THE HONG KONG POLYTECHNIC UNIVERSITY
香港理工大學

COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION
專業及持續教育學院

CPCE OwnCloud Basic User Guide

Version 4.1

College of Professional and Continuing Education

The Hong Kong Polytechnic University

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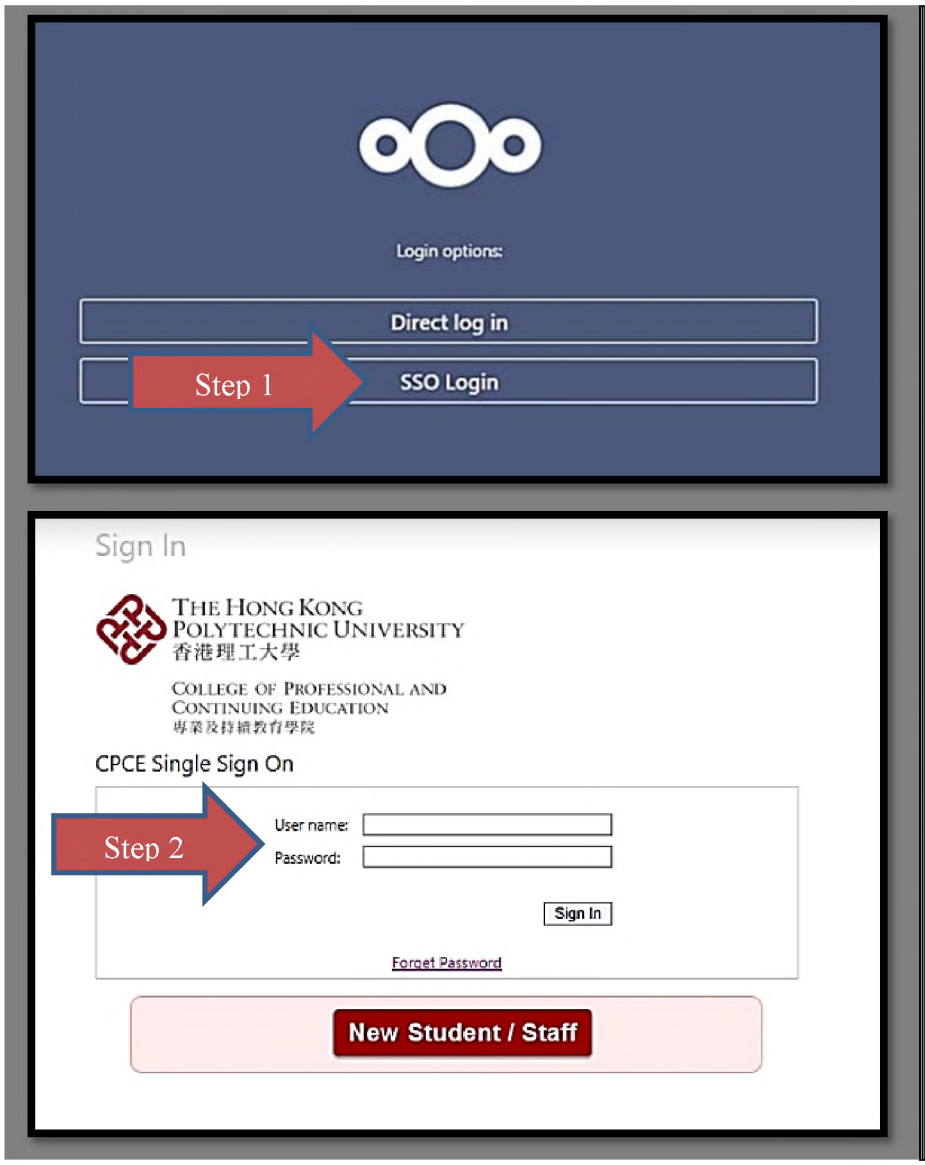
1 UPLOAD YOUR FILES

I. Sign-in via web interface

You can connect to ITU ownCloud using any Web browser.

Address: **https://owncloud.cpce-polyu.edu.hk/**



For CPCE Staff:

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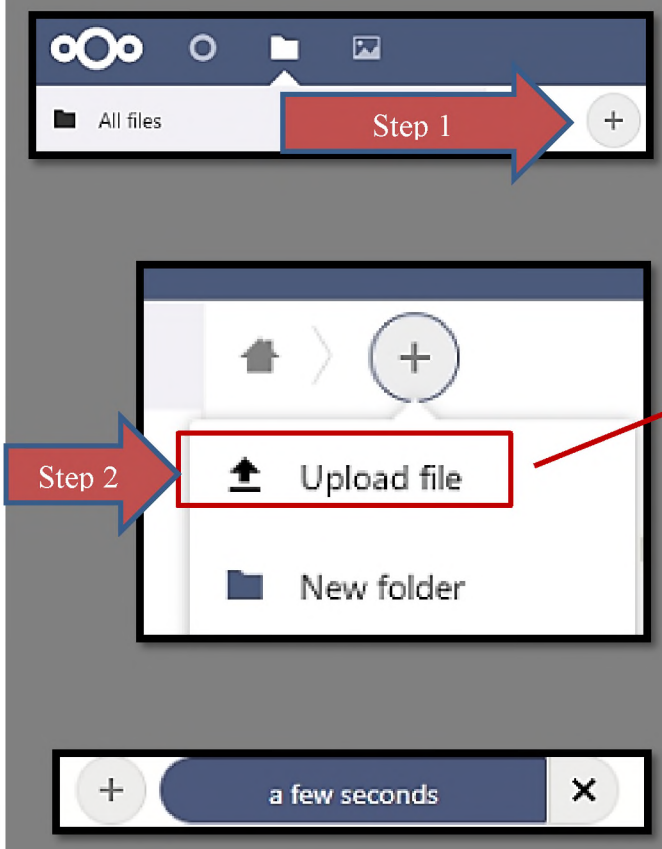
Steps:

1. Press the "SSO Login" button
2. Enter your NETID and password
3. Press the "Sign in" button

II. Creating or uploading Files and directories



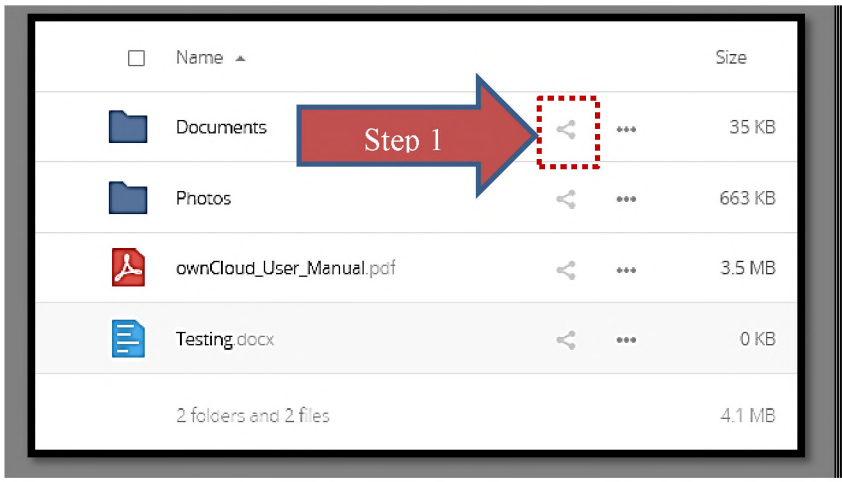
To upload your files,

Steps:

1. Clicking on the "+" button (1) in the bar directly
2. Press the Upload file button
3. Select your file / folder and press "Open"
4. Wait for a few seconds and your file will be uploaded to the server.

III. Sharing files

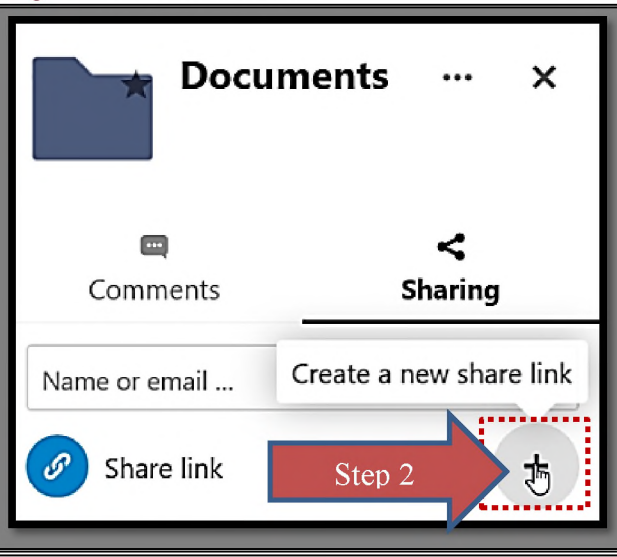
You can share files and folders via public links.



Steps:

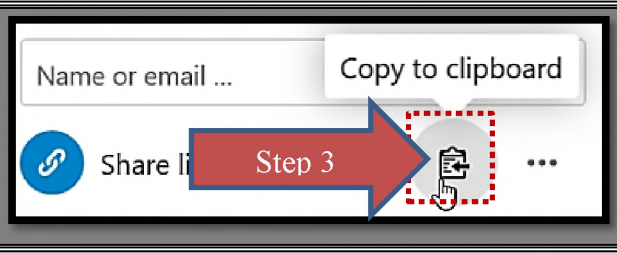
1. Click the "<" ***share*** button at the right of the document to open the details window

A random 15-digit token will be created. The link will look like https://owncloud.cpce-polyu.edu.hk/s/yxcFKRWBJqYYzp4.

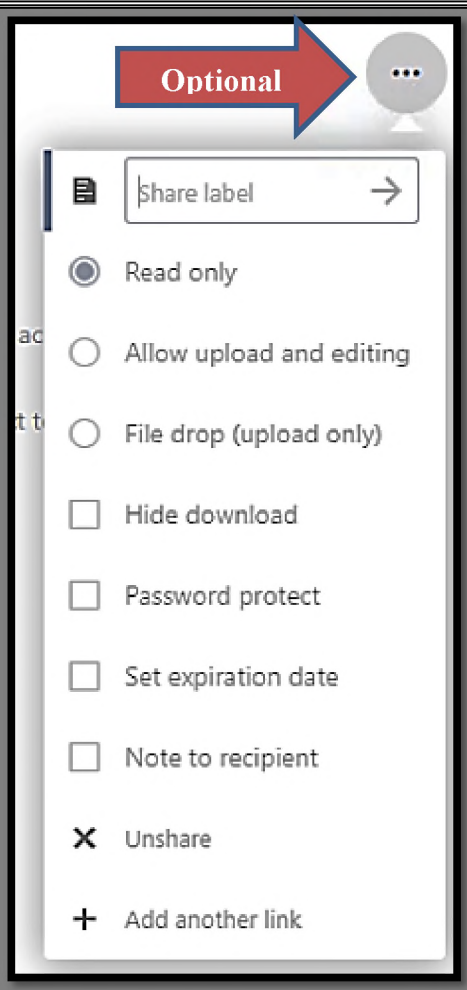


Steps:

2. Press the "+" button to create a new share link.



3. Press the "Copy" button to copy your file's share link to your clipboard.



Optional:

Choose the permission for your share link

- Read only to allow viewing and downloading
- Allow upload and editing
- With File drop, the share can only upload files to a folder without seeing the files that are already in that folder.
- Hide download prevents the share from downloading
- Password protect
- Set expiration date will automatically disable the share
- Note to recipient
- Unshare to revert the share
- Add another link to create multiple public links with different rights

IV. Accessing shared files

To access the files form the public shares with password protected hyperlinks
First, you must open the shared hyperlink form the sender in a Web browser.

Steps:

1. Type the password in (field 1) and press enter to move to next page.

You can download the shared files ***(2)*** to your local devices accordingly.

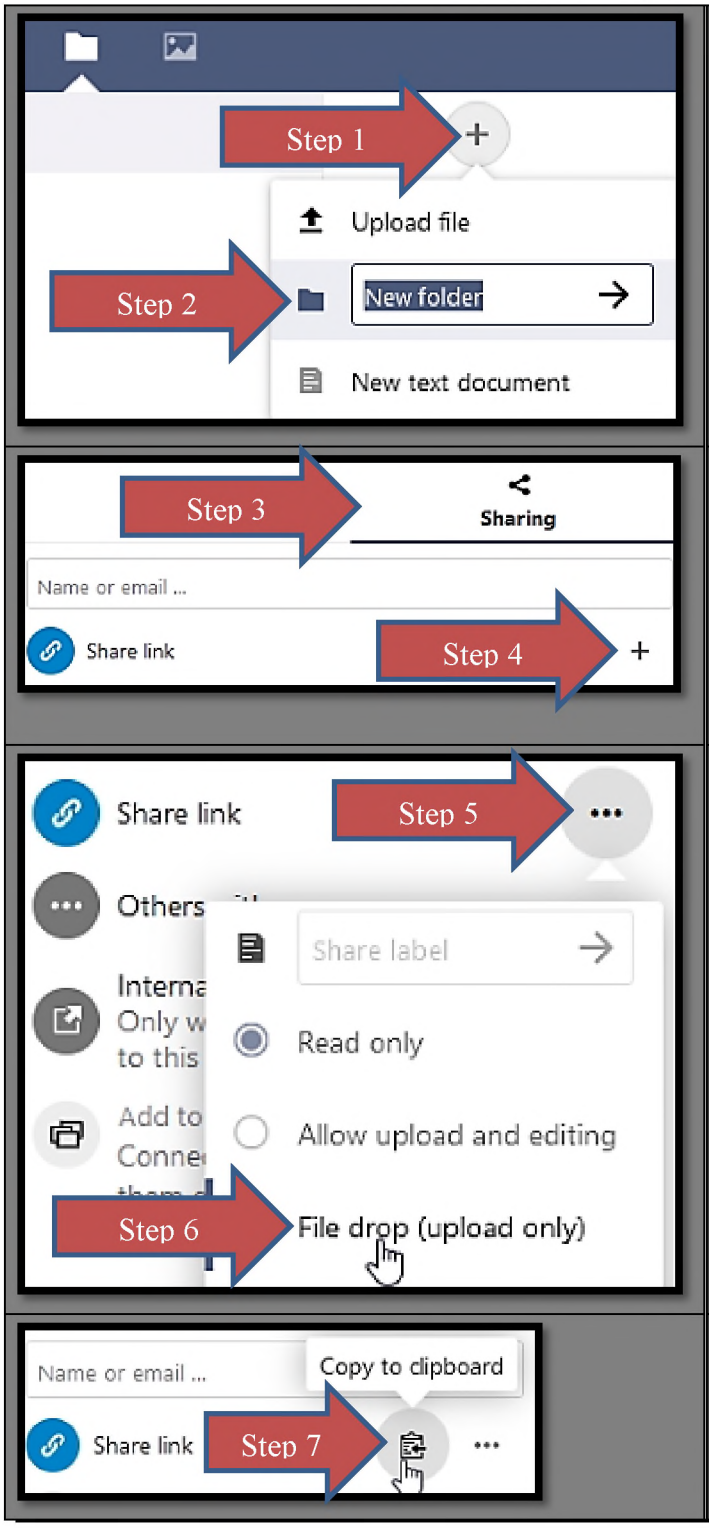
Note:

You can read PDF and play MP4/MP3/JPG with the integrated Video Player / PDF viewer app in the ownCloud system, by clicking once on the file directly on the file page.

V. Making anonymous uploads

You may create your own special upload directories so that other people can upload files to you without having to log in to the server / being a Nextcloud user. They will not be allowed to see the contents of this directory, or to make any changes.

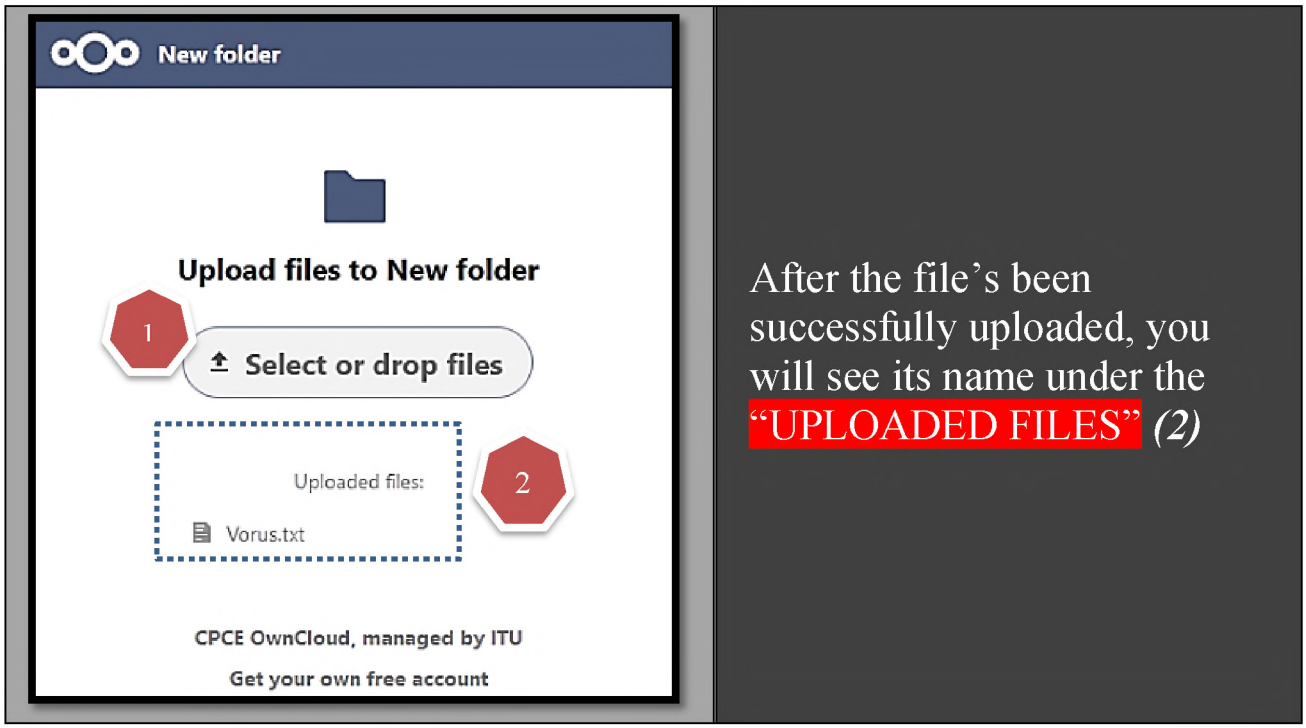
1. To create an upload-only Drop Folder:



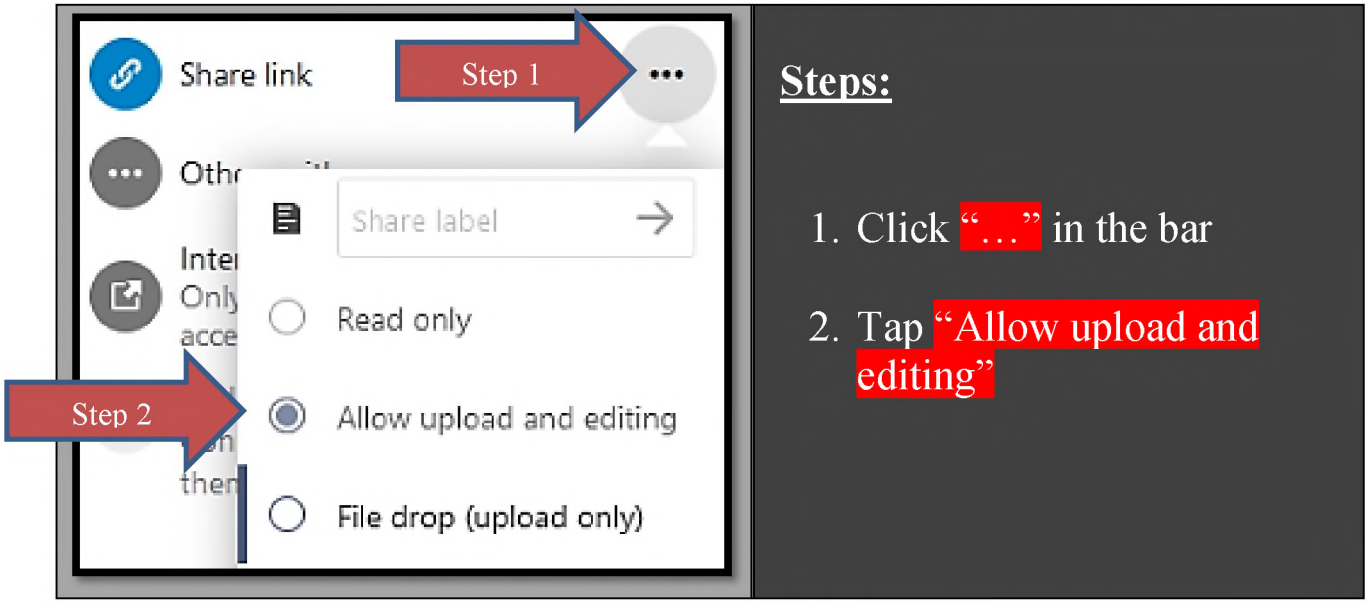
Steps:

1. Click on the "+" *(1)* in the bar
2. Type the folder name and press enter key to confirm the setting.
3. Click " < " share button at the right panel (3)
4. Tap "+" to create the share link
5. Click "…" in the bar
6. Tap "File Drop (upload only)"
7. Copy the link and give it out

When other users open the share link, they will see a page where they can either click to select files to share, or drag-and drop files directly to share them. (1)



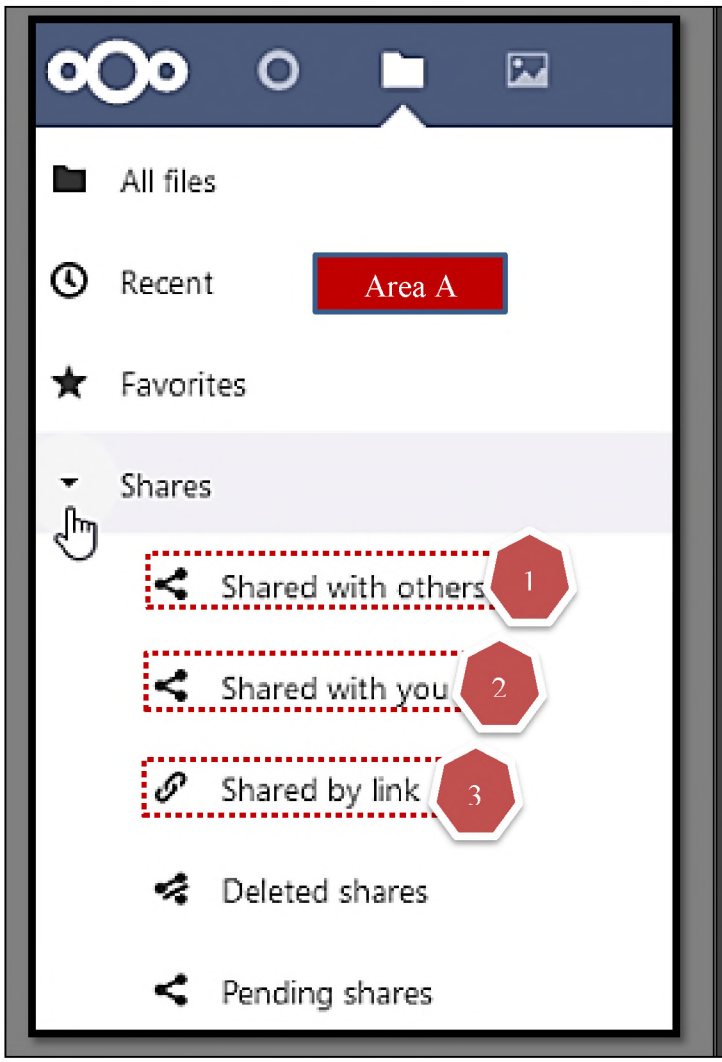
2. To create a Drop Folder with file listing and editing:



Users can now upload and modify the file in the drop folder after successfully uploaded.

VI. Viewing Shares

To display all files that you have shared with other users / the others share with you, you can quickly sorting and managing them by using the left side sidebar on the files page in ***AREA A***, as in the screenshot below.



Steps:

Tap the button next to the Shares

Optional:

Clicking "Shared with others" *(1)* to sort and view all files that you have shared with others

Clicking "Shared with you" *(2)* to sort and display all files shared by another users / groups.

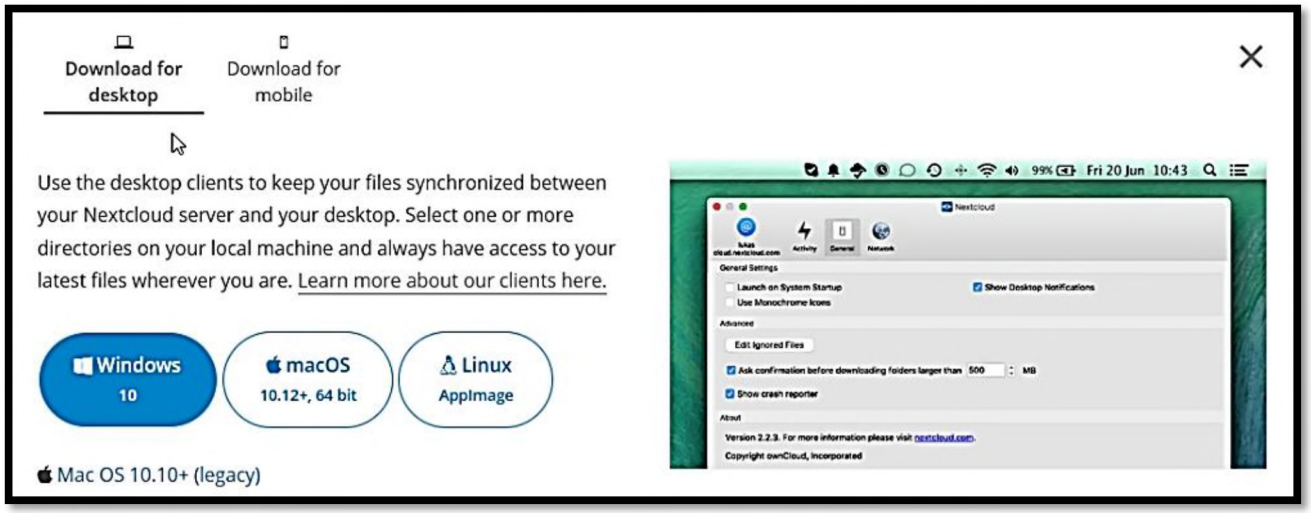
Clicking "Shared by link" *(3)* to display all files that are shared by you via ***public link***.

2 OWNCLOUD DESKTOP SYNCHRONIZATION CLIENT

Use the desktop clients to keep your files synchronized between your Owncloud server and your desktop. Select one or more directories on your local machine and always have access to your latest files wherever you are.

I. Downloading the desktop client

Address: **https://nextcloud.com/install/#install-clients**



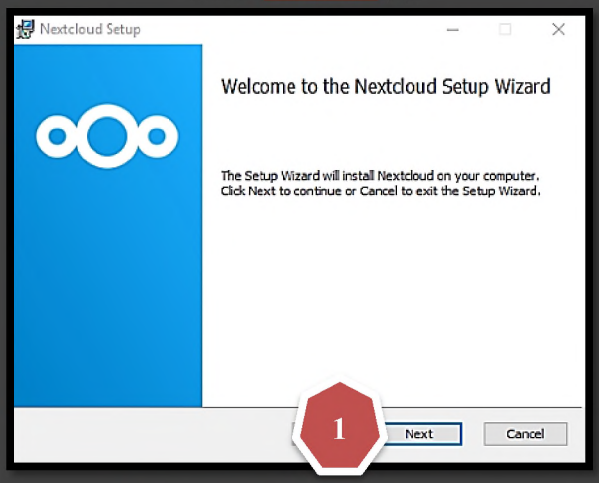
Your download will start automatically after you clicked the platform.

II. Installation

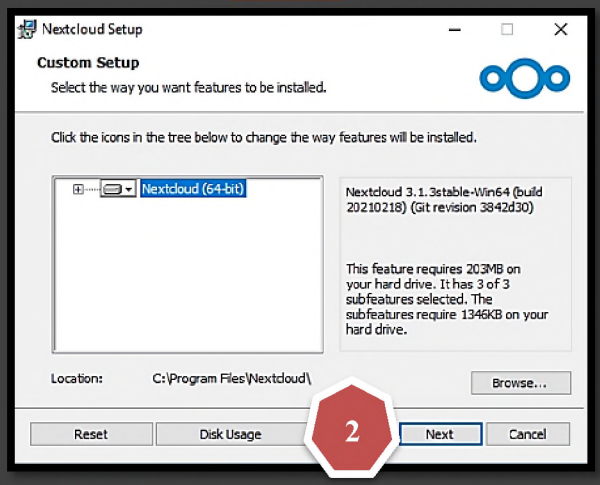
The installation wizard takes you step-by-step through configuration options and account setup. These examples are on Windows 10 and client version 3.1.3;

Quick installation reference:

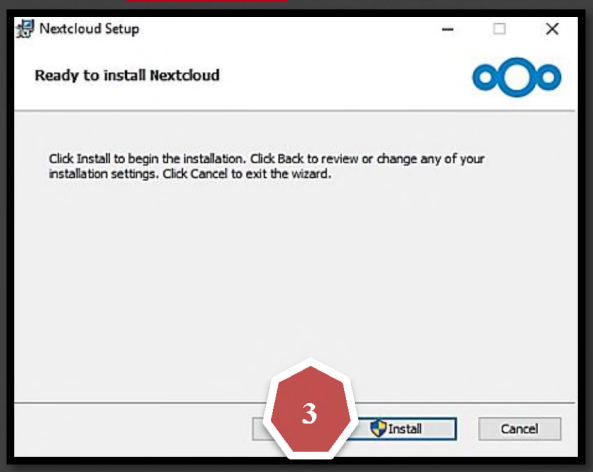
Press "NEXT" *(1)*



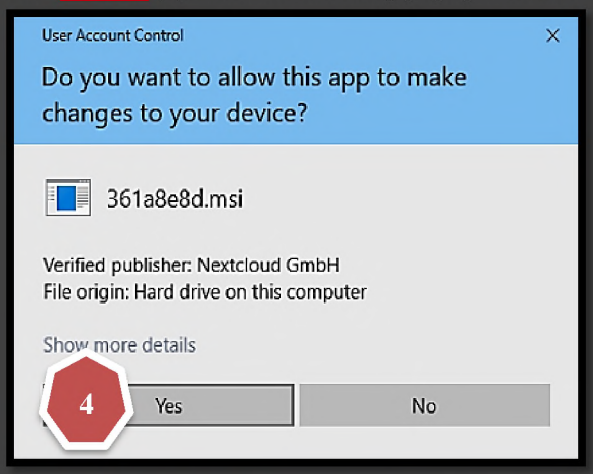
Press "NEXT" *(2)* again

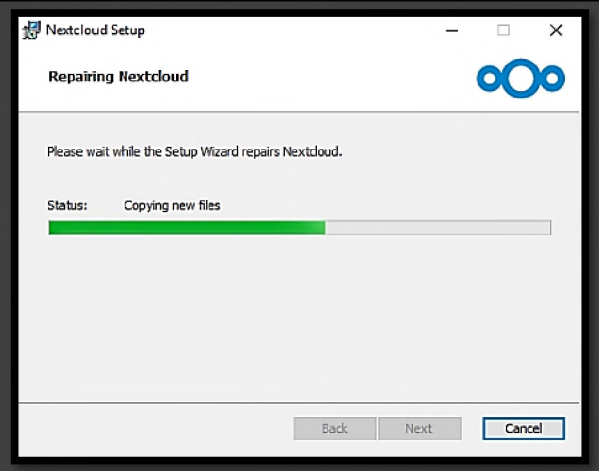


"INSTALL" *(3)* the program

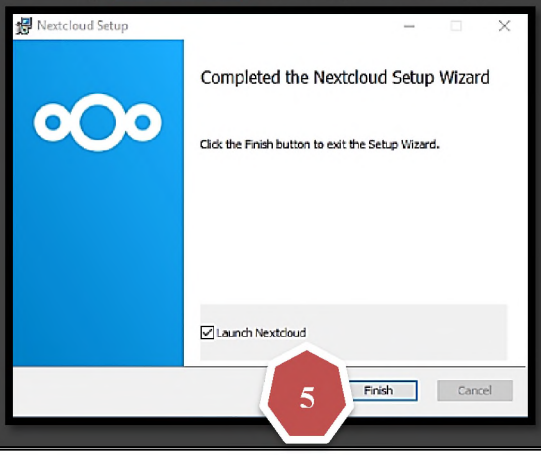


Click "YES" *(4)* after the warning popup was shown





Tap "FINISH" to complete the *(5)*

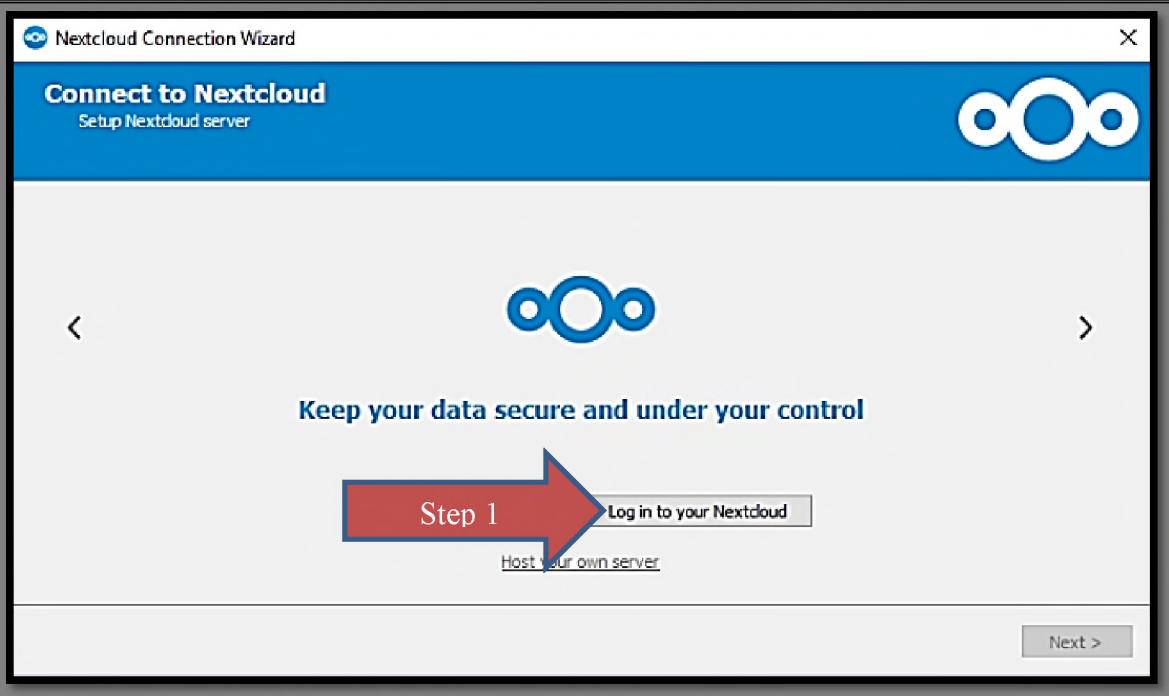


III. Using the Synchronization Client

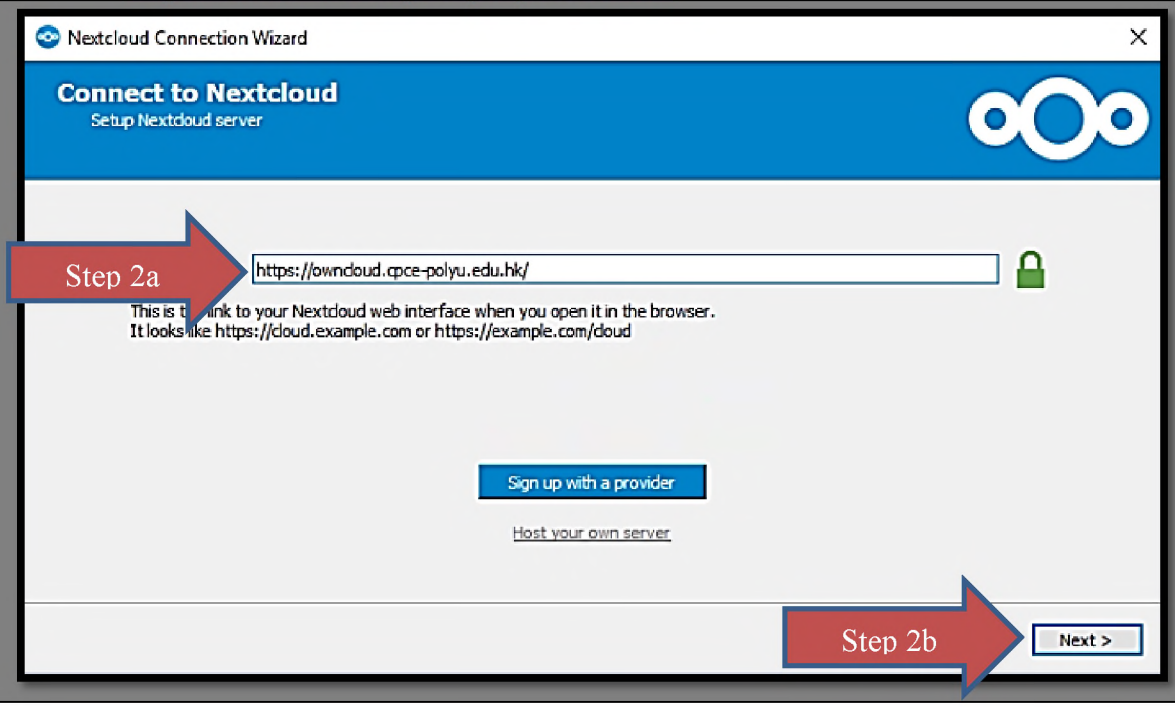
1. Configuring ownCloud Account Settings

To access your ownCloud account with the desktop client, you must first setup the server address and your account in the client. These examples are on Windows 10.

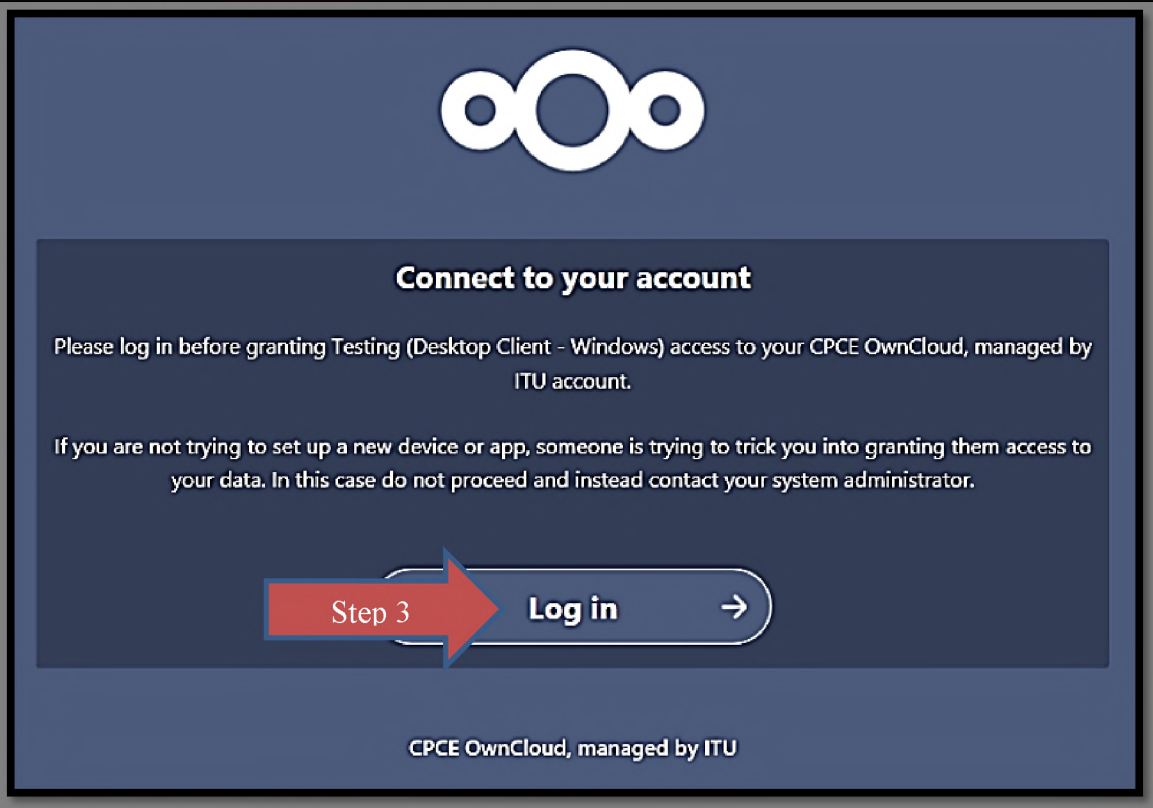
Step 1. Open the client and tap "Log in to your Nextcloud"



Step 2. Enter the address in the connection wizard, https://owncloud.cpce-polyu.edu.hk/

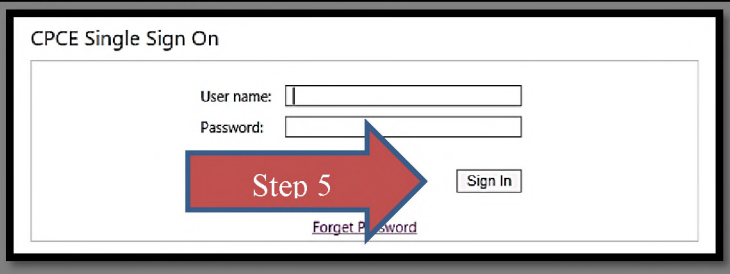


Step 3. Tap the "Log in" button



Step 4. Press the "SSO Login" button

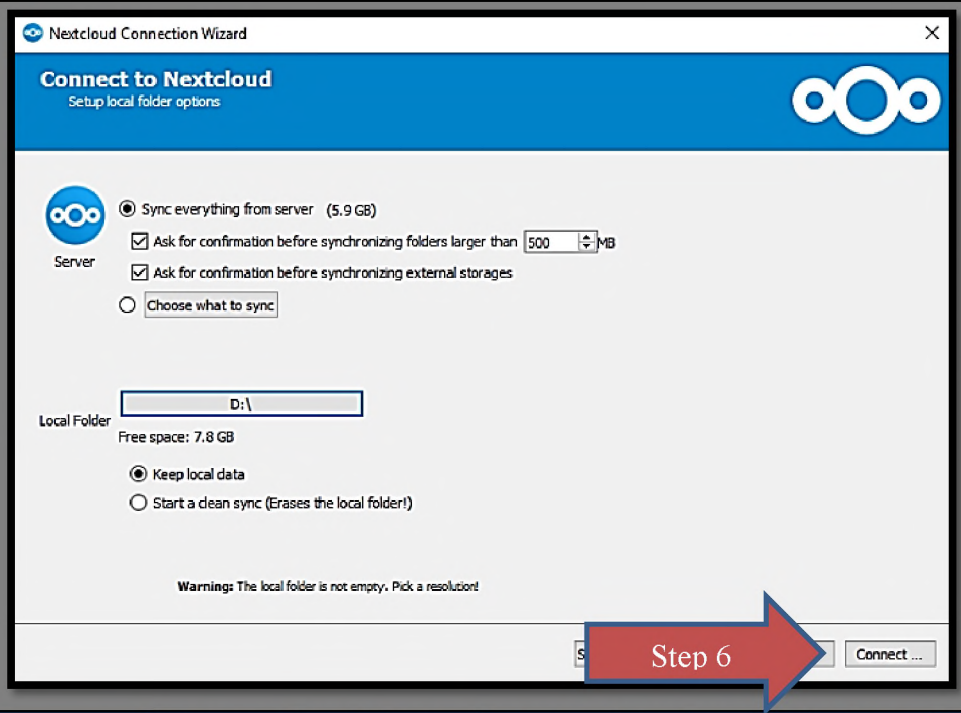
Step 5a. Sign-in your CPCE account



Note: *The username and password should be same as your portal account.*

Step 5b.

Close the window when your account is connected



Step 6.

Press "Connect" to finish the setup

Note: ownCloud client will start and synchronize the data wih local folder .

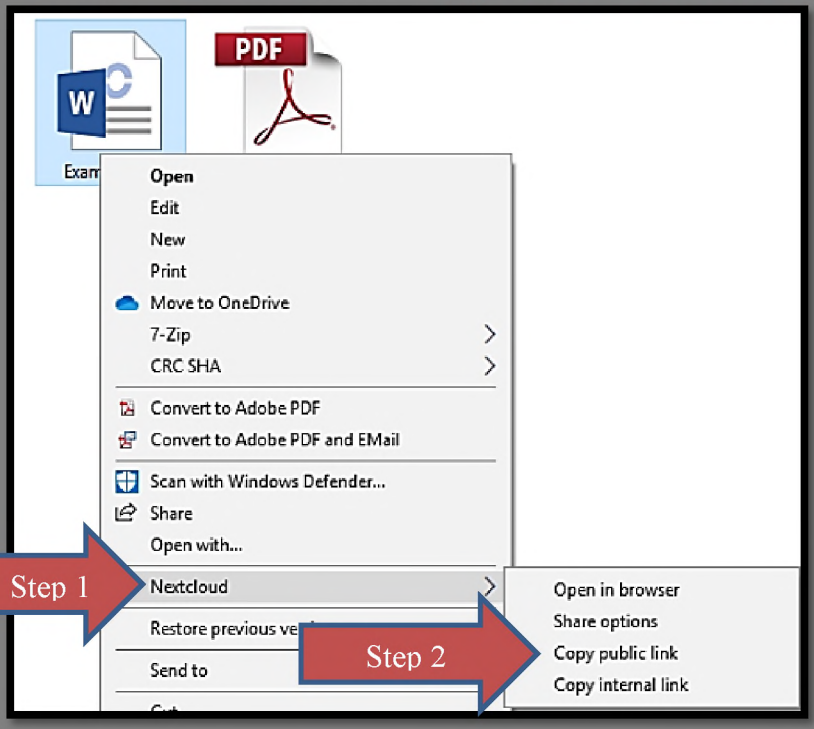
2. Quick access your local ownCloud sync folder

Step 1.

Simply click the "Folder" icon for quick access your local sync folder.

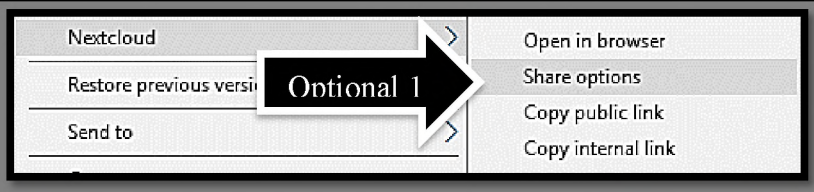
IV. Sharing documents and files from your desktop

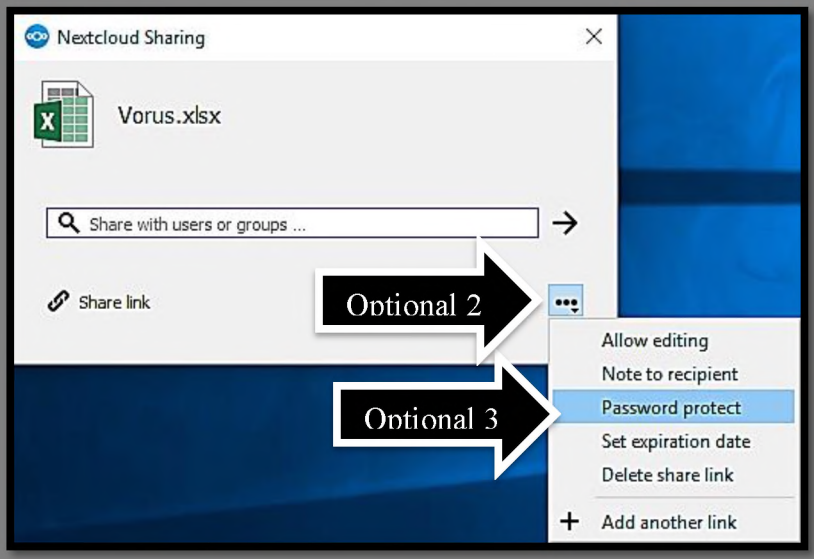
To share your files with other users, right-click the file or folder you want to share.



Steps:

1. Click "Nextcloud"
2. Tap the "Copy public link"
3. Paste and share the link





Optional:

You can setup the "PASSWORD PROTECT" / "EXPIRATION DATE" before sharing the public link with others.

Steps:

1. Click "Share option"
2. Tap "…"
3. Click "Password protect"

4. Enter the password

3 NEXTCLOUD MOBILE APPS

I. Getting the NextCloud iOS App in Apple iPad

Please contact ITU support hotline (37460818 / 0819) if you faced any problems.

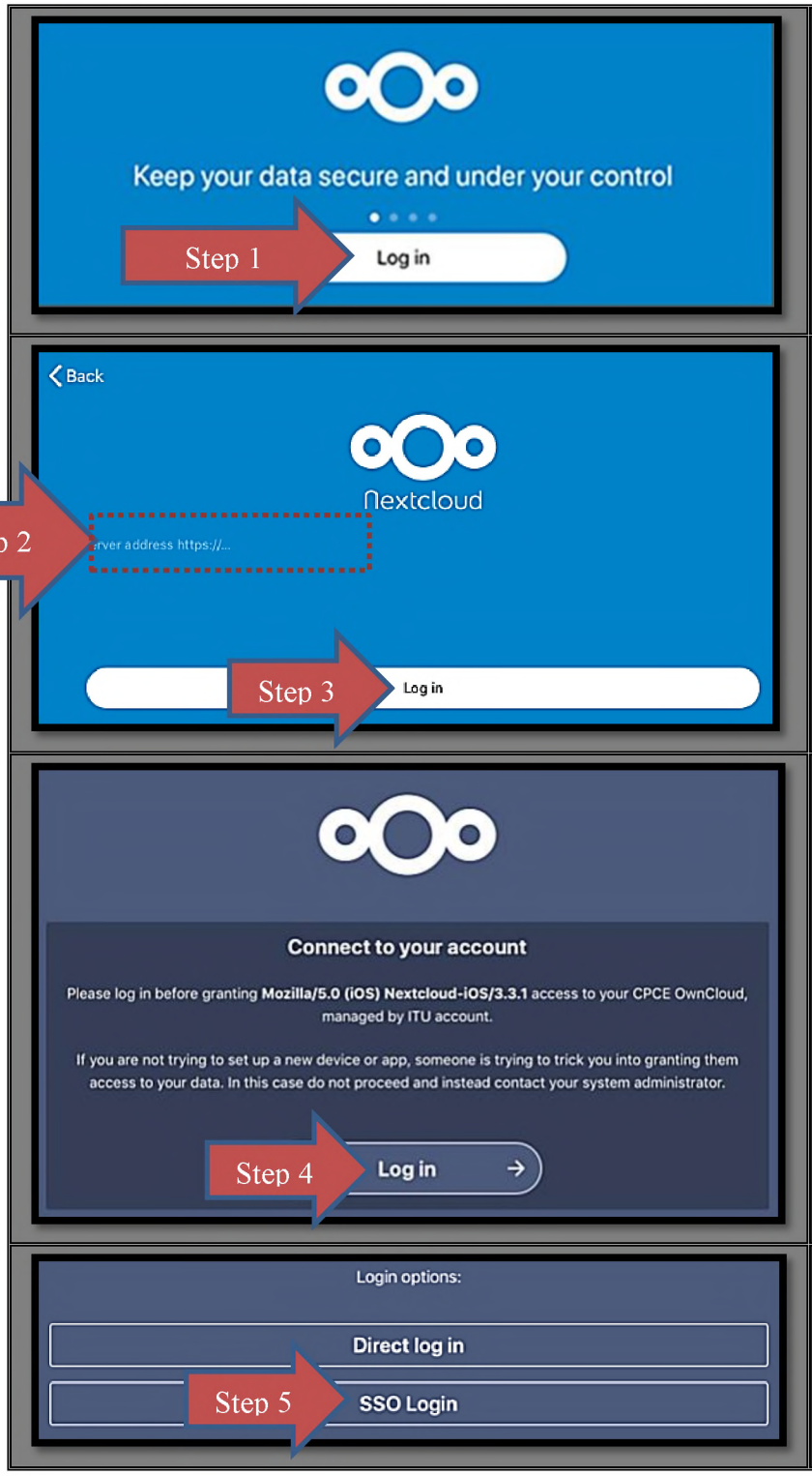
You can download and installed extra clients to your personal devices
from Play Store / App Store

(iOS)
https://apps.apple.com/hk/app/nextcloud/id1125420102

(Android)
https://play.google.com/store/apps/details?id=com.nextcloud.client

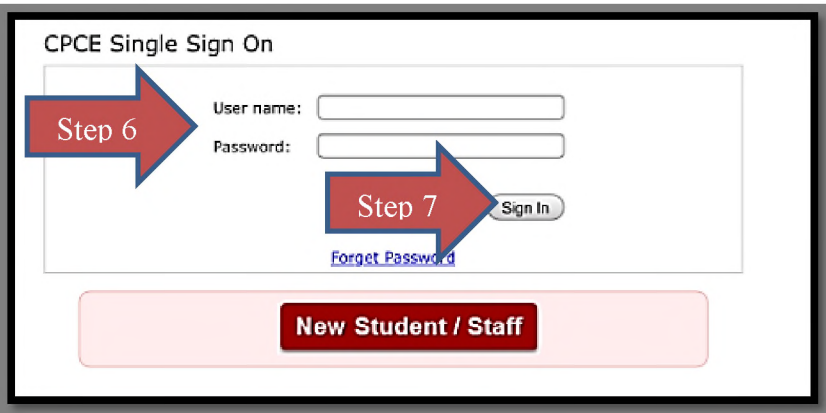
II. Logging in your personal CPCE NextCloud account

When you open the NextCloud application, you will be prompted for CPCE ownCloud server address ***(1)***, log-in username and password ***(2)***. These examples are on iOS app version 3.3.0;



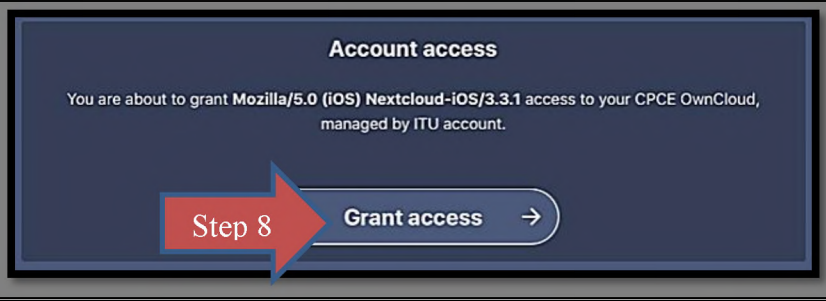
Steps:

1. Click "Log in"
2. Enter the Server address: https://owncloud.cpce-polyu.edu.hk/
3. Click "Log in" again
4. Tap "Log in"
5. Click "SSO Login"

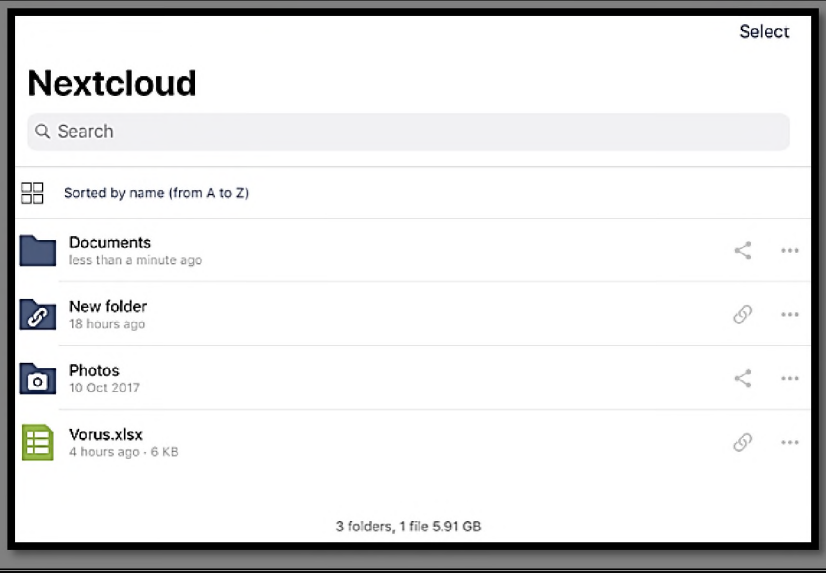


6. Enter your NETID and password

7. Press the "Sign in" button



8. Tap "Grant access"

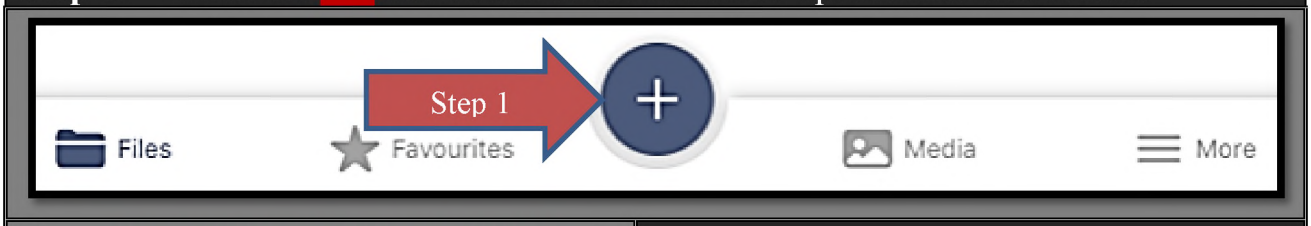


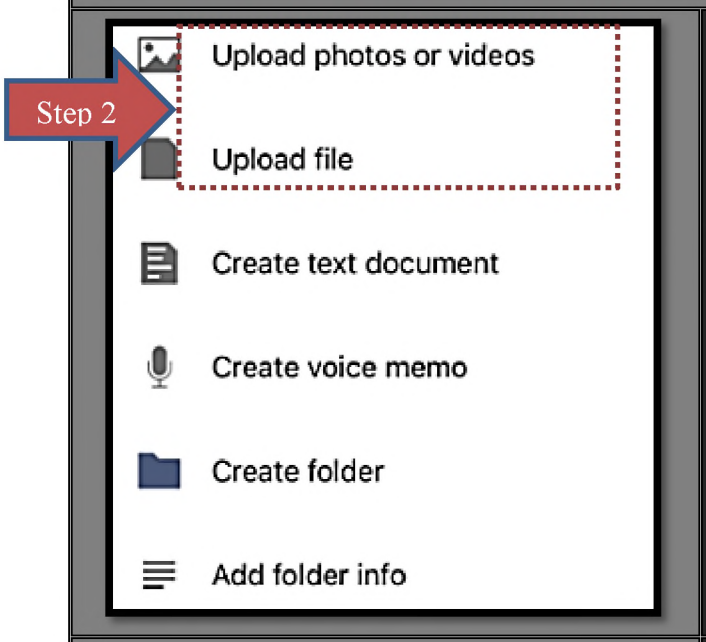
You can now see your files in the application.

III. Uploading files

Now you should see the Files page of your Nextcloud account.

Step 1. Click the "+" add button at the bottom to upload files and folders





Step 2. Tap "Upload photo/video"

OR

"Upload file"

Note:

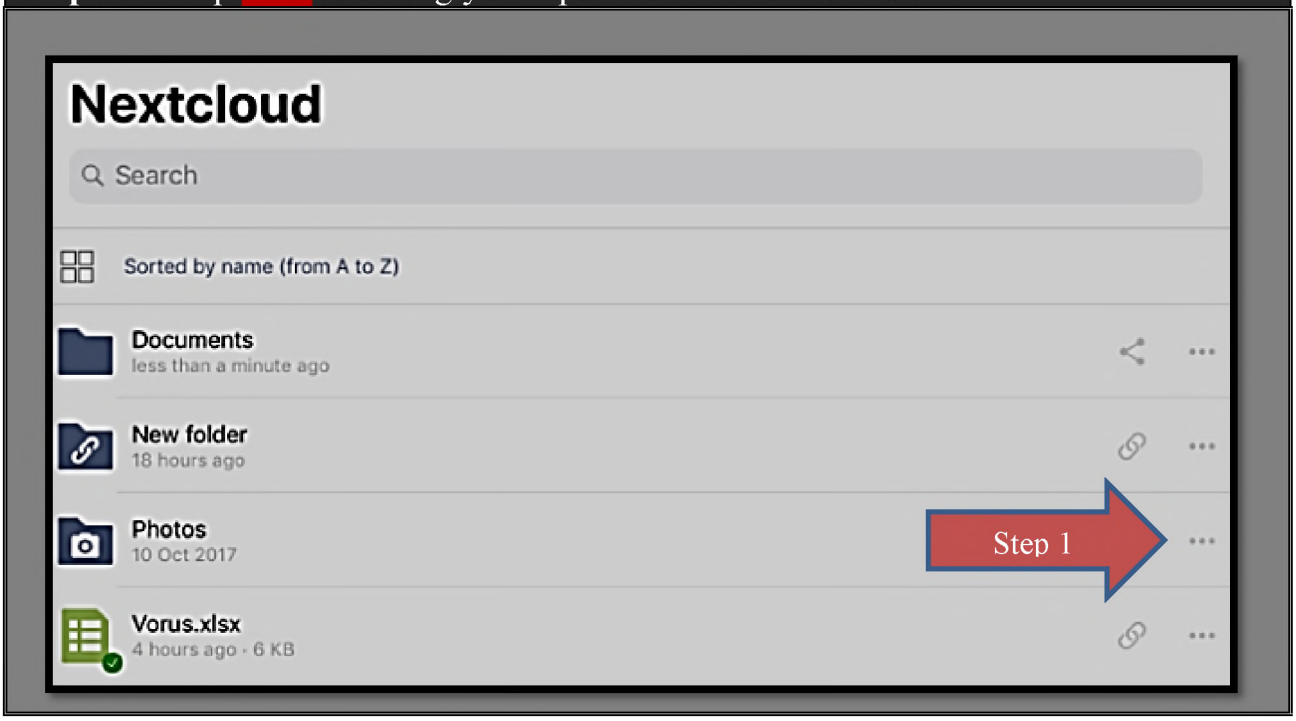
You will be prompted by the client, click "OK" to continue

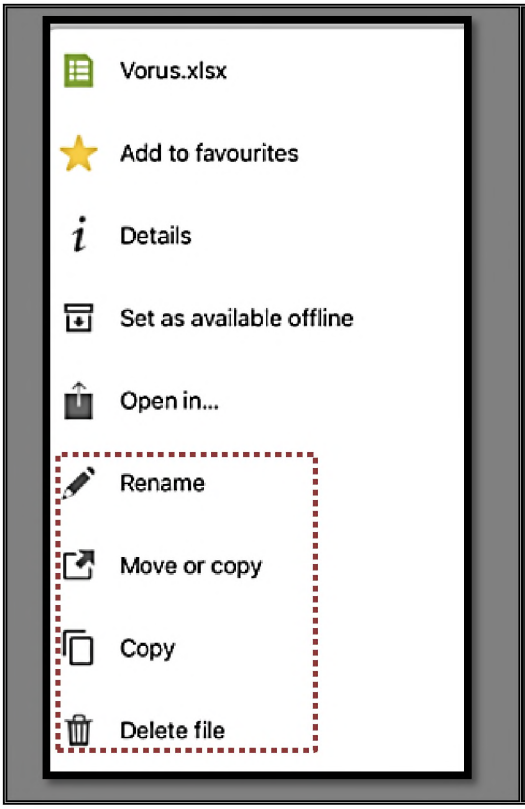
The uploaded files will be listed in the files page when the upload is finished.

IV. Managing Files

All your files on your ownCloud server are listed on the Files page.
You can rename / copy / delete the files easily.

Step 1. Tap "…" to config your uploaded files and folders





Step2.

Click "Rename" to rename your file

OR

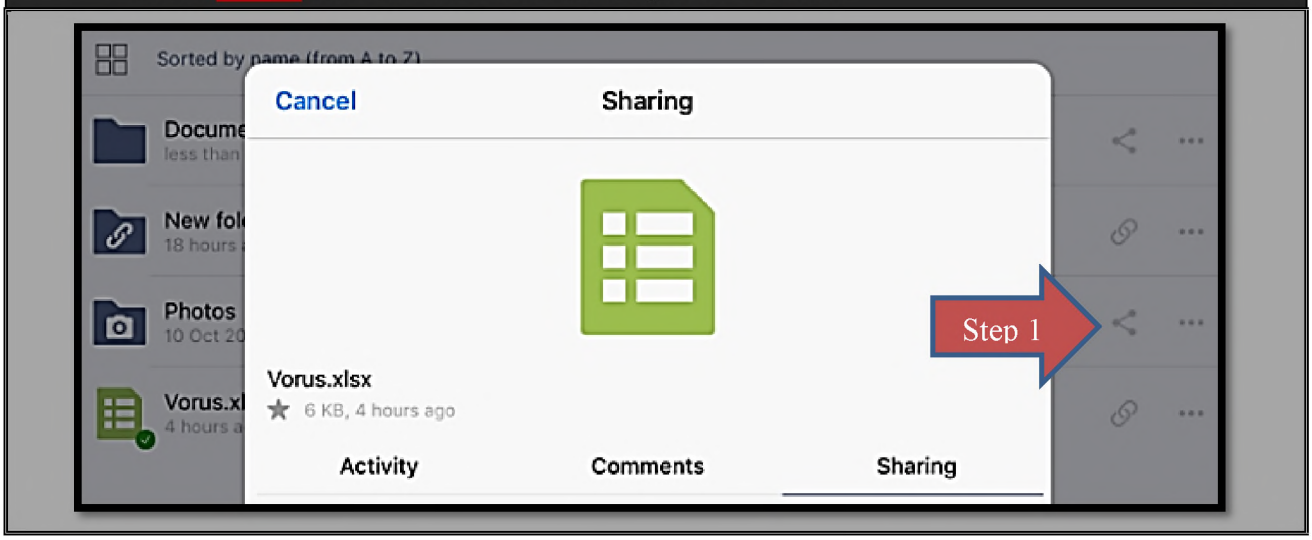
Click "Copy" to copy your file to other folders

V. Sharing Files

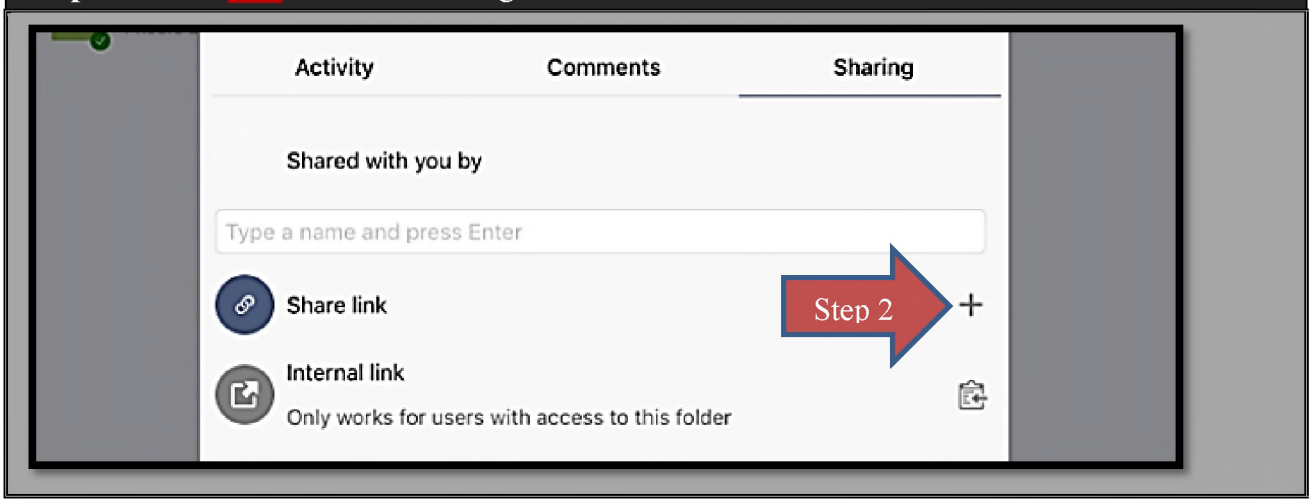
1. To share with Public Links

Step1.

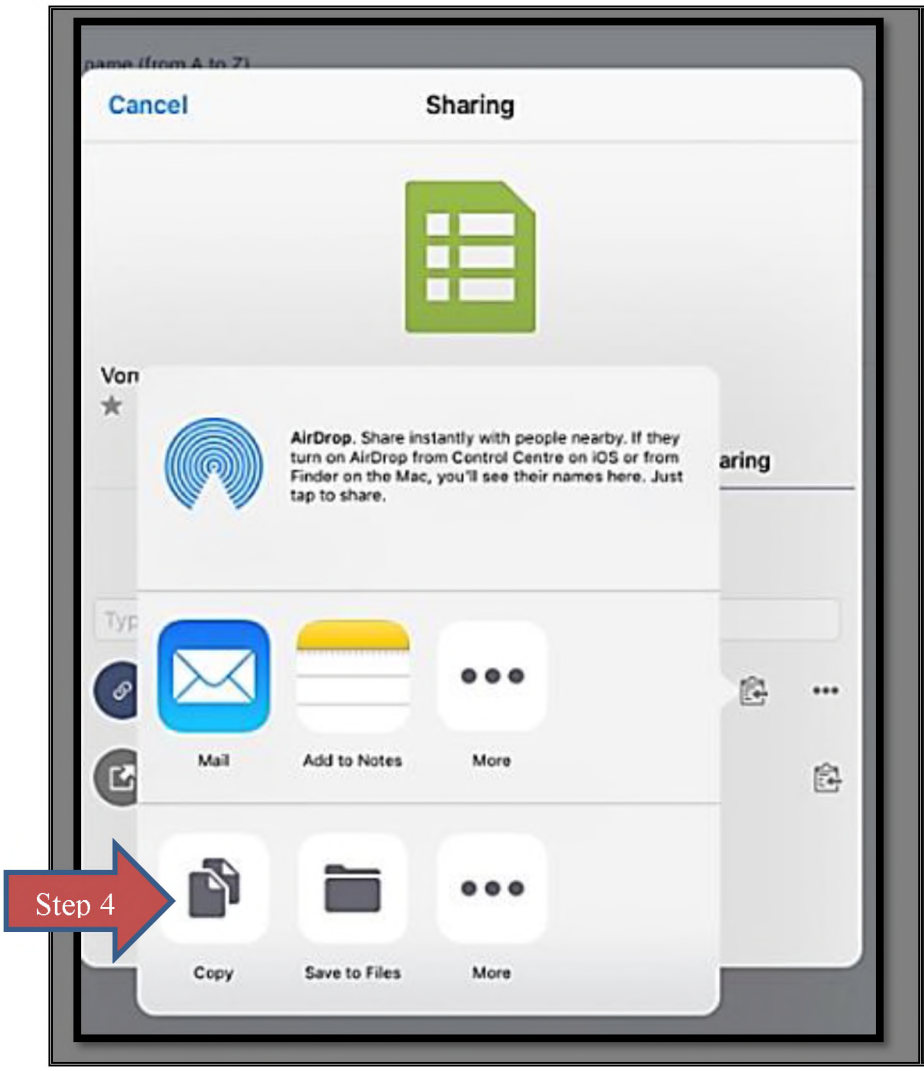
Click " " share button located right of the file



Step2. Click "+" add button to generate the share link



Step3. Click "Copy" button to copy the share link



Step4.

Copy the share link or share with others through email or other apps.

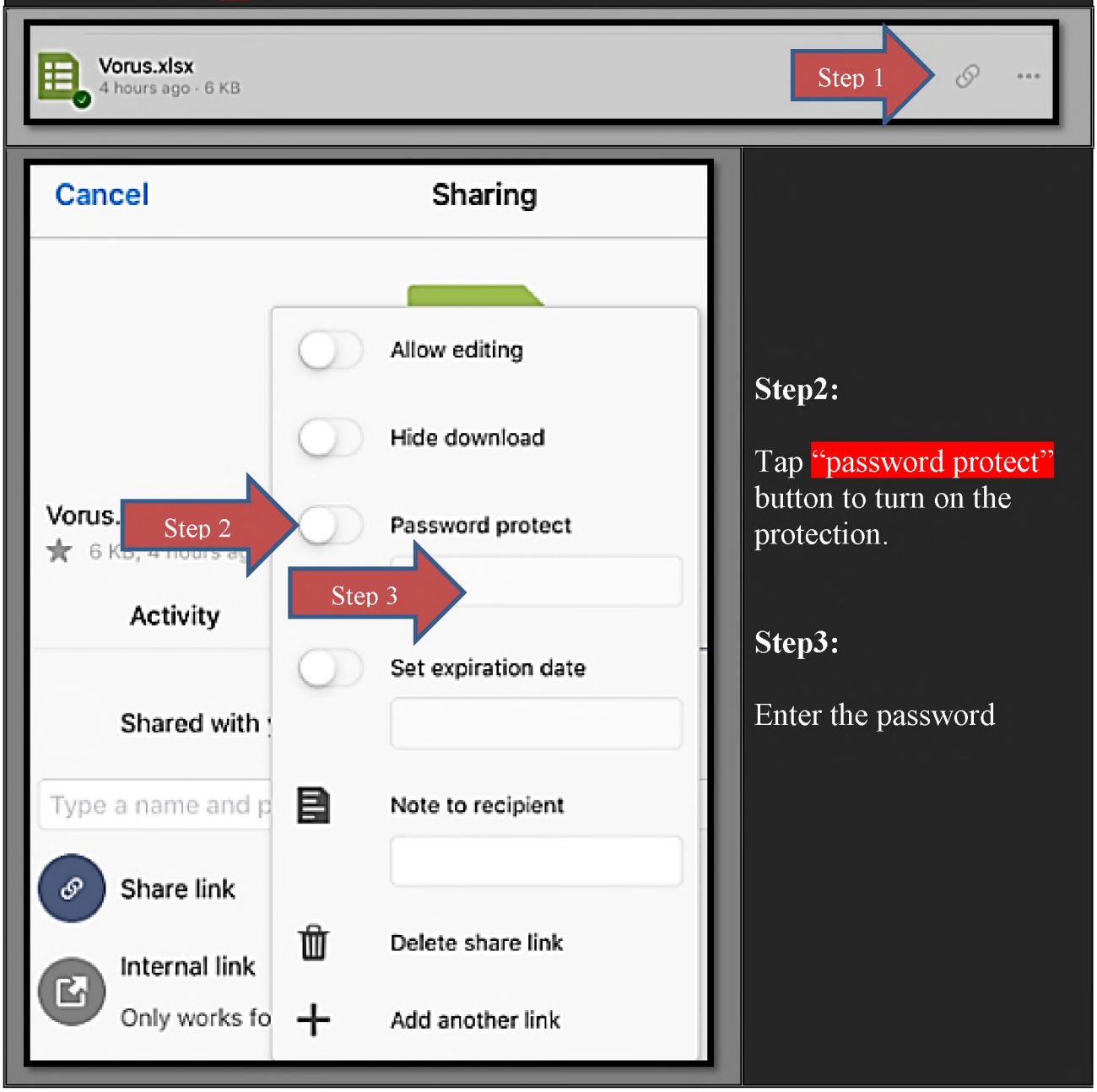
a. To limit shared links access

You have options to put an expiration date on the share, and to password-protect it.

(i) Password protect (Optional):

Step1.

Tap "…" on the right hand side to toggle the setup dialogue



Step2:

Tap "password protect" button to turn on the protection.

Step3:

Enter the password