

# Configure Cloud Delivery for Your Profile

Follow this procedure to enable your Info Exchange profile to share data with a cloud storage provider.

*Info Exchange cloud delivery is not connected with [Newforma Project Cloud](#).*

## Before you get started

Before you get started, a Project Center administrator will need to configure Info Exchange to allow cloud delivery. For more information, please refer to [Configure Cloud Delivery on Info Exchange](#).

Once the administrator has configured Project Center, you can configure your profile to enable cloud delivery. Perform the following steps to configure cloud delivery of project documents:

- Create a Newforma ID
- Create a cloud delivery account
- Connect your Newforma ID account to your cloud storage account

### To create a Newforma ID

You must have a Newforma ID to configure cloud delivery. If you do not already have a Newforma ID, please refer to [Create a Newforma ID](#) for instructions.

### To create a cloud delivery account

You must have a cloud delivery account set up with a provider such as [Dropbox](#), [Box](#), or [Drive](#). Please refer to their documentation for instructions on creating a new account.

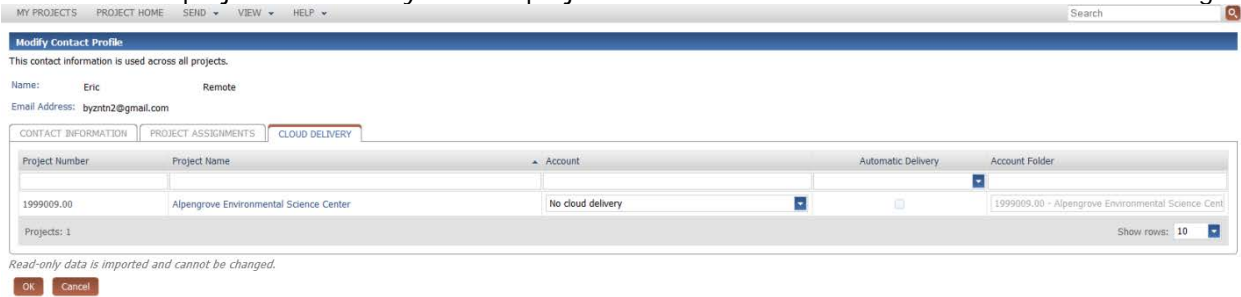
*Each service provides different features and amounts of storage. Please check with your cloud service provider for more details.*

### To connect your Newforma ID account to your cloud storage account

1. Logon to Info Exchange using your Newforma ID.

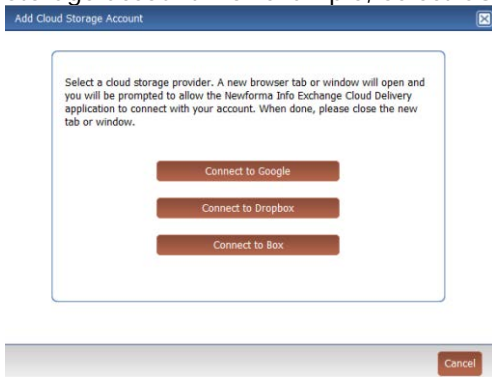
*For information on logging in with your Newforma ID, please refer to [Create a Newforma ID](#).*

2. Select **My Profile** at the top right of the Info Exchange window to open the **Contact Profile page**.
3. Select **Modify** to open the **Modify Contact Profile page** and select the **Cloud Delivery tab**, shown below. You will see all the projects on which you are a project team member that are available on Info Exchange.



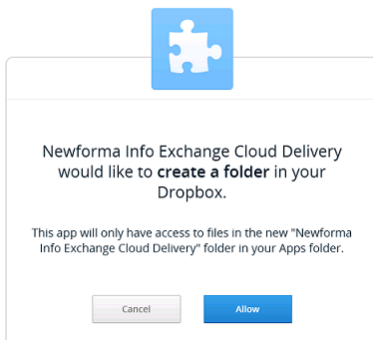
*If you are not already logged into Info Exchange with your Newforma ID, you will be prompted to do so. Select **Sign in to Newforma ID** to login with your Newforma ID information before proceeding.*

4. Select the **Account** drop-down list for the appropriate project to view your available cloud storage accounts. If you have not linked an account to your Newforma ID, select **Add Account** from the drop-down list.
5. In the **Add Cloud Storage Account dialog box**, shown here, select the option that matches your existing cloud storage account. For example, select **Connect to Dropbox**.



*Regardless of the option you choose, you are directed to the logon page for the cloud storage account.*

6. Log onto your cloud storage account. Once logged in, a page similar to the following will display. Using Dropbox in this example, select **Allow** to enable your Newforma Info Exchange account to connect with your Dropbox account.



7. When using Dropbox, a confirmation page displays. Close the confirmation page and return to Info Exchange.

*Other cloud providers may work differently. Please see the documentation for your provider for more information.*

*The location of this folder may be placed under a general folder, such as APPS, on your cloud storage provider page. Check with the provider for details.*

8. The new cloud service provider information now appears in the **Account** field on the **Cloud Delivery** tab, as shown below. The **Account Folder** column contains the name of the Newforma Info Exchange project.

MY PROJECTS PROJECT HOME SEND VIEW HELP Search

**Modify Contact Profile**

This contact information is used across all projects.

Name: Eric Remote  
Email Address: byzntn2@gmail.com

CONTACT INFORMATION PROJECT ASSIGNMENTS **CLOUD DELIVERY**

Project Number	Project Name	Account	Automatic Delivery	Account Folder
1999009.00	Alpengrove Environmental Science Center	Dropbox / [Account Name]	<input checked="" type="checkbox"/>	1999009.00 - Alpengrove Environmental Science Cent

Projects: 1

Read-only data is imported and cannot be changed.

OK Cancel

Mark the **Automatic Delivery** checkbox to allow file transfers from Info Exchange to be sent automatically to your cloud storage account.

*If automatic delivery is not enabled, follow the links in a File Transfer email notification to download the file or to deliver it to your cloud storage account.*

## Limits on file sharing

Each cloud storage provider enforces some limits for the size of files that you can copy to your account. If the size of a file or an entire file transfer exceeds these limits, you may not be able to download the transfer contents to your cloud storage account.

*Please refer to the documentation for your cloud provider for detailed information.*