

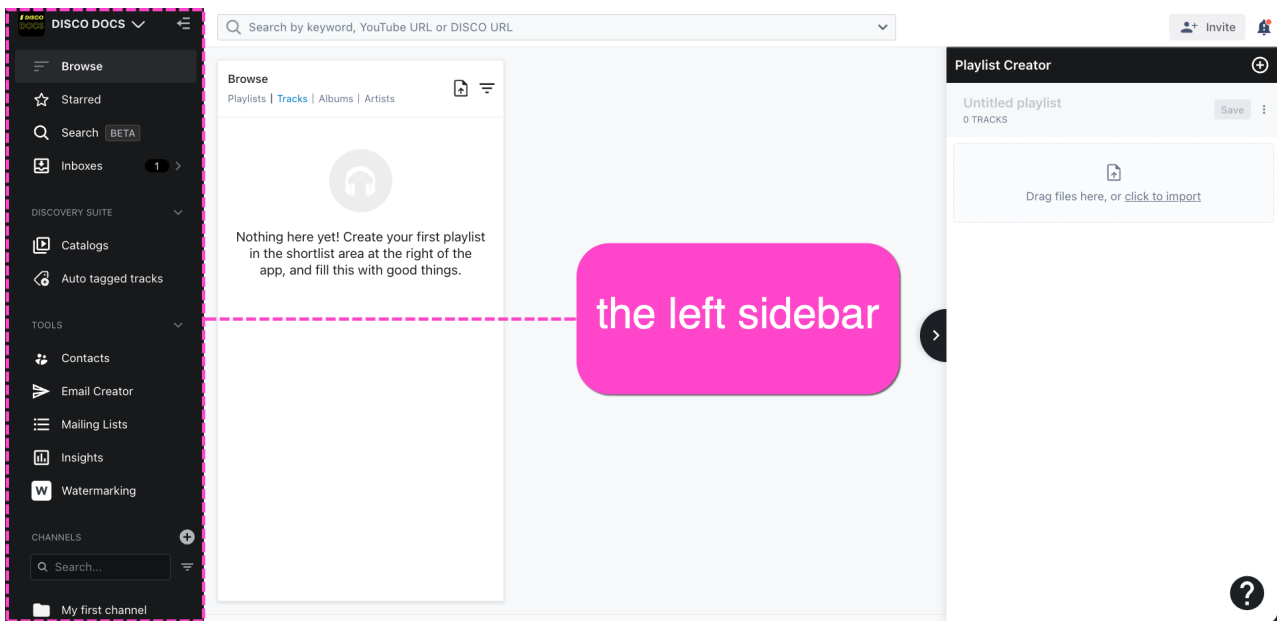
Getting Started Guide

Last Modified on 06/08/2026 12:57 pm PDT

The left sidebar

The screenshot below is from a DISCO account on the **Pro** plan with the **Discovery Suite** add-on.

Note: The left sidebar may look different for some users. This is because some tools and features are only available on certain plans or as paid add-ons. For information on our plans and pricing, visit our [pricing page](#).



Browse

The **Browse** area contains a feed of all the content on your DISCO that you can access (excluding Playlists from Inboxes that haven't been imported yet). There are four tabs in the Browse view: **Playlists**, **Tracks**, **Albums**, and **Artists**.

Starred

Starred is a feed of your Starred items in your DISCO. These items include any content you have uploaded in DISCO, or that you have added to your Starred items (by clicking the star icon). This is useful for curating a personal collection separate from other users in your DISCO. Like Browse, there are four tabs in the Starred view: **Playlists**, **Tracks**, **Albums**, and **Artists**.

Search

For more information, check out our [Search Feature Guide](#).

Inboxes

Inboxes are where you can receive files from other users on and off DISCO. To move items from an Inbox to your DISCO, you can Star them, and they will appear both in your **Browse** and

Starred sections.

For more information, check out our [Inboxes Feature Guide](#).

Discovery Suite

Discovery Suite may or may not appear in your DISCO, as it is a paid add-on that requires an additional subscription.

- [Check out our Discovery Suite Feature Guide](#).
- Discovery Suite includes [Auto-tagging](#), [Catalogs](#), [Instant Instrumentals](#), and [Similarity Search](#).
- [Check out our School of DISCO Discovery Suite course!](#)

Contacts

Contacts is found under the **Tools** section on the left sidebar of your DISCO.

For more information, check out our [Contacts Feature Guide](#).

Email Creator

Email Creator is found under the **Tools** section on the left sidebar of your DISCO. Some Tools are only available to users on certain plans or are paid add-ons.

For more information, check out our [Email Creator Feature Guide](#).

Mailing Lists

Mailing Lists are found under the **Tools** section on the left sidebar of your DISCO. Some Tools are only available to users on certain plans or are paid add-ons.

For more information, check out our [Mailing Lists Feature Guide](#).

Insights

Insights is found under the **Tools** section on the left sidebar of your DISCO. Some Tools are only available to users on certain plans or are paid add-ons.

For more information, check out our [Insights Feature Guide](#).

Watermarking

Watermarking is found under the **Tools** section on the left sidebar of your DISCO. Watermarking may or may not appear in your DISCO as it is a paid add-on that requires an additional subscription.

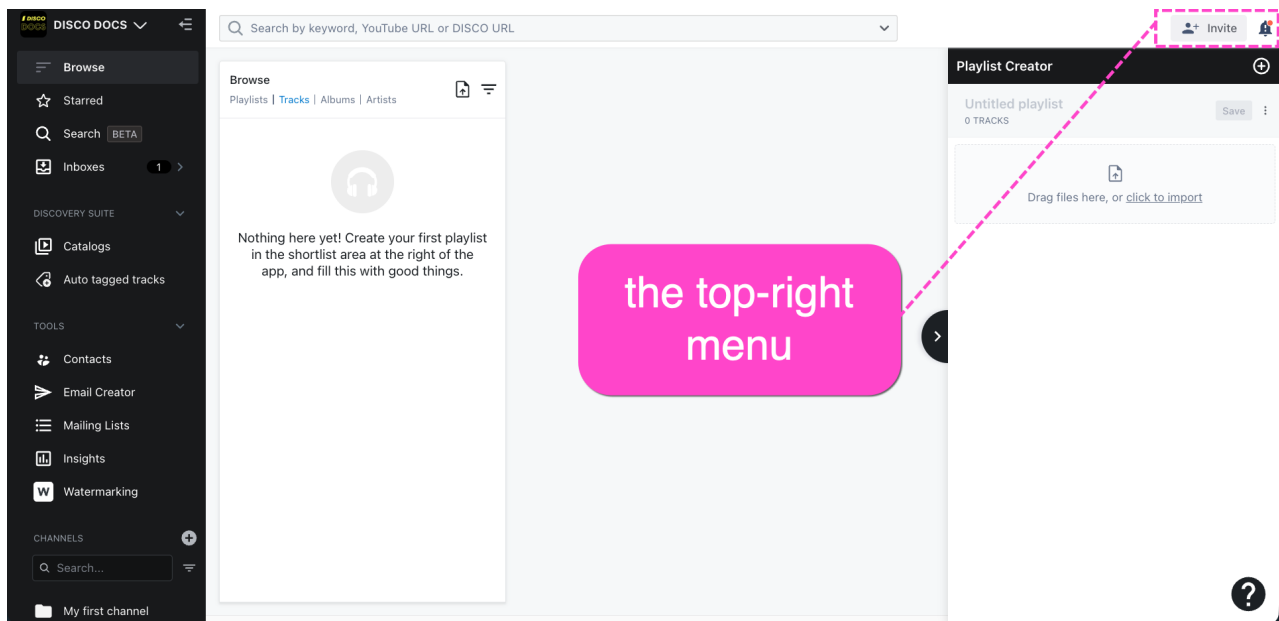
For more information, check out our [Watermarking Feature Guide](#).

Channels

For more information, check out our [Channels Feature Guide](#).

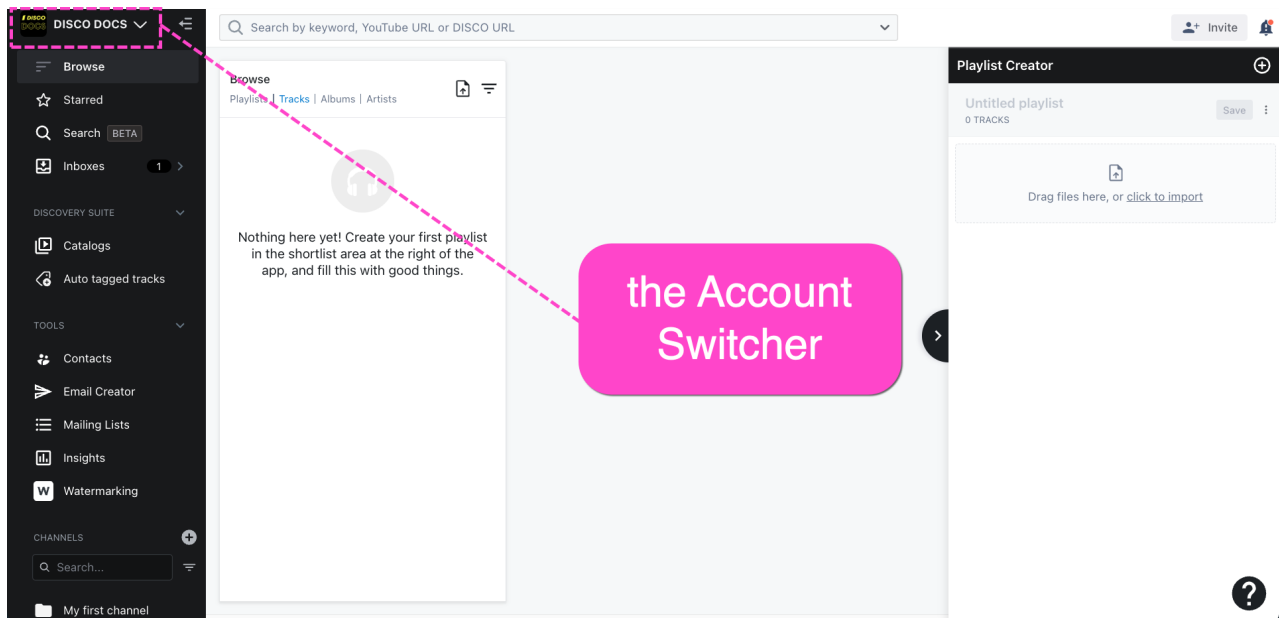
The top-right menu

The top-right menu is where you can access the [DISCO Bulk Uploader](#), referral program, **Notifications**, your DISCO Account **Settings**, and more!



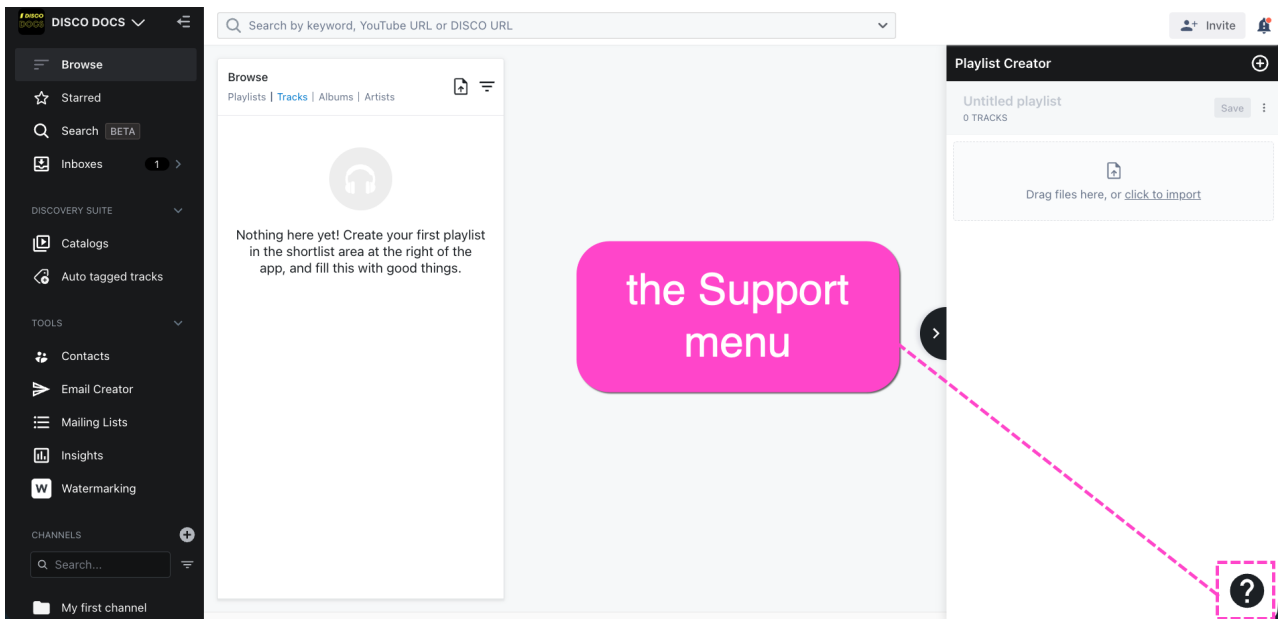
The Account Switcher

Click on the area to the right of your Business Name to access the Account Switcher.



The Support menu

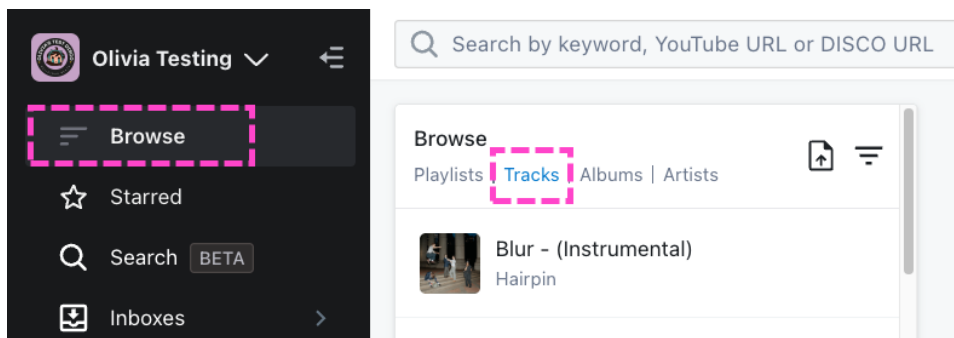
The Support menu, which is a circular question mark button, is located in the bottom-right corner of your DISCO. You can use this to reach out to our Support team if you like. Don't be shy, ask us anything 😊



Key DISCO features and components

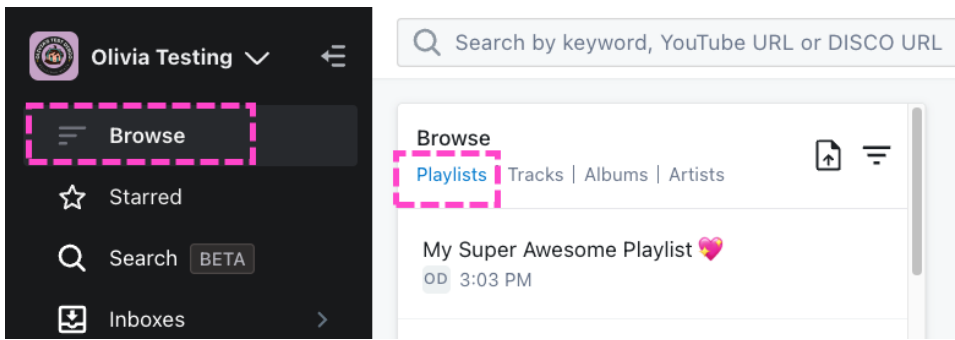
Tracks

Files that you upload to your DISCO are known as **Tracks**. You can access all your **Tracks** from the **Browse** area.



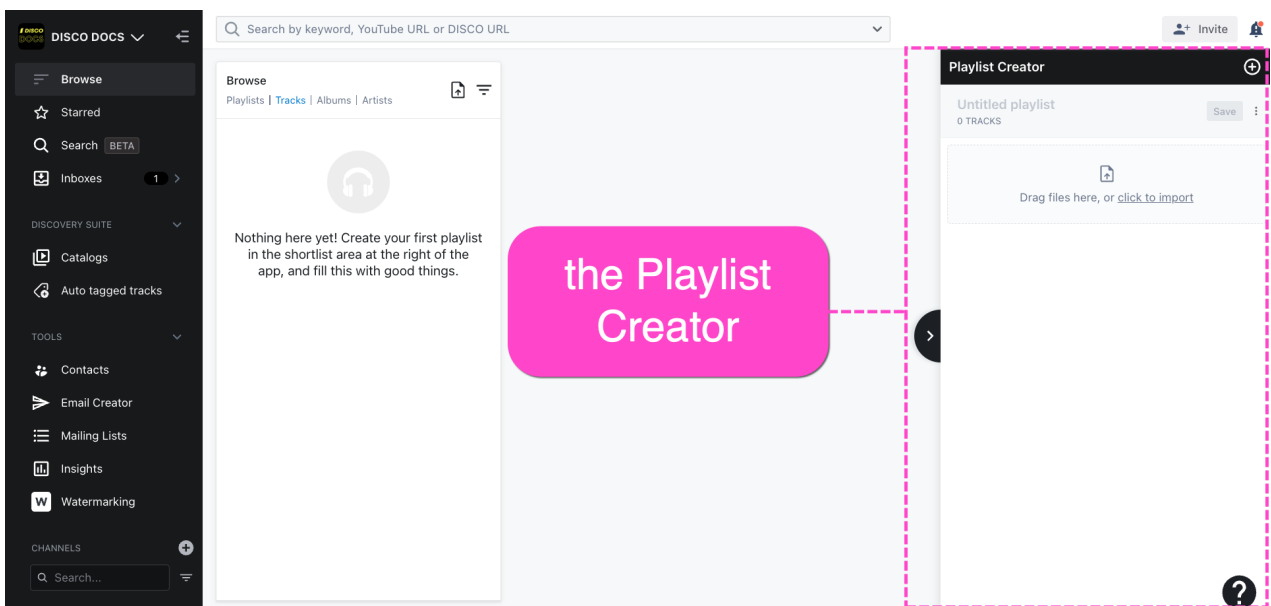
Playlists

Playlists are like customizable one-page websites with unique URLs that can be shared with recipients for streaming and/or downloading your Tracks. You can access all your **Playlists** from the **Browse** area.

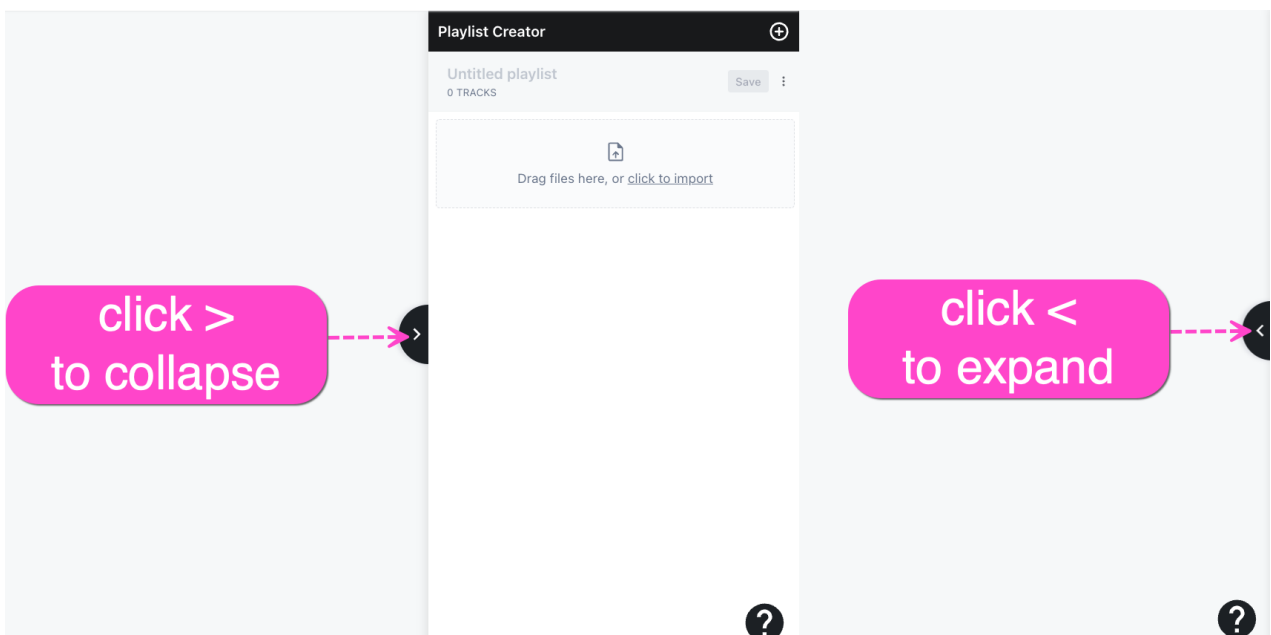


The Playlist Creator

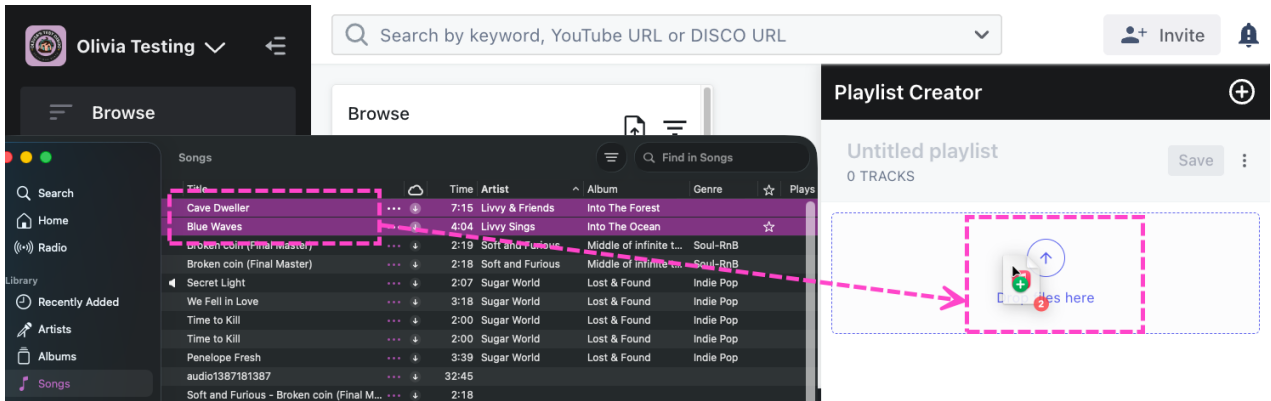
When you first sign in to your DISCO, you should start by **uploading Tracks**. There's a few ways to do this, but perhaps the most common is by using the **Playlist Creator** on the right side of the page.



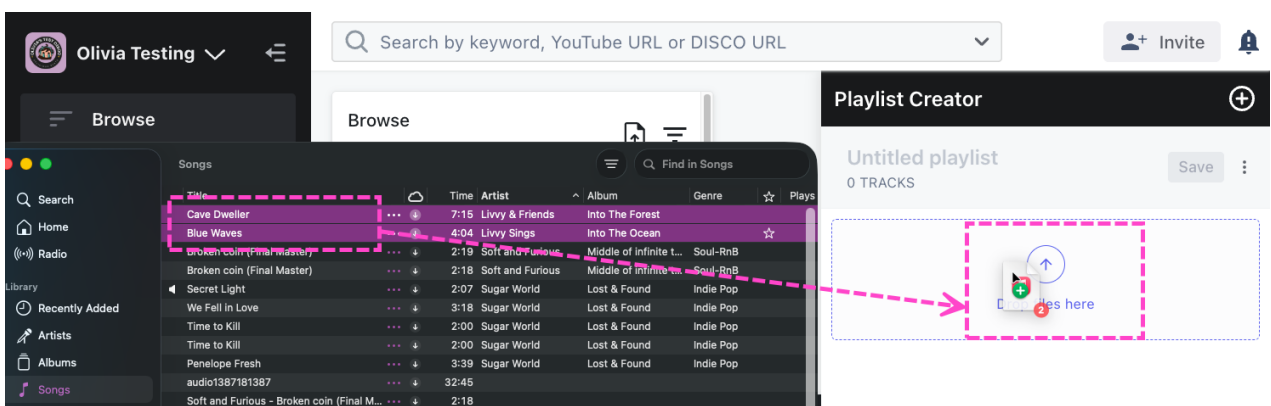
To collapse or expand the Playlist Creator, click the arrow > <.



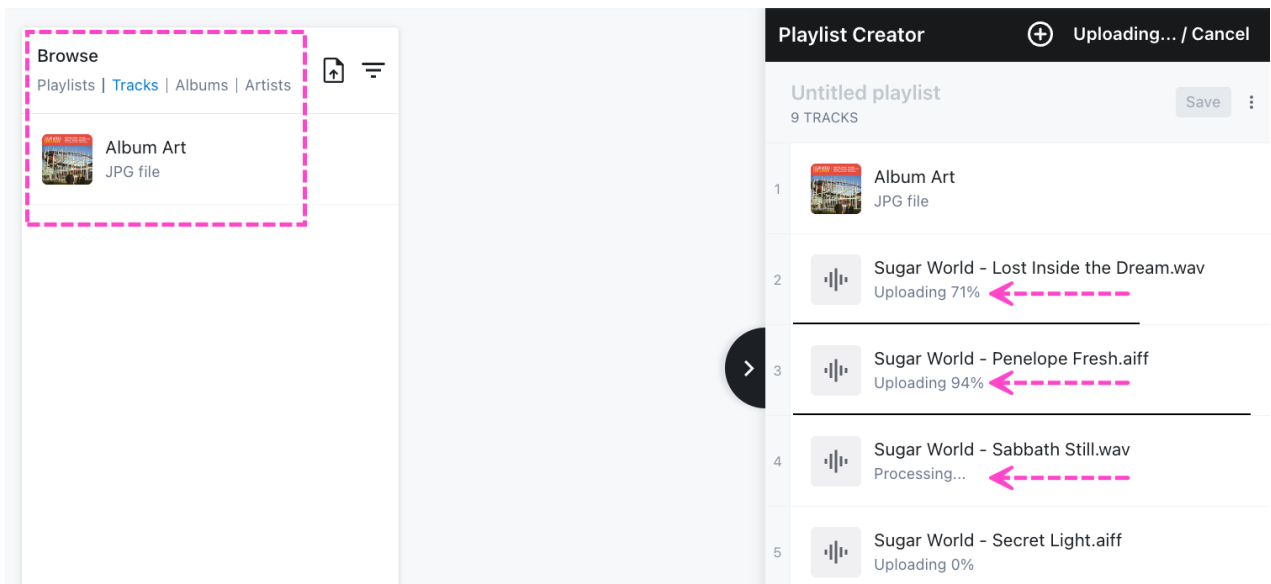
To upload Tracks, you can drag and drop them from your computer into the Playlist Creator:



or from Apple Music:



The Tracks will be uploaded, processed, and added to your DISCO in the Browse area!

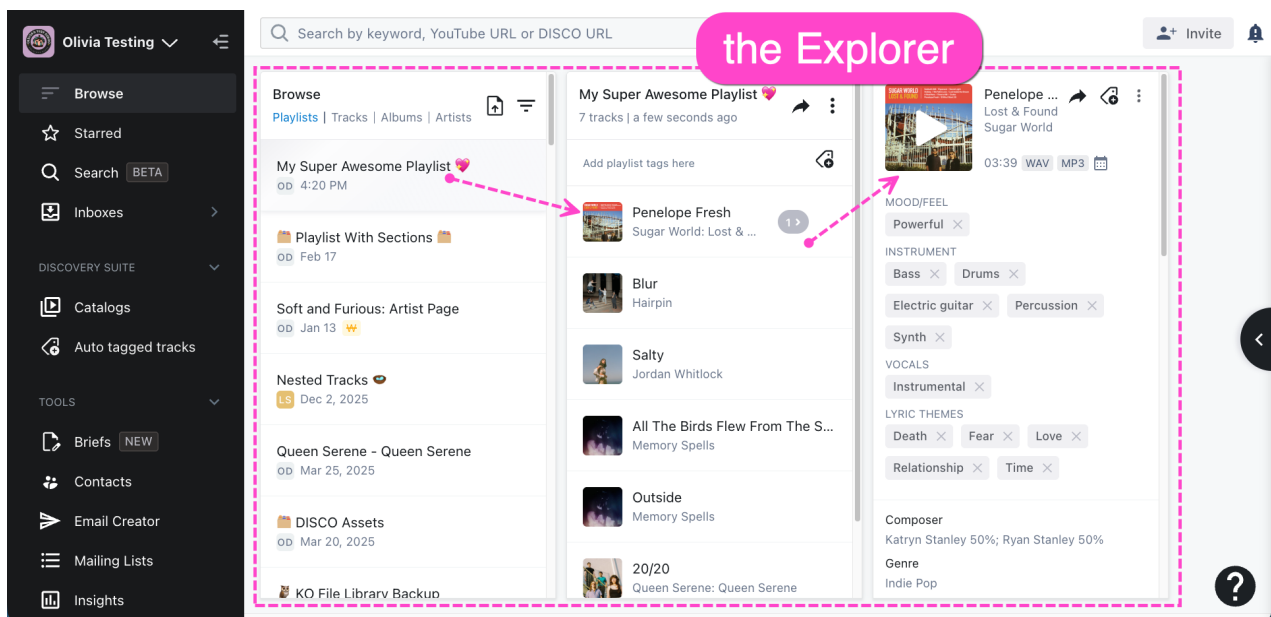


Check out this quick video for a demonstration of uploading and sharing your Tracks!

The Explorer

When you click on a **Playlist**, **Track**, **Album**, or **Artist** in the **Browse** area, it opens in a new

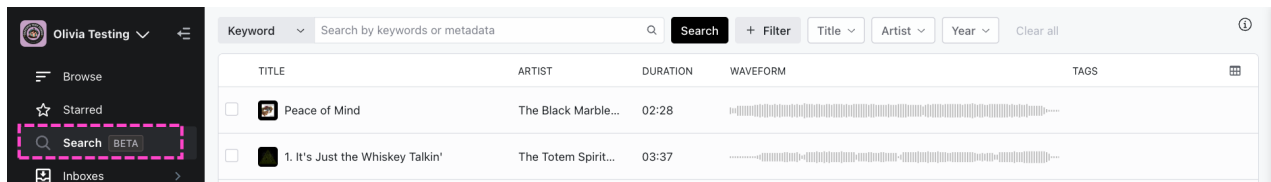
column to the right. When you click on another item (e.g. a Track in a Playlist) in the new column, another new column is opened to the right, and so on. These columns make up the **Explorer**. This is the core of the DISCO workflow and helps you intuitively and creatively move through your music and files, speeding up the process of creating new Playlists.



To navigate through Explorer columns, use the horizontal scroll bar at the bottom of the screen. If needed, you can update your Settings to make the Explorer columns wider.

Search

After uploading Tracks, you can find them using **Search**. This search pulls results from your Track metadata.



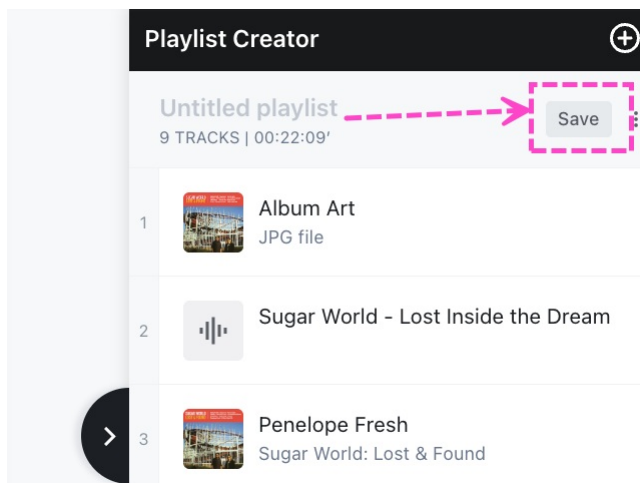
For more information on searching in your DISCO, check out this Feature Guide.

Saving and sharing Playlists

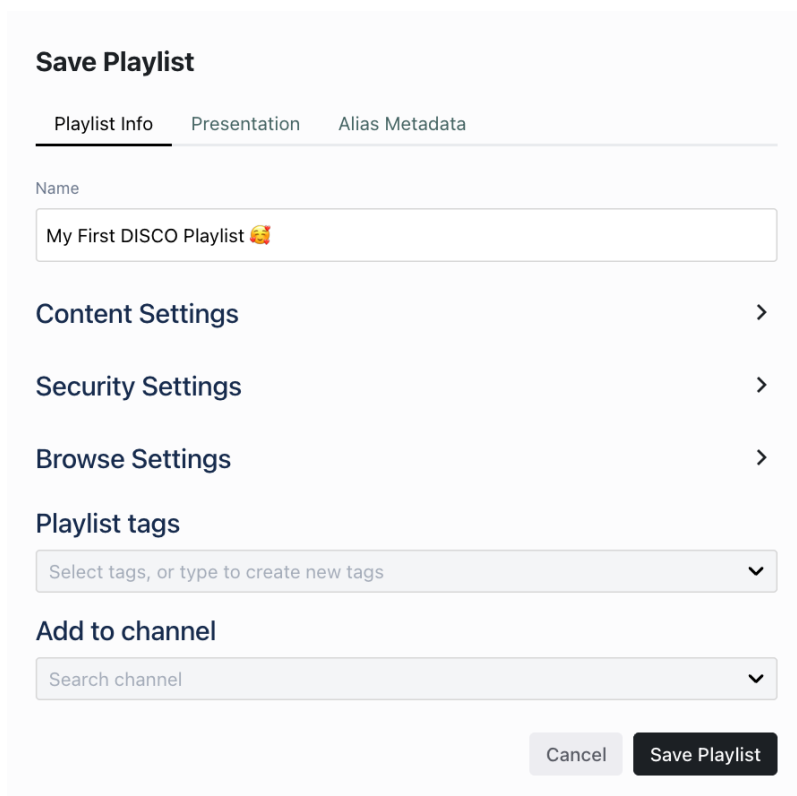
Saving a new Playlist

Note: Clicking **Save** in the Playlist Creator after uploading will create a Playlist for the uploaded Tracks. However, this is not required, as anything you upload in the Playlist Creator will be automatically added to your DISCO regardless. But we do recommend getting in the habit of creating Playlists to keep your music organized.

To save your uploaded Tracks as a Playlist, click the **Save** button in the Playlist Creator.



This will open the **Save Playlist** window, where you can give your Playlist a **Name** and enable any of the desired **Playlist Settings** (including **Content Settings**, **Security Settings**, or **Browse Settings**) by switching the toggles to **ON**. You can also add **Playlist tags**, or add your Playlist to a **Channel**. When you're done, click the **Save Playlist** button.



Sharing a Playlist

After saving your Playlist, a share link will be generated. You can copy this link, or click **Share this playlist**.

Playlist Saved!



<https://s.disco.ac/xpaprxfmvgi>

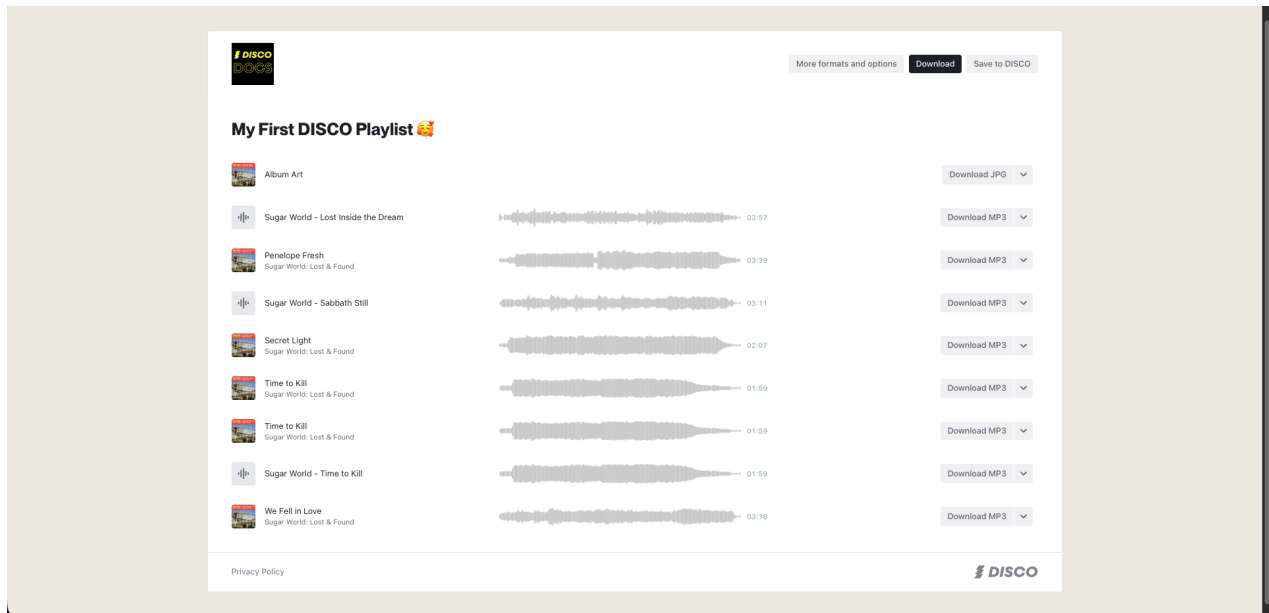


Close

Share this playlist

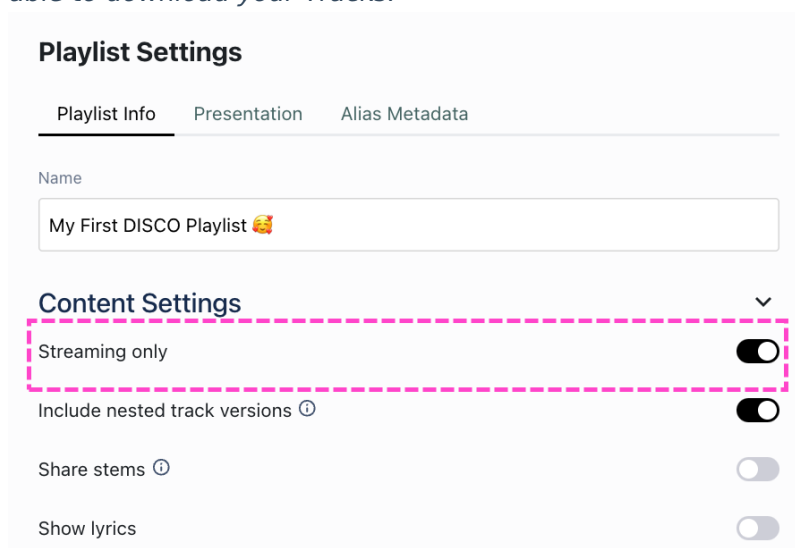
For more information on sharing Playlists, check out [this article](#).

Here's what your Playlist looks like by default from the Playlist Share page:



Depending on the **Content Settings*** you selected previously, recipients you share the Playlist with will be able to stream the tracks, download them individually, or download them all at once on a page with your branding.

If the **Streaming only toggle under **Content Settings** was enabled, recipients will not be able to download your Tracks.*



Your security responsibilities as a DISCO user

At DISCO, we strive to provide our users with the highest level of security. Although we do everything we can to make sure that the DISCO ecosystem is secure, **security on any cloud-based software must be a responsibility shared between the service provider (us) and the users (you)**. Security is a shared responsibility because, without your help, nothing we can do solely on our end can make your account 100% secure.

Think about it like this -- the landlord in your apartment building installed steel doors and the best deadbolts money could buy, but if you were to start leaving your door propped open, or handing out copies of your keys to strangers, it would not be very secure.

Similarly, if you were to start posting the password to your DISCO online, or sharing your DISCO account with another user, you would be putting your account at risk, and failing to uphold your shared responsibility. We ask that you always be vigilant with your DISCO by adhering to your security responsibilities as a DISCO user, listed below.

You are responsible for:

- ⚡ not sharing your DISCO user ID and/or password
- ⚡ who you invite to be a user on your DISCO
- ⚡ verifying that their level of access is appropriate and commensurate with their job responsibilities
- ⚡ terminating the user accounts of any individuals you wish to no longer have access to your DISCO
- ⚡ requesting that multi-factor authentication be enabled and approving or denying requests to reset multi-factor authentication
- ⚡ maintaining the security of the email account you use for your DISCO user account, as unauthorized access to your email account could be used to facilitate unauthorized access to your DISCO account
- ⚡ reporting any known or suspected security incidents to us
- ⚡ reaching out to DISCO using the authorized and proper support channels
- ⚡ ensuring that your team only shares content with the appropriate parties
- ⚡ establishing controls to validate that only authorized and valid data is uploaded to DISCO by your team
- ⚡ contacting us if you wish to enable a setting that requires any new passwords used on your DISCO to be of higher strength
- ⚡ maintaining the security of the devices you use to access DISCO, which includes the installation and maintenance of both antivirus software and security patches

If you have any questions about any of these responsibilities, please contact our Support team via

chat or [email](#).

The DISCO mobile app

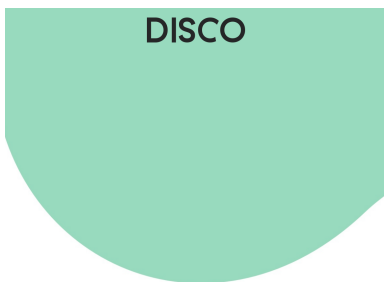
You can manage **Tracks** and **Playlists**, use **Channels** and **Inboxes**, update **Settings**, and more with the **DISCO mobile app**!

At a glance

The [DISCO mobile app](#) is available on both iPhone and Android.



A DISCO account is required to sign in and use the mobile app.



**Upload, manage and share
music and other files with
anyone, anywhere.**



A DISCO account is required to sign in

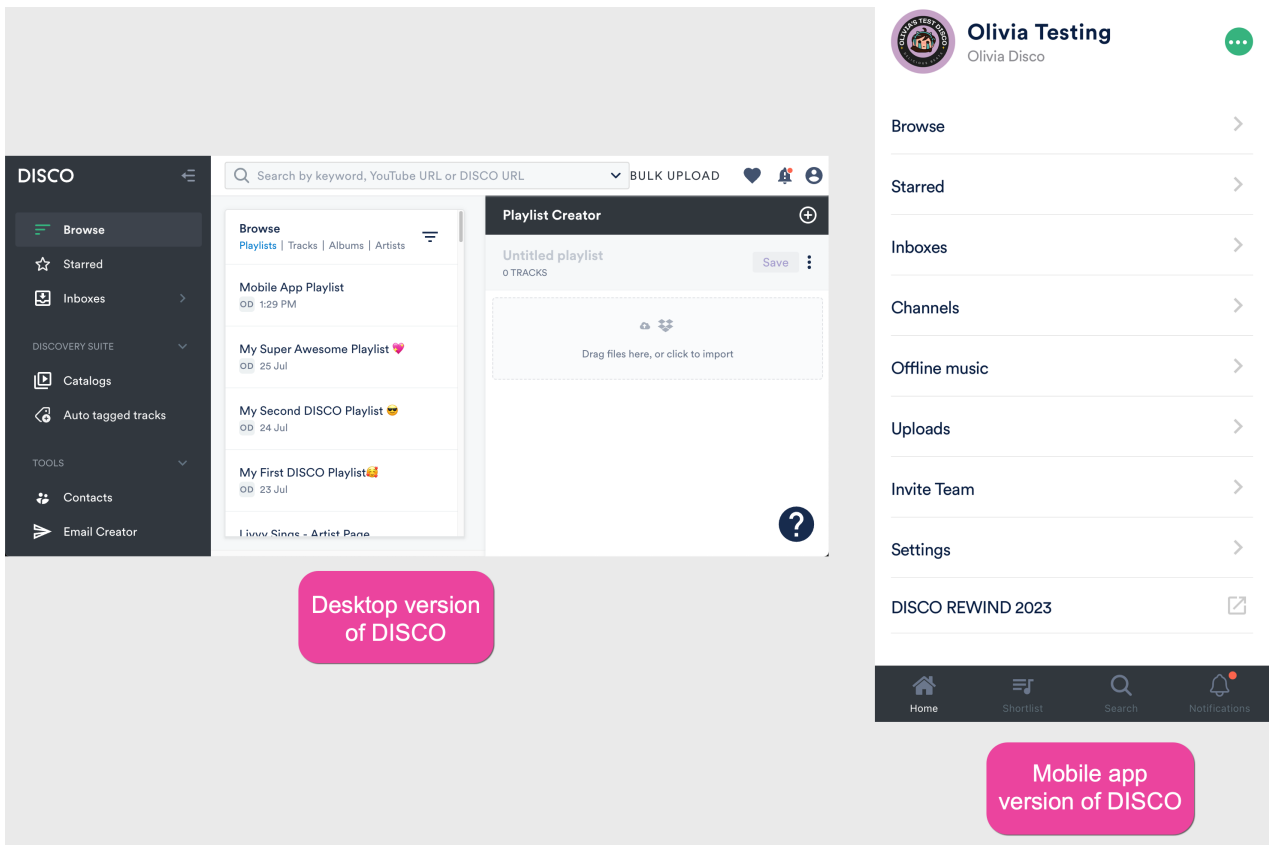
Here are a couple of quick videos from our **School of DISCO**:

- [Create a DISCO Page & Present from the Phone App](#)
- [Demos: Organizing and Sharing from Your Phone](#)

User interface and experience

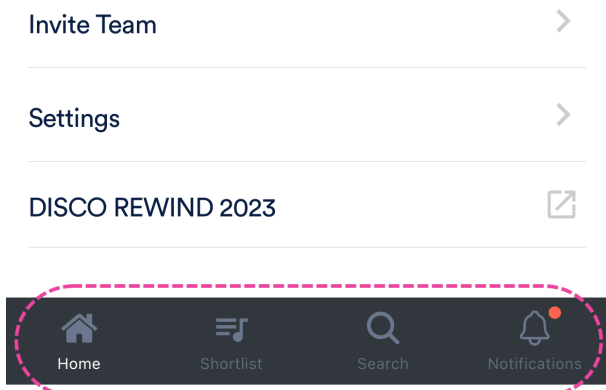
Mobile app vs. desktop web

The mobile app version of DISCO looks and functions differently than the desktop web version (meaning you are accessing your DISCO from a web browser on your computer). The mobile experience is designed for quick, on-the-go use, and as a result, there are fewer supported features and actions than on desktop.



Mobile app tabs

At the bottom of the app, there are four tabs: **Home**, **Shortlist**, **Search**, and **Notifications**.



- From the **Home** tab you can access: **Browse**, **Starred**, **Inboxes**, **Channels**, **Offline music**, **Uploads**, **Invite Team**, **Settings**, and **DISCO REWIND**.
 - **Offline music** includes any Tracks or Playlists you've downloaded from DISCO.

[← Back](#)

Offline music

Mobile App Playlist OD >
26 Jul, 2024

- **Uploads** include any Tracks you've uploaded to your DISCO.

[← Back](#)

Uploads

 Rhapsody - Rock and Roll

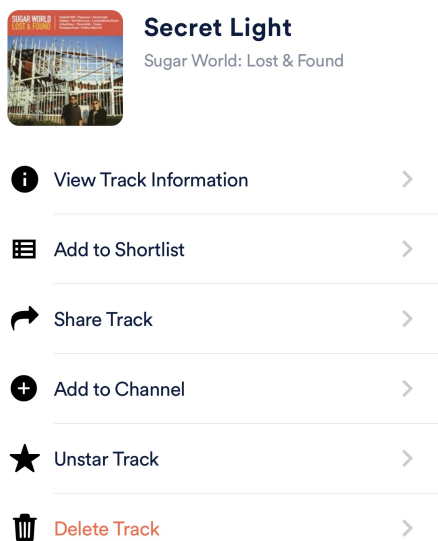
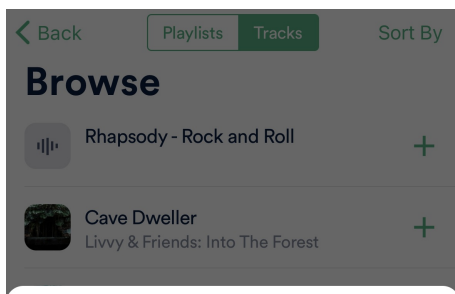
- The **Shortlist** tab is equivalent to the **Playlist Creator** on the desktop version, where you can upload Tracks and edit Playlists.
- You can use the **Search** tab to [search within your DISCO](#).
- From the **Notifications** tab you can view and clear your notifications.

Supported features and actions in the mobile app

Tracks

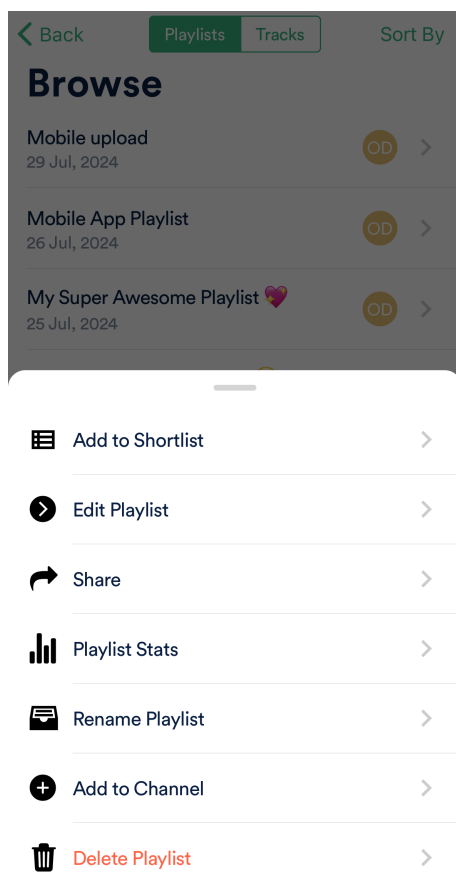
- Upload **Tracks** -- Tap **Shortlist** > **Create new playlist**, add a name, tap **Save** > **Add a track** > **Upload**. Choose a track, and tap **Save** after it uploads.
- Stream **Tracks** -- Tap **Home** > **Browse** > **Tracks** > tap on a Track.
- Share **Tracks** -- Tap **Home** > **Browse** > **Tracks** > press and hold down on a Track and tap **Share Track**.
- Edit **Track Information*** -- Tap **Home** > **Browse** > **Tracks** > press and hold down on a Track and tap **View Track Information**.

**not all Track information can be edited via the mobile app*



Playlists

- Create **Playlists** -- Tap **Shortlist** > **Create new playlist**, add a name, tap **Save** > **Add a track**, select a source, tap **Done**.
- Edit **Playlists**-- You can either:
 - Tap **Shortlist** > tap on a Playlist from the list.
 - Tap **Home** > **Browse** > **Playlists** > tap on a Playlist, then tap **Edit**.
 - Tap **Home** > **Browse** > **Playlists** > press and hold down on a Playlist and tap **Edit Playlist**.
- Share **Playlists** -- Tap **Home** > **Browse** > **Playlists** and tap on a Playlist, then tap **Share**.
- Delete **Playlists** -- Tap **Home** > **Browse** > **Playlists** > press and hold down on a Playlist and tap **Delete Playlist**.
- View **Playlist Stats** -- Tap **Home** > **Browse** > **Playlists** > press and hold down on a Playlist and tap **Playlist Stats**.



Inboxes

- View **Inbox** messages and files -- Tap **Home** > **Inboxes** > tap on the inbox name.
- Copy **Inbox URL** -- Tap **Home** > **Inboxes** > tap on the inbox name, then tap **Copy URL**.

[← Back](#)

Inboxes

Olivia Testing Inbox >

Inbox >

Channels

- Create new **Channels** -- Tap **Home** > **Channels** > **Add new channel**.
- Create new **Folders** within **Channels** -- Tap **Home** > **Channels**, tap on one of your channels, and tap **Add folder**.
- Add content to **Channels** and **Folders** -- Press and hold down on a Track or Playlist and tap **Add to Channel**.

[← Back](#)

[Sort By](#)

Channels

[+ Add new channel](#)

Auto tagged tracks >

Covers >

Pink Skies >

My first channel >

My second channel >

Search

- **Search** in your DISCO -- Tap **Search** and type a search term in the search box.
- View your recent searches -- Tap **Search**.

Search

Q Search tracks, playlists, lyrics

Recent searches

indie >

pop >

rock >

blues >

jazz >

alternative >

Team / Users

- Invite users to your DISCO -- Tap **Home > Settings > Invite Team**.

< Back Invite Team Send

Send to
Input your team member email

+ Invite another member

Settings

- Update your **First Name** and **Last Name** -- Tap **Home > Settings > Account**.
- Update your push notification settings -- Tap **Home > Settings > Notifications**.

< Back



Olivia Disco

olivia [redacted] @disco.ac

Account >

Notifications >

Help and Support >

Contact Support >

Terms and Privacy >

Version 1.0.27 (192)

Logout >

Notifications

- View and clear your **Notifications** -- Tap **Notifications**.

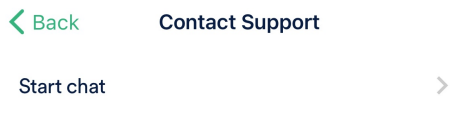
Notifications Clear All

Earlier

- M Michael Scott accessed and downloaded your playlist **Mobile App Playlist**. 3 days ago >
- Y Your playlist **My Super Awesome Playlist** ❤️ was accessed. 5 days ago >
- B Bulk Uploader Bulk upload complete 13 days ago >
/Users/olivia/Documents/Mu...
- B Bulk Uploader Bulk upload complete 14 days ago >
/Users/olivia/Documents/Mu...
- B Bulk Uploader Bulk upload complete 14 days ago >
/Users/olivia/Documents/Mu...

Getting Support

If you have any questions or need help, you can contact our Support Team by tapping **Home > Settings > Contact Support > Start chat**.

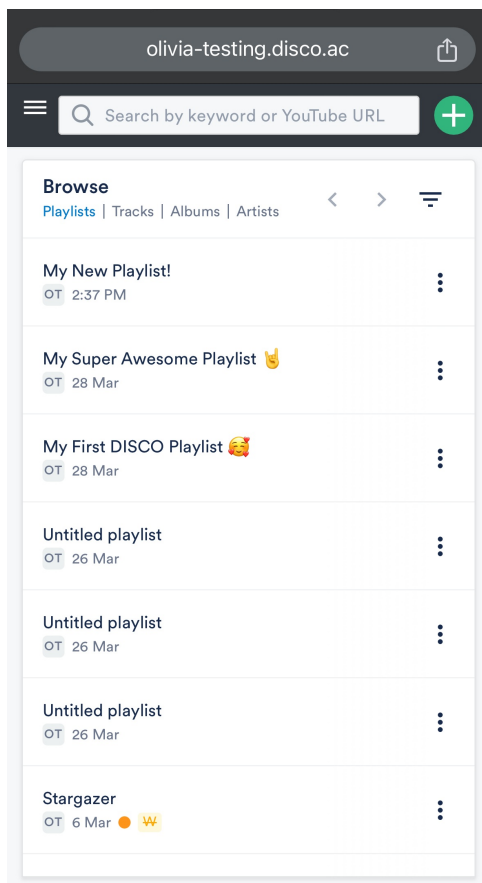


Using DISCO on mobile web

You can use DISCO on your computer or mobile device. If you're using a mobile device, we recommend using [our mobile app](#), available on both **Android** and **iOS**, but you can also use a web browser (e.g. Chrome, Safari, etc) on your mobile (often referred to as "mobile web").

At a glance

When using DISCO on mobile web, [the interface and navigation are slightly different](#):

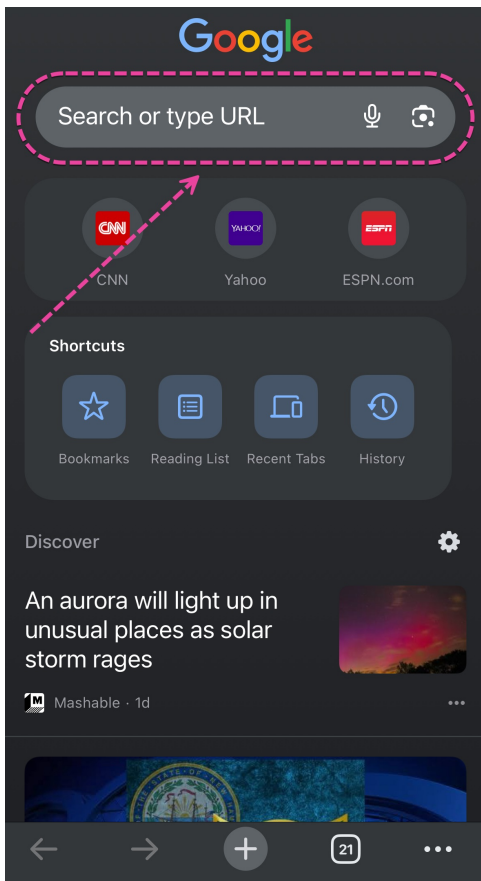


Some functionality is also limited, but you can still perform plenty of core DISCO actions, such as:

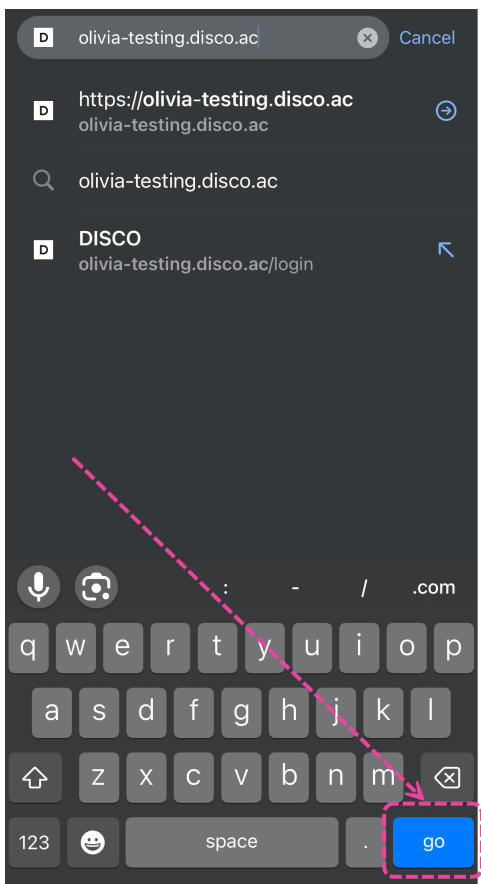
- [managing Playlists](#)
- [streaming Tracks and Playlists](#)
- [sharing Tracks and Playlists](#)

Logging in to your DISCO on mobile web

1. Open a web browser on your mobile device (e.g. Chrome, Safari, etc). *For demonstration purposes, we will use Google Chrome.*
2. Type your DISCO URL into the address bar. Depending on your browser, it may appear at the top or bottom of the screen.



3. Tap **go**, or whichever option is available on your browser.



4. Enter your email address and password, and tap the **Sign in to DISCO** button.



Sign in to DISCO

Your email

Password



Sign in to DISCO

[Forgot password?](#)

or

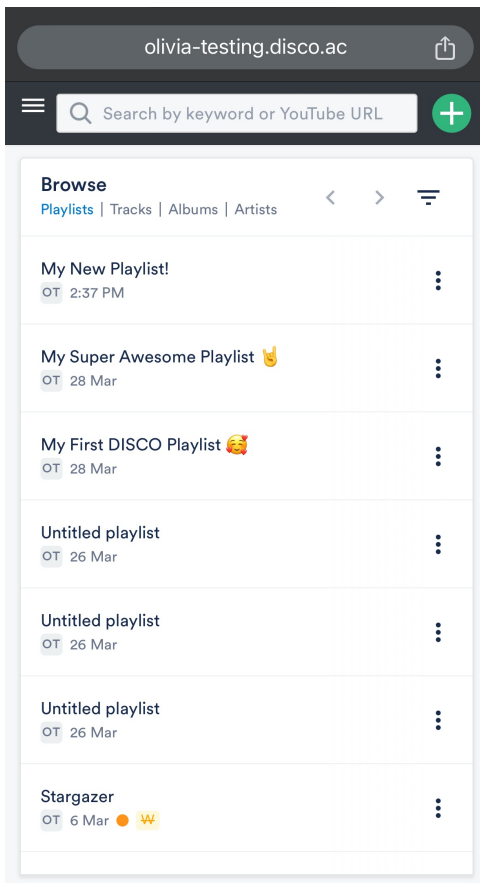
[Don't have DISCO? Sign up here](#)

5. If [Multi-factor Authentication \(MFA\)](#) is enabled on your DISCO, you will be prompted to enter the verification code from your authenticator app and tap the **Verify** button.
6. You will then be redirected to your DISCO.

Mobile web interface and navigation

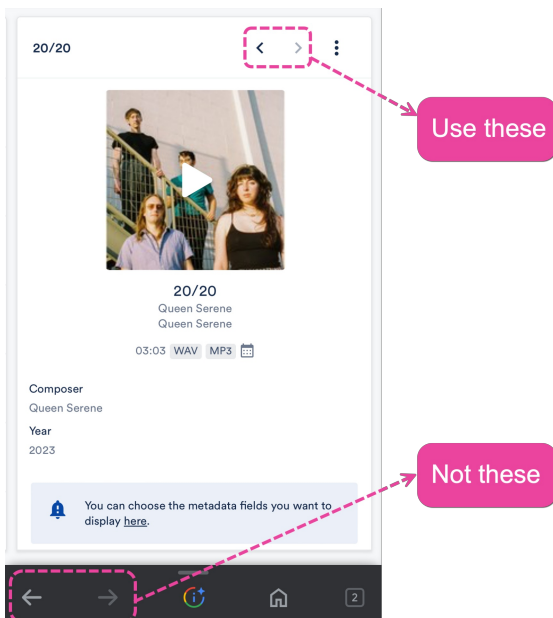
Browse view:

After logging in to your DISCO on mobile web, you will see the **Browse** view.



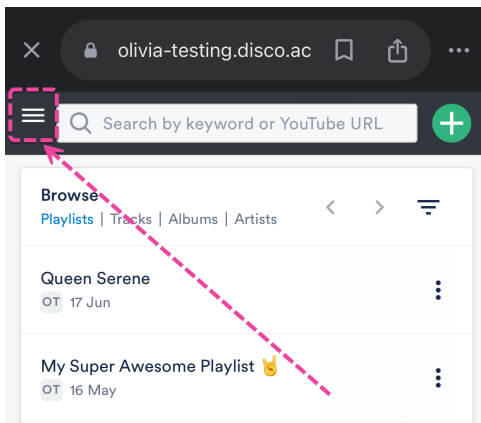
The Explorer:

There is no horizontal scrolling on DISCO via mobile web, only vertical scrolling. So when you tap on a Track or Playlist to open it, you can't scroll left to get back to Browse. Instead, use the **arrow buttons** < > *in DISCO* (not in the browser) to go back and forth.



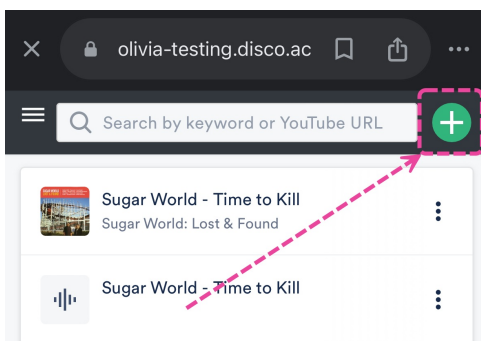
The left sidebar:

Tap the hamburger menu in the upper-left corner.



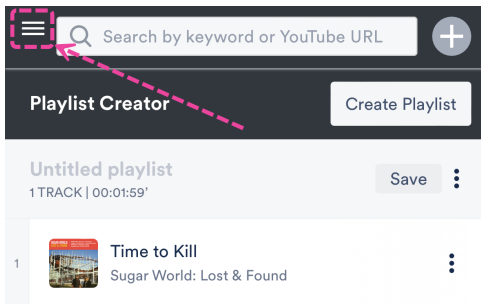
The Playlist Creator:

Tap the **plus** button in the top right corner.



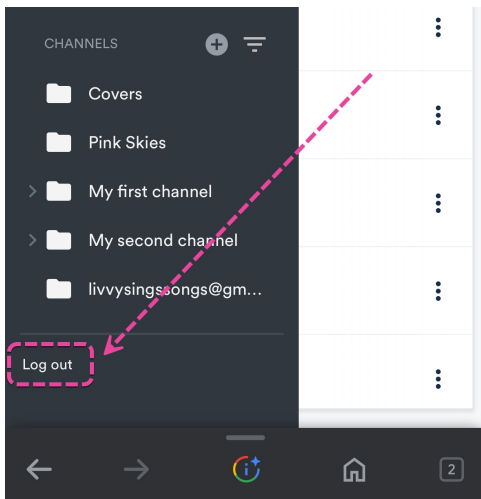
Return to Browse from the Playlist Creator:

Tap the hamburger menu, then tap **Browse**.



Log out:

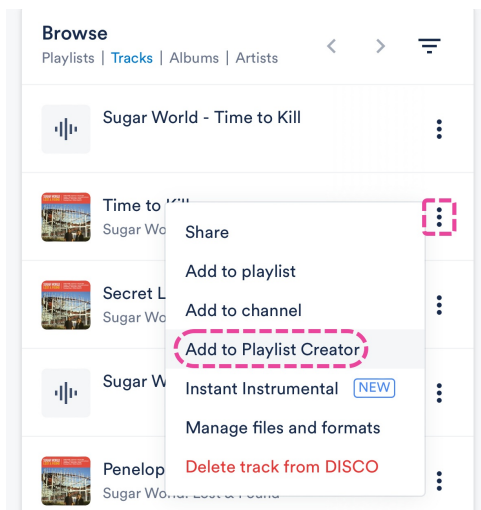
Tap the hamburger menu, scroll to the bottom, and tap **Log out**.



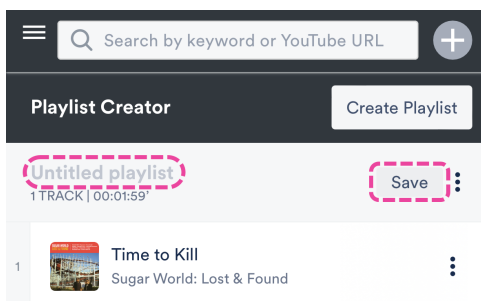
Managing Playlists on mobile web

Create Playlist:

1. Tap the **Track menu (:)** and tap **Add to Playlist Creator**.

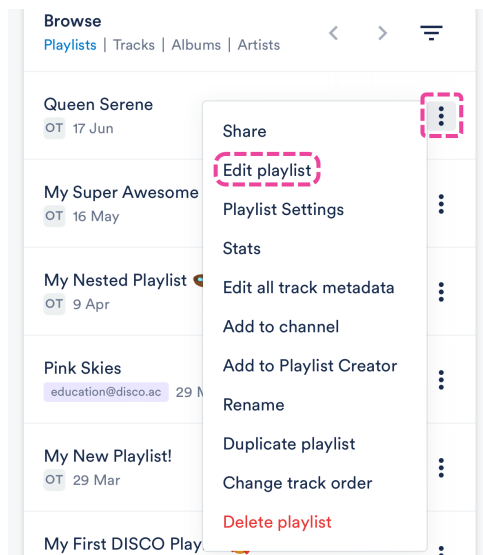


2. To open the **Playlist Creator**, tap the **plus** button in the top right corner.
3. Tap where it says **Untitled playlist** to give your Playlist a name. Then tap the **Save** button.



Edit Playlist:

1. Tap the **Playlist menu (:)** and tap **Edit playlist**.



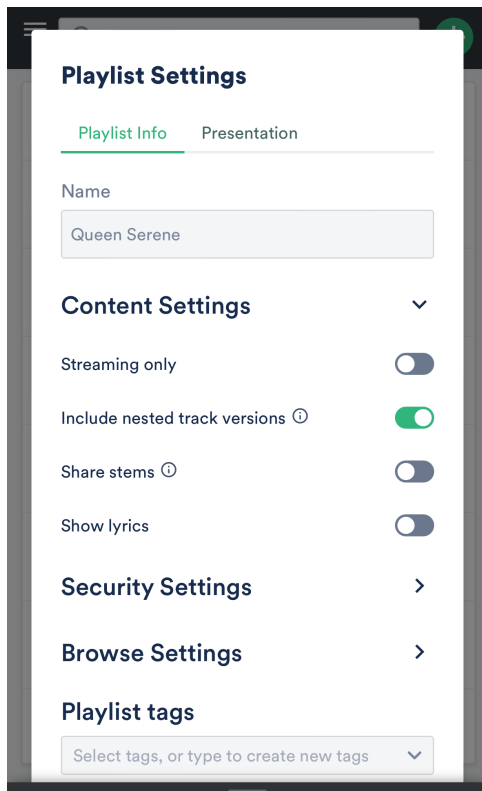
2. To open the **Playlist Creator**, tap the **plus** button in the top right corner.

3. Here you can:

- rename the Playlist
- remove tracks from the shortlist from the **Track menu (:)**
- reorder the Tracks by using your finger to drag them
- add sections from the **Playlist Creator menu (:)**

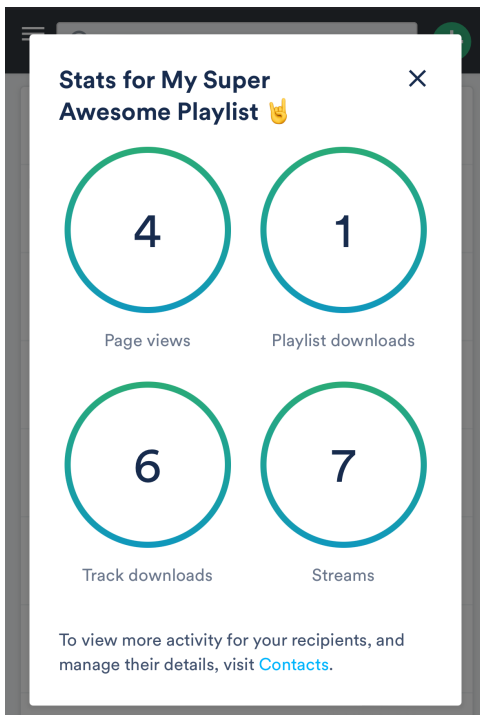
Update Playlist Settings:

Tap the **Playlist menu (:)** and tap **Playlist Settings**.



Access Playlist Stats:

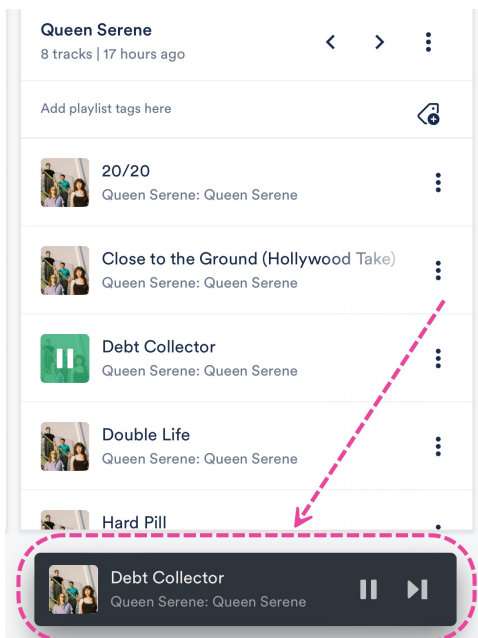
Tap the **Playlist menu (:)** and tap **Stats**.



Streaming on mobile web

From within your DISCO:

1. Tap on the Track artwork to open the player.
2. The Track will start playing and the player will appear at the bottom of the screen. If you tap on it, a larger player will open.



3. From here, you can hold down on the waveform and drag it left and right to scrub through the Track:




Debt Collector
Queen Serene: Queen Serene



00:31 | 06:31




4. To return to your DISCO, tap the arrow  at the top-left of the screen:



Debt Collector
Queen Serene: Queen Serene



From a Track share page:

1. Tap the play button on the Track artwork to open the player.
2. The Track will start playing and the player will appear at the bottom of the screen. If you tap on it, a larger player will open.
3. From here, you can hold down on the waveform and drag it left and right to scrub through the Track.
4. To return to the share page, tap the arrow  at the top-left of the screen.

From a Playlist share page:

1. Tap on the Track artwork to open the player.
2. The Track will start playing and the player will appear at the bottom of the screen. If you tap

on it, a larger player will open.

3. From here, you can hold down on the waveform and drag it left and right to scrub through the Track.
4. To return to the share page, tap the arrow ↓ at the top-left of the screen.

Sharing Tracks and Playlists from mobile web

Track and Playlist share pages, regardless of where you shared them from (e.g. desktop, mobile app, or mobile web), will still work perfectly fine and look great when accessed from mobile web.

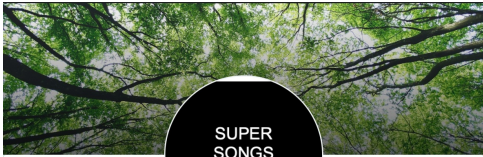
Share Track URL:

1. Tap the **Track menu** (⋮) and tap **Share**.
2. Choose a sharing method from either the **Copy URL** or **Embed** tab.
3. This is what your Track share page will look like on mobile web:



Share Playlist URL:





1. Tap the **Playlist menu** (⋮) and tap **Share**.
2. Choose a sharing method from either the **Share** or **Copy URL** tab.
3. This is what your Playlist share page will look like on mobile web:



SUPER
SONGS
INC.

Queen Serene

Download Save to DISCO

-  **20/20**
Queen Serene: Queen Serene
-  **Close to the Ground (Hollyw...**
Queen Serene: Queen Serene
-  **Debt Collector**
Queen Serene: Queen Serene
-  **Double Life**
Queen Serene: Queen Serene

FAQ