



Omega Drive Setup

Objective: To download the installation files for Omega Drive from the web portal and install on a workstation.

Background: Omega Drive is a file sharing application that, once installed on a computer, can sync files to and from the cloud.

Contents

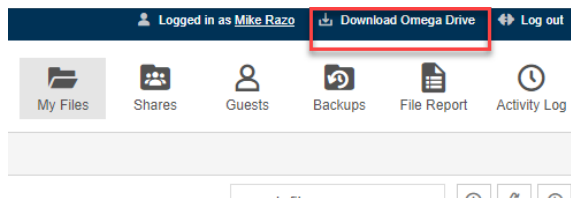
Downloading the Installation File	1
Installing the Application - WINDOWS	3
Registering Omega Drive	3

Downloading the Installation File

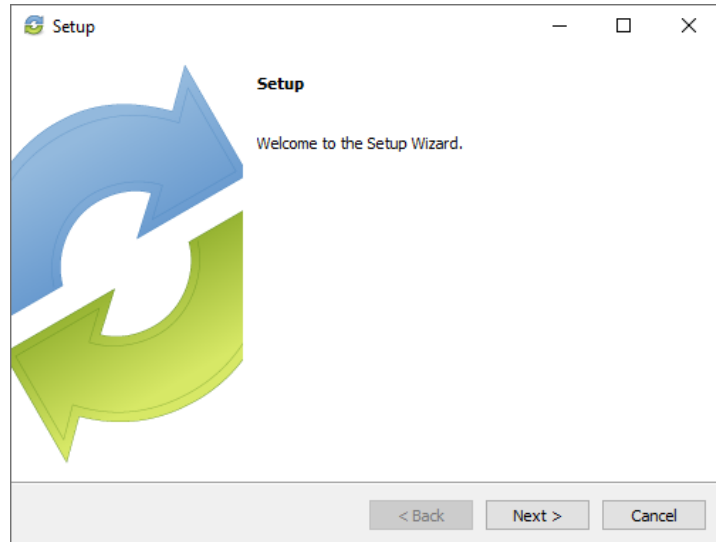
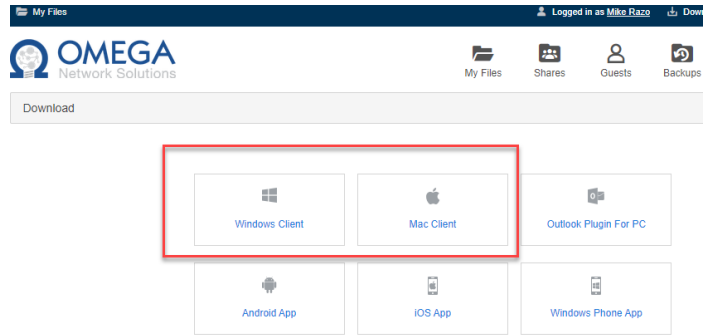
- 1) Navigate to <http://drive.omegacloud.ca>
- 2) Enter your credentials. If you do not know your credentials, click the Forgot Password link or contact Omega Support and they can reset it for you.



- 3) Click on **Download Omega Drive** in the top right corner of the web portal.

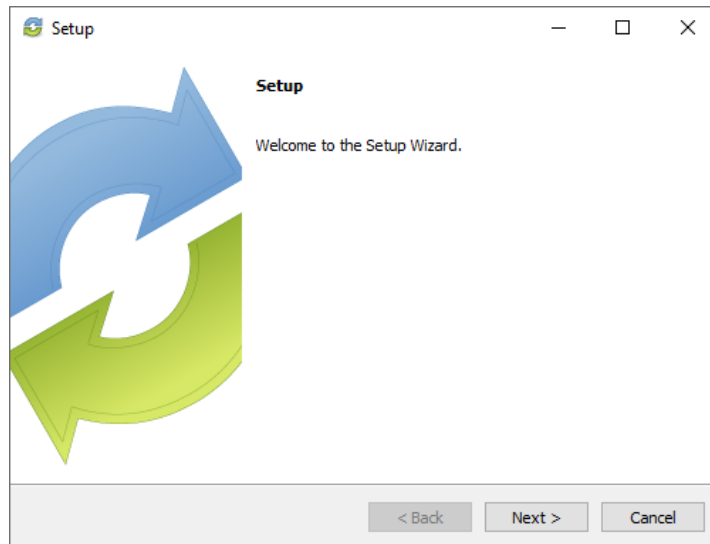


- 4) Choose the appropriate computer Operating System.
- 5) It will download the installation file to your computer. Check your browser's download location to run it.
- 6) Once you run it, you may get prompted to confirm you want to open/run the application. Click yes (Windows) or put in your computer credentials (MacOS).
- 7) Select your installation language and click OK.
- 8) Click Next to start the Setup Wizard.
- 9) Accept the agreement, click Next.
- 10) Keep the default installation directory and click Next.
- 11) Click Next to begin installation.
- 12) Click Finish when complete.



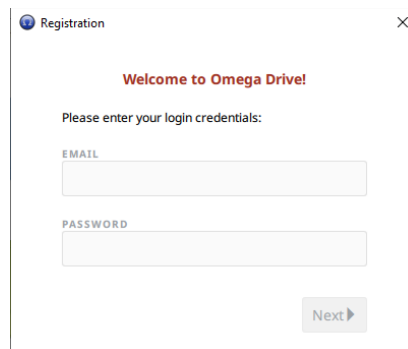
Installing the Application - WINDOWS

- 1) Once downloaded run the app. You may get prompted to confirm you want to run the application. Click Yes.
- 2) Select your installation language and click OK.
- 3) Click Next to start the Setup Wizard.
- 4) Accept the agreement, click Next.
- 5) Keep the default installation directory and click Next.
- 6) Click Next to being installation.
- 7) Click Finish when complete.

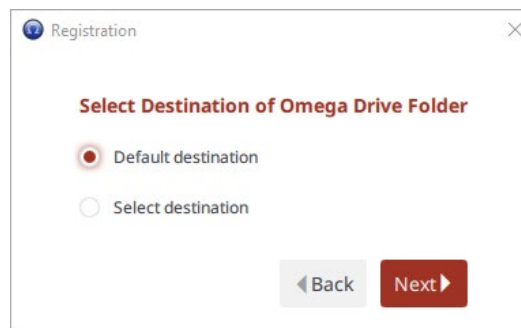


Registering Omega Drive

- 1) Enter your email and Omega Drive password. Click Next.
- 2) Keeping the default destination is preferable. Click Next.

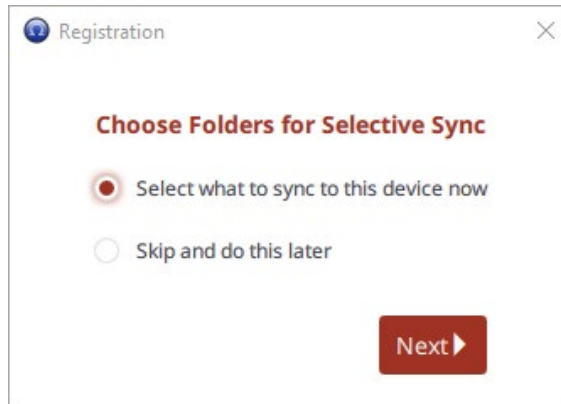


The screenshot shows a 'Registration' window with the title 'Registration'. It displays 'Welcome to Omega Drive!' and 'Please enter your login credentials:'. There are two input fields labeled 'EMAIL' and 'PASSWORD'. A 'Next >' button is located at the bottom right.



The screenshot shows a 'Registration' window with the title 'Registration'. It displays 'Select Destination of Omega Drive Folder'. There are two radio button options: 'Default destination' (which is selected) and 'Select destination'. At the bottom, there are 'Back' and 'Next >' buttons.

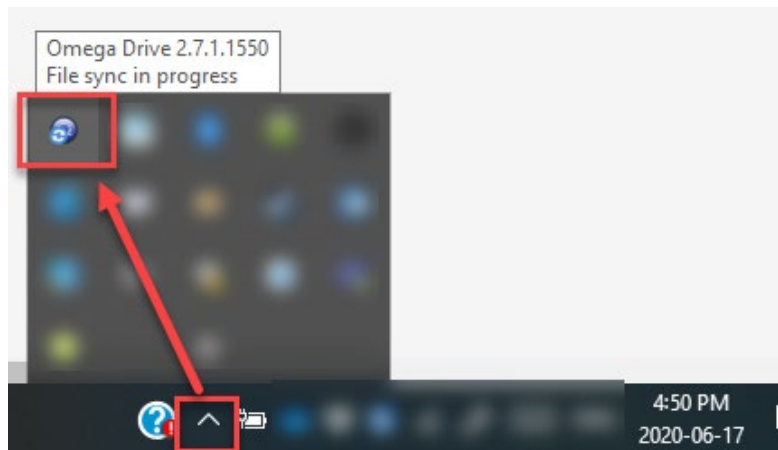
- 3) If you want to choose which of your team shares you'd like to download to the computer, select the first option. This is used if you have a limited amount of storage on your computer and you don't need all the folders to be downloaded to it.



If you want to sync all your team shares to the computer, select the second option. Click Next.

- 4) If you chose to Select what to sync to your device, check the folders you want to sync and click Next.
- 5) Click Finish.

- 6) Omega Drive now has to sync/download all your files to your computers. Depending on the amount of files, it may take some time. While this is happening, you may use your computer as normal and even use the files that have already been downloaded.



- 7) To see the status of the sync, right click the Omega Drive icon in your system tray at the bottom right of your window (you may need to click the chevron to see more icons)