

A User Guide for ownCloud File Sharing System

(<https://share.ciu.edu.tr>)

What is the purpose of ownCloud?

ownCloud is a cloud storage system such as WeTransfer, Dropbox and GoogleDrive, which allows files sharing and uploading such as documents, images, etc., onto the system.

Key Features of the System

- File sharing among the CIU-NET users
- File sharing for a general purpose
- Ability to determine the validity period of sharings
- Ability to apply passwords to shares

General Information

- The content must be uploaded onto the system before it can be shared.
- The file size must not exceed 20 MB during an upload. A user-based 2GB quota limitation is available.
- Shared content is not backed up in any way.

Login to the system

Type <http://share.ciu.edu.tr> in the address bar of your web browser (Chrome, Firefox, Opera, Edge, etc.).

On the following page, login using your CIU-NET account information (Fig.1).



Fig.1 Login to ownCloud System

After logging in into the system, a page will open up where you can see all your files (Fig.2).

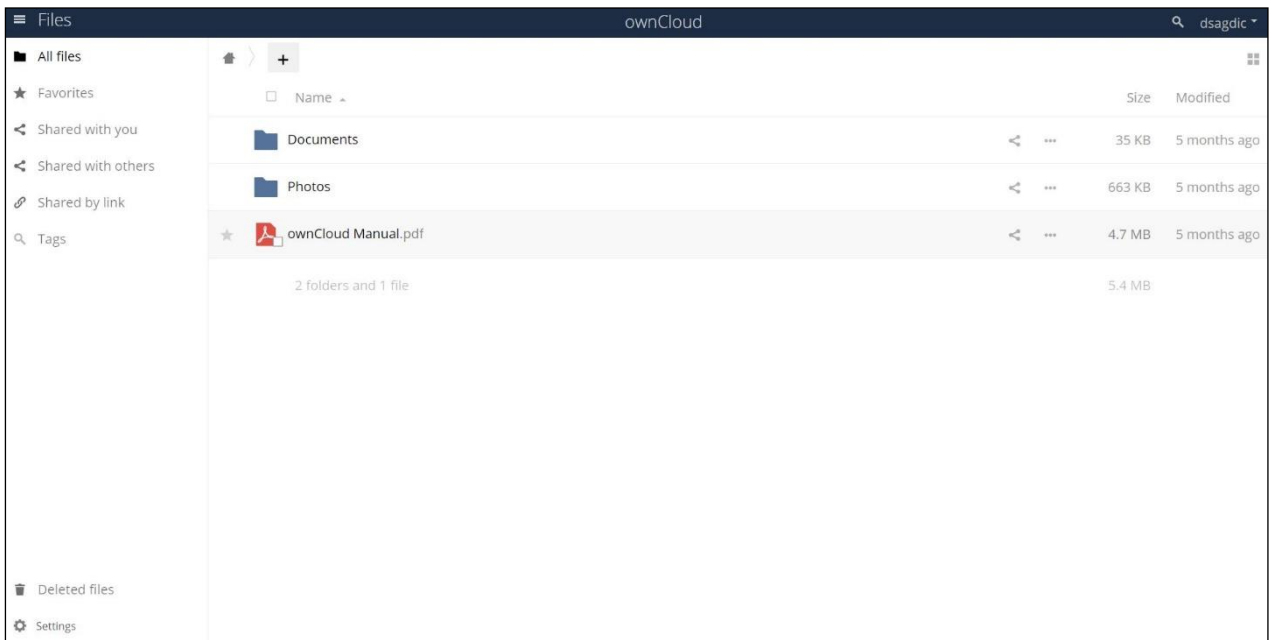


Fig.2 ownCloud Home Page

Uploading/Creating a File

After clicking “+” on the home page, you can upload files and create new folders (Fig.3).

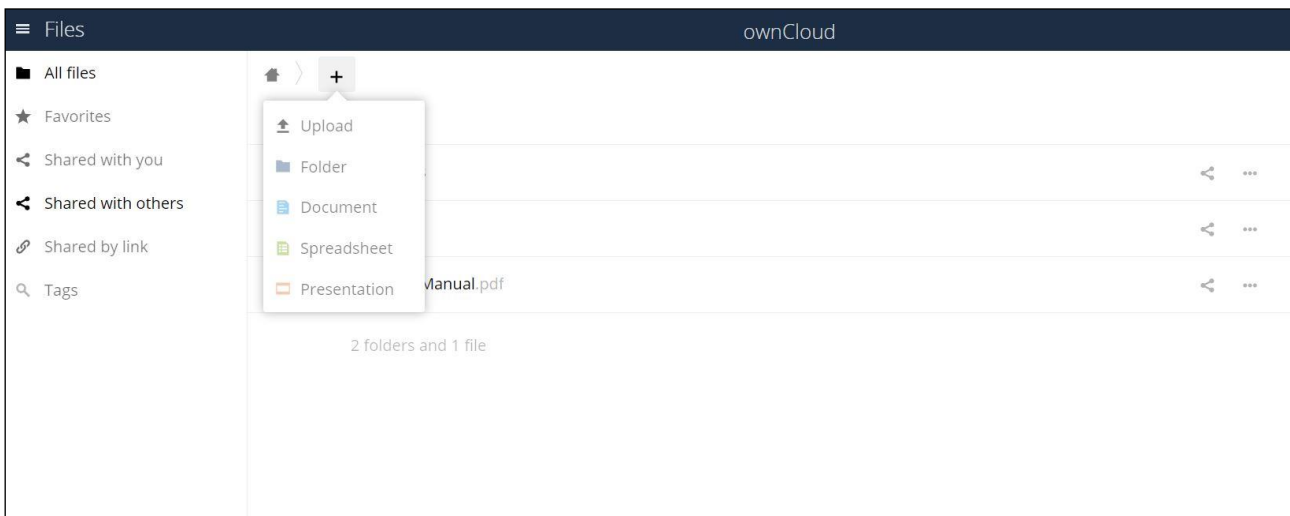


Fig.3 Uploading/Creating a File

File sharing among the CIU-NET users

The purpose is that the CIU-NET user should be able to share their files and/or folders with another CIU-NET user. It is required to Login to the system to be able to access the shared content.

Click the share icon on the right side of the screen for the file or document that you want to share (Fig.4). Then, enter the CIU-NET user name of the user you want to share with (Fig.4.1) in the “User and Groups ”section.

After logging in into the system, the user you share with will be able to see the contents shared with him/her on the screen beside his/her own files.



Fig.4 File sharing

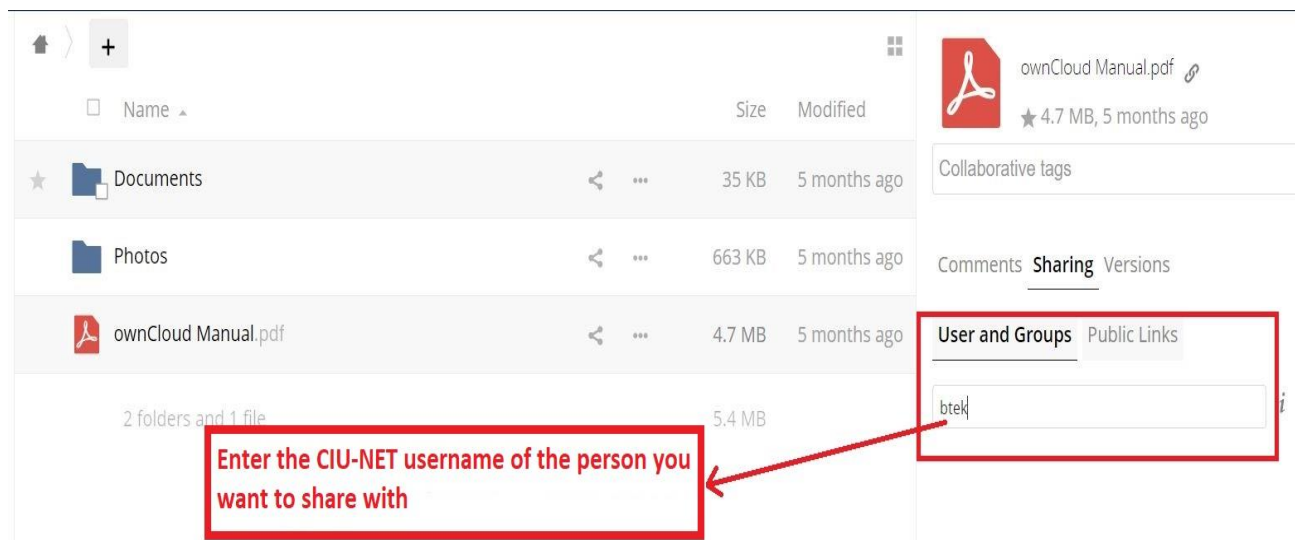


Fig.4.1 File sharing (In-Portal)

Sharing Files with a General purpose

The purpose is to make the content available to people who are not members of the CIU-NET. To do so, it is enough to create a link address (URL) to files or folders and share that address.

For the folder or document, which you want to share, click the share icon on the right side of the screen (Fig.4) and follow the steps below:

- 1: "Public Links"
- 2: "Create public link"
- 3: "Share"
- 4: "Copy to clipboard"

Then share the copied address. You can also set a password for the file or document to be shared and/or set a time-out date (Fig 5, Fig.5.1).

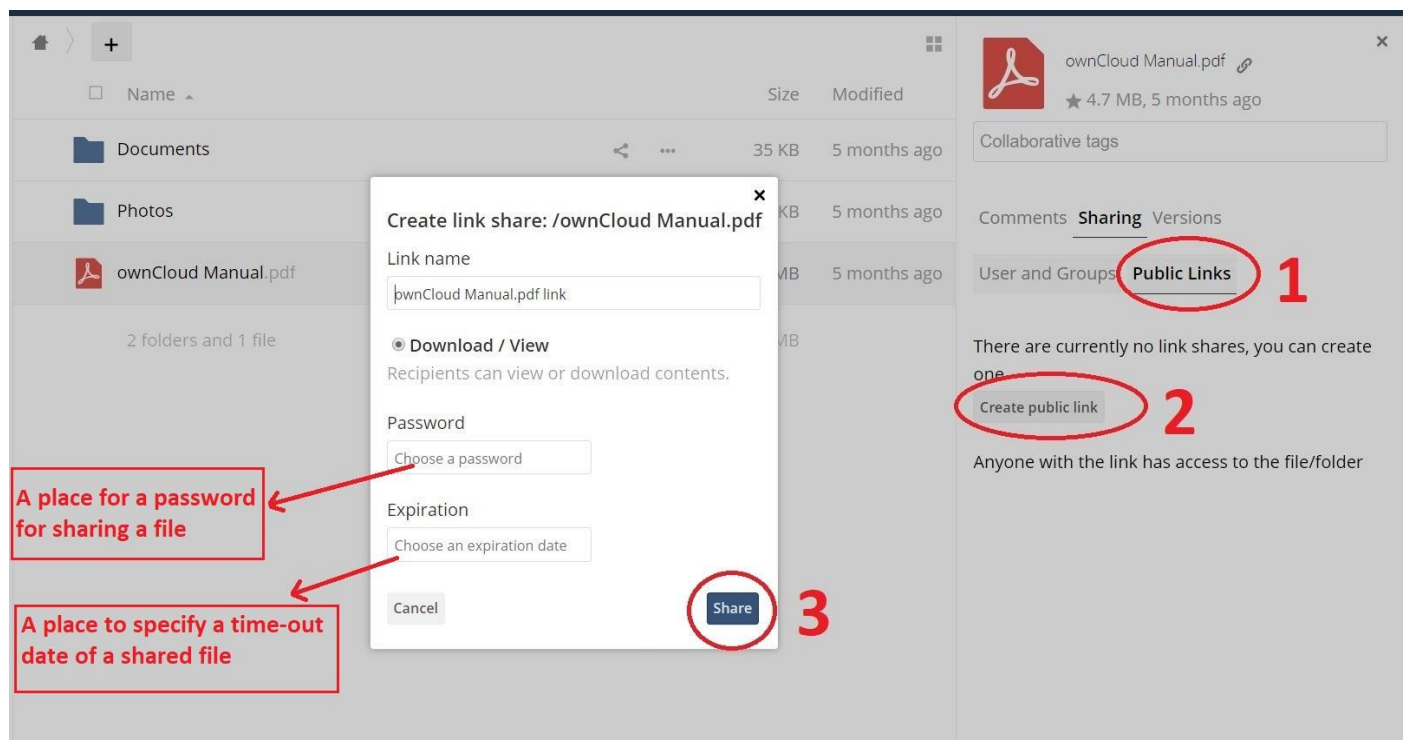


Fig.5 File sharing (General purpose)

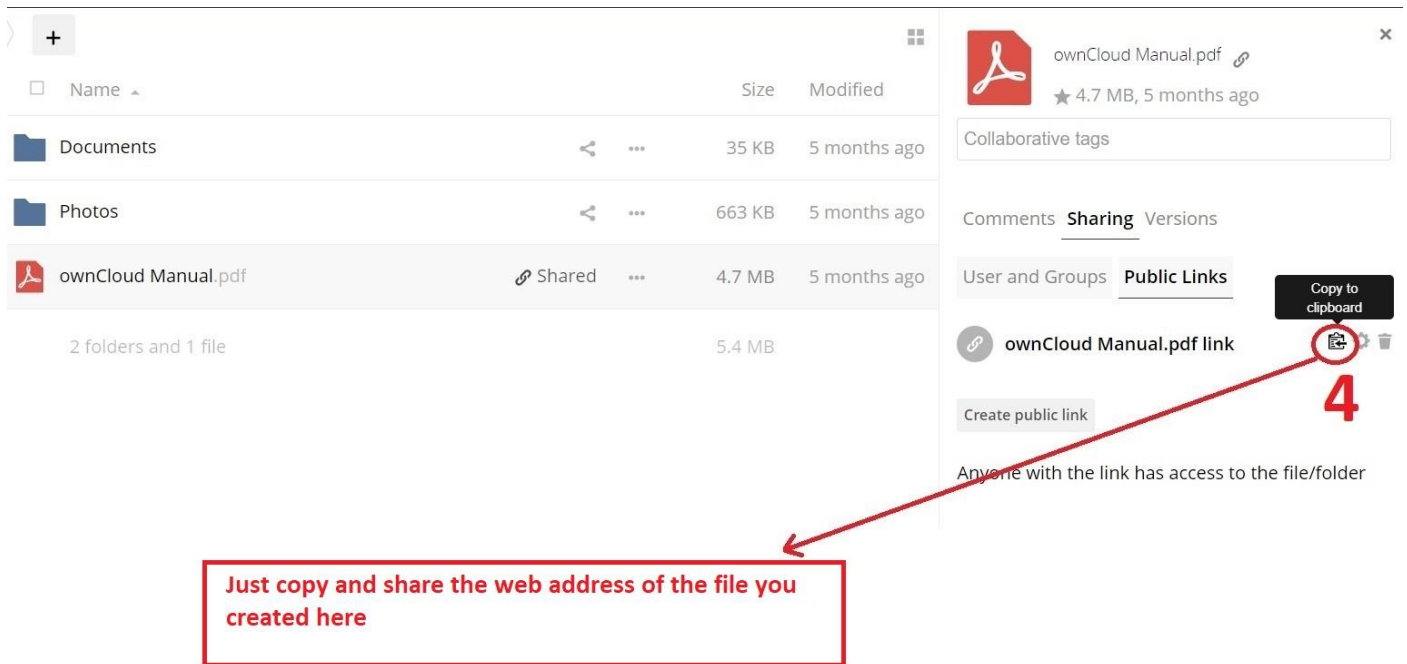


Fig.5.1 File sharing (General purpose)

General Notices

- The user login password belongs to the CIU-NET account. This password is also used for many other services such as SIS/Moodle/Webmail and should not be shared with anyone.
- The system should not be used for personal or private purposes.
- To ensure that private and/or confidential files are not shared, the privacy levels of those shared should be checked at least twice.
- The user is responsible for the content of the shared files and documents.
- The content of the ownCloud system is not backed up.
- Employees are required to use the unit file storage to maintain the content related to the tasks they are responsible for.