LIGHTDRIVE HELP CENTER

LightDrive User Manual

Chapter 1 - Welcome to LightDrive

Generated September 30, 2026

Contents

1.1 What Is LightDrive?

1.2 How LightDrive Works

1.3 Your LightDrive ID

1.4 Signing In to LightDrive

1.5 Finding Your Way Around

Chapter 1 - Welcome to LightDrive

1.1 What Is LightDrive?

LightDrive is a private set of online services connected by one account. It gives you file storage, a `@lightdrive.one` mailbox, calendars, contacts, reading tools, and account management without using your personal information for advertising or selling your personal information to anyone ... ever.

The Vault

The **LightDrive Vault** at vault.lightdrive.one is your signed-in workspace. Use the app menu in its header to open Files, Email, Calendar, Books, and the other apps enabled for your account.

Open the avatar menu to access **Settings**, **Activity history**, **Appearance & Accessibility**, the **Help center**, or to log out. In Settings, you can manage your identity, plan, security, legal notices, and support requests.

One account

Your LightDrive ID connects the services. If your ID is `alex`, your LightDrive email address is `alex@lightdrive.one`. Your account password signs you in to the Vault; compatible desktop and mobile apps can connect to files, mail, calendars, and contacts with the settings in Chapter 14.

Your information remains yours

Your files, messages, calendars, contacts, and reading library belong to your account. They are private unless you choose to share an item. LightDrive provides and maintains the services; it does not treat your account data as a product to sell or benefit from.

1.2 How LightDrive Works

LightDrive combines several specialized services behind one identity and one Vault interface.

- **Files** stores and synchronizes your folders and documents.
- **Email** provides your `@lightdrive.one` mailbox.
- **Calendar** stores events and synchronizes them through CalDAV.
- **Contacts** stores a private CardDAV address book that you can manage in the Vault Contacts app and synchronize with compatible devices.
- **Books** organizes ebooks and audiobooks and provides built-in readers and an audiobook player.

Web and app access

The Vault is the simplest way to use LightDrive in a browser. Standard protocols also let compatible apps connect directly: WebDAV for files, IMAP and SMTP for email, CalDAV for calendars and tasks, CardDAV for contacts, and OPDS for the ebook shelf.

Account-wide changes

Your plan, verification state, and account status apply across LightDrive. Your main password signs you in to the Vault and can be used by compatible Files and Calendar clients. External Email and CardDAV Contacts require a LightDrive client password that includes the relevant service; compatible Calendar clients can also use one that includes Calendars. Create these separately revocable credentials under **Settings → Security → App & device access**. Choose only the services the app needs: **Email only**, **Contacts only**, **Calendars only**, **Email & contacts**, **Email & calendars**, **Contacts & calendars**, and **Email, contacts & calendars**. LightDrive client passwords do not grant Files access.

1.3 Your LightDrive ID

Your **LightDrive ID** is the username you chose during registration. It identifies the same account throughout LightDrive.

Your ID and mailbox

If your LightDrive ID is `alex`, your mailbox address is `alex@lightdrive.one`. Use the full address when an email, calendar, or contacts app asks for your email address or username. For browser sign-in, you may use your LightDrive ID, your full `lightdriveid@lightdrive.one` address, or your verified off-site recovery email address. These are accepted sign-in identifiers; the LightDrive ID remains your actual account ID.

Your recovery email is different

Your recovery email is an address outside LightDrive. LightDrive sends registration verification, password recovery, important account notices, and recovery-email change confirmations to that address. It is not your LightDrive mailbox and does not replace your LightDrive ID.

Your ID is permanent

Your LightDrive ID is used to create service accounts and addresses, so it cannot be renamed from Account settings. If you need a different ID, contact LightDrive Support before creating another account.

Current online article: https://help.lightdrive.one/welcome-to-lightdrive/your-lightdrive-id

1.4 Signing In to LightDrive

Open vault.lightdrive.one and enter your main LightDrive password with any accepted sign-in identifier: your LightDrive ID, your full `lightdriveid@lightdrive.one` address, or your verified off-site recovery email address.

One browser session

After sign-in, the app menu opens Files, Email, Calendar, Books, and the other Vault apps without another sign-in. Your account menu provides Settings, Help, and Sign out.

On a shared device

Select **Sign out** when you finish. Closing a tab does not guarantee that the browser session has ended.

If sign-in fails

1. Confirm that you entered your LightDrive ID, full `lightdriveid@lightdrive.one` address, or verified off-site recovery email address correctly.
2. Check capitalization and keyboard layout, then re-enter the password.
3. Use **Forgot password?** to send a recovery link to your verified recovery email.
4. If the page reports that the account is restricted or suspended, open the account notice for the required action or contact Support.

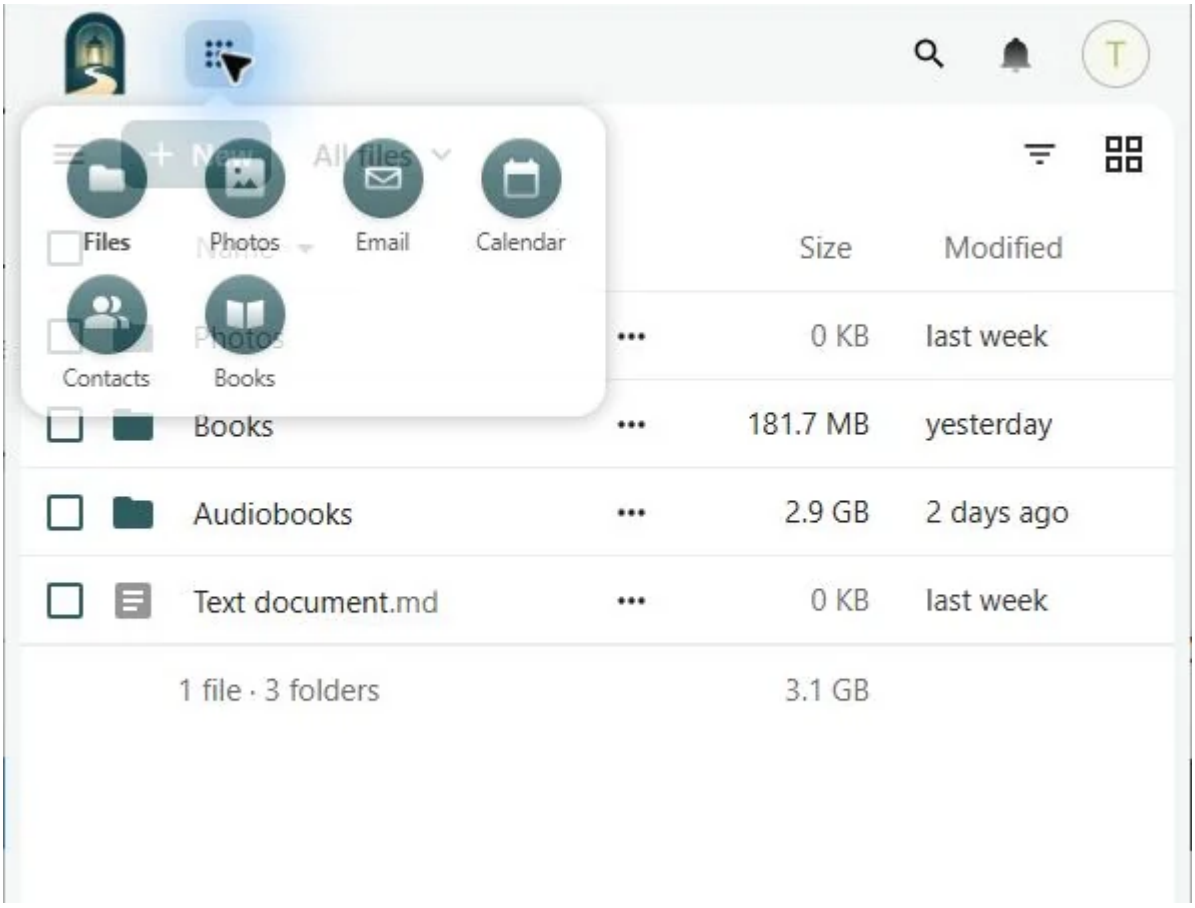
Current online article: https://help.lightdrive.one/welcome-to-lightdrive/signing-in-to-lightdrive

1.5 Finding Your Way Around

The Vault header and sidebars provide the main navigation.

App menu

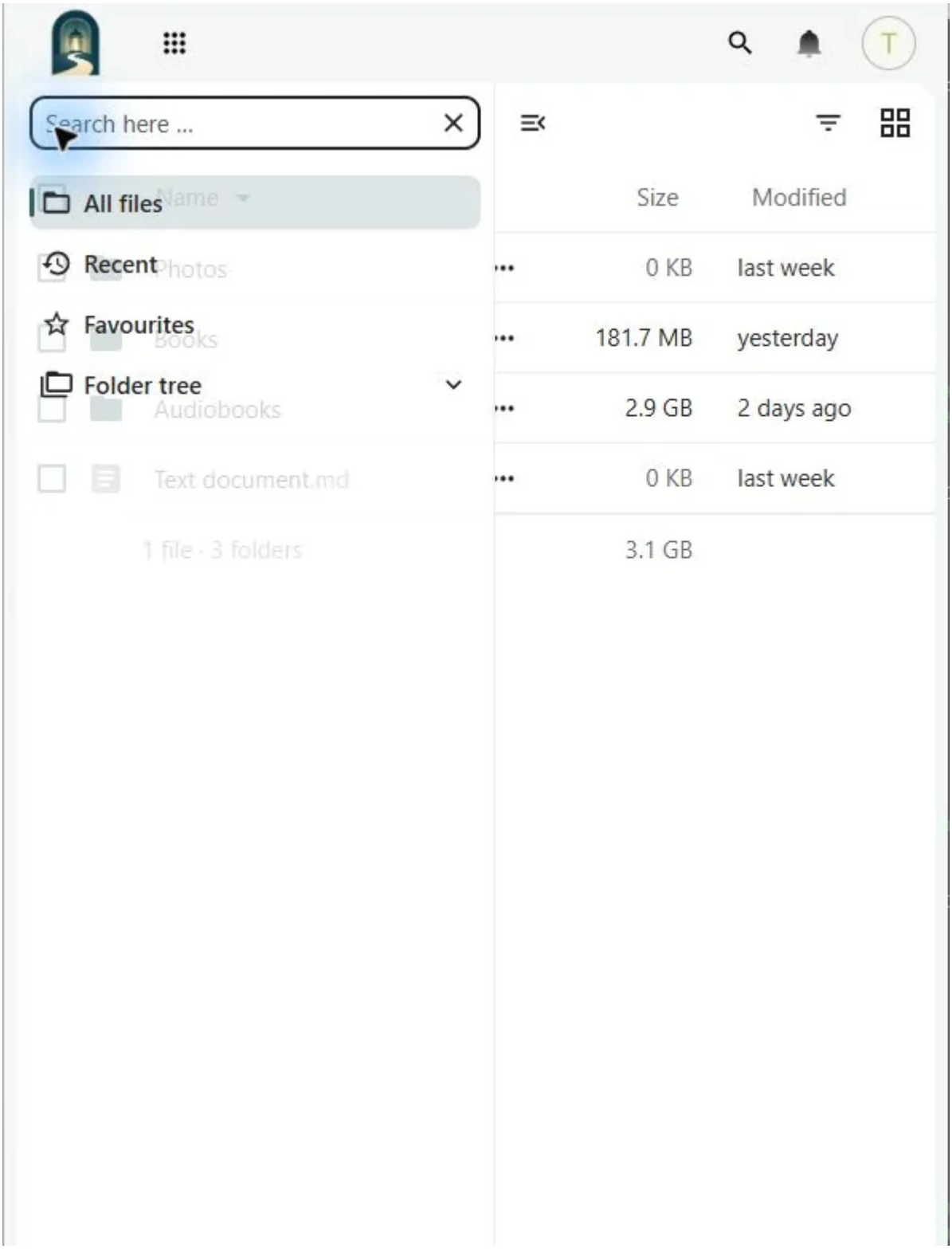
Select the grid icon in the header to open the app menu. Select an app to move to Files, Email, Calendar, Books, Activity, or another enabled service. The current app name appears beside the menu.



Open the app menu to switch among the services enabled for your account.

App sidebar

Each app has its own sidebar. On a narrow screen, use the menu button to open it and swipe it closed where supported. The options in that sidebar apply only to the current app.



On narrow screens, the menu button opens the current app's navigation sidebar.

Account menu and Settings

Select your avatar in the upper-right corner, then select **Settings**. LightDrive settings include **Account**, **Plan & Billing**, **Security**, **Legal**, and **Support**. Nextcloud also provides **Appearance & Accessibility** and other relevant settings.

Help and search

Select **Help** to open this manual. Use the Help Center search to find a feature or error message without browsing every chapter.

Write and organize notes

Choose **Notes** from the Vault apps menu to write notes, organize them into categories, and share their files. Start with Getting Started with Notes, or browse the Notes chapter.

Current online article: https://help.lightdrive.one/welcome-to-lightdrive/finding-your-way-around