



mylio
photos

QUICK START GUIDE



INSTALLING & ACTIVATING MYLIO PHOTOS

HOW TO LOAD MYLIO PHOTOS ONTO YOUR COMPUTER AND SMARTPHONE

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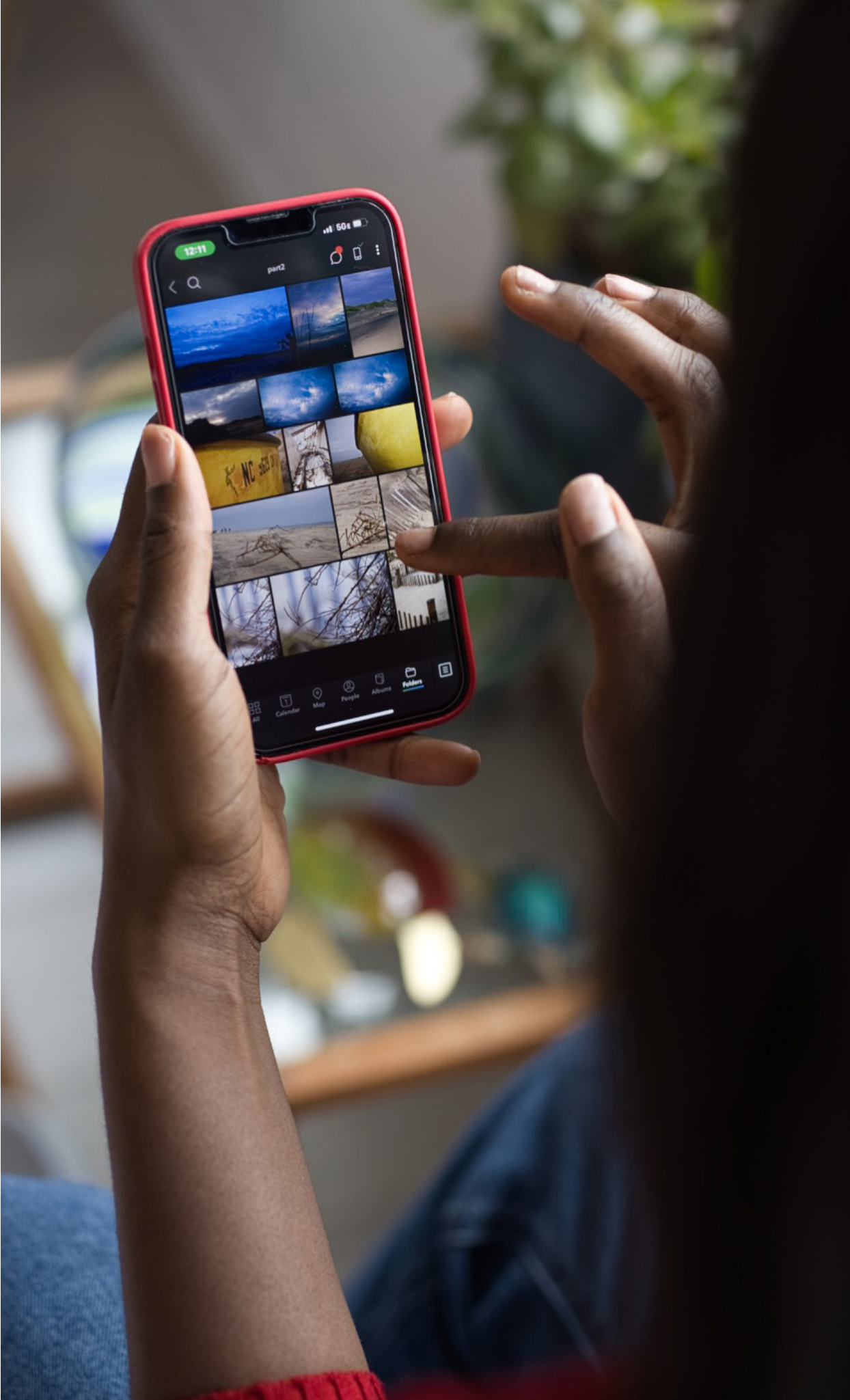
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INTRODUCTION

WHAT IS MYLIO PHOTOS?

Mylio Photos is the only software that connects your computer, phone, tablet, and hard drives into a single photo library. Mylio Photos creates a secure network that links your storage and personal devices, with no cloud required. You can search, edit, and share all your photos at all times.

- ▶ Fit even the largest photo library onto your laptop or phone using Mylio Smart Previews.
- ▶ Search images using facial recognition, text recognition, GPS, and camera data, and more.
- ▶ Conveniently edit your photos from any device.
- ▶ Get full access to your library with no need for an internet connection or cloud data fees.
- ▶ Protect your photos from device failure or loss.
- ▶ Save space and optimize storage with intelligent deduplication.

Mylio Photos helps you organize, protect, sync, and edit all your images in one easy-to-search library you can access on all your devices at all times.



**Quick
Start
Videos**



WHERE TO FIRST INSTALL MYLIO PHOTOS

CHOOSING YOUR HOME BASE

When you install and set up Mylio Photos for the first time, it's best to do it on a **computer with plenty of storage space**. You'll also want at least one external hard drive to serve as a Vault to protect your original files.

If you only own **one computer**, install it on that device. The ideal device for your initial setup is a **desktop computer** that can:

- ▶ Remain powered on
- ▶ Is directly connected to your external hard drive(s)
- ▶ Has a constant internet connection

This setup will ensure all your Mylio Photos-linked devices stay in sync as much as possible.



DOWNLOADING MYLIO PHOTOS

HOW TO GET THE APPLICATION

STEP 1: To download Mylio Photos, visit account.mylio.com/signup and create an account (or log in to your existing account).


Then, click the [Download for Mac](#) or [Download for Windows](#) button at the center of the page to start the download of the setup file.




Installation

Getting Started
Video Series

Create account

 Email

 Password



CREATE ACCOUNT

Have an account? [Log in](#)

LAUNCHING THE MACOS INSTALLER

STEP 1: When the download is complete, locate and open the file named **mylio.dmg**. Generally, this will be located in your Downloads folder.

You can easily navigate to your Downloads folder by choosing **Go > Downloads** in the Finder.

STEP 2: When you have located the installation file, double-click it to open the disk image.

STEP 3: To complete the installation, use the window that appears. Now drag and drop the **Mylio Photos** application into the **Applications** folder to the right.

If you already have an older version of Mylio Photos installed a dialog window will appear to warn you. In this case choose the “Replace” option.

Mylio Photos can now be launched from your Applications folder, or can be added to your Dock and launched from there.



LAUNCHING THE WINDOWS INSTALLER

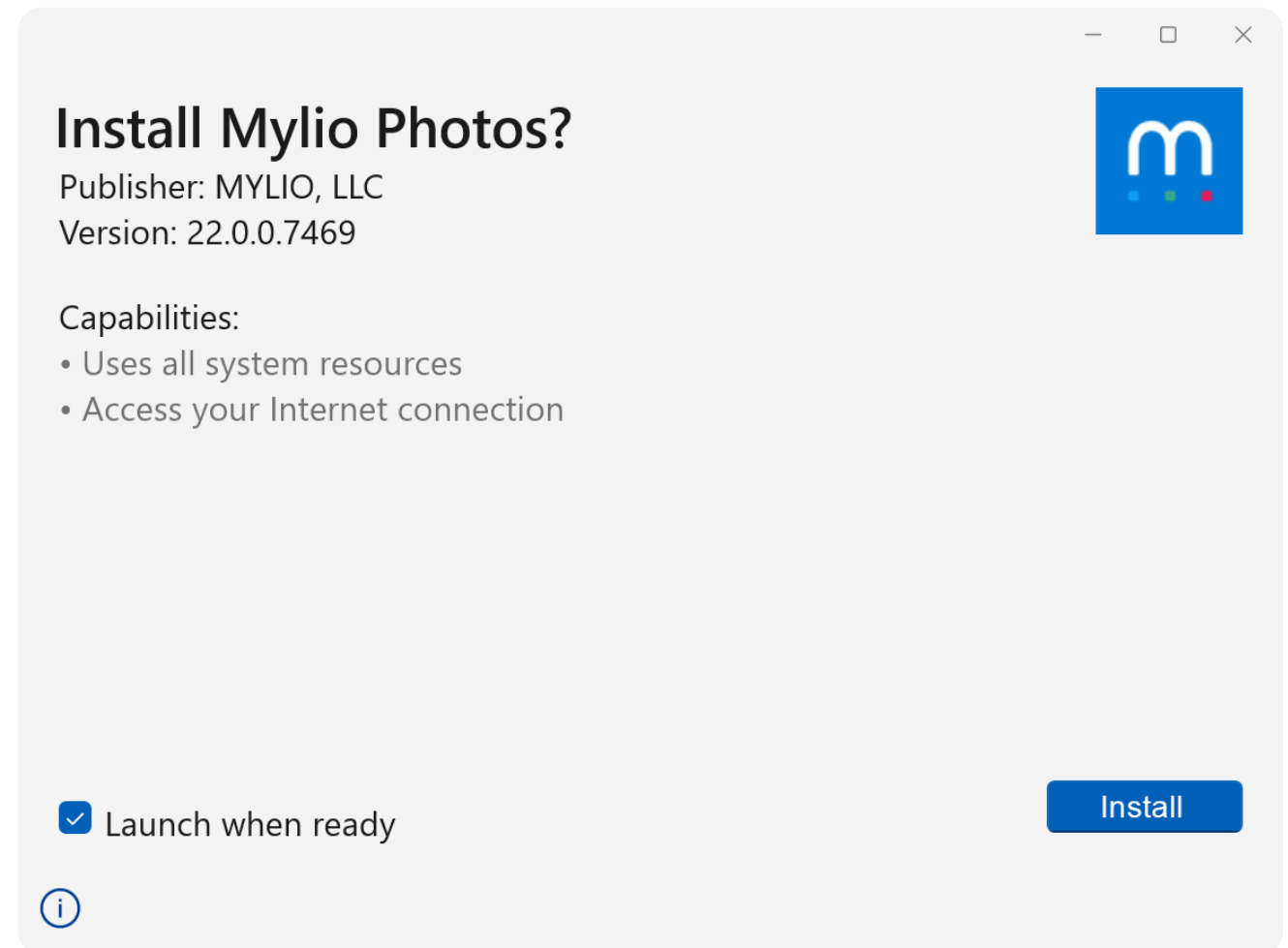
STEP 1: When the download is complete, locate and open the file named either [Mylio_x64.msix](#) or [Mylio_arm64.msix](#). Generally, this will be located in your [Downloads](#) folder. The Downloads folder for Windows can be found by opening a Windows Explorer window.

STEP 2: When you have located the installation file, double click the file to open it.

STEP 3: Click [Install](#) from the new Mylio Photos setup window. Windows will ask you to allow this app to make changes on your device. Choose [Yes](#).

STEP 4: Click [Install](#) to install Mylio Photos on your machine.

STEP 5: Once completed, select [Launch](#) to open Mylio Photos. Or, open Mylio Photos from the Start menu by clicking the Windows icon in the bottom right and typing Mylio Photos to find it in your Applications list.

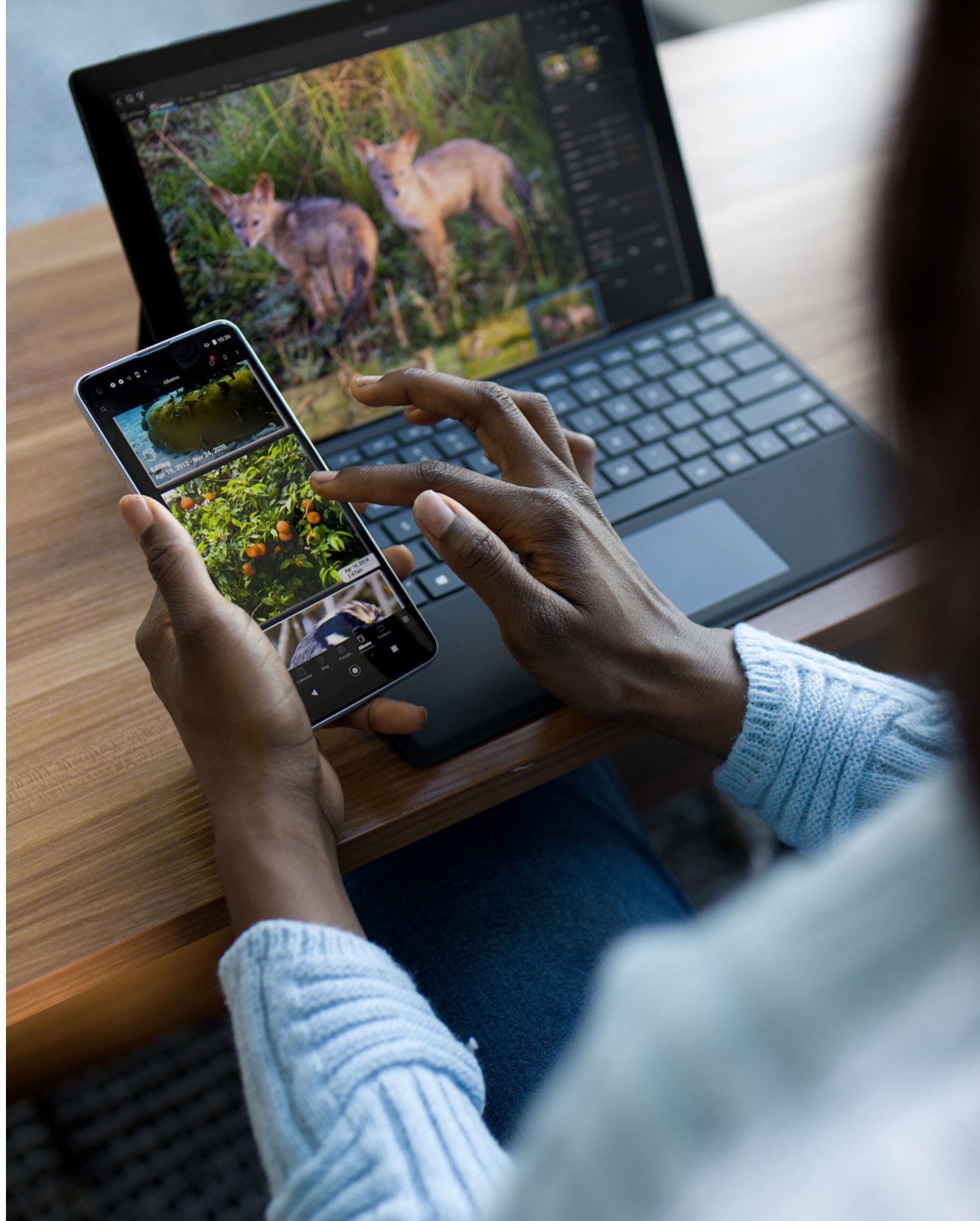


THE MYLIO PHOTOS SETUP ASSISTANT

COMPLETING INSTALLATION AND SETUP ON YOUR FIRST LAUNCH

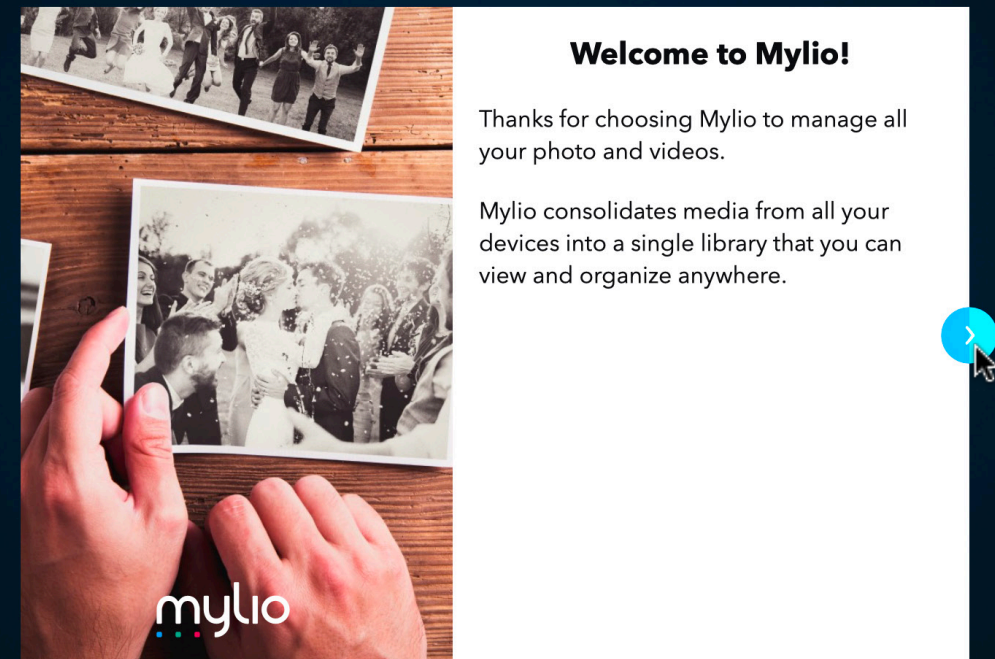
We *highly recommended* that you follow the in-app guided setup instructions to successfully add your computer to your Mylio Photos network.

Note: *It's best to begin with Mylio Photos on your main desktop or laptop computer (wherever you store most of your photos). You can add other devices after you've completed the initial setup.*



STEP 1: First, review the Welcome screen.

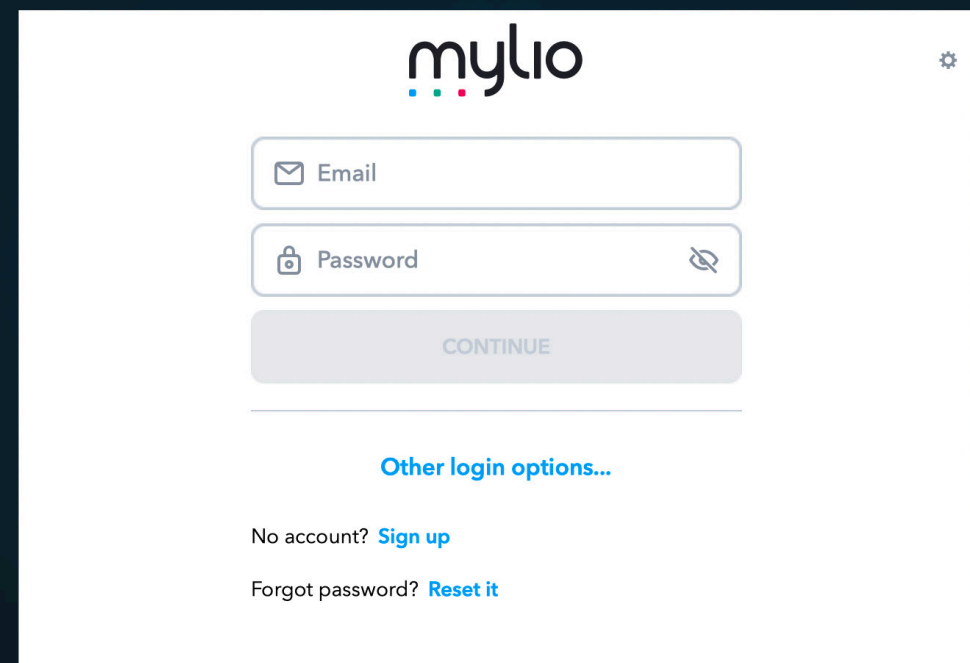
When ready, click the arrow to continue.



STEP 2: Log in to your account.

In order to use Mylio Photos, you'll need to **log in to your account**. This authorizes each device you add to your Mylio Photos network. The network allows your media to stay in sync and for your devices to communicate with each other.

Note: You should have previously created your login account when you downloaded the software.



STEP 3: Set up your **Mylio Library Folder**.

This folder is where photos are imported into Mylio Photos by default, so you'll want to use a drive or computer with plenty of storage space for future imports.

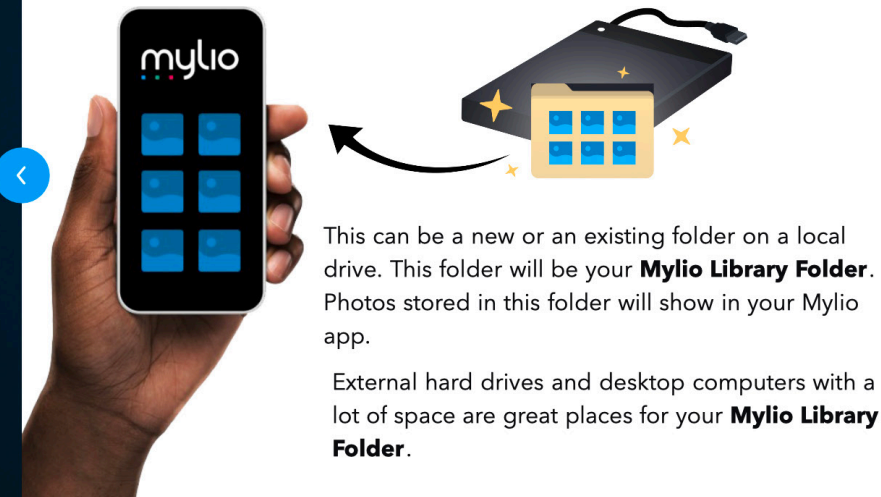
You can choose to use an **existing folder**, create a **new folder**. Or, if you have another computer you would like to use instead of the one you started with, you'll want to **start over with that computer** so it becomes your main folder location for all your photos to be stored.

Next, follow the on-screen steps to select your folder's location (or scan your computer for folders of photos and videos) and you're ready to start using Mylio Photos.

Note: If you use an **existing folder** that contains your photos, these photos (and all photos added to the folder later on) will be added to Mylio Photos automatically.

Let's set up your first device

You need to choose a folder to store the images shown in Mylio.

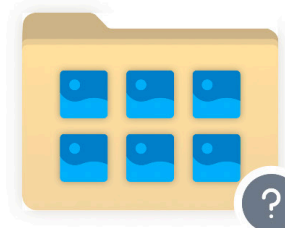


This can be a new or an existing folder on a local drive. This folder will be your **Mylio Library Folder**. Photos stored in this folder will show in your Mylio app.

External hard drives and desktop computers with a lot of space are great places for your **Mylio Library Folder**.

Choose your Mylio Library Folder

This folder will be the default location for your imported media.



- ☒ **Select an existing folder.** Any photos and videos inside will be added to Mylio.
- ☐ **Create a new folder.**
- ☐ **I want to set my Mylio Library Folder on a different computer.**

ADDING EXISTING FILES TO MYLIO PHOTOS

GETTING YOUR IMAGES INTO THE MYLIO PHOTOS SOFTWARE

After you have Mylio Photos installed on your main computer, it's time to get your photos into the software so you can access them from other devices.



Adding Files

Getting Started
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SETTING UP A VAULT (RECOMMENDED)

A Vault is device with a complete copy of your Mylio Library and all images in their original quality. It is possible to have linked folders of originals on devices that are NOT Vaults. Your “original” photos include all raw files and the highest-resolution photos of your other images.

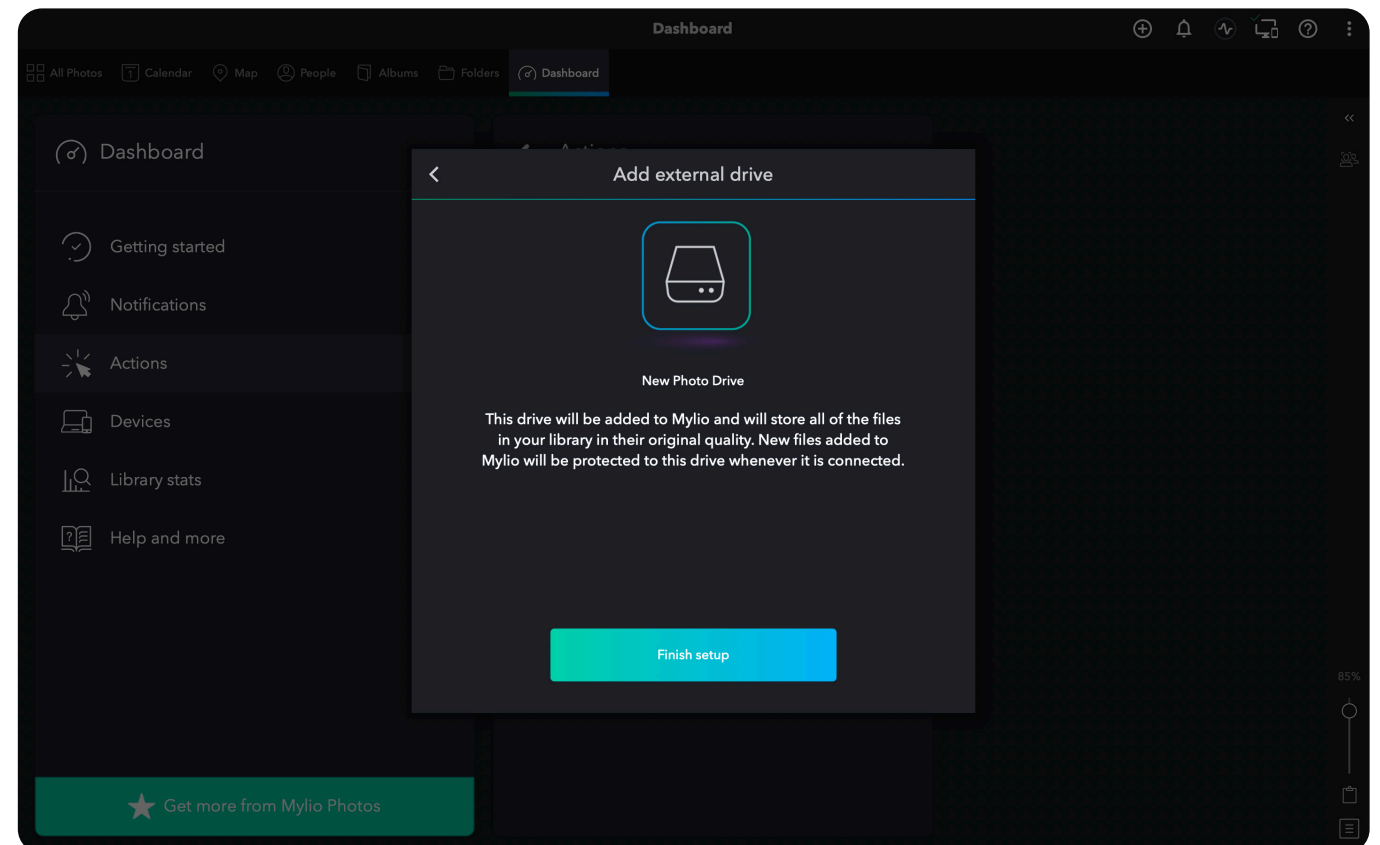
Any device can be a Vault, but it is recommended to have a computer, external hard drive, network attached storage (NAS), or a third-party cloud service with enough storage. Once a Vault is set up, Mylio Photos will automatically send originals to that device. You can also have *multiple Vaults* for added redundancy with your storage setup.

STEP 1: In Mylio Photos, access the **Dashboard** at the top of the screen. Then, click **Actions** and choose the **Add Device** option.

STEP 2: Now, choose which type of device you would like to add as your Vault (External drive, Cloud service, or NAS).

STEP 3: Follow the on-screen prompts to finish adding your drive to your account.

STEP 4: On the left, click **Devices** and you will see your new drive has been added as a Vault.



IMPORTING YOUR EXISTING PHOTOS INTO MYLIO PHOTOS

It's likely that you already have a collection of images you would like to add to your account.

STEP 1: In Mylio Photos, click the **Add media** button ⊕ in the Navigation bar at the top of the screen.

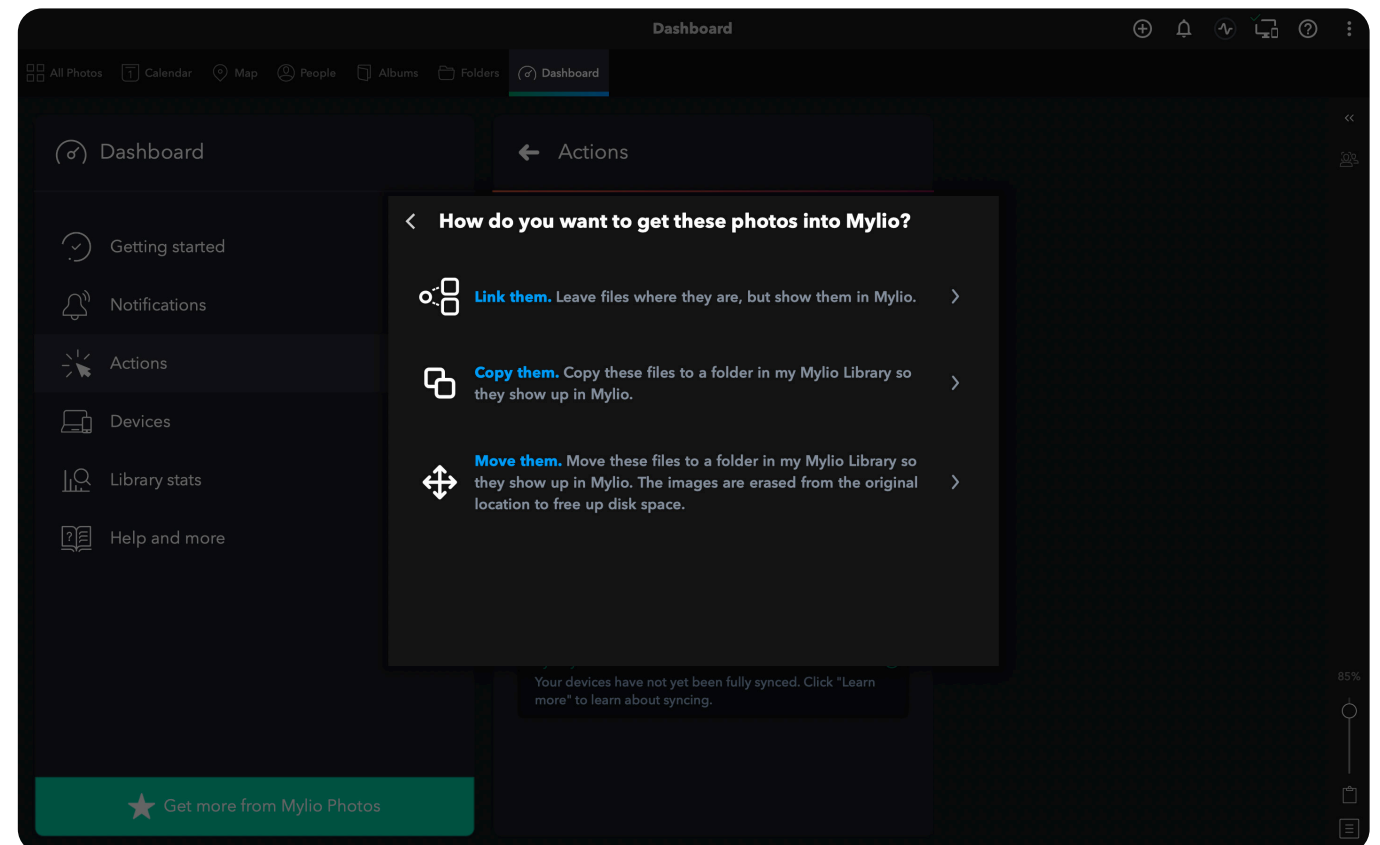
STEP 2: Click the **Add media accessible from this device** option and select the folder you want to add.

STEP 3: Now you will choose how you want your photos to import. You can either **link**, **copy**, or **move** them.

- ▶ **Linking** files leaves them where they are, but will show them in Mylio Photos
- ▶ **Copying** files creates duplicates, and might lead to having less storage space over time
- ▶ **Moving** will relocate the files

STEP 4: Follow the on-screen prompts to complete the import process.

Note: Need some sample images and an organized Mylio Photos library to try out? Just choose **Help > Add Sample Library** to explore what Mylio can do.



COPYING PHOTOS FROM A MEMORY CARD

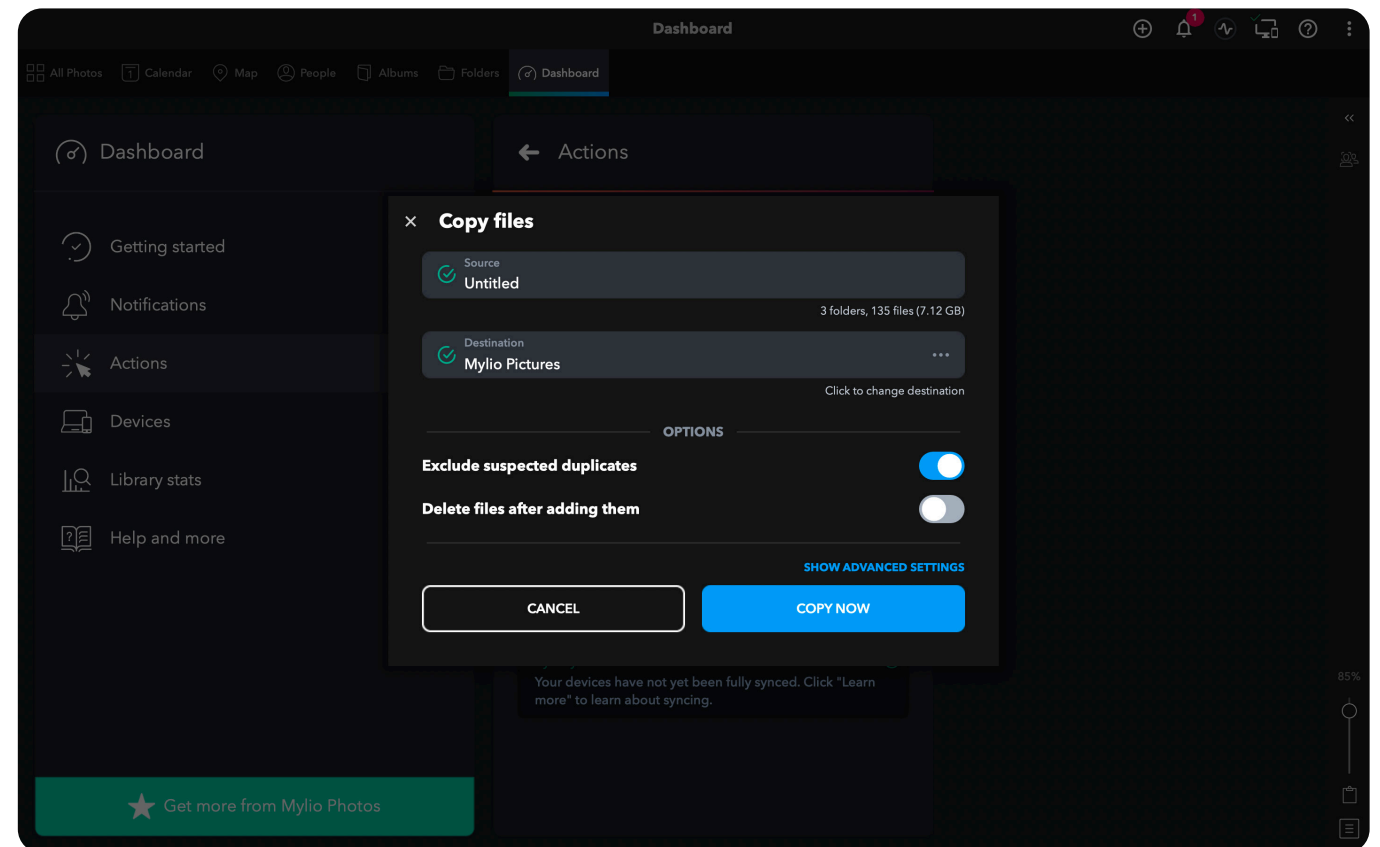
Another way to add photos to Mylio Photos is by importing them with a memory card. This is ideal when you want to add images to your collection directly from your camera.

STEP 1: There are two ways you can access the Import options to add your photos:

- **Option 1:** Connect a memory card when the Mylio Photos application is open. The **Copy files** screen will appear automatically.
- **Option 2:** Click the **Add media** icon ⊕ in the Navigation bar at the top of the screen. Then, click **Actions**, choose the **Add Files** option, and select the **Add media accessible from this device** option and select the memory card on your computer. Next, you can choose to either **Copy** or **Move** your files. Moving the files will automatically delete them from your memory card after the transfer.

STEP 2: Choose the **Destination folder** (this will likely be your default Mylio Photos folder you set up during installation). You can also toggle the **Delete files after adding them** option, which will erase the imported files from the memory card.

STEP 3: Click **Copy Now** and your files will be added to Mylio Photos.



Note: If you would like more control over the files, select **Show Advanced Settings**, where you can rename the files, set up your folder organization, and add keywords to the files.

ADDING PHOTOS FROM YOUR PHONE OR TABLET

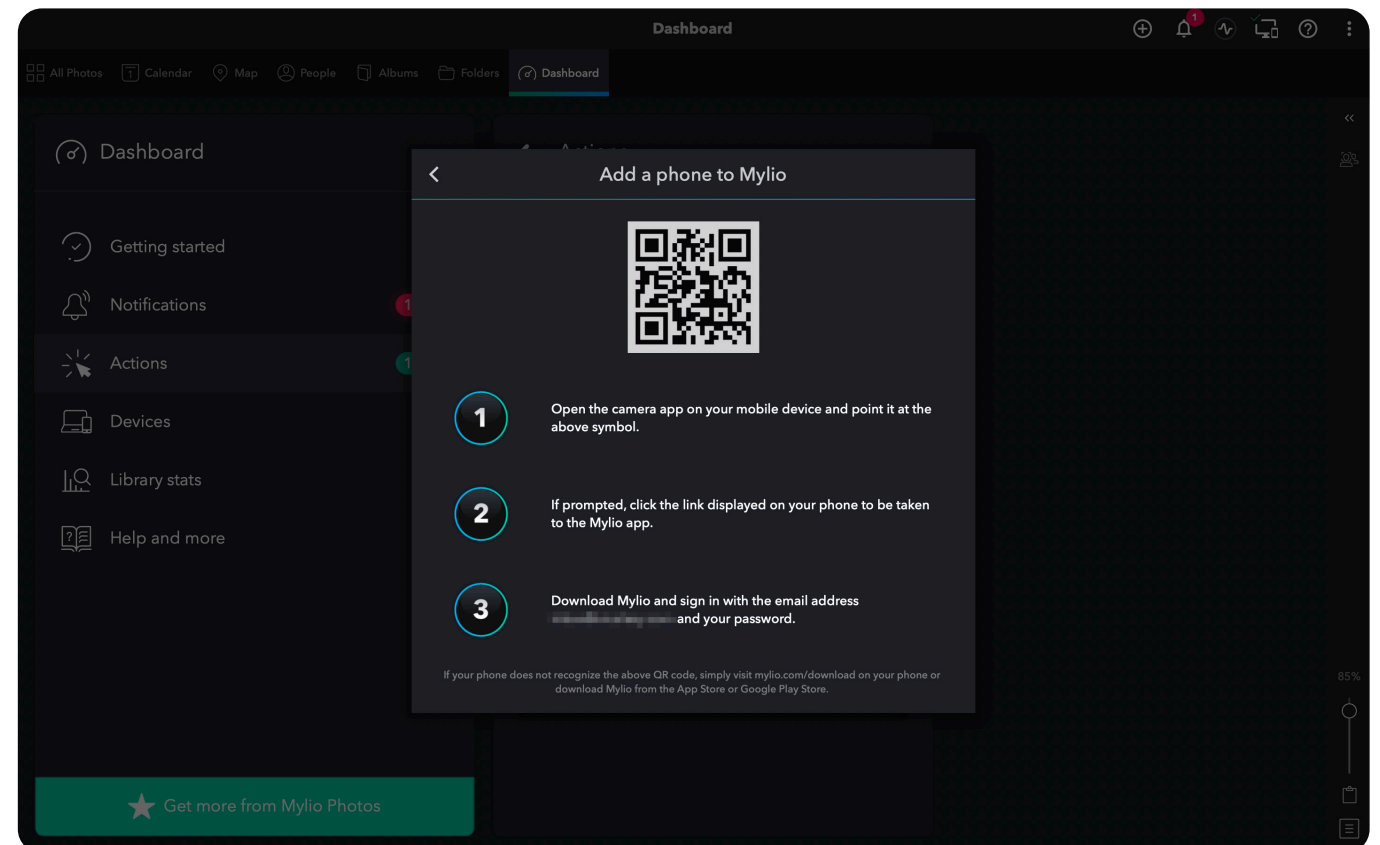
If you have a mobile device with images you'd like to add to Mylio Photos, you can use the Mylio Photos desktop app to get started.

STEP 1: In Mylio Photos, access the **Dashboard** at the top of the screen. Then, click **Actions** and choose the **Add Device** option.

STEP 2: Click the **Phone or tablet** option.

STEP 3: Using your phone or tablet's camera, point the camera at the **QR code** and click the link to open the app on your device.

STEP 4: Install and open the app on your mobile device and log in using the same credentials you used for your Mylio Photos account. Then, follow the on-screen instructions to sync your photos. Your photos will soon be accessible on any device where you have Mylio Photos installed.



ADDING PHOTOS FROM FACEBOOK

If you use Facebook, it's possible you have images on your account that you will want to preserve. Follow these steps to add those photos to your devices and store them in your Mylio Photos account.

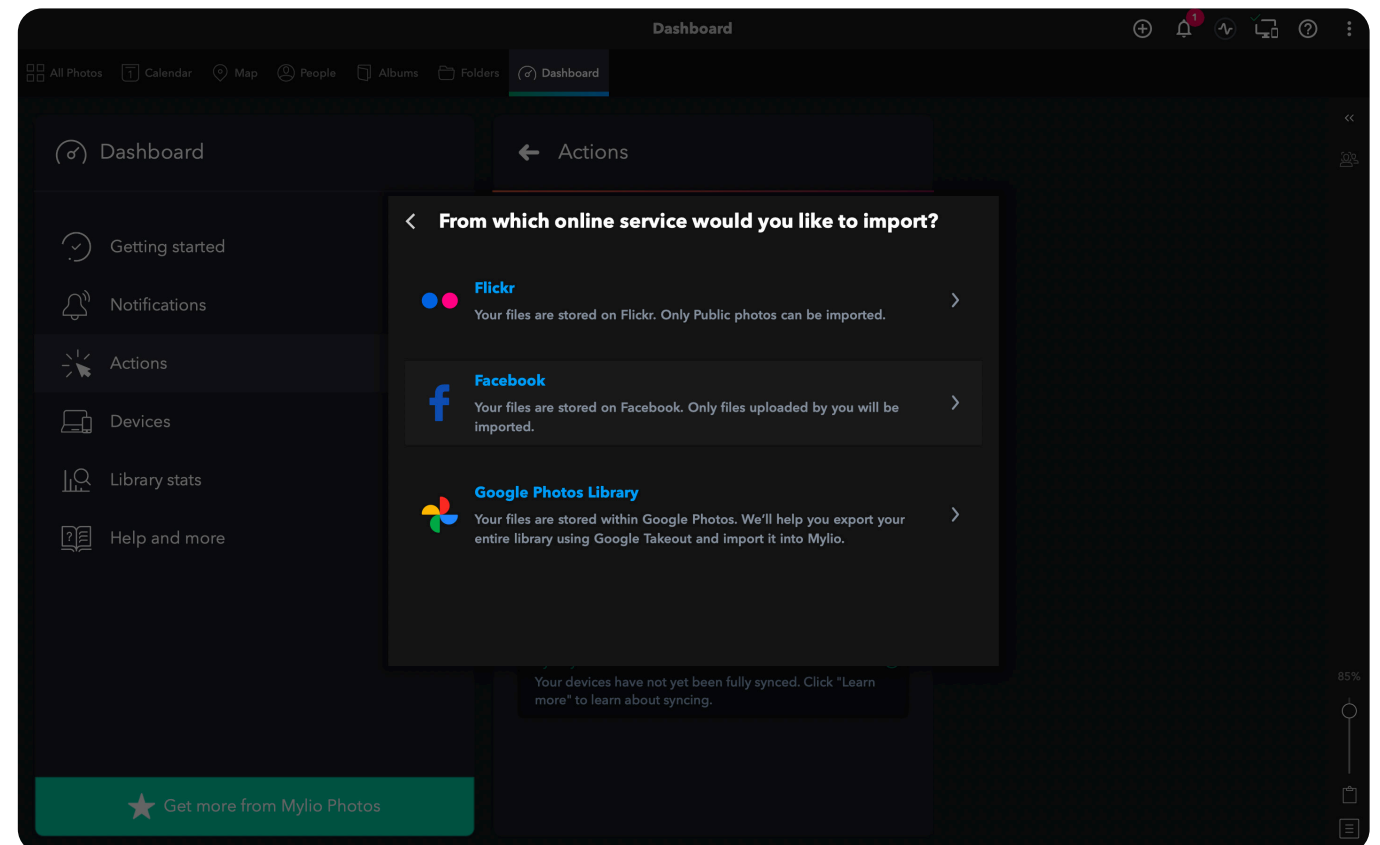
STEP 1: In Mylio Photos, access the **Dashboard** at the top of the screen. Then click **Actions** and choose the **Add Files** option.

STEP 2: Click the **Add media from an online service** option and choose **Facebook**.

STEP 3: A window will pop up where you can enter your Facebook login credentials and complete the login process.

STEP 4: Choose the albums you wish to import into Mylio Photos, then choose a destination folder and click **Import Now** to add them to your Mylio Photos account.

Note: You also have the option to import photos from your Flickr and Google Photos Library using these steps (the process is similar to importing photos from Facebook).



GETTING STARTED

NAVIGATING THE MYLIO PHOTOS APPLICATION

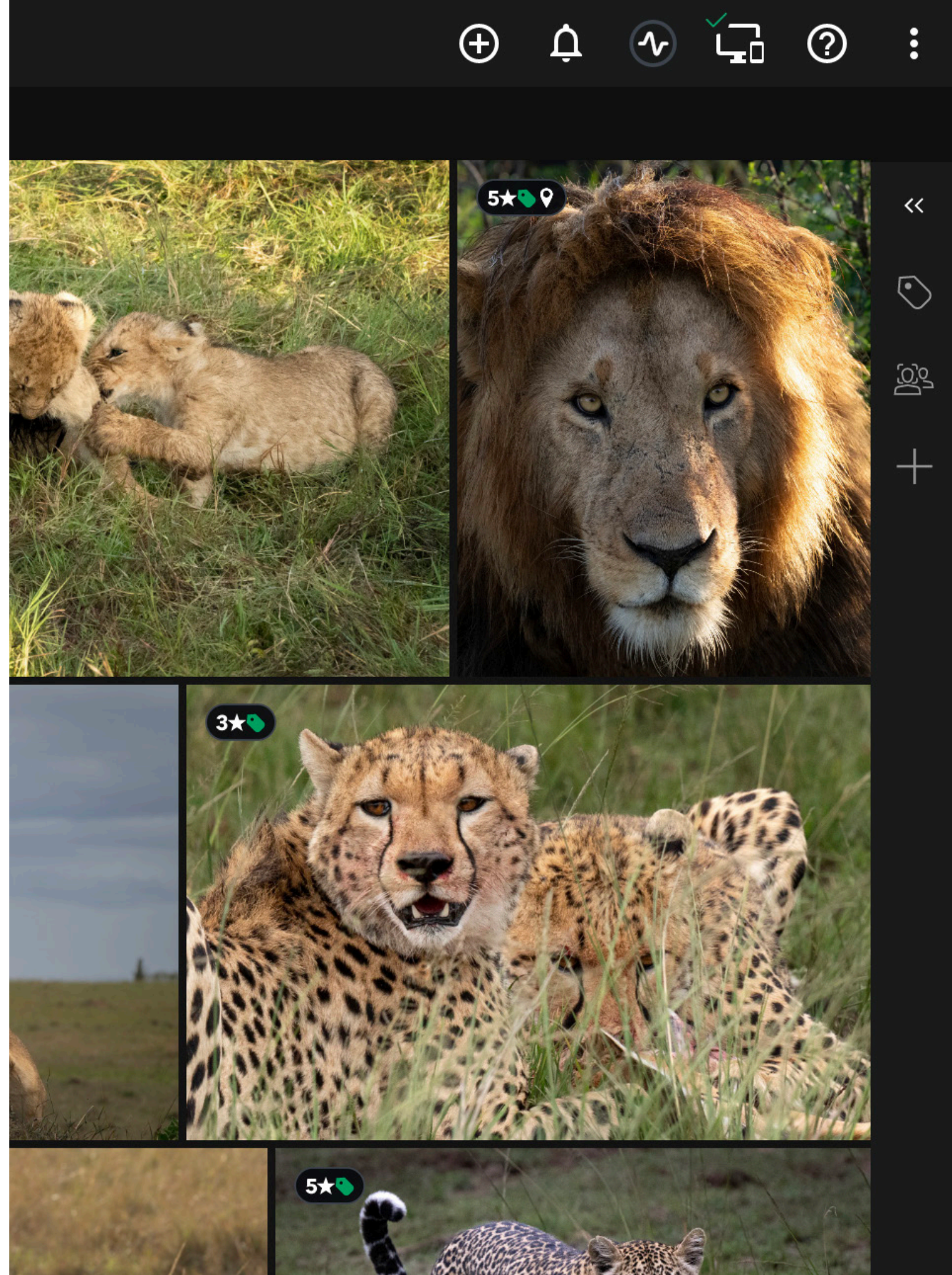
Mylio Photos is more than just a way to keep your memories safe. One of our users' favorite features is how the software helps you discover images you'd forgotten you had. This section will help you navigate the Mylio Photos application so you can locate and organize your memories.



NAVIGATION BAR

The **Navigation Bar** is located at the very top of the interface and gives you quick access to the following functions:

- ⊕ **ADD MEDIA:** Click this button to add photos from your device, an online service, or an external application on your device.
- 🔔 **NOTIFICATIONS:** Shows notifications to let you know what is happening in your application.
- 📶 **ACTIVITIES:** Displays what activities Mylio Photos is actively running.
- 📱 **DEVICES:** Use this button to quickly view the devices you have set up in Mylio Photos.
- 🔗 **HELP:** Click this to access several ways to get help with Mylio Photos, such as accessing the online community, contacting support, and so on.
- ⋮ **MORE:** Use this button to change the sort of your images, select the type of grid to view your photos, choose which annotations are visible on the images (such as ratings, date, etc.), play a quick slideshow of your images, or access the settings.



SEARCH AND FILTER

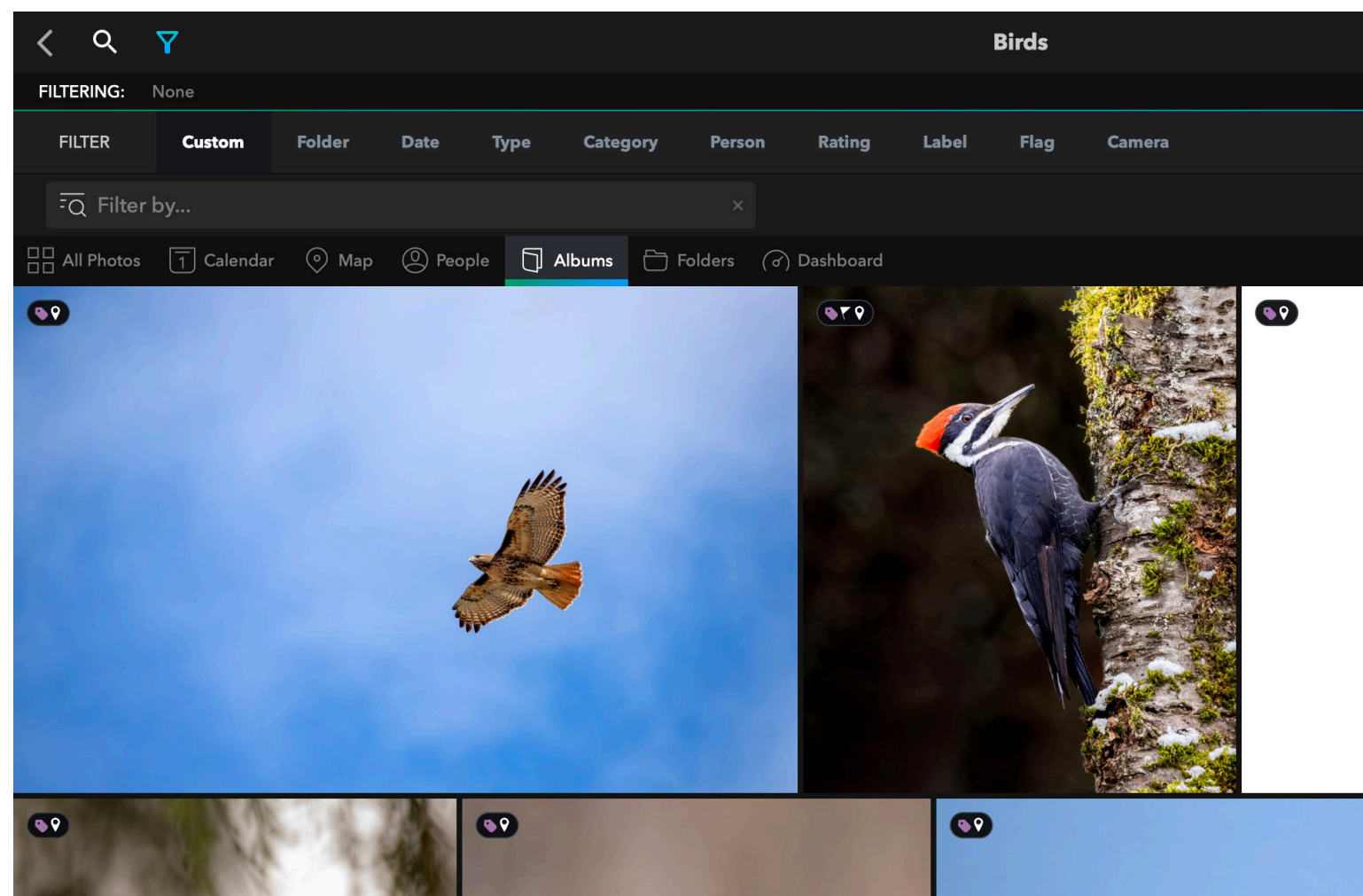
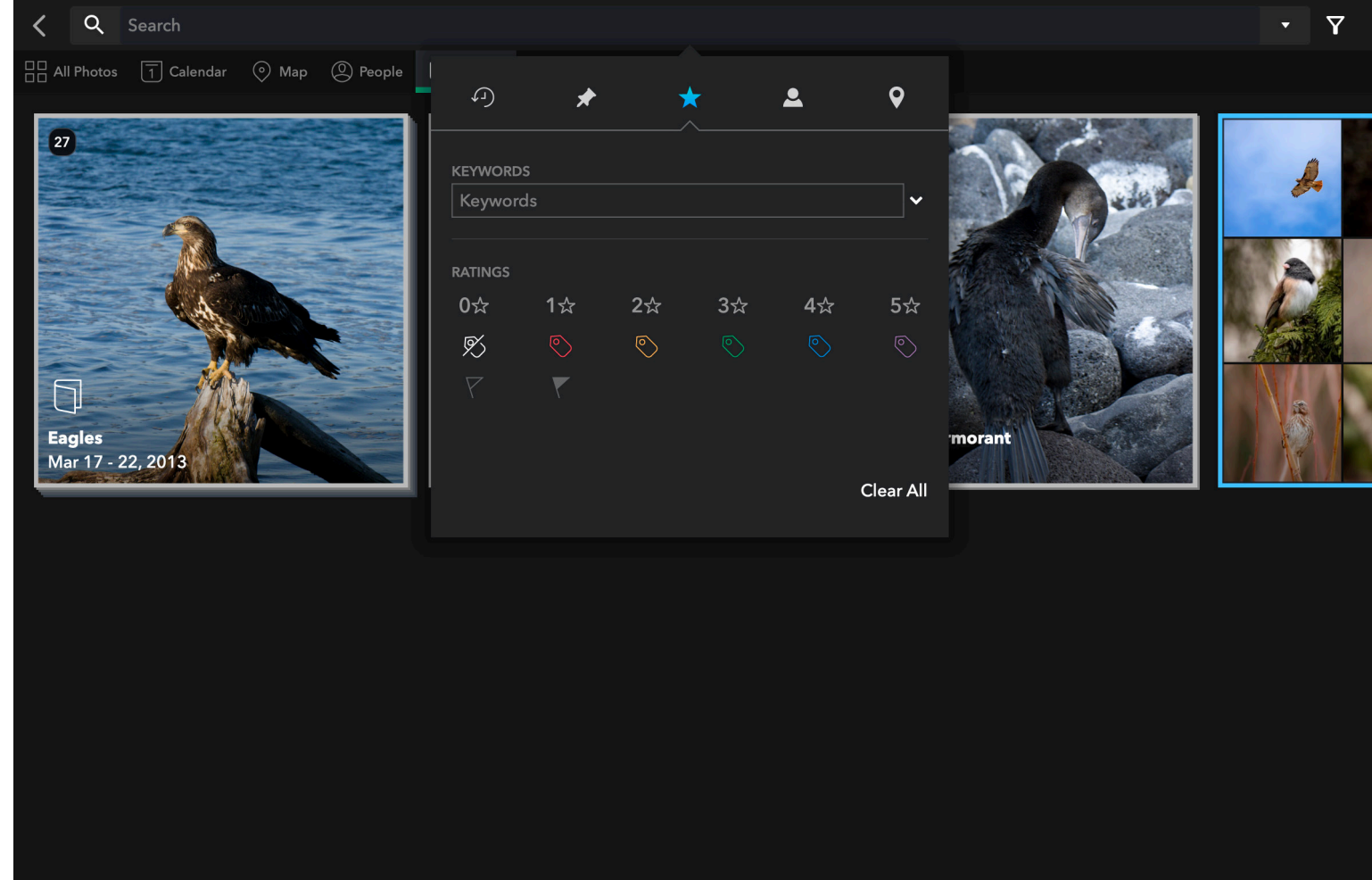
You can use **Search** and **Filter** to discover and locate your files in Mylio Photos.

- Q **SEARCH:** The Search option allows you to search **all of your files** using keywords, ratings, people, map locations, recent imports, and pinned searches. Click the **magnifying glass** icon on the top-left of the application to begin your search. You can also click the **downward triangle** at the right edge of the search field to execute a more specific search such as People or Location.
- Y **FILTER:** Filter your **active album(s) or folder(s)** by a wide variety of criteria including Date, Type, Categories, People, Rating, Camera, and more. Click the **funnel icon** to begin filtering your files.



Search & Filter

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VIEWS







Mylio Photos has several ways to discover and organize your photos, all located in the **Views** section near the top of the application window.







- ☐ **ALL PHOTOS:** This view shows a thumbnail version of all the photos you've added to Mylio Photos.
- 📅 **CALENDAR:** View your photos as a beautiful photo calendar, shown by the year, month, or day they were taken.
- 📍 **MAP:** If you have GPS data embedded in your images, you can preview them on a map to see where they were created.
- 👤 **PEOPLE:** Use this view to locate photos of people. (To tag faces to add to this view, go to **Dashboard** > **Actions** > **Tag Faces**, or select the face-tagging icon from any view.)
- 📁 **ALBUMS:** Here, you can create or view albums, groups of photos that you want to share or easily access. Adding photos to an album does not change their stored location; you can add the same photo to multiple albums.
- 📁 **FOLDERS:** View all the photo folders that have been added to Mylio Photos from your computer, external hard drives, and other devices.




DASHBOARD

The **Dashboard** is where you can access many of the actions within Mylio Photos. Here's an overview of what you'll find here:


-  **GETTING STARTED:** View a step-by-step guide to the startup process.
-  **NOTIFICATIONS:** View status alerts on recent and current actions or errors in your account or the app.
-  **ACTIONS:** Use this section to view actions you can take in Mylio Photos (such as adding files or finding duplicates), along with any recommended actions.
-  **DEVICES:** See all the devices you've added to Mylio Photos and details about their current status.
-  **LIBRARY STATS:** View detailed statistics about the photos in your account, including the number of people tagged, file types, cameras, lenses, etc.
-  **HELP AND MORE:** Find extensive education resources, links, and our Sample Library.


 All Photos  1 Calendar  Map  People  Albums  Folders


Dashboard


 Getting started →

 Notifications →

 Actions → 1

 Devices →

 Library stats →

 Help and more →


SYNC PANEL


From the Dashboard, click the Sync tab to view the **Sync Panel** to view the number of files that have been synced to your account, the devices you have registered to your account, and any activity currently taking place.

LIBRARY: Shows the number of files in your library, as well as how many files are currently selected.

DEVICES: View a list of devices added to your account, along with device details.

ACTIVITY: View the current activity taking place in the Mylio Photos app.

DEVICE LIST AND SETTINGS: Click the gear button  to make changes to the Sync panel view, visible devices, and Sync settings.

Tip: If you don't see the Sync panel, you'll need to activate it in the Mylio Photos settings. To do this, click the **View** button  located on the top right of the application and select **Settings**. Then, click **Sync > Device Sync Policy Settings**, and toggle the Sync Panel so it is turned on.



Info

Map

Edit

Sync



Library
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Selection
1

DEVICES



M1 MacBook Pro
This Device



Thumbnail

Preview

Original

1

ACTIVITY



EDIT AND SHARE YOUR PHOTOS

USING MYLIO PHOTOS TO ENHANCE AND SHARE YOUR MEMORIES

Mylio Photos is more than just a way to keep your memories safe. One of the highlights of using the app is how it helps you discover images you may have forgotten you had. This section will show you some of the ways you can access, organize, edit, and share your images.




EDITING YOUR IMAGES

You can access the **Details Panel** on the upper-right side of the application. Click the double arrows « to make it visible if it is hidden.

INFO: This tab displays the camera, lens, exposure, file name, and additional metadata for the selected image. You can add or update some of this information (such as title, caption, keywords, and GPS data) by typing into each field.

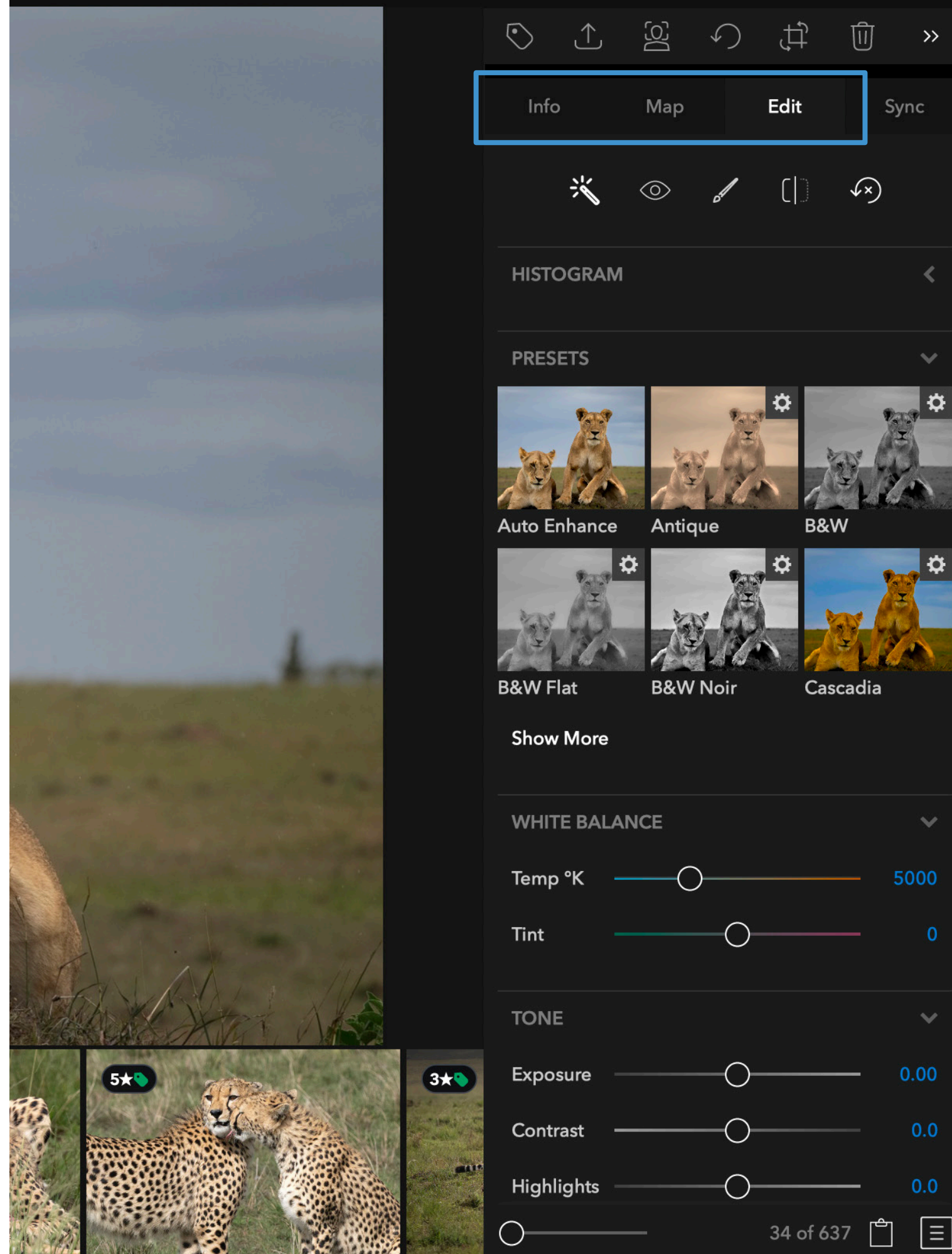
MAP: This tab displays the location of images with embedded GPS locations. You can also drag and drop one or more photos into this view to edit, add, or search for a location.

EDIT: The Edit tab allows you to make basic photo edits to the selected image, including white balance, exposure, red-eye removal, sharpening, and more.

Tip: To make a quick edit to your photo, use the Auto Enhance button  at the top of the Edit tab.



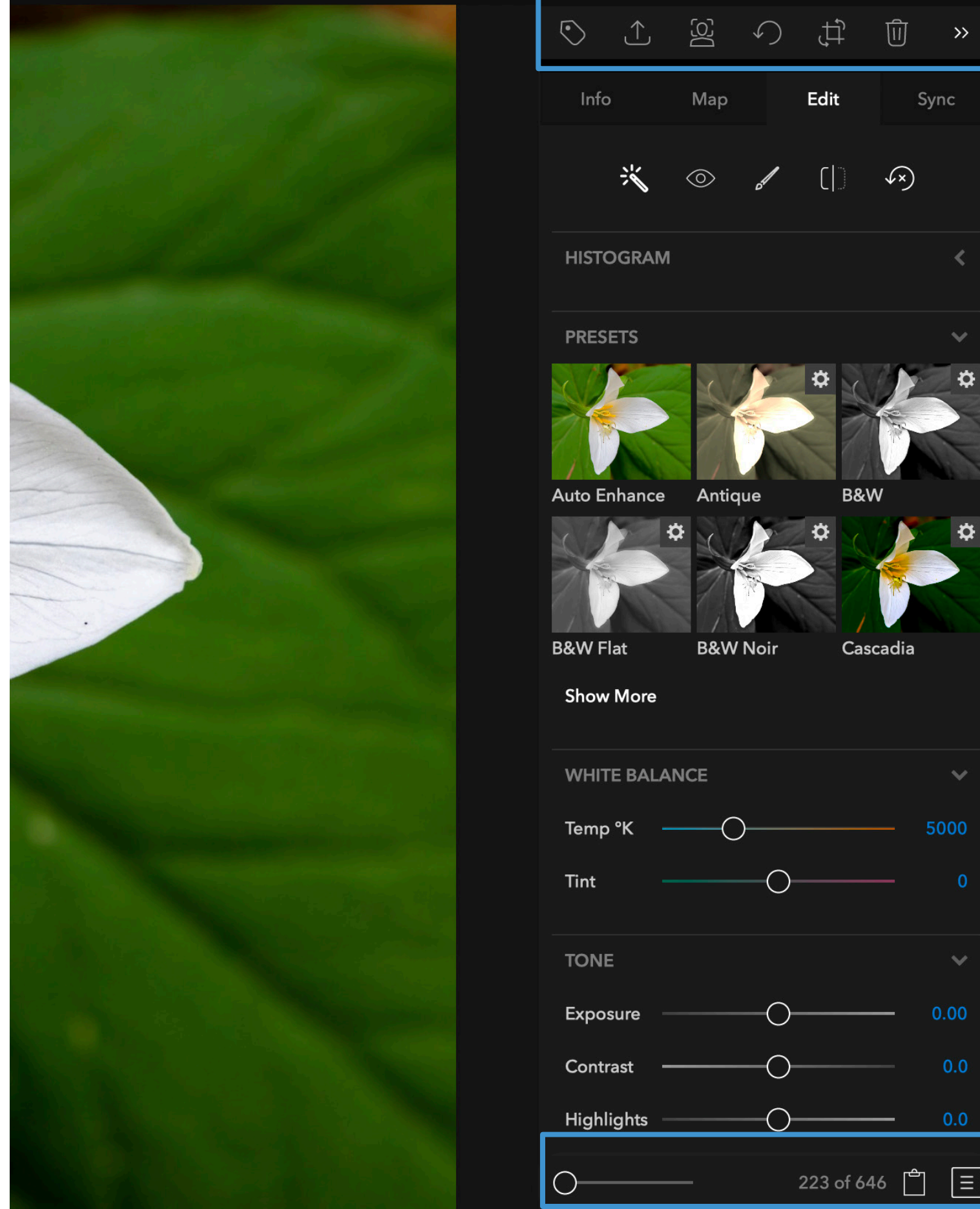
Edit & Crop
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THE QUICK ACTIONS BAR


The **Quick Actions Bar**, located on the top-right and bottom-right of the Details panel, gives you access to several functions within Mylio Photos. If you don't see the Details panel, click the double arrows « to make it visible.

- RATING:** Click this icon to add flags, star ratings, and color labels, or to select the ability to auto-advance to the next image after rating.
- SHARE:** Go here to share, print, or export your selected photo(s).
- FACE TAGGING:** Add or update a face tag.
- ROTATE LEFT:** Rotate the selected image(s).
- CROP:** Allows you to crop your selected image.
- DELETE:** Use this button to delete your image(s) from your device.
- ZOOM:** This slider allows you to zoom in and out of the preview image.
- CLIPBOARD:** Allows you to temporarily store photos when moving them between Folders, Albums, and other views.
- ACTIONS MENU:** Displays a series of actions you can perform with your current selection. This menu can also be accessed by right-clicking a photo or group of photos in the preview area.



SHARING YOUR PHOTOS

You can share or export images from your Mylio Photos account in several ways.

STEP 1: Select an image and click the **Share** button  in the toolbar on the right side of the application.

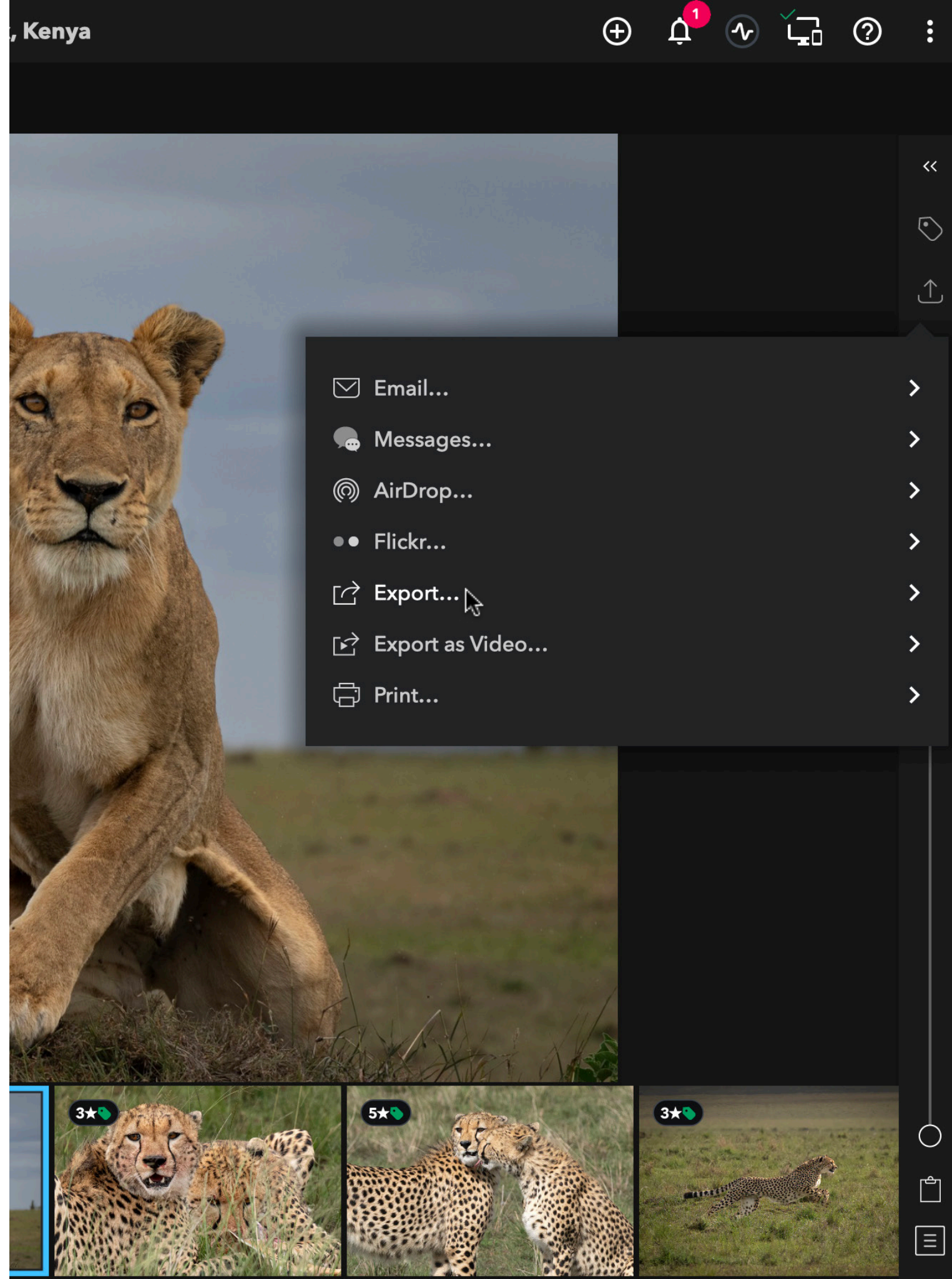
STEP 2: Choose how you want to share your image. For example, if you want to export the image file to your computer, you would select Export. However, you can also share the file directly in a text message, an email, Flickr, and more.

Note: Share options will change depending on the type of device you are using, such as a Mac computer, desktop computer, iPhone, etc.

STEP 3: Follow the on-screen prompts to complete the export or share process.



Share & Export
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NEED ASSISTANCE?

WE'RE HERE TO HELP!

If you need help getting set up with Mylio Photos, you can quickly access support by using the [Help button in the toolbar](#) ©. Or, you can visit one of the following resources for additional information and support:

User Manual: manual.mylio.com

Community: community.mylio.com

Support Forum: forum.mylio.com

Customer support: support.mylio.com



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QUICK START GUIDE

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