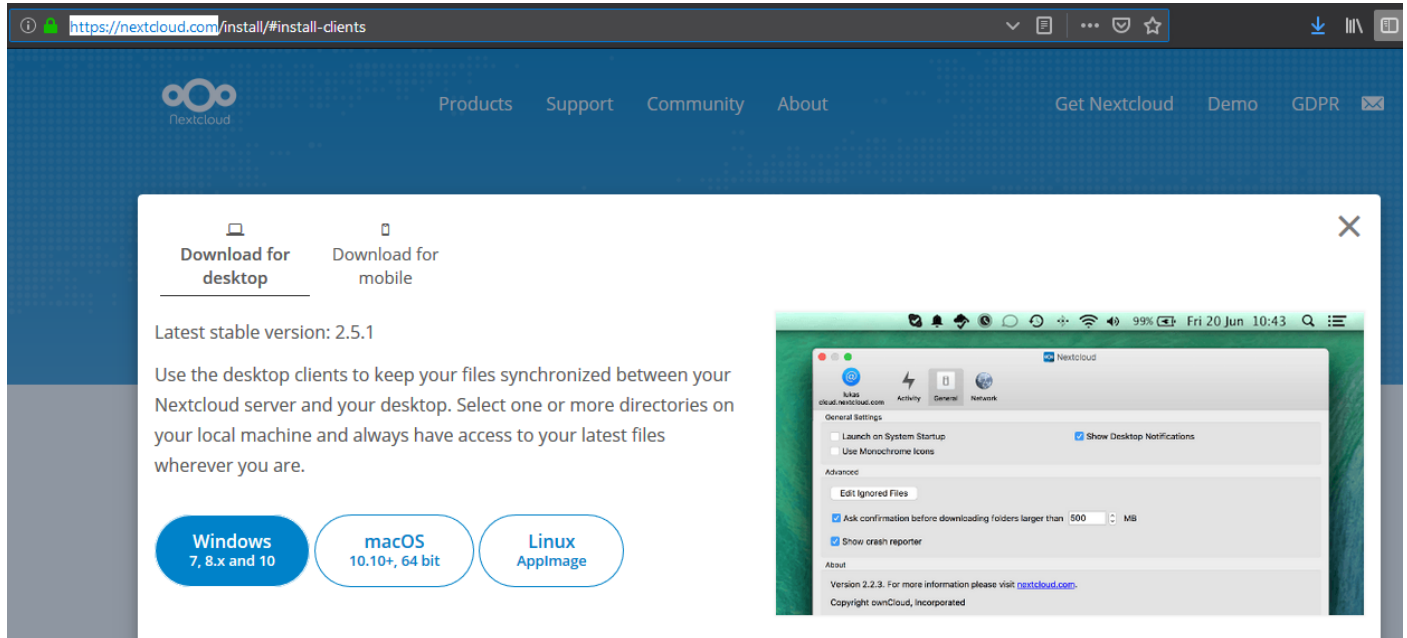


NextCloud Handout

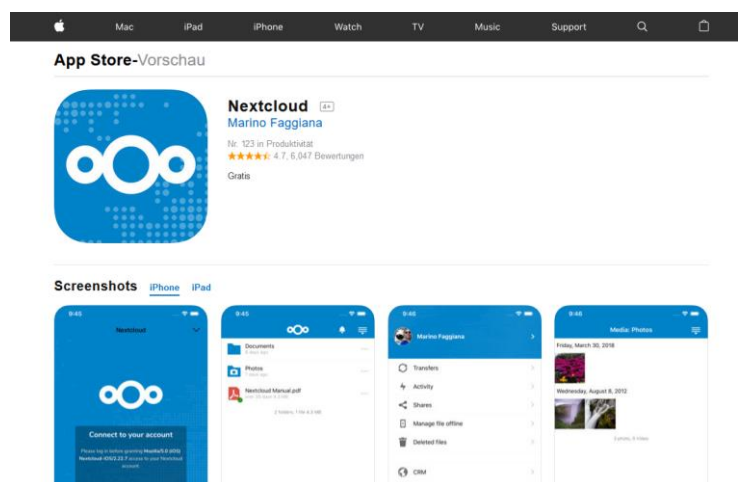
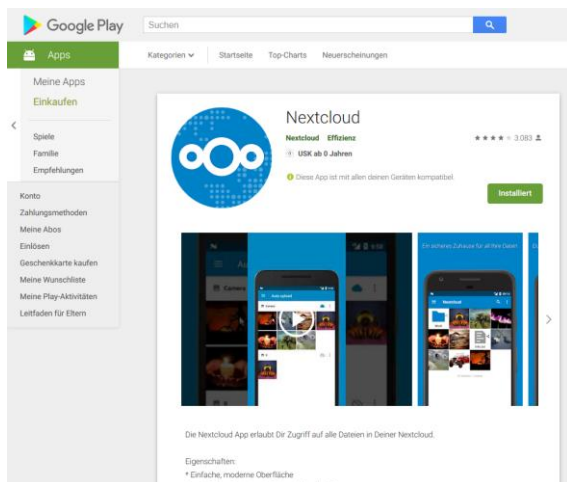
The difference with NextCloud is that all the features are open-source and hosted in-house. It also returns the control and security of your sensitive data back to the admins, while being fully GDPR compliant. And by that eliminating the use of a third-party cloud hosting service.

Download the client for Windows, Linux and macOS from:

<https://nextcloud.com>



There are apps for Android, iOS, Windows Phone and F-Droid too, just check for “nextcloud” app in the official app stores.

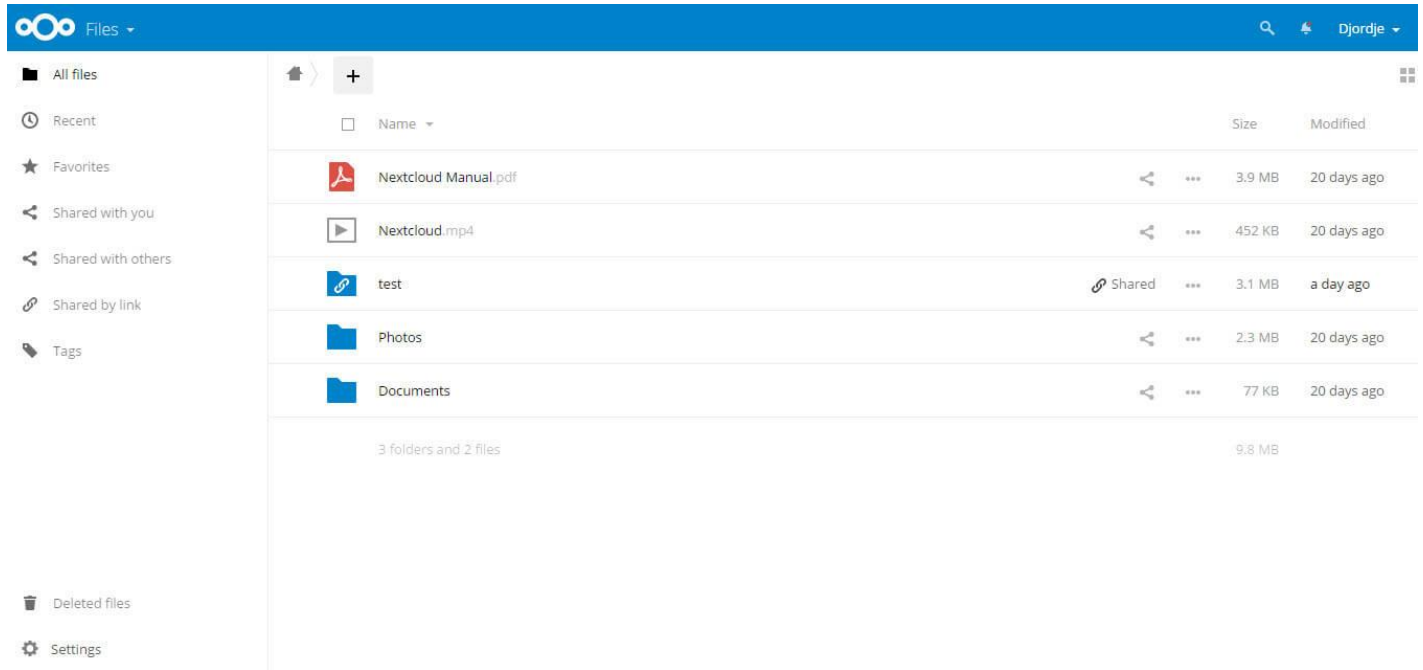


To access the cloud you can use the browser of your choice and browse to:

<https://cloud.iap.uni-jena.de>

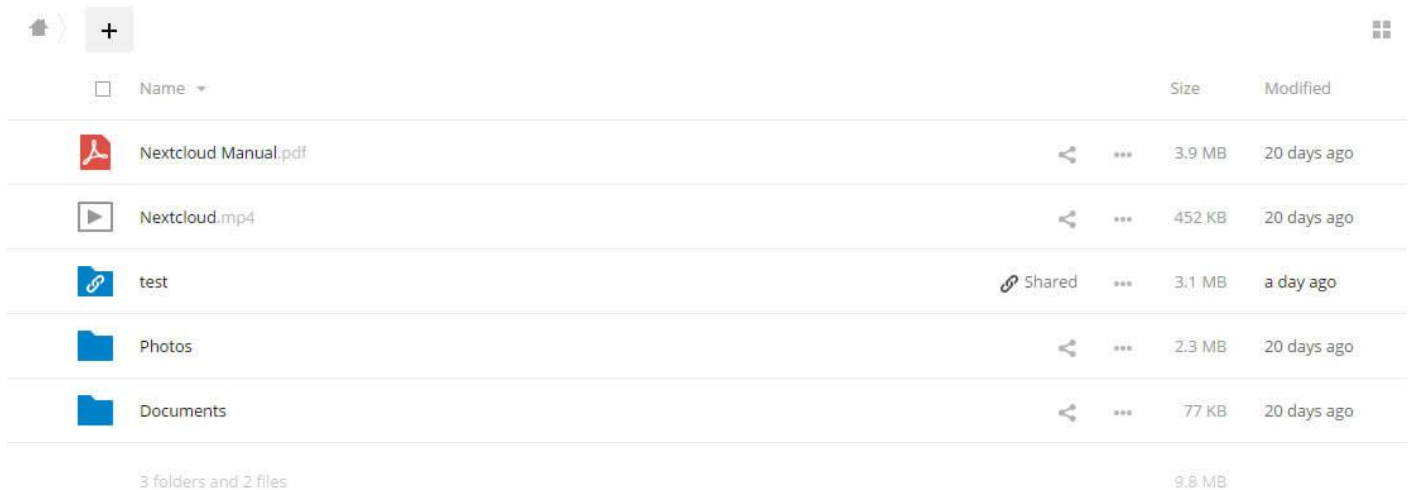
Main page

When you log in for the first time, you will see your main page looking like this:



Your main page contains two parts in it.

The first part and the one most easy to see it all files and folders tub which takes the majority of the page.



You can see and navigate through files and folder of your cloud drive and you can see files and folders other users shared with you.

You can also see all the information about the data you have (Size, Time modified, etc...). One more important detail is a total number of files and folders as well as space consumption of those files in the bottom of the list.

Navigation tab

- All files
- Recent
- Favorites
- Shared with you
- Shared with others
- Shared by link
- Tags
- Deleted files
- Settings

In this tab, you can easily navigate through the files, and see only certain categories of them.

All files – This will show you all files that you have permission to access or look into.

Recent – Will only show you your files that were recently added.

Shared with you – As its name say all files that are shared with you.

Favorites – Will show you all files that you set as favorite.

Shared with others – Are all the files you shared with other users.

Shared by link – Those files are all the files that you uploaded using a link, not old and hard way by uploading data.

Tags – Will show you all files that have certain tags.

Delete files – Will delete marked files.

Settings – Will allow you to see all hidden files and will provide you a link for WebUI of the NextCloud application.

How to access files/folders

To access files/folders in NextCloud you must use different approach then you are used to.

First, you need to click on the file/folder you want to open.

When you do that pop-up window will appear in right side of the screen that will give you all the information about that particular file/folder.

The screenshot shows the NextCloud file manager interface. On the left, a table lists files and folders:

Name	Size	Modified
Nextcloud Manual.pdf	3.9 MB	20 days ago
Nextcloud.mp4	452 KB	20 days ago
test	3.1 MB	a day ago
Photos	2.3 MB	20 days ago
Documents	77 KB	20 days ago

A red circle highlights the 'Documents' folder, and a red arrow points to it with the text "folder that we choose".

On the right, a detailed view of the 'Documents' folder is shown. A red arrow points to the folder icon with the text "visual representation". The detailed view includes:

- Folder name: Documents
- Size: 77 KB, 20 days ago
- Tags icon
- Activities, Comments, and Sharing tabs
- Share with users, groups, remote users or by mail
- Share link checkbox

We use the same procedure for opening files.

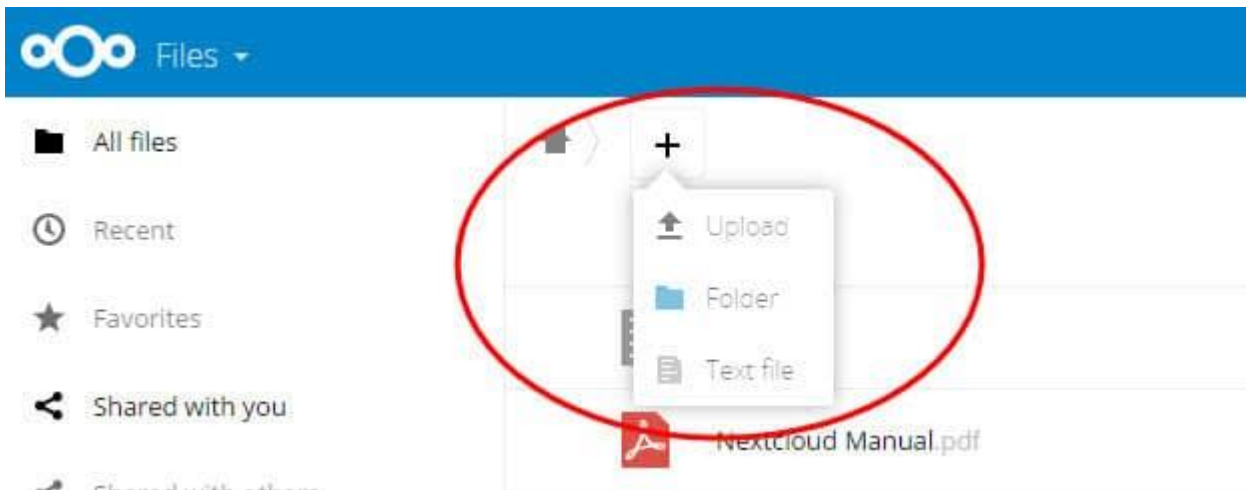
The only difference is that files with a format that is unknown to NextCloud will be downloaded directly to users personal computer while others will be opened directly within the application.

Create a new Folder/Text file

Creating new Folder/Text file in NextCloud is fast and easy.

Just click on the “+” icon it top of the files list and drop down menu will appear.

For example, click on the New Folder, then name it and press Enter to confirm.



After that, you will be able to see your new Folder in Folders/Files list.

How to upload a file

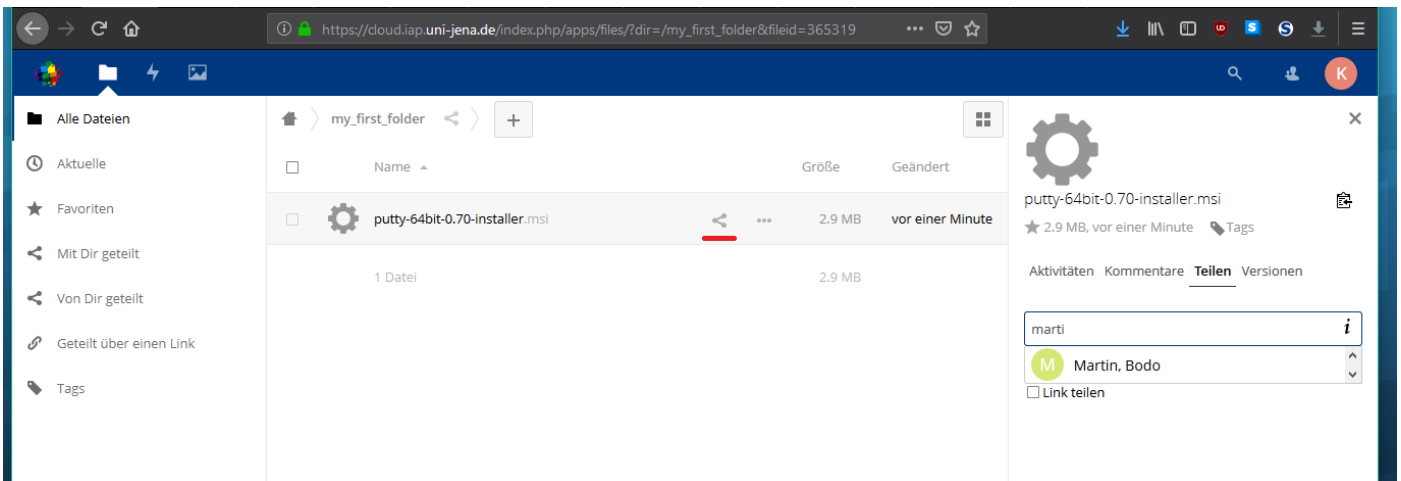
The process is same as for creating Folders/Text files.

Just click on the “+” icon it top of the files list and drop down menu will appear.

Pick Upload from the list, pop-up window will appear in which you should choose files from your personal directory that you wish to upload.

When you confirm upload process will immediately start and your file will be visible in folders/files list after upload is complete.

Share data



To share a single file or folder you can click the share icon directly. It is not supported to share multiple objects at once (you can organize the data you want to share in a separate folder). You can share your data to:

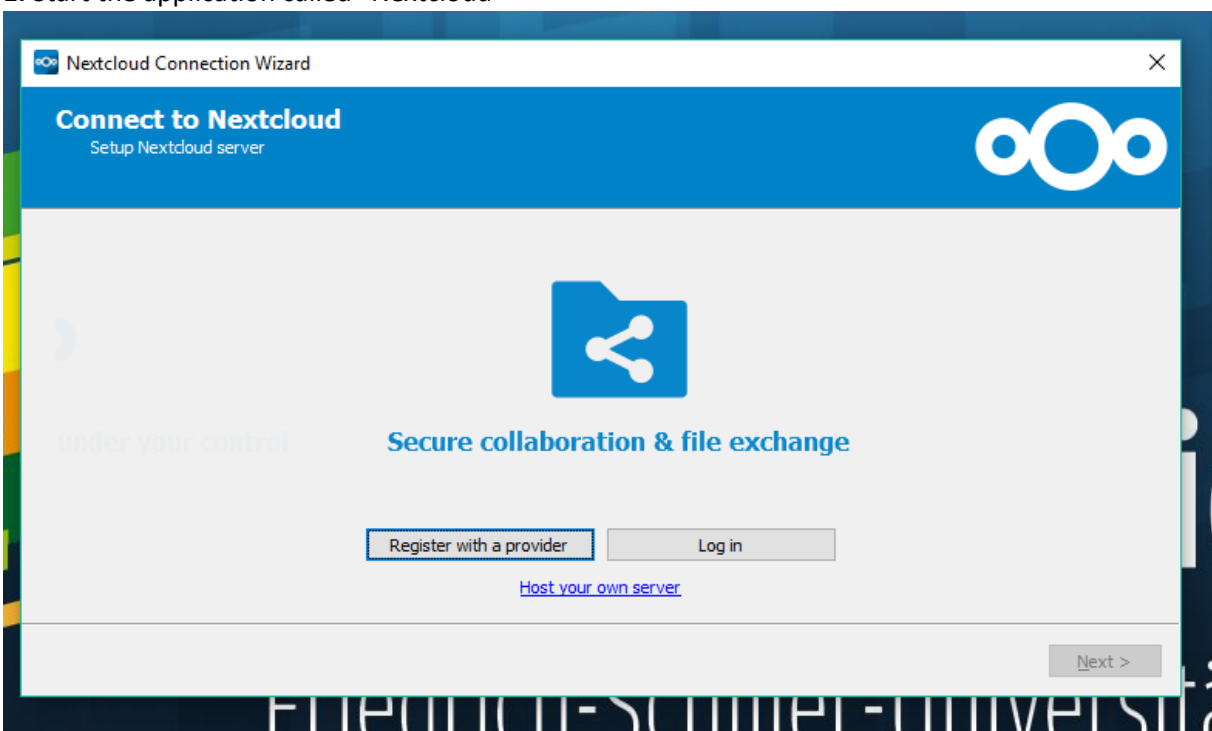
- colleagues by typing their name and select the correct entry from the preview list.
- to known e-Mail addresses (=“not colleagues”)
- by sharing a link to access your data. Benefits of using links instead of direct mail notifications are:
 - ability to protect your shared data with a password
 - set an expiration date to automatically stop sharing your data.

Synchronize data automatically

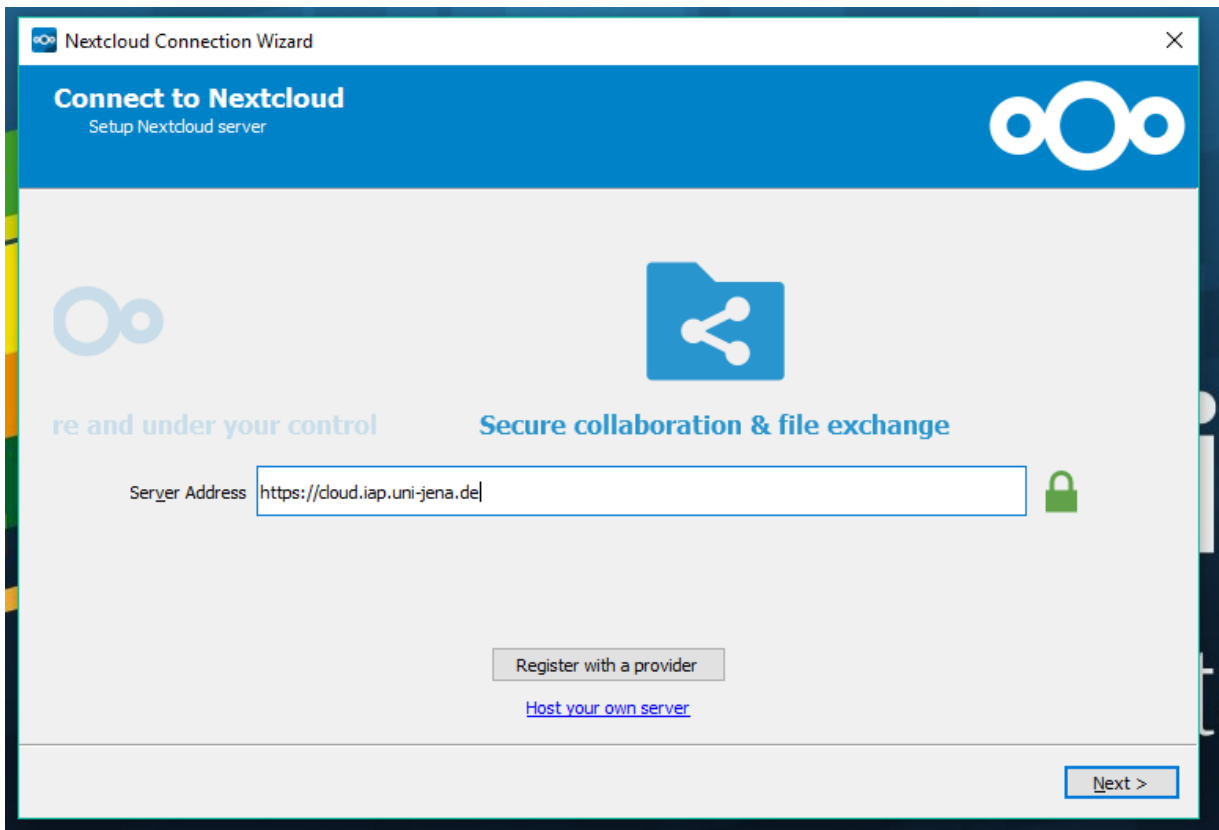
You need to install a client on one of your devices first to use this feature.

You can follow these steps to connect the client to your cloud space. The setup and window frame may be different depending on your operating system.

1. Start the application called “Nextcloud”

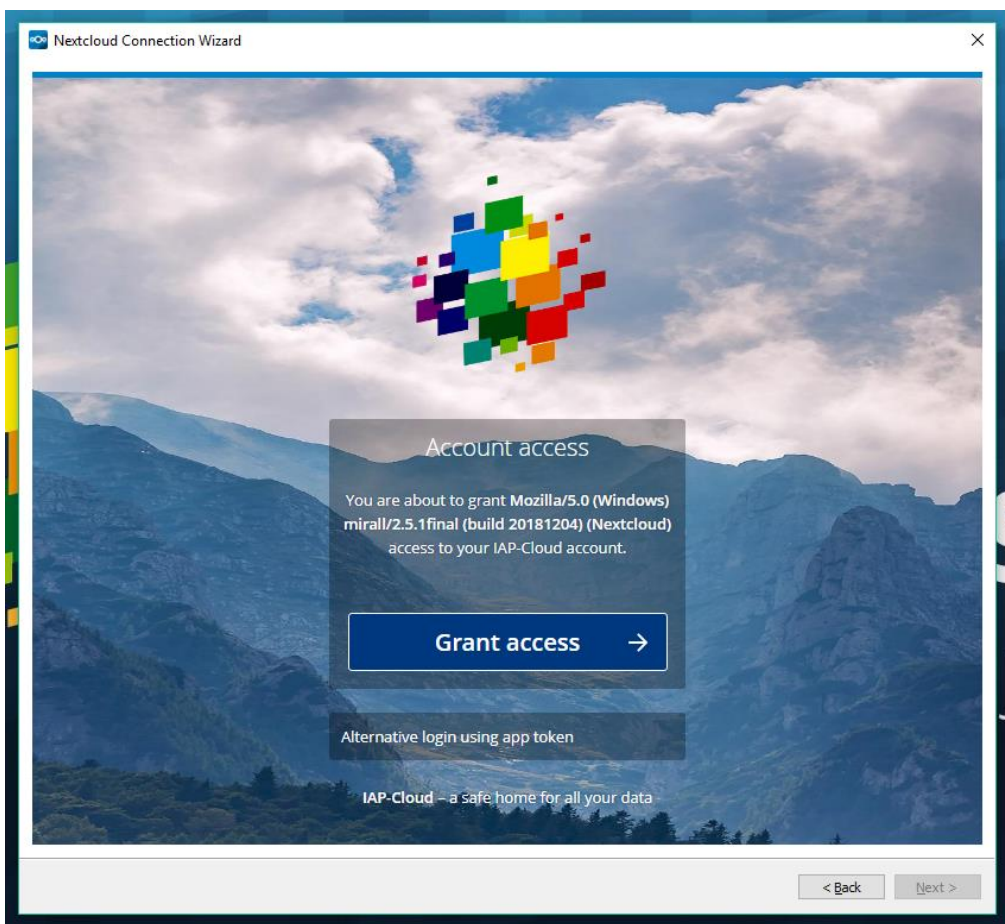


2. Choose “Log in” from main window.

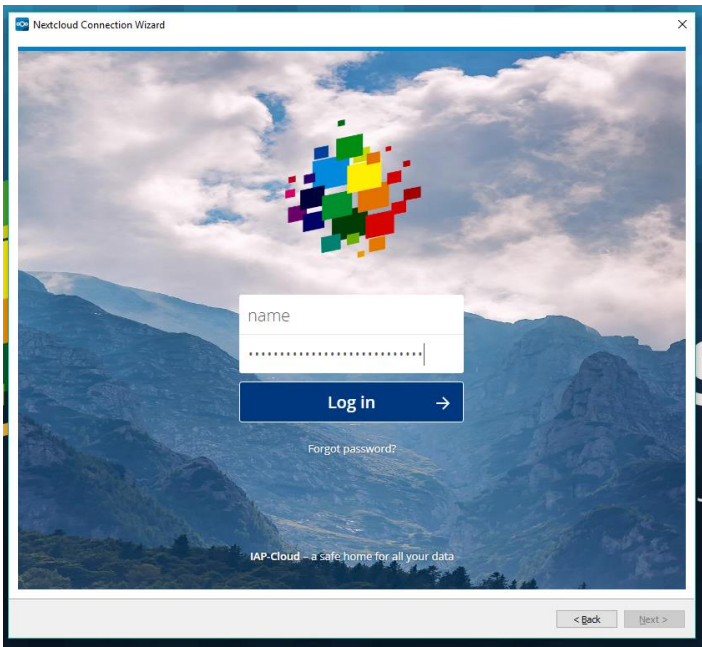


3. Enter the server address and click “Next”:

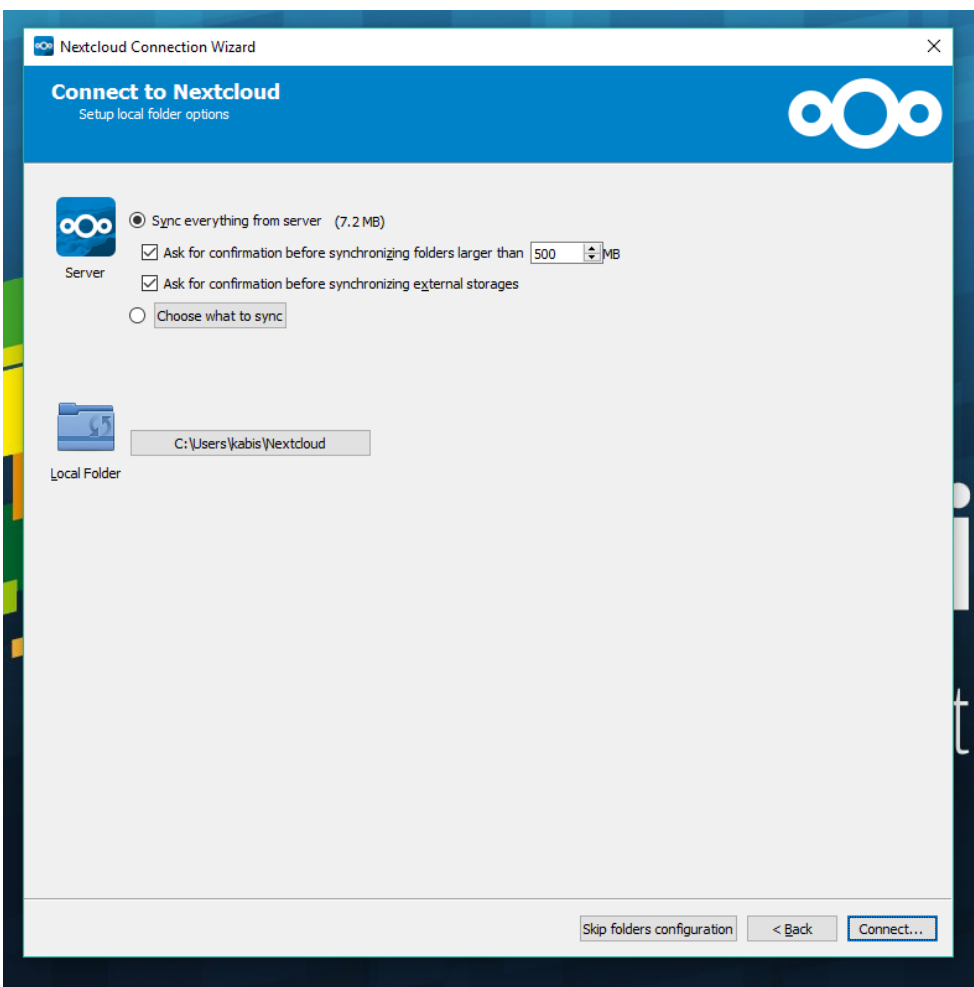
<https://cloud.iap.uni-jena.de>



4. The application needs access to your account. Click “Grant access” to continue.

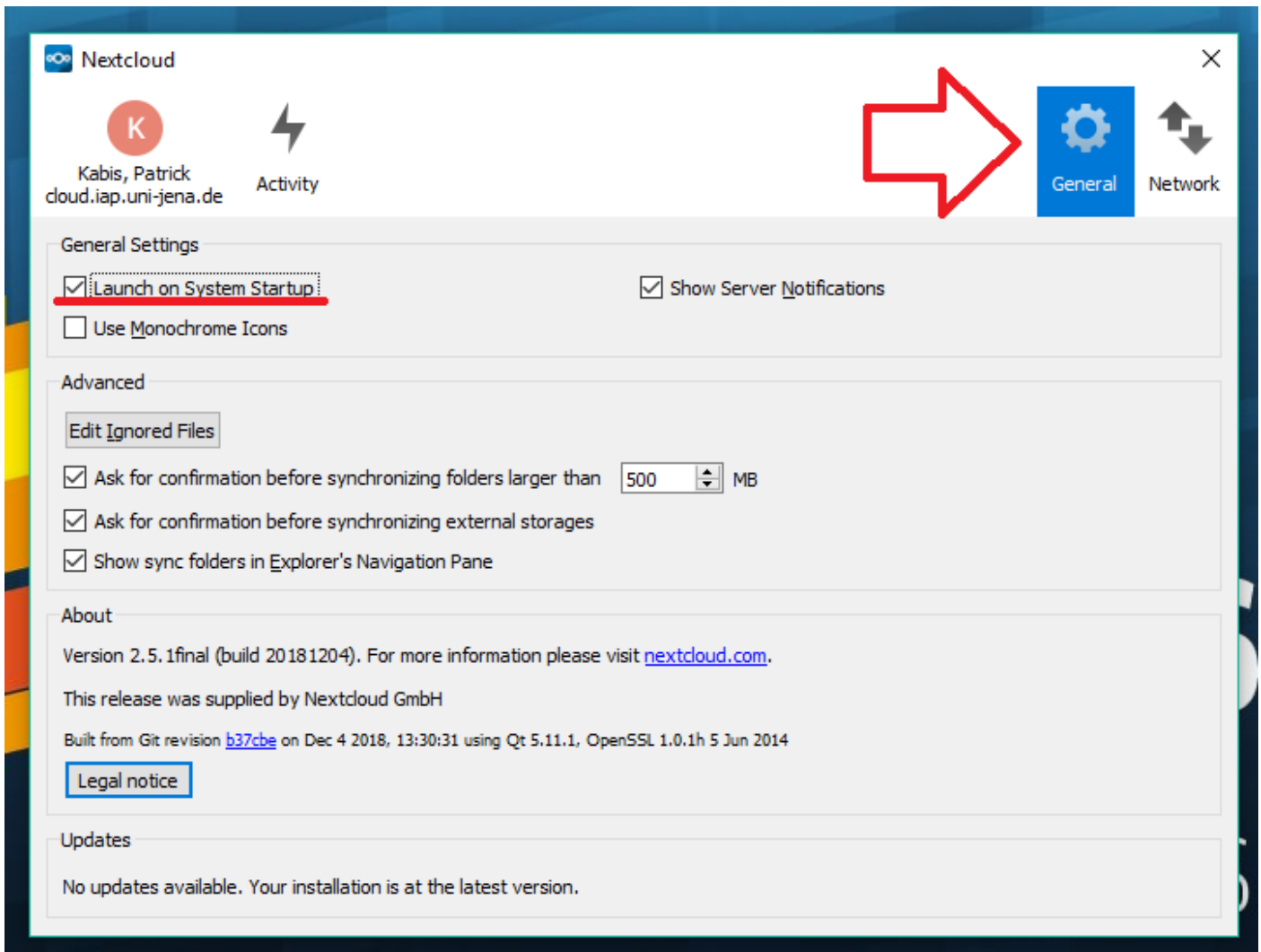


5. Enter your account details and proceed with “Log in”. Basically the account user name created at the IAP should be your family name.



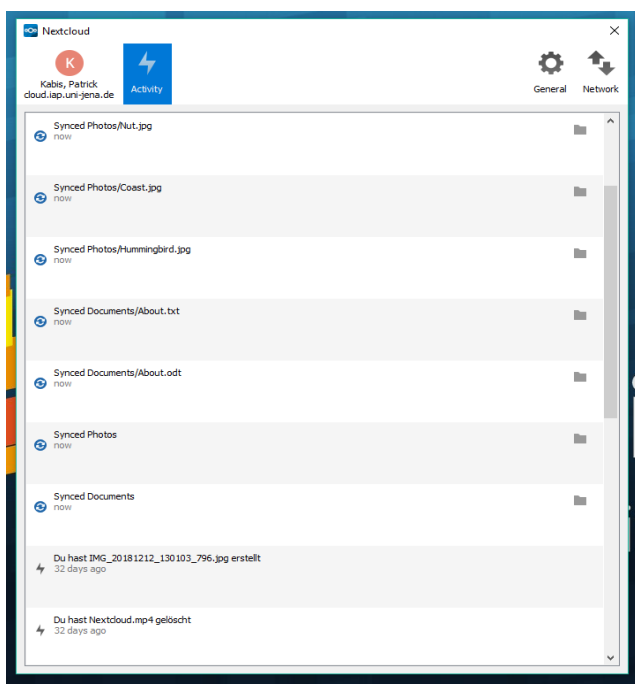
6. Once you are connected you should choose whether to synchronize some of your folders or not. There are some default settings and you should change the “Local Folder” to your data partition “D:\” on Windows.

In this example we synchronize the example files provided by Nextcloud. You can delete these files on your cloud or exclude them from synchronization process later.

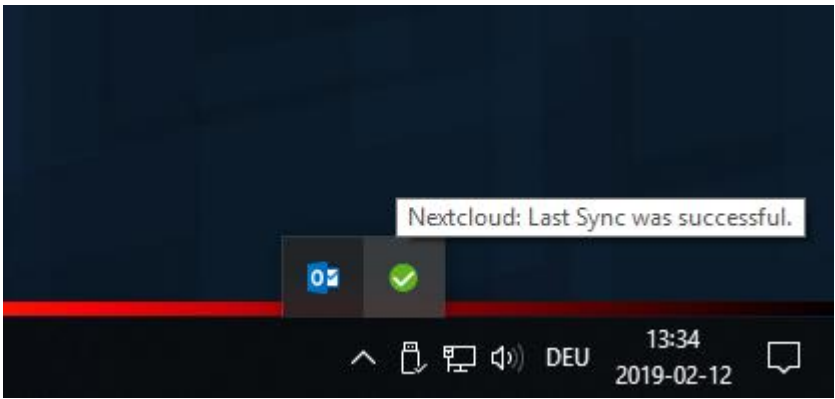


7. Next go to “General” and check “Launch on System Startup” to automatically start the Nextcloud client every time your machine reboots.

If you have to sync large amounts of data you can limit the used network bandwidth in tab “Netwok”.



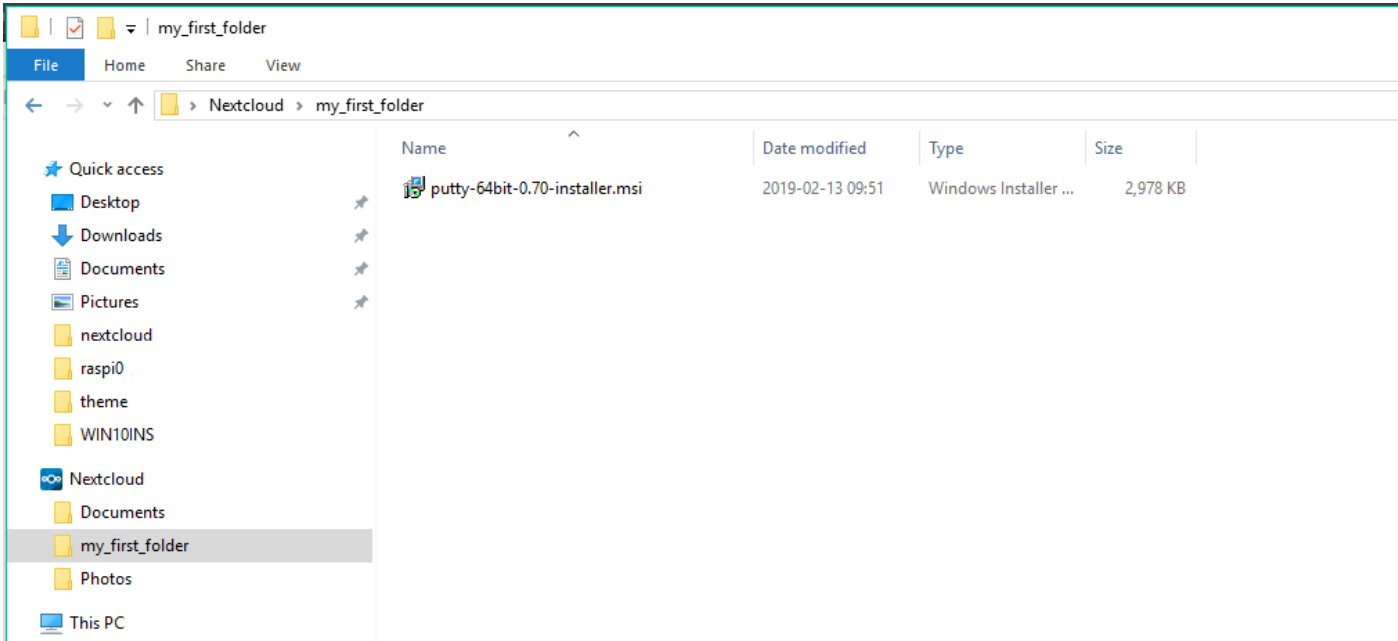
8. In the meantime the synchronization process has finished on my machine. You can see the synchronization history in the “Activity” tab.



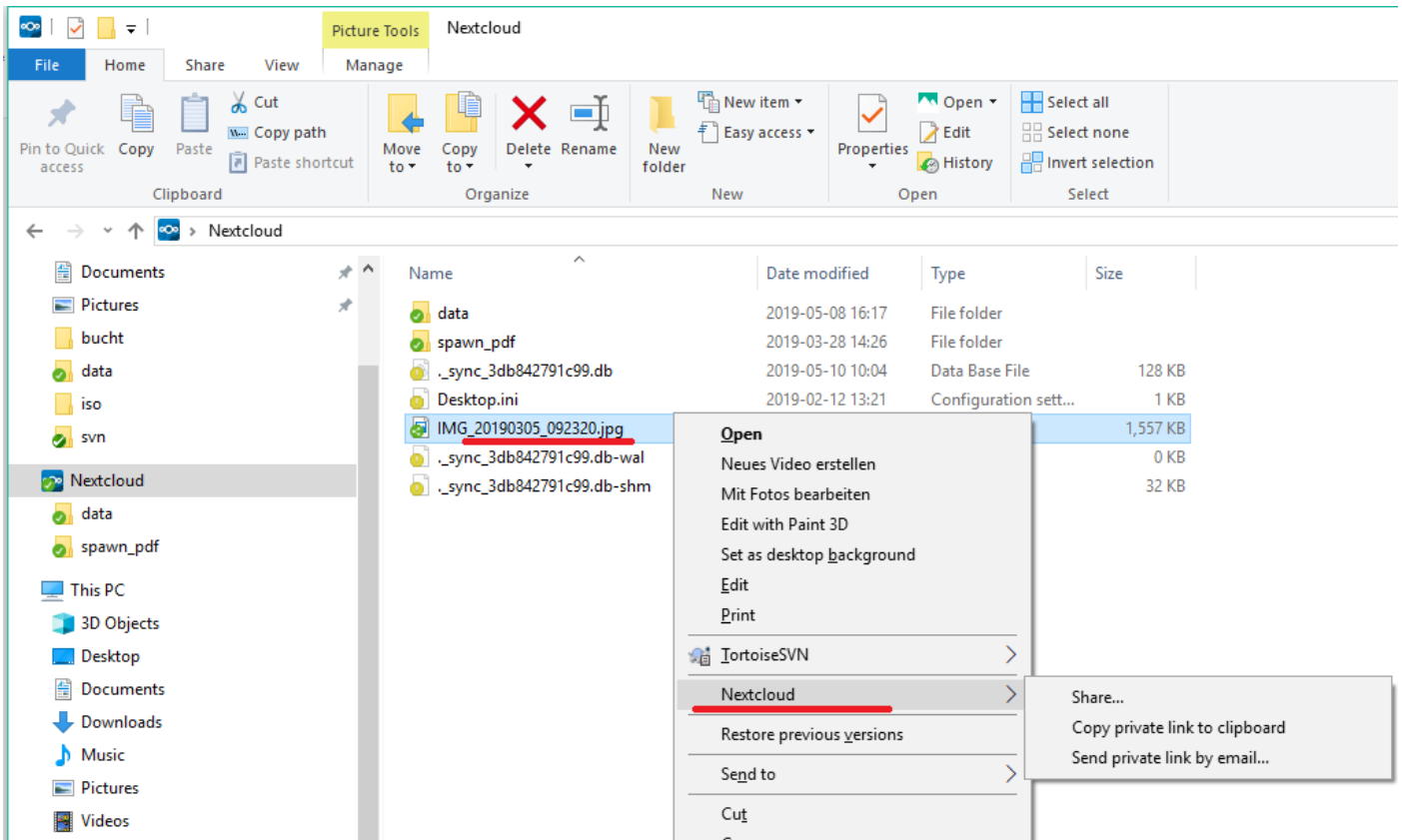
9. You can check the status via Nextclouds system tray icon. To open Nextcloud settings client simply click the icon.

Windows Explorer Integration

Besides the website and apps for mobile devices, you can access your NextCloud folders through the Windows Explorer as shown below:



Using the Windows (File) Explorer you are able to share directories and files as well. Rightclick the desired file you want to share and select either to share via link or to share via mail notification. If you choose to share via link you have to send the link to the recipients on your own:



Using the “Share” function you can set additional parameters as you can do using the webservice. Generated mails will be sent from: “IAP-Cloud cloud.iap@uni-jena.de”. Settings you can modify include:

- Files can be edited by the recipients
- Files are password protected
- Shared files have an expiry date
- Recipients can reshare files

