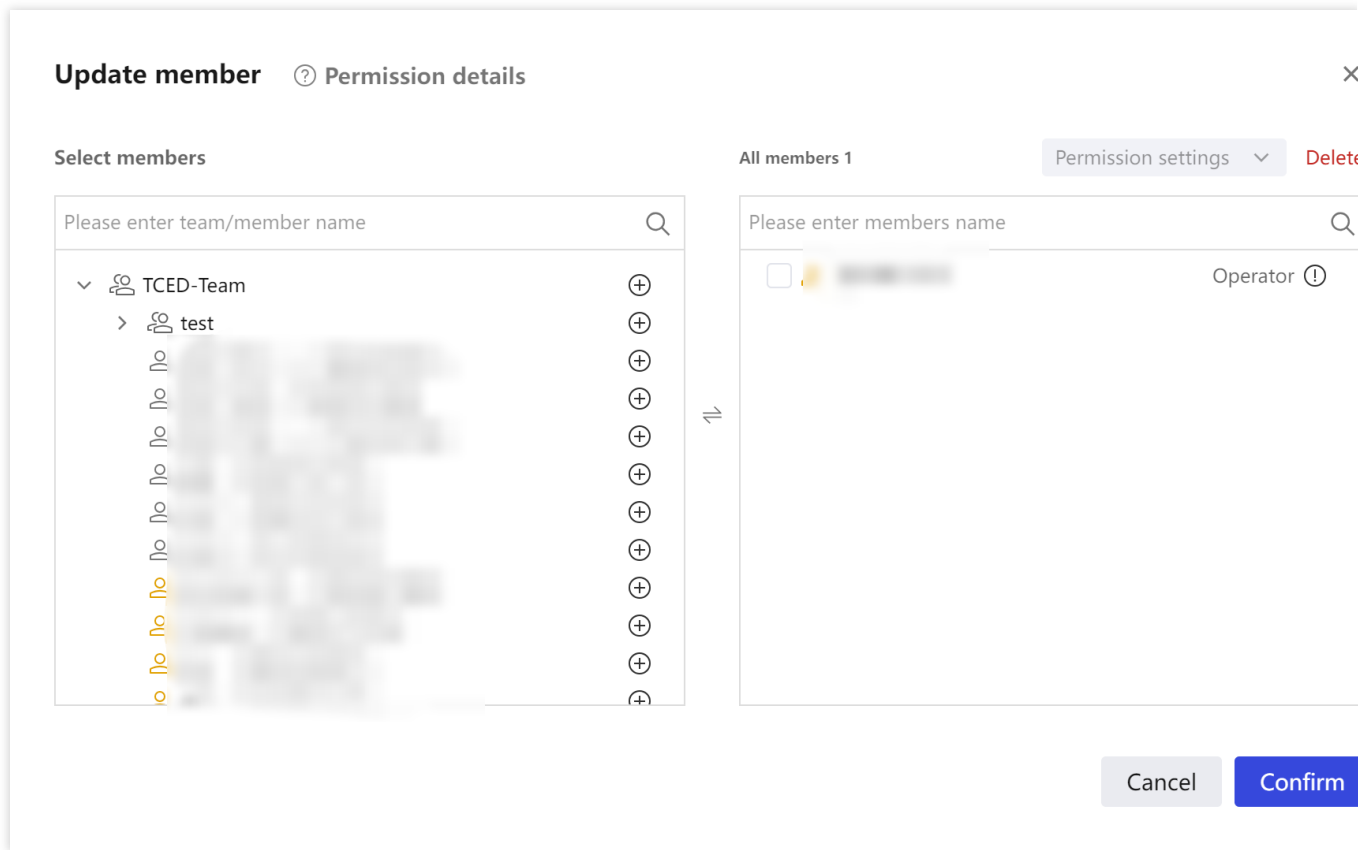
- test (2)
 - test1 (1)

Update team members

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

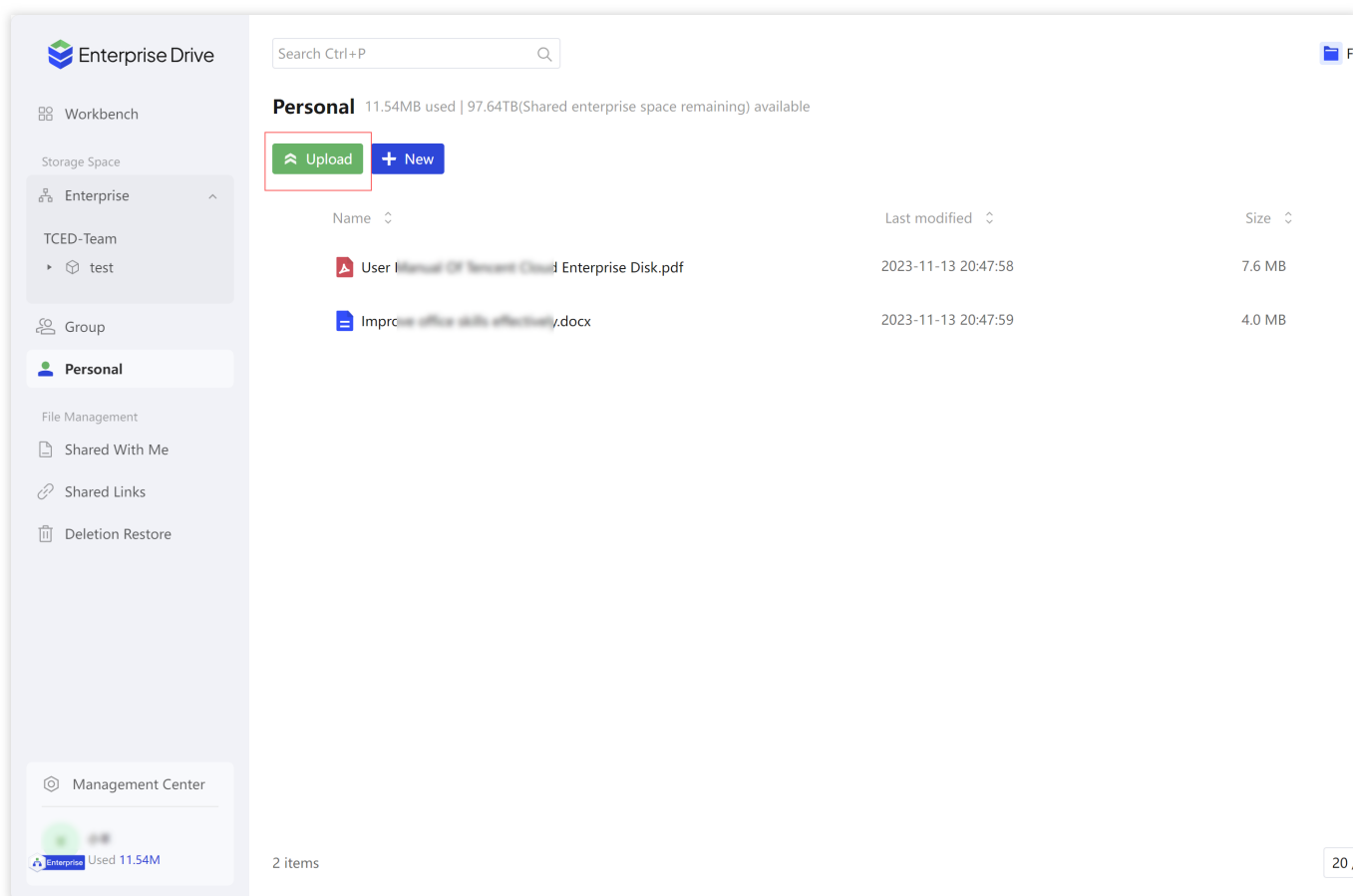
1 items

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.