

# skoot™ Quick Guide

Skoot easily shares your files—of any size and format—securely, conveniently, and quickly. We believe Skoot will become as valuable to you as your email, and even easier to use.



## Ready to Skoot?






### 1 Create a workspace

Click the add icon  in the **workspaces** column. Type a name for the New Workspace. Press Enter or Return.



### 2 Invite people to share your files

Click your new workspace  name, and then click the Members  tab. In the Members header, type the email address of someone to share files with.. Click the add icon .



### 3 Add files

Click the Files  tab. Click the add icon  on the Files header. Navigate to and select the files you want to share, using the file browser. Click Open.



### 4 Your files are Skooted! It's that easy.

## Skoot essentials



### Check your email!

We're sending you an account activation link by email. Just click the link within three days to activate your 30-Day Free Trial Skoot account.



### Desktop Skoot

Did you know you could have the convenience of Skoot on your desktop? Work with your files offline, drop them into your workspaces, and share them when you next connect—all without navigating away from your desktop. It's easy to download and install Skoot software, and it's available to you at no extra charge.



### Customer Support

We appreciate your interest in Skoot! How can we help? Skoot professionals are available from 8:00 a.m. to 6:00 p.m. Pacific time, Monday through Friday. Contact us by email or call 1-877-208-1328 or 1-253-441-2318 with questions or comments.