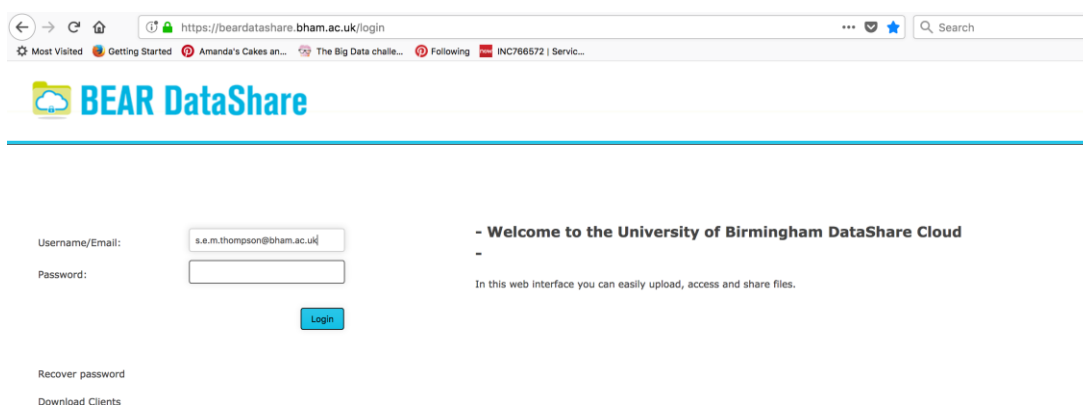


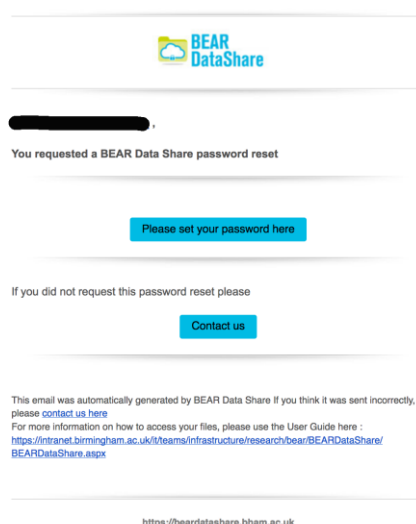


Quick User Guide for External & Non-Registered UoB Users

This Quick User Guide is intended for those using BEAR DataShare (the University of Birmingham's sync & share service) as an invited user and only covers use of the web portal, use of the Client is covered in our longer User Guide¹. More information on BEAR DataShare is available on our webpage² which includes links to our frequently asked questions³.



As an invited user, you will need to create a password the first time you login at <http://beardatashare.bham.ac.uk>. Either follow the link in the welcome email you receive or enter your email address under 'Username/Email', click on 'Recover password' and you should receive an email.

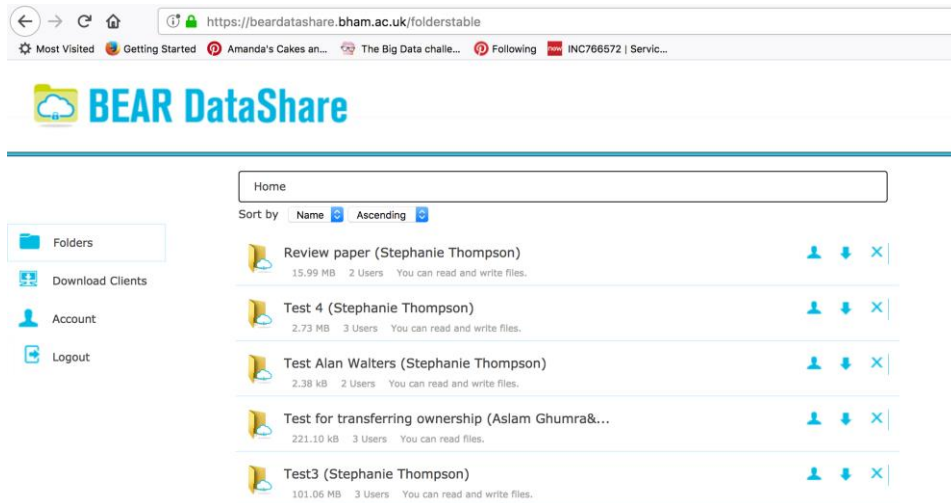



Click on the link in the email to enter and set a password.


After a successful login, you should then see the folder(s) you have been invited to. If you have been granted read and write permission then you will be able to create your own directories and upload files within the folder but you won't be able to create your own folder

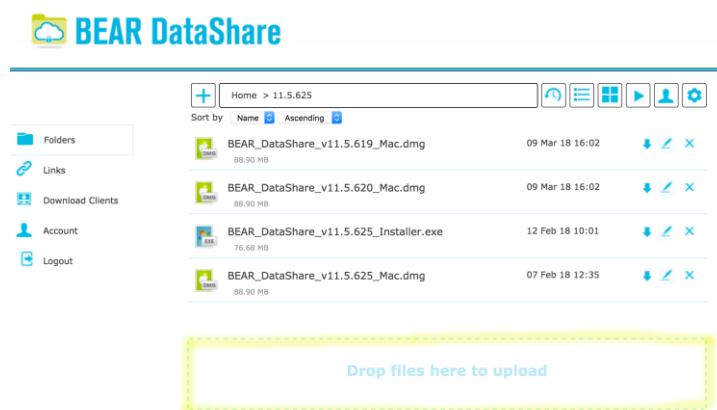
from the home page (see screenshot below), as only researchers at the UoB with their own account will be able to. If you are a University of Birmingham researcher/research student then you can apply for your own account through the IT Service Desk online (www.itservicedesk.bham.ac.uk).

The owner of each folder will be in brackets:



You can see a list of the members of each folder by going to the person symbol 

To access the files, click on the folder name. If the file is Word, Excel or Powerpoint you will be able to view it online by clicking on the file name. To download the file to your device, click on the download symbol  on the relevant file. If you have read/write access you will also see an upload box below the files (see highlighted area in the screenshot below). To upload files, either drag and drop from a Windows Explorer/Finder window or click in the upload box and browse to the file. N.B. It is not possible to upload whole folders presently, only single files.



¹ Full user guide available at:

<https://intranet.birmingham.ac.uk/it/teams/infrastructure/research/bear/documents/public/BEAR-DataShare-User-Guide-v3.1.pdf>

² Our webpage: <http://intranet.birmingham.ac.uk/BEARDataShare>

³ Our FAQ's: <http://intranet.birmingham.ac.uk/BEARDataShareFAQ>