Welcome

Thank you for using **EaseUS EverySync**, an all-in-one and easy-to-use program to synchronize your data with your local computer, FTP, and a reliable tool to manage your multiply cloud accounts. It is endowed with a visualized interface and straightforward user experience to ensure easy and smooth use for common users.

This User Manual includes a detailed instruction of how to use the program and all the features in this product.

Getting Started

Some basic references about using this product and how to activate trial after purchase are included in this section. User probably get a main idea if this product is suitable for my case after reading it.

Hardware Requirements

500 MHz processor or faster

At least 1 gigabytes (GB) RAM, At least 2 GB RAM under Window 8/8.1

At least 1 GB of available space on the hard disk

Keyboard and a Microsoft Mouse or some other compatible pointing device

System Requirements

Your computer must be running one of the following operating systems:

Windows XP/Vista/7/8/8.1/10/11

Windows Server® 2003/2008/2008 R2/2012/2012 R2

Windows Small Business Server 2003/2008/201

Supported File Systems

EaseUS EverySync supports the following file systems:

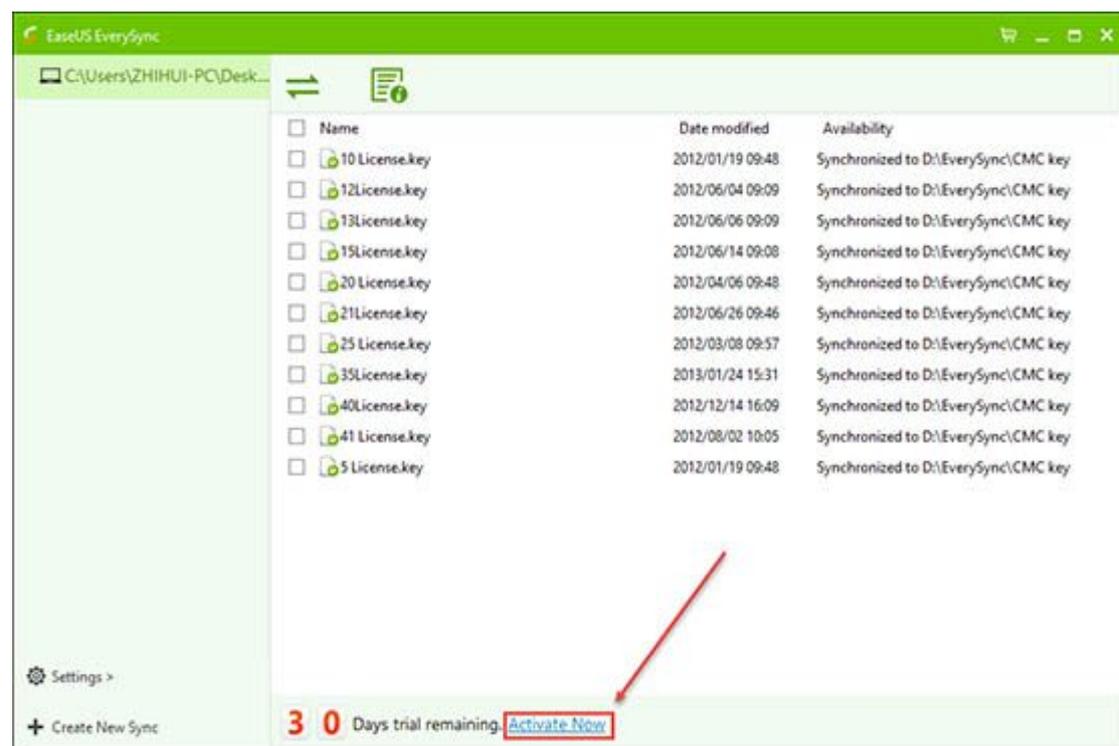FAT12, FAT16, FAT32 and NTFS.

Supported Hard Disks

IDE, EIDE, SATA, ESATA, ATA, SCSI, iSCSI, USB 1.1/2.0/3.0 disk are all supported by EaseUS EverySync.
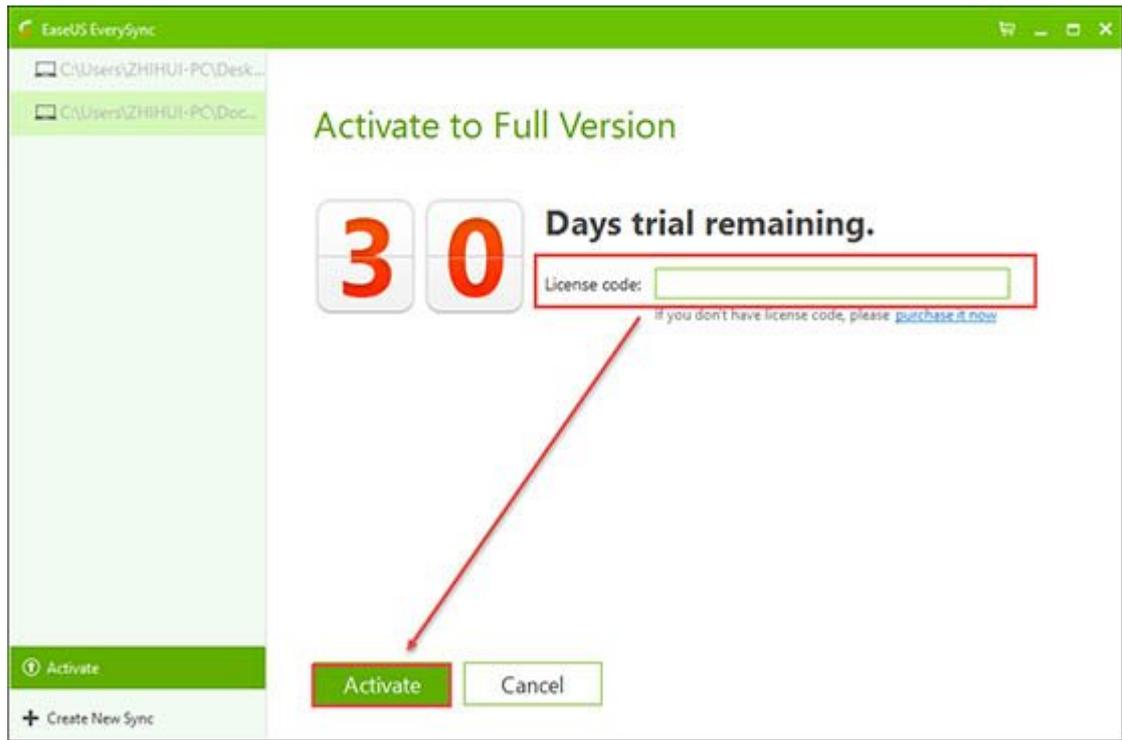
Dynamic disk, MBR and GPT disks are also in the supported list of EaseUS EverySync.

Activation

The Trial version offers you 30 days to test this program. After creating a new sync task, you notice how many days are left in the validity of your Trial version.
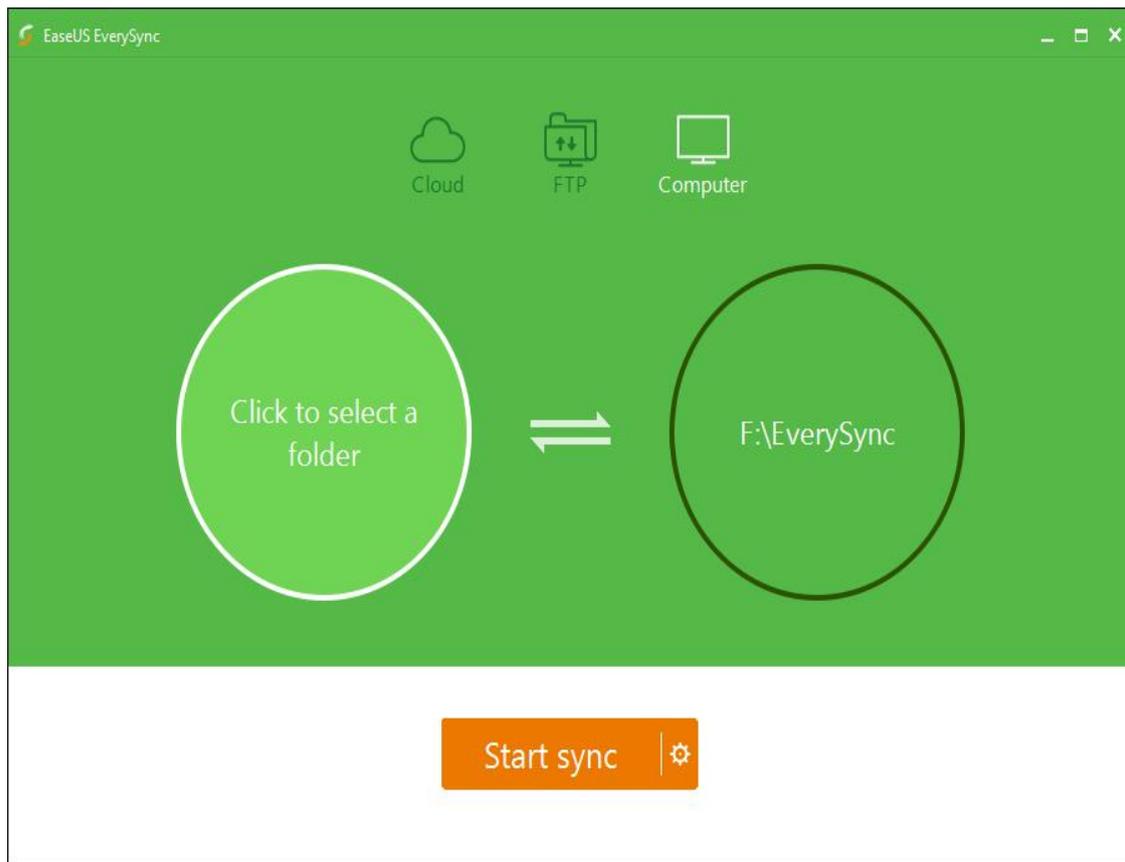

Click **Activate Now** if you are ready to activate this program to the paid version.

Fill in the license code you purchase and click **Activate** to register it to the full version. Please click **Purchase it now** if you currently do not have a license code.
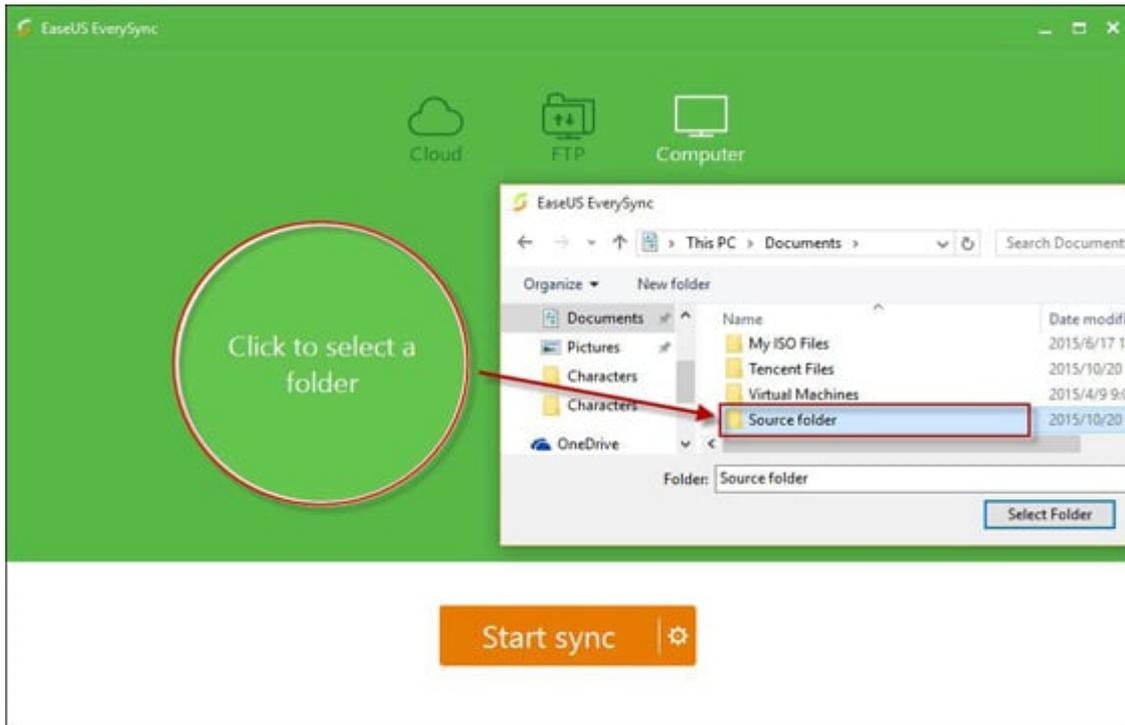
Home Page

When first launching this program, first to be noticed is a visualized interface with 2 clickable circles and other options.

First to select to sync data between My computer/Network shares, My computer/Cloud or My computer/FTP

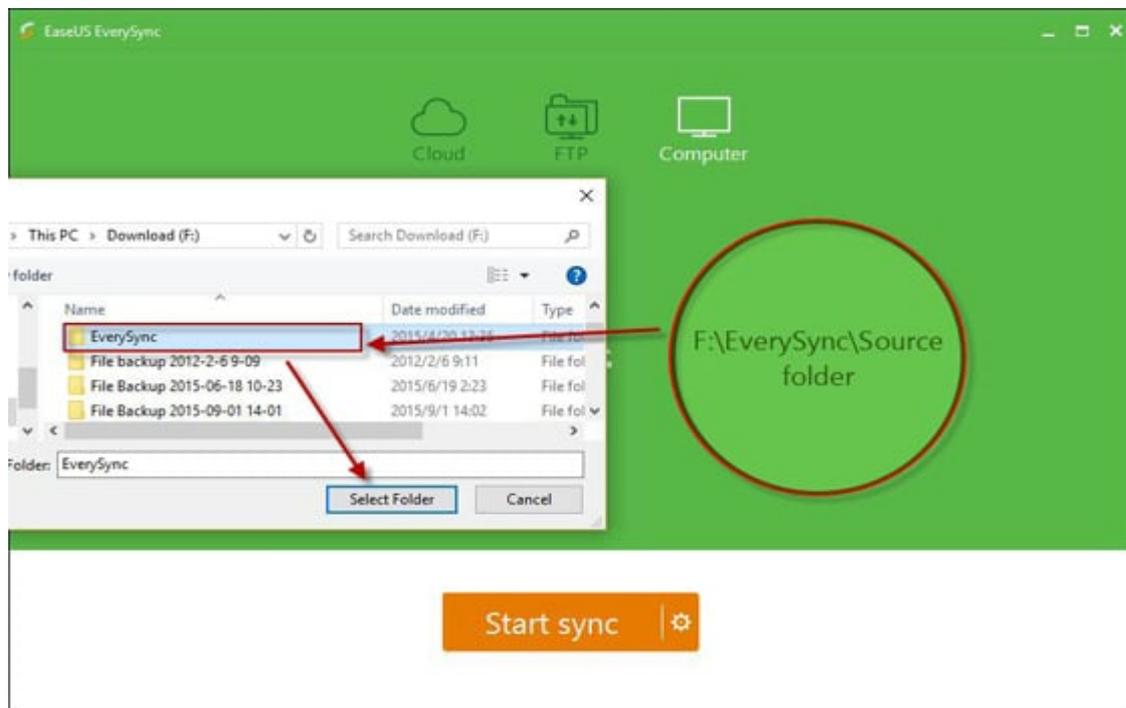## My computer/Network shares

Choose **Click to select a folder** option. In the prompted window select the original folder which contains the contents you want to sync.

Choose the Bidirectional Mode or Unidirectional Mode to keep your files synchronous.

Click the circle at the left to select the location of the target folder, which can be a local or external drive. NAS and other network drives also supported.
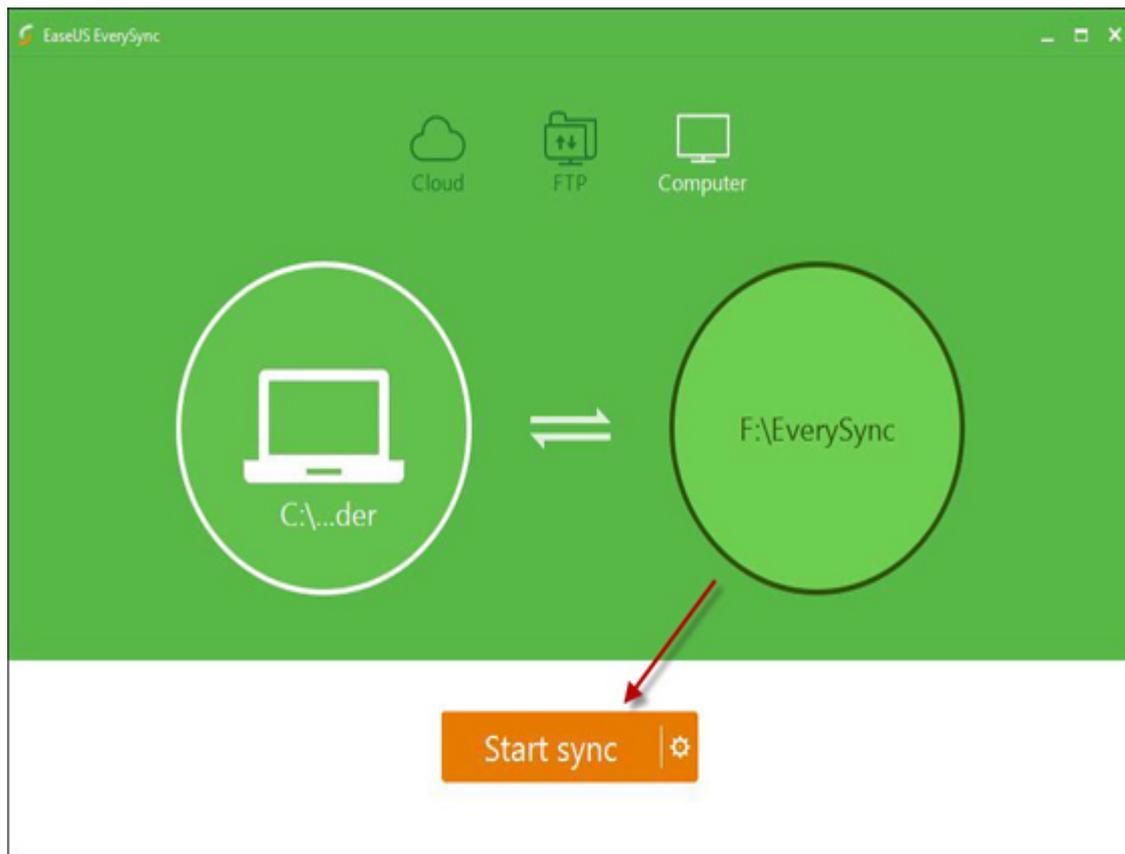

The default target folder will be named as EverySync. After you select the folder you want to sync, a new subfolder with the same name as your original folder will be automatically generated under the target folder.
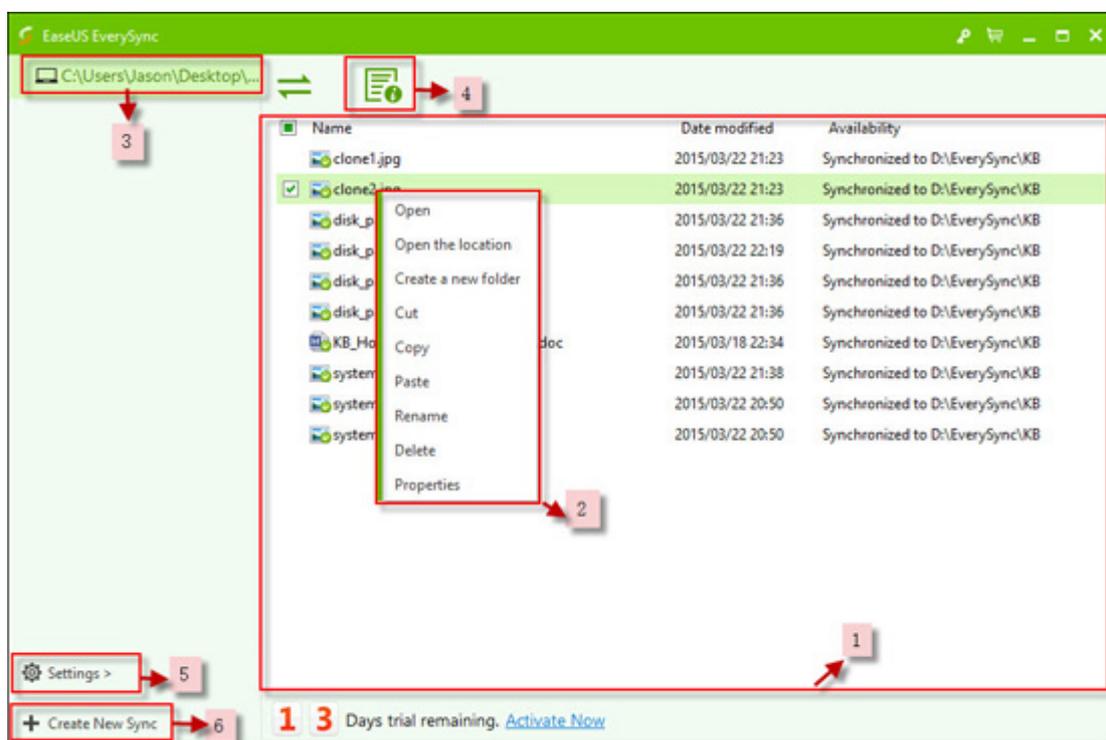
Note: if you change the location of the target folder, this subfolder will not be automatically generated. All the files under your original folder will be directly saved under the target folder.
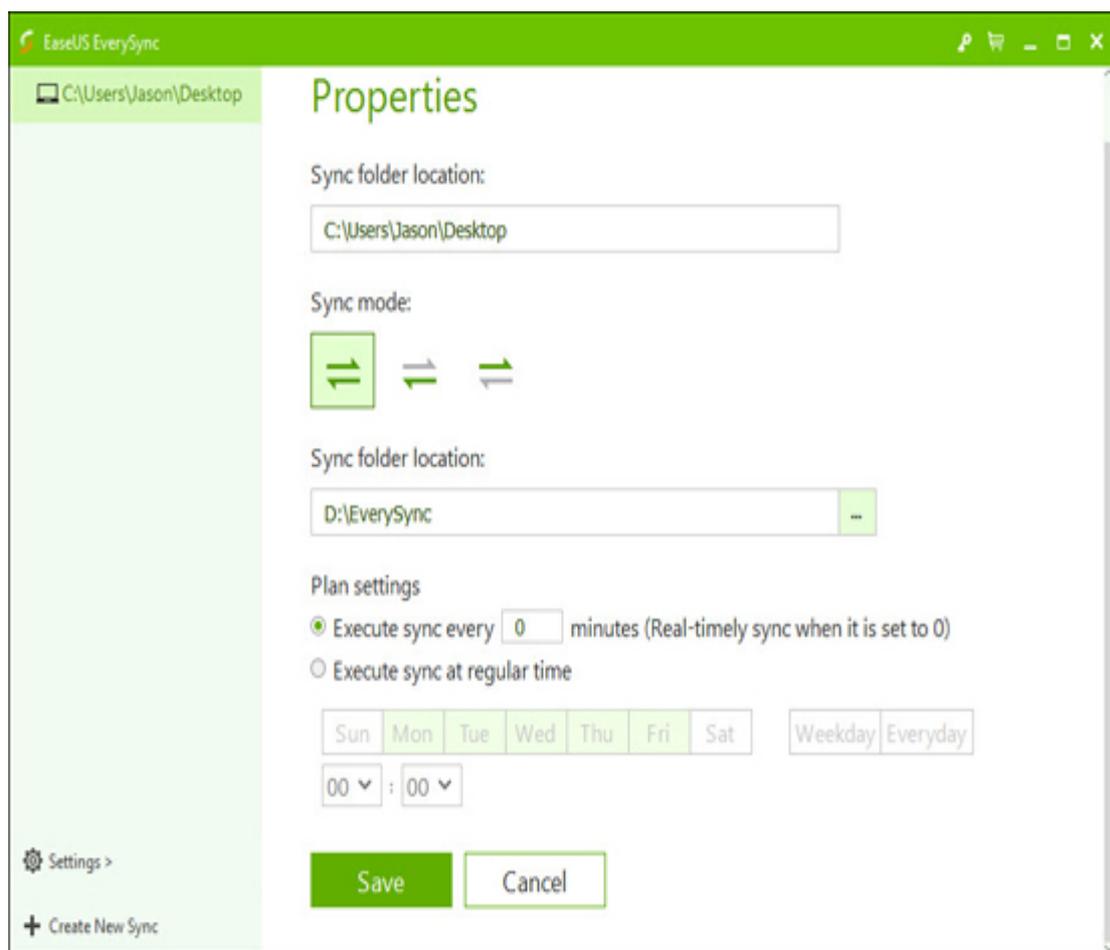
Click **Start sync** when you are ready.

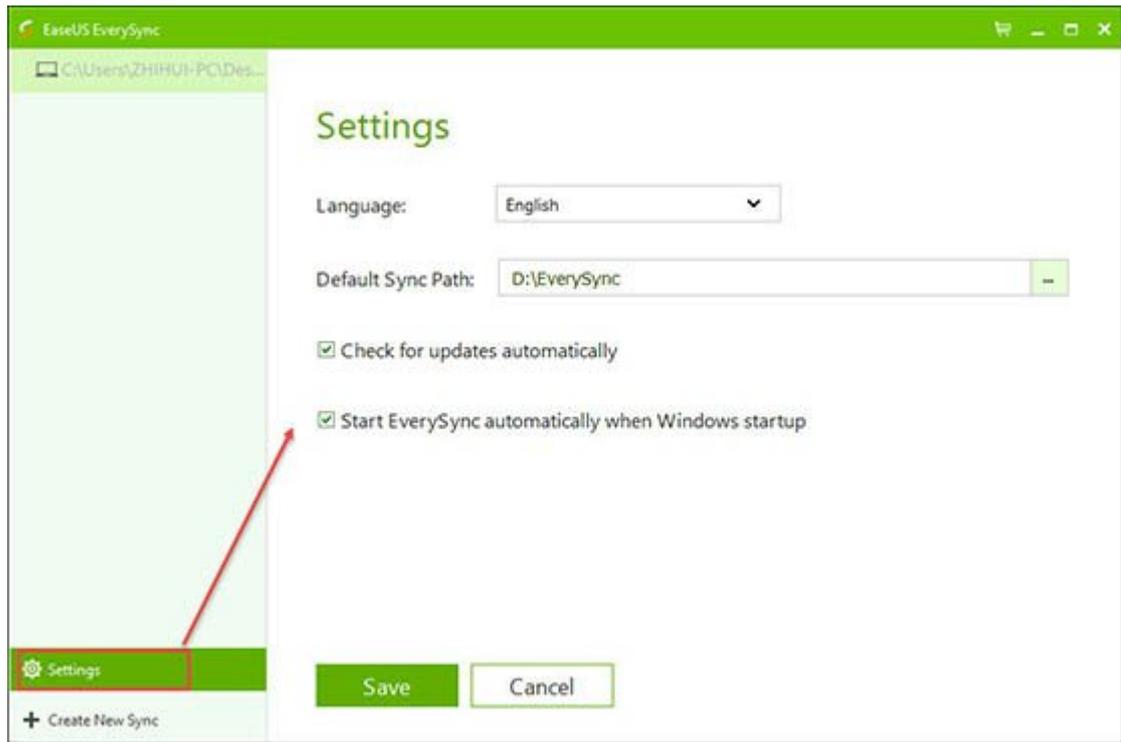A new window will prompted up with the details of your target folder.

1. A list of all the synced files with their original names, last modify time and availability. You could drag files from computer to this window directly to sync.

2. Right clicking on one or multi files you will get Open, Open the location, Cut, Copy, Paste, Rename, Delete and Properties options.

3. Here shows the location and name of the original folder.

4. Properties Settings where you can view and modify the location of original and target folder, sync mode and plan settings. See screen shot below.

Plan settings have two options: **Execute sync every X minutes** and **Execute sync at regular time**. If you need to sync real-timely, we strongly suggest you choose **Execute sync every 0 minutes**.
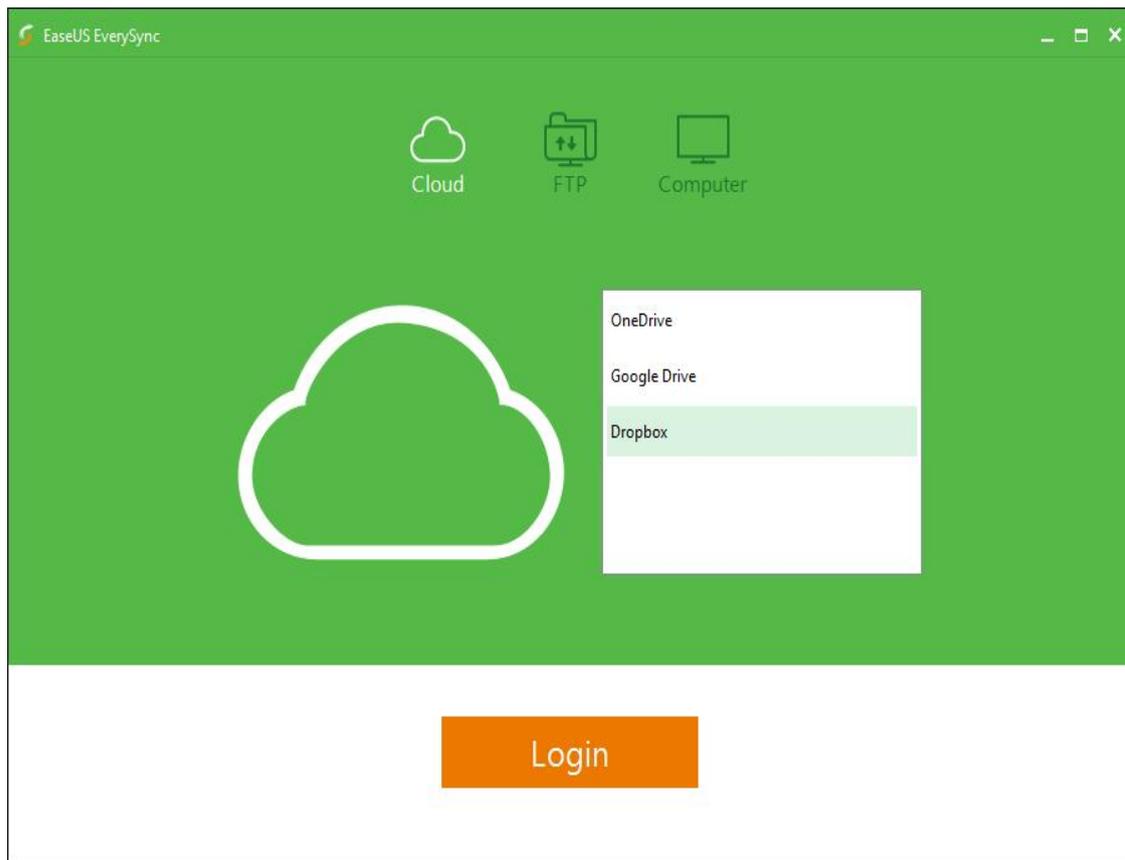
5. Settings offers you the option to go to the **Activate**, **Help**, **About** and **Settings** Page. In the setting page, to modify the Language, default sync path, enable Check the Upgrade Automatically, Start EverySync automatically when Windows startup.
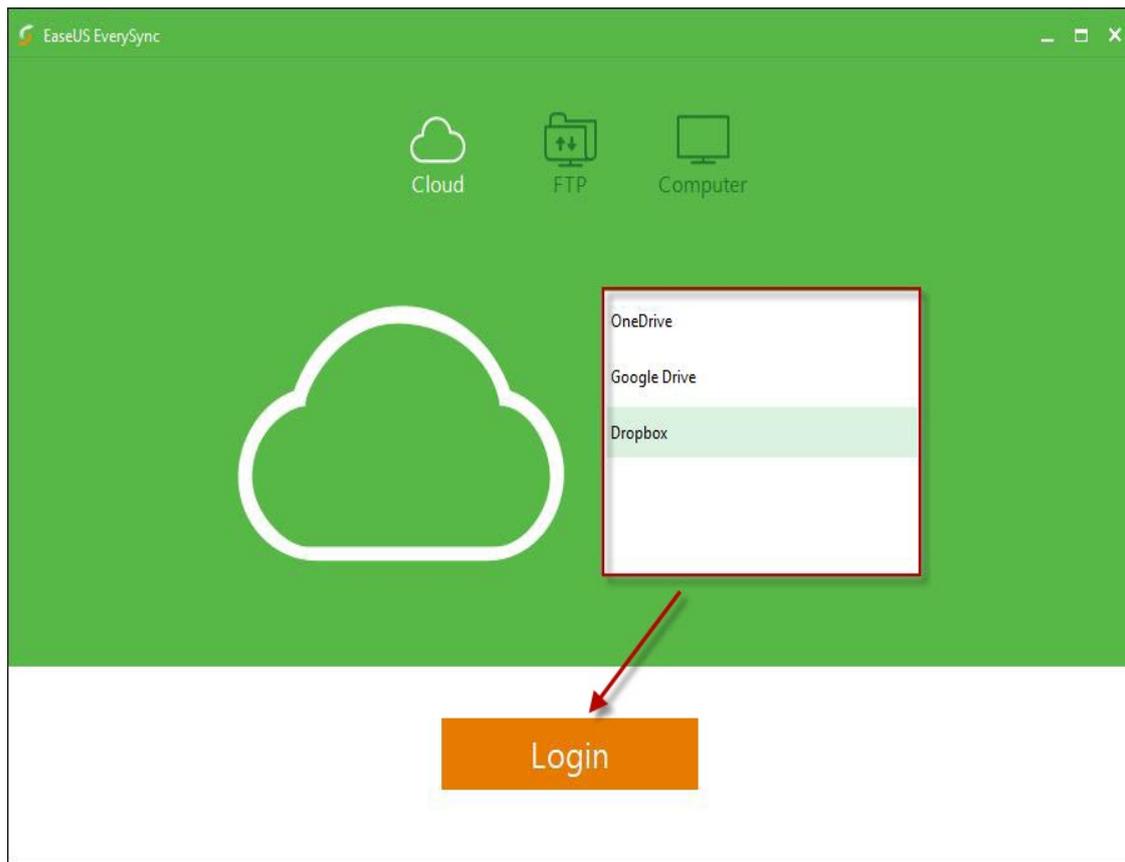
6. Create a New Sync task. If you keep the default sync path, every sync task will generate a new subfolder to save the synced files.

New Cloud Connection

EaseUS EverySync can centralized manage your multiply cloud accounts under the New Cloud Connection. **OneDrive**, **Google Drive** and **Dropbox** are supported.
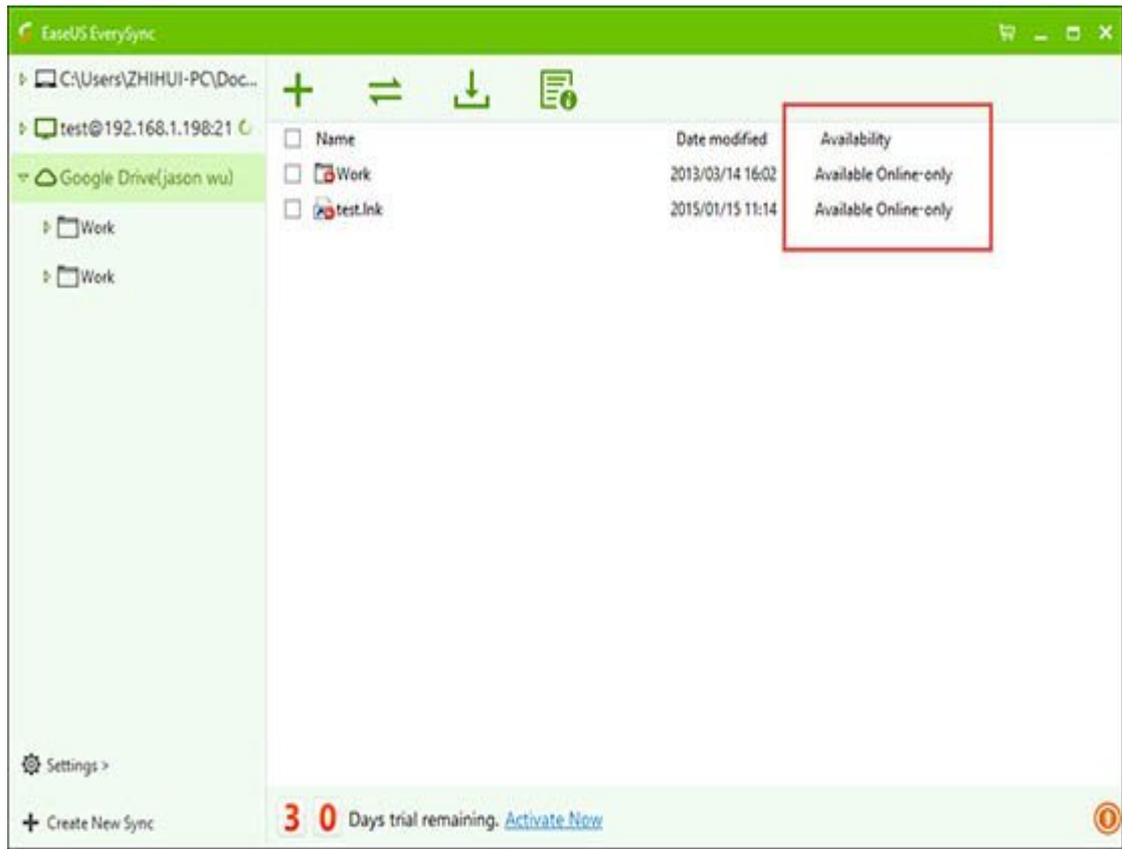
Select the Cloud you want to sign in, click **Login**. A new web browser will direct you to the login page of your Cloud website.
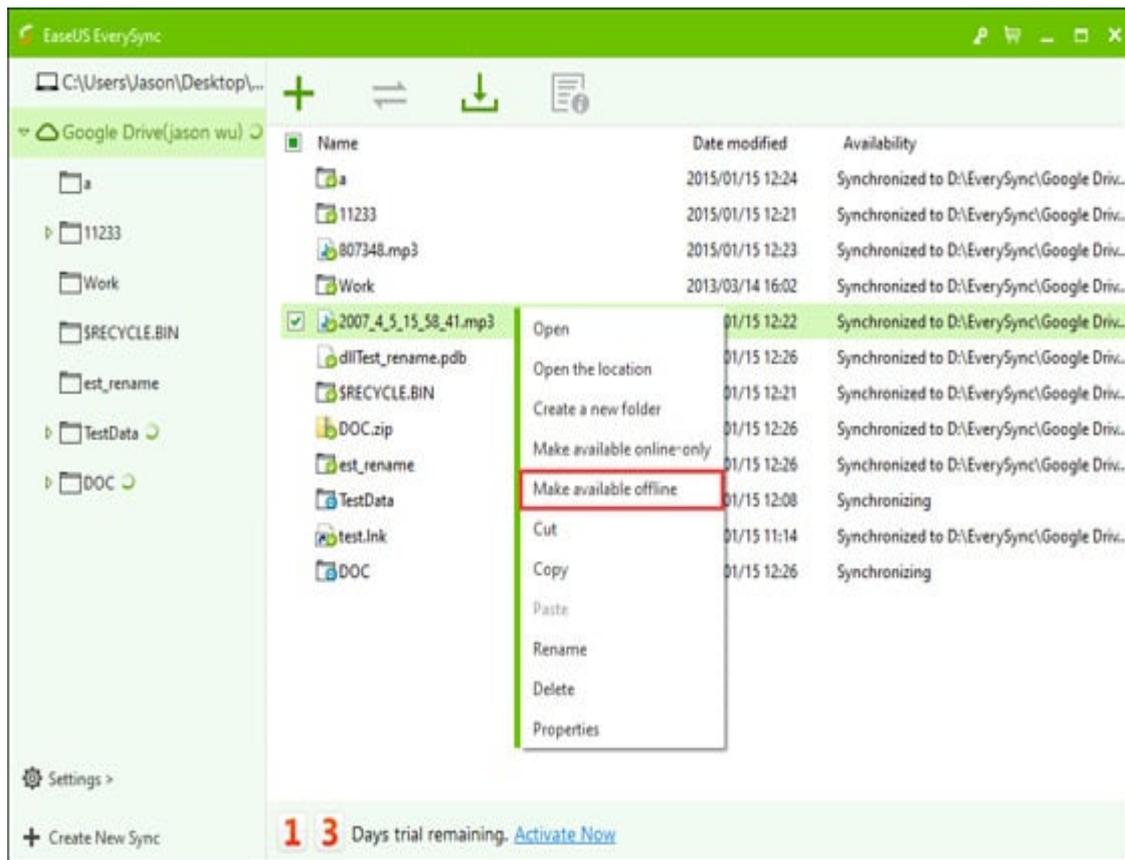
Click Accept to allow EaseUS EverySync to achieve the privilege to manage your Cloud account.
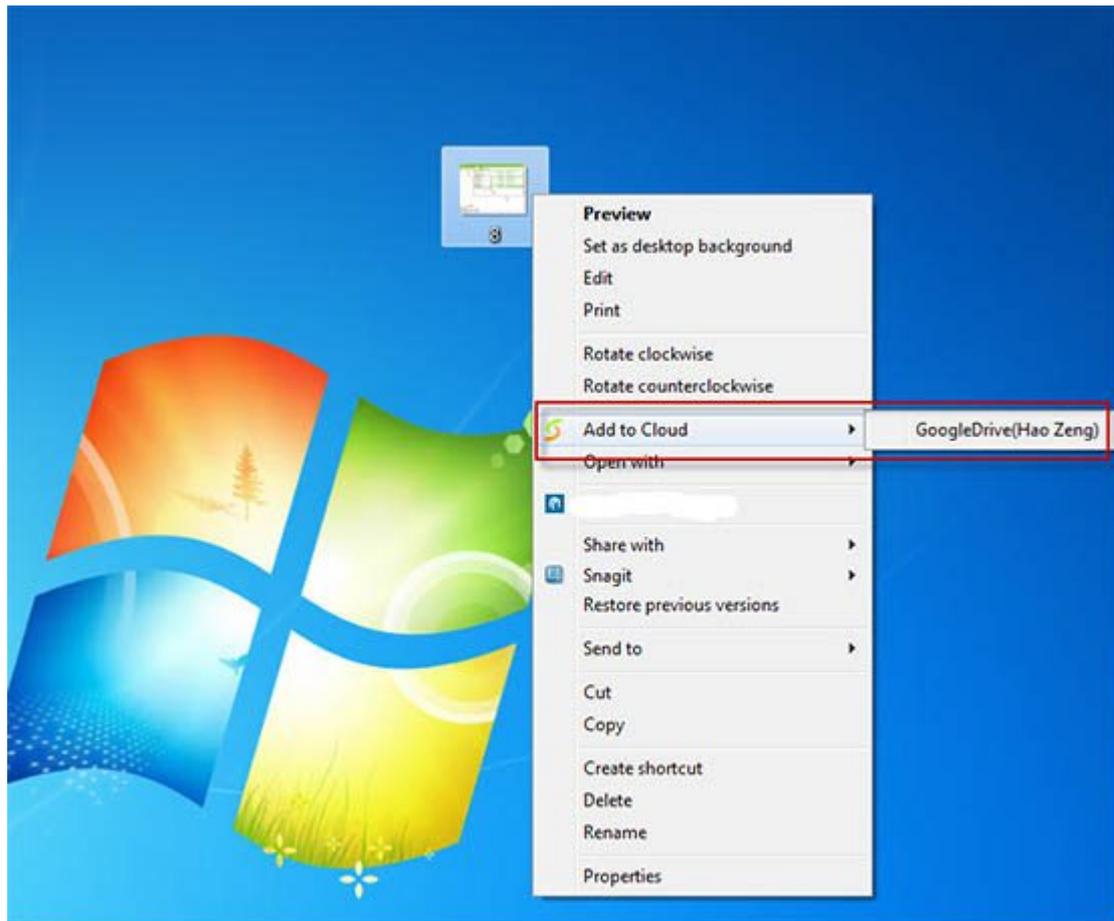
After confirming the sync, all the files in your Cloud are marked as **Available Online-only** in the list. Currently they are not downloaded into the target folder of the local drive.

Select the files you want to download, right click and choose **Make available offline** under the Availability you will check the status of these files, synchronizing or successfully synchronized.

Right clicking every single file on your computer, an **Add to Cloud** option will be available and allow you to sync it to your Cloud.
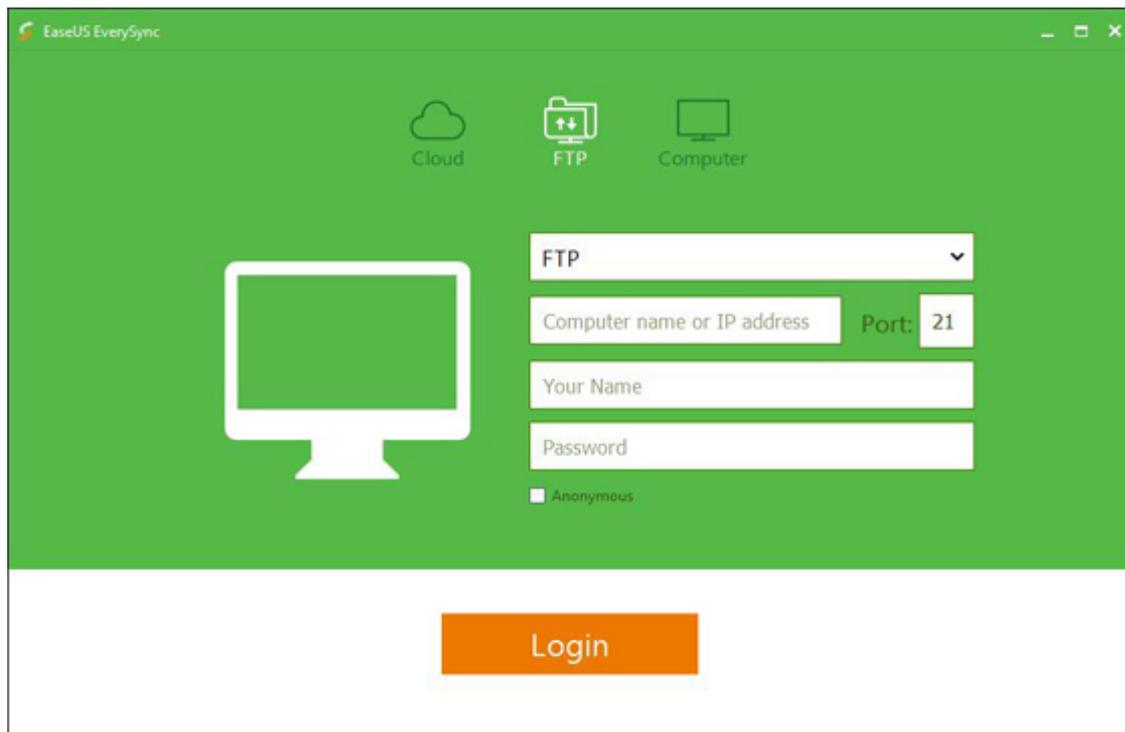
By doing this with many other sync program, this file will be first automatically moved to their local Cloud folder before uploading to Cloud. This will not be operated in EaseUS EverySync, your file will stay in the default path and no copy will be generated in the target folder.

Note:

Only the free cloud is supported now. The business/paid version of **OneDrive**, **DropBox** and **GoogleDrive** are not supported.

New FTP Connection

Switch to New FTP Connection, fill in the inquired information to login into your FTP server.
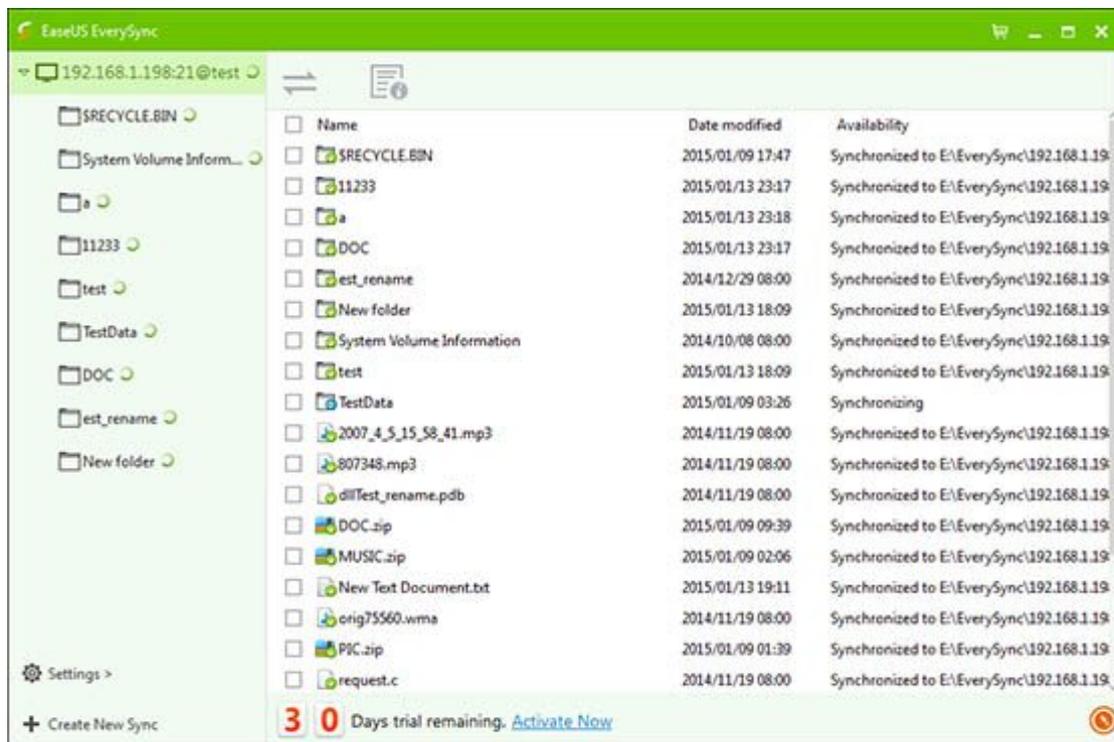
You are also allowed to switch to SFTP over SSH, Explicit FTPS (SSL/TLS) and Implicit FTPS (SSL/TLS)

When the connection to your FTP is made, please click **Start sync** to manage your synced files.
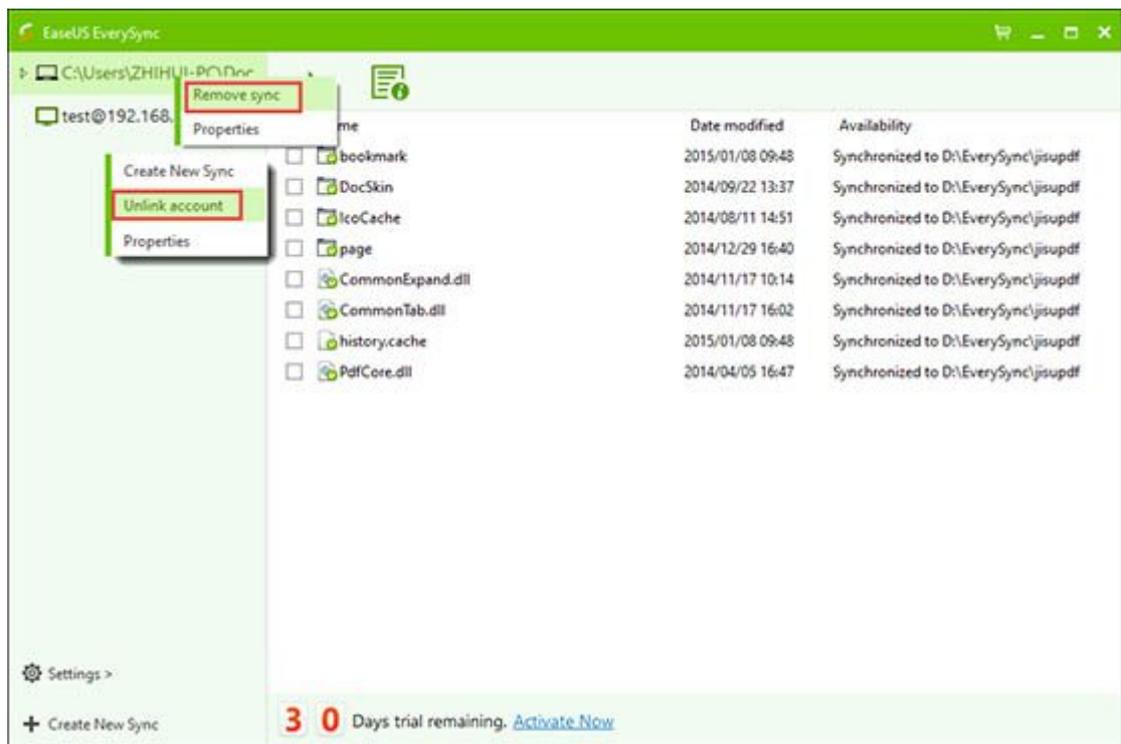
The following operation and interface with be the same as the Cloud and local connections.

Note: Unlike a Cloud connection, the files in the FTP server will be automatically synced into your target folder.

Disconnect the Sync

Right click on the folder you want to disconnect the synchronization and select **Remove sync** (under My Computer/Network Shares) or **Unlink account** (Under Cloud or FTP connection). EaseUS EverySync will stop syncing files between these 2 folders and remove this folder from the list.

System Tray Menu

Find the tray icon in the Windows Taskbar, left click on it to enable the EaseUS EverySync System Tray Menu.

1. The processing bar of the synchronizing file.

2. Here check the speed of the synchronization.

3. Enable/Disable the Automatic Sync

4. Exit the program

Feedback and Support

We invite your comments on how well EaseUS EverySync performes, and we are also enthusiastic about replying to all your questions related to this product. Please feel free to contact us at:

techsupport@easeus.com

We also provide the online chat service and the **Live Chat** option can be located in the top navigation bar of EaseUS official website www.easeus.com.