

# ownCloud User Guide

## Welcome to ownCloud!

With ownCloud you will have mobile, web and desktop access to your files without VPN. Your account has been set up for you and you may access it using the credentials provided by your administrator. ownCloud allows you to sync and share files with individuals both inside and outside the organization, and you decide what is synced to your desktop making your files available even if you don't have an internet connection.

### ownCloud allows:

- Access to files through the web, desktop or phone
- Opportunity to collaborate with others
- Files drop which lets others upload files to your account
- Access to your personal Dropbox account, SharePoint or network drives in the same interface
- Ability to share files or folders (password protected and/or with expiration date)

## Setup of your ownCloud Account

You can access your ownCloud files through the web, desktop or mobile apps. If your ownCloud administrator indicates, you may have custom apps and clients available to you; please confirm how to access those. Below please find details on how you can access non-branded versions.

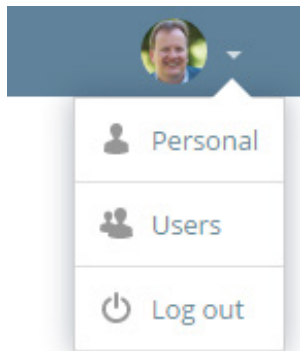
### Web

To sign into your account for the first time, visit



\_\_\_\_\_ and use the login and password provided by your ownCloud Administrator. Once logged in, you will be able to access your files and enabled apps by selecting the dropdown on the top left of your screen.

To set your preferences and to configure your account further, you can select the dropdown beneath your name on the top right hand side of your screen.



From this page you can:

- See your usage and available quota
- Change your password
- Edit your full name as it appears in the UI
- Edit your email
- Change your profile picture
- Set your language preference
- Set your notification preferences
- Set your default "Save New Documents to..." location
- See the version of ownCloud you are running

Quota is generally set by your ownCloud administrator and he/she should be able to help with any additional questions on setting preferences.

## Desktop

The desktop client works similarly to a traditional file structure on your computer. Your folders and files will be represented in a familiar format and you can share directly from the desktop client with a simple right-click. If you have multiple ownCloud instances, you can also configure those within a single desktop client.

The files available from your desktop client may be synced whenever you are connected to the internet. You can configure your preferences to selectively sync only certain folders, limit the size of the files or folders downloaded and set notification preferences. You can also see the file activity within the Activity tab. The icon for the desktop client lives in your systray and the status indicator will highlight the following:



The green circle with the white checkmark tells you that your synchronization is current and you are connected to your ownCloud server.



The yellow overlay icon with the parallel lines tells you your synchronization has been paused. (Most likely by you.)



When you see a white circle with the letter "i" that is the informational icon, you should click it to see what it has to tell you.



The blue icon with the white semi-circles means synchronization is in progress.



The gray icon with three white dots means your sync client has lost its connection with the ownCloud server.



The red circle with the white "x" indicates a configuration error, such as an incorrect login or server URL.

You may click on the icon to open the desktop client and resolve issues or see the latest activity. Desktop clients may be downloaded at [owncloud.com/download](https://owncloud.com/download) and are available for Windows, Mac and Linux and use the same login credentials used for web and mobile app access.

## Mobile

Mobile clients exist for iOS and Android mobile devices and tablets. These apps will allow you to sync, share and upload files on-the-go. These are available when you run the First Run Wizard in the web interface or at the links shared here. You can set up your mobile apps with the same credentials used for your web and desktop clients.

### Android:


<https://play.google.com/store/apps/details?id=com.owncloud.android>

### iOS:

<http://itunes.apple.com/us/app/owncloud/id543672169?ls=1&mt=8>

## How To

### Share Files

You have multiple options on how you share files with others. Once you select the file or folder, you can click on the Sharing icon  which gives you the option to

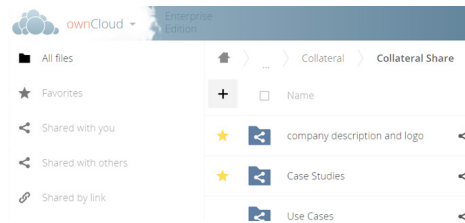
- **Share by Name:** You can share directly with other users on your ownCloud instance. Simply start to type the individual's name and/or group name and select the appropriate entry when it appears. You can then indicate if the other person/group has permission to edit the file and/or share further. You can also notify those with whom you've shared files by selecting the checkbox *"Notify by mail"*.

- **Share by link:** this link will provide access to anyone who uses the link. This may be password protected and/or you can set an expiration date. You can also indicate if the file may be further edited.

You will also be able to track all files and folders that you've shared by selecting *"Shared with Others"* from the left hand side of your home screen. Similarly, you can also choose *"Shared with You"* to see what has been shared by others with you.

### Favorites

Select your favorite files and folders by clicking on the star near the file. These files will then be available by clicking on *"Favorites"* from the home screen. You may also limit notifications to just those files and folders you've marked as favorites.



### Files Drop (Enterprise Only)

To enable others to upload files to your account, take the following steps.

1. Click your name in the upper right corner to go to your Preferences and scroll down to the *"Files Drop"* option.
2. Choose the folder where you want uploaded files to live
3. Once you choose a folder, share the link given. Those that receive the link can upload files but cannot see any other items in your folder.

### File Sharing Notifications

In the Preferences menu, you can control your notifications — when you are notified and at what frequency. This allows you to know if someone takes action against a file or folder as outlined below. You can also access this information in the Activity Stream if you prefer.

#### Notifications

Mail	Stream	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A new file or folder has been <b>created</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A file or folder has been <b>changed</b>
<input type="checkbox"/>	<input type="checkbox"/>	Limit notifications about creation and changes to your <b>favorite files</b> (Stream only)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A file or folder has been <b>deleted</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A file or folder has been <b>restored</b>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A file or folder has been <b>shared</b>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A file or folder was shared from <b>another server</b>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A public shared file or folder was <b>downloaded</b>
<input checked="" type="checkbox"/> List your own actions in the stream		
<input type="checkbox"/> Notify about your own actions via email		
You need to set up your email address before you can receive notification emails.		
Send emails: <input type="text" value="Hourly"/>		

## Additional Resources

ownCloud Administrator: Your ownCloud administrator is your best resource in problem solving any issues you experience. Your ownCloud administrator may be reached at:

Name:

Email:

Phone:

Other:

### **ownCloud Documentation:**

ownCloud documentation is available at [doc.owncloud.com](https://doc.owncloud.com)

### **iOS ownCloud App Documentation:**

[https://doc.owncloud.org/ios/ios\\_app.html](https://doc.owncloud.org/ios/ios_app.html)

### **Android ownCloud App Documentation:**

[https://doc.owncloud.org/android/android\\_app.html](https://doc.owncloud.org/android/android_app.html)

### **ownCloud Help:**

<https://owncloud.help>

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