LIGHTDRIVE HELP CENTER

LightDrive User Manual

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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

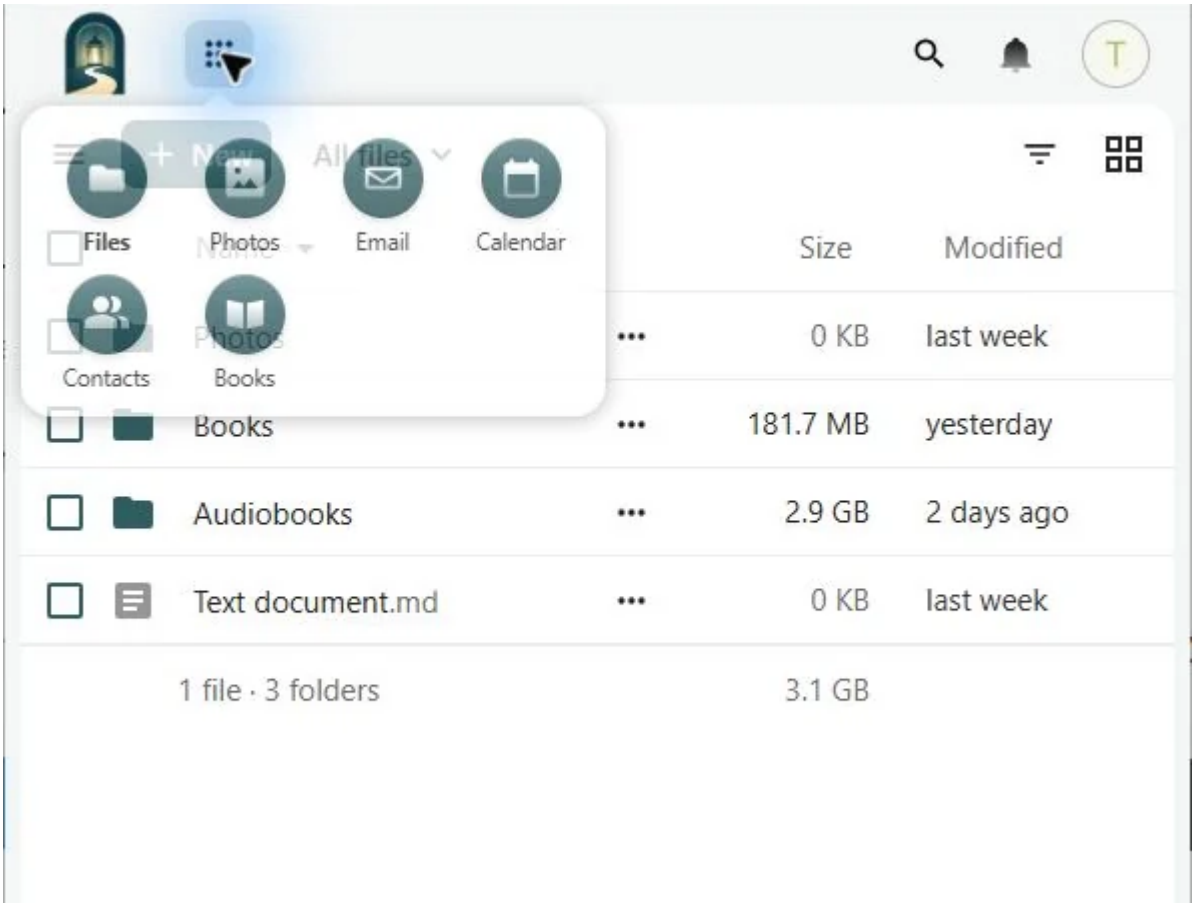
1. Confirm that you entered your LightDrive ID, full `lightdriveid@lightdrive.one` address, or verified off-site recovery email address correctly.
2. Check capitalization and keyboard layout, then re-enter the password.
3. Use **Forgot password?** to send a recovery link to your verified recovery email.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

1.5 Finding Your Way Around

The Vault header and sidebars provide the main navigation.

App menu

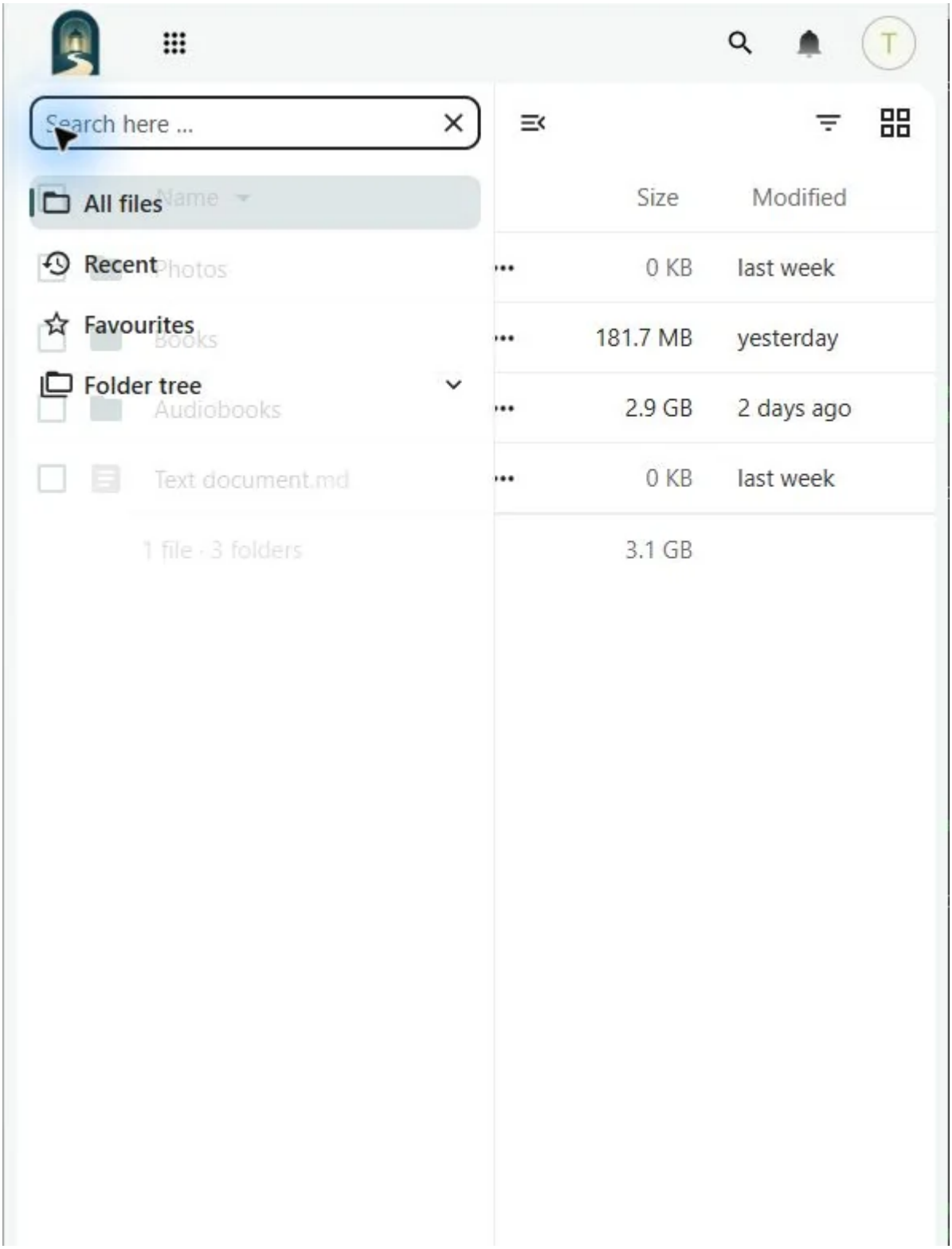
Select the grid icon in the header to open the app menu. Select an app to move to Files, Email, Calendar, Books, Activity, or another enabled service. The current app name appears beside the menu.



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

Chapter 2 - Getting Started

2.1 Creating Your LightDrive Account

Create an account from the **Join** link on lightdrive.one.

Information you provide

- a unique LightDrive ID;
- a strong account password;
- a recovery email address outside LightDrive; and
- the required registration and policy acknowledgements.

Your LightDrive ID also becomes your `@lightdrive.one` email address. Check the spelling before submitting the form because the ID is used throughout the service.

Complete verification

LightDrive creates the account in an **Unverified** state and sends a verification message to your recovery email. Until you verify it, Vault storage is limited to 1 MB and outgoing LightDrive email is disabled.

You have seven days from registration to verify the recovery address. LightDrive sends a final warning after six days. An account that remains unverified after the deadline is automatically deleted, including its mailbox and stored data, and the reserved username is released.

2.2 Verifying Your Recovery Email

Recovery-email verification proves that you control the outside address used to recover and protect your LightDrive account.

Verify from the message

1. Open the verification message sent to the recovery address you entered during registration.
2. Select its verification link.
3. Return to the Vault. The verification banner clears after LightDrive confirms the address.

If the message is missing

Check Spam, Junk, Promotions, and any quarantine folder. Confirm the displayed recovery address in the Vault banner. Select **Resend email verification** to issue a new message.

Deadline and restrictions

An unverified account has a 1 MB Vault quota and cannot send LightDrive email. Verification restores the quota and services supplied by the account’s plan. LightDrive deletes registrations that are still unverified seven days after creation; the reminder sent after six days includes the deletion date.

Current online article: https://help.lightdrive.one/getting-started/verifying-your-recovery-email

2.3 Your First Sign-In

After verifying your recovery email, sign in at vault.lightdrive.one. LightDrive finishes activating the services attached to your account.

Check these items first

1. Open **Settings → Account** and confirm your LightDrive ID and recovery email.
2. Open **Settings → Plan & Billing** and review the plan, quota, trial or renewal date, and payment status shown there.
3. Open **Settings → Security** and add the sign-in protections you want. Save backup codes somewhere outside LightDrive.
4. Open **Files** to see your personal file area. LightDrive creates the default Books and Photos content during activation.
5. Open **Email** and confirm that the welcome message appears in your mailbox.

Use the app menu to move among services. If activation is incomplete after verification, sign out once, sign back in, and then contact Support if the missing service does not appear.

Current online article: https://help.lightdrive.one/getting-started/your-first-sign-in

2.4 Choosing and Managing Your Plan

Open **Settings → Plan & Billing** to see the plan options available to your account.

Current plans

- **Ray** — 150 GB of Vault storage.
- **Beam** — 750 GB of Vault storage.
- **Glow** — 2 TB of Vault storage.

The page displays current prices, your selected plan, renewal or trial date, payment status, and any scheduled change. Mailbox storage is tracked separately from the Vault quota.

Change or cancel

Use **Change plan** for an upgrade or downgrade. LightDrive shows the effective date and the calculated charge or credit before confirmation. Use the cancellation controls when you want service to end; the confirmation page states whether access continues through the current paid period or ends immediately.

Do not rely on this manual for a price total. The amount and timing shown on the confirmation screen are the terms that apply to that transaction.

Current online article: https://help.lightdrive.one/getting-started/choosing-and-managing-your-plan

2.5 Setting Up Your Devices

You can use the Vault in a browser without installing anything. Add compatible apps when you want synchronization or native notifications.

Choose the service

- **Files:** use a Nextcloud desktop or mobile client and connect it to `https://vault.lightdrive.one`.
- **Email:** use IMAP at `mail.lightdrive.one:993` with SSL/TLS and SMTP at `mail.lightdrive.one:587` with STARTTLS.
- **Calendar:** use CalDAV at `https://vault.lightdrive.one/remote.php/dav/`.
- **Tasks:** use the same CalDAV service as Calendar with a task app that supports VTODO. A LightDrive client password that includes Calendars is recommended for third-party task apps.
- **Contacts:** use the CardDAV address shown in Chapter 14.
- **Ebooks:** create a reader access key in Books settings and add the displayed OPDS catalog to a compatible reader.

Use the right password for each service

- **Files:** use browser sign-in or a compatible Vault credential. Create a Vault app password under **Settings → Security → App & device access** when the client cannot complete browser sign-in.
- **Calendar:** a LightDrive client password that includes Calendars is recommended for third-party apps. Your main LightDrive password or a Vault app password may also work with compatible Calendar clients.
- **Email:** create a LightDrive client password under **Settings → Security → App & device access** that includes Email. Choose **Email only** for a mail-only app, or include Contacts and/or Calendars if that app needs them.

- **Contacts:** create a LightDrive client password under **Settings → Security → App & device access** that includes Contacts.

Give every app and device a distinct name so you can revoke only that credential later. Your main LightDrive password and Vault app passwords do not authenticate to IMAP, SMTP, or CardDAV. LightDrive client passwords grant only their selected Email, Contacts, and/or Calendars services, not Files access.

Current online article: https://help.lightdrive.one/getting-started/setting-up-your-devices

2.6 Where to Get Help

Start with the Help Center for setup instructions, feature explanations, and troubleshooting.

Search the manual

Use the search control in the Help Center header. Search for the feature name, device, or exact error text. The Troubleshooting chapter collects the most common connection and account problems.

Contact LightDrive Support

In the Vault, open **Settings → Support**. Enter a clear subject and describe what happened, what you expected, the app or device involved, and the steps that reproduce the problem. The support form does not accept attachments, so include the exact error message in the description.

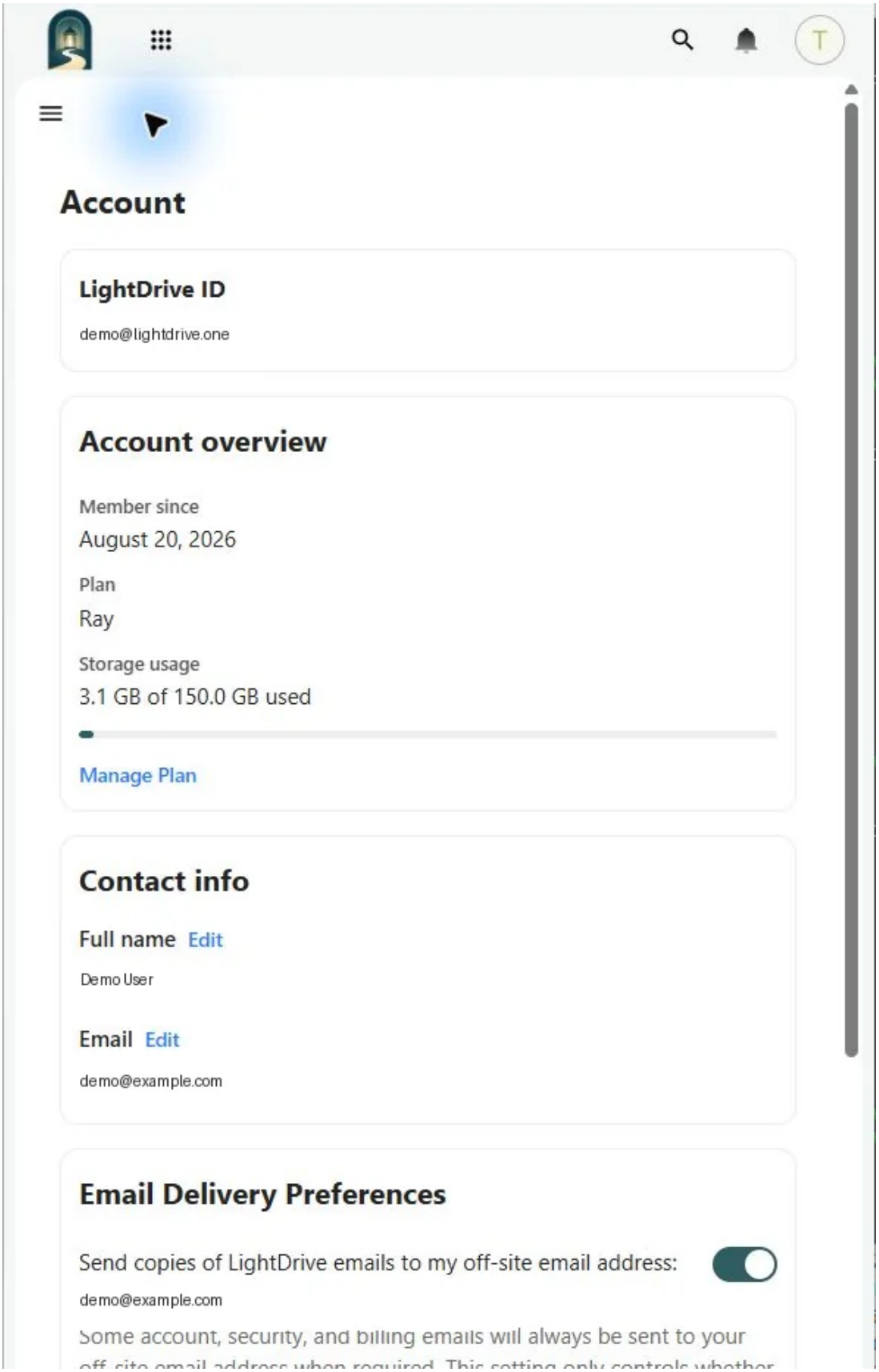
Mark a request urgent only when you cannot access your account, files, or email. Use the ticket page in the Vault to read responses, add a reply, or close the request.

Current online article: https://help.lightdrive.one/getting-started/where-to-get-help

Chapter 3 - Your Account

3.1 Account Overview

Open **Settings → Account** for the identity and service information attached to your LightDrive account.


T
Account
LightDrive ID
demo@lightdrive.one
Account overview
Member since
August 20, 2026
Plan
Ray
Storage usage
3.1 GB of 150.0 GB used
Manage Plan
Contact info
Full name Edit
Demo User
Email Edit
demo@example.com
Email Delivery Preferences
Send copies of LightDrive emails to my off-site email address:
demo@example.com
Some account, security, and billing emails will always be sent to your

The Account page brings identity, plan, storage, contact, and preference information together.

LightDrive ID

Your LightDrive ID is your permanent account name. It also forms your `@lightdrive.one` email address.

Account overview

The overview shows the account's membership date, plan, status, and current Vault storage use. Storage usage includes your active files and items in **Deleted files**, measured against your assigned quota. The Files sidebar shows the same combined usage and quota. Moving a file to trash or restoring it does not free storage; permanently deleting it does. See Storage Usage and Quotas.

Vault storage and mailbox storage are separate; see **Settings → Plan & Billing** for plan details and Email for mailbox usage.

Recovery email

The recovery address is the outside address LightDrive uses for verification, password recovery, and important account notices. A change does not take effect until the new address is verified. While a change is pending, the banner offers **Resend email verification** and **Cancel change**.

Preferences

The Account page also contains regional and communication preferences supplied by LightDrive. Appearance controls, including the Dyslexia font option, are under **Appearance & Accessibility**.

3.2 Your Recovery Email Address

Your recovery email is an address outside LightDrive. It is used for registration verification, password recovery, security notices, billing and account-status notices, and support communications that LightDrive sends outside the Vault.

Change the address

1. Open **Settings → Account**.
2. Enter the new recovery email and submit the change.
3. Open the verification message sent to the new address and select its link.

The old address remains active until the new one is verified. The Vault displays a pending-change banner with controls to resend the message or cancel the request.

Keep it independent

Do not use your `@lightdrive.one` mailbox as the recovery address for the same account. You need an address you can reach when you cannot sign in to LightDrive.

If you no longer control the verified recovery address and cannot sign in, contact Support and be prepared to complete an identity and account-ownership review.

Current online article: https://help.lightdrive.one/your-account/your-recovery-email-address

3.3 Changing Your Password

Open **Settings → Security** and use the password section to change your main LightDrive password.

1. Enter your current password.
2. Enter and confirm a new, unique password.
3. Save the change.

The new password applies to the Vault. Update a Files or Calendar client if it deliberately stores the main password.

Connected-app credentials

Vault app passwords and LightDrive client passwords are separate credentials. Changing the main password does not change them.

- Review Vault app passwords and LightDrive client passwords under **Settings → Security → App & device access**.
- For each LightDrive client password, review its selected Email, Contacts, and/or Calendars access and revoke credentials you no longer use.

A LightDrive client password is separately revocable and limited to the Email, Contacts, and/or Calendars services selected when it was created. It does not grant Files access. Your main LightDrive password and Vault app passwords can authenticate compatible Files and Calendar clients, but not external Email or CardDAV Contacts.

If you forgot the password

Use **Forgot password?** on the sign-in page. LightDrive sends recovery instructions to the verified recovery email address.

3.4 Regional Preferences

Regional preferences control how dates, times, language, and location-sensitive information appear in the Vault.

Open your account menu, select **Settings**, and open the regional or personal-information controls provided there. Set the language, locale, and time zone that match where you use LightDrive.

Why the time zone matters

Calendar events, account dates, activity entries, and scheduled notices use your configured time zone for display. If an event appears at the wrong hour, confirm both the Vault time zone and the time zone selected in the connected calendar app.

A regional setting changes presentation; it does not move or alter the underlying files, messages, or events.

Current online article: https://help.lightdrive.one/your-account/regional-preferences

3.5 Emails From LightDrive

LightDrive sends service messages when an action or account condition requires your attention.

Messages you cannot disable

Registration verification, password recovery, security alerts, billing notices, account-status notices, policy notices, and support updates are transactional messages. LightDrive sends them because they are necessary to operate or protect the account.

Where messages go

Messages needed when you may be unable to enter the Vault go to your verified recovery email. Other notices can appear in the Vault notification area, your LightDrive mailbox, or both, depending on the event.

If a message is missing

Check Spam and Junk, confirm the recovery address under **Settings → Account**, and use the available resend control. Never enter your password on a page reached from an unexpected message; open `lightdrive.one` or `vault.lightdrive.one` directly instead.

Current online article: https://help.lightdrive.one/your-account/emails-from-lightdrive

3.6 Optional LightDrive Updates

Optional LightDrive updates cover product news, feature announcements, and other nonessential communications.

Open **Settings → Account** and use the communication preference provided there to opt in or out. Turning optional updates off does not disable verification messages, security alerts, billing notices, policy notices, support responses, or account-status messages.

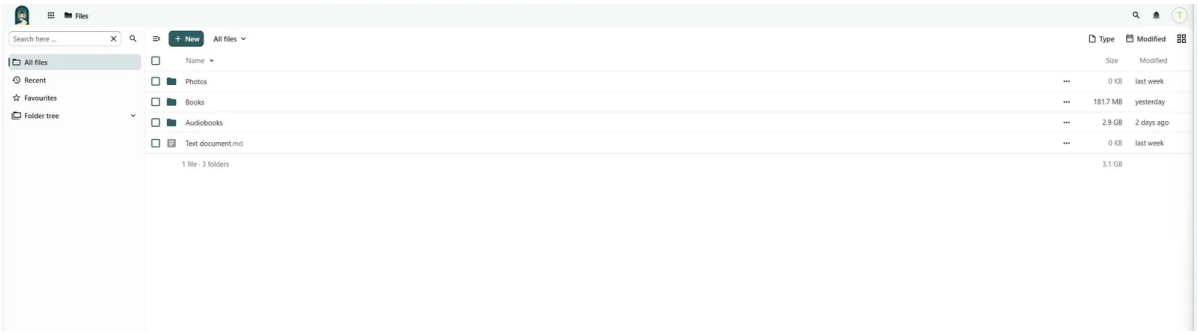
The preference affects future optional messages. A message that was already queued before the change can still arrive.

Current online article: https://help.lightdrive.one/your-account/optional-lightdrive-updates

Chapter 4 - Files and Storage

4.1 Using the LightDrive Vault

The Vault is LightDrive’s signed-in workspace. Open vault.lightdrive.one, then select **Files** from the app menu.



The Files workspace keeps navigation, search, the file list, and item actions in one view.

All files shows your complete file tree. Select a folder to open it, a file name to open a supported viewer, or the three-dot action menu for operations such as download, rename, move, share, and delete. Use search in the Files header to find an item by name or indexed content.

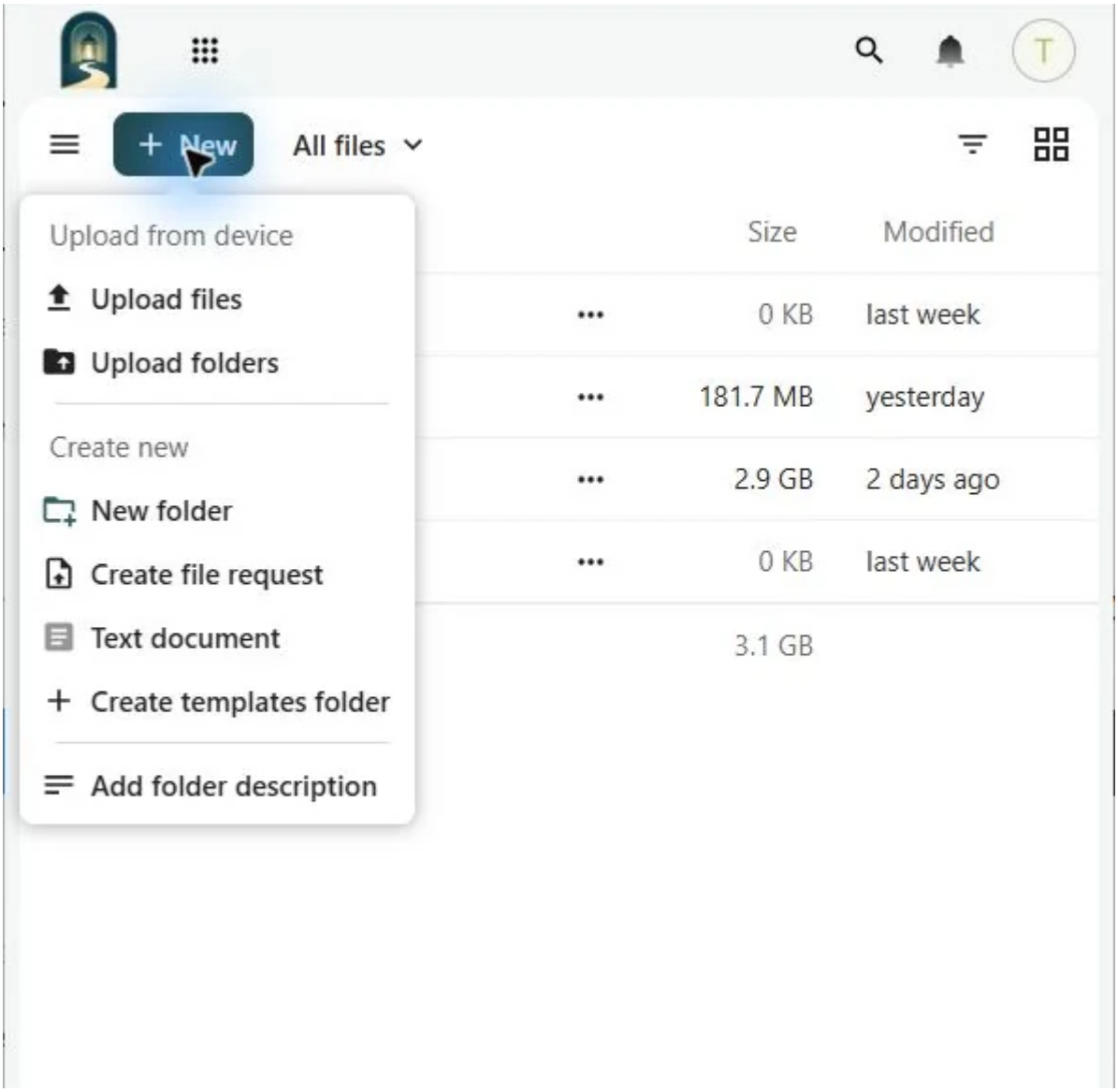
The navigation sidebar also provides Recent, Favourites, Shares, and Deleted files. On a narrow screen, open the sidebar with the menu button and close it with the same button or the supported swipe gesture.

Your Files area is private by default. A file becomes available to someone else only after you create an email share or public share link.

Current online article: https://help.lightdrive.one/files-and-storage/using-the-lightdrive-vault

4.2 Uploading Files

Open the destination folder in **Files**, select **New**, and choose **Upload files**. Select one or more files and wait for the upload indicator to finish.



Use New → Upload files after opening the destination folder.

You can also drag files from your computer into the open Files view. Keep the browser tab open until every transfer completes. If an item with the same name already exists, Files asks how to

resolve the conflict instead of silently replacing it.

If an upload fails

Confirm that the account has enough Vault storage, the file name is valid, and the network connection is stable. An unverified account is limited to 1 MB, so complete recovery-email verification before uploading normal files. Large uploads are more reliable through the Nextcloud desktop client because it can resume interrupted transfers.

Current online article: https://help.lightdrive.one/files-and-storage/uploading-files

4.3 Downloading Files and Folders

To download one file, open its three-dot action menu and select **Download**. Your browser saves the original file.

To download a folder or several selected items, select them and choose **Download**. Files prepares a ZIP archive for the group. The archive is a copy; the originals remain in the Vault.

For a large collection, use the Nextcloud desktop client instead of creating one large browser archive. Synchronization transfers files individually and can continue after a connection interruption.

A file opened through a share link can be downloaded only when the owner has granted download permission.

Current online article: https://help.lightdrive.one/files-and-storage/downloading-files-and-folders

4.4 Creating Folders

Open the parent location in **Files**, select **New**, choose **New folder**, enter a name, and confirm.

A folder can contain files and other folders. Use clear names and a simple hierarchy so that search and synchronization remain easy to understand.

LightDrive prevents names that the storage system cannot use. Avoid control characters and names that differ only by capitalization when you synchronize with Windows or macOS, because those systems can treat such names differently.

Creating a folder does not share it. Use the Sharing tab or action menu when you intentionally want another person to have access.

Current online article: https://help.lightdrive.one/files-and-storage/creating-folders

4.5 Renaming, Moving, and Deleting Files

Open an item’s three-dot action menu in **Files**.

- **Rename** changes the name without changing the file contents.
- **Move or copy** lets you choose another folder. Moving removes the item from its former location; copying leaves the original in place.
- **Delete** moves the item to Deleted files.

A synchronized desktop or mobile client receives the same change. Renaming or moving a shared item can change the path used by other people, while deleting an item you own removes it from its shares.

Use **Deleted files** to restore an accidental deletion. Items in trash still count against your Vault storage quota, so moving files there does not free space. Use permanent deletion only when you no longer need the recovery copy.

Automatic cleanup after 30 days is on by default. You can turn it off under **Files → Files settings → General → Automatically remove deleted files after 30 days**. See The Trash for recovery and retention details.

Current online article: https://help.lightdrive.one/files-and-storage/renaming-moving-and-deleting-files

4.6 The Trash

Files and folders that you delete are moved to **Deleted files** instead of being erased immediately. Items in trash continue to count against your Vault storage quota.

Restore an item

Open **Files → Deleted files**, find the file or folder, and select **Restore**. To restore several items, select them and use the restore action. Files returns each item to its original folder when possible; if that location is no longer available, it may restore the item to the top level of your Files area. A name conflict is resolved with a unique restored name.

Restoring an item moves it from trash back to active Files. Its bytes already count toward your quota, so this transfer does not increase your combined storage usage.

Permanent deletion

Select **Delete permanently** only when you are certain you no longer need an item. Permanently deleting a folder also removes its contents. Permanent deletion frees the storage used by those trash items and cannot be undone from Deleted files. Keep an independent backup of important data.

Automatic cleanup after 30 days

Automatic cleanup is **on by default**. Open **Files → Files settings → General** and look for the **Automatically remove deleted files after 30 days** switch. Its help text reads **Trash counts against storage quota.**

- **On:** files and folders become eligible for permanent deletion 30 days after they were moved to trash. A daily cleanup removes eligible items; removal happens on the next cleanup run, not necessarily at the exact 30-day moment.

- **Off:** automatic trash cleanup skips your account. Items remain in Deleted files until you restore them or permanently delete them yourself. They continue using storage while retained.

Turning the switch back on does not restart the 30-day clock. Items already at least 30 days old become eligible on the next daily cleanup. Restore anything you want to keep before turning it back on.

LightDrive does not automatically empty Deleted files just because your quota is full. To free space immediately, permanently delete unwanted trash items or choose a larger plan. See Storage Usage and Quotas.

This switch applies to Files → Deleted files. It does not change Email Trash, Contacts Trash, file-version retention, or account-deletion policies.

Current online article: https://help.lightdrive.one/files-and-storage/the-trash

4.7 File Versions

Files keeps selected older states of a file when its contents change.

1. Select the file and open **Details**.
2. Open the **Versions** tab.
3. Select the restore control beside the version you want, or select its timestamp to download that version.

Restoring makes the selected version the current file. Versions are not created for every individual keystroke: changes close together are consolidated, and older unnamed versions are thinned automatically over time and when version storage needs space. A named version is protected from automatic expiration.

Older file versions are managed separately from the active-file-plus-trash usage shown against your Vault quota. The **Automatically remove deleted files after 30 days** switch applies to Deleted files, not version history, and does not change the version-retention behavior described above.

Version history helps recover an earlier state of one file. Keep an independent backup of important data.

Current online article: https://help.lightdrive.one/files-and-storage/file-versions

4.8 Storage Usage and Quotas

Your plan sets your Vault storage allowance. Usage includes both your active files and the files and folders retained in **Deleted files**.

- **Ray:** 150 GB
- **Beam:** 750 GB
- **Glow:** 2 TB

View combined usage and your assigned quota in the **Files sidebar** or under **Settings → Account**. The quota is your assigned allowance, not the allowance minus trash usage. For example, a 750 GB account with 3 GB of active files and 2 GB in trash uses 5 GB of 750 GB. See **Settings → Plan & Billing** for plan details.

Moving files to trash does not free space, and restoring them does not add to combined usage. Permanently deleting trash items, either yourself or through enabled automatic cleanup, releases their storage. Allow the usage display to refresh after permanent deletion.

Shared files count against the quota of the account that owns them. Files uploaded through a file-drop share count against the recipient owner’s quota.

Automatic trash cleanup after 30 days is on by default. To keep trash until you restore or permanently delete it yourself, turn off **Files → Files settings → General → Automatically remove deleted files after 30 days**. Retained trash still counts toward your quota. See The Trash for timing and recovery details.

Mailbox storage is measured separately by the mail service and is not deducted from the Vault quota. Older file versions remain separately managed and are not included in the active-file-plus-trash usage shown here; the trash cleanup switch does not change their retention rules.

Current online article: https://help.lightdrive.one/files-and-storage/storage-usage-and-quotas

4.9 Storage Warning Messages

LightDrive displays and sends storage warnings before the Vault reaches its plan limit.

When storage is full, new uploads, synchronizations, copies, and other operations that require space can fail. Existing files remain available for reading and downloading.

Make space

1. Review large files and duplicate copies in **Files**. Download a separate copy of anything you need to keep before deleting it.
2. Open **Deleted files** and permanently delete only items you no longer need. Moving a file to trash alone does not free space because trash still counts against your quota. Permanent deletion cannot be undone from Deleted files.
3. Allow the Files sidebar or Account storage display to refresh after permanent deletion. Automatic cleanup, when enabled, removes items at least 30 days old on the next daily run; it does not clear newer trash to make space.
4. If you need the data, open **Settings → Plan & Billing** and choose a plan with a larger Vault quota.

Mailbox quota warnings refer to email storage, not the Vault. Remove mail and empty the mail Trash when the warning identifies the mailbox.

Current online article: https://help.lightdrive.one/files-and-storage/storage-warning-messages

4.10 Sharing Files and Folders

LightDrive lets you share files and folders with people outside your Vault. Recipients do not need a LightDrive account.

You can create a share in two ways:

- **Email share:** Enter the recipient’s email address. LightDrive sends the share link to that address.
- **Public share link:** Create a share link and send it yourself through a trusted channel.

In both cases, access is provided through the share link. Anyone who has the link, and the password if one is set, can use the share according to the permissions you choose.

1. Open the item’s action menu or **Details** sidebar.
2. Open **Sharing**.
3. Either enter the recipient’s email address or create a public share link.
4. Set the permissions and protections you want.
5. Set the required expiration date.
6. If you created a public link, copy and send it through a trusted channel.

Available options may include password protection, view or download access, upload or editing permissions, and upload-only access for folders.

For sensitive material, use a password and send the password separately from the share link.

An upload-only share lets visitors add files without seeing the folder’s existing contents. Files they upload use the folder owner’s Vault storage quota.

The owner remains responsible for the shared item and can change or remove the share at any time.

Current online article: https://help.lightdrive.one/files-and-storage/sharing-files

4.11 Desktop File Synchronization

Install the current Nextcloud desktop client from the official Nextcloud download page, then add a new account with server address `https://vault.lightdrive.one`.

The client opens a browser window for LightDrive sign-in and authorization. After approval, choose the local folder and the Vault folders to synchronize. A change made on either side is then copied to the other.

Good synchronization practice

- Wait for the client to report that synchronization is complete before shutting down.
- Resolve conflict copies instead of deleting one without comparing it.
- Use selective synchronization when the Vault is larger than the device’s free space.
- Do not synchronize the same local folder through two cloud clients.

Synchronization keeps working copies in two places; it does not protect against every deletion or unwanted edit because those changes also synchronize.

Current online article: https://help.lightdrive.one/files-and-storage/desktop-file-synchronization

4.12 Mobile File Access

Install the Nextcloud mobile app for Android or iOS, add the server `https://vault.lightdrive.one`, and complete the LightDrive browser sign-in.

The app can browse files, upload photos and documents, download files for offline use, create folders, share items, and open files in compatible apps on the device.

Offline and automatic uploads

Mark a file or folder for offline availability when you need it without a connection. The downloaded copy uses device storage and updates when the app reconnects. If you enable automatic camera uploads, review the destination folder, cellular-data setting, and background permissions before relying on it.

Use the device screen lock and sign out or remove the account before giving the device to someone else.

Current online article: https://help.lightdrive.one/files-and-storage/mobile-file-access

Chapter 5 - Email

5.1 Your LightDrive Email Address

Your LightDrive ID forms your mailbox address. If the ID is `alex`, the address is `alex@lightdrive.one`.

Use the full address when you send mail, configure an email app, or give someone your contact information. The mailbox is created with the account, but outgoing mail remains disabled until the recovery email is verified.

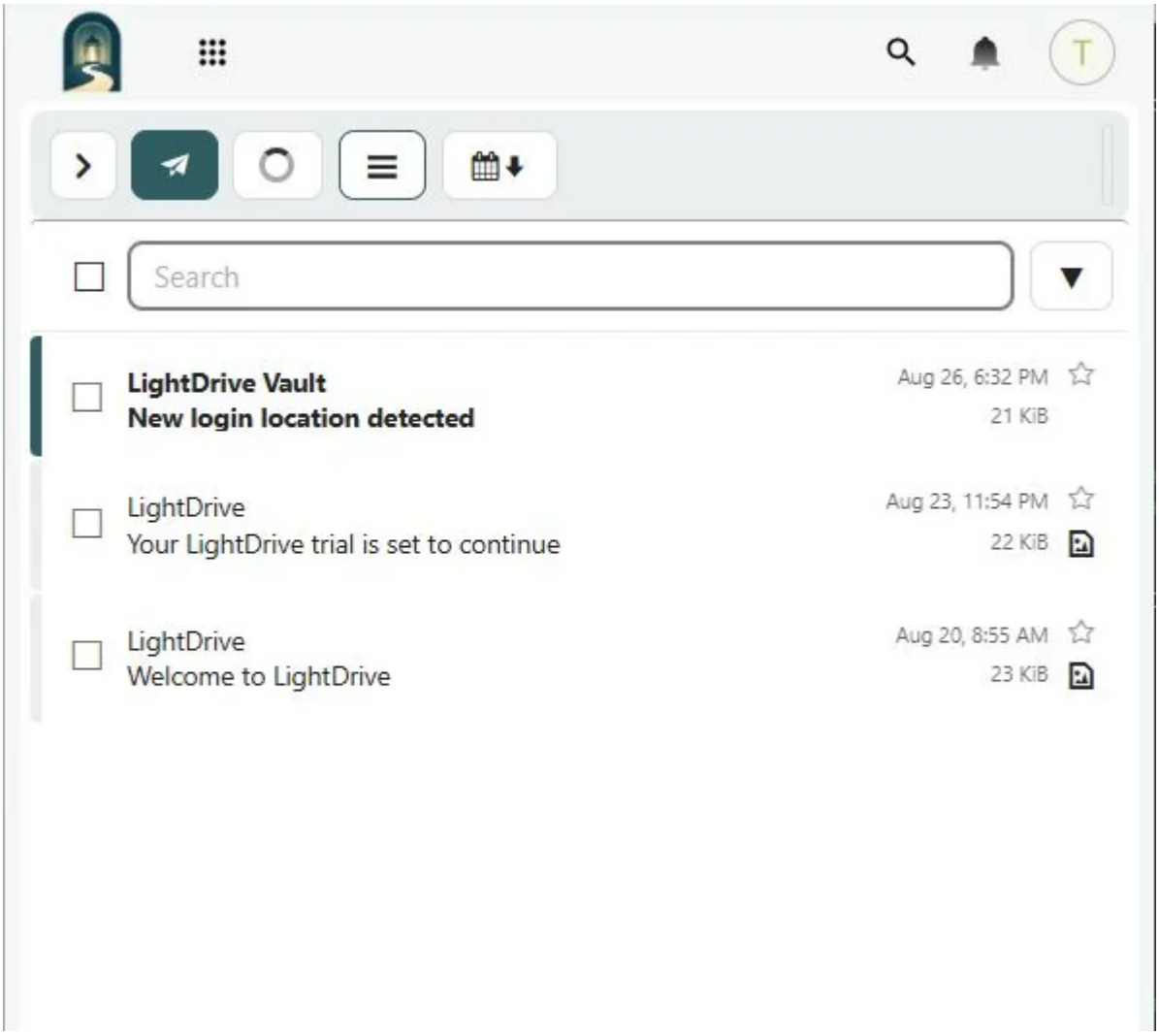
Your LightDrive mailbox and recovery email are different. The LightDrive address is for everyday mail. The recovery address is an outside account used for verification, password recovery, and important service notices.

Open **Email** from the Vault app menu to use the mailbox in a browser.

Current online article: https://help.lightdrive.one/email/your-lightdrive-email-address

5.2 Using Email in Your Browser

Select **Email** from the Vault app menu. LightDrive opens the webmail interface for your `@lightdrive.one` mailbox.



The Email workspace provides mailbox actions, search, and the message list.

The left sidebar contains Inbox, Sent, Drafts, Spam, Trash, Archive, and any folders you create. Select a folder to view its messages, then select a message to read it. Use search above the message list to find mail.

Select **New message** to compose mail. The webmail address picker can use contacts stored in your LightDrive CardDAV address book, but it reads that address book without editing it.

Browser webmail works without additional setup. For a phone or desktop mail program, use the IMAP and SMTP settings in Chapter 14.

Email tools in the sidebar

Above Settings and Help, use Filters & blocked senders, Email forwarding, Automatic replies, and Outgoing. Filters, forwarding, and replies apply to new incoming mail even when Email is closed. Configure these tools from their sidebar links.

Send includes a 30-second Undo window by default. Change the delay in Settings → General → Sending or at the top of Outgoing; use Send now to skip the wait for one message. Use Schedule send beside Send to choose a later time.

Use advanced search

Open the **Advanced Search** controls from the search field. You can combine sender, recipient, subject, message text, date, tag and message-status criteria. **Replied to** offers **Any**, **Yes** and **No**. The checkboxes are labeled **Unread**, **Starred** and **Has attachments**. These labels clarify the existing search; they do not change its behavior or folder scope.

Current online article: https://help.lightdrive.one/email/using-email-in-your-browser

5.3 Writing and Sending Messages

1. Open **Email** and select **New message**.
2. Enter one or more recipients in To. Use Cc or Bcc only when needed.
3. Enter a clear subject and write the message.
4. Add attachments before sending.
5. Review the recipients and select **Send**.



The compose window keeps recipients, subject, attachments, formatting, and Send controls together.

Sent mail is stored in the Sent folder. A message you save without sending appears in Drafts.

If sending is disabled, confirm that the recovery email is verified and that the account is active. A mail client must authenticate to SMTP on port 587 with STARTTLS; port 993 is for receiving mail and cannot send.

Undo send or send later

In browser Email, Send starts a 30-second countdown by default. Change the delay in Settings → General → Sending or at the top of Outgoing. Select **Send now** to skip the remaining wait. Select **Undo send** before sending begins to cancel and recover the message in Drafts. Closing the countdown dialog does not cancel it. Learn about Undo send and recovery.

Choose **Schedule send** beside Send to select a future date and time. The server sends while your browser is closed. Review or cancel scheduled messages from **Outgoing** in the sidebar. Schedule an email.

Attachment reminder

If you write a phrase such as “I’ve attached the report” but have no file attached, browser Email offers **Back to message** or **Send anyway** before queuing the message. For scheduled messages, choose **Schedule anyway** to keep the selected time. Closing the reminder or pressing Escape returns without sending. The reminder also works when Delay before sending is Off.

Quoted replies and recognizable signatures are excluded. Inline signature images do not count as attached files. This reminder recognizes some common English phrases in the regular editor; it cannot detect every missing file and does not inspect external encrypted editors.

5.4 Attachments

While composing a message, select the attachment control and choose the file. Wait until the attachment finishes loading before selecting **Send**.

Email systems impose message-size limits. The encoded message is larger than the original file, so a file close to the limit can still be rejected. For a large file, store it in Files and send a password-protected, expiring public share link instead.

Before opening an attachment, confirm that you expected it and that the sender is genuine. A familiar display name does not prove who sent the message.

Deleting an email removes its attachment with the message after the mail Trash is emptied. Save an important attachment to Files if it must be retained independently.

Attachments in delayed messages

Wait for uploads to finish before Send or Schedule send. Browser sending permits a 20 MB encoded message, including its attachments. Undoing or canceling a scheduled send lets you recover the complete message in Drafts for editing. For larger material, share a file link instead.

Attachment reminder

If you write a phrase such as “I’ve attached the report” but have no file attached, browser Email offers **Back to message** or **Send anyway** before queuing the message. For scheduled messages, choose **Schedule anyway** to keep the selected time. Closing the reminder or pressing Escape returns without sending. The reminder also works when Delay before sending is Off.

Quoted replies and recognizable signatures are excluded. Inline signature images do not count as attached files. This reminder recognizes some common English phrases in the regular editor; it cannot detect every missing file and does not inspect external encrypted editors.

Current online article: https://help.lightdrive.one/email/attachments

5.5 Organizing Your Mail

Use folders, flags, search, and the Archive folder to keep the Inbox manageable.

- Create a folder for mail that needs a permanent category.
- Move completed messages to Archive when a separate folder is unnecessary.
- Mark a message with a flag when it needs follow-up.
- Use search for sender, recipient, subject, or message text.
- Review Spam before emptying it, then move any legitimate message to the Inbox.

Folders are stored on the mail server and synchronize through IMAP. A local-only folder created by a particular desktop app does not appear in LightDrive webmail or on other devices.

Show or hide folders with no unread mail

Under **Folders**, **Only folders with unread mail** is a display option, not a parent folder or an email rule. Check it to hide custom folders that have no unread mail; uncheck it to show them again. Messages and folder locations do not change.

Organize incoming mail automatically

Open **Filters & blocked senders** in the sidebar to move, mark, star, or forward new messages using sender, recipient, domain, or subject conditions. You can also choose **Create a filter from this message** from the More menu for a received message. Create and manage email filters.

5.6 Mailbox Storage

Mailbox storage is separate from the Vault storage included with your plan. Deleting a file from Files does not make room in Email, and deleting a message does not change the Vault usage meter.

When the mailbox approaches its limit, LightDrive sends a mailbox quota warning. Remove large messages and attachments you no longer need, then empty the mail Trash and Spam folders so their contents stop using mailbox space.

If you need to keep an attachment, save it to Files before deleting the message. That copy then uses Vault storage instead of mailbox storage.

A mailbox at its limit can stop accepting new messages. Act on a critical warning promptly and contact Support if usage does not fall after Trash has been emptied.

Current online article: https://help.lightdrive.one/email/mailbox-storage

5.7 Setting Up Email on Android

Before adding the account, open **Settings → Security → App & device access**, create a **LightDrive client password that includes Email** for the Android mail app, choose **Email only**, and copy it when LightDrive displays it.

Add the account to an Android mail app that supports IMAP.

- **Email/username:** your full `username@lightdrive.one` address
- **Incoming server:** `mail.lightdrive.one`, IMAP port `993`, SSL/TLS
- **Outgoing server:** `mail.lightdrive.one`, SMTP port `587`, STARTTLS
- **Authentication:** required for both servers
- **Password:** the LightDrive client password created for this app and device

Use the same LightDrive client password for incoming and outgoing mail. Your main Vault password and Vault app passwords do not authenticate to email. Do not accept an option that disables certificate checking.

Android manufacturers and mail apps use different screen names, but the server values above do not change. If automatic setup chooses another host or port, switch to manual setup and enter them exactly.

Current online article: https://help.lightdrive.one/email/setting-up-email-on-android

5.8 Setting Up Email on iPhone and iPad

In the Vault, first open **Settings → Security → App & device access**, create a **LightDrive client password that includes Email** for the device, and copy it when displayed. Choose **Email & contacts** if you also plan to connect the device's Contacts app with the same credential; otherwise choose **Email only**.

Open **Settings → Apps → Mail → Mail Accounts → Add Account → Other → Add Mail Account** on current iOS and iPadOS versions, then choose IMAP.

- **Email and username:** your full `username@lightdrive.one` address
- **Incoming host:** `mail.lightdrive.one`, port `993`, SSL enabled
- **Outgoing host:** `mail.lightdrive.one`, port `587`, TLS enabled
- **Password:** the LightDrive client password created for this device

Use the same LightDrive client password for both incoming and outgoing mail. Your main Vault password and Vault app passwords do not authenticate to email. If the device proposes a different port, edit the advanced server settings and use the values above.

Current online article: https://help.lightdrive.one/email/setting-up-email-on-iphone-and-ipad

5.9 Setting Up Thunderbird

Before adding the account, open **Settings → Security → App & device access**, name the credential for this copy of Thunderbird, choose **Email & contacts**, and create the LightDrive client password. If Thunderbird will also synchronize Calendar, choose **Email, contacts & calendars** instead. Copy the value when LightDrive displays it; it is shown only once.

In Thunderbird, select **Add account → Email**, enter your name and full LightDrive email address, and enter the same LightDrive client password you created for Thunderbird. Select manual configuration if Thunderbird does not choose the correct values.

- **Incoming:** IMAP, `mail.lightdrive.one`, port `993`, SSL/TLS, normal password
- **Outgoing:** SMTP, `mail.lightdrive.one`, port `587`, STARTTLS, normal password
- **Username:** the full `username@lightdrive.one` address for both
- **Password:** the LightDrive client password created for this copy of Thunderbird

Use that password for both IMAP and SMTP. Your main Vault password and Vault app passwords do not authenticate to email. After setup, confirm that a test message appears in both Sent and the recipient’s Inbox.

Connect the address book

Thunderbird can use LightDrive’s published CardDAV discovery information to find the address book associated with your email address. If it offers the address book during or after account setup, connect it with the same full email address and LightDrive client password you created for Thunderbird.

If the address book is not offered automatically, open Thunderbird’s Address Book, add a CardDAV address book, and use `https://dav.lightdrive.one/USERNAME/contacts/`. Replace `USERNAME` with your LightDrive ID, use the full email address as the username, and enter the same LightDrive client password you created for Thunderbird.

5.10 Setting Up Outlook

Before adding the account, open **Settings → Security → App & device access**, create a **LightDrive client password that includes Email** for Outlook, choose **Email only**, and copy it when displayed.

Add a new email account in Outlook and choose the IMAP or advanced manual setup option.

- **Incoming IMAP:** `mail.lightdrive.one`, port `993`, SSL/TLS
- **Outgoing SMTP:** `mail.lightdrive.one`, port `587`, STARTTLS
- **Username:** your complete `username@lightdrive.one` address
- **Password:** the LightDrive client password created for Outlook
- **Outgoing authentication:** enabled, using the same username and LightDrive client password

Your main Vault password and Vault app passwords do not authenticate to email. Remove any automatically selected SPA setting; LightDrive uses normal authenticated IMAP and SMTP over encrypted connections.

Current online article: https://help.lightdrive.one/email/setting-up-outlook

5.11 LightDrive Client Passwords for Email

An external email app authenticates to LightDrive IMAP and SMTP with a **LightDrive client password that includes Email**. Your main LightDrive password and Vault app passwords do not authenticate to email.

Create the credential under **Settings → Security → App & device access**. Name it for one device and app, choose its access, copy it when LightDrive displays it, and enter it as the normal password for both IMAP and SMTP. The value is shown only when created.

- **Email & contacts:** use with a compatible app such as Thunderbird that can connect to IMAP, SMTP, and CardDAV.
- **Email only:** use when the app needs only IMAP and SMTP.

Choose only the services the app needs. Other Email-enabled choices are **Email & calendars** and **Email, contacts & calendars**. A LightDrive client password can authenticate only the services selected when it is created; it does not sign in to the Vault or grant Files access. Protect the device and revoke its client password immediately if the device is lost or retired.

Changing the main Vault password does not change an existing LightDrive client password. If a mail app stops authenticating, confirm that the credential has not been revoked and create a replacement if needed.

Current online article: https://help.lightdrive.one/email/email-passwords-and-app-passwords

5.12 Troubleshooting Email

Cannot receive

Confirm IMAP host `mail.lightdrive.one`, port `993`, SSL/TLS, and the full email address as username. Check the mailbox quota and Spam folder.

Cannot send

Confirm SMTP host `mail.lightdrive.one`, port `587`, STARTTLS, and authentication with the full email address. Recovery-email verification must be complete, and the account must permit outgoing mail.

Password rejected

Test the account in Vault webmail. If webmail works, remove the client's saved credential and enter a current **LightDrive client password that includes Email** from **Settings → Security → App & device access**. The main Vault password and Vault app passwords do not authenticate to email. If webmail also fails, sign out and sign back in to the Vault; reset the main password only if Vault sign-in fails.

Certificate warning

Do not bypass it. Confirm the host is exactly `mail.lightdrive.one` and the device date is correct. Contact Support if the warning remains.

A message is waiting in Outgoing

Send waits for your selected delay (30 seconds by default); a scheduled message waits until its selected time. Use Send now in Outgoing to skip a remaining wait. Closing Email does not stop sending. If the message is overdue or says sending is paused, check its status in Outgoing and contact Support if it persists. For **Delivery uncertain**, check Sent and the recipient before sending another copy.

Undo succeeded but the editor did not open

The recovered message is in Drafts. Close the Outgoing dialog and open Drafts from the sidebar if Open Drafts does not navigate. If recovery could not be confirmed, check for an existing copy before trying recovery again. Outgoing recovery guidance.

A filter or automatic reply did not run

Test with a new incoming message and check that the rule is On. Review its conditions, order, and stop setting. For automatic replies, also check the schedule and days between replies to the same sender. Editing or toggling a reply does not reset its sender interval. If a custom folder disappears after mail is marked read, uncheck **Only folders with unread mail**.

All-message forwarding without a local copy skips Email filters. Turning all-message forwarding off does not turn off conditional forwarding rules. If the editor reports that another set of rules is active or rules were changed outside the editor, contact Support rather than replacing them blindly.

5.13 Filters and blocked senders

Email filters organize new incoming messages automatically, even when Email is closed. They do not change messages already in your mailbox.

Create a filter

1. Open **Filters & blocked senders** in the Email sidebar above Settings and Help.
2. Create a filter and give it a name that describes its purpose, such as “Receipts”.
3. Choose conditions for the sender, sender domain, recipient, or subject. Choose **All conditions** when every condition must match, or **Any condition** when one match is enough.
4. Choose an action: move to a folder, keep in the Inbox, or forward to another email address. You can also mark matching mail as read or star it.
5. Read **What will happen**, then save the filter.

For example, match a sender and a subject containing “receipt”, then move those messages to a Receipts folder. Create the destination folder first if it is not already listed.

Create a filter from a message

Open a received message, or select exactly one received message in the list. In its **More** menu, choose **Create a filter from this message**. The sender is filled in for you. Choose the action and destination, review the conditions, and save. Opening the editor does not save a filter or move the selected message.

Order and enable filters

Filters run from top to bottom. Use the up and down buttons to change their order. **Stop after this filter matches** prevents later email filters from running for that message. Leave it off only when you want later filters to apply too.

A checked box and **On** mean a filter is enabled. Uncheck it to turn it **Off** without deleting it. Editing, enabling, disabling, or deleting a filter affects future incoming mail.

Forward only matching mail

Choose the forwarding action and enter a different email address. Review whether to keep a local copy. If you keep a copy, later filters can still organize it when you allow processing to continue. Avoid overlapping forwarding rules that would send unwanted extra copies.

Email forwarding controls forwarding of all incoming mail separately. Turning that off does not disable forwarding actions in Email filters. All-message forwarding without a local copy skips ordinary filters. Sender blocking is always checked first.

Block or unblock a sender

Open a received message, or select exactly one message in the list. In its **More** menu, choose **Block sender**. A highlighted **Sender blocked** notice confirms the saved change and shows the sender’s address. The message stays open; Email filters does not open. A successful confirmation disappears after about seven seconds. If a change cannot be confirmed, the error stays visible with an **Open Filters & blocked senders** button so you can check the current list.

If that address is already blocked, the same menu shows **Unblock sender**, including on old messages. The menu checks the current blocked list when it opens. A **Sender unblocked** notice confirms the change. Unblocking restores normal processing for future messages; it does not move messages out of Spam.

You can also open **Filters & blocked senders → Blocked senders** to add an exact email address or unblock one. Up to 200 addresses can be blocked. Blocking matches the sender’s email address, not the display name or every address at that domain. If Spam is unavailable, choose the Spam folder in Settings and reload Email filters.

New mail from blocked senders goes to Spam before forwarding, automatic replies, or ordinary filters run. It is not forwarded and receives no automatic reply. Blocking works on the mail

server while the browser is closed and also affects delivery seen in other mail apps. Existing messages stay where they are. Blocking does not train spam detection or permanently delete messages.

Test a filter

Send a new message that meets the conditions, then another that does not. Check the destination folder or forwarding mailbox. If the filter marks mail as read, the folder may be hidden while **Only folders with unread mail** is checked.

Current online article: https://help.lightdrive.one/email/email-filters

5.14 Email Forwarding

Use **Email forwarding** in the Email sidebar to forward all new incoming mail to another mailbox. Forwarding runs on the mail server while your browser is closed.

1. Open **Email forwarding** and enable forwarding.
2. Enter the destination email address. It must be different from the mailbox you are forwarding.
3. Choose whether to keep a copy in LightDrive.
4. Review the summary and save.
5. Send a new test message and check the destination mailbox.

Keeping a copy

With a local copy enabled, Email filters still organize local delivery and may also forward matching mail. Without a local copy, incoming mail is forwarded and Email filters are skipped. Existing messages in LightDrive are unchanged.

Forward only certain messages

Use Filters & blocked senders when only selected senders, recipients, domains, or subjects should be forwarded. Choose the forwarding action in a filter rather than enabling all-message forwarding.

Stop forwarding

Turn off forwarding and save. Also review Email filters if you want to stop conditional forwarding. Avoid forwarding two mailboxes to each other, which can create a forwarding loop.

Blocked senders

Messages from blocked senders go to Spam before forwarding or automatic replies run. They are not forwarded and receive no automatic reply. Manage blocked addresses in **Filters & blocked senders**, or use **Unblock sender** in a message’s More menu.

Current online article: https://help.lightdrive.one/email/email-forwarding

5.15 Automatic Email Replies

Open **Automatic replies** in the Email sidebar to set an away message or a response for particular incoming mail. Replies run on the mail server and do not require an open browser.

General and matching replies

A **General reply** is the fallback for eligible incoming messages. A **Matching reply** uses sender, sender domain, recipient, or subject conditions, with **All conditions** or **Any condition**.

1. Create or edit the general reply, or add a matching reply.
2. Enter a name, reply subject, and plain-text message.
3. For a matching reply, choose its conditions.
4. Set **Days between replies to the same sender** from 1 to 30. The default is 7 days.
5. Review the summary, enable the reply, and save.

Enabled matching replies are checked from top to bottom. The first eligible match is selected; the general reply applies when none is selected. Only one reply is selected for a message. A sender cooldown suppresses that selected response; it does not cause another reply to be sent instead.

Schedule an away period

While editing either kind of reply, check **Only reply during a scheduled period** and set Start and End. The editor shows the timezone of your current device. Review the displayed dates and offsets, especially around a daylight-saving change, then save.

The reply begins at Start and stops at End automatically. Opening the editor on a device in another timezone shows the same period in that device’s local time. A matching reply outside its period allows the next eligible matching reply or the general fallback to be considered.

Scheduled means its start is still ahead; **Active** means its time window is open; **Ended** means its end has passed; **Paused** means it is switched off. Active replies still depend on the conditions and sender interval.

Why a sender may not receive a second reply

Each reply has its own sender interval. Editing or pausing and re-enabling that reply does not reset the interval. Test with a different sender if you have already received its automatic reply recently.

Automatic replies also avoid responding to your own mail, delivery-error messages, and many automated or mailing-list messages. Mail must address the mailbox in To or Cc; Bcc-only delivery does not trigger a reply. These safeguards help prevent reply loops.

To stop a reply immediately, uncheck its enabled box. For replies used only on particular dates, keep the schedule instead of relying on remembering to turn them off.

Blocked senders

Messages from blocked senders go to Spam before forwarding or automatic replies run. They are not forwarded and receive no automatic reply. Manage blocked addresses in **Filters & blocked senders**, or use **Unblock sender** in a message’s More menu.

Current online article: https://help.lightdrive.one/email/automatic-email-replies

5.16 Undo Send and Outgoing

In browser Email, selecting **Send** holds the message for 30 seconds by default. A small dialog shows the recipients, subject, countdown, **Undo send**, and **Send now**.

Choose your delay

Open **Settings → General → Sending**, or use the Sending section at the top of **Outgoing**. Set **Delay before sending** to **Off — no delay**, **30 seconds**, **1 minute**, **2 minutes**, or **5 minutes** . Both controls change the same saved preference for the current mailbox. Wait for the Saved confirmation.

Changes apply to future messages sent from browser Email. Messages already waiting keep their existing times. Explicitly scheduled messages use their chosen delivery time without an extra delay. Off removes the deliberate delay and the Undo window.

Send immediately

Select **Send now** in the small countdown dialog or beside a waiting message in **Outgoing** to skip the remaining wait. The message starts sending without the remaining delay. Normal processing and delivery can still take a few seconds, or longer if service is interrupted. Once sending starts, it can no longer be canceled.

Undo and edit

1. Select **Undo send** while it is available.
2. Wait for confirmation that sending was canceled and the message was saved to Drafts.
3. Select **Open Drafts**, or close the dialog and choose Drafts in the sidebar.
4. Open the recovered message, edit it, and send it again when ready.

Recovery retains the message and its attachments. If the message was originally a saved draft, an earlier draft may also remain. Check before deleting either copy.

Closing the countdown dialog or browser does not cancel sending. Once sending has started, Undo is no longer available. This is a delay before sending, not a way to recall mail already delivered. External mail apps use their own sending behavior and do not use this webmail Undo window.

Open Outgoing

A number beside **Outgoing**, such as **Outgoing (2)**, counts messages waiting or currently sending, including scheduled messages. It disappears when none remain. While Email is visible, it refreshes automatically, normally within ten seconds. A question mark means the count is temporarily unavailable; open Outgoing to check. Completed, canceled, and failed messages are not included in this count.

The **Outgoing** sidebar link shows waiting and scheduled messages. From there, use **Send now** to release a waiting message, or cancel it and choose **Save to Drafts** to edit it. The full Outgoing list remains available even after you close the small countdown dialog.

Successful sends leave the default list after about 30 seconds. Look in Sent for the message, or check **Show recent completed messages** to see recent status history.

Recovery and uncertain results

- **Not sent:** recover the message as a draft, correct the problem, and send again.
- **Delivery uncertain:** check Sent and confirm with the recipient before sending another copy.
- **Sent — the Sent copy or mailbox update could not be confirmed:** delivery was accepted, so do not resend solely because the Sent copy is missing.

If recovery could not be confirmed, check Drafts first. If the message is missing, use **Retry saving to Drafts** when offered. **Download message** provides an additional copy for recovery. Downloading does not open the webmail editor or cancel a waiting send.

Recovery copies for canceled, failed, or uncertain messages are retained in Outgoing for seven days after their status update. Recover them promptly. Drafts already saved to your mailbox remain there independently of Outgoing history.

Attachment reminder

If you write a phrase such as “I’ve attached the report” but have no file attached, browser Email offers **Back to message** or **Send anyway** before queuing the message. For scheduled messages, choose **Schedule anyway** to keep the selected time. Closing the reminder or pressing Escape returns without sending. The reminder also works when Delay before sending is Off.

Quoted replies and recognizable signatures are excluded. Inline signature images do not count as attached files. This reminder recognizes some common English phrases in the regular editor; it cannot detect every missing file and does not inspect external encrypted editors.

Current online article: https://help.lightdrive.one/email/undo-send-and-outgoing

5.17 Schedule an Email

Use **Schedule send**, beside Send in the browser compose window, to send a message later.

1. Write the message and wait for any attachments to finish uploading.
2. Select **Schedule send**.
3. Choose a future date and time, up to 30 days ahead. Times use the timezone of your current device.
4. Review the displayed date, timezone, and recipients, then confirm **Schedule send**.

The message appears in **Outgoing**. You can close Email or turn off your device; the server sends it at the scheduled time while service is available.

Your Delay before sending preference adds no extra wait to the scheduled time. To send early, select **Send now** in Outgoing.

Change or cancel a scheduled message

Open Outgoing and select **Cancel scheduled send** before sending begins. Choose **Save to Drafts**, open the recovered draft, make your changes, and schedule it again. Closing a dialog does not cancel the scheduled message.

Delivery and limits

Check Sent after the scheduled time. Successful messages leave the default Outgoing list after about 30 seconds; use **Show recent completed messages** for status history.

Scheduled sending uses your account’s current permission to send. A service interruption or an account access change can prevent delivery. Messages more than an hour overdue are stopped for manual recovery. Failed or uncertain attempts are not automatically resent; follow the guidance in Undo Send and Outgoing.

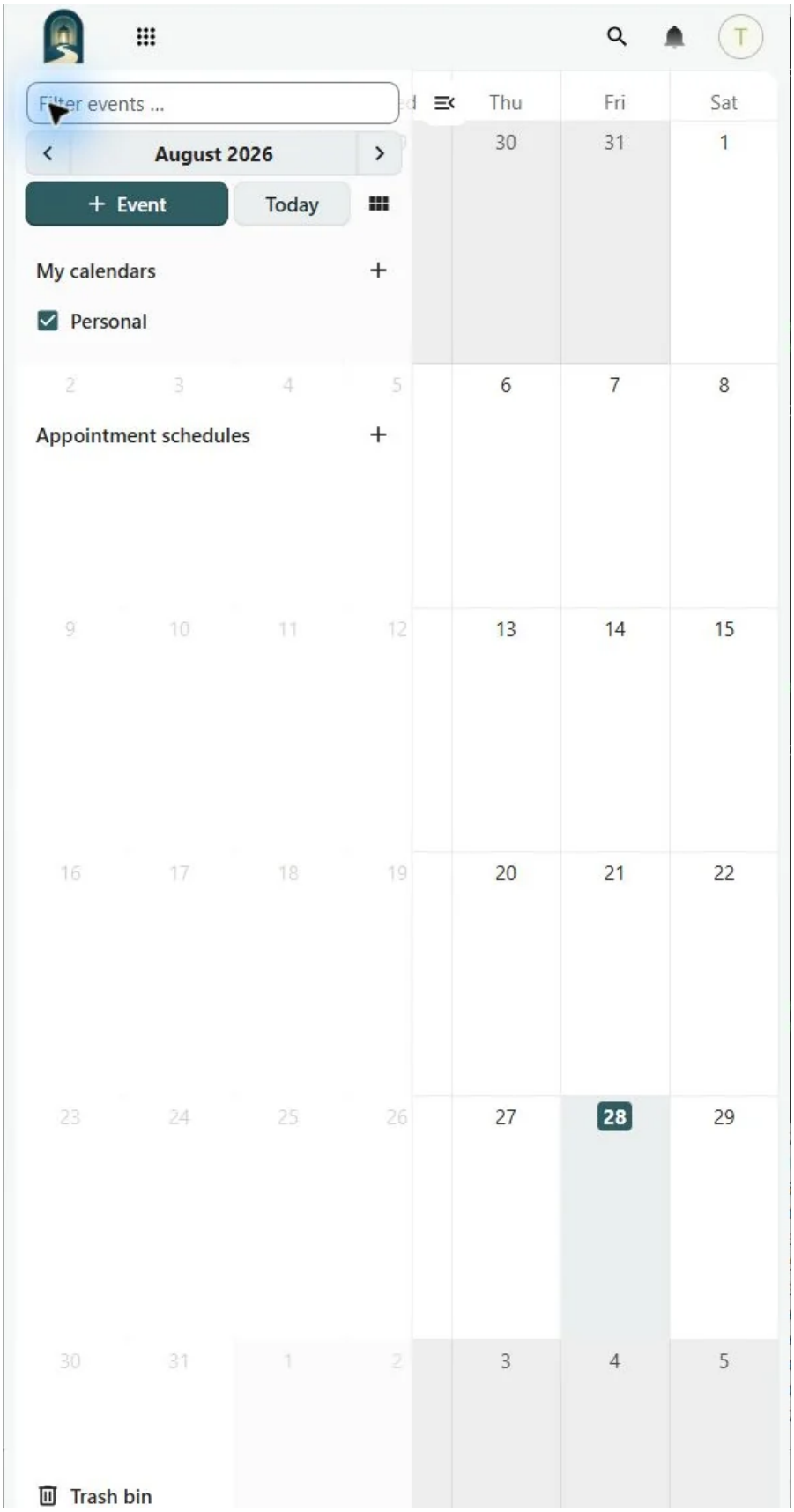
Browser sending supports up to 50 recipients and a 20 MB encoded message, including attachments. Encoding makes attachments larger than their original files. If outgoing storage is full, recover or resolve older entries, or contact Support.

Current online article: https://help.lightdrive.one/email/schedule-an-email

Chapter 6 - Calendar

6.1 Using the LightDrive Calendar

Select **Calendar** from the Vault app menu. The main view displays your events by month, week, day, or list. Use **Today** to return to the current date.


Filter events ...
August 2026
+ Event
Today
My calendars
Personal
Appointment schedules
Trash bin
Thu
Fri
Sat
30
31
1
6
7
8
13
14
15
20
21
22
27
28
29
3
4
5

Open the Calendar sidebar to choose calendars, create events, and return to today.

The sidebar lists your calendars. A checked calendar is visible; clearing its check hides its events without deleting them. Select **+ Event** or an empty time in the calendar to create an event.

Calendar data is stored with your LightDrive account and can synchronize to compatible devices through CalDAV. A change made in the browser is sent to connected clients, and a change from a client appears in the web calendar after synchronization.

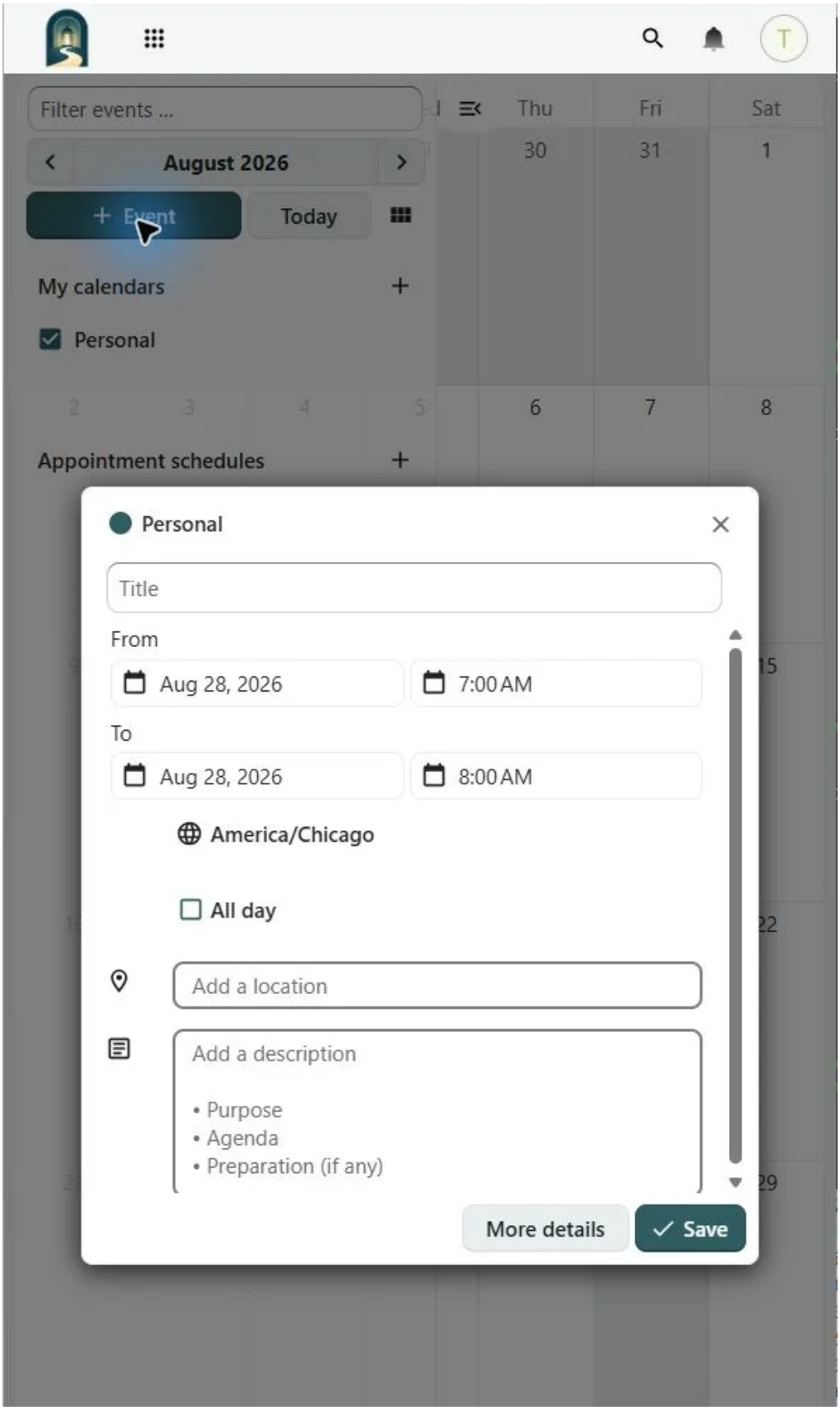
Sharing is deliberate

Your personal calendars are not automatically shared with other LightDrive accounts. When calendar sharing is enabled, **Sharing & invitations** appears inside Calendar. See Using Multiple Calendars for the view-only and editable sharing workflows.

Current online article: https://help.lightdrive.one/calendar/using-the-lightdrive-calendar

6.2 Creating and Editing Events

Select **+ Event** or select a date and time in Calendar. Enter the title, date, start and end time, and the destination calendar. Add a location, description, or reminder when needed, then save.


Filter events ...
August 2026
+ Event
Today
My calendars
Personal
Appointment schedules
Thu
Fri
Sat
30
31
1
6
7
8
Personal
Title
From
Aug 28, 2026
7:00 AM
To
Aug 28, 2026
8:00 AM
America/Chicago
All day
Add a location
Add a description
• Purpose
• Agenda
• Preparation (if any)
More details
Save

The event editor starts with the essential date and time fields and offers additional details when needed.

Select an existing event to view it. Use **Edit** to change its details or **Delete** to remove it. Moving an event by dragging it changes its scheduled time, so review the result before leaving the page.

An all-day event has a date but no clock time. For a timed event, confirm the displayed time zone, especially when participants are in different regions.

Events on a shared calendar

A view-only recipient can read events but cannot create, change, or delete them. A recipient who accepted **Can edit events** access can create, change, and delete events for everyone with access, but cannot rename or delete the calendar, reshare it, or manage permissions. Put only information intended for every recipient on a sharing calendar, including its notes, locations, attendees, reminders, and links.

Current online article: https://help.lightdrive.one/calendar/creating-and-editing-events

6.3 Recurring Events

While creating or editing an event, open the repeat control and choose the recurrence pattern: daily, weekly, monthly, yearly, or a custom interval. Set an end date or occurrence count when the series should stop.

When you change or delete one occurrence, Calendar asks whether the action applies to that occurrence or to the series. Read that choice carefully. Editing the series can replace exceptions that were made to individual dates.

For an irregular schedule, create separate events instead of a recurrence rule. This makes later changes clearer and avoids exceptions that some connected calendar apps display differently.

Current online article: https://help.lightdrive.one/calendar/recurring-events

6.4 Using Multiple Calendars

Use separate calendars to group events by purpose, such as Personal, Family, School, or Work.

Select the plus control beside the calendar list to create one, give it a clear name, and choose its color. When creating an event, select the calendar that should own it.

Use the checkbox beside a calendar to show or hide all its events. Hiding does not delete or stop synchronization. Open the calendar’s action menu to rename it, change its color, export it, or delete it. For deliberate sharing, use Sharing & invitations instead of the native sharing menu.

Deleting a calendar removes every event it owns. Export important events before deleting the calendar.

LightDrive supports two kinds of calendar sharing. You can share a calendar with another LightDrive user for view-only or editing access, or create a public read-only share for people and calendar apps outside LightDrive.

Sharing with another LightDrive user

In **Sharing & invitations**, you can offer another LightDrive account **View only** or **Can edit events** access. The recipient signs in and accepts inside Vault before access begins. Group sharing, account-directory searches, federation, and calendar-sharing emails remain disabled. Internal sharing notices stay inside the Vault. Public links use the separate read-only workflow below and do not require an invitation or a LightDrive account.

1. Open **Calendar → Sharing & invitations → New shared calendar**.
2. Name the calendar and confirm that you will put only events intended for recipients in it. Choose **Create empty calendar**. Nothing from your personal calendars is copied or shared.

3. Add the events you intend to share to **Shared — [calendar name]**. Review titles, times, descriptions, locations, attendees, and links before inviting anyone. Do not rely on an event’s privacy label to protect information you place here.
4. Under **Shared by you**, open **Invite a LightDrive user** on the calendar card. Enter the person’s LightDrive ID or full `@lightdrive.one` address, preserving the ID’s case. Choose **View only** or **Can edit events**, then choose **Send invitation**. LightDrive does not confirm whether that ID exists.
5. The recipient receives a Vault notification-bell notice that opens **Sharing & invitations → Invitations**. They review the offered permission and accept or decline it. Pending invitations expire after seven days. There is no access before acceptance.

Choose the permission deliberately

View only lets the recipient read the calendar without changing events. **Can edit events** lets the recipient create, change, and delete events for everyone with access. It does not allow calendar renaming or deletion, resharing, permission management, or moving events between this calendar and another calendar. To change an offered or accepted permission, revoke it and send a new invitation; the recipient must accept again.

Save any event draft before choosing **Refresh Calendar**. In Thunderbird or another CalDAV client, refresh the available calendars and select the new shared calendar for synchronization if necessary. Editable changes synchronize in both directions.

Show or hide without changing access

Click the shared calendar’s name or checkbox in your Calendar sidebar to show or hide its events. This is your own display preference: it does not edit events, change the owner’s view, stop synchronization, or revoke access. View-only access does not permit event changes. Edit access permits event changes but not management of the calendar or its sharing.

Leave or revoke

To end access, the recipient chooses **Leave calendar** under Invitations or the owner chooses **Revoke** under Shared by you. Future authorized reads stop, but requests already in progress may finish, and copies previously synced, downloaded, or exported cannot be erased remotely.

Vault notices and Activity History

The Vault notification bell alerts the recipient to a new invitation, alerts the owner after acceptance, and alerts the recipient if the owner revokes access. A revoked pending offer appears as an invitation withdrawal. Selecting a notice opens Calendar → Sharing & invitations. LightDrive does not send calendar-sharing notices by email.

Activity History records invitations, acceptance, decline, leaving, withdrawal, and revocation for both accounts. These entries identify the sharing calendar, the LightDrive IDs involved, and the offered permission; they do not include event details, recovery addresses, or credentials.

A new invitation requires a new acceptance. Revoke and reinvite to change a recipient between view-only and edit access. Revoke access before deleting a sharing calendar if access should end permanently: restoring a deleted calendar can restore access for recipients whose invitations are still accepted.

Your sharing overview

Shared by you brings both sharing types together. Each calendar appears once, with a **LightDrive share** section for internal recipients and a **Public read-only share — Active** status when a public link is enabled. Pending invitations do not grant access; revoked and expired invitations appear under **Past invitations — no current access**. Calendars kept ready for internal invitations are clearly marked when they have no accepted recipients. Disabled public-only shares no longer appear as active.

Subscription links are not shown in this overview. Choose **Manage public share** to open the detailed **Public read-only share** tab for Copy link, Replace link, or Disable public share.

Share an existing calendar with a LightDrive user

Some calendars are configured for both events and Tasks. They are listed separately and cannot be shared with a LightDrive user, even when they contain no Tasks. Removing Tasks does not change this restriction. Choose **New shared calendar** to create an empty event-only calendar, then add the events you want to share and invite recipients. Each recipient must accept. Your original calendar and Tasks are not changed or copied. Otherwise eligible mixed calendars can still use **Public read-only share**; that feed includes only shareable events, never Tasks.

For an eligible calendar you already own, open **Share with LightDrive user**, choose the calendar, review the disclosure, and enable sharing. Then open **Shared by you → Invite a LightDrive user** on its calendar card to send an invitation. This does not enable a public link. **New shared calendar** instead creates a separate empty calendar for sharing with another LightDrive user. Neither workflow gives a recipient access before acceptance.

Public read-only share

A public read-only share creates a unique calendar subscription link for people and calendar apps outside LightDrive. No LightDrive account is needed. Anyone who has the link can view the shareable events in that calendar, but cannot create, change, or delete events or manage the calendar. Share the link only with people you trust: it can be forwarded.

For better privacy, create a separate calendar containing only the events you intend to share publicly. Sharing one calendar does not share your other calendars, Tasks, Contacts, files, mail, or account profile. Your Personal calendar is not included unless you deliberately select that exact calendar. Calendars shared with you by another account, subscribed calendars, birthday/contact-date calendars, and task-only calendars are not eligible.

1. Open **Calendar → Sharing & invitations → Public read-only share**.

2. Find the calendar you own that you want to share. Review its existing events and remember that future events added to it will also be shared.
3. Check the acknowledgement and choose **Create read-only link**.
4. Choose **Copy link** and give that subscription URL only to your intended recipients. Do not post it in a public directory, send it to an online validation tool, or include it in a support screenshot.

What the link can reveal

Ordinary events include their titles, descriptions, locations, start/end times, recurrence details and exceptions, organizer and attendee information, links, and attachment references or inline attachment data if present. Review those fields before sharing. An attachment reference does not grant permission to a protected LightDrive file, but an already accessible public link remains accessible.

The public feed follows Nextcloud’s read-only event privacy rules: private events are omitted, confidential events show Busy with timing and recurrence information, and event reminders are not exported. This does not change your original events or reminders. Use a separate calendar, rather than privacy labels alone, to decide what belongs in a public share.

Subscribe with Google Calendar, Apple Calendar, or another app

Use the copied HTTPS URL as a calendar subscription, not as a one-time file import. In Google Calendar on a computer, open **Other calendars → + → From URL** and paste it. On iPhone, open **Calendar → Calendars → Add Calendar → Add Subscription Calendar** and paste it. Other iCalendar-compatible apps usually offer a Subscribe or Add from URL option. The recipient does not enter a LightDrive password. The subscription is read-only; it is not editable CalDAV account access.

External apps fetch updates on their own schedule. Changes may take time to appear, especially in Google Calendar; this is not real-time synchronization. A refresh delay does not mean the owner needs to recreate the link.

Disable or replace a link

In the same public-sharing area, choose **Disable public share** to stop future reads using that URL. To issue a new URL, acknowledge the warning and choose **Replace link**. The old URL stops working and recipients must replace it in their subscription settings. Re-enabling a disabled share also generates a new URL.

Disabling or replacing a link cannot erase copies already fetched, downloaded, or exported; a request already being sent may finish. Hiding a calendar in your sidebar is not revocation. Disable the public share before deleting a calendar if access should end permanently: restoring a deleted calendar can make a still-enabled link work again. These controls do not revoke separate LightDrive-account invitations or accepted shares.

If the public-sharing tab is unavailable, the capability may not be enabled for your account. If a subscription stops loading, ask the owner whether the link was disabled or replaced. Do not share your account password to repair it. Very large calendars may need to be divided into smaller calendars.

Subscribe to public calendar

Add a read-only calendar from a public subscription URL. Updates are refreshed automatically, but timing depends on the source and refresh schedule.

1. In Calendar, open the **+** menu beside **My calendars** and choose **Subscribe to public calendar**.
2. Paste the public iCalendar subscription URL and submit it. Prefer an HTTPS URL. The subscribed calendar appears in your calendar list; you can view its events but cannot edit the remote source.
3. Updates are fetched on Nextcloud’s normal background refresh schedule, not instantly. If a source cannot be fetched or is not a calendar, it may remain empty or show previously cached events. Check the source with its provider without sharing a private URL in support logs or online validators.
4. To unsubscribe, use the subscribed calendar’s menu, open **Edit calendar**, and choose **Delete**. This removes your subscription, not the provider’s source calendar.

A subscription does not transfer ownership, grant editing rights, or create a public share of your LightDrive calendars. Local and private-network sources are not supported. Treat tokenized source URLs like passwords; do not include them in screenshots or support messages.

Import calendar

The existing **Import calendar** option imports an `.ics` file as a one-time copy into a calendar you can edit. It does not keep refreshing from the source. Use **Subscribe to public calendar** for ongoing read-only updates, or **Public read-only share** to let others subscribe to a calendar you own in LightDrive.

6.5 Calendar Synchronization (CalDAV)

CalDAV keeps LightDrive calendars synchronized with compatible phone, tablet, and desktop apps.

- **Discovery address:** `lightdrive.one`
- **Manual fallback URL:** `https://vault.lightdrive.one/remote.php/dav/`
- **Username:** your full `username@lightdrive.one` address
- **Password:** a LightDrive client password that includes **Calendars** (recommended)

For third-party Calendar clients, a separately revocable LightDrive client password that includes Calendars is recommended. Your main LightDrive password or a Vault app password may also work with compatible Calendar clients.

Use `lightdrive.one` when the app supports automatic discovery. If discovery fails or the app requires a complete URL, use `https://vault.lightdrive.one/remote.php/dav/`. Keep certificate verification enabled. After the account is discovered, select the calendars to synchronize.

CalDAV synchronizes calendar records, not email or files. Configure CardDAV separately for contacts and IMAP/SMTP separately for email.

A separate password for your device

In the Vault, open **Settings → Security → App & device access**. Create a LightDrive client password for this device and select the services it needs. Choose Calendars only, or combine it with Email and/or Contacts. Copy the password when shown; it cannot be displayed again. Existing LightDrive client passwords do not gain services that were not selected when they were created.

Use your full LightDrive email address and preserve the case of your LightDrive ID. For Calendar, try the discovery address `lightdrive.one` first and use `https://vault.lightdrive.one/remote.php/dav/` as the manual fallback. Contacts uses `https://dav.lightdrive.one/`. One combined password can authorize both, but they are separate connections and may need separate setup.

Changing your main Vault password does not rotate this client password. Revoke it in Security when a device is lost or no longer used; a combined password is revoked for every service selected for it. A calendar-scoped client password does not grant Files access or permission to manage sharing invitations.

Current online article: https://help.lightdrive.one/calendar/calendar-synchronization-caldav

6.6 Calendar on Android

Android does not include one CalDAV setup path on every device. Install a trusted CalDAV sync adapter, such as DAVx⁵, and use it to add the LightDrive account.

- **Base URL:** `https://vault.lightdrive.one/remote.php/dav/`
- **Username:** your full LightDrive email address
- **Password:** a LightDrive client password that includes **Calendars** (recommended)

For third-party Calendar clients, a separately revocable LightDrive client password that includes Calendars is recommended. Your main LightDrive password or a Vault app password may also work with compatible Calendar clients.

Select the LightDrive calendars in the sync adapter, enable calendar synchronization, and allow the permissions and background activity it needs. The calendars then appear in Android calendar apps that use the system calendar provider.

Choosing services for Android

Use a separate Email-only password for your mail app and a Contacts & calendars password for your DAV sync adapter, or deliberately choose a combined password for all three. See Calendar Synchronization for creating one. Contacts and Calendar have different server addresses and may need separate accounts in the adapter. Select the address books and calendars you want to sync. Sharing permissions still apply on the phone.

Current online article: https://help.lightdrive.one/calendar/calendar-on-android

6.7 Calendar on iPhone and iPad

Open **Settings → Apps → Calendar → Calendar Accounts → Add Account → Other → Add CalDAV Account** on current iOS and iPadOS versions.

- **Server:** `vault.lightdrive.one`
- **Username:** your full LightDrive email address
- **Password:** a LightDrive client password that includes **Calendars** (recommended)

For third-party Calendar clients, a separately revocable LightDrive client password that includes Calendars is recommended. Your main LightDrive password or a Vault app password may also work with compatible Calendar clients.

Keep SSL enabled. After verification, choose the LightDrive calendars you want visible in the Calendar app and set the desired refresh behavior.

If automatic discovery fails, use the full CalDAV address `https://vault.lightdrive.one/remote.php/dav/`.

Device password

Create a LightDrive client password that includes Calendars as described in Calendar Synchronization. A combined password can also authorize Email and Contacts, but iPhone and iPad configure IMAP, CardDAV, and CalDAV as separate connections. Select the desired calendars after adding the account.

Current online article: https://help.lightdrive.one/calendar/calendar-on-iphone-and-ipad

6.8 Calendar on Desktop Applications

Use a desktop calendar that supports CalDAV. Thunderbird supports CalDAV directly; macOS Calendar can add a CalDAV account through Internet Accounts.

- **Discovery address:** `lightdrive.one`
- **Manual fallback URL:** `https://vault.lightdrive.one/remote.php/dav/`
- **Username:** the full LightDrive email address
- **Password:** a LightDrive client password that includes **Calendars** (recommended)

For third-party Calendar clients, a separately revocable LightDrive client password that includes Calendars is recommended. Your main LightDrive password or a Vault app password may also work with compatible Calendar clients.

Microsoft Outlook does not provide full native CalDAV support. Use the LightDrive web calendar or a reputable CalDAV connector that you have independently reviewed.

After setup, create one test event and confirm that it appears in both the desktop application and the Vault.

Thunderbird and shared calendars

Create a LightDrive client password that includes Calendars as described in Calendar Synchronization. A new password with Email, Contacts, and Calendars selected can serve all three connections in Thunderbird, although Thunderbird configures the services separately. Open **Add Account → Calendar → On the Network**, enter your full LightDrive email address as the username, enter `lightdrive.one` as the location, and choose **Find Calendars**. If discovery fails, use `https://vault.lightdrive.one/remote.php/dav/`. Select the owned and accepted shared calendars you want to synchronize.

Accept sharing invitations in Vault Calendar first and review whether the offer is **View only** or **Can edit events**. Then refresh Thunderbird’s available calendars and select the shared calendar. View-only recipients can read owner changes but cannot edit events. Editable recipients can create, change, and delete events in Thunderbird, and those changes synchronize for the owner and other recipients. Unchecking a calendar only changes your view; to end access, leave it in Sharing & invitations or ask its owner to revoke it.

Current online article: https://help.lightdrive.one/calendar/calendar-on-desktop-applications

6.9 Troubleshooting Calendar Sync

1. Open Calendar in the Vault and confirm that the expected events exist there.
2. Try the CalDAV discovery address `lightdrive.one`. If discovery fails or the app requires a full URL, use `https://vault.lightdrive.one/remote.php/dav/`.
3. Use the full LightDrive email address, preserving ID case, and a LightDrive client password that includes Calendars access (recommended). A mail-only or contacts-only password cannot connect to Calendar.
4. Confirm that the desired calendars are selected and enabled for synchronization.
5. Check the device time, network access, background permissions, and battery restrictions.

For third-party Calendar clients, a separately revocable LightDrive client password that includes Calendars is recommended. Your main LightDrive password or a Vault app password may also work with compatible Calendar clients.

If only one calendar is missing, re-enable that calendar rather than removing the whole account. Changing the main Vault password does not change a separately created client password. If you revoke or replace a client password, update the saved credential in your calendar client. Do not bypass an HTTPS certificate warning.

A shared calendar is missing or cannot be edited

Accept the invitation in **Calendar → Sharing & invitations**, refresh the calendar list, and select the calendar for sync. Check its sidebar checkbox if it is only hidden. Review the accepted permission: **View only** intentionally prevents editing, while **Can edit events** permits event creation, changes, and deletion but not calendar or sharing management. If the owner revoked access, changed the offer, or you left, a fresh invitation and acceptance are needed; replacing your client password will not restore sharing access.

Use a harmless test event in your own calendar to check two-way synchronization. Never disable certificate verification or ask someone to send you their account password.

Chapter 7 - Contacts

7.1 LightDrive Contacts

LightDrive provides a private CardDAV address book for each account. Open **Contacts** from the Vault app menu to create, edit, search, and delete contacts in your browser.

The same address book synchronizes with compatible phones, tablets, and desktop applications. A change made in the Vault Contacts app or a connected CardDAV client is saved to LightDrive and appears on the other connected devices after synchronization.

LightDrive Email reads the address book to provide names and addresses while you compose messages. Its contacts view is separate and read-only; use **Synchronize** in Email when you need it to pull the latest CardDAV changes immediately.

Current online article: https://help.lightdrive.one/contacts/lightdrive-contacts

7.2 Contact Privacy

Your LightDrive address book belongs to your account. It is not a public profile or a shared company directory.

CardDAV clients authenticate before they can read or change contacts. Use HTTPS, keep certificate checking enabled, and give each long-lived client its own LightDrive client password that includes Contacts. Create it under **Settings → Security → App & device access**, selecting only the services the app needs. Your main LightDrive password, Vault app passwords, and client passwords without Contacts access do not authenticate to CardDAV.

A contact can contain sensitive information such as home addresses, phone numbers, birthdays, and notes. Add only the information you need, protect every synchronized device with a screen lock, and review an app’s privacy practices before granting it contacts access.

Current online article: https://help.lightdrive.one/contacts/contact-privacy

7.3 Where to Edit Your Contacts

Open **Contacts** from the Vault app menu to create, edit, and delete LightDrive contacts in your browser. You can also edit the same address book in a compatible app:

- On Android, use a CardDAV sync adapter and the device’s Contacts app.
- On iPhone and iPad, add a CardDAV account and use Apple’s Contacts app.
- On Thunderbird, add the LightDrive CardDAV address book.

Changes made in the Vault Contacts app or a connected CardDAV client synchronize through LightDrive. Allow synchronization to finish before checking another device.

LightDrive Email uses the resulting address book for recipient lookup, but its contacts view is read-only. After editing a contact, use the contacts synchronization control in Email to refresh its copy.

Current online article: https://help.lightdrive.one/contacts/where-to-edit-your-contacts

7.4 Contact Synchronization (CardDAV)

CardDAV synchronizes your LightDrive contacts with compatible applications. Open **Settings → Security → App & device access**, name the app or device, and create a LightDrive client password that includes Contacts. Choose Contacts only for a contacts-only app, or include Email and/or Calendars if that app needs them. Copy the value when LightDrive displays it; the value is shown only once.

- **Address book URL:** `https://dav.lightdrive.one/USERNAME/contacts/`
- **Username:** your full `username@lightdrive.one` address; your bare LightDrive ID is also accepted
- **Password:** a LightDrive client password that includes Contacts

Replace `USERNAME` in the URL with your LightDrive ID, using the same spelling and capitalization as your account. Enter the HTTPS address exactly and keep certificate verification enabled.

Your main Vault password, a Vault app password, and an Email-only password do not authenticate to CardDAV. Create a separate credential for each client so one can be revoked without interrupting the others.

CardDAV synchronizes contacts only. Configure CalDAV separately for calendars and IMAP/SMTP separately for email.

Current online article: https://help.lightdrive.one/contacts/contact-synchronization-carddav

7.5 Contacts on Android

Install a trusted CardDAV sync adapter, such as DAVx[5]. In the Vault, open **Settings → Security → App & device access**, create a LightDrive client password that includes Contacts for the Android device, and copy it when displayed. Choose Contacts only, or Contacts & calendars if the adapter also synchronizes calendars.

- **URL:** `https://dav.lightdrive.one/USERNAME/contacts/`
- **Username:** your full LightDrive email address
- **Password:** a LightDrive client password that includes Contacts

Select the discovered Contacts collection, enable synchronization, and grant the adapter contacts and background permissions. The contacts then appear in Android apps that use the system contacts provider.

Choose the LightDrive account when creating a contact. A contact saved to the phone-only or Google account will not be sent to LightDrive. Your main Vault password, Vault app passwords, and Email-only passwords do not work for CardDAV.

Current online article: https://help.lightdrive.one/contacts/contacts-on-android

7.6 Contacts on iPhone and iPad

In the Vault, first open **Settings → Security → App & device access**, create a LightDrive client password that includes Contacts for the device, and copy it when displayed. Choose only the services the device needs.

Then open **Settings → Apps → Contacts → Contacts Accounts → Add Account → Other → Add CardDAV Account** on current iOS and iPadOS versions.

- **Server:** `dav.lightdrive.one`
- **Username:** your full LightDrive email address
- **Password:** a LightDrive client password that includes Contacts

Keep SSL enabled. If discovery does not find the address book, use the complete path `https://dav.lightdrive.one/USERNAME/contacts/`. Your main Vault password, Vault app passwords, and Email-only passwords do not work for CardDAV.

Set LightDrive as the default contacts account if you want new contacts created on the device to be stored there automatically.

Current online article: https://help.lightdrive.one/contacts/contacts-on-iphone-and-ipad

7.7 Contacts in Thunderbird

For the simplest setup, open **Settings → Security → App & device access**, name the credential for this copy of Thunderbird, choose **Email & contacts**, and create the LightDrive client password. If Thunderbird will also synchronize Calendar, choose **Email, contacts & calendars** instead. Copy it when LightDrive displays it; the value is shown only once.

When you add the LightDrive email account with your full address, Thunderbird can discover the related CardDAV address book. Use the same LightDrive client password when prompted for email or contacts.

If Thunderbird does not offer the address book automatically, open its Address Book, choose to add a CardDAV address book, and enter:

- `https://dav.lightdrive.one/USERNAME/contacts/` as the location;
- your full `username@lightdrive.one` address as the username; and
- the same LightDrive client password created for Thunderbird.

You may instead create separate LightDrive client passwords with Email only and Contacts only access, but Thunderbird will then need the correct password for each service. Your main Vault password and Vault app passwords do not authenticate to email or CardDAV. If Thunderbird has cached an old credential, remove or replace the saved password when it prompts again.

After discovery, name the address book LightDrive Contacts. Create one test contact in Thunderbird, synchronize, and confirm that it appears in the Vault Contacts app.

Thunderbird can also use the address book for email recipient completion. That does not require copying contacts into the LightDrive mailbox.

Current online article: https://help.lightdrive.one/contacts/contacts-in-thunderbird

7.8 Contacts and LightDrive Email

LightDrive Email reads your synchronized CardDAV contacts to provide names and addresses while you compose messages.

Create, edit, or delete a contact in the Vault Contacts app or a connected CardDAV client. After the change reaches LightDrive, use the contacts synchronization control in Email to refresh its read-only copy. Email will not overwrite the address book.

If a recipient does not appear, confirm that the contact has an email address and is stored in the LightDrive address book rather than a device-only or third-party account.

Current online article: https://help.lightdrive.one/contacts/contacts-and-lightdrive-email

7.9 Troubleshooting Contact Sync

1. Confirm the URL is `https://dav.lightdrive.one/USERNAME/contacts/` with your LightDrive ID in place of `USERNAME`.
2. Use your full LightDrive email address as the username and a current LightDrive client password that includes Contacts, created under **Settings → Security → App & device access**.
3. If the app cached an old credential, remove the saved password and enter the correct newly created password when prompted.
4. Confirm that the Contacts collection is enabled and the app has contacts and background permissions.
5. Check which account owns a missing contact; device-only and third-party contacts are not sent to LightDrive.
6. After synchronization completes, confirm the change in the Vault Contacts app and refresh contacts in LightDrive Email.

The main Vault password, Vault app passwords, and Email-only passwords do not work for CardDAV. Do not bypass a certificate warning. If the exact HTTPS address still produces one, stop and contact Support.

Current online article: https://help.lightdrive.one/contacts/troubleshooting-contact-sync

7.10 Importing, Exporting, and Backing Up Contacts

The Contacts app can bring in a vCard file, download a portable copy of your address book, and keep optional weekly backups in LightDrive Files.

Import contacts

1. Open **Contacts → Import & export**.
2. Select **Import contacts**, then choose a `.vcf` or `.vcard` file from your device or from LightDrive Files.
3. Review possible duplicates. Exact copies are skipped by default; likely matches require a decision before anything is saved.
4. Choose **Import** after every flagged card has a decision.

An import does not overwrite a current contact without review. Large groups that share a common name or address are deliberately excluded from pair-by-pair duplicate matching.

Export contacts

Under **Download an export**, choose all contacts or one category, then select a format:

- **vCard 4.0** is the best modern transfer format.
- **vCard 3.0** works with older contact applications.
- **Full CSV** is useful for a spreadsheet or another structured workflow.
- **Address-label CSV** contains only name and postal-address columns suitable for envelopes or labels. Contacts without a name and complete address are omitted.

An export is a new download. Protect it like any other file containing personal information, and delete copies you no longer need.

Weekly backups

Open **Contacts → Backups** and enable weekly backups. LightDrive stores up to 12 vCard backup files in **LightDrive/Contacts Backups**. You can also use **Back up now**.

To recover from a connected app deleting or overwriting contacts, choose **Import backup**. Exact current matches are skipped and current contacts are not overwritten automatically. The Backup health line warns when an enabled schedule appears overdue.

Trash and recovery

A contact deleted in the Vault Contacts app remains in Trash for 30 days and can be restored. Recent bulk changes remain undoable under **Trash & undo** for seven days unless you choose **Make permanent**. A deletion made directly in a CardDAV app does not enter this Trash, which is why optional backups remain useful.

Current online article: https://help.lightdrive.one/contacts/importing-exporting-and-backing-up-contacts

7.11 Finding and Merging Duplicate Contacts

Open **Contacts → Duplicates** to look for records that may describe the same person. A scan changes nothing by itself.

What the scanner compares

Likely matches share strong evidence such as a personal email address or phone number, or combine the same name with an organization or city. Same-name matches are shown only when you choose the broader option because unrelated people often share a name. Very large shared-value groups are skipped to avoid noisy results.

Review before merging

1. Open a suggested group and choose the contact to keep.
2. Review differing names, organization details, birthdays, notes, addresses, and other supported fields.
3. Choose which single-value details to retain. Multi-value details such as email addresses and phone numbers are combined within the app limits.
4. Confirm the merge only after the preview looks right.

The selected contact remains active. The other original vCards move to Trash for 30 days, so details not represented in the merged editor remain recoverable there. Home, Work, Mobile, and preferred markers are retained for supported email, phone, and website values.

If a suggestion is wrong

Leave it alone. A suggestion is evidence to review, not a command. You can also restore an original contact from Trash after a merge, provided an exact active copy does not already exist.

Chapter 8 - Reading Documents and Books

8.1 Reading Files in the Vault

LightDrive offers two ways to read stored material.

Files

Select a supported document in Files to open its native viewer. Text files open read-write in the Text app when they are ordinary documents. Images, video, PDF, and other supported formats open in their corresponding viewers.

Books

The Books app provides separate ebook and audiobook shelves, dedicated Books and Audiobooks folders, public-domain catalog search, imports, metadata, progress, collections, notes, and reading or listening controls. A plain-text file opened from the Books shelf is read-only, which prevents accidental edits while reading.

Use Files to manage arbitrary documents. Use Books when the item belongs in a reading or listening library.

Current online article: https://help.lightdrive.one/reading-documents-and-books/reading-files-in-the-vault

8.2 PDF Files

Books accepts PDF uploads and displays them on the ebook shelf. Select a cover to open the book.

In Books settings, **Open PDFs with the ebook reader** controls which viewer handles PDFs. Leave it off for the native PDF viewer. Turn it on when you prefer the ebook reader’s navigation and reading interface.

Use the download control on a shelf cover to save the original PDF. Use Edit to change its display title, author, subjects, series, collections, or cover art. Delete is intentionally inside the Edit dialog to reduce accidental removal.

A scanned PDF contains page images rather than reflowable ebook text. Font, spacing, search, and read-aloud capabilities depend on whether the PDF itself contains usable text.

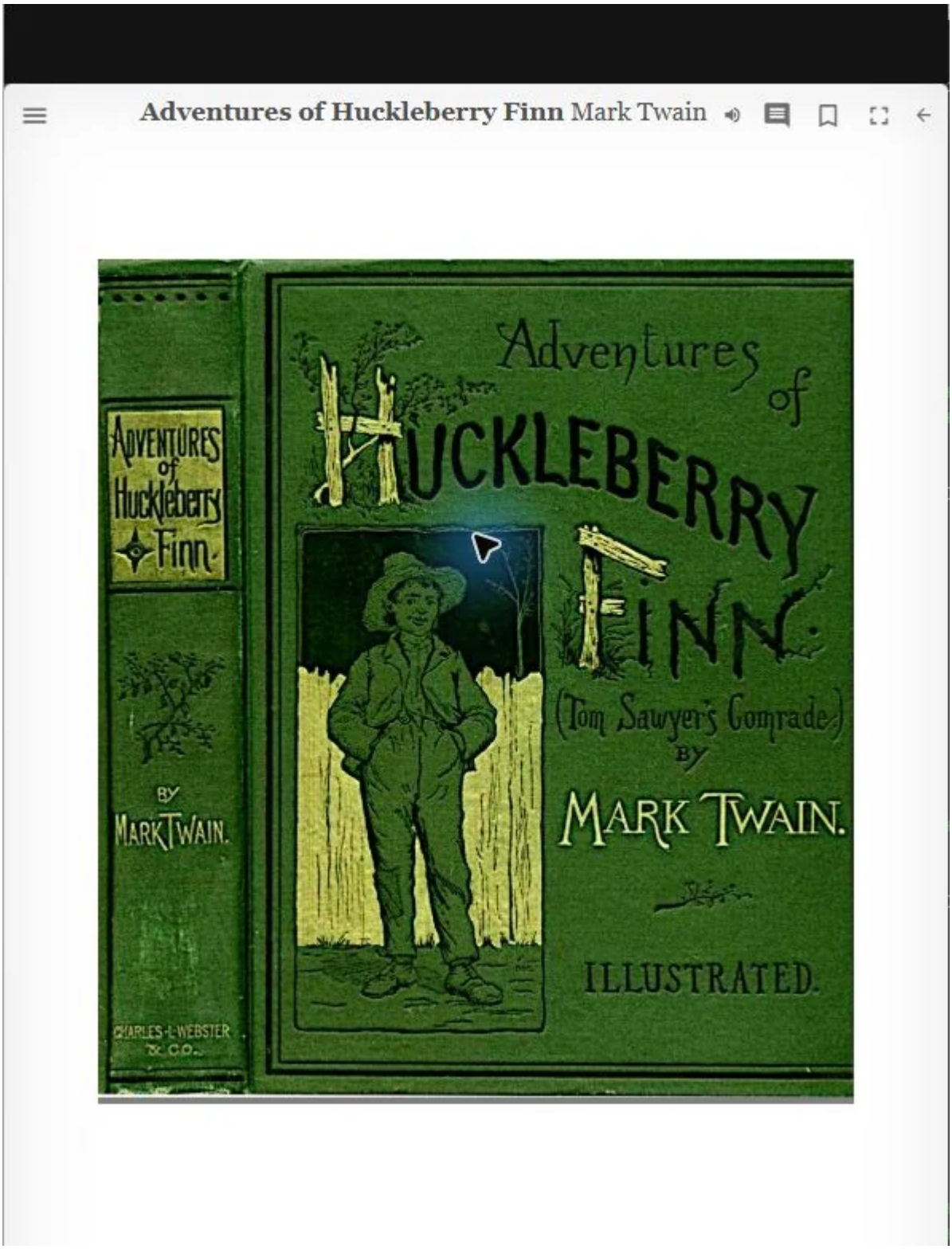
Current online article: https://help.lightdrive.one/reading-documents-and-books/pdf-files

8.3 EPUB Books

EPUB is the primary reflowable ebook format in Books. Upload an EPUB under **Add → Ebooks**, or search Project Gutenberg by title, author, language, or subject and download a public-domain edition directly to your shelf.

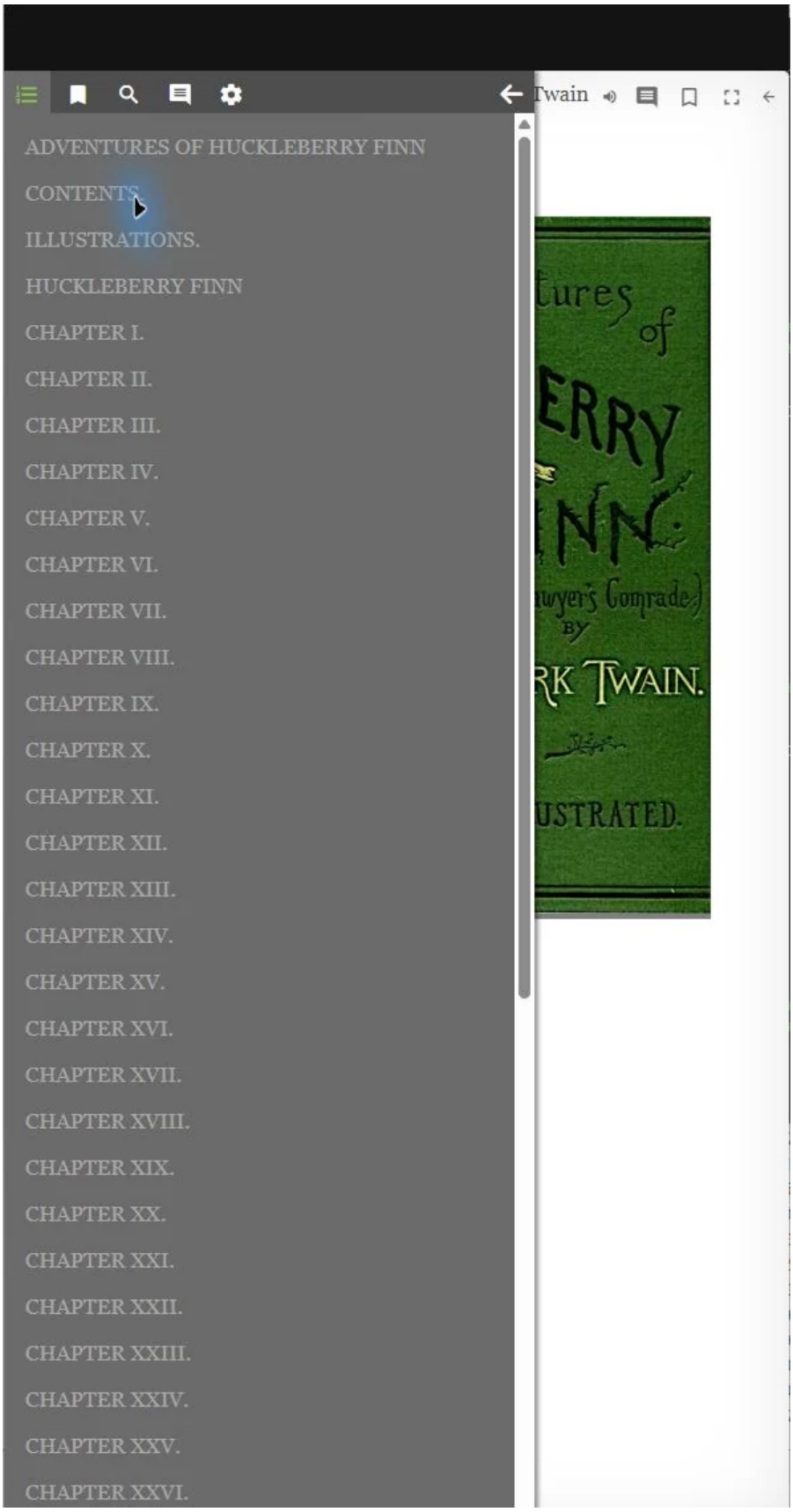
Reader controls

Select the cover to open the EPUB reader. Its toolbar provides contents, bookmarks, search, notes, reader settings, read aloud, and close. The reader remembers the book’s reading position.



The EPUB toolbar provides navigation, search, notes, bookmarks, reading tools, and a return to Books.

Read aloud uses voices installed in the browser or device. Choose a voice, rate, and sleep option; start from the current place or selected sentence. LightDrive saves the read-aloud place separately so you can continue later.


Twain
ADVENTURES OF HUCKLEBERRY FINN
CONTENTS.
ILLUSTRATIONS.
HUCKLEBERRY FINN
CHAPTER I.
CHAPTER II.
CHAPTER III.
CHAPTER IV.
CHAPTER V.
CHAPTER VI.
CHAPTER VII.
CHAPTER VIII.
CHAPTER IX.
CHAPTER X.
CHAPTER XI.
CHAPTER XII.
CHAPTER XIII.
CHAPTER XIV.
CHAPTER XV.
CHAPTER XVI.
CHAPTER XVII.
CHAPTER XVIII.
CHAPTER XIX.
CHAPTER XX.
CHAPTER XXI.
CHAPTER XXII.
CHAPTER XXIII.
CHAPTER XXIV.
CHAPTER XXV.
CHAPTER XXVI.
tures of
ERRY
NN.
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BY
RK TWAIN.
USTRATED.

Open the navigation panel to move through the table of contents and other saved reading locations.

Notes and saved places

Create bookmarks, highlights, and notes in the reader. They appear under **Notebook** in Books and can reopen the book at the saved location. Exporting notes creates a Markdown file beside the EPUB in the Books folder.

Current online article: https://help.lightdrive.one/reading-documents-and-books/epub-books

8.4 Comic Book Files (CBZ)

CBZ is a ZIP archive containing ordered comic-book images. Store a CBZ file in Files and select it to open the available comic or archive viewer.

The Books import tool accepts EPUB, PDF, and plain-text ebooks; it does not add CBZ files to the ebook shelf. Keep comic archives in a clearly named Files folder and use Favourites when you want quick access.

Page order comes from the image names inside the archive. If pages appear out of order, correct the names before rebuilding the CBZ. Use zero-padded names such as `001.jpg`, `002.jpg`, and `010.jpg`.

Current online article: https://help.lightdrive.one/reading-documents-and-books/comic-book-files-cbz

8.5 Reading Preferences

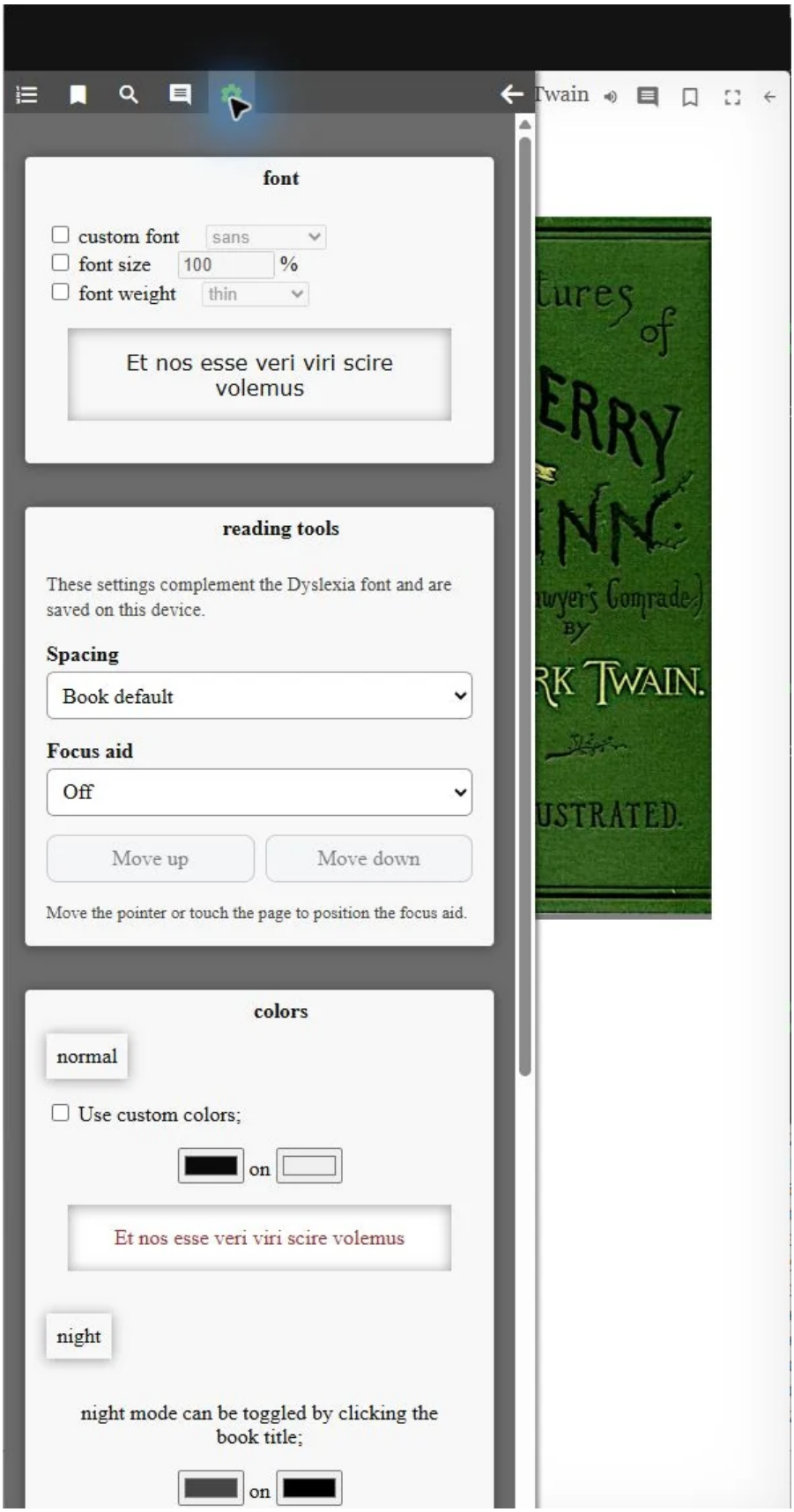
Books and the EPUB reader provide separate shelf and page preferences.

Shelf settings

Open **Settings** in Books to choose the ebook and audiobook folders, shelf appearance, whether titles and authors appear above covers, whether PDFs use the ebook reader, and OPDS reader access.

EPUB settings

Open the gear in the EPUB reader to set its font, font size, font weight, colors, night mode, page width, reflow behavior, and page-turn areas. LightDrive adds text-spacing presets and focus aids to the same settings area. The focus aid can use a reading ruler or a three-line focus window.


Twain
font
custom font
sans
font size
100
%
font weight
thin
Et nos esse veri viri scire volemus
reading tools
These settings complement the Dyslexia font and are saved on this device.
Spacing
Book default
Focus aid
Off
Move up
Move down
Move the pointer or touch the page to position the focus aid.
colors
normal
Use custom colors;
on
Et nos esse veri viri scire volemus
night
night mode can be toggled by clicking the book title;
on
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BY
RK TWAIN.
USTRATED.

Reader settings combine page appearance with LightDrive spacing and focus aids.

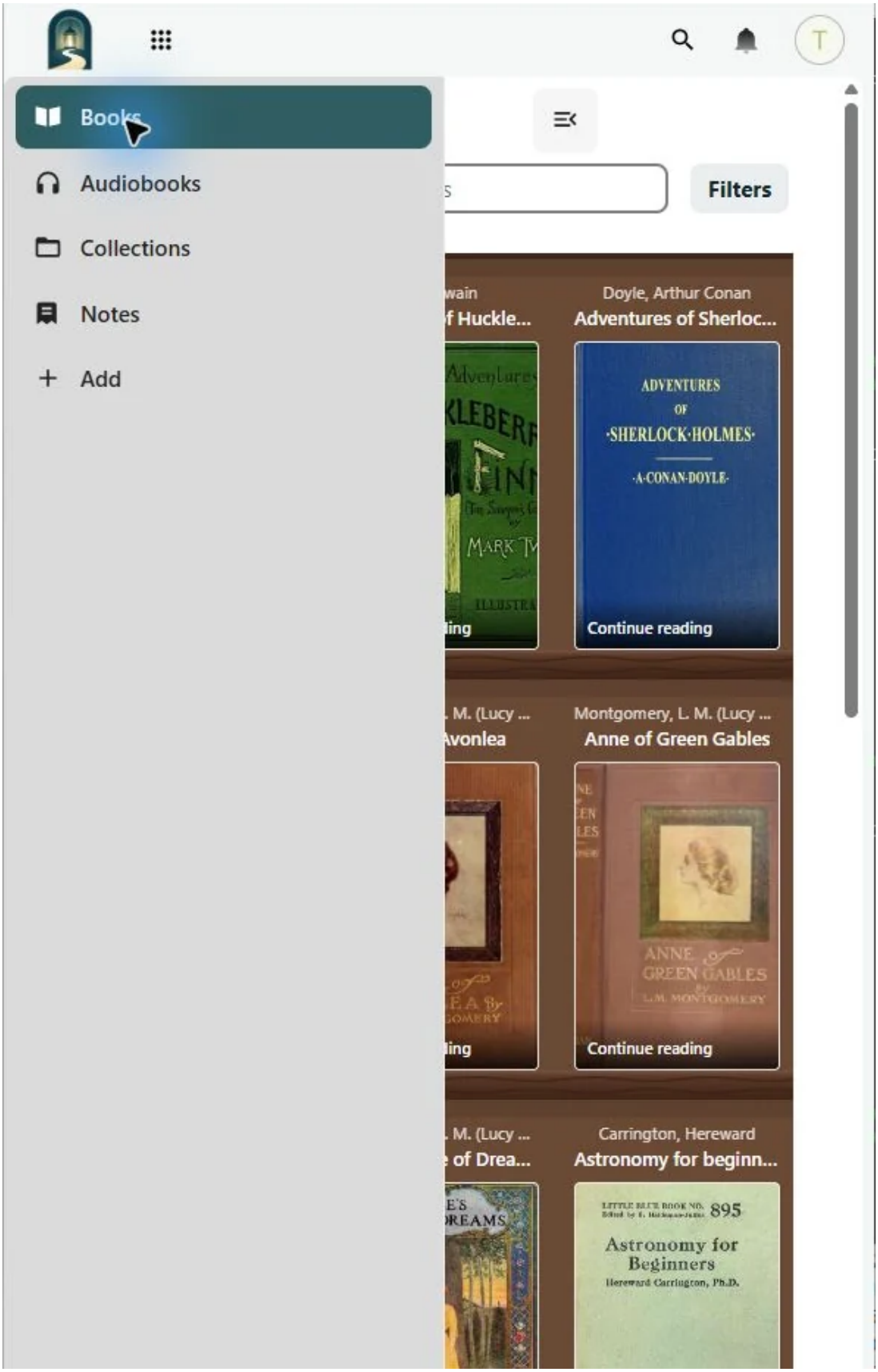
Accessibility

The Vault-wide Dyslexia font setting is under **Appearance & Accessibility**. It also applies to plain-text book content. EPUB settings and LightDrive’s spacing and focus choices persist when the reader closes.

Current online article: https://help.lightdrive.one/reading-documents-and-books/reading-preferences

8.6 Organizing an Ebook Collection

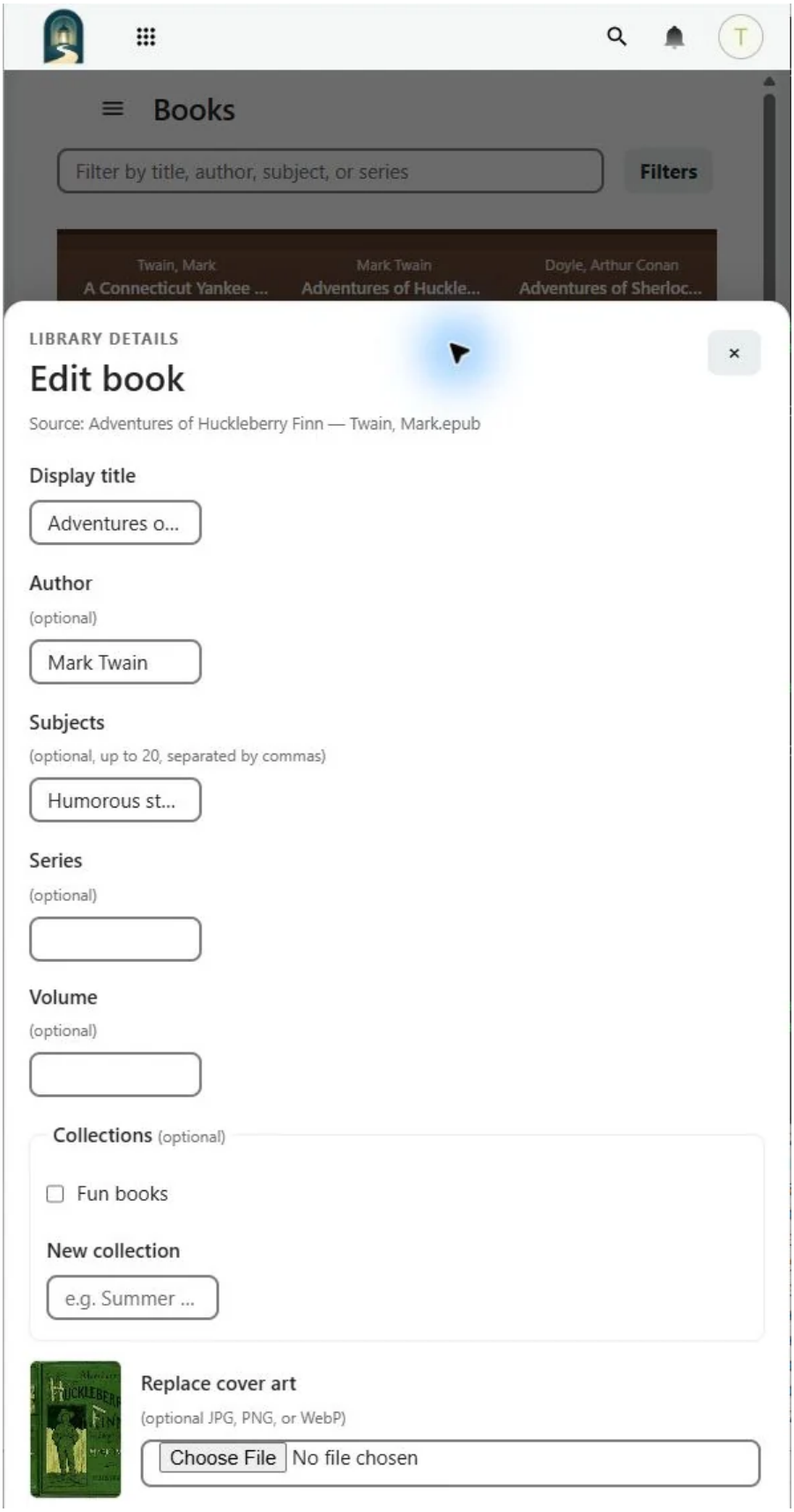
Books keeps ebooks and audiobooks on separate shelves and in separate configured folders.


Books
Audiobooks
Collections
Notes
Add
Filters
Doyle, Arthur Conan
Adventures of Sherloc...
ADVENTURES
OF
·SHERLOCK·HOLMES·
·A·CONAN·DOYLE·
Continue reading
Montgomery, L. M. (Lucy ...
Anne of Green Gables
ANNE
GREEN GABLES
L.M. MONTGOMERY
Continue reading
Carrington, Hereward
Astronomy for beginn...
LITTLE BLUE BOOK NO. 895
Astronomy for
Beginners
Hereward Carrington, Ph.D.

The Books sidebar separates the library, audiobooks, collections, notes, and settings.

Metadata and covers

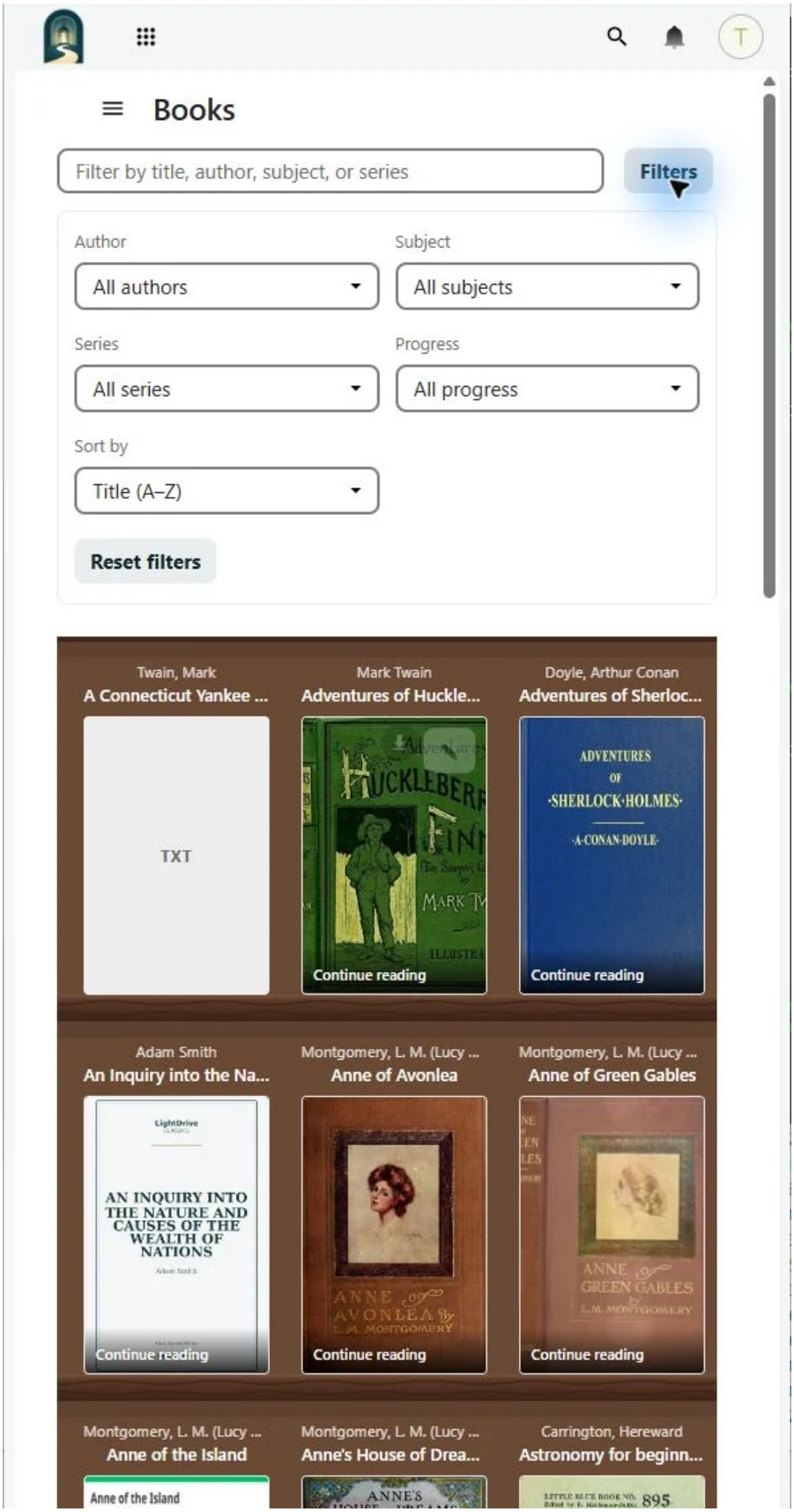
Use Edit on a shelf item to change its display title, author, subjects, series, volume, collection membership, and cover art. Books reads available EPUB or catalog metadata first and preserves your custom values.


Books
Filter by title, author, subject, or series
Filters
Twain, Mark
A Connecticut Yankee ...
Mark Twain
Adventures of Huckle...
Doyle, Arthur Conan
Adventures of Sherloc...
LIBRARY DETAILS
Edit book
Source: Adventures of Huckleberry Finn — Twain, Mark.epub
Display title
Adventures o...
Author
(optional)
Mark Twain
Subjects
(optional, up to 20, separated by commas)
Humorous st...
Series
(optional)
Volume
(optional)
Collections (optional)
Fun books
New collection
e.g. Summer ...
Replace cover art
(optional JPG, PNG, or WebP)
Choose File
No file chosen

Edit a shelf item to correct metadata, assign collections, or replace its cover.

Find and group books

For libraries over 12 items, shelf controls can filter by text, author, subject, series, and progress, and sort by title or date added. **Collections** creates virtual groups without moving or duplicating the underlying files. A book can belong to more than one collection.


Books
Filter by title, author, subject, or series
Filters
Author
All authors
Subject
All subjects
Series
All series
Progress
All progress
Sort by
Title (A–Z)
Reset filters
Twain, Mark
A Connecticut Yankee ...
TXT
Mark Twain
Adventures of Huckle...
Continue reading
Doyle, Arthur Conan
Adventures of Sherloc...
ADVENTURES OF SHERLOCK HOLMES
A CONAN DOYLE
Continue reading
Adam Smith
An Inquiry into the Na...
AN INQUIRY INTO THE NATURE AND CAUSES OF THE WEALTH OF NATIONS
Continue reading
Montgomery, L. M. (Lucy ...
Anne of Avonlea
ANNE OF AVONLEA
L.M. MONTGOMERY
Continue reading
Montgomery, L. M. (Lucy ...
Anne of Green Gables
ANNE OF GREEN GABLES
L.M. MONTGOMERY
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Montgomery, L. M. (Lucy ...
Anne of the Island
Anne of the Island
Montgomery, L. M. (Lucy ...
Anne's House of Drea...
ANNE'S
Carrington, Hereward
Astronomy for beginn...
895

Use shelf filters to narrow a large library without moving the underlying book files.

Audiobooks and Notebook

The audiobook player remembers chapter, position, and playback rate and offers skip controls, speeds from 0.75× to 2×, a chapter list, and sleep timers. Notebook collects EPUB notes, bookmarks, and highlights.

Other readers

Books can publish your ebook shelf through an authenticated OPDS catalog for use with compatible ebook readers.

In **Books → Settings**, create a separate reader access key for each OPDS app or device you want to connect. Use the OPDS catalog URL shown there together with that access key.

The catalog includes supported ebook files from your configured Books folder. Audiobooks are not included. Reading position, notes, bookmarks, and annotations in an external reader do not sync back to LightDrive.

OPDS access is limited to the ebook catalog and the books available through it. A reader access key does not provide general access to your LightDrive files.

Books stored inside subfolders are not currently included in the OPDS catalog.

If you stop using a reader, revoke its access key in Books settings.

Current online article: https://help.lightdrive.one/reading-documents-and-books/organizing-an-ebook-collection

Chapter 9 - Security and Privacy

9.1 How LightDrive Protects Your Account

LightDrive protects accounts with encrypted HTTPS connections, password controls, optional passkeys and two-factor methods, separately revocable Vault app passwords and LightDrive client passwords for email, contacts, and calendars, active-session review, recovery-email verification, and coordinated account-status enforcement.

Security also depends on your choices. Use a unique password, enable a passkey or authenticator app, store backup codes outside LightDrive, protect connected devices with a screen lock, and revoke sessions, Vault app passwords, or client passwords you do not recognize or no longer use.

LightDrive cannot make a deliberately shared public link private after another person has copied its contents. Review shares, connected apps, and account notices as part of routine security maintenance.

Current online article: https://help.lightdrive.one/security-and-privacy/how-lightdrive-protects-your-account

9.2 Your Password

Your main password signs you in to the Vault and can authenticate compatible Files and Calendar clients. It does not authenticate external email or contacts clients.

Use a long, unique password that is not used for any other site. A password manager can create and store it. Do not send it by email or enter it on a site other than an expected LightDrive sign-in page.

Change the password under **Settings → Security → Password & sign-in**. A Files or Calendar client that stores the main password must be updated afterward. Vault app passwords and LightDrive client passwords remain separate and do not change when you change the main password.

For third-party apps, a separately revocable client password is usually preferable when one is available because it can be limited to the services that app needs.

If you forget the password, use the recovery link on the Vault sign-in page. Instructions go to the verified recovery email address.

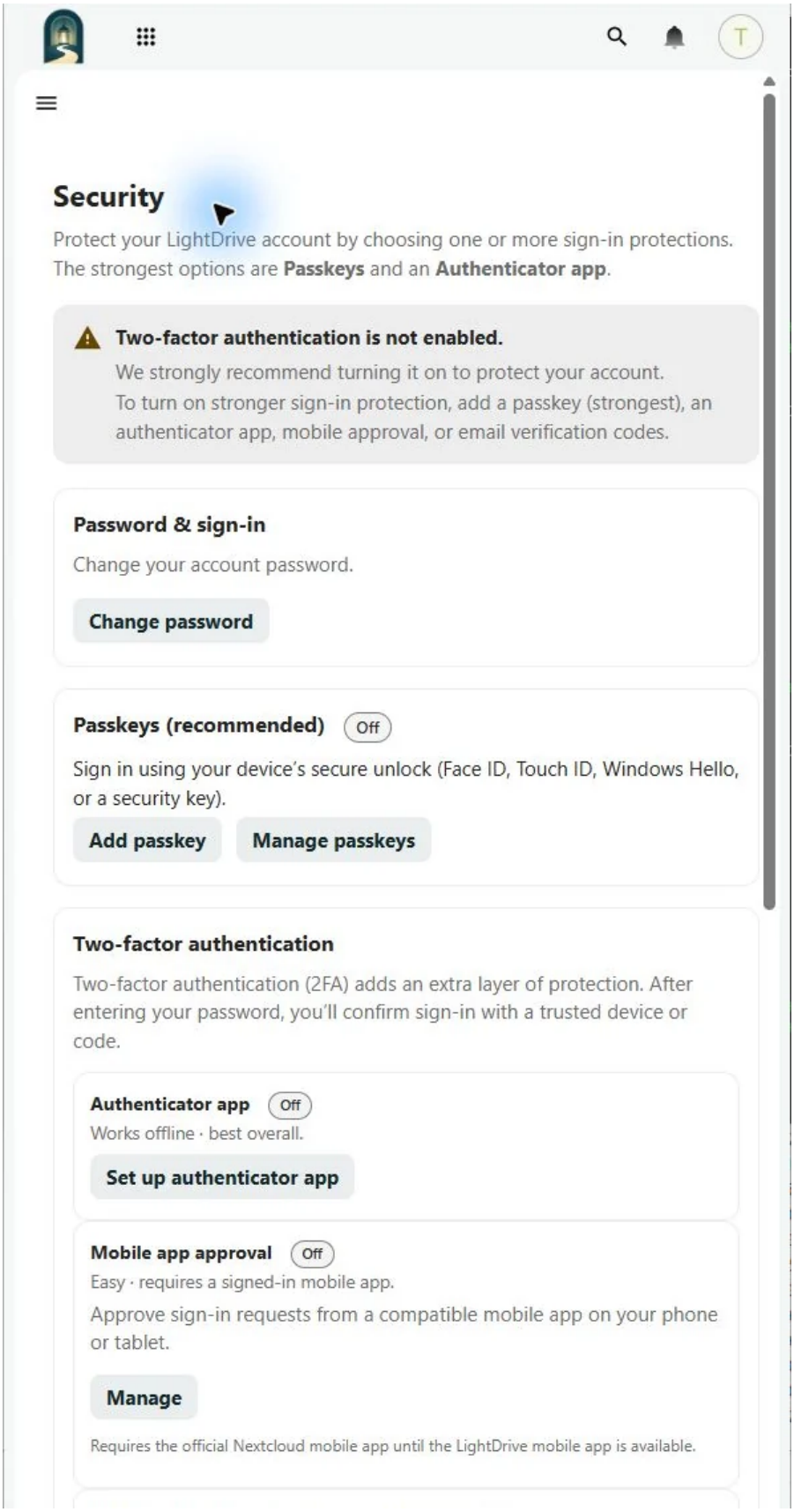
Current online article: https://help.lightdrive.one/security-and-privacy/your-password

9.3 Two-Factor Authentication

Two-factor authentication requires a second confirmation after the password.

Open **Settings → Security**. LightDrive offers:

- **Authenticator app** — time-based codes that work offline and provide the best general-purpose 2FA option.
- **Mobile app approval** — approve requests in the official Nextcloud mobile app.
- **Email verification codes** — receive a one-time code at the verified recovery address.


Security
Protect your LightDrive account by choosing one or more sign-in protections.
The strongest options are Passkeys and an Authenticator app.
Two-factor authentication is not enabled.
We strongly recommend turning it on to protect your account.
To turn on stronger sign-in protection, add a passkey (strongest), an authenticator app, mobile approval, or email verification codes.
Password & sign-in
Change your account password.
Change password
Passkeys (recommended)
Off
Sign in using your device's secure unlock (Face ID, Touch ID, Windows Hello, or a security key).
Add passkey
Manage passkeys
Two-factor authentication
Two-factor authentication (2FA) adds an extra layer of protection. After entering your password, you'll confirm sign-in with a trusted device or code.
Authenticator app
Off
Works offline · best overall.
Set up authenticator app
Mobile app approval
Off
Easy · requires a signed-in mobile app.
Approve sign-in requests from a compatible mobile app on your phone or tablet.
Manage
Requires the official Nextcloud mobile app until the LightDrive mobile app is available.

Security settings list the sign-in and two-factor methods available for the account.

Add at least one method, test it in a separate private browser window, and generate backup codes. Do not remove the last working method until its replacement has been tested.

Current online article: https://help.lightdrive.one/security-and-privacy/two-factor-authentication

9.4 Email Verification Codes

Email verification codes are LightDrive’s basic two-factor option. After you enter the password, LightDrive sends a one-time code to the verified recovery email address.

Open **Settings → Security → Two-factor authentication**, then use **Manage** under **Email verification codes** to enable or disable the method.

This option is convenient but depends on the security and availability of the recovery mailbox. A passkey or authenticator app provides stronger protection. Keep the recovery email password different from the LightDrive password and enable strong sign-in protection on that mailbox too.

Current online article: https://help.lightdrive.one/security-and-privacy/email-verification-codes

9.5 Passkeys

A passkey uses a device’s secure unlock—such as Face ID, Touch ID, Windows Hello, an Android screen lock, or a hardware security key—to confirm sign-in.

Open **Settings → Security → Passkeys** and select **Add passkey**. Follow the browser or operating-system prompt, then give the credential a name that identifies the device. Use **Manage passkeys** to review or remove registered credentials.

Add more than one passkey or keep another tested 2FA method and backup codes. Removing a passkey from LightDrive does not erase credentials stored for other sites, and removing it from a device does not automatically remove its LightDrive registration.

Current online article: https://help.lightdrive.one/security-and-privacy/passkeys

9.6 Backup Codes

Backup codes are one-time recovery codes for a sign-in where your normal passkey, authenticator app, mobile approval, or email code is unavailable.

Open **Settings → Security → Backup codes** and select **Manage**. Generate the codes, save them outside LightDrive, and keep them where another person cannot read them.

Each code works once. Mark a used code or remove it from your saved copy. Generating a new set invalidates the previous set, so replace every stored copy.

Backup codes do not replace the account password and should not be used as an everyday sign-in method.

Current online article: https://help.lightdrive.one/security-and-privacy/backup-codes

9.7 Vault App Passwords and Client Passwords

LightDrive provides separately revocable credentials for connected apps and devices. Use a separate credential for each app or device when practical, and choose only the services that app needs.

Vault app passwords

Use a Vault app password with Files, Calendar, and other Vault services when a client cannot complete browser sign-in or two-factor authentication.

1. Open **Settings → Security → App & device access**.
2. Under **Vault app passwords**, enter a name that identifies the app and device.
3. Select **Create Vault app password** and copy the value immediately.
4. Enter it in the compatible Vault client in place of your main password.

A Vault app password does not provide access to LightDrive Email or CardDAV Contacts.

LightDrive client passwords

For external email, contacts, calendar, and task apps, LightDrive can create a LightDrive client password limited to the services that app needs. It does not grant Files access. Available access combinations include:

- **Email only**
- **Contacts only**
- **Calendars only**
- **Email & contacts**
- **Email & calendars**
- **Contacts & calendars**

- **Email, contacts & calendars**

For example, an email app that only uses IMAP and SMTP should normally receive an **Email only** password. An app such as Thunderbird that uses email, contacts, and calendars can use one **Email, contacts & calendars** password for all three services.

1. Open **Settings → Security → App & device access**.
2. Enter a name that identifies the app or device.
3. Choose the narrowest service combination the app requires.
4. Select **Create client password** and copy the value immediately.
5. Enter that client password into each enabled LightDrive service used by the app.

External email clients require a client password that includes **Email**; your main LightDrive password and Vault app passwords do not authenticate to IMAP or SMTP.

Calendar clients may use your main LightDrive password, a Vault app password, or a LightDrive client password that includes **Calendars**. Compatible Tasks/CalDAV clients also use the **Calendars** scope. For third-party calendar and task apps, a separately revocable client password is generally preferable.

Contacts clients require a LightDrive client password that includes **Contacts**. Your main LightDrive password and Vault app passwords do not authenticate to the LightDrive CardDAV service.

Each client-password value is shown only when it is created. If you lose it, revoke it and create another. Naming each credential for one app and device makes it easier to remove access later without interrupting other connections.

Revoking a Vault app password or client password does not change your main LightDrive password. Treat every credential as a secret and use it only for the access shown when it was created.

9.8 Reviewing Account Security

Review your main Security settings regularly and remove access you no longer recognize or use.

Settings → Security

- Confirm that your main password is unique and current.
- Review passkeys and remove credentials for devices you no longer control.
- Confirm that at least one strong two-factor method works.
- Generate current backup codes and store them outside LightDrive.
- Review active sessions and end any session you do not recognize.
- Review Vault app passwords and revoke any that are no longer needed.
- Review LightDrive client passwords for email, contacts, and calendars, and revoke credentials for apps or devices you no longer use or recognize.

Also review the recovery email under **Settings → Account** and file shares in Files. Contact Support immediately if you see access you cannot explain.

Current online article: https://help.lightdrive.one/security-and-privacy/reviewing-account-security

9.9 Recovery Email Security

The recovery email can receive password-reset links, verification codes, and important account notices. Protect it as carefully as the LightDrive account.

- Use an address you control continuously.
- Use a password different from the LightDrive password.
- Enable strong two-factor authentication on the recovery mailbox.
- Keep its recovery methods current.

A recovery-email change remains pending until the new address is verified. If you receive an unexpected change message, sign in to the Vault directly, cancel the pending change from the banner, change your password, and review active sessions.

Current online article: https://help.lightdrive.one/security-and-privacy/recovery-email-security

9.10 Privacy in LightDrive

LightDrive is designed to store and organize personal data without turning account activity into an advertising profile.

Your files, email, calendars, contacts, reading library, and settings are private to the account unless you choose a sharing feature. Public links and shares intentionally disclose the selected content to the people or audience you authorize.

LightDrive processes account and service information needed to authenticate users, deliver messages and files, synchronize data, bill plans, prevent abuse, support users, and meet legal obligations. The current Privacy Policy describes those purposes, retention rules, and rights in full.

Review **Settings → Legal** for the policy versions associated with your account and use the canonical policy links in Chapter 14.

Current online article: https://help.lightdrive.one/security-and-privacy/privacy-in-lightdrive

Chapter 10 - Plans and Billing

10.1 Understanding LightDrive Plans

LightDrive plans set the monthly price and Vault storage allowance.

- **Ray:** $9 per month and 150 GB of Vault storage.
- **Beam:** $15 per month and 750 GB of Vault storage.
- **Glow:** $39 per month and 2 TB of Vault storage.

Open **Settings → Plan & Billing** for the current plan, exact amount, subscription status, renewal or trial date, payment method controls, plan changes, cancellation controls, and invoice history.

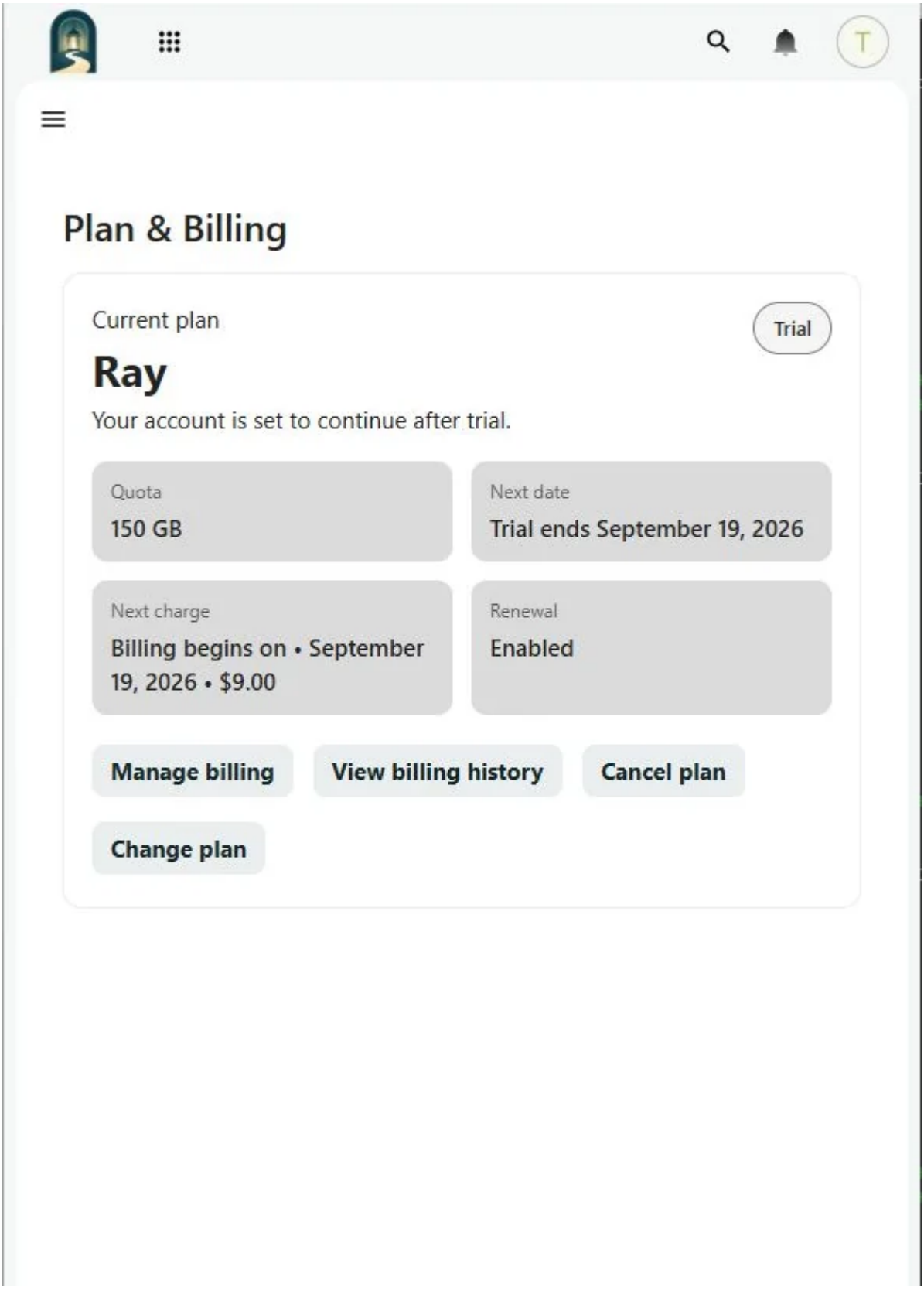
Mailbox storage is tracked separately and is not deducted from the Vault quota. Plan cards on the confirmation screen are the current source for price and transaction terms.

Current online article: https://help.lightdrive.one/plans-and-billing/understanding-lightdrive-plans

10.2 Viewing Your Current Plan

Open your Vault account menu, select **Settings**, and open **Plan & Billing**.

The page shows the current plan, Vault quota, subscription or trial status, the next billing event, automatic-renewal state, and the actions available for the account’s current lifecycle state.


T
Plan & Billing
Current plan
Trial
Ray
Your account is set to continue after trial.
Quota
150 GB
Next date
Trial ends September 19, 2026
Next charge
Billing begins on • September 19, 2026 • $9.00
Renewal
Enabled
Manage billing
View billing history
Cancel plan
Change plan

The current-plan card summarizes quota, status, billing timing, and the actions currently available.

The status card uses direct labels such as Active, Canceling, Action required, Restricted, Suspended, or Canceled. Read the message and date shown with the label; they identify the next payment, service-end date, grace-period deadline, or other required action.

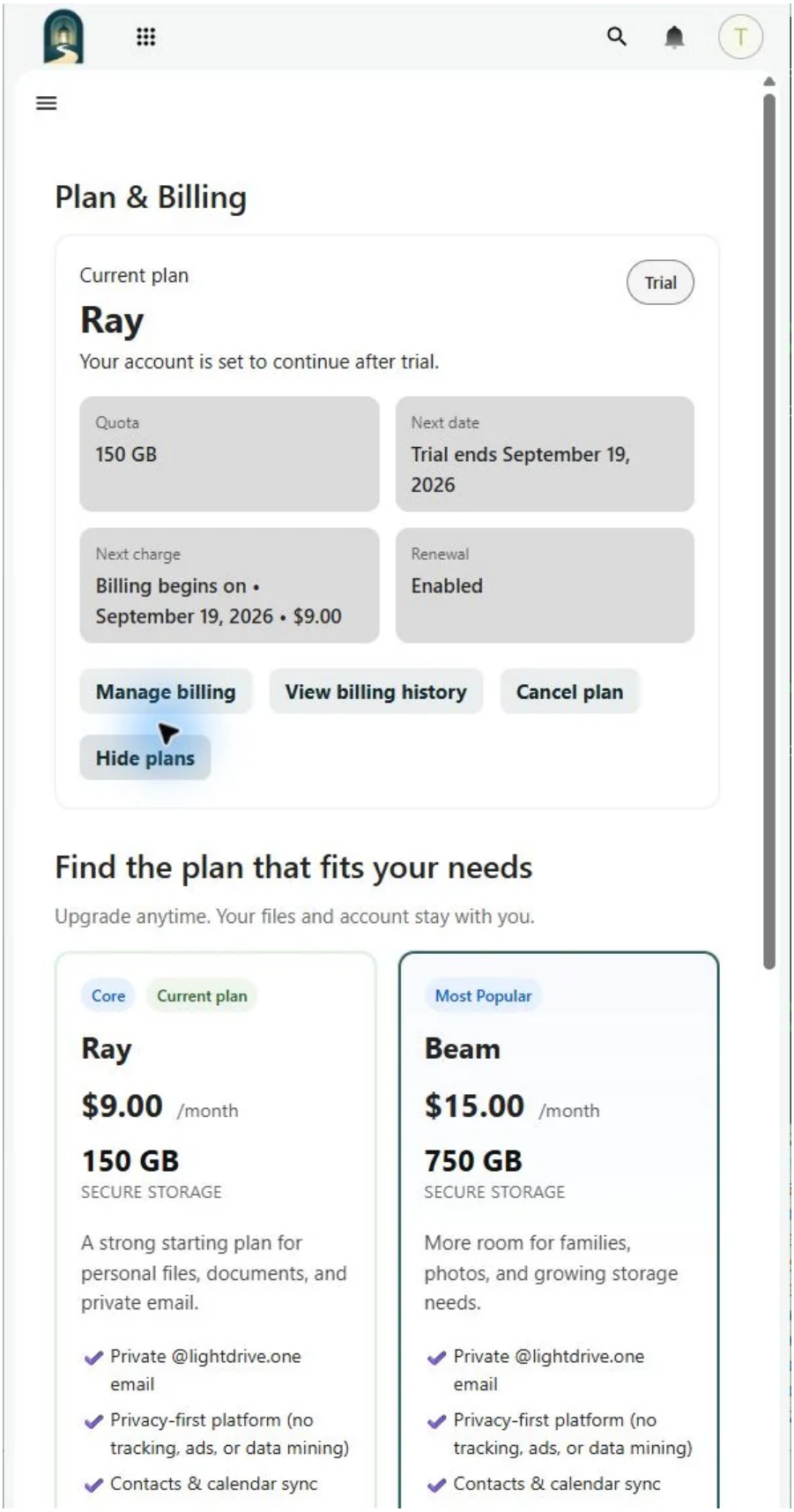
If the page cannot verify current billing data, do not repeat a payment or plan change. Refresh once and contact Support if the information remains unavailable.

Current online article: https://help.lightdrive.one/plans-and-billing/viewing-your-current-plan

10.3 Changing Your Plan

Open **Settings → Plan & Billing** and select an available plan.

1. Review the target plan, storage allowance, monthly price, and whether the change is an upgrade or downgrade.
2. Review the effective billing adjustment shown for the current subscription.
3. Confirm the change once.


Plan & Billing
Current plan
Trial
Ray
Your account is set to continue after trial.
Quota
150 GB
Next date
Trial ends September 19, 2026
Next charge
Billing begins on • September 19, 2026 • $9.00
Renewal
Enabled
Manage billing
View billing history
Cancel plan
Hide plans
Find the plan that fits your needs
Upgrade anytime. Your files and account stay with you.
Core
Current plan
Ray
$9.00 /month
150 GB
SECURE STORAGE
A strong starting plan for personal files, documents, and private email.
Private @lightdrive.one email
Privacy-first platform (no tracking, ads, or data mining)
Contacts & calendar sync
Most Popular
Beam
$15.00 /month
750 GB
SECURE STORAGE
More room for families, photos, and growing storage needs.
Private @lightdrive.one email
Privacy-first platform (no tracking, ads, or data mining)
Contacts & calendar sync

Compare each available plan's storage allowance and monthly price before confirming a change.

Outside a trial, LightDrive asks Stripe to apply the plan change immediately and create the applicable proration. During a trial, the plan change does not create a proration. Selecting Beam or Glow during a trial requires a payment method.

An upgrade makes the larger Vault allowance available after the change succeeds. Before a downgrade, reduce combined active-file and Deleted files usage below the new quota so synchronization and uploads can continue. Moving files to trash is not enough: retained trash still counts. Permanently delete only items you no longer need, or keep a plan large enough for the data you retain. See Storage Usage and Quotas.

Current online article: https://help.lightdrive.one/plans-and-billing/changing-your-plan

10.4 Prorated Plan Changes

A proration adjusts the current billing period when a paid subscription changes plans before its renewal date.

Stripe calculates the unused value of the old plan and the remaining value of the new plan. The result can be an additional charge, a credit, or a net zero adjustment. LightDrive records the plan change and displays the resulting invoice or balance in billing history.

Plan changes made while a subscription is still trialing are applied without proration. Paid-plan changes use Stripe’s current-period proration rules.

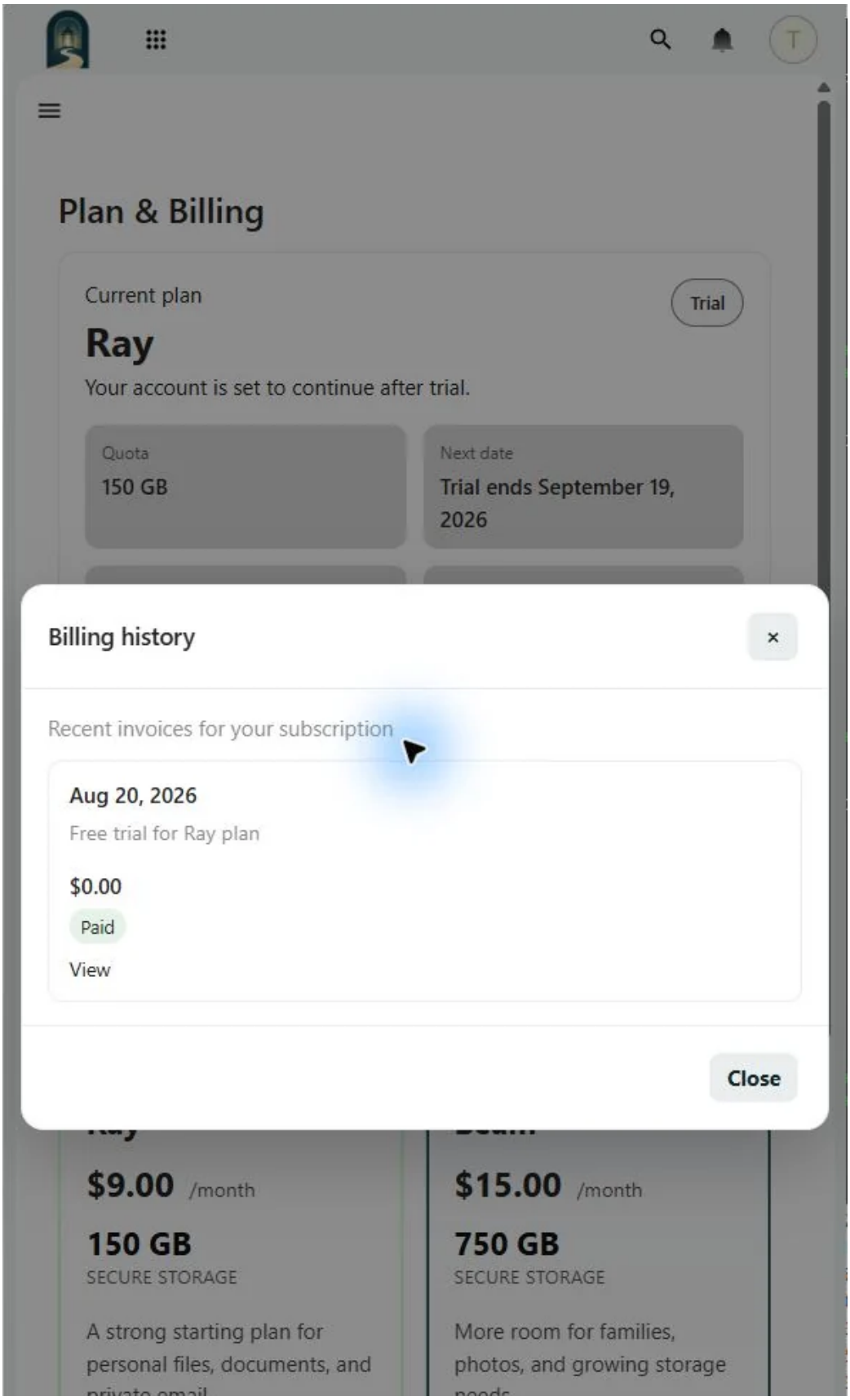
Review the confirmation screen before submitting. Its amount and billing date are specific to that account and transaction and take precedence over an example in this manual.

Current online article: https://help.lightdrive.one/plans-and-billing/prorated-plan-changes

10.5 Billing History

Open **Settings → Plan & Billing** and expand billing history.

LightDrive lists recent Stripe invoices with date, plan description, amount, and a status such as Paid, Open, Refunded, Partially refunded, Void, or Uncollectible. Select the available invoice or receipt link to open the Stripe-hosted record or PDF.


Plan & Billing
Current plan
Trial
Ray
Your account is set to continue after trial.
Quota
150 GB
Next date
Trial ends September 19, 2026
Billing history
Recent invoices for your subscription
Aug 20, 2026
Free trial for Ray plan
$0.00
Paid
View
Close
$9.00 /month
150 GB
SECURE STORAGE
A strong starting plan for personal files, documents, and
$15.00 /month
750 GB
SECURE STORAGE
More room for families, photos, and growing storage

Expand Billing history to review recent invoice dates, amounts, statuses, and available records.

The page shows a recent subset. Use **Manage billing** to open the Stripe customer portal when you need the full history or payment-method controls.

If a charge is unfamiliar, compare its invoice date and plan description with your plan-change history, then contact Support before disputing it through the card issuer.

Current online article: https://help.lightdrive.one/plans-and-billing/billing-history

10.6 Automatic Renewal

An active paid plan renews at the end of each billing period using the payment method stored with Stripe.

Settings → Plan & Billing shows whether automatic renewal is enabled and the next expected charge date. A trial with a payment method converts according to the renewal information shown there. A trial without a required payment method enters limited status when it ends unless billing is resumed.

Canceling schedules renewal to stop. The account remains active through the displayed paid period. Use **Keep plan active** before that period ends to remove a scheduled cancellation.

Current online article: https://help.lightdrive.one/plans-and-billing/automatic-renewal

10.7 Canceling Your Plan

Open **Settings → Plan & Billing** and select the cancellation action.

The normal cancellation option stops automatic renewal and keeps the account active until the end of the current paid period. The confirmation screen displays the exact service-end date and required acknowledgements.

At the end of the paid period, the account enters a 14-day limited-access grace period. During that period, download important data or restore service. Take action before the deadline shown in Plan & Billing. If no action is taken, normal account access is disabled and the account proceeds through the applicable closure and deletion process.

Cancellation is different from **Delete account now**. Immediate deletion disables services at once and starts a separate deletion workflow.

Current online article: https://help.lightdrive.one/plans-and-billing/canceling-your-plan

10.8 Undoing a Cancellation

A scheduled cancellation can be undone while the subscription is still active.

1. Open **Settings → Plan & Billing**.
2. Select **Keep plan active** or the displayed resume-renewal action.
3. Review and confirm the next expected charge.

After confirmation, automatic renewal is restored and the service-end notice clears. Refresh the page if Stripe needs a moment to return the updated subscription.

If the paid period has already ended, the action changes from undoing a cancellation to reactivation. Follow the reactivation terms shown on the page.

Current online article: https://help.lightdrive.one/plans-and-billing/undoing-a-cancellation

10.9 Reactivating Service

Open **Settings → Plan & Billing**. When the account is eligible, the page displays a reactivation or resume-billing action and the plans that can be selected.

Review the selected plan, payment method, amount, and restoration statement before confirming. LightDrive verifies the Stripe subscription or creates the required new subscription, restores the entitled plan group and Vault quota, and re-enables the coordinated services after payment state is valid.

Reactivation is available only during the restoration window and for eligible account states. It is not offered after permanent deletion or for a severe policy action. Contact Support if the page says the account needs review.

Current online article: https://help.lightdrive.one/plans-and-billing/reactivating-service

10.10 Deleting Your Account Now

Delete account now is the immediate closure option in **Settings → Plan & Billing**.

It disables account access and connected services immediately, cancels the subscription, and begins the account-deletion process. The confirmation requires explicit acknowledgement that email and uploaded data will be permanently removed.

Some account information may be retained temporarily as described in the **Privacy Policy** and **Terms of Service**.

For a paid subscription, LightDrive considers the unused portion, outstanding invoices, and existing credits. Any eligible net refund is returned to the original payment method. If the refund or outstanding balance cannot be resolved, the existing account and cancellation state stay in place and LightDrive directs you to Support.

Download everything you need before confirming. Do not use this action merely to stop the next renewal.

Current online article: https://help.lightdrive.one/plans-and-billing/deleting-your-account-immediately

10.11 Refunds and Account Balances

Stripe records charges, credits, refunds, and outstanding amounts for the LightDrive subscription.

A paid-plan change creates the proration that Stripe applies to the subscription balance or invoice. Billing history labels an invoice Refunded or Partially refunded when Stripe reports a returned amount.

Deleting your account now includes a final review of charges, outstanding invoices, and existing credits to determine whether a refund is due or a balance remains. Any eligible refund is returned to the original payment method. Contact Support for unusual cases or questions about the amount.

Processing time after a refund leaves Stripe is controlled by the bank or card issuer. Contact Support with the invoice date and amount when a balance or refund does not match the completed transaction.

Current online article: https://help.lightdrive.one/plans-and-billing/refunds-and-account-balances

Chapter 11 - Account Status and Service Lifecycle

11.1 Understanding Account Status

Account status coordinates access across the Vault, mailbox, calendar, contacts, Books, and billing.

- **Unverified:** registration is incomplete; Vault storage is 1 MB and outgoing mail is disabled.
- **Active:** the account has its plan services and quota.
- **Failed payment:** payment needs attention before suspension.
- **Restricted:** selected access is limited while an account, billing, trial, or policy action is pending.
- **Suspended:** access is limited during a 14-day grace or review period.
- When normal account access is disabled, the account proceeds through the applicable closure and deletion process. Contact Support if you believe access can be restored.

The status card in **Settings → Plan & Billing** gives the controlling reason, date, and available action for your account.

Current online article: https://help.lightdrive.one/account-status-and-service-lifecycle/understanding-account-status

11.2 Active Accounts

An Active account has completed registration verification and has valid plan or complimentary entitlement.

Active status enables the account’s Vault quota, outgoing and incoming mail, calendar and contacts access, Books, synchronization, and normal account controls. A plan can also be marked Canceling while service remains active through the current paid period.

Keep the recovery email current, payment method valid, and required policy acceptances complete. Review **Settings → Plan & Billing** for the next billing event and **Settings → Security** for sessions and sign-in protection.

Current online article: https://help.lightdrive.one/account-status-and-service-lifecycle/active-accounts

11.3 Restricted Accounts

Restricted means LightDrive has limited selected services while an action is required.

Examples include an expired trial awaiting billing, a billing issue, a policy action awaiting your confirmation, or another account-protection condition. The Vault quota can be limited to 1 MB and outgoing mail can be disabled.

Open **Settings → Plan & Billing** and read the status card. It states the reason, deadline, and action that applies. Complete that action or contact Support; do not create a replacement account to bypass the restriction.

Current online article: https://help.lightdrive.one/account-status-and-service-lifecycle/restricted-accounts

11.4 Failed Payments

Failed payment means Stripe could not complete a required subscription charge.

Open **Settings → Plan & Billing → Manage billing**, update or replace the payment method, and complete any open invoice. LightDrive sends a payment-failure notice and reminder to the verified recovery email.

The account remains in failed-payment status for seven days from the recorded failure. If payment is not resolved by that deadline, it becomes Suspended. Successful payment restores normal account access. Use the deadline shown in Plan & Billing as your action point.

Do not submit the same payment repeatedly while a confirmation is pending. Refresh billing status first.

Current online article: https://help.lightdrive.one/account-status-and-service-lifecycle/failed-payments

11.5 Suspended Accounts

A Suspended account has limited access during a grace or policy-review period.

Suspension can follow the end of a canceled term, unresolved payment failure, or a policy action. LightDrive restricts service operations and limits Vault storage while preserving the data needed for recovery.

The **Plan & Billing** status card shows the reason for the suspension and any applicable deadline. Resolve the payment issue, reactivate an eligible plan, complete the required policy action, or contact Support before that deadline.

If the issue is not resolved by the end of an applicable grace period, normal account access is disabled and the account proceeds through the applicable closure and deletion process.

Current online article: https://help.lightdrive.one/account-status-and-service-lifecycle/suspended-accounts

11.6 Restoring an Eligible Account

Restoration depends on why access was limited and whether its restoration window is still open.

Open **Settings → Plan & Billing**. If self-service restoration is allowed, the page displays the plan, charge, payment method, and confirmation required to resume service. After successful billing verification, LightDrive re-enables the account and restores its plan quota and service access.

A policy-related restoration can require a review by Support and a separate confirmation that billing may resume. Severe policy actions and permanently deleted accounts are not self-service restoration cases.

If the sign-in page blocks access but you believe the account is eligible, contact Support from the verified recovery address and include the LightDrive ID.

Current online article: https://help.lightdrive.one/account-status-and-service-lifecycle/restoring-an-eligible-account

11.7 Policy-Related Account Restrictions

LightDrive can restrict or suspend an account when its use conflicts with the Terms of Service, Privacy Policy, legal requirements, or platform safety rules.

A standard policy suspension provides the status, notice, and review path associated with the action. An approved reinstatement can require you to confirm current policies and authorize recurring billing before full service returns.

A severe policy violation can disable normal account access and begin the applicable closure and deletion process without a normal grace-period restoration path. A legal hold prevents deletion while the hold remains active.

Use the instructions in the account notice or contact Support. Do not create another account to evade a restriction; that can lead to additional enforcement.

Current online article: https://help.lightdrive.one/account-status-and-service-lifecycle/policy-related-account-restrictions

Chapter 12 - LightDrive Support

12.1 Getting Help

Use the Help Center first for setup instructions and common troubleshooting. For an account-specific problem, open **Settings → Support** in the Vault.

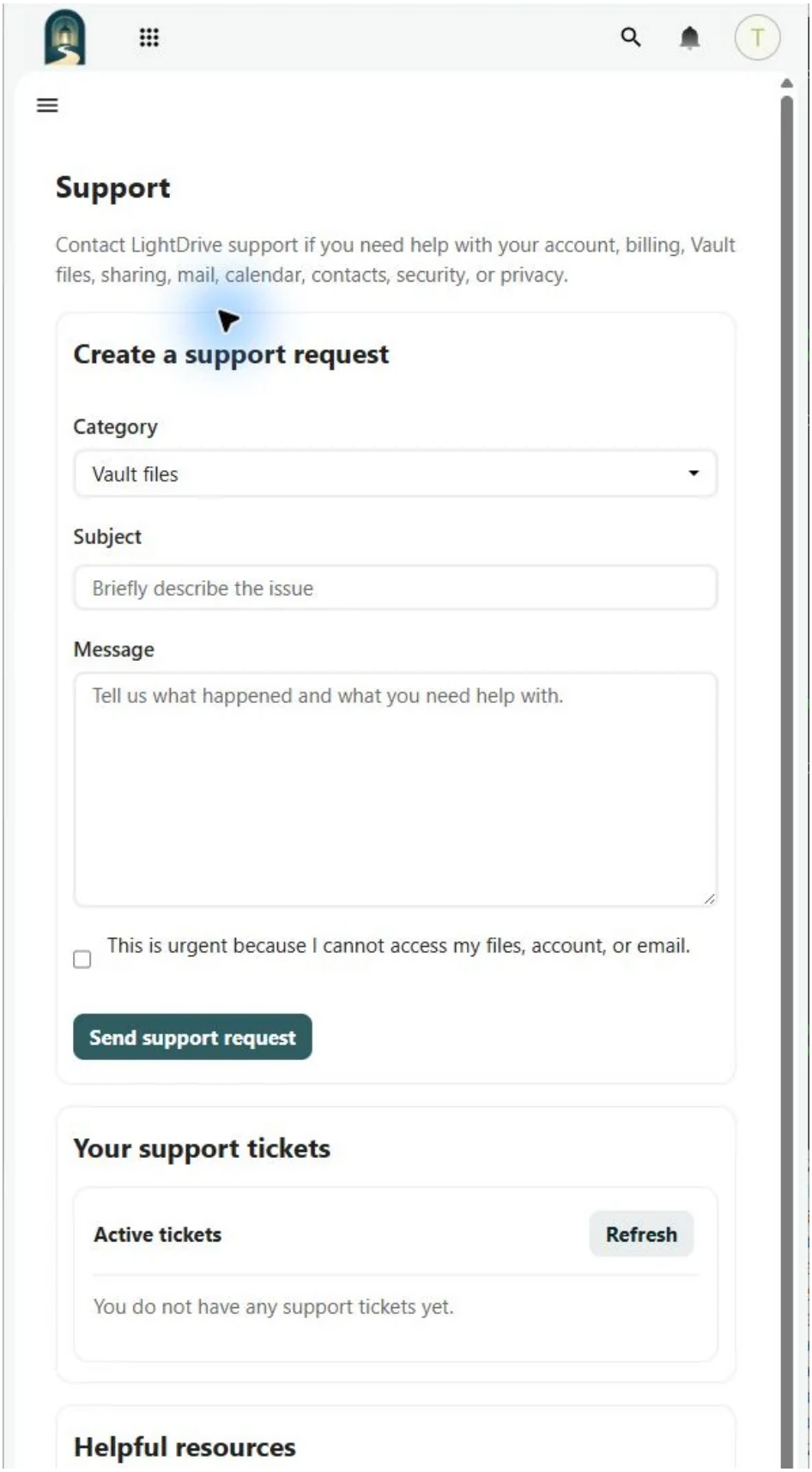
Support can help with sign-in, billing, Vault files, sharing, mail, calendar, contacts, security, privacy, and account status. It cannot recover information after permanent deletion or bypass a valid legal or policy requirement.

Include the exact error, affected app or device, when the problem began, and the steps that reproduce it. Never place a main password, Vault app password, LightDrive client password, backup code, payment-card number, or other authentication secret in a support message.

Current online article: https://help.lightdrive.one/lightdrive-support/getting-help

12.2 Creating a Support Ticket

1. Open **Settings → Support**.
2. Select the category that best matches the problem.
3. Enter a brief subject.
4. Describe what happened, what you expected, the device or app involved, and the exact error text.
5. Mark urgent only if you cannot access your files, account, or email.
6. Select **Send support request**.


T
Support
Contact LightDrive support if you need help with your account, billing, Vault files, sharing, mail, calendar, contacts, security, or privacy.
Create a support request
Category
Vault files
Subject
Briefly describe the issue
Message
Tell us what happened and what you need help with.
This is urgent because I cannot access my files, account, or email.
Send support request
Your support tickets
Active tickets
Refresh
You do not have any support tickets yet.
Helpful resources

The Support form asks for a category, concise subject, and the details needed to investigate the problem.

The form accepts text up to 10,000 characters and does not accept attachments. Describe a screenshot’s important text in the message. LightDrive assigns a ticket key and stores the conversation in your Support page.

Current online article: https://help.lightdrive.one/lightdrive-support/creating-a-support-ticket

12.3 Viewing Your Support Tickets

Open **Settings → Support** and scroll to **Your support tickets**.

Active tickets appear first. Select one to read the complete conversation and current status. Use **Refresh** to request the latest messages. Closed tickets are kept in a separate collapsible list.

Status reflects who needs to act: Open indicates an active request, Pending user indicates that Support is waiting for your response, and Closed ends that conversation.

A closed ticket cannot receive another reply. Create a new request if the issue returns and refer to the earlier ticket key when it is relevant.

Current online article: https://help.lightdrive.one/lightdrive-support/viewing-your-support-tickets

12.4 Replying to Support

Open **Settings → Support**, select the active ticket, enter your response in its reply field, and submit it.

Keep all information about one problem in the same ticket. Include new error text, the result of requested tests, and any change in symptoms. Do not include main passwords, Vault app passwords, LightDrive client passwords, backup codes, or payment-card details.

Reply from the Support page even when you received an email copy of the staff response. An ordinary reply to that email is not added to the ticket conversation.

Close the ticket when the issue is resolved. A closed ticket remains available for reference but cannot be reopened through the reply form.

Current online article: https://help.lightdrive.one/lightdrive-support/replying-to-support

12.5 Support Email Notifications

LightDrive sends a confirmation to the verified recovery email when a support request is received. When a staff member replies, LightDrive sends the response to that recovery address and also creates a Vault notification that opens the ticket.

The email is a notification copy. Read and answer the authoritative conversation under **Settings → Support**; replying to the notification email does not append a message to the ticket.

If notifications are missing, check Spam and Junk and confirm the recovery email under **Settings → Account**. The ticket page remains available even when an email delivery is delayed.

Current online article: https://help.lightdrive.one/lightdrive-support/support-email-notifications

12.6 When to Mark a Request Urgent

Mark a support request urgent only when you cannot access your files, account, or email. The checkbox in the form states that rule directly.

Examples include a complete sign-in failure, loss of access to stored files, or an account condition that prevents all email use. A feature question, cosmetic problem, optional configuration request, or isolated file issue is not urgent.

Urgent marking helps Support identify access emergencies; it does not guarantee an immediate response or change the result of a security, billing, legal, or policy review. Include enough detail for Support to understand what is inaccessible and when it began.

Current online article: https://help.lightdrive.one/lightdrive-support/when-to-mark-a-request-urgent

Chapter 13 - Troubleshooting

13.1 I Cannot Sign In

1. Open vault.lightdrive.one directly instead of following an old bookmark or email link.
2. Enter your LightDrive ID, your full **@lightdrive.one** address, or your verified recovery email address, together with your main account password.
3. Check Caps Lock, keyboard layout, and password-manager entry.
4. Use **Forgot password?** to send recovery instructions to the verified recovery email.

If the page reports Unverified, Restricted, Suspended, or another account status, follow the displayed action. An unverified account is deleted seven days after registration, and a permanently deleted account cannot be recovered through password reset.

Contact Support from the verified recovery address when the reset message does not arrive or the status appears incorrect.

Current online article: https://help.lightdrive.one/troubleshooting/i-cannot-sign-in

13.2 My Password Does Not Work in an App

First sign in to the Vault in a browser. If the main password fails there too, reset it before changing the app.

If browser sign-in works, confirm that the app uses the credential and username required by its service:

- **Email:** use the full `username@lightdrive.one` address and a LightDrive client password that includes **Email**, created under **Settings → Security → App & device access**.
- **Contacts:** use the full LightDrive email address and a LightDrive client password that includes **Contacts**.
- **Calendar:** use the connection settings shown in Chapter 14. Calendar clients can use your main LightDrive password, a Vault app password, or a LightDrive client password that includes **Calendars**. A separately revocable client password is generally preferable for third-party apps.
- **Files:** use the connection method shown in Chapter 14. Compatible clients can use your main LightDrive password or a Vault app password; use a Vault app password when the client cannot complete browser sign-in or two-factor authentication.

Client passwords are limited to the services selected when they are created. Copy a newly generated value into the client exactly. If the app keeps retrying an old password, remove the saved credential and enter the correct one when prompted.

Repeated failures can trigger temporary brute-force protection. Stop retries, correct the settings, and wait before testing again.

Current online article: https://help.lightdrive.one/troubleshooting/my-password-does-not-work-in-an-app

13.3 My Files Are Not Synchronizing

1. Open Files in the Vault and confirm the authoritative server copy is available.
2. Open the Nextcloud client and read its activity or error list.
3. Confirm the server is `https://vault.lightdrive.one` and the account is connected.
4. Check network access, device free space, Vault quota, and selective-sync choices. Vault usage includes Deleted files: moving files to trash does not free space. Review Storage Usage and Quotas before permanently removing any recovery copies.
5. Resolve conflict copies and invalid file names.

After a password or security change, reauthorize the account or update its Vault app password. Do not delete the local sync folder while it contains changes that have not reached the Vault. Copy unsynchronized work to a separate safe folder before resetting a client connection.

Current online article: https://help.lightdrive.one/troubleshooting/my-files-are-not-synchronizing

13.4 I Cannot Upload a File

Check the upload message and the account’s Vault usage under **Settings → Account**.

- Complete recovery-email verification; an unverified account has only 1 MB of storage.
- Make sure the file fits within the remaining plan quota. Usage includes active files and Deleted files, so moving files to trash alone does not create room for uploads. Permanently delete only unwanted trash items, or choose a larger plan. See Storage Usage and Quotas.
- Rename files that contain characters rejected by the destination filesystem.
- Keep the browser tab open until the transfer completes.
- For a large file, use the Nextcloud desktop client so an interrupted transfer can resume.

If only one shared folder rejects uploads, the share might not grant create permission or the owner’s quota might be full.

Current online article: https://help.lightdrive.one/troubleshooting/i-cannot-upload-a-file

13.5 My Email Is Not Synchronizing

Confirm that messages appear in Vault webmail. If webmail works, the problem is in the client connection.

- IMAP host: `mail.lightdrive.one`
- Port: `993`
- Security: SSL/TLS
- Username: full `username@lightdrive.one` address
- Password: a current LightDrive client password that includes Email from **Settings → Security → App & device access**

The main Vault password and Vault app passwords do not authenticate to email. Check that the app is online, the mailbox folder is subscribed, and background synchronization is allowed. If the saved LightDrive client password was revoked or lost, create a replacement and update both incoming and outgoing settings. If webmail is also missing mail, review Spam and mailbox quota, then contact Support.

Current online article: https://help.lightdrive.one/troubleshooting/my-email-is-not-synchronizing

13.6 I Can Receive Email but Cannot Send

Receiving proves that IMAP works; sending uses a separate authenticated SMTP connection.

- SMTP host: `mail.lightdrive.one`
- Port: `587`
- Security: STARTTLS
- Authentication: required
- Username: full LightDrive email address
- Password: the same LightDrive client password used for incoming mail

Your main Vault password and Vault app passwords do not authenticate to SMTP. Do not select port 25 or an unauthenticated relay option.

Outgoing mail is disabled for unverified, restricted, suspended, and other ineligible account states. Open **Settings → Plan & Billing** and complete the displayed action if the SMTP settings are correct.

In browser Email

Check **Outgoing** first. Your chosen sending delay (30 seconds by default) or a future scheduled time is expected. If sending is paused, preserve the message and contact Support. A failed message can be recovered as a draft; an uncertain delivery should be checked before you resend. Review Outgoing and recover a message.

13.7 My Calendar Is Not Synchronizing

Open Calendar in the Vault to identify whether the missing change is on the server or only on one device.

1. Verify the URL `https://vault.lightdrive.one/remote.php/dav/`.
2. Use your full LightDrive email address and a valid calendar credential: your main LightDrive password, a Vault app password, or a LightDrive client password that includes **Calendars**.
3. Confirm the affected calendar is selected and synchronization is enabled.
4. Allow network access and background activity.
5. Check the device time zone when an event appears at the wrong hour.

If you changed your main LightDrive password and the app uses that password, update the saved credential. Vault app passwords and LightDrive client passwords are separate and do not change when you change your main password. Do not accept a certificate exception.

Current online article: https://help.lightdrive.one/troubleshooting/my-calendar-is-not-synchronizing

13.8 My Contacts Are Not Synchronizing

Confirm the address book URL is `https://dav.lightdrive.one/USERNAME/contacts/`, with your LightDrive ID replacing `USERNAME`.

Use your full LightDrive email address as the username and a LightDrive client password that includes **Contacts**. This may be a **Contacts only**, **Email & contacts**, **Contacts & calendars**, or **Email, contacts & calendars** password created under **Settings → Security → App & device access**.

Your main LightDrive password, Vault app passwords, and client passwords that do not include **Contacts** do not authenticate to CardDAV.

If the client has stored an old password, remove it and enter the correct client password when prompted. Confirm that the Contacts collection is enabled and that the sync app has contacts and background permissions.

Check which account owns the contact. A contact saved to a device-only, Google, Apple, Microsoft, or other address book is not sent to LightDrive.

Use the Vault Contacts app to confirm whether the server received a change. LightDrive Email reads CardDAV contacts but does not edit them; use the contacts synchronization control in Email to refresh its read-only copy.

Current online article: https://help.lightdrive.one/troubleshooting/my-contacts-are-not-synchronizing

13.9 I Received a Certificate Warning

Do not bypass an HTTPS, IMAP, SMTP, CalDAV, or CardDAV certificate warning.

1. Confirm the hostname is exactly one of the official addresses in Chapter 14.
2. Remove misspellings, extra domains, and obsolete saved server names.
3. Set the device date, time, and time zone correctly.
4. Install current operating-system certificate updates.
5. Try a different trusted network to rule out interception by a captive portal.

If the warning remains for an exact LightDrive hostname, stop using that connection and send Support the hostname, app, device, time, and certificate error text.

Current online article: https://help.lightdrive.one/troubleshooting/i-received-a-certificate-warning

13.10 My Account Says Restricted or Suspended

Open **Settings → Plan & Billing** and read the status card. It identifies the controlling reason, deadline, and available action.

Restricted indicates limited service while verification, trial billing, reinstatement confirmation, or another account action is pending. **Suspended** indicates a 14-day limited-access period after a canceled term, unresolved failed payment, or standard policy action.

Complete the displayed payment, plan, policy, or confirmation step. Download important data while access permits it. If the status is policy-related or no self-service action appears, contact Support and include the LightDrive ID and status message.

Current online article: https://help.lightdrive.one/troubleshooting/my-account-says-restricted-or-suspended

13.11 I Did Not Receive a LightDrive Email

1. Check Spam, Junk, Promotions, quarantine, and mail rules at the recovery-email provider.
2. Confirm the recovery address under **Settings → Account**.
3. Use the available resend control once.
4. Add the LightDrive sender to the provider’s allowed contacts or senders.
5. Wait several minutes before another request so older verification or reset links are not confused with the newest one.

Support-ticket responses also appear under **Settings → Support** and in Vault notifications. If a security, verification, or password-reset message still does not arrive, contact Support from the recovery address and provide the LightDrive ID.

Current online article: https://help.lightdrive.one/troubleshooting/i-did-not-receive-a-lightdrive-email

Chapter 14 - Reference

14.1 LightDrive Service Addresses

- **Main website:** https://lightdrive.one
- **Vault sign-in:** https://vault.lightdrive.one
- **Help Center:** https://help.lightdrive.one
- **Mail server:** `mail.lightdrive.one`
- **CalDAV discovery:** `lightdrive.one`
- **CalDAV manual fallback:** `https://vault.lightdrive.one/remote.php/dav/`
- **CardDAV address book:** `https://dav.lightdrive.one/USERNAME/contacts/`

The Books OPDS catalog URL is account-specific. Copy it from **Books → Settings → Use another ebook reader** rather than constructing it by hand.

Use only HTTPS service addresses and keep certificate checking enabled.

Current online article: https://help.lightdrive.one/reference/lightdrive-service-addresses

14.2 Email Server Settings

Before connecting a desktop or mobile email client, create a **LightDrive client password that includes Email** under **Settings → Security → App & device access**. Name it for the app and device, choose a scope that includes Email (Email only for a mail-only app), and copy it when LightDrive displays it.

Incoming mail

- **Protocol:** IMAP
- **Server:** `mail.lightdrive.one`
- **Port:** `993`
- **Connection security:** SSL/TLS
- **Authentication:** normal password

Outgoing mail

- **Protocol:** SMTP
- **Server:** `mail.lightdrive.one`
- **Port:** `587`
- **Connection security:** STARTTLS
- **Authentication:** normal password, required

For both servers, use your full `username@lightdrive.one` address as the username and the LightDrive client password as the password. Your main Vault password and Vault app passwords do not authenticate to email. Do not use ports 25 or 465, and do not disable certificate verification.

Current online article: https://help.lightdrive.one/reference/email-server-settings

14.3 CalDAV Settings

Use these settings in a calendar or task application that supports CalDAV. Task synchronization also requires support for CalDAV tasks (VTODO).

- **Discovery address:** `lightdrive.one`
- **Manual fallback URL:** `https://vault.lightdrive.one/remote.php/dav/`
- **Username:** your full `username@lightdrive.one` address
- **Password:** your main LightDrive password, a Vault app password, or a LightDrive client password that includes **Calendars**
- **Connection security:** HTTPS with certificate verification enabled

For third-party calendar apps, a separately revocable LightDrive client password that includes **Calendars** is generally recommended because it can be limited to the services that app needs.

Use the discovery address first. If the client cannot discover the service or requires a complete URL, use the manual fallback. The client then lists the calendars available to the account; select the owned and accepted shared calendars you want to synchronize.

CalDAV configures calendar access only. If the same app also connects to LightDrive email or contacts, you may use one combined client password that includes the required services, but those services still use their own connection settings.

Current online article: https://help.lightdrive.one/reference/caldav-settings

14.4 CardDAV Settings

Before connecting a contacts application or CardDAV sync adapter, open **Settings → Security → App & device access**, create a LightDrive client password that includes Contacts for that app or device, and copy the value when displayed. Valid choices include **Contacts only**, **Email & contacts**, **Contacts & calendars**, and **Email, contacts & calendars**. Choose only the services the app needs.

- **Address book URL:** `https://dav.lightdrive.one/USERNAME/contacts/`
- **Username:** your full `username@lightdrive.one` address; your bare LightDrive ID is also accepted
- **Password:** a LightDrive client password that includes Contacts
- **Connection security:** HTTPS with certificate verification enabled

Replace `USERNAME` with the LightDrive ID exactly as registered. Your main Vault password, Vault app passwords, and Email-only passwords do not authenticate to CardDAV.

The Vault Contacts app creates and edits this address book. LightDrive Email reads it for recipient lookup but does not write contact changes back to it.

Current online article: https://help.lightdrive.one/reference/carddav-settings

14.5 Supported File and Reading Formats

Books imports

- **Ebooks:** EPUB, PDF, and plain text (`.txt`), up to 200 MB per upload.
- **Audiobooks:** MP3 and M4B; a single file or up to 500 chapter files can form one audiobook, with a 1 GB limit per uploaded audio file.
- **Cover art:** JPG, PNG, or WebP, up to 20 MB.

Project Gutenberg downloads supported ebook formats. LibriVox downloads are stored as chapter MP3 files.

Other Files viewers

Files opens formats supported by the installed Vault viewers, including common images, video, PDF, text, EPUB, and CBZ. A format that has no installed viewer remains safely stored and can be downloaded for use in another application.

The Books OPDS catalog includes ebooks only; audiobooks are not published through OPDS.

Current online article: https://help.lightdrive.one/reference/supported-file-and-reading-formats

14.6 LightDrive Terminology

LightDrive ID
: Your permanent account username and the local part of your `@lightdrive.one` email address.

Vault
: The signed-in LightDrive service at `vault.lightdrive.one`.

Recovery email
: An outside address used for verification, account recovery, and important notices.

Vault quota
: The plan’s storage allowance for active files and items retained in Deleted files. Mailbox storage is separate.

Vault app password
: A separately revocable credential for Files, Calendar, or another compatible Vault client. It does not authenticate to Email or Contacts.

LightDrive client password
: A separately revocable credential limited to the Email, Contacts, and/or Calendars services selected when it is created under **Settings → Security → App & device access**. It does not grant Files access. Revoke it without changing your main LightDrive password.

CalDAV
: The synchronization protocol used for calendars and tasks.

CardDAV
: The synchronization protocol used for contacts.

OPDS
: A catalog protocol that lets an external ebook reader browse and download the Books ebook shelf.

14.7 Account Status Reference

Status	Meaning	Primary action
Unverified	Registration is incomplete; Vault quota is 1 MB and outgoing mail is disabled.	Verify the recovery email within seven days.
Active	Plan services and quota are enabled.	Keep payment, recovery, and security information current.
Failed payment	A required charge failed; suspension begins after seven unresolved days.	Update payment and resolve the open invoice.
Restricted	Selected services are limited pending an account, billing, trial, or policy action.	Follow the Plan & Billing status card.
Suspended	Limited access during a 14-day grace or review period.	Resolve the cause or contact Support before the deadline.

Current online article: https://help.lightdrive.one/reference/account-status-reference

14.8 Privacy, Terms, and Policies

The canonical public policy pages are:

- LightDrive Privacy Policy
- LightDrive Terms of Service

Signed-in users can also open **Settings → Legal** to read the full policy versions and summaries associated with their account, see effective dates and acceptance status, and respond to an acceptance-required update.

LightDrive can publish an optional policy update without interrupting service or a required update with a stated deadline. Failure to complete a required acceptance can restrict service under the account-lifecycle rules.

The public policy pages and the version shown in Legal—not a summary in this manual—control when legal wording differs.

Current online article: https://help.lightdrive.one/reference/privacy-terms-and-policies

Chapter 15 - Notes

15.1 Getting Started with Notes

Use Notes for ideas, meeting notes, drafts, and other writing. Your notes are saved as files in LightDrive, so you can also find them in Files.

Open Notes

Sign in to the Vault and choose **Notes** from the apps menu in the header. You can also open Notes directly. On a narrow screen, use **Open navigation** to reveal categories and Notes settings.

Create your first note

1. Choose **New note**. On an empty account, this button appears on the welcome screen.
2. Start writing in the editor. Notes saves changes automatically while you work.
3. Use the note’s menu and choose **Rename** when you want to give it a different title.
4. Before closing the page, let saving finish. If a save error or unsaved-changes warning appears, keep the page open and resolve it first.

The welcome screen also offers **Create a sample note with Markdown**. This creates a real note containing formatting examples; you can edit it or delete it like any other note.

Find your writing again

Select a note in the list to open it. Use categories and favorites to organize your writing, or search for a note. See Organizing and Finding Notes.

Notes and Tasks

A checklist inside a note is part of that note. It does not create entries in Tasks or schedule task reminders. Use the Tasks app when you need due dates and reminder notifications.

Bring your Google Keep notes

Use **Settings → Import data → Google Keep** to upload a Google Takeout ZIP, review it, and import it into Notes. You can also open the importer from Notes settings. Follow Importing Google Keep Notes for the steps, supported data, and retry guidance.

Current online article: https://help.lightdrive.one/notes/getting-started-with-notes

15.2 Organizing and Finding Notes

Use categories to group related notes, such as Work, Recipes, or Travel. Choose **All notes** to return to the full list.

Create and use categories

1. Open the Notes navigation and choose **New category**.
2. Enter a category name and confirm it.
3. To move an existing note, open its menu, select its current category, and choose the destination category.

On a desktop, you can also drag a note onto a category. Choose **Uncategorized** when a note should not belong to a named category. Categories correspond to folders within your Notes folder.

Rename a category

Use the category’s rename control and confirm the new name. This changes the organization of the notes in that category.

Mark favorites

Open a note’s menu and choose **Add to favorites**. A star identifies a favorite. Use **Remove from favorites** to remove the star; the note stays in its category.

Search

Use **Search for notes** to narrow the list. If the note may be in another category, use **Find in all categories**. Clear the search to return to browsing.

Deleting a category also deletes its notes

Read the confirmation before choosing **Delete category**: it includes the notes in that category. Move any notes you want to keep into another category first. For recovery options, see Sharing and Recovering Notes.

Current online article: https://help.lightdrive.one/notes/organizing-and-finding-notes

15.3 Writing and Focus Mode

Notes offers rich text, plain text, and preview modes. Choose your preferred display in **Notes settings → General → Display**.

Rich text

Choose **Rich text** to work with formatted writing without keeping Markdown marks on screen. Use the editor’s available formatting controls for headings, lists, links, and emphasis.

Plain text and Markdown

Choose **Plain text** to edit the Markdown source. For example, `# Heading` creates a heading, `**bold**` marks bold text, and `- Item` creates a list item. Choose **Preview** to read the formatted result. The sample-note button on the welcome screen provides more examples.

Focus mode

With a note open on a desktop-sized screen, choose **Focus mode** in the Notes navigation. It hides the header, categories, and note list to give your writing more room. It does not change the contents of your note.

Press **Ctrl + .** on Windows or Linux, or **Cmd + .** on a Mac, to toggle Focus mode. To leave it, use the **Exit focus mode** control, press the shortcut again, or press **Escape**. Close an open dialog first if the shortcut does not respond. Focus mode is not offered on phone-sized layouts.

Keyboard shortcuts

Open **Notes settings → Shortcuts** for the editor shortcut list. Available editing controls can differ between rich text, plain text, and preview.

15.4 Notes Settings and Files

Open the Notes navigation and choose **Notes settings**. The General section contains your display, file extension, and Notes folder preferences.

Display

Choose **Rich text**, **Plain text**, or **Preview** to suit how you want to write or read. See Writing and Focus Mode.

File extension

The file extension preference applies to **new notes**. The standard choices are `.md` and `.txt`; a custom extension is also available. Changing this preference does not rename existing notes. Use `.md` when you want other editors to recognize the files as Markdown.

Notes folder

The **Notes folder** setting shows where Notes looks for your files. Open it to choose a folder. If your expected notes disappear after changing this setting, check the selected folder and the location of the original files in Files before creating replacements.

Categories are folders inside that location. Renaming, moving, deleting, or editing those files in Files or another synchronized editor can affect what appears in Notes. Avoid editing the same note in several places at once.

Access from other devices

You can open Notes in a browser on another device. You can also work with the underlying files using your existing file synchronization setup and an editor that supports their format. See Desktop File Synchronization.

Notes files use your LightDrive storage allowance. If saving fails because storage is full, review Storage Usage and Quotas.

Import data from Google Keep

In Notes settings, choose **Import data → Google Keep**. This opens the same importer as **Settings → Import data → Google Keep** in the Vault. You will upload a Google Takeout ZIP and review a preview before any notes are created. See Importing Google Keep Notes.

The importer requires a private Notes destination and enough available storage. Imported notes appear in **Google Keep**, with archived notes in **Google Keep/Archived**. Labels are retained in the note text, and Google sharing permissions are not copied.

Current online article: https://help.lightdrive.one/notes/notes-settings-and-files

15.5 Sharing and Recovering Notes

Share a note

Open the note’s menu and choose **Share**. Notes opens the file-sharing sidebar for that note. Create an email share or public share link and review the access permissions before sharing. Internal LightDrive account-to-account file sharing is not available. See 4.10 Sharing Files and Folders.

A read-only note cannot be edited. If the sharing sidebar cannot load, try opening the note’s file in Files and review its sharing there.

Delete and undo

Choose **Delete note** from the note’s menu. Use **Undo Delete** while the confirmation is available if you deleted it accidentally. Deleting a category includes its notes, so move notes you want to keep before confirming category deletion.

If Undo is no longer available, check Deleted files in Files for a recoverable copy. Note files retained there still use Vault storage and follow the Files trash cleanup preference. Automatic cleanup after 30 days is on by default; you can turn it off in **Files → Files settings → General → Automatically remove deleted files after 30 days**. Restore anything you want to keep before it is permanently deleted. To recover earlier content in a note, review File Versions.

Resolve a save conflict

If a note changes in another session, Notes may ask which version to save. Compare both versions before choosing **Use version from server** or **Use current version**. Keep a copy of any text you need from both versions before making the choice.

If changes will not save

Keep the page open, copy important unsaved text somewhere safe, and check your connection, available storage, and edit permission. A save-error control may offer a retry. Do not dismiss an unsaved-changes warning unless you are prepared to lose those changes.

Current online article: https://help.lightdrive.one/notes/sharing-and-recovering-notes

15.6 Importing Google Keep Notes

Bring a Google Keep export into LightDrive Notes. You can review the archive before importing, leave the page while it processes, and return to the results later. Importing does not delete anything from Google Keep and does not set up ongoing synchronization.

Export your notes from Google Keep

1. Open Google Takeout and sign in to the Google account that holds your notes.
2. Choose **Deselect all**, select **Keep**, then choose **Next step**.
3. Choose a one-time export and the **ZIP** file type, then create the export.
4. When Google has prepared the export, download the ZIP to your device. Keep it intact; do not extract, rename its contents, or upload individual HTML files.

Google's Keep export instructions and Takeout download guide explain the Google-side options. If Google supplies several archive parts or your ZIP exceeds LightDrive's limits, contact LightDrive support before importing so the notes and their attachments can be checked together.

Open the importer

Sign in to the LightDrive account where you want the notes to go. Open **Settings → Import data → Google Keep**, or use **Notes → Notes settings → Import data → Google Keep**. Both links open the same importer. On a narrow screen, open Notes navigation to find Notes settings.

Upload, preview, and import

1. Select or drop your Takeout ZIP and choose **Upload and analyze**. Wait for the upload to finish before leaving the page.

2. Wait for **Ready to import**. Analysis uses background processing and may take several minutes to begin.
3. Review the counts for notes, checklists, pinned and archived notes, labels, attachments, previously shared notes, excluded trash, and malformed records. Check any warnings. This preview has not created your notes yet.
4. Choose **Import notes** when you are ready. You can close the page after the import is queued; processing continues in the background.
5. Return to the importer to check progress and the completion report. Choose **Open Notes** to review the imported notes.

Keep the original ZIP until you have checked the results. Let the import finish before editing or moving the new notes, to avoid conflicts with a note still being written.

What appears in LightDrive Notes

- **Text and titles:** note text is imported, including notes that contain only a title. Notes with matching titles are given distinct file names rather than overwriting one another.
- **Checklists:** checked and unchecked items become task lists inside Notes. They do not become entries or reminders in the Tasks app.
- **Categories:** notes go into **Google Keep**; archived notes go into **Google Keep/Archived** . Archived notes are still available to read in Notes.
- **Pinned notes:** these become Favorites.
- **Labels:** label names are preserved at the end of the note. They do not become separate Notes categories or file tags.
- **Attachments:** supported images are embedded in the note, and supported audio or PDF attachments are linked. Supported formats are JPEG, PNG, GIF, WebP, PDF, MP3, Ogg, and WAV, subject to file checks and size limits.
- **Dates:** a valid original last-edited timestamp is preserved during import. Editing a note afterward changes its modification time normally.

Google sharing permissions are not copied: previously shared notes are imported privately. You can share a note in LightDrive afterward. Trashed notes are excluded. Keep colors, reminders, and unsupported properties are not recreated, and formatting may look different in Notes.

Read the results and retry safely

The results distinguish **Notes imported or reused**, **Previously imported records reused**, attachments imported or skipped, warnings, and failed notes. Expand **Warnings and failures**, or choose **Download detailed report** for the complete details.

A warning does not necessarily mean that a note failed. For example, the note may have imported while an unsupported attachment or invalid source date was skipped. Check the affected note and the report before retrying.

If notes failed, resolve the reported problem and upload the **same original ZIP** again. Review the new preview and choose **Import notes**. Successfully completed records are reused without creating another copy or overwriting subsequent edits. A new or altered Google export may be treated as new records, so use the original ZIP for a retry.

If the report says an interrupted note needs review, contact LightDrive support with the import ID and the relevant report details before retrying that record. An import report can contain note titles or source file names; share it only where you intend to share that information.

Limits and common problems

- **Archive too large:** the default limits are a 512 MiB ZIP, 2 GiB of expanded data, 5,000 notes, and 25 MiB per attachment. Follow any limits shown on the importer and contact support if your export exceeds them.
- **No Google Keep data found:** check that you selected Keep in Takeout and uploaded the original ZIP. A ZIP of HTML pages alone is not a supported Takeout import.
- **Not enough storage:** imported notes and attachments use your LightDrive storage allowance. Check Storage Usage and Quotas, then retry the same ZIP after resolving the shortage.
- **Shared Notes folder:** the importer requires a private destination. Review Notes Settings and Files and choose a private Notes folder before importing. Changing that setting also changes which folder Notes displays.

- **Queued or analyzing:** background processing may take several minutes to start. Return to this page for progress; do not submit repeated copies while the current import is active. Contact support if it remains stuck.
- **Service unavailable or compatibility message:** contact support. Keep your ZIP so you can resume after the service issue is resolved.

Cancel an import and understand cleanup

Choose **Cancel import** to stop further processing. The current note may finish first. Notes already imported stay in LightDrive; cancellation does not undo them.

LightDrive processes your upload privately on its own servers. The uploaded archive and temporary processing files are removed after completion, cancellation, failure, or expiry. Unfinished imports normally expire after 24 hours, with cleanup handled by a background run. If cleanup is temporarily delayed, the page reports that it is pending and LightDrive retries automatically.

A private import record is retained to recognize completed records on a retry. Your original download on your device and your Google Keep notes are not removed by LightDrive.

Current online article: https://help.lightdrive.one/notes/importing-google-keep-notes

Chapter 16 - Tasks

16.1 Getting Started with Tasks

Use Tasks for errands, project steps, recurring chores, and work with a deadline. Your lists stay in LightDrive and can synchronize with compatible task apps.

Open Tasks

Sign in to the Vault and choose **Tasks** from the apps menu in the header. On a narrow screen, choose **Open navigation** to reveal your lists, **Trash bin**, and **Tasks settings**. Close navigation to return to your task list.

Create your first task

1. Select a list, or choose **Add List…**, enter a name, choose a color, and confirm.
2. Type a short title in **Add a task to “[list name]”…** and press Enter or use the add arrow.
3. Select the task to open its details. Add a due date, notes, or a reminder if needed.
4. Let synchronization finish before leaving. Resolve any save error before assuming the change reached your other devices.

Each list belongs to a task-capable LightDrive calendar. Tasks are saved with that calendar, not as documents in Files.

Tasks and Notes are different

A checklist inside a note remains part of that note. It does not create entries in Tasks or schedule task reminders. Use Tasks for due dates and reminder notifications, and Notes for writing. See 15.1 Getting Started with Notes.

16.2 Creating and Editing Tasks

Select a list, enter a title in the add-task field, and press Enter. In a Smart Collection, check the destination list named in that field.

Edit the details

Select a task to open its details. Use **Edit summary** in its menu to change the title. The details let you set:

- **Start and due dates:** when you plan to begin and when the task should be finished. Use an all-day date or a date with a time.
- **List:** choose another available list to move the task.
- **Priority and progress:** mark how important the task is and record a completion percentage.
- **Status:** Needs action, In process, Completed, or Canceled.
- **Notes:** add details within the task, not a separate Notes document.
- **Tags:** add labels you can use to find related tasks.
- **Location and URL:** add a place or useful web link.
- **Reminders:** choose when you want to be reminded.

Confirm each field and let saving finish. On a small screen, close the details panel to return to your list.

Copy or export

Choose **Duplicate task** to make a copy; review its dates, repeat settings, and reminders. **Export** downloads a snapshot, not a synchronized connection. Keep sensitive exports private.

For date and reminder guidance, see 16.4 Due Dates, Priorities, and Reminders.

16.3 Lists, Calendars, and Organization

Use separate lists for different purposes, such as Home, Work, and Travel. Choose **Add List…** in Tasks to create a task-only list. Open a list’s menu and choose **Edit** to change its name or color.

Lists and calendars

A Tasks list is a calendar that supports tasks. Tasks shows your task-capable calendars, including calendars configured for both events and tasks. Event-only calendars do not appear as task lists. Creating a list in Tasks creates a task-only calendar; it does not create a mixed event/task calendar.

A mixed calendar can hold events in Calendar and tasks in Tasks. Removing every task does not change the calendar’s type or make it eligible for LightDrive-user sharing. See 16.9 Tasks and Shared Calendars.

Smart Collections

Smart Collections bring matching tasks together across your lists without moving or copying them:

- **Important:** open tasks with a high priority.
- **Today:** open tasks whose start or due date is today or earlier.
- **Week:** open tasks with a start or due date in the next seven days, including overdue tasks.
- **All:** open tasks across your lists, not completed tasks.
- **Current:** open tasks with no start date, a start time that has passed, or a due time that has passed.

- **Completed:** closed tasks, including tasks marked Canceled.

Open **Tasks settings → Visibility of Smart Collections** to choose Hidden, Visible, or Automatic for each collection. Automatic hides an empty collection. Tasks settings also lets you choose the default list.

Find, filter, and sort

Use the header search while Tasks is open to filter tasks. The filter control above the list lets you select tags; **Reset filter** clears the tag filter and search. Check the selected list and collection as well if something is missing.

The sort control offers Relevance, Start date, Due date, Created date, Last modified, Completed date, Priority, Alphabetically, Tags, and Manually. Selecting the same sort again reverses its direction. Choose **Manually** to arrange tasks by dragging them.

Move or export a list’s tasks

To move a task, open its details and choose a different list, or drag it to another list in the sidebar. Moving a parent also moves its subtasks. The list menu’s **Export** downloads a calendar file; a mixed calendar’s export can include events as well as tasks. **Copy private link** is not a public sharing link and does not grant anyone access.

Current online article: https://help.lightdrive.one/tasks/lists-calendars-and-organization

16.4 Due Dates, Priorities, and Reminders

A start date tells you when to begin; a due date tells you when the task should be finished. Neither date automatically completes the task or creates a reminder.

Dates and priority

Open the task and select its start or due field. Turn on **All day** for a date without a time. For timed tasks, check your device’s time zone, especially after travel or when comparing devices. Tasks displays timed dates using your device’s local time.

Use the priority control to choose a level: 1-4 is high, 5 is medium, 6-9 is low, and 0 means no priority. Lower nonzero numbers are more important. High-priority tasks appear in **Important**.

Add a reminder

1. Open the task’s details and choose **Add reminder**.
2. If the task has a start or due date, choose **Before the task starts** or **Before the task is due** and select the timing.
3. Alternatively, choose **Select date and time** for a reminder at a specific time.
4. Check the saved reminder and let the task finish synchronizing.

A reminder tied to a start or due date follows that date. A reminder set for a specific date and time does not automatically move with a changed deadline. Recheck reminders after changing dates or repeat settings.

How LightDrive reminds you

LightDrive delivers task reminders to the **notification bell in the Vault** for the task's owner. Select a reminder to open its task. You do not need to leave the Tasks page open, but reminders are not guaranteed to appear at the exact second selected.

This is not an email reminder service. Do not rely on a browser pop-up or mobile push notification as the delivery method. A connected task app may provide its own local reminders, depending on its settings, synchronization, and device permissions; that is separate from the Vault notification.

Late or missing reminders

LightDrive can catch up reminders missed within the previous 24 hours. Older missed reminders are not replayed. Completing, canceling, or deleting a task stops its pending LightDrive reminders; changing or removing a reminder can clear its old notification. Dismissing a delivered reminder does not repeatedly resend that same reminder.

For reminders saved without a time zone, LightDrive uses the calendar's time zone when available, otherwise your Calendar time zone. Keep your device and Calendar settings consistent. For an important deadline, review Tasks directly rather than depending only on a notification. See 16.10 Troubleshooting Tasks.

Current online article: https://help.lightdrive.one/tasks/due-dates-priorities-and-reminders

16.5 Recurring Tasks

Use a repeating task for something you need to do regularly, such as a weekly review or monthly household chore.

Set up a repeat

1. Create the task and give it a start or due date.
2. Open its details and select **Does not repeat** to open **Repeat task**.
3. Choose days, weeks, months, or years and the interval. Weekly repeats let you choose weekdays; monthly and yearly repeats offer date or weekday patterns.
4. Under **End repeat**, choose never, on a date, or after a number of occurrences.
5. Save the repeat settings and check the displayed rule.

Complete an occurrence

When you complete a repeating task, Tasks records that occurrence and advances the task's dates to the next occurrence when one remains. The next occurrence is open again. This happens when you complete the task, not simply because its due date passes.

Check the next date, especially after completing an overdue task. It is not automatically based on the day you completed it.

Use the active task's repeat control to change its rule or choose never to stop repeating. There is no Calendar-style "this occurrence or the series" workflow. Keep one-off exceptions as separate tasks.

Removing both start and due dates removes the repeat rule. Recheck reminders after completion: a fixed-date reminder does not repeat automatically. External apps can handle repeats differently; check the result in Tasks after synchronizing.

16.6 Subtasks and Task Structure

Use subtasks to break a larger task into smaller steps. A subtask can have its own dates, priority, notes, and reminders.

Add and arrange subtasks

Open a task’s action menu and choose **Add subtask**. Enter the step’s title and confirm. You can add subtasks to a subtask as well, so the structure can be more than one level deep.

On a device where dragging is convenient, drag tasks to arrange them or place one under another task. Choose **Manually** in the sort control when you want to set their order yourself. Keep the structure shallow enough to read comfortably on a phone.

Completion affects the structure

Completing a parent also completes its open subtasks. Reopening a subtask reopens a completed parent as needed. Reopening a parent does not automatically reopen every completed child; check the steps you still need to do.

Use **Show subtasks** or **Hide subtasks** to expand or collapse the structure. **Show closed subtasks** and **Hide closed subtasks** control completed or canceled steps. Hiding a step does not delete it.

Moving and deleting

Moving a parent to another list also moves its subtasks. Deleting a parent deletes its subtasks too. Review the whole structure before either action. Recovery is covered in 16.7 Completing, Reopening, and Deleting Tasks.

Current online article: https://help.lightdrive.one/tasks/subtasks-and-task-structure

16.7 Completing, Reopening, and Deleting Tasks

Select the checkbox beside a task to mark it complete. For an ordinary completed task, select its checkbox again to reopen it. Repeating tasks advance to their next occurrence as described in 16.5 Recurring Tasks.

Find completed tasks

Completion does not delete a task: it remains saved and synchronized. Use **Completed**, or open its list and select **Load the completed tasks of list “[list name]”** if shown. Use the completed-task count to expand or collapse the list’s closed tasks.

If Completed is missing from the sidebar, change its visibility in **Tasks settings**. Closed tasks can include canceled tasks as well as completed ones. A completed task’s details also let you change its recorded completion date.

Delete a task

Choose **Delete** from the task’s menu. A short countdown gives you a chance to cancel before deletion. Deleting a parent also deletes its subtasks.

To recover an item that has been deleted, open **Trash bin** in Tasks and choose **Restore** beside it. If you deleted several related tasks, check that all the steps you need have been restored.

Tasks and Calendar share a trash bin

This trash bin can contain deleted tasks, events, and whole calendars. Items are retained for **30 days** before automatic removal. Restore important items promptly. **Delete permanently** and **Empty trash bin** remove items without another opportunity to restore them here; emptying

this bin can remove Calendar items too.

This is separate from **Deleted files** in Files. The Files setting **Automatically remove deleted files after 30 days** does not control task or calendar recovery.

Delete a list with care

Deleting a list deletes its underlying calendar and all its tasks. If it is a mixed event/task calendar, its events are deleted too. Export anything important first. Recover a deleted list by restoring its calendar in the trash bin; tasks deleted separately may also need to be restored separately.

For a calendar with an active public event share, disable that share before deleting the calendar if access should end permanently. Restoring the calendar can reactivate a still-enabled link. See 6.4 Using Multiple Calendars.

Current online article: https://help.lightdrive.one/tasks/completing-reopening-and-deleting-tasks

16.8 Synchronizing Tasks with Other Apps

LightDrive Tasks synchronizes through **CalDAV**. The app you connect must support CalDAV tasks, also called **VTODO**, not just calendar events. Adding an event-only calendar connection is not enough to make tasks appear.

Connection settings

- **Discovery address:** `lightdrive.one`
- **Manual fallback URL:** `https://vault.lightdrive.one/remote.php/dav/`
- **Username:** your full `username@lightdrive.one` address, preserving the case of your LightDrive ID
- **Recommended password:** a separate LightDrive client password that includes **Calendars**
- **Security:** HTTPS with certificate verification enabled

Create the credential under **Settings → Security → App & device access**. Choose **Calendars only** for a task-only client, or a combination including Calendars if that app also needs Email or Contacts. Your main LightDrive password or a Vault app password can also be used by compatible CalDAV clients. Email-only and Contacts-only client passwords do not authorize Tasks synchronization.

After connecting, select the task lists to synchronize. Create tasks in the LightDrive list, not an app’s local-only list. See 6.5 Calendar Synchronization (CalDAV), 9.7 Vault App Passwords and Client Passwords, and 14.3 CalDAV Settings.

Choosing an app

Desktop Thunderbird provides a Tasks view for task-capable network calendars. On Android, Tasks.org supports CalDAV directly, and DAVx⁵ can synchronize tasks with a compatible task app such as Tasks.org. These are task-capable options, not a guarantee that every LightDrive feature appears identically in every client.

Consult the app's current instructions: Thunderbird network calendars, Tasks.org CalDAV setup, and DAVx⁵ task-app integration. Use the LightDrive addresses above rather than another provider's example address. With DAVx⁵, select a task app and allow the permissions it needs.

Test a simple task first, then check dates, completion, subtasks, repeats, and reminders before relying on a client's advanced features. Do not configure two synchronization methods for the same list unless you understand how that app avoids duplicates.

Subscriptions are different

A LightDrive public read-only calendar link contains events only, never Tasks. It cannot synchronize your task lists. An exported calendar file is a one-time copy rather than two-way synchronization. Keep exported files and your client password private.

Current online article: https://help.lightdrive.one/tasks/synchronizing-tasks-with-other-apps

16.9 Tasks and Shared Calendars

LightDrive calendar sharing is for **events**, not shared task lists. Generic Tasks or CalDAV sharing instructions do not override this restriction.

Which calendars can be shared?

- **Event-only calendars:** eligible calendars can be shared with another LightDrive user through Calendar's **Sharing & invitations**. They do not appear as task lists.
- **Task-only lists:** cannot be shared internally with another LightDrive user and are not eligible for public read-only calendar sharing.
- **Mixed event/task calendars:** can appear in your Tasks lists, but cannot be shared internally with another LightDrive user. Removing all tasks does not change that restriction.

To share events internally, use **New shared calendar**, add the intended events, and invite the recipient. Your tasks are not copied or shared.

Owned and accepted shared calendars remain event-only. **View only** recipients can read events; **Can edit events** recipients can change them. Neither permission provides a task list.

Public links and private information

Eligible mixed calendars can have a public read-only share, but the feed includes events only, never Tasks. A task's Public, Private, or Confidential classification is not a sharing switch and does not create a public link.

A private list link does not grant access. An exported file is different: its recipient can read its contents. Review exports before passing them on.

For the complete event-sharing rules, see 6.4 Using Multiple Calendars.

16.10 Troubleshooting Tasks

A task or list is missing

Check the selected list, search text, and tag filter. Choose **Reset filter** and check **All** for open tasks. Load completed tasks or open Completed if the task may already be finished. Expand a parent’s hidden subtasks. Smart Collections can be hidden in Tasks settings even when the underlying tasks still exist.

Event-only calendars are not task lists. An event shown in Calendar is not automatically a task. If you expect a task stored in a mixed calendar, check that same list in Tasks and confirm it was saved as a task rather than an event. Look in the Tasks trash bin if the task or its whole calendar was deleted.

Changes are not synchronizing

Keep the page open if Tasks reports a save error. Check your connection, then refresh after saving has finished. In an external app, confirm you selected the correct LightDrive task list and enabled its synchronization. A task stored only on the device will not appear in the Vault.

For connection checks, see 6.9 Troubleshooting Calendar Sync and 13.7 My Calendar Is Not Synchronizing.

An external app shows events but no tasks

Confirm that the app supports CalDAV tasks/VTODO and has a task list selected. Not every calendar app supports tasks. A public read-only calendar subscription contains events only. Follow 16.8 Synchronizing Tasks with Other Apps for the authenticated connection.

A reminder did not appear

Check the task’s saved reminder, start or due date, and time zone. A due date by itself is not a reminder. Check the Vault notification bell; do not assume an email or device pop-up will be sent. Completed, canceled, or deleted tasks no longer receive pending LightDrive reminders, and reminders missed more than 24 hours ago are not replayed. After a recurring task advances, check its next reminder.

If an external app handles local alerts, also check its synchronization, notification permissions, and battery restrictions. Those alerts are separate from the Vault bell. For a continuing problem, contact Support with the approximate reminder time and time zone; do not send your password or an unredacted task export.

A task appears twice

Check whether the app is showing both a local copy and the LightDrive copy, whether you imported an export, or whether two connections synchronize the same list. Compare the copies before deleting anything: deleting a synchronized task can remove it on your other devices too.

A password is rejected or a certificate warning appears

Use your full LightDrive email address and a credential accepted for CalDAV. A LightDrive client password must include Calendars; Email-only or Contacts-only access is not enough. See 13.2 My Password Does Not Work in an App.

Do not bypass a certificate warning or disable verification. Follow 13.9 I Received a Certificate Warning.