

April 24.04.2020 / Version 0.9 / Team Media & Didactics



Use of the HCU cloud

Content

1	Introduction to the HCU Cloud.....	2
2	Purpose and login.....	2
3	Navigation Webinterface	3
4	Configure notification.....	5
5	Install Nextcloud Application.....	6
6	Sharing Files and Folders.....	6
	Share Link	6
	Share directly with students or HCU-colleagues.....	9
	Share with External Recipients.....	10
7	Deleted Files	11
8	Function accounts for larger projects	11
9	Security and data protection.....	11

1 Introduction to the HCU Cloud

The HCU cloud is a service designed to facilitate the easy exchange of files between HCU members within the HCU and with external parties. It is a platform for storage, synchronization and exchange of files.

The cloud is, unlike GoogleDrive or Dropbox, privacy compliant. You can create links for each file and make them available to others. The cloud is a location-independent storage area that can be accessed via the web interface or client software.

2 Purpose and login

The HCU cloud can be reached at <https://cloud.hcu-hamburg.de>

You log in with your HCU ID / HCU email address and password.



Figure 1 Login interface

Employees and lecturers have an initial quota of 30 GB, students a quota of 15 GB. For project groups with a “function address”/Funktionsadresse, there is the possibility to apply for shared cloud storage. This means that your personal quota will not be used for larger projects, as long as these are handled via a function account (see section 8). Students can also participate in projects via releases (see section 6) from lecturers or staff.

HCU-IT → Nextcloud /HCU-Cloud

The cloud service is to be used exclusively for HCU-business or study purposes!

You can:

- upload, modify and delete files,
- access these files at any time via the Internet, on your mobile devices as well,
- share files and folders with other people and/or make them available for download,
- working together in the cloud. However, the cloud has its limits: there are no mechanisms to prevent two people from modifying a file and uploading the changes at the same time. For these reasons, teams should agree that, for example, file names are given a version number before the files are uploaded.

Please note that the shared files and folders will be deleted and will no longer be available once the owner's HCU account is deleted.

3 Navigation Webinterface

Once you have logged in, you will be taken to your cloud directory, from where you can access the most important functions (see Figure 2). To select your preferred language setting please click on the big button in the right upper corner (see 5 in Figure 2) and select "settings", then "personal info".

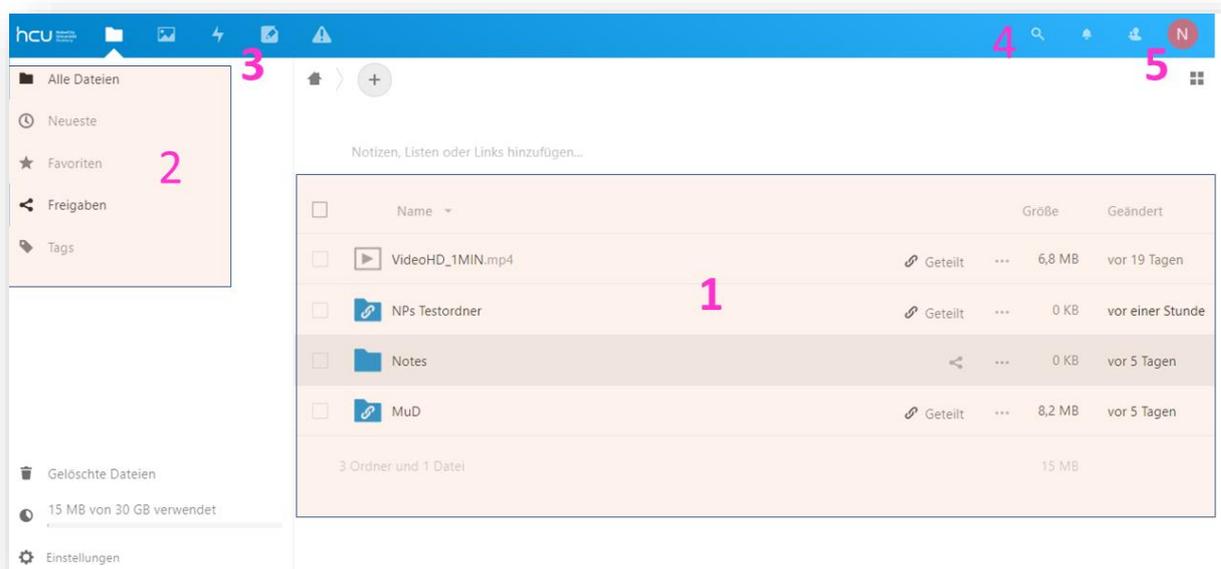


Figure 2 Webinterface

HCU-IT → Nextcloud /HCU-Cloud

At the centre of the page is a list of the files and folders that you own or share with others. For each file there is an indication of its size and last change (see 1, fig. 2).

On the left side there are different filters to choose from, e.g. Recent, Favourites etc. (see 2, fig. 2).

At the very top left, next to the HCU logo (see 3, fig. 2), you can see which view you are currently in. If you click on the different symbols, you will see a selection of further views that are available: Files, photos, activity, notes and Ransomware Recovery.

The "Activity" view allows you to see what changes have been made to the data. This includes creating, changing, and deleting files, as well as information about shared files. This is useful when several people are working together in a common, shared area. In "Notes" you can write comments according to the instructions provided. "Ransomware Recovery" is installed to prevent the upload of typical malicious files, and files containing undetected viruses etc. can be recovered by previous versions of this file. In this case, please contact support.

On the top right-hand side (see 4, Fig. 2) you will find the symbols "magnifying glass" (search), a "bell" (notifications) and "people" (contacts). Click on the big button in the right upper corner to open the personal settings menu (see 5, fig. 2). There you can, if desired, add something to your profile and set up synchronization and notifications.

We use Shibboleth to register with the cloud service. This is a single sign-on authentication, so there is no logout function in the cloud. To discard the session simply close the browser.

4 Configure notification

The cloud notifies you about changes in the so-called "stream" under the menu item "Activities" or by mail. You can configure these notifications. Go to the top right under the >Personal Settings menu >Activity (see Figure 3). Use the checkboxes to select which activities should appear in the stream and/or for which activities a mail should be generated.

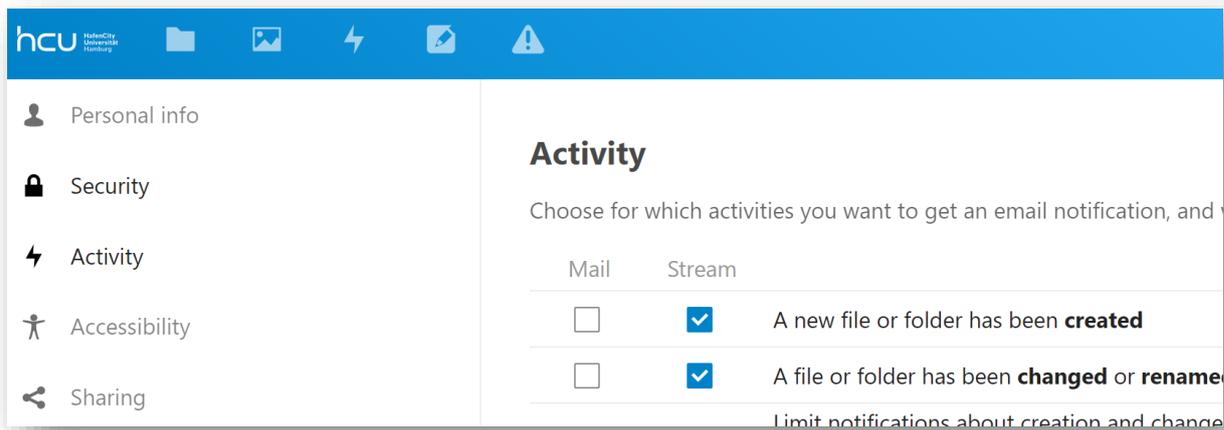


Figure 3 Notification

If you wish to receive notifications by e-mail: The notifications are not sent immediately, but in a selectable interval. For this purpose, the options "as soon as possible", "hourly", "daily" and "weekly" are available at the bottom of this page under "Send E-Mails" (Figure 4).

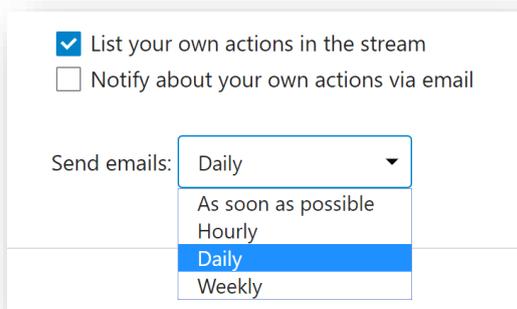


Figure 4 Configuration per Mail

5 Install Nextcloud Application

You can access HCU FileCloud from your computers.

For your HCU laptop or your HCU Mac you can use the software via the HCU Kiosk. This is currently being set up. Until then please use the web interface.

For self-managed systems, please go to the manufacturer's website:

<https://nextcloud.com/install/#install-clients>

For mobile devices you can install the "Nextcloud" app for Android and IOS free of charge in the appropriate Appstore for Android and IOS. Note for the configuration of the apps: As path for the Nextcloud instance you have to type in:

"https://cloud.hcu-hamburg.de/nextcloud"

6 Sharing Files and Folders

The sharing of folders or files can be configured via the web interface or directly in the operating system. Both individual files and entire folders can be shared.

Share Link

The following is an example of how to share a **folder by link**.

1. Open the file manager view (1)

Click on the "share" icon next to the folder you want to share (2).

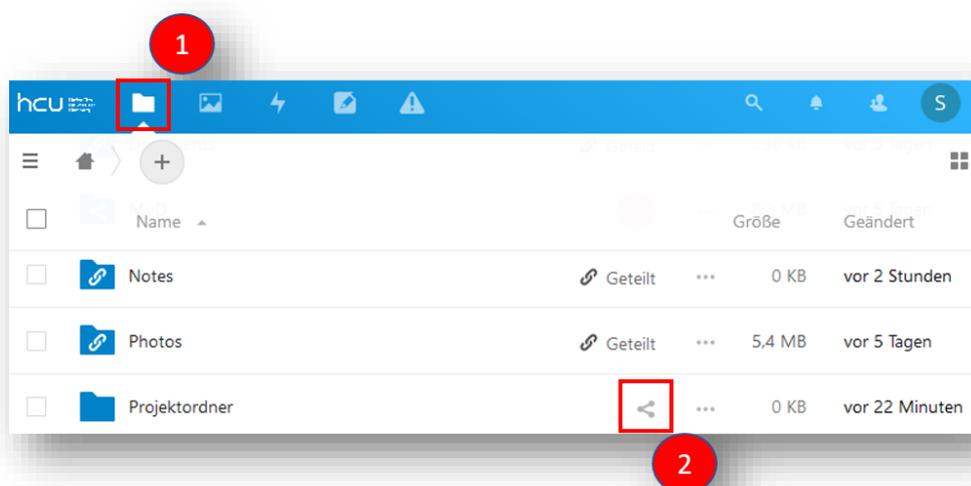


Figure 5 Share file

HCU-IT → Nextcloud /HCU-Cloud

3. Click on the "plus" sign to the right of "Share Link" (Figure 6)

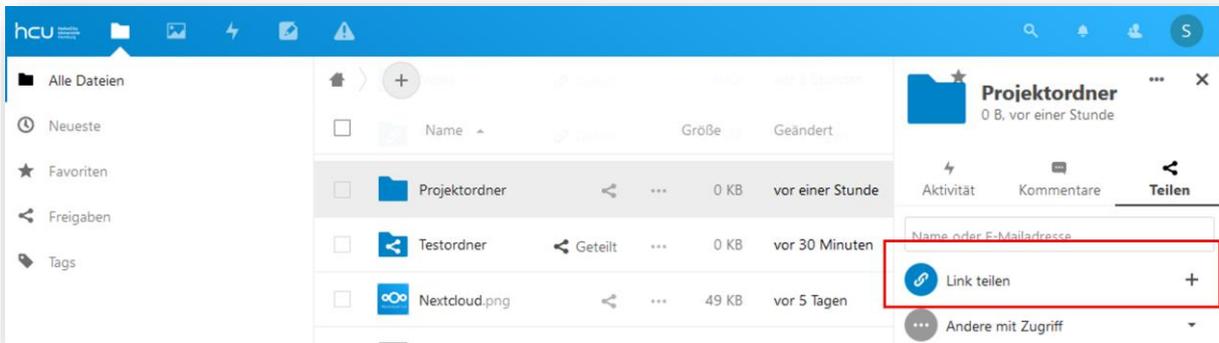


Figure 6 Share folder per link

4. After clicking on the plus sign, a small "folder symbol with arrow" appears (Figure 7). If you click on this symbol, you copy the link to share the folder to your clipboard. You can send this link to the people you want to share it with. But before you send the link ...

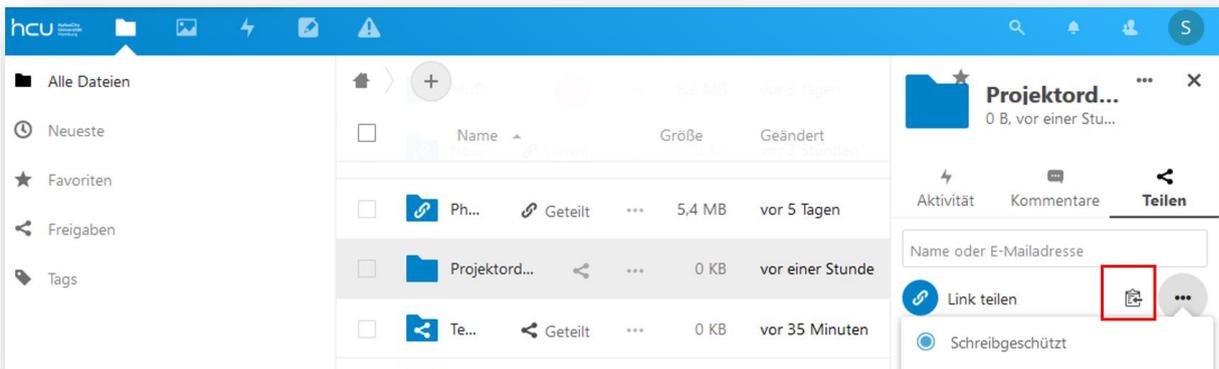


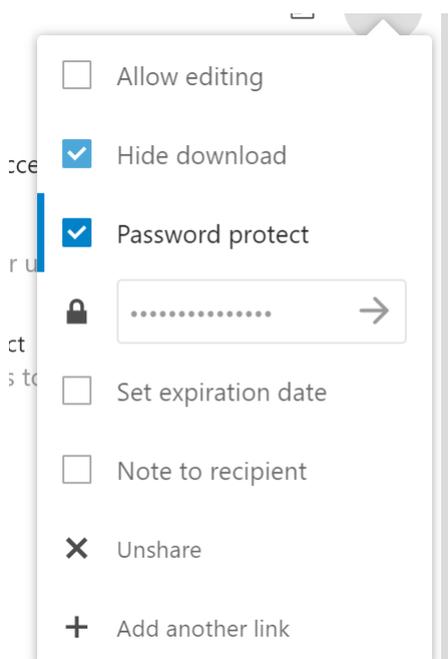
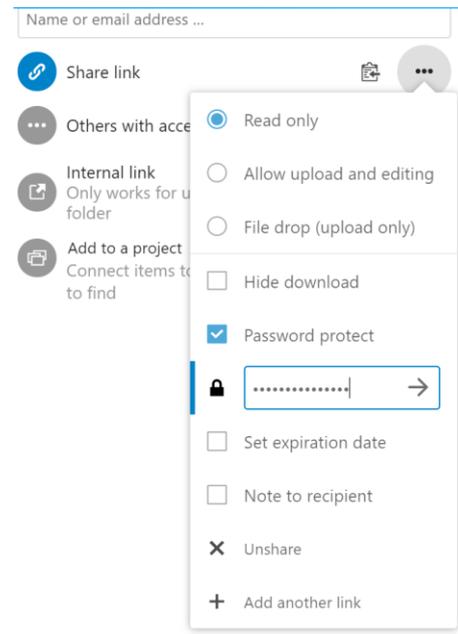
Figure 7 Share folder – copy link to clipboard

HCU-IT → Nextcloud /HCU-Cloud

5...Click on the three points to set the extent to which you want to share. The options are shown here:

Here you can decide whether the folder should be read-only or whether others should be allowed to upload and edit or only upload.

Please note that if you enable password protection, you must provide the recipient with the password.



(!) If you want to share a file (!) by link, the above instructions apply. You then have the following options under the three items to set the sharing (see figure 8):

Figure 8 Sharing a file via link

Share directly with students or HCU-colleagues

Proceed as described in "Share Link" in steps 1. and 2.

Now enter the user or group name with which the folder will be shared in the input field (Figure 9). A list of suggestions is displayed and you can select the appropriate person.

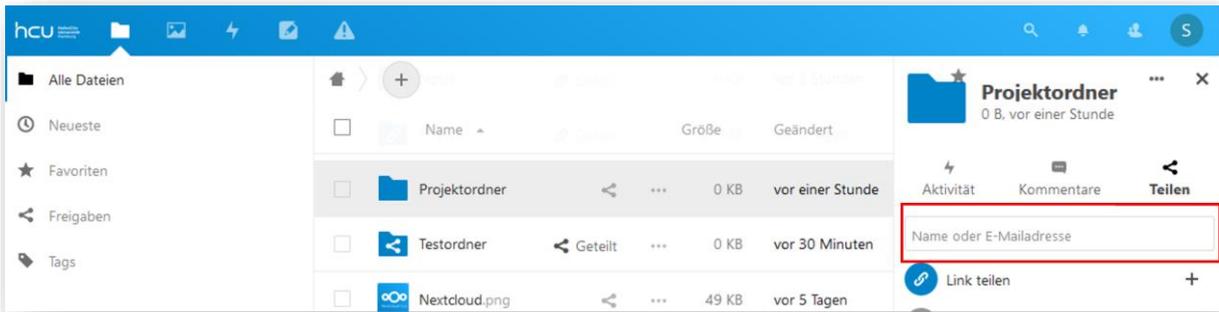


Figure 9 Share via HCU-directory

The recipients are immediately added and informed by mail about the shared content. Those with whom you have shared your folder or file will immediately appear in your directory (see arrow in Figure 10).



Figure 10 Share via HCU-Directory – choose options

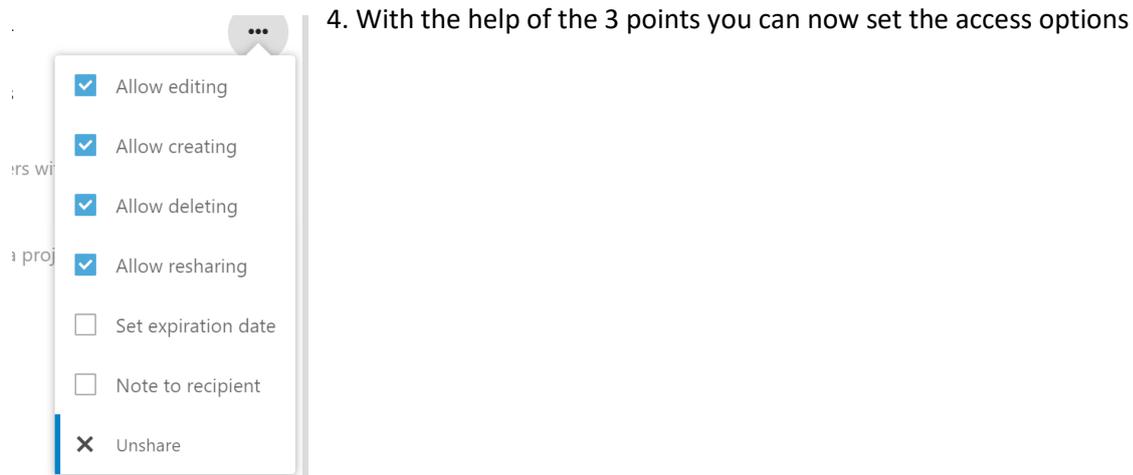


Figure 11 Share file – access options

Share with External Recipients

Proceed as in "Share Link" in steps 1. and 2.

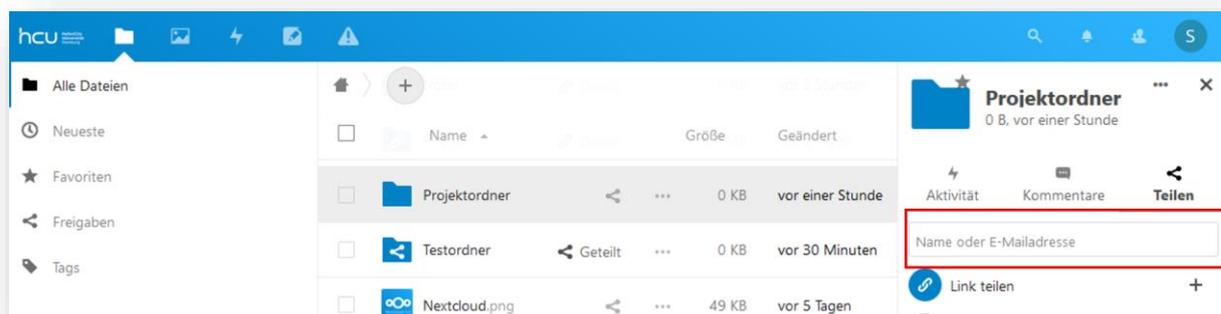


Figure 12 Share folder with external

Now enter the e-mail address of the recipient(s) in the input field (Figure 12). The further procedure is as described in "Share link". Please note that when setting the password protection, the entered password will be sent by e-mail.

7 Deleted Files

If files are deleted, they first end up in the recycle bin. This happens regardless of whether they were deleted via the Web interface or from a synchronized folder.

Deleted files are kept for at least 5, but no longer than 14 days, depending on the server memory load.

The deleted files can be accessed on the file management page, bottom left (Figure 14). If you go to the Recycle Bin and click on the three dots next to a file, it can be permanently deleted (Figure 13) or restored.

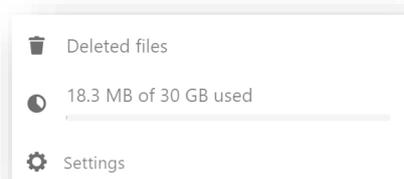


Figure 14 Recycle Bin



Figure 133 Delete and restore files

8 Function accounts for larger projects

For projects that run over a longer period of time or in which many people are involved, a functional account with cloud authorization should be applied for. Please send an informal application by mail to cloud@hcu-hamburg.de, stating the person responsible for the project. IT will then take care of the release process.

9 Security and data protection

The connection to the server is encrypted according to current security standards. On the server, however, the files are stored in plain text in the user directory, as it is usual for file servers. Data with a special need for protection can also be packed into encrypted containers by the user before uploading. The stored data is only located on servers within the HCU network.

Before setting up the synchronization software, make sure that your synchronizing device is sufficiently protected against access by third parties. For example, the loss of a synchronized mobile device could result in current data falling into the hands of third parties.