坚果云使用技巧

中/EN



坚果云数据安全





坚果云是什么

坚果云是一款已稳定运营8年的同步网盘产品。您可以将电脑上的任意文件夹 同步到坚果云,随时随地便捷地访问自己的文件、并安全地保存它们。不改变电 脑操作习惯,简单易用,确保您和您的团队高效工作,数据安全无忧。



传统网盘如果要备份文件,需要手动上传、手动下载,使用繁琐。而坚果云只 要保持程序运行,您的数据会自动同步、备份,几乎感受不到它的存在。坚果云 不改变您的习惯,只提高效率和安全性。

采用网银级别的 AES-256加密技术,不会被破解文件,最大程度保障你的文件安全。支持微信二步认证或谷歌二次验证,即便密码泄露,账号安全仍有保障。坚果云已获得专业机构安全认证。

信息安全管理体系证书: ISO27001认证

我要备份文件

- 1. 下载安装应用
- 2. 登录坚果云帐号

3. 在坚果云客户端内点击"我的坚果云"(PC&MAC)。把文件添加到该文件夹 会自动同步到坚果云,可以从任意设备访问它们



如果您已经有丰富内容,想把常用工作文件夹上传到坚果云。

在任意文件夹上右击鼠标,「坚果云→同步该文件夹」。在不改变文件夹位置 情况下,把数据同步到坚果云。操作成功后,未来该文件夹内所有修改都会实时 同步到坚果云。



提示:如果您从本地同步的文件夹删除数据,则网页端数据会被同步删除。坚果云支持全平台 使用如果发生误删除,或中病毒等意外情况导致数据丢失,您可以登录网页端找回文件。

我在家访问公司文件

1. 公司电脑安装应用

2. 在常用文件夹上右击鼠标→坚果云→同步该文件夹

3. 家里电脑安装应用

4. 如果看到「您有新的同步文件夹」,选择同步到本地,或点击暂时不同步(选 这个也能看到文件,叫云桥模式。PC 云桥说明 Mac 云桥说明)

5. 在坚果云客户端内点开公司同名文件夹即可



我用手机访问电脑文档

1. 确认电脑上坚果云已安装成功,且文件已同步到坚果云(方法参考「我要备份文件」)

2. 手机下载客户端,各大应用市场/App Store 均可下载

3. 使用与电脑上相同帐号登录

4. 您可以在手机端浏览您的文件,进行分享,编辑,删除等操作

1. 点击「上方菜单→分享→源文件」参考下图

2. 选择「源文件」会直接发文件;选择微信,会给对方一个坚果云链接,他需要 打开链接后再保存/查看

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Ð	移动文件		过期时间			永久有效 >
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Ū	删除文件			*	0	\$
			我的文件	离线收藏	上传	设置

想把微信里收到的文件转存到坚果云?

1. 打开微信里收到的文件,点击「上方菜单→用其他应用打开」参考下图

2. 点击选择「坚果云」打开

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iOS截图↑

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坚果云使用技巧	坚果云使用技巧			
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 我要反馈				

Android截图↑

我需要和同事协作办公

如果您需要跟朋友一起编辑文件,可以邀请他一起共享某个同步文件夹对同步文件夹 内容所做的更改,会以近乎实时的速度与该文件夹的成员同步,此解决方案非常适合用 于合作开展大型项目,共享重要的照片、文档,或进行其他协作性工作。

1. 创建同步文件夹(方法参考「我要备份文件」)

2. 文件夹上面右击鼠标→设置共享权限→输入对方 Email→添加→修改权限(下图)
 3. 对方打开 Email→接受邀请,则能看到同步文件夹

🍑 权限设置		×
22 设置共享权限 设置共享权限后,推荐您使用链接	邊邀请对方共享同步文件夹。	
请输入共享人的账号	添加	通讯录
共享人	权限级别	
许飞 (x@nutstore.net)	拥有者	
小坚果 (xo@nutstore.net)	仅下载 ▼	
	确定	取消

对方会收到一封来自坚果云的邮件,点击「接受邀请」即可



如何安全分享文件

当您需要把文件分享给其他朋友进行查看或下载,推荐用分享链接。

1. 完成「我要备份文件」,把文件上传到坚果云

2. 在文件或文件夹上右击鼠标→坚果云→获取访问链接,可以在权限设置内,根据需求进行相应安全设置

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分享范围: 所有	有人,包括匿	名用户			
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	文件或文化	牛夹名			
分享范围:	○ 所有人,	包括匿名用户			
	◉ 所有注册	册用户			
		皆定用户下载			
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禁止下载:					
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				孫士	HUSH
				仰花	取/月

提示:免费账户无法分享给匿名用户,移动端分享请参考「我想用手机访问」

误删除一个文件(文件夹)如何恢复?

假如误删除文件夹中的某个文档

- 登录网页版坚果云,进入该文件夹
- 1. 点击页面右上方「回收站」按钮
- 2. 可被恢复的文件或文件夹上有「×」标志
- 3. 选中相应文件后,点击顶部「恢复」

	Q. 搜索我的文件	▲ 团队结构 肖建国 Gr
我的文件	■ 查看文件 分享历史 ● 操作历史 ● 回收或	ti 🚺
我的书签 应用推荐	9 我的坚果云 3 恢复 历史版本 扮碎	删除时间 - 已选1项
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	2 [●] 上。 ²	2019-12-19 18:30
	5 工。场景	2019-12-19 18:30

假如误删除不同路径的多个文件或文件夹,可以通过「文件时光机」回到某个时间点的文件状态。误删除,误修改的文件都可以被还原。

登录网页端,选择需要恢复的文件夹

- 1. 点击「操作历史」,查看近期所有操作
- 2. 右上角「操作时间」中,选择时间点
- 3. 找到误操作最终时间点,选中后,点「快速筛选」
- 4. 选择时间段和操作类型,点击「撤销」即可

② 坚果云	续家强的文件	也	团队结构 肖	建国 🔻 En
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	○ 修改文件 客户案例.docx	肖建国	8 9 10 11 15 16 17 18	12 13 14 19 20 21
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	○ 删除文件夹 海报	许飞	5 6 7 8	9 10 11
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安全验证

极大提升帐号安全性,给你的数据加上一把安全锁。

微信二次验证

1. 登录网页版坚果云,账户信息→安全选项→开启

2. 打开微信,关注坚果云公众号,将收到的验证码输入即可

[●] [■] [■] [■] [■] [■] [■] [■] [■]	《被家菜的文件	从结构 肖建国 ▼ En
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我的书签	手机身份验证	
🥒 应用推荐	开启后,登录时需要通过手机验证身份,可防止因密码丢失引起的文件泄露	更多详情
🔲 下载客户端	已关闭	开启认证
	退出设备登录	
	为了避免设备丢失后,账户信息及文件处于不安全状态,您可以在此强制登出 所有本账号下的所有设备。	退出所有设备登录

手机号码安全验证,仅限高级团队版

文件历史版本

坚果云会保存一个文件所有的版本。例如word文件累计编辑保存10次,就会有10个 历史版本。你可以下载任意版本。

1. 在文件上右击→坚果云→查看文件历史

2. 根据时间选择文件→下载

查看文件历史版本	×
查看文件历史版本 可采取以下两种方式查看历史版本	
—:您可右击选中文件,找到坚果云,选择"查看文件历史"即可。	
工作总结.docx Microsoft Word 立然 16.8 KB 	
二: 将目标文件拖拽到以下区域, 查看该文件历史版本。	
将文件拖拽到这里查看历史版本	
	取消

坚果云Q&A

什么是同步文件夹?

硬盘任意一个本地文件夹,右击鼠标→坚果云→同步该文件夹。同步后叫同步文件 夹,同步成功后,文件夹上会有绿色对勾。其他人与您协作办公,共享给您的文 件夹也叫同步文件夹。

什么是「我的坚果云」文件夹?

安装坚果云后自动创建的文件夹,您可以把个人资料都放该文件夹。为避免资料 增多后混乱,可以创建一些子文件夹。例如「01-工作」「02-学习」「03-项目」 「04-生活」「05-娱乐」

云桥模式: PC 云桥说明 Mac 云桥说明

坚果云的云桥模式让您可以从桌面设备查看所有文件,在您不需要时,文件也不 占用硬盘空间,不用再为存储空间烦恼。

坚果云下不同文件图标代表什么意思?

坚果云中的文件/文件夹会被自动加上一个小图标,代表该文件/文件夹的同步状态 。



How to Use Nutstore

中/EN



Nutstore Data Security



Read more

 \rightarrow

What is Nutstore?

Nutstore is a sync cloud storage product with 8 years of steady operation. You may sync any folder in your computer to Nutstore to access and save your files safely anywhere and anytime. The working efficiency and data security of yours and your team can be fully guaranteed without changing your operation habits at all.



You have to manually upload and download files if a conventional network drive is used. By using Nutstore, your data can be synchronized and backed up automatically. Nutstore won't change your habits but enhance efficiency and security.

With AES-256 encryption technology for online banking, Nutstore can maximally guarantee your data security without damaging files. WeChat two-step verification or Google double verification is well supported. Your account security are well guaranteed even the password is revealed. So far, it has been awarded a security certificate from a professional agency.

Information Security Management System Certificate: ISO27001 Certification

Back up a file

- 1. Download Application;
- 2. Log in your Nutstore account;

3. Click "My Nutstore" in a client (PC & MAC). Add a file to the folder, and it will be synchronized to Nutstore automatically. You can access them by using any of your devices.



If you want to upload any commonly used folder to Nutstore

You can right click any folder and choose [Nutstore→Sync the folder]. The data are synchronized to Nutstore without changing the location of the folder. After a successful operation, any change or modification to the folder will be synchronized to Nutstore in real time.



Note: If you delete data in a locally synchronized folder, the webpage data will be deleted as well. All platforms are well supported. If something is deleted accidentally or data are lost due to virus, you can log in the webpage to recover them.

Access corporate files at home

- 1. Install the Nutstore App on your office computer;
- 2. Right click the folder \rightarrow Nutstore \rightarrow Sync the folder;
- 3. Install the Nutstore App on your home computer;
- 4. If you see [You have a new synchronized folder], choose to sync it to a

local area. Or you choose not to sync it temporarily (The file can be viewed as well by choosing this. It's known as Cloud Bridge, which will be introduced at the end.)

5. In any of your Nutstore clients, click the folder with the same name as that in your office computer.



Access computer files with a mobile phone

1. Confirm that Nutstore has been successfully installed in your computer and files have been synced to Nutstore. (Refer to the part Back up a file)

2. Download the Nutstore client to your mobile phone. It's available at all App Markets/App Store ;

3. Log in the client with the account used for computers;

4. You may view, share, edit, and delete your files by using your mobile phone.

Share files with your frinds in WeChat, DingTalk, and QQ?

1. Click [Upper menu→Share→Source file], and refer to the diagram below;

2. Choose [Source file] to send it directly. Choose WeChat to send a Nutstore link to your friend, and he/she can save/view the file after clicking the link.

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Need to save WeChat files into Nutstore?

- Open a file in WeChat and click [Upper menu→Open it with other App].
 Refer to the diagram below;
- 2. Click and use [Nutstore] to open it.

Individual user Nutstore guide . pdf	PDF Document .1.3 MB	×
How to Use Nutstore	AirDrop Nutstore WeChat QQ	
Access computer files with a mobile phone Read more → Read more → Read more → Read more →	Copy)
Nutstore Data Security	Markup	
Read more → Read more → Read more → Send to Chat	Edit Actions	,
Floating Add to Favorites		
Open in Other App		
Cancel		

Screenshot of iOS operation ↑



Screenshot of Android operation

OA with my workmates

If you need to edit any file together with any friend, you may invite him/her to share one synchronized folder. Any change or modification made to the folder will be synchronized to any of members using the folder in real time. The solution is perfect for conducting large projects, sharing important photos and files, or performing other cooperative work.

- 1. Create a synchronized folder (Refer to [Back up a file])
- 2. Right click the folder \rightarrow Set up sharing permission \rightarrow Input invitee's Email
- \rightarrow Add \rightarrow Modify permission (See the diagram below)
- 3. The invitee opens the Email \rightarrow Accept it to see the synchronized folder.

🍏 Permissio	on Settings		×
21	Share Configure We recommend that you us	e the link to invite others.	
Input Ac	count of Friends	Add	ontacts
Person		Permission	
许 (i@nutstore.net)	Owner	
小坚果 (xi	aojianguo@nutstore.net)	Download 🔻	Ē
L		ОК	Cancel

Your friend will receive an email sent by Nutstore. He/she can click [accept invitation].

「 坚果云 jianguðyun.com
您好,Hello, 许飞(x i@nutstore.net)和您开始同步名为"Work"的文件夹。 许飞(x @nutstore.net) starts to synchronize the "Work" folder with you.
接受邀请 / Accept

How to share files safely?

You can use a share link if you need to share any file with your friends to view or download it.

1.Complete [Back up a file] and upload it to Nutstore;

2. Right click the file or the folder \rightarrow Nutstore \rightarrow Obtain an access link, make relevant safety settings as per demands.

2					
Share				X	
Get share link success! Work					
Share scope: All registered users					
https://www.jianguoyun.com/p/Dc/d***46/3ab7*****eex3eea7					
Manage Share			Permissions	Сору	
SHARING PERMISSION CONFIG X					
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Share Scope:	🔿 Anyone,incl	ude unregiste	red user		
	All registered users				
	○ Authorized users				
Expire Time:		2018/07/01	00:00:00		
Password:		abcdefg]		
Disable Download:					
Enable Upload:					
			Ok	Cancel	

Note: Free accounts cannot share files with anonymous users.Please refer to [Access computer files with a mobile phone] for sharing files through mobile clients.

How to undelete one file (folder)?

If one file in a folder is deleted accidentally.

- Log in the Nutstore webpage and access the folder;
- 1. Click the [Recycle Bin] button at the upper right of the webpage;
- 2. Any recoverable file or folder has an [x] mark;
- 3. After choosing relevant file, click the top [Undelete] button.



If multiple files or folders in various paths are deleted accidentally, the [File time machine] can be used to go back to the file status at a time node. In this way, all files that are deleted or amended accidentally can be restored.

Log in the Nutstore webpage and choose the file that needs to be recovered.

- 1. Click [Operation history] to view all recent operations;
- 2. Choose a time node in [Operation time] at the top right corner;

3. Find and choose the final time node for the maloperation, and then click [Rapid screening];

4. Choose the time frame and operation type, and then click the button [Undelete].

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My Files	■ Files → Sharing ● Events Undo Cancel	Operator	Operation Time 🛗 2
🥒 App Galaxy	Add File 会议资料.ngm (原名 会议.ngm)	肖建国	2019-06-04 00:00
Download	Add File 文件素材 3	肖建国	<pre><< March 2020 > >> Sun Mon Tue Wed Thu Fri Sat</pre>
	Rename File 资源02 (从 素材 到 资源)	肖建国	1 2 3 4 5 6 7 8 9 10 11 12 13 14
	 Edit Flie 客户案例.docx 	肖建国	15 16 17 18 19 20 21 22 23 24 25 26 27 28
	O Delete File First.png	小売	29 30 31 1 2 3 4 5 6 7 8 9 10 11
	O Delete File 海报	许飞	Select time Clear OK

Two-step verification

The function can greatly enhance account security and guard the security of your data.

WeChat double verification

1. Log in the Nutstore webpage, access Account information \rightarrow Safety options \rightarrow Enable;

2. Log in your WeChat account, follow Nutstore's public official account, and input the verification code you receive.



The function of double verification through mobile phone is valid for advanced team edition users only.

Previous versions

Nutstore can save all the versions of a file. For example, 10 previous versions will be saved if one word file is edited and saved for 10 times. And you can download any of these versions.

- 1. Right click the file \rightarrow Nutstore \rightarrow View the previous versions;
- 2. Choose a file as per time \rightarrow Download it.

🍑 View File History	×					
View File History There are two ways to view file history.						
Method One: Open context menu on file, select "View file history"						
work.docx Microsoft Word 文林 16.8 KB Mutstore Open with Give access to Restore previous versions Send to						
Method Two: You can drag file to below, then view file history						
Drag files here						
Car	icel					

Nutstore Q&A

What is a synchronized folder?

At any local folder on the hard drive, right click the mouse \rightarrow Nutstore \rightarrow synchronize the folder. The folder is called as a synchronized folder after synchronization. It will have a green tick after a successful synchronization.

In OA performed with others, any folder shared with others is also known as a synchronized folder.

What is [My Nutstore] folder?

It's an automatically created folder after Nutstore is installed. You can put your personal data into the folder. In order to avoid chaotic situations of increased data, you may create some subfolders, such as [01-Work], [02-Study], [03-Project], [04-Life], and [05-Amusement].

Cloud bridge mode: PC cloud bridge Mac cloud bridge

Advantage: By using Nutstore cloud bridge mode, you can view all documents from desktop. If you don't need it, the file won't take up hard drive space. So you needn't worry about the storage space.

Meanings of different icons?

An icon will be equipped for any file/folder in Nutstore automatically, indicating the synchronization status of the file/folder.

