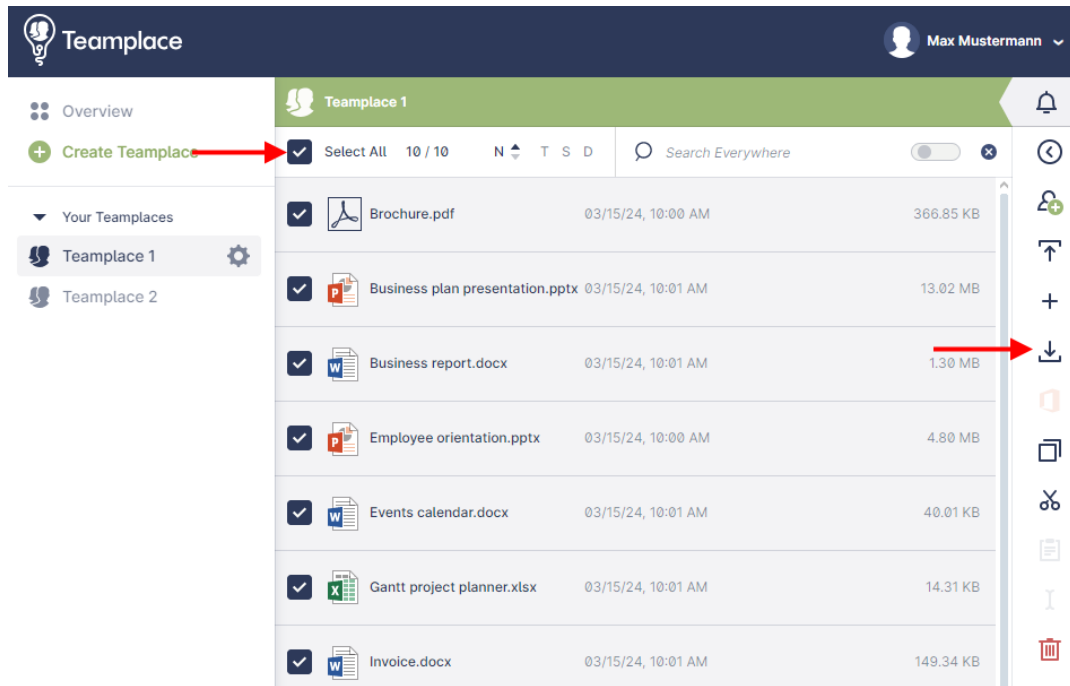


Your Guide to Switching from Teampace to luckycloud

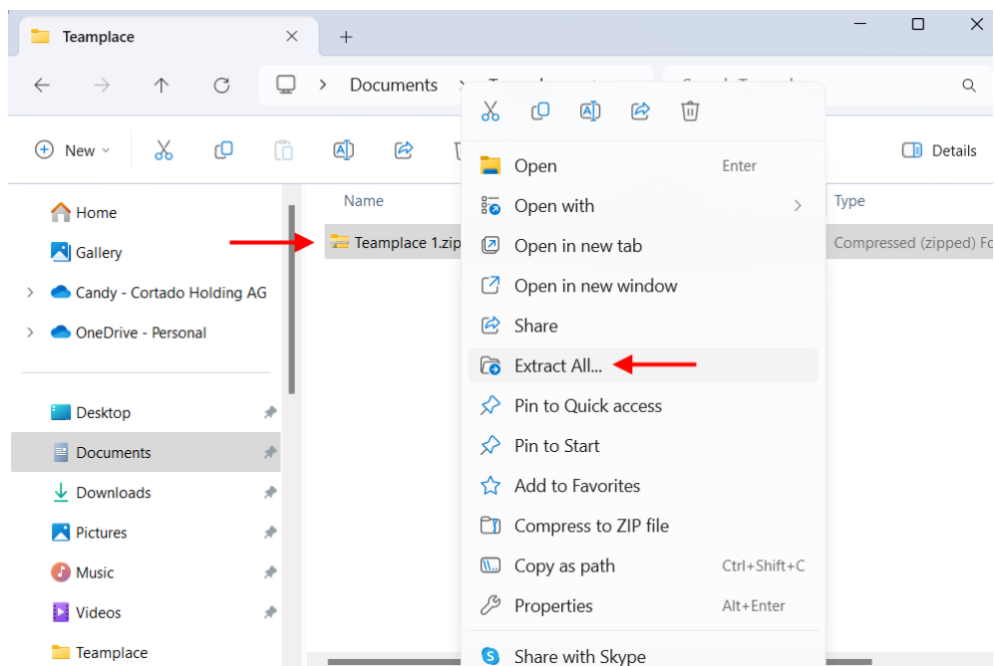
Download files stored in Teampace

- Log in to Teampace on your **PC** or **Mac** and open your first Teampace.
- Select all the files and download them. You will receive a zip file with all your files.
- Repeat the process for all your Teampaces.

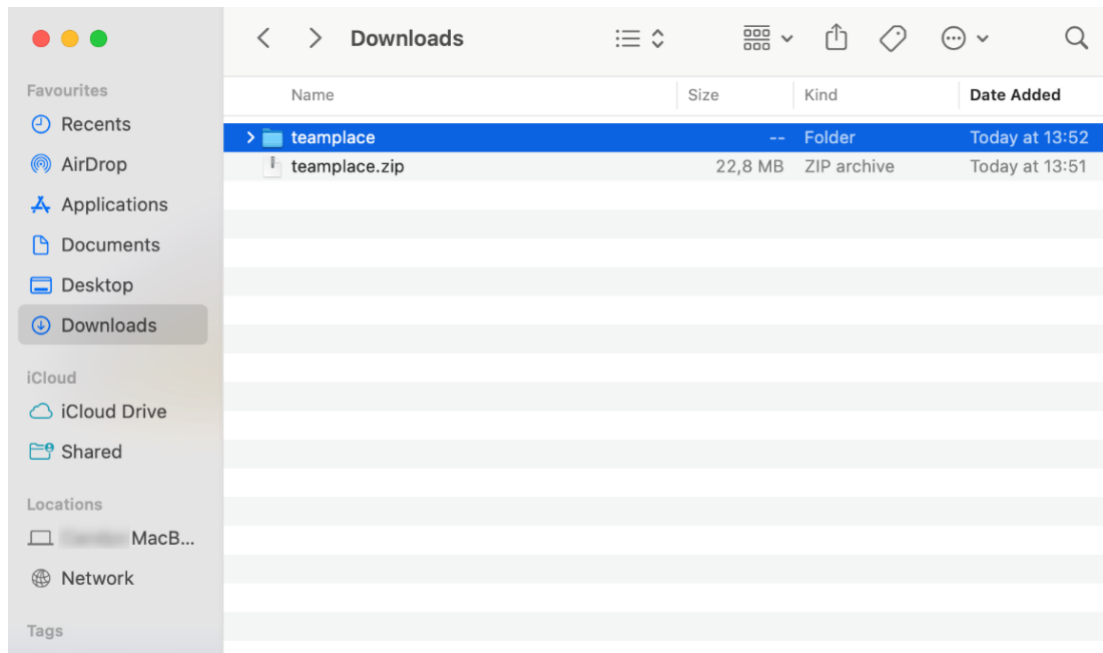


Extract your zip files

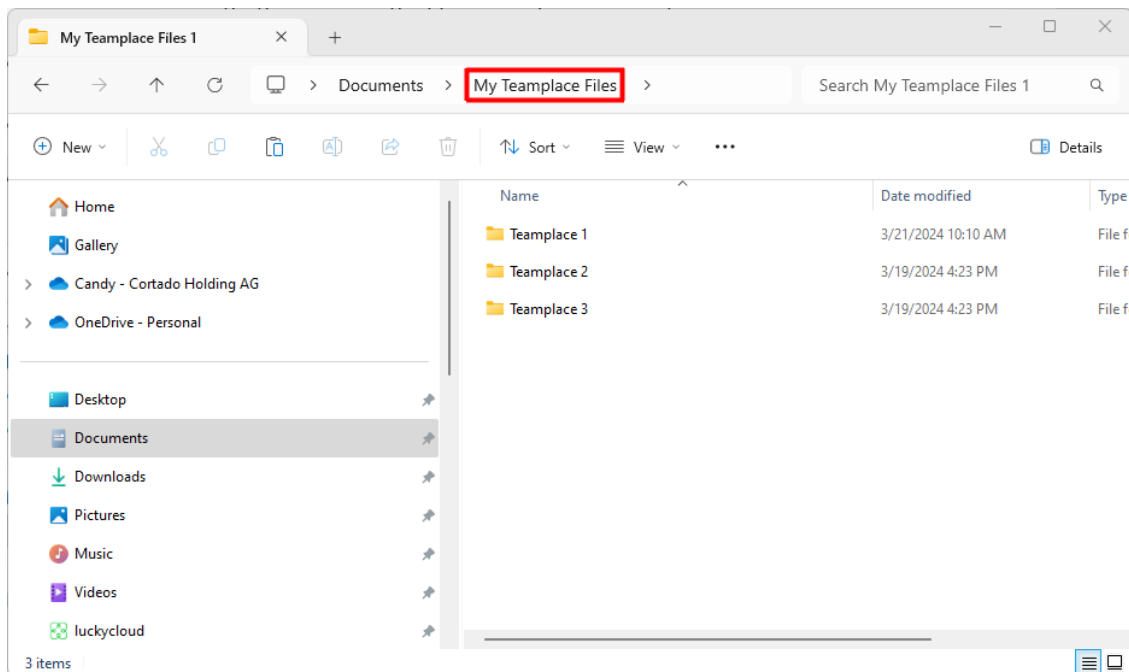
- **PC:** Open Windows Explorer and click on "Extract all" in the context menu of your zip file.



- **Mac:** Open the Downloads folder on the Mac. Create a folder by double-clicking on the zip file.

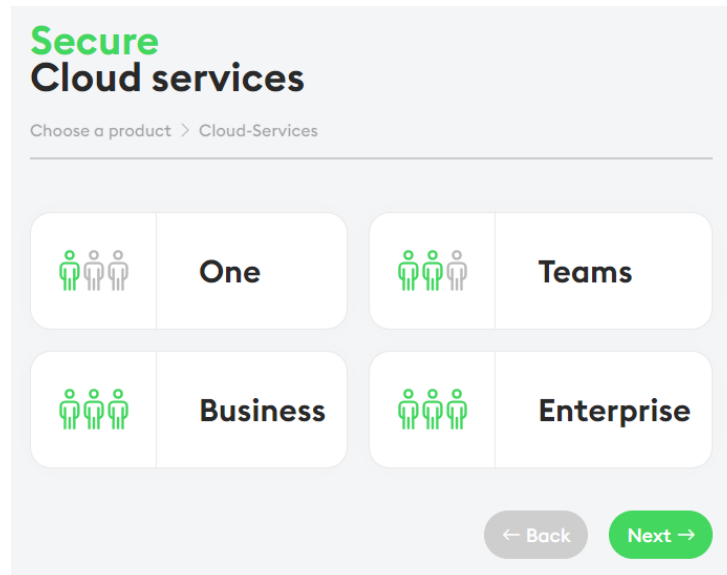


- Repeat the process for all your zipped Teampplace files so that the content of each Teampplace is saved in a folder.
- You can now save all your Teampplace folders in a new folder to upload it to luckycloud.
- This preserves the original structure of your individual Teampplaces.



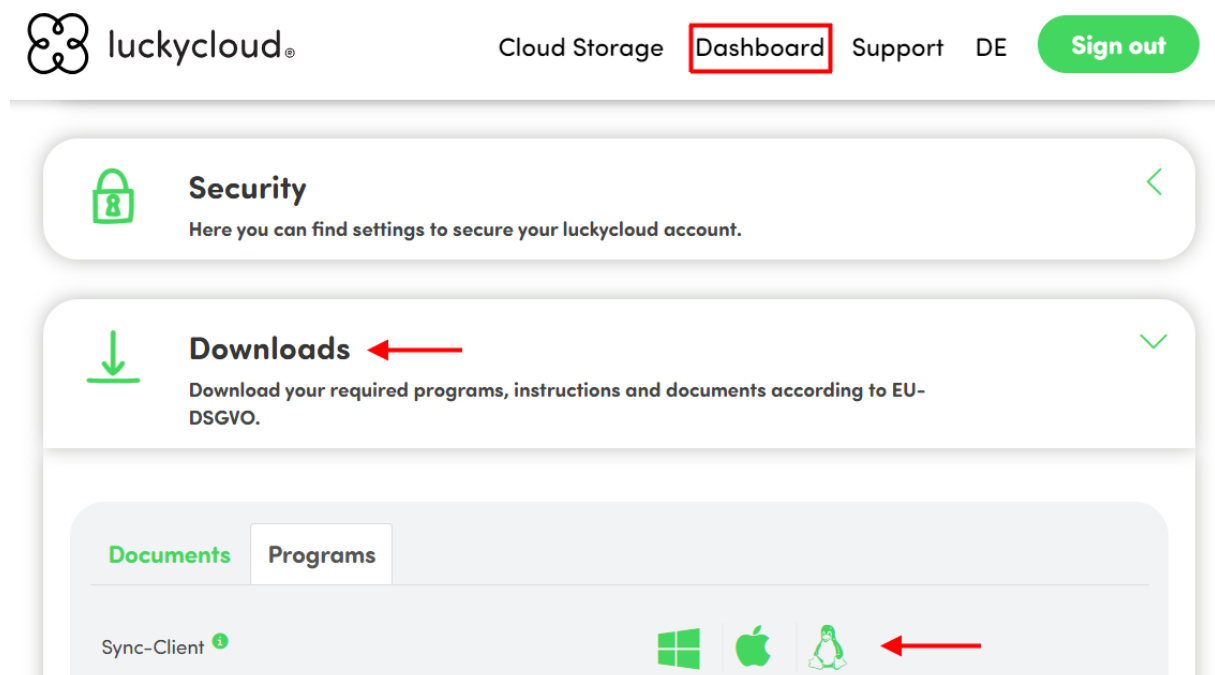
Create a luckycloud account

- Open the luckycloud website <https://luckycloud.de/en/?ref=teampage> and create an account by clicking on "Test for free".
- Select the "Secure cloud services" product and choose one of the products on offer.



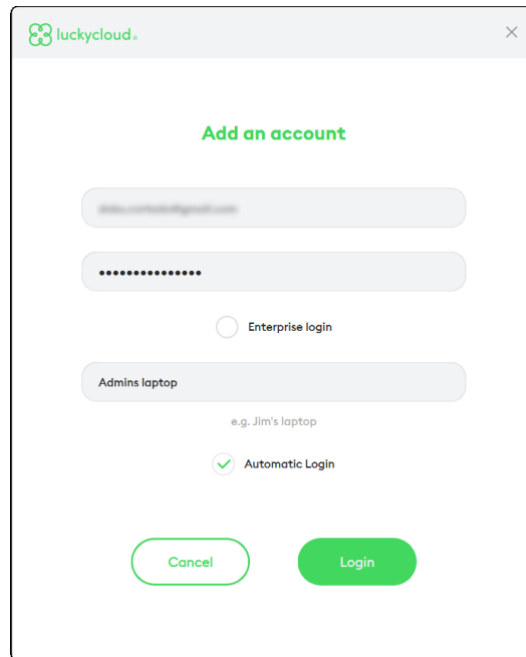
Download and install Sync Client from luckycloud

- Download the Sync Client for your operating system (Windows, Mac, Linux).
- To do so, log in to luckycloud and select Dashboard → Downloads.



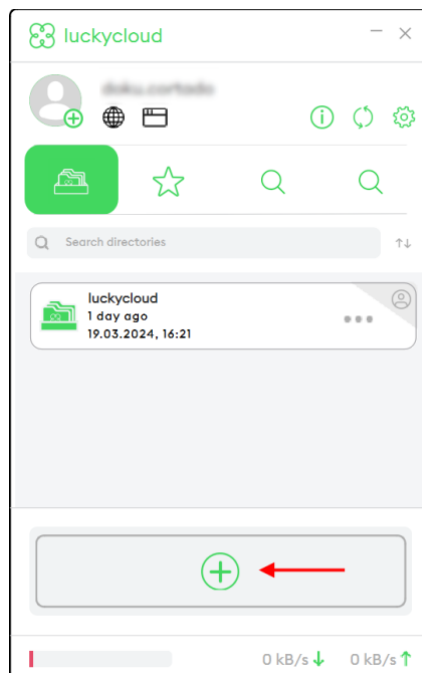
- Install the Sync Client on your device. You can find detailed instructions on the luckycloud website at <https://docs.luckycloud.de/en/cloud-storage/sync-client>

- Log in to luckycloud at the end of the successful installation.

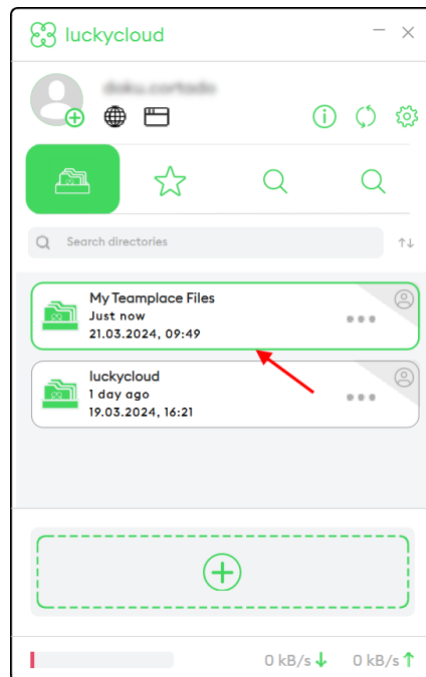


Upload Teamplices in luckycloud

- Start the „Simple setup“. In the next step select „Skip“, if you do not want to download your default directory.
- Drag and drop your Teamplice folder (in which all your individual Teamplices are located) into the lower field of the Sync Client to upload it to luckycloud. The folder structure is retained when uploading. Alternatively, you can also select it by clicking on the plus button.



- Then confirm your folder selection, your directory name, and the summary.
- Your files will now be uploaded to luckycloud. Once synchronization is complete, your new directory will have a green frame.



Ready!

Your files are now in your luckycloud.

