

## Step #1 – Discover How MuseWorx Will Save You Time and Money



**Send and Share Files** - MuseWorx will save you time and money delivering large files and digital assets to anyone, anywhere, anytime. Now you can avoid email limitations, ftp challenges, and the high cost of package delivery when you need to deliver files, documents or digital assets to anyone.

- You can share any combination of files you want.
- In Simple Mode you select files and customize your email.
- You can turn off file *Download* by un-checking Simple Mode.

**Now you try – [Login](#) and send a file to yourself!**

1. Login to MuseWorx and click **Send and Share Files**.
2. Select the files to send (Step One).
  - Click **Local Files** for files on your computer.
  - Click **M: Drive** for files uploaded to MuseWorx.
3. Customize your share email (Step Five)
  - Enter one or more email addresses.
  - Enter a subject and any message you want.
4. Send files. MuseWorx will send your file share.

## Step #2 – Now See How MuseWorx Will Increase Your Productivity



**Collaborate and Share Files** - MuseWorx will save you time, increase your productivity, and make working with others simple with collaboration online. You and the people you invite can view, comment on, draw on, rate, and even approve files and work online anywhere, anytime.

- You can collaborate image, audio, video and certain other files.
- You can un-check Simple Mode to change user permissions.
- You can view, print and export file comments and approvals.

**Now you try – [Login](#) and collaborate a file to yourself!**

1. Login to MuseWorx and click **Collaborate and Share Files**.
2. Select the files to collaborate.
  - Click **Local Files** for files on your computer.
  - Click **M: Drive** for files uploaded to MuseWorx.
3. Customize your send email.
  - Enter one or more email addresses.
  - Enter a subject and any message you want.
5. Send files. MuseWorx will send your collaboration.

## Step #3 – Finally, Backup and Secure Your Files While Doing More



**Backup My Files** - MuseWorx will save and protect your files and documents from hard drive crashes and other data loses. Plus, all your backed up files are instantly available for all the other MuseWorx applications like file sharing, online collaboration, remote access, tracking, and much, much more.

- You can backup and secure over 400 different file formats.
- MuseWorx offers 100% system redundancy and 99.99 up time.
- You can backup and secure files up to 2 GB.
- There is no expiration date on stored files with an active account.

**Now you try – [Login](#) and backup files for yourself!**

1. Login to MuseWorx and click **Backup My Files**.
2. Select files from your computer to upload.
3. Select a destination folder (existing or create new) in MuseWorx My Files to backup and secure files.
4. Add files attributes including name, date created, description, keywords and more. This information can also be added/edited later.

Hint: Highlight multiple files and then enter description and keywords.
3. Upload files. Uploaded files are quickly backed up, secured, and made available for other applications.