

Wasabi Management Console Getting Started Guide

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Preface

About This Guide

This Guide provides a quick overview of basic Wasabi features with procedures for new and prospective users. It describes how to:

- ◆ Sign up to use Wasabi
- ◆ Sign into Wasabi
- ◆ Create a bucket
- ◆ Store objects (folders and files) in the bucket
- ◆ Create a user account
- ◆ Add an access key to the user account

Related Documentation

Additional Wasabi documentation includes:

- ◆ *Wasabi Management Console User Guide*—Provides details about Wasabi Management Console features with procedures for new and experienced users. It introduces you to basic Wasabi features to sign up to use Wasabi, sign into Wasabi, create a bucket, store objects (folders and files) in the bucket, create a user account, create groups, create policies, create roles, and add an access key to an account.

- ◆ *Wasabi API Guide*—Describes variations in functionality as they pertain to using the Wasabi API relative to Amazon Web Services' Simple Storage Service (AWS S3) and Identity and Access Management (AWS IAM) APIs. Wasabi's object storage service is built to be 100% bit-compatible with the AWS S3 and IAM APIs. In certain cases, Wasabi provides additional functionality relative to AWS S3 (or implements functionality in a different manner than AWS S3).

Conventions

This document uses the following typographical conventions:

Convention	Description
IMPORTANT	Stresses the importance of the information presented.
NOTE	Calls attention to additional information or an explanation.
Bold Text	Used to indicate specific text that you need to enter (key in) or a button that you need to click.
<i>Italics Text</i>	Used to indicate titles of books or sections within this document, and for general emphasis.

Technical Support

The Wasabi web site has the latest product information. Use this resource to review product information, download software updates, contact technical support, access the Wasabi knowledge base, or provide feedback on Wasabi documentation and online help:

www.wasabi.com

Use this email address to contact a Wasabi Customer Support representative:

support@wasabi.com

1

Overview

Wasabi is a cloud-based object storage service for a broad range of applications and use cases. Wasabi is designed for individuals and organizations that require a high-performance, reliable, and secure data storage infrastructure at minimal cost.

This guide introduces you to Wasabi, showing you how to use the Wasabi Management Console for:

[Signing Up for Wasabi](#) → [Working with Buckets and Objects](#) → [Creating a User Account and Access Key](#)

Information is presented with step-by-step procedures. It is best to work from Chapters 2 through 4 consecutively to learn about each Wasabi feature.

Go to the [Wasabi product page](#) for FAQs and information on Wasabi features and pricing.

Wasabi Basics

To get the most out of Wasabi, let's review a few simple concepts. Wasabi stores data as objects in buckets. An object consists of a file and, optionally, any permissions and metadata that describes the file. A bucket is a storage container into which you upload your files.

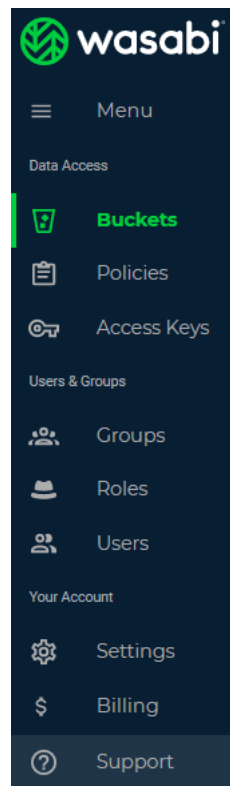
You can have one or more buckets and, for each, you can:

- ◆ Control access to it (who can create, delete, and list objects in the bucket)
- ◆ View access logs for the bucket and the objects it stores

Ready to use Wasabi? Continue by [Signing Up for Wasabi](#).

Accessing User Documentation

You can access user documentation with the  button on a panel. Or, at any time, click **Support** on the Wasabi menu to display the Wasabi web site.



2

Signing Up for Wasabi

➔ [Signing Up for Wasabi](#) > [Working with Buckets and Objects](#) > [Creating a User Account and Access Key](#)

Your Wasabi trial account is free for 30 days and includes 1 TB of storage.

Signing Up

1 Go to www.wasabi.com

As a user new to Wasabi, you need to set up an account by completing this procedure. But, check with your administrator to determine if your organization has a Wasabi account and security credentials that you should use. If you already have an account, sign in and then continue by [Working with Buckets and Objects](#).

NOTE: You will not be charged to work through the exercises in this *Getting Started Guide*, and you will not be charged for Wasabi until you use it for data storage. For FAQs and information on Wasabi features and pricing, go to the [Wasabi product page](#).

2 Click the green **TRY or BUY Now** button.

- 3 Enter your first and last names, your country, and your email address at which you will receive a free trial invitation.

wasabi

Start a 30-day free trial or buy now

Are you ready to revolutionize your cloud storage? Store more data for less money at faster speeds.

- ✓ Get full access to Wasabi free for 30 days.
- ✓ Store up to 1 terabyte.
- ✓ No credit card required.
- ✓ No auto-charge after the trial ends.

Trusted by 30,000+ Companies Worldwide!

AIR BUD ENTERTAINMENT FOCUS BRANDS kinetiq

First Name * Last Name *

Company Name Work Email *

Country * Phone

Storage Amount * Offer Code

Please Select

How did you hear about us?

Online Ad Podcast

Social Media Online Community

Whitepaper or eGuide Other

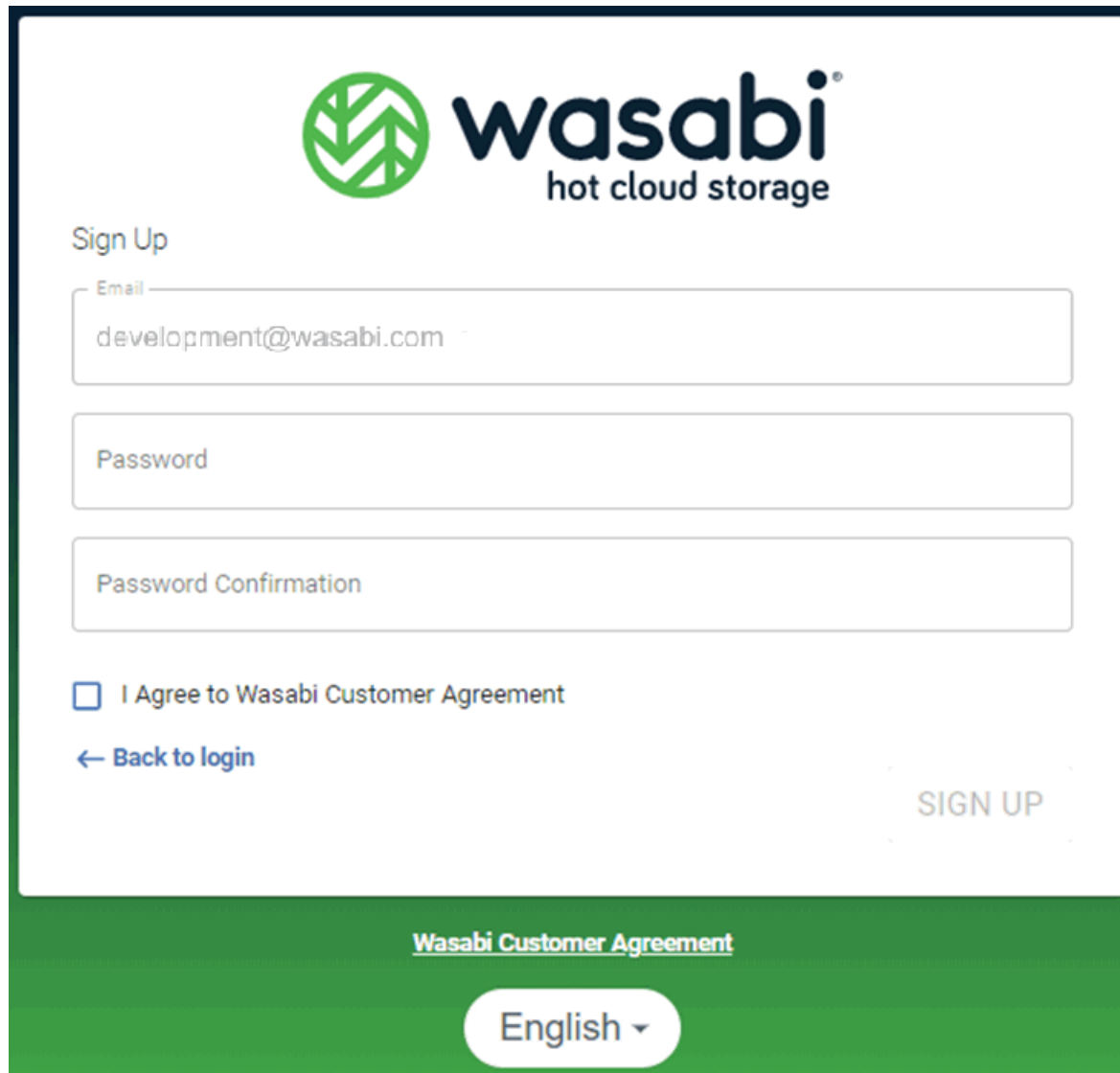
I'm interested in reselling Wasabi.

START YOUR FREE TRIAL

Already a subscriber? [Sign In](#)

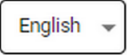
- 4 Click **START YOUR FREE TRIAL**. Wasabi will email an invitation as your link to Wasabi.
You can use your free trial to store up to 1 TB of storage for 30 days, without the requirement of a credit card.
- 5 In your email (“You are invited to try Wasabi”), click **CREATE ACCOUNT** to create your account.

- 6 Now, you can sign up with your free trial account. Enter a password and re-enter to confirm. For example:



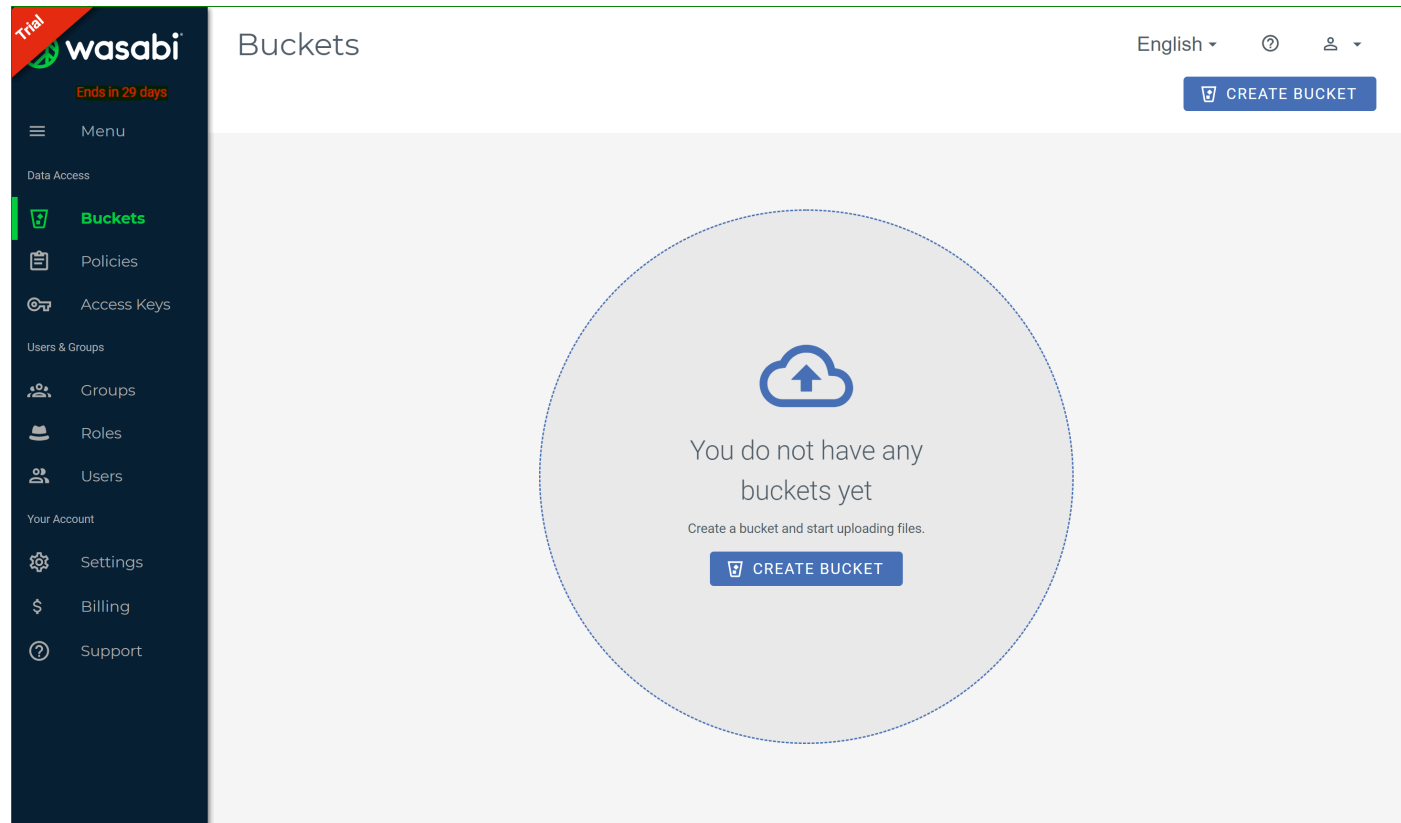
The image shows a screenshot of the Wasabi Sign Up page. At the top, there is the Wasabi logo, which consists of a green circular icon with a stylized leaf pattern, followed by the text "wasabi" in a bold, dark blue font, and "hot cloud storage" in a smaller, dark blue font below it. Below the logo, the text "Sign Up" is displayed. There are three input fields: the first is labeled "Email" and contains the text "development@wasabi.com"; the second is labeled "Password"; and the third is labeled "Password Confirmation". Below the input fields, there is a checkbox labeled "I Agree to Wasabi Customer Agreement". To the left of the checkbox is a blue arrow pointing left, followed by the text "Back to login". To the right of the input fields, there is a "SIGN UP" button. At the bottom of the page, there is a green footer bar containing the text "Wasabi Customer Agreement" and a language selector button labeled "English" with a downward arrow.

- 7 Click to check that you have read and agree to the Wasabi Customer Agreement. A link to the Agreement is available below the Sign Up panel.

NOTE: As an alternative to English, you can click the  button (located below the Sign Up panel) and select **Deutsche**, **Français**, or **日本語** to display the interface in German, French, or Japanese.

- 8 Click **SIGN UP**.

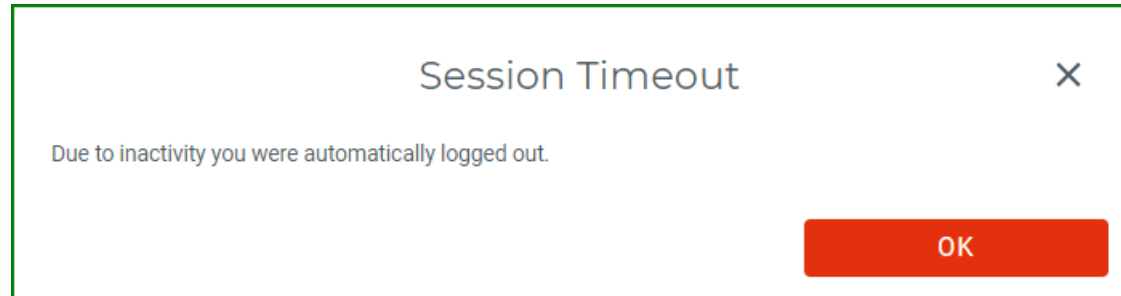
- 9 You are now ready to work with the Wasabi Management Console and add a bucket.



The remainder of this Guide is designed as a step-by-step tutorial. You should work through each procedure in [Working with Buckets and Objects](#) and [Creating a User Account and Access Key](#). Then, review the information in [How Do I Continue with Wasabi?](#)

Timing Out of Wasabi

If you are not active in Wasabi, your session will time out automatically after one hour of inactivity. Note, however, that this will not occur if you are uploading objects.



3

Working with Buckets and Objects

Signing Up for Wasabi → **Working with Buckets and Objects** > Creating a User Account and Access Key

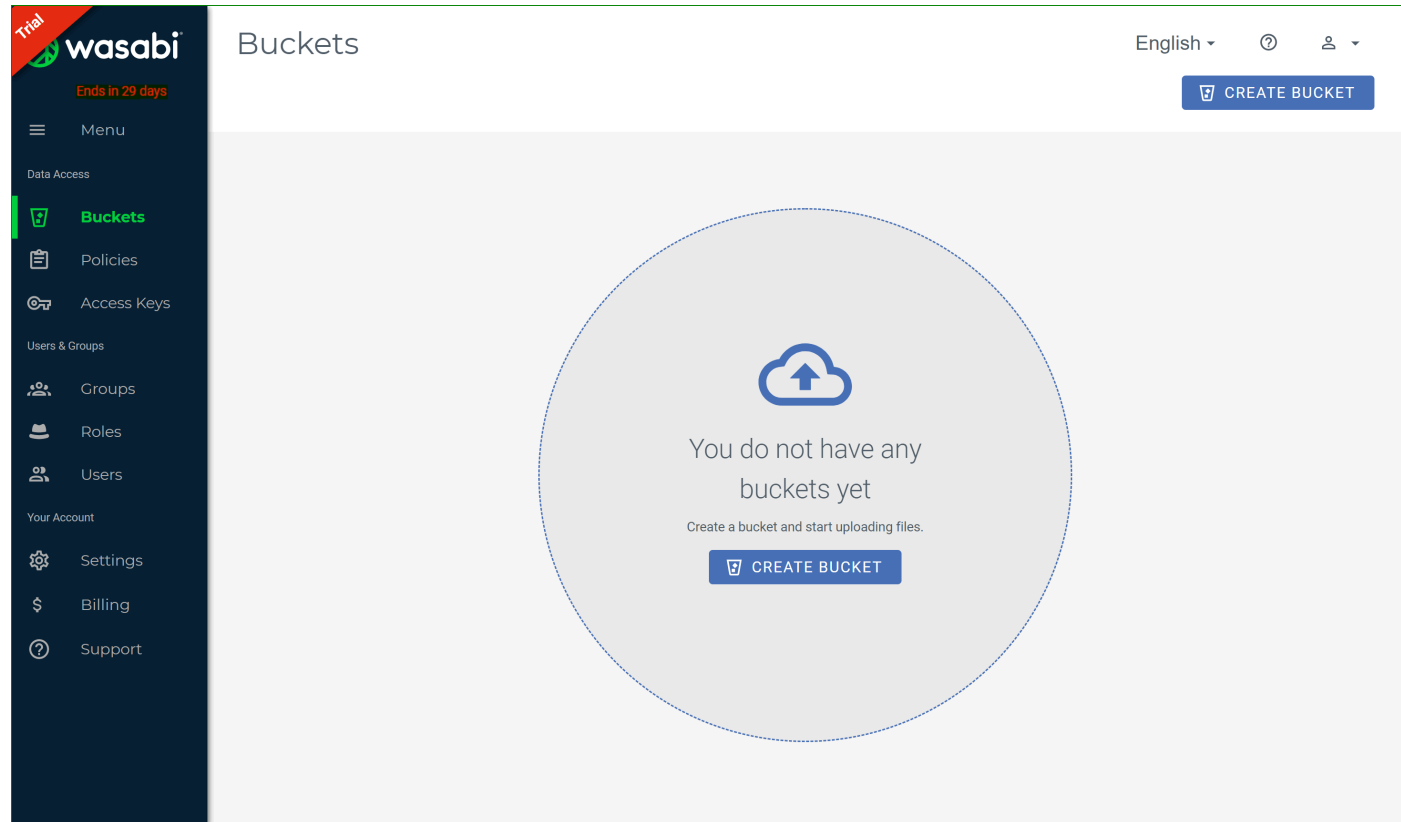
Wasabi stores *objects* (folders and files) in *buckets*. Once you create a storage bucket, you can upload objects into the bucket. You can create up to 1000 buckets per account.

Procedures in this chapter describe:

- ◆ [Creating a Bucket, page 3-2](#)
- ◆ [Storing Objects in a Bucket, page 3-9](#)
- ◆ [Renaming a File, page 3-24](#)
- ◆ [Deleting a File, page 3-26](#)

Creating a Bucket

- 1 On the Wasabi Management Console, click **CREATE BUCKET** in the bottom-middle of your screen.



- 2 In the “Bucket Name” area, enter a unique DNS-compliant name for your new bucket. **widget-project** is used in the example below; but enter your own unique name.

Create Bucket

1 Bucket Name 2 Set Properties 3 Review

Select Bucket Name

Bucket Name

widget-project

Select Region

Region

Quick Setup (optional)

Bucket To Copy Settings From

CANCEL CREATE BUCKET NEXT

Before naming a bucket, you should develop a naming strategy following these guidelines:

- ◆ The name must be unique across all existing bucket names in Wasabi. A bucket name can consist of 3 to 63 lowercase letters, numbers, periods, and dashes. The name must begin with a lowercase letter or number. The name cannot contain underscores, end with a dash, have consecutive periods, or use dashes adjacent to periods. And, the name cannot be formatted as an IP address (123.45.678.90).
- ◆ Choose a bucket name that reflects the objects you will store in the bucket. The bucket name is visible in the URL that points to the objects you will put in the bucket.

3 Select the region (geographic location) where you want the bucket to reside.

4 Click **NEXT**.

NOTE: You could click CREATE BUCKET or use the Quick Setup feature (which are described in the *Wasabi Management Console User Guide*), but we want to look at additional bucket features.

5 Options are provided to set bucket versioning and/or logging options. (By default, these features are suspended.)

When bucket versioning is enabled, every version of every object in the bucket is stored. You can then retrieve and restore any version of an object in the bucket. This provides protection against inadvertent removal of an object (such as by overwriting or expiration).

NOTE: Use versioning cautiously because when versioning is enabled, different versions of all the objects in the bucket are saved. This means the costs could be very high, eventually, as versions are stored.

When bucket logging is enabled, a text log is maintained of all access to the bucket. This provides details about the types of access requests made, request resources, and the date/time of processed requests.

NOTE: Use logging cautiously because when logging is enabled, all log files are saved. This means the costs could be high, eventually, as log files are stored.

We will not change the versioning and logging defaults for this exercise. So, click **NEXT**.

×

Create Bucket

1 Bucket Name 2 Set Properties 3 Review

Bucket Versioning

When versioning is enabled, you can then retrieve and restore any previous version of an object in the bucket. Note: versions of objects are added to your total data storage costs

Bucket Versioning

Bucket Logging

When logging is enabled a text log file of all access to a bucket is created in the bucket specified.

Bucket Logging

Object Locking (Versioning must be enabled)

Enabling Object lock will allow you to prevent objects from being overwritten or deleted for a fixed amount of time. Toggling this box will permanently enable Object lock functionality for the duration of this bucket's existence.

Enable Object Locking

- 6 The bucket properties are displayed for your review. You can click **BACK** to change the bucket properties. But, for this exercise, click **CREATE BUCKET** to accept the information and create the bucket.

Create Bucket

Bucket Name Set Properties Review

Bucket Name
widget-project

Bucket Logging & Versioning

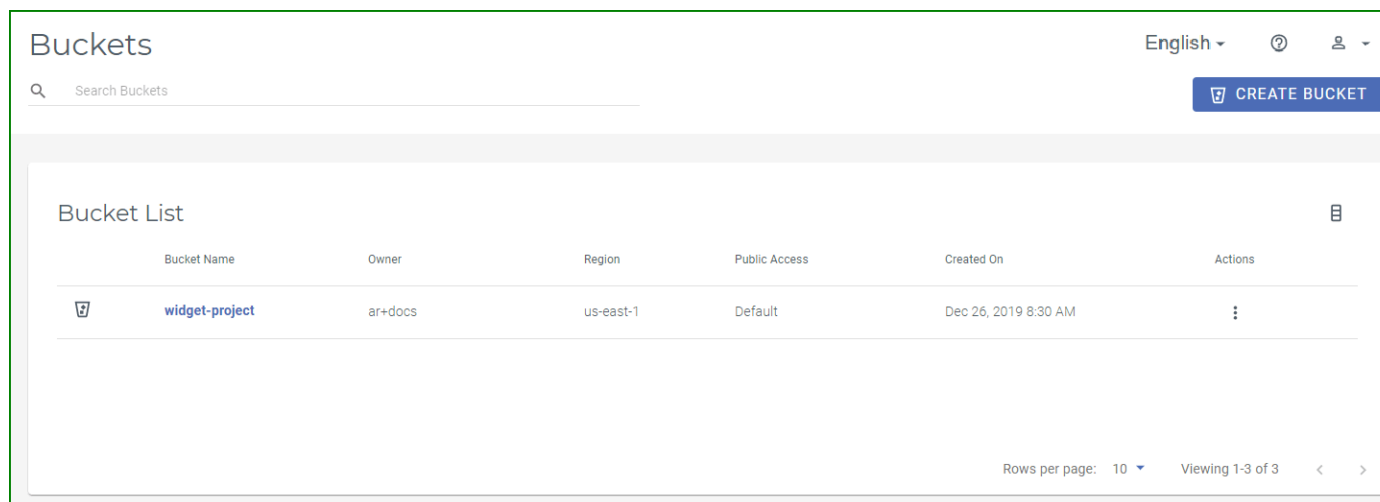
Logging	Suspended
Logging Target Bucket	None Set
Logging Target Prefix	None Set
Versioning	Suspended

Object Locking
Suspended

CANCEL BACK CREATE BUCKET

A message at the top of your screen indicates that the bucket was created successfully.


7 The new bucket is displayed on the Object Storage panel.



Each bucket is displayed with:

- ◆ Bucket name that, when clicked, provides access to object information (see [Storing Objects in a Bucket, page 3-9](#))
- ◆ Owner name, which is the name of the person who created the bucket
- ◆ Region in which the bucket was created
- ◆ Status of the bucket (Default indicates that the bucket is private)
- ◆ Date/time when the bucket was created
- ◆ Options accessed with the 3-dot icon in the Actions column to:
 - Change settings for versioning, logging, bucket policy, compliance, and an access control list (ACL)
 - Rename the bucket
 - Delete the bucket

Working With a Bucket

Click on the  icon to access options for bucket features. Procedures for use of these features are beyond the scope of this *Getting Started Guide*, but the following is an overview for:

- ◆ Establishing bucket settings. You can set:
 - Versioning and/or logging features. Versioning is a way to maintain multiple variations of an object in the same bucket. You can then retrieve and restore any version of an object in the bucket. This provides protection against inadvertent removal of an object (such as by overwriting or expiration).
 - Policy for the bucket. You can attach a policy to define the actions that can take place on a bucket and the conditions under which those actions can occur.
 - Compliance features. Compliance features prevent the deletion of any objects and provides additional information to prove that the original data is not modified since the time it was stored.
 - Object locking. Object locking can help prevent objects from being deleted or overwritten for a fixed amount of time or indefinitely. Versioning must be enabled on a bucket before object locking is enabled. And, object locking can be enabled only while creating the bucket.

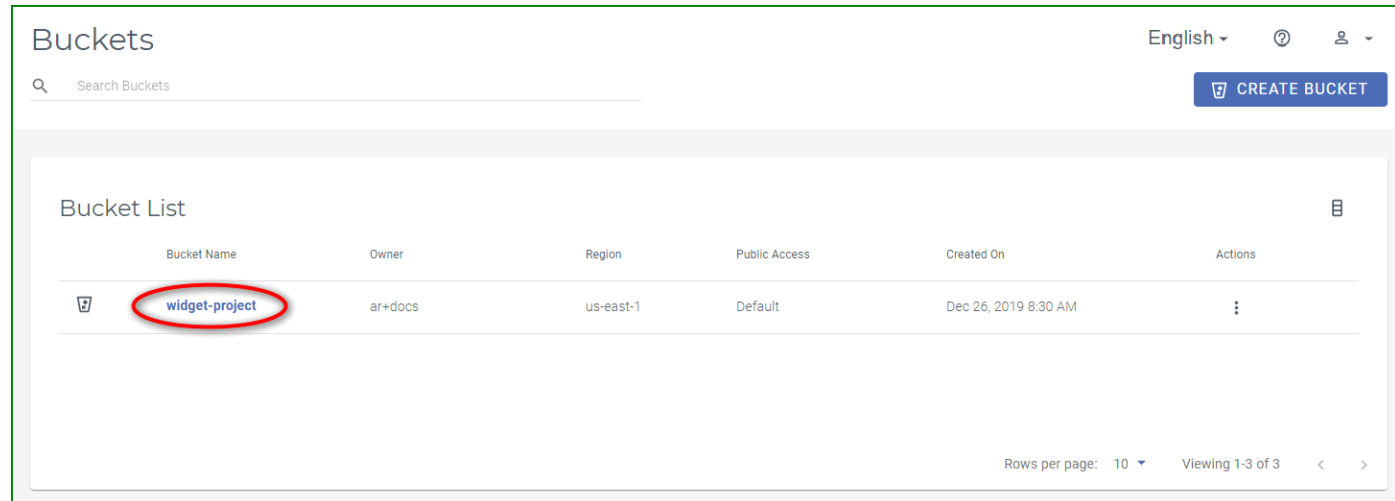
Once enabled, the Object Locking tab is available under bucket settings, where you can configure either governance or compliance mode along with retention time.
- ◆ Changing the bucket name.
- ◆ Deleting the bucket.

NOTE: When you delete a bucket, all objects stored with the Wasabi service are subject to Wasabi's minimum storage policy, which applies even if the objects are deleted. For additional information, refer to wasabi.com/pricing.

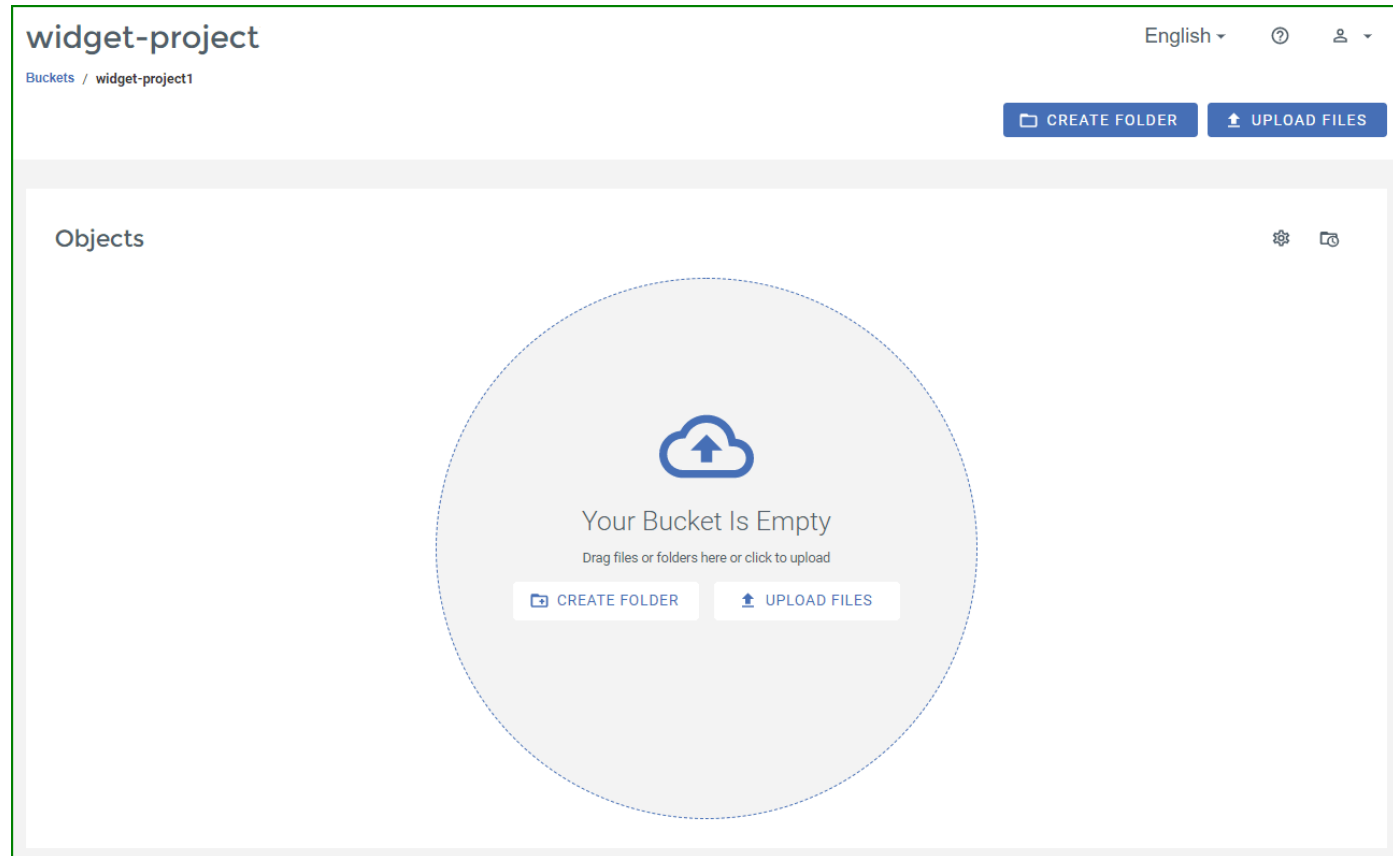
Storing Objects in a Bucket

Now that you created a bucket, you can store an object in it on Wasabi. An object can be any type of file—text, photo, video, etc.

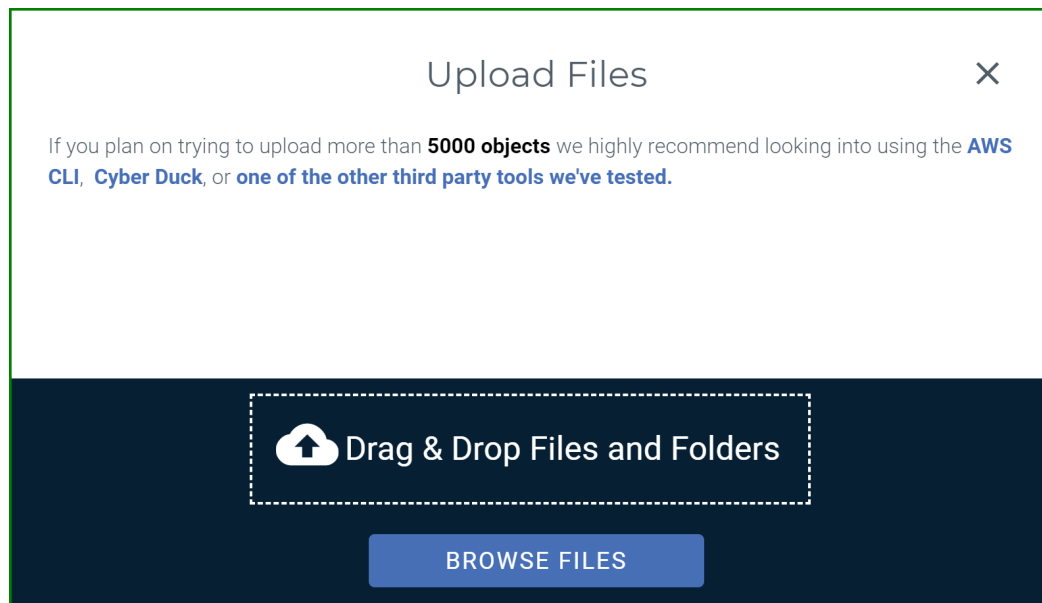
- 1 In the Object Storage list, click the bucket name (as circled below) into which you want to upload an object.



- 2 The bucket content panel is displayed. Click **UPLOAD FILES**.



3 The UploadFiles window is displayed.



You can upload files and folders in two different ways:

- ◆ Drag and drop files or folders onto the **Drag & Drop Files and Folders** area of the panel. (Continue with [Step 4.](#))
- ◆ Upload a file(s) by clicking the **BROWSE FILES** button. Then, navigate to find the file(s) you want to upload. You can use the Shift or Ctrl keys to select multiple files. (Continue with the next step.)

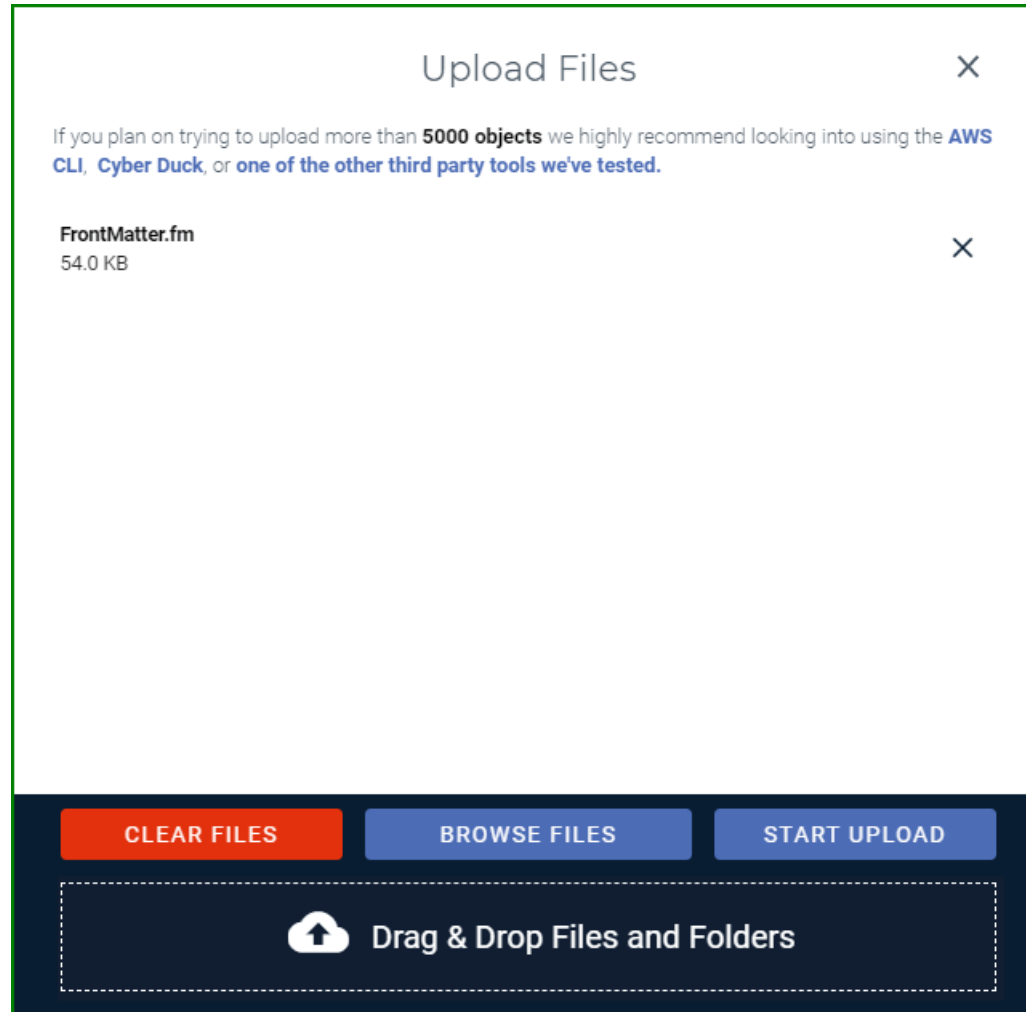
If you choose the same file name from different folders, Wasabi will store the file chosen last before the upload starts.

NOTE: Avoid the use of the following special characters in a file name:

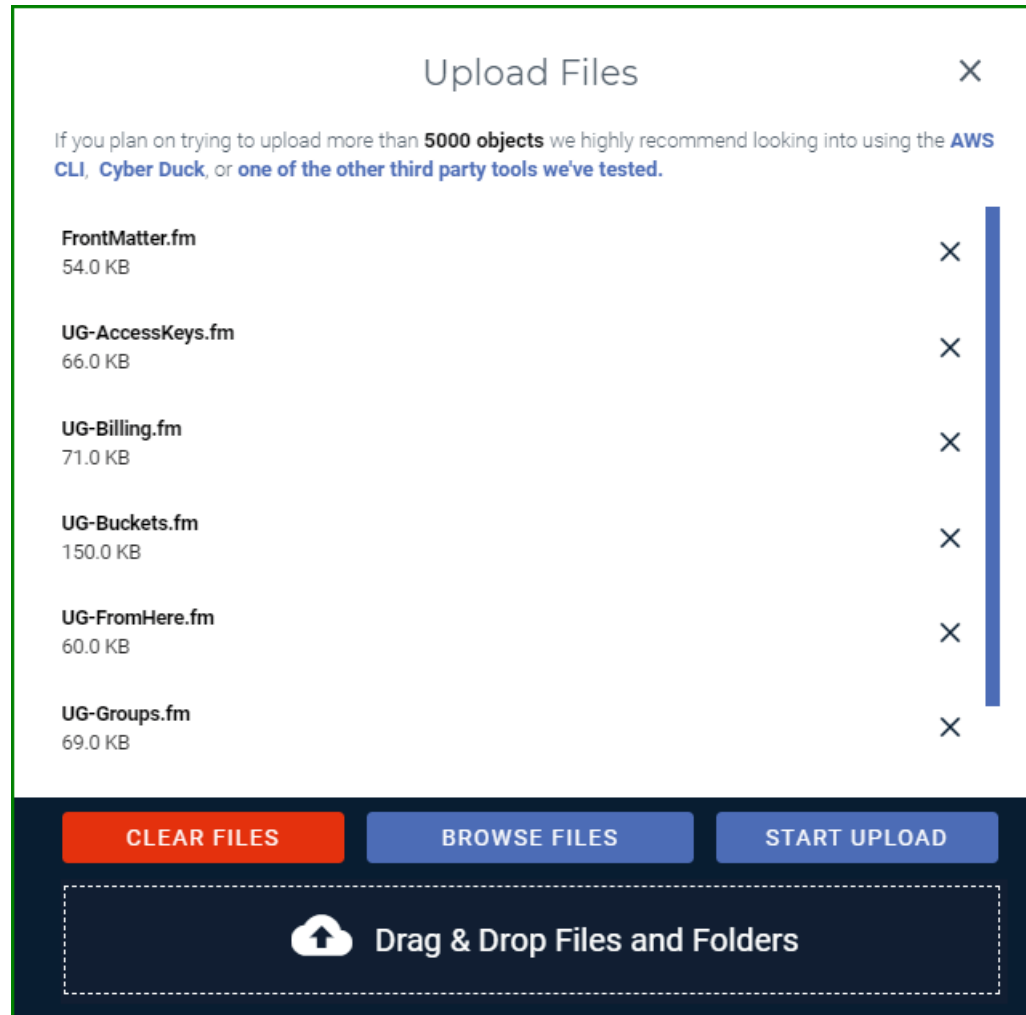
- % (percent)
- < (less than symbol)
- > (greater than symbol)
- \ (backslash)
- # (pound sign)
- ? (question mark)

NOTE: After you initiate the upload, you will see an alert that indicates the objects are attaching and you should wait until this is done.

When you upload a file, it is listed on the Upload Files panel. For example:




When you upload a folder, all files are listed and a scroll bar appears to the right of the files, enabling you to scroll through the file names. For example:



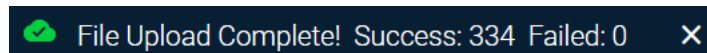
NOTE: To remove a file from the list before uploading, click **X** to the right of the file name. To remove all selected files before uploading, click **CLEAR FILES**.

4 Click **START UPLOAD** to upload the objects.

NOTE: To remove a file from the list after you start uploading, click  to the right of the file name.

A check appears to the right of each file name when it is successfully uploaded. When the upload is complete, you are returned to the Upload Files panel where you can repeat these steps to upload additional folders or files. For now, close the Upload Files window by clicking **X**

A message at the bottom of the Object Storage panel indicates the upload status. For example:



NOTE: When the file upload is in progress, you can minimize the Upload Files window by clicking the X in the upper right corner. When the Upload Files window is minimized and an upload is in progress, you can navigate to all pages, except Billing.

NOTE: The message, Network Failure, is displayed if the network is interrupted during an upload.

Uploaded files are listed on the Object Storage panel. The following example shows multiple files stored in the widget-project bucket.

widget-project English ? 👤

Buckets / widget-project

🔍 Search Objects CREATE FOLDER UPLOAD FILES

Objects ⚙️ 📁 📄 ⋮

<input type="checkbox"/>	Name	Type	Last Modified	Size
<input type="checkbox"/>	ms-widget-19xxx	📁		
<input type="checkbox"/>	0b-try-it.png	📄	Dec 29, 2019 11:28 AM	19.3 KB
<input type="checkbox"/>	0b-try-it.png	🕒	Dec 29, 2019 11:28 AM	19.3 KB
<input type="checkbox"/>	0c-try-it.png	📄	Dec 29, 2019 11:28 AM	45.6 KB
<input type="checkbox"/>	0c-try-it.png	🕒	Dec 29, 2019 11:28 AM	45.6 KB
<input type="checkbox"/>	1-Ball-acct-no.png	📄	Dec 29, 2019 11:28 AM	17.6 KB
<input type="checkbox"/>	1-Ball-acct-no.png	🕒	Dec 29, 2019 11:28 AM	17.6 KB
<input type="checkbox"/>	1-login.png	📄	Dec 29, 2019 11:30 AM	593.3 KB
<input type="checkbox"/>	1-login.png	🕒	Dec 29, 2019 11:28 AM	593.3 KB
<input type="checkbox"/>	1-login.png	🕒	Dec 29, 2019 11:28 AM	593.3 KB

Rows per page: 10 Viewing 1-10 of 356 < >


Folders and files are displayed with a Name, Type, Last Modified (date), and Size. You can click the column heading to sort the listing by:

- ◆ Name—number and then alphabetically (a to z) or reverse.
- ◆ Last Modified—oldest to newest date, or newest to oldest.
- ◆ Size—smallest size to largest, or largest to smallest.

Folders

Each folder is displayed with:

- ◆ Folder select icon.

 enables you to select one or more folders to delete, make public, or make private. Refer to [Working With Multiple Folders and/or Files](#), page 3-18.

- ◆ Folder name.
- ◆ Folder type (details).


Click  to display folder details (see [Reviewing Folder Details](#), page 3-21).

The Last Modified and Size columns are left blank intentionally.

Files

Each file is displayed with:

File select icon.

 enables you to select one or more files to delete, make public, or make private. Refer to [Working With Multiple Folders and/or Files](#), page 3-18.

- ◆ File name.
- ◆ File type.

Icons indicate the file type, such as for text , graphics , and media . The icon is  if the file is a version. Click the icon to display file details (see [Reviewing File Details](#), page 3-23).


- ◆ Date/time when the file was last modified.
- ◆ Size of the file.

In addition, notice the icons in the upper right part of the objects list:



accesses the bucket Settings panel with options described in the *Wasabi Management Console User Guide*.



toggles between hiding and showing file versions if versioning is enabled. The version icon  to the right of the file name indicates the file is a version. This tool is not available if a folder is empty.



enables you to toggle the display of each column. This tool is not available if a folder is empty.



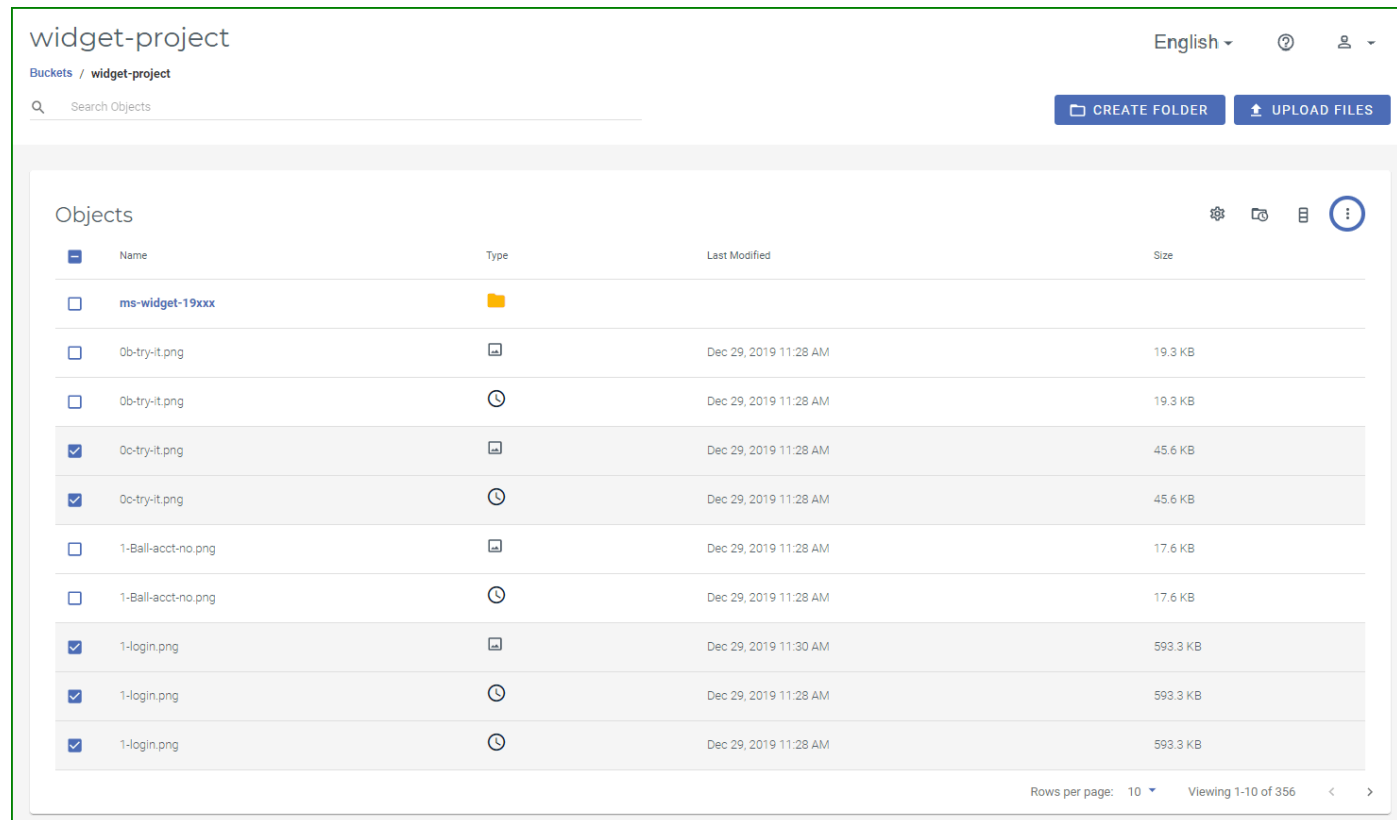
provides more options that are described in the *Wasabi Management Console User Guide*. These options are not available if a folder is empty.

Working With Multiple Folders and/or Files

You can select one or more folders or files to delete or make public/private.


NOTE: Public use of a bucket, folder, or file is not allowed, by default, for trial accounts. Please contact Wasabi Support at support@wasabi.com for assistance.

Select folders or files to change. The select icon will change to a check mark .



The screenshot shows the Wasabi Management Console interface for a bucket named 'widget-project'. The page title is 'widget-project' and the breadcrumb is 'Buckets / widget-project'. There is a search bar labeled 'Search Objects' and two buttons: 'CREATE FOLDER' and 'UPLOAD FILES'. Below the search bar is a table of objects with the following columns: Name, Type, Last Modified, and Size. The table contains 12 rows of objects, including folders and files. A blue circle highlights the 'More options' button (three vertical dots) in the top right corner of the table.

Name	Type	Last Modified	Size
<input type="checkbox"/> ms-widget-19xxx	Folder		
<input type="checkbox"/> 0b-try-it.png	File	Dec 29, 2019 11:28 AM	19.3 KB
<input type="checkbox"/> 0b-try-it.png	File	Dec 29, 2019 11:28 AM	19.3 KB
<input checked="" type="checkbox"/> 0c-try-it.png	File	Dec 29, 2019 11:28 AM	45.6 KB
<input checked="" type="checkbox"/> 0c-try-it.png	File	Dec 29, 2019 11:28 AM	45.6 KB
<input type="checkbox"/> 1-Ball-acct-no.png	File	Dec 29, 2019 11:28 AM	17.6 KB
<input type="checkbox"/> 1-Ball-acct-no.png	File	Dec 29, 2019 11:28 AM	17.6 KB
<input checked="" type="checkbox"/> 1-login.png	File	Dec 29, 2019 11:30 AM	593.3 KB
<input checked="" type="checkbox"/> 1-login.png	File	Dec 29, 2019 11:28 AM	593.3 KB
<input checked="" type="checkbox"/> 1-login.png	File	Dec 29, 2019 11:28 AM	593.3 KB



Notice that a blue circle highlights the button for more options .

NOTE: The Rename and Download As options are not available for multiple files. You can rename/download only one file at a time.

Deleting One or More Folders or Files

You can easily remove one or more folders or files (or all folders and files) from a bucket. All objects in a folder are deleted when the folder is deleted.

NOTE: When you delete a file or folder, all objects stored with the Wasabi service are subject to Wasabi's minimum storage policy, which applies even if the objects are deleted. For additional information, refer to: wasabi.com/pricing.



- 1** Select the folder(s) and/or file(s): 
You can click the select icon in the list header to select all folders and files.
- 2** Click .
- 3** Select **Delete**.
- 4** A message reminds you of the Wasabi storage policy and asks you to confirm that you want to delete the folder(s) and/or file(s). Click **DELETE** to confirm.

Making Folders and/or Files Public

You can make one or more folders and/or files (or all folders and files) available so that anyone can access them through the Internet without permissions from these URLs:

- ◆ [bucketname].[serviceURL]/[path/filename]
- ◆ [serviceURL]/[bucketname]/[path/filename]

Refer to the [Wasabi Knowledge Base for service URLs for different regions](#).

- 1** Select the folder(s) and/or file(s): 
You can click the select icon in the list header to select all folders and files.
- 2** Click .

3 Select **Make Public**.

When you make a folder public with this option, all files in the folder are made public. This feature is intended as a one-time setting, which overrides the status settings for individual files within the folder. If files are later uploaded into the folder, they are automatically uploaded as private.

You can change the status of a folder or file with an option on the Folder or File Details panel ([Making Folders and/or Files Private](#), page 3-20 and [Reviewing Folder Details](#), page 3-21).

Making Folders and/or Files Private

If one or more folders and/or files (or all folders and files) have been made public, you can change the status to private.

NOTE: While Wasabi enables you to select multiple objects and make all selections private, Amazon Web Services (AWS) does not support this feature.

1 Select the folder(s) and/or file(s):

You can click the select icon in the list header to select all folders and files.

2 Click .

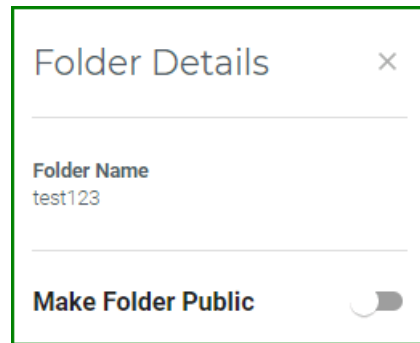
3 Select **Make Private**.

When you make a folder private with this option, all files in the folder are made private. This feature is intended as a one-time setting, which overrides the status settings for individual files within the folder. If files are later uploaded into the folder, they are automatically uploaded as private.

You can change the status of a folder or file with an option on the Folder or File Details panel ([Making Folders and/or Files Public](#), page 3-19 and [Reviewing Folder Details](#), page 3-21).

Reviewing Folder Details

- 1 Click the folder icon  to view details about a folder.




- 2 Click **X** to close the Folder Details panel.

Making a Folder Public or Private

You can make a folder (and all files within the folder) available so that anyone can access it through the Internet without permissions from these URLs:

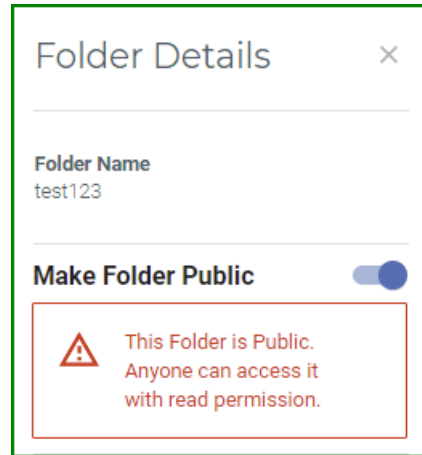
- ◆ [bucketname].[serviceURL]/[path/filename]
- ◆ [serviceURL]/[bucketname]/[path/filename]

Refer to the [Wasabi Knowledge Base for service URLs for different regions](#).


- 1 Click the folder icon .
- 2 On the Folder Details panel, slide to enable the **Make Folder Public** option.
- 3 You may see a message indicating that making large quantities of objects public (or private) can be inefficient. If you plan to modify more than 10,000 objects, Wasabi recommends that you use a bucket policy or update ACLs using the CLI. Click **CONTINUE** after considering this warning.

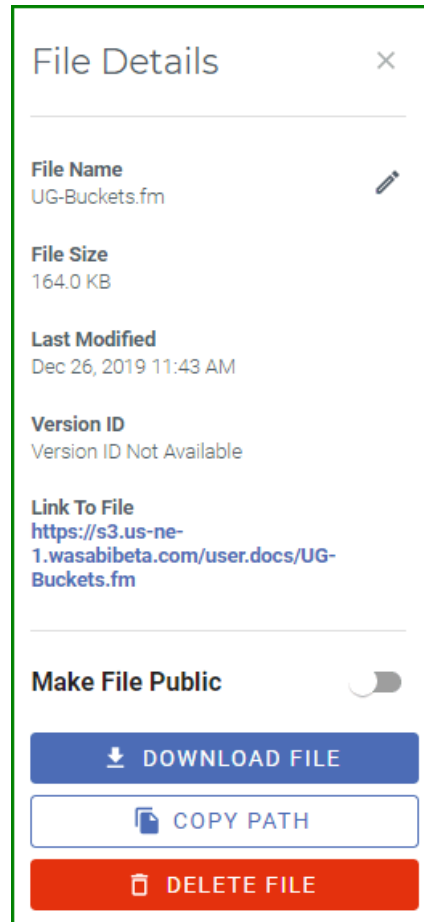
- 4 If you are making the folder public, another warning is displayed. It indicates that the selected objects will be public and accessible by anyone who has Read permissions. Click **OK** to accept this condition.

When a folder is public, the Folder Details appears as:



Reviewing File Details

- 1 Click anywhere (except ) in the row of the file for which you want details.



The screenshot shows a modal window titled "File Details" with a close button (X) in the top right corner. The modal contains the following information:

- File Name:** UG-Buckets.fm (with an edit icon)
- File Size:** 164.0 KB
- Last Modified:** Dec 26, 2019 11:43 AM
- Version ID:** Version ID Not Available
- Link To File:** <https://s3.us-ne-1.wasabibeta.com/user.docs/UG-Buckets.fm>
- Make File Public:** A toggle switch that is currently turned off.
- Actions:** Three buttons at the bottom: "DOWNLOAD FILE" (blue), "COPY PATH" (white with blue border), and "DELETE FILE" (red).


You can review the file details (file name, size, date/time last modified, and version identification number if versioning is enabled). In addition, tools are provided for:

- ◆ [Renaming a File, page 3-24](#)
- ◆ [Making a File Public or Private, page 3-25](#)
- ◆ [Linking to a File, page 3-25](#)
- ◆ [Downloading a File, page 3-25](#)
- ◆ [Copying the File Path, page 3-26](#)
- ◆ [Deleting a File, page 3-26](#)

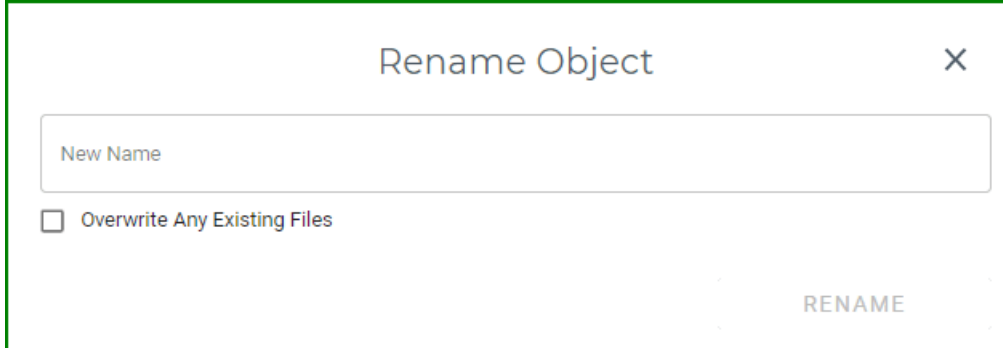
2 Click **X** to close the File Details panel.

Renaming a File

You can change the name of a file.

1 On the File Details panel, click  to the right of the file name on the File Details panel.

2 Enter a new name for the file.



NOTE: Avoid the use of the following special characters in a file name:

- % (percent)
- < (less than symbol)
- > (greater than symbol)

\ (backslash)
(pound sign)
? (question mark)

- 3 Optionally, check the box to overwrite any existing file that uses the name to which you are renaming.
- 4 Click **RENAME**.

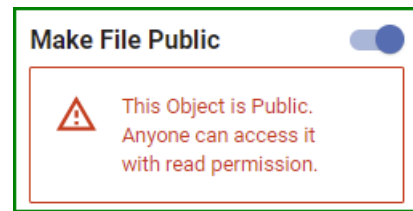
Making a File Public or Private

You can make a file available so that anyone can access it through the Internet without permissions from these URLs:

- ◆ [bucketname].[serviceURL]/[path/filename]
- ◆ [serviceURL]/[bucketname]/[path/filename]

Refer to the [Wasabi Knowledge Base for service URLs for different regions](#).

On the File Details panel, slide to enable the **Make File Public** option. When a file is public, that section of the File Details panel appears as:



Linking to a File

You can link to a file at its Internet location.

On the File Details panel, click the link under the Link To File heading.

Downloading a File

You can download a file to your local computer.

On the File Details panel, click the **DOWNLOAD FILE** button. The file is downloaded and ready to open, save, etc.

Copying the File Path

You can copy a file path to the clipboard.

On the File Details panel, click the **COPY PATH** button. A message under the **COPY PATH** button indicates that the object path is copied to the clipboard.

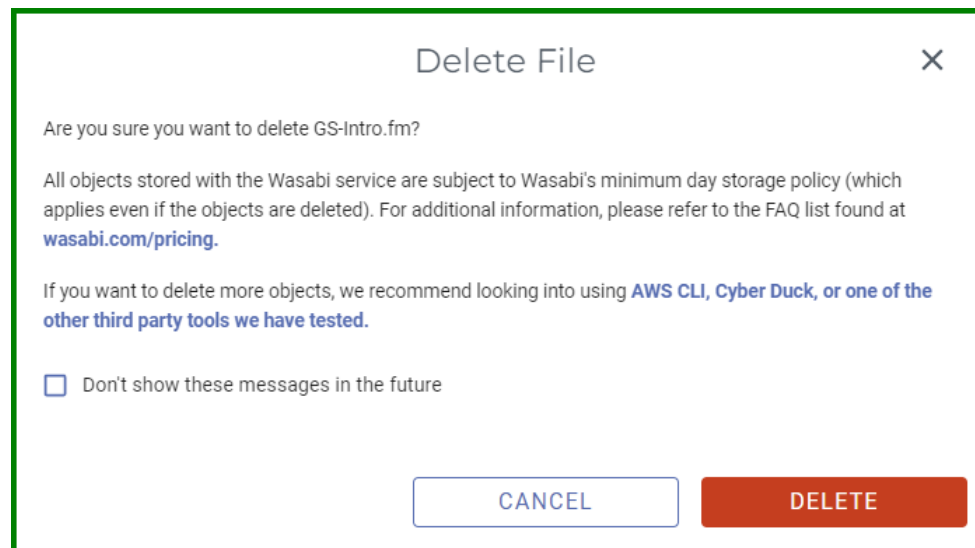
Deleting a File

You can easily remove a file from a bucket.

NOTE: When you delete a file, all objects stored with the Wasabi service are subject to Wasabi's minimum storage policy, which applies even if the objects are deleted. For additional information, refer to: wasabi.com/pricing.

NOTE: You cannot delete a file from a compliance bucket.

- 1 On the File Details panel, click the **DELETE FILE** button.
- 2 A message prompts you to confirm that you want to delete the file indicated in the message.



Click **DELETE** if you are sure you want to delete the file.

4

Creating a User Account and Access Key

[Signing Up for Wasabi](#) > [Working with Buckets and Objects](#) → [Creating a User Account and Access Key](#)

A *user* is an individual for whom you create Wasabi authentication, giving that person permission to perform actions in Wasabi.

A *group* is a set of users that you can manage collectively.

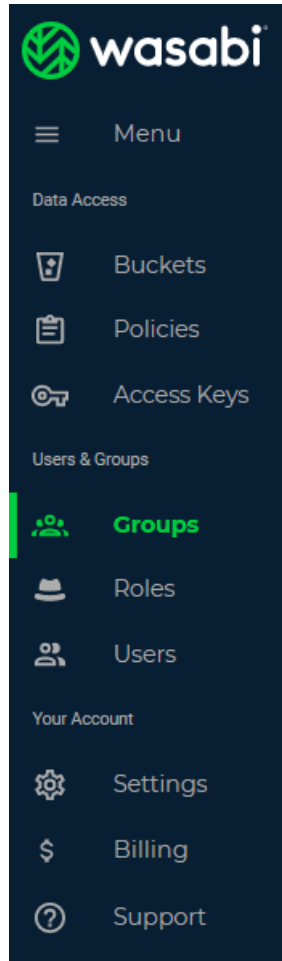
Each user and group can be associated with one or more *policies* to define the actions that a user or group member can perform and the conditions under which those actions can take place.

Because you assign a user to a group when you create a user account, this chapter will begin with a procedure for [Defining a Group, page 4-2](#). Then, you will work through a procedure for [Creating a User, page 4-4](#), during which you will assign the user to the group and attach a policy.

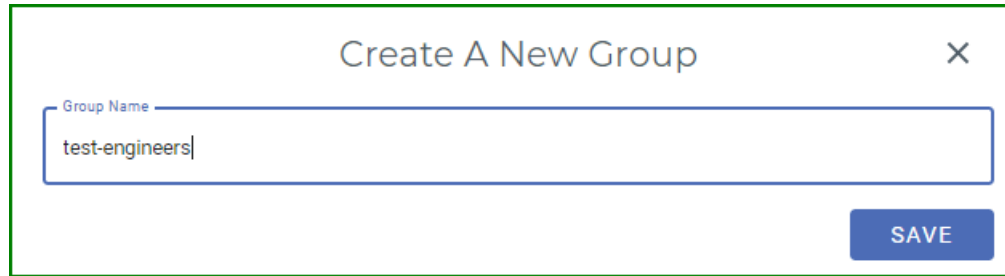
In addition, [Assigning an Access Key, page 4-14](#), describes how you can assign an access key to a user. An access key is for use with third-party applications.

Defining a Group

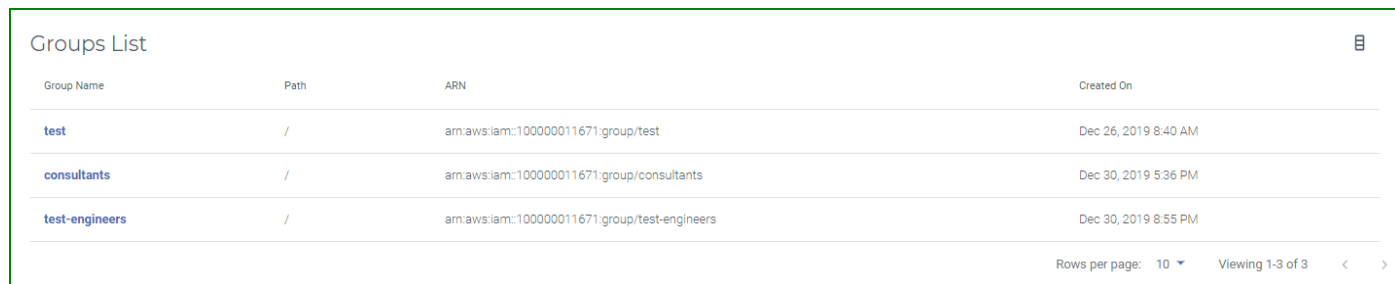
- 1 Click **Groups** in the Wasabi menu on the left of the screen.



- 2 Click **CREATE GROUP**.
- 3 Enter a name for the new group (such as “test-engineers” in the example below).



4 Click **SAVE**. The new group is displayed on the Groups panel. For example:



Group Name	Path	ARN	Created On
test	/	arn:aws:iam::100000011671:group/test	Dec 26, 2019 8:40 AM
consultants	/	arn:aws:iam::100000011671:group/consultants	Dec 30, 2019 5:36 PM
test-engineers	/	arn:aws:iam::100000011671:group/test-engineers	Dec 30, 2019 8:55 PM

The group is displayed with this information:

- ◆ Group name
- ◆ Path for the group
- ◆ An Amazon Resource Name (ARN) for the group
- ◆ Date when the group was created

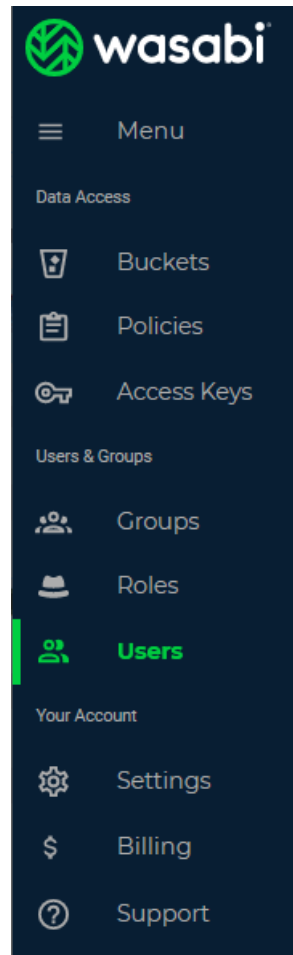
You can click on a group name and then add users or permissions (policies) to the group. But, for this exercise, you will continue by [Creating a User](#).

Creating a User

When you first created a Wasabi account, you created a “Root User.” But, the Root User should be reserved for specific account and service management tasks. It is not good practice for the Root User to perform routine tasks. Instead, it is best to create a new user for each person, even for those who require administrative access.

To create a user:

- 1 Click **Users** in the Wasabi menu on the left of the screen.



- 2 Enter details for the user. In the example below, **Arthur** is entered as the user name.

The screenshot shows a 'Create User' dialog box with a close button (X) in the top right corner. Below the title bar, there are four numbered steps: 1 Details, 2 Groups, 3 Policies, and 4 Review. The 'Details' step is active. Under 'Select Username', there is a text input field containing 'Arthur'. Under 'Type of Access', there are two checkboxes: 'Programmatic (create API key)' and 'Console'. The 'Console' checkbox is checked. At the bottom, there are 'CANCEL' and 'NEXT' buttons.

- 3 Specify user access:

- ◆ Programmatic (the user can create an API key), and/or
- ◆ Wasabi Management Console access

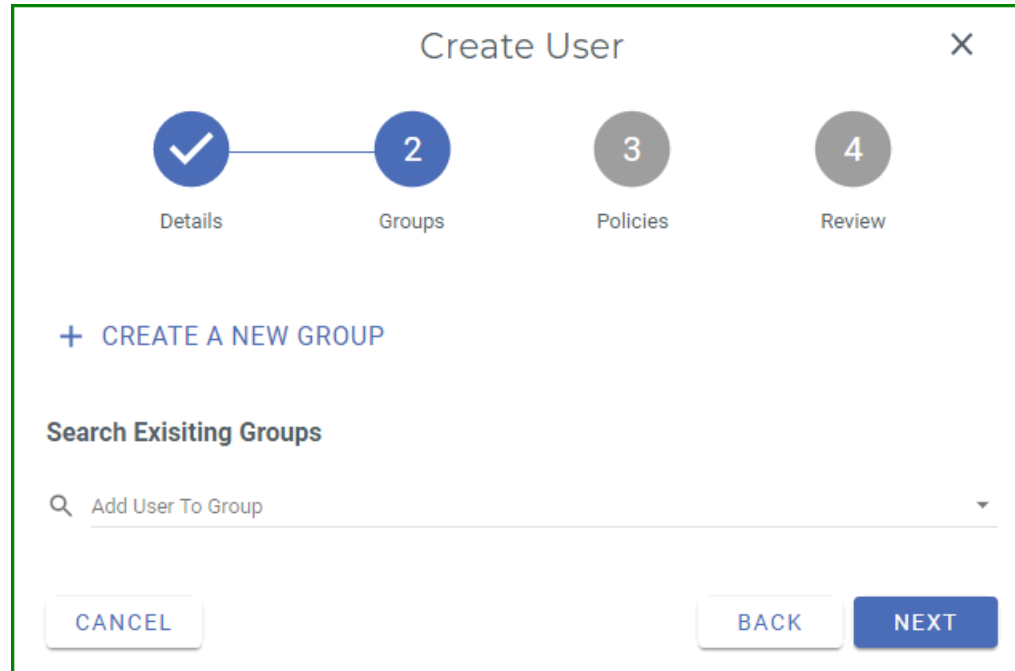
By enabling programmatic access, the user gets an access key and secret key, which are used to access the two resources (IAM and Storage) via means other than the Wasabi Console (such as AWS CLI, CloudBerry, Cyberduck, or any other S3 application).

In this example, Arthur has Console access only.

- 4 When you select the Console option, you must enter a password with which the user must sign in to Wasabi. Optionally, you can select **Require Password Reset**, which indicates the user must reset this credential. In this case, the user will be prompted for a new password the first time he/she signs in to Wasabi.

The screenshot shows a 'Create User' dialog box with a close button (X) in the top right corner. At the top, there are four numbered steps: 1. Details, 2. Groups, 3. Policies, and 4. Review. The 'Details' step is highlighted in blue. Below the steps, there is a 'Select Username' section with a text input field containing 'Arthur'. The 'Type of Access' section has two radio buttons: 'Programmatic (create API key)' (unchecked) and 'Console' (checked). Below this is a 'Password' text input field with masked characters. There is also a checked checkbox for 'Require Password Reset'. At the bottom, there are 'CANCEL' and 'NEXT' buttons.

- 5 Click **NEXT**.
- 6 Click in the **Add User To Group** area.



- 7 Start typing to find the group in which to add the user. For this example, enter “c” and find the “consultants” group. The group is displayed in the **Add User To Group** area, as shown below.

Create User ×

1 ✓ Details — 2 2 Groups — 3 3 Policies — 4 4 Review

+ CREATE A NEW GROUP

Search Existing Groups

Add User To Group

Q consultants

consultants ×

CANCEL BACK NEXT

8 Click **NEXT**.

- 9 Now you are ready to associate a policy with the user. For this example, enter “**con**” and find the “ConsultantPolicy” policy.

Create User

Details Groups Policies Review

Start typing to find policies for the user.
Attach Policy To User

con

OR ConsultantPolicy

Quickly select a commonly used policy:

- AdministratorAccess +
- WasabiReadOnlyAccess +
- WasabiWriteOnlyAccess +
- WasabiFullAccess +
- WasabiAdministratorAccess +
- WasabiViewBillingAccess +
- WasabiModifyBillingAccess +

Policies that will be attached:
None selected at the moment

CANCEL BACK NEXT

- 10** Click on **ConsultantPolicy** to add this policy for the user. Notice that the group is displayed in the “Policies that will be attached” area, as shown below. You could add additional policies and they would appear in this area. You can add a maximum of 10 policies per user.

The screenshot shows a 'Create User' dialog box with a progress indicator at the top. The progress indicator consists of four steps: 'Details' (checked), 'Groups' (checked), 'Policies' (3), and 'Review' (4). Below the progress indicator, there is a search bar with the text 'Start typing to find policies for the user.' and a dropdown menu showing 'ConsultantPolicy'. Below the search bar, there is a section titled 'OR' and a list of policies with plus signs to their right: 'AdministratorAccess', 'WasabiReadOnlyAccess', 'WasabiWriteOnlyAccess', 'WasabiFullAccess', 'WasabiAdministratorAccess', 'WasabiViewBillingAccess', and 'WasabiModifyBillingAccess'. At the bottom of the dialog, there is a section titled 'Policies that will be attached:' which contains a single policy 'ConsultantPolicy' with a close button (X) next to it. The 'ConsultantPolicy' is circled in red. At the bottom of the dialog, there are three buttons: 'CANCEL', 'BACK', and 'NEXT'.

11 Click **NEXT**. Review the settings for the new user. For example:

Create User [X]

Progress: Details [✓] — Groups [✓] — Policies [✓] — Review [4]

User Details

Username:
Arthur

Console Access:
Yes

Api Access:
No

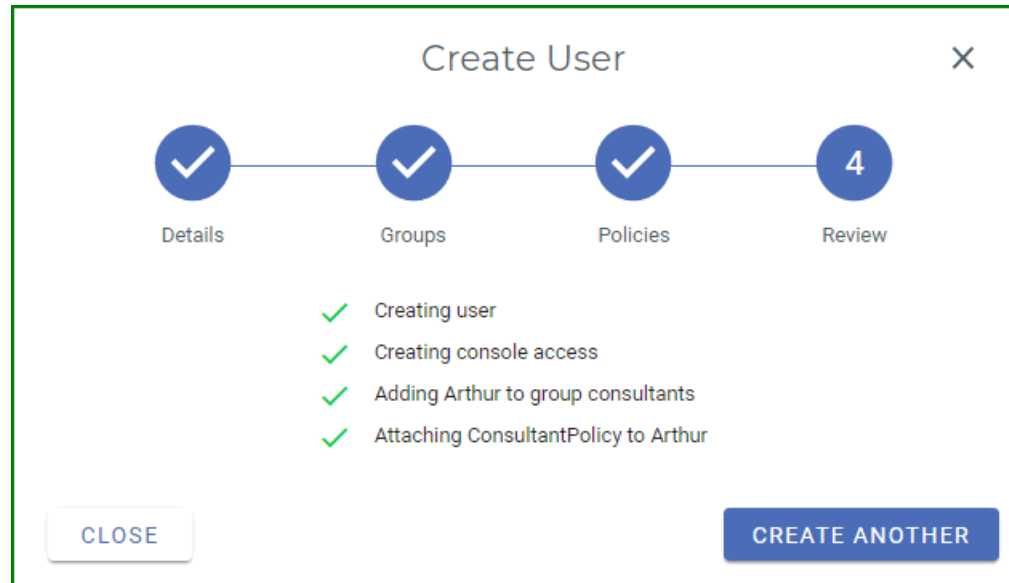
Permissions

Groups
consultants [X]

Policies
ConsultantPolicy [X]

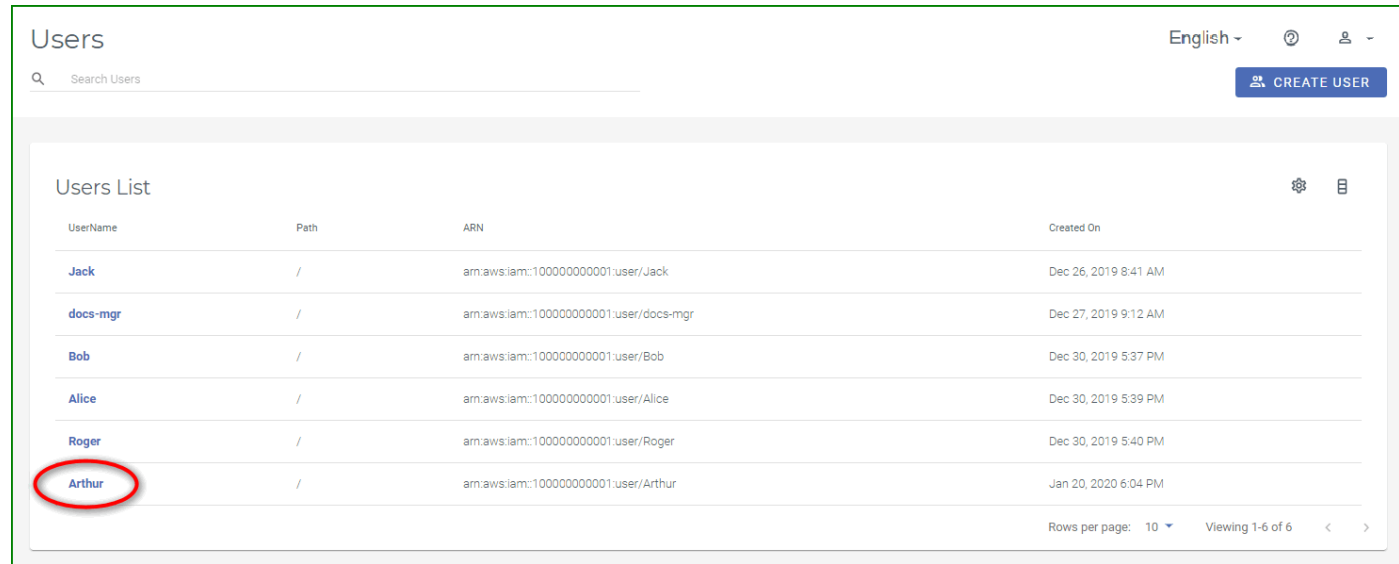
[CANCEL] [BACK] [CREATE USER]

- 12 Click **CREATE USER** to continue. A checklist indicates that Arthur is successfully added as a new user.



- 13 You could add another user at this time. But, for this exercise, close the Add User window by clicking **X** and return to the console.

When you return to the Users panel, the new user is displayed. For example:



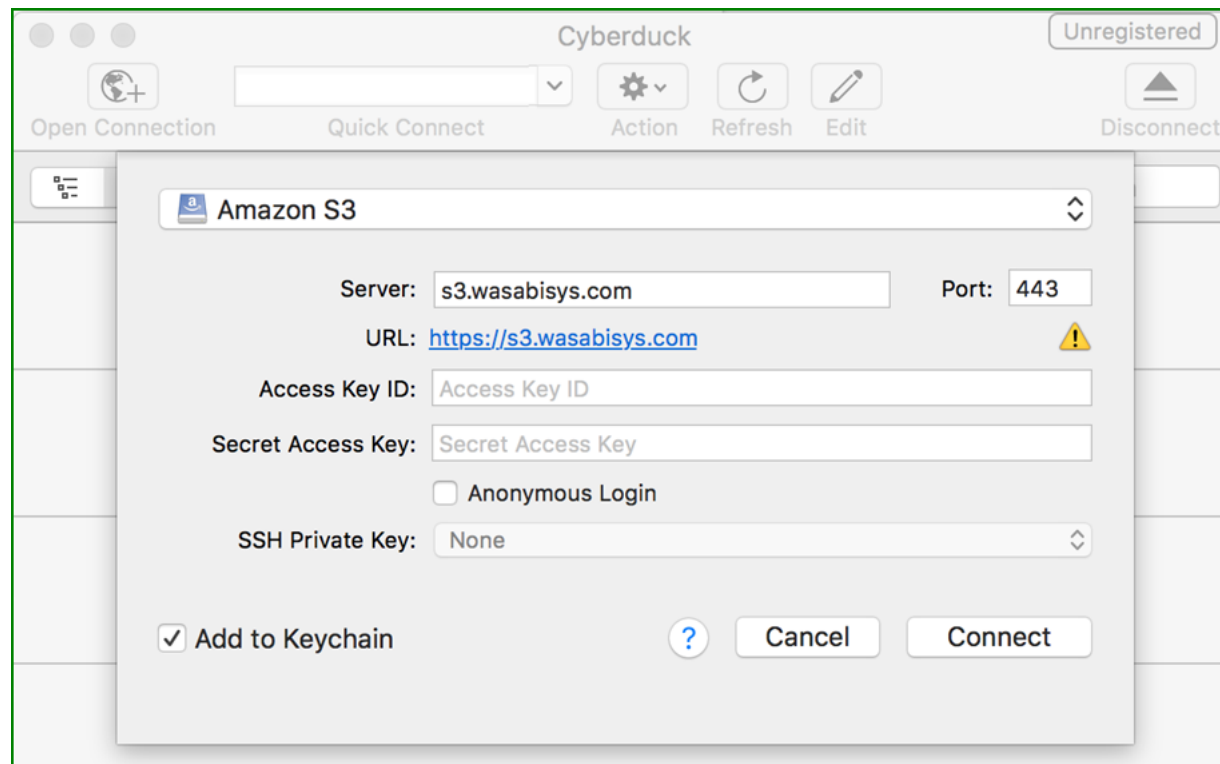
After creating a user, you might want to assign an access key to the user.

Assigning an Access Key

An access key is used to make programmatic calls to AWS API actions. There are two types of access keys:

- ◆ Access Key ID
- ◆ Secret Access Key

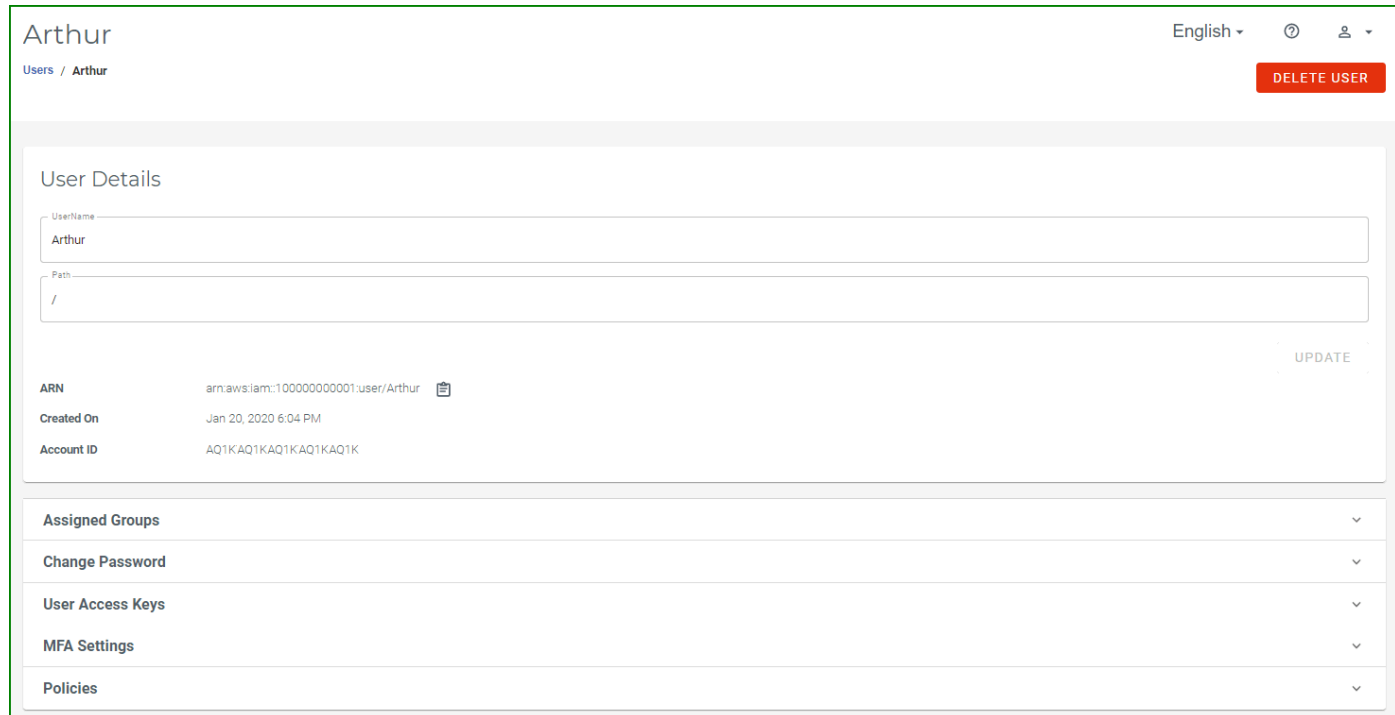
Access keys are used to make secure REST or Query protocol requests to the Wasabi service API. The Wasabi S3 endpoint is **s3.wasabisys.com**. (See also the [Wasabi Knowledge Base for service URLs for different regions](#).) If using Cyberduck, for example as shown below, you would need to enter the appropriate keys in the “Access Key ID” and “Secret Access Key” fields. This is an example of one of many applications that can connect to the Wasabi endpoint.



For your protection, you should never share your secret keys with anyone. In addition, industry best practice recommends frequent key rotation.

To assign an access key and secret key to a user:

- 1 On the Users panel, click on Arthur. The User panel is displayed. For example:



- 2 Notice that several tools are provided at the bottom of the panel to modify the user account. Select **User Access Keys**.

User Access Keys

Use access keys to make secure REST or Query protocol requests to the Wasabi service API. For your protection, you should never share your secret keys with anyone. In addition, industry best practice recommends frequent key rotation. When using the access keys for API access to the Wasabi service, you can create the service endpoint based on the bucket's region by referring to [the all region service URLs article](#).

[CREATE NEW ACCESS KEY](#)

Key	Created On	Status	Action
-----	------------	--------	--------

3 Click **CREATE NEW ACCESS KEY**. A unique access key for the user is displayed. For example:

Create New Access Key

Note: Download your key file now, which contains your new access key and secret access key. If you do not download the key file now, you will not be able to retrieve your secret access key again.

Access Key:

HAZ7HAZ7HAZ7HAZ7HAZ7

Secret Key: [Show](#)

[DOWNLOAD CSV](#) [COPY KEYS TO CLIPBOARD](#)

Be sure to copy this key and store it in a safe place. Notice that two buttons are provided to conveniently download the key as a CSV file or copy the key to the clipboard (and then paste it into a file to save).

To show the Secret Key, click the **Show** link. For example:

Create New Access Key ✕

Note: Download your key file now, which contains your new access key and secret access key. If you do not download the key file now, you will not be able to retrieve your secret access key again.

Access Key:

HAZ7HAZ7HAZ7HAZ7HAZ7

Secret Key: [Hide](#)

LEm5LEm5LEm5LEm5LEm5LEm5LEm5LEm5LEm5

[↓ DOWNLOAD CSV](#) [📄 COPY KEYS TO CLIPBOARD](#)

4 After saving the keys, click **X**.

The access key is displayed. For example:

User Access Keys

Use access keys to make secure REST or Query protocol requests to the Wasabi service API. For your protection, you should never share your secret keys with anyone. In addition, industry best practice recommends frequent key rotation. When using the access keys for API access to the Wasabi service, you can create the service endpoint based on the bucket's region by referring to [the all region service URLs article](#).


[CREATE NEW ACCESS KEY](#)

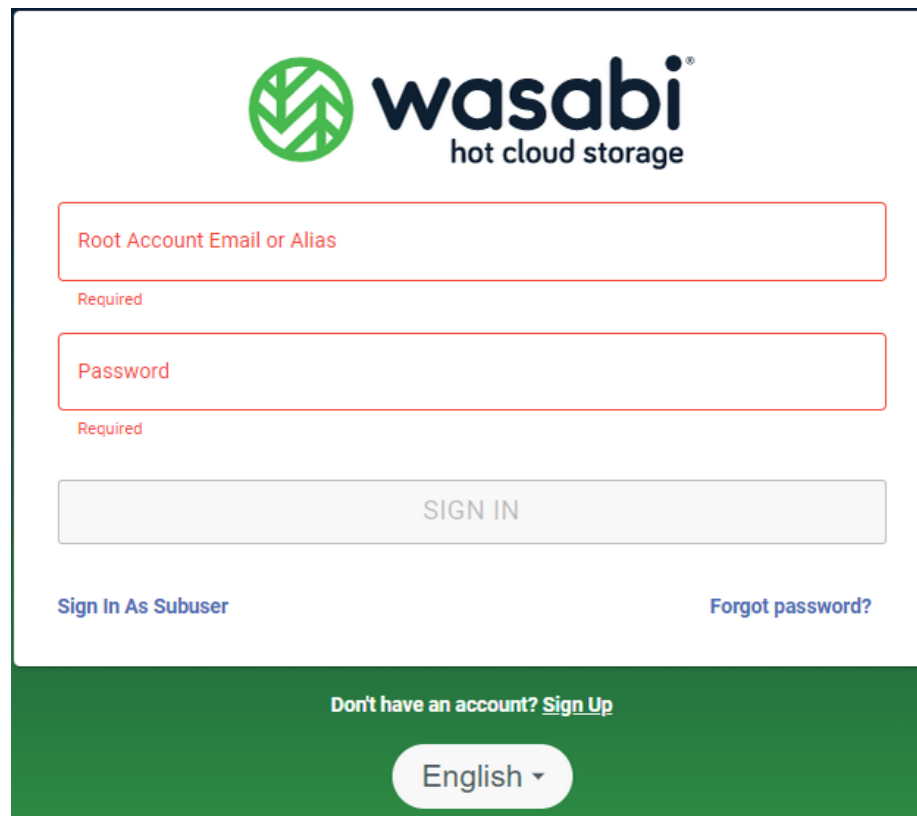
Key	Created On	Status	Action
HAZ7HAZ7HAZ7HAZ7HAZ7	May 14, 2021 12:19 PM	<input checked="" type="checkbox"/> Active	DELETE

Rows per page: 10 ▾ Viewing 1-1 of 1 < >

Logging in as a New User


Now that you have created a new user, let's log out of the root account and log in as that user.

- 1 In the upper right of the window, click .
- 2 Select the **Logout** option. The Wasabi login screen is displayed:



The image shows the Wasabi login screen. At the top center is the Wasabi logo, which consists of a green circular icon with a stylized leaf pattern and the text "wasabi" in a bold, dark blue font, with "hot cloud storage" in a smaller font below it. Below the logo are two input fields: the first is labeled "Root Account Email or Alias" and the second is labeled "Password". Both fields have a red border and the word "Required" in red text below them. Below the input fields is a large, light gray button labeled "SIGN IN". At the bottom left of the form area is a link labeled "Sign In As Subuser" and at the bottom right is a link labeled "Forgot password?". Below the form area is a green footer bar containing the text "Don't have an account? [Sign Up](#)" and a language selector button labeled "English" with a downward arrow.

- 3 Click **Sign In As Subuser** at the bottom left of the screen. The Sign In screen changes to the following.

 **wasabi**
hot cloud storage


Root Account Email or Alias
Required

Subuser Name
Required

Password
Required

SIGN IN

[← Login as Root User](#)

 If you forget your password, please contact Root Account owner to reset

Don't have an account? [Sign Up](#)

English ▾

4 Enter the user account (for example, `development@wasabi.com`).

5 Enter the user name (Arthur) and password.

Note that **this is the password assigned to the user (Arthur)**. It is not the Wasabi account password (for `development@wasabi.com`).

- 6** Click **SIGN IN**. If the subuser (Arthur, in this example) is not required to reset the password, the Object Storage panel is displayed and Arthur is ready to use Wasabi.

When the account was set up for Arthur in our example, we indicated that he would be required to reset the password upon login. Wasabi prompts for a new password.

- a** Enter the password assigned when the user was created. Then, enter and confirm a new password. This is the credential that will be required for future sign-ins.
- b** Click **SAVE**.
- c** Repeat Steps 3 through 6. After you click **SIGN IN**, the Object Storage panel is displayed and Arthur is ready to use Wasabi.

5

How Do I Continue with Wasabi?

In the preceding chapters, you learned how to perform some basic Wasabi tasks. For more in-depth information, refer to:

- ◆ *Wasabi Management Console User Guide* for details about how to use the Wasabi Console.
- ◆ *Wasabi API Guide* to find details about the Wasabi REST API.

Common Use Scenarios

The [Wasabi](#) web page lists many of the ways you can use Wasabi.

About This Guide

The *Wasabi Management Console Getting Started Guide* provides a quick overview of basic Wasabi features with procedures for new and prospective users.

Content

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<https://wasabi.com/help>

Use this email address to contact a Wasabi Customer Support representative:

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