

The logo for 'skoot' is rendered in a bold, lowercase, sans-serif font. The letters 's', 'k', and 'o' are black, while the 'o' and 't' are white with a blue gradient and a 3D effect. The entire logo is set against a background of horizontal blue motion blur lines that extend to the left.

skootTM

mobilized by  **kolona**TM

On Demand Skoot

Getting Started Guide

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Welcome...

On Demand Skoot is easy. We're convinced you'll find On Demand Skoot more powerful than email and just as simple to use.

We've created this guide to walk you through a couple of steps you'll need to complete to use On Demand Skoot.

What is On Demand Skoot?

On Demand Skoot allows you to send big files, of all types and formats, without email size limit hassles or FTP complications. Got Movies? Music? Pictures? Use On Demand Skoot to share those files—and more—with your colleagues, your family, your friends and neighbors, your hobby club. On Demand Skoot is safe and available anytime, from anywhere. Just drag, drop, and Skoot!

Resetting Your Skoot Password

After On Demand Skoot downloads to your computer, you are ready to use Skoot. However, before using Skoot, we recommend that you reset your password.

To reset the password:

1. Navigate to the My profile -->My Services tab.
2. Locate the Skoot service in the My Services page.
3. In the Actions column, click the **Change Password** icon.
4. Enter new password and click **Save**.

Using On Demand Skoot

Now you're ready to Skoot! Follow the steps below for your operating system, and you'll be sharing files in moments.

Windows:

1. Click the Skoot icon and log in with your username and password, if prompted. Your username is the Email ID that you provided at the time of registration.
2. Click the add icon in the Workspaces header.
3. Type the name of your new workspace.
4. Type the email address of someone you want to share files with.
5. Type a short workspace description.
6. Click Create.
7. Click your newly named workspace.
8. Drag and drop files you want to share into the Files area. Your file's Skooted!

Macintosh:

1. Click the Skoot icon. Log in with your username and password, if prompted.
2. Click Workspaces.
3. Create and name a new folder. This is your new workspace.
4. Drag and drop, or copy and paste files into the workspace.
5. Click the Skoot icon and click Invite/uninvited Users.
6. Click the workspace name.
7. Click the Invite tab, and then type the email address of someone you want to share the files with.
8. Click Invite. Your file's Skooted!

Quick Workspace [for Windows and Macintosh]:

1. Open On Demand Skoot (Click the Skoot icon) and log in.
2. [Windows] Right-click a file or folder you want to share. Click Skoot item.
[Macintosh] Control+click a file or folder you want to share. Click Skoot file.
3. Name your new Skoot workspace, or select an existing workspace.
4. Type the email addresses of people you want to share your file with.
5. Click OK. Your file's Skooted!

On Demand Web Skoot:

1. Log in to On Demand Web Skoot.
2. Create a workspace.
3. Invite people to share your files.
4. Add file. Your file's Skooted!

Frequently Asked Questions

- Q1. I want to send one file to my friend right now, but I'm already skooting another file—should I cancel that one?**
- A1. No, of course not . . . you can send up to 10 files at once.
- Q2. When I send a file to more than one person, what if one of them isn't there to get it?**
- A2. Skoot attempts to send files for 30 days. After 30 days, all files are deleted permanently from Skoot's secure cache.
- Q3. Can I skoot a copy of a file I'm working with?**
- A3. No, because your operating system won't let you copy a file that is in use. Close it first, then skoot it!
- Q4. Why isn't the file sent after I drag it out of the Skoot Workspace and then drag it back in?**
- A4. If you were not the originator of that file, you need to rename it before it will be available to other Workspace members. Only the originator of a file can change its content—and have the changed file transferred to other members—using the same file name.

Remove/Uninstall Skoot (MAC)

1. Quit the Skoot application.

2. Remove the application by right-clicking the Skoot application and selecting “move to trash.” (Typically, the application will be in the applications folder.)
3. Save the files you need from all WorkSpaces. The default location is in my documents\SkootSpaces.
4. Move your SkootSpaces to the trash by right-clicking on the file and selecting “move to trash.”
5. In Finder, go to “YourComputerName”\Library\Preferences.
6. Type the word “Skoot” into the Spotlight search field. Under the “Other” results, locate the files called: com.topiatechnology.skoot.plist and skoot.plist. Move both files to the trash.

Remove/Uninstall Skoot (WIN)

1. Quit the Skoot application.
2. Save the files you need from all WorkSpaces. By default, WorkSpaces are kept in the My Documents folder in the SkootSpaces Folder.
3. In the “Start” menu, go to “control panel;” then go to “add/remove programs.”
4. Scroll down and highlight “Skoot Client for Windows.”
5. Select “remove” and choose to restart.
6. Delete your SkootSpaces folder.

If you need additional help

If you have any questions about using the service or encounter any difficulty establishing your settings, you can also get in touch with the Support Team by following the instructions on the **Need Help** section located on the home page.