



NEXTCLOUD USER MANUAL

CRC 1430 | INF

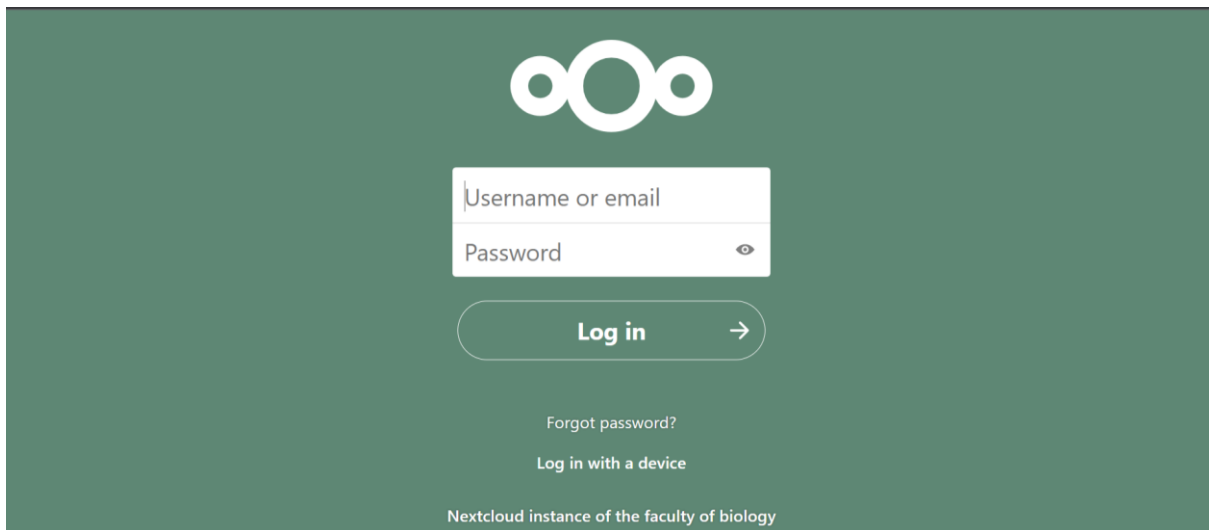


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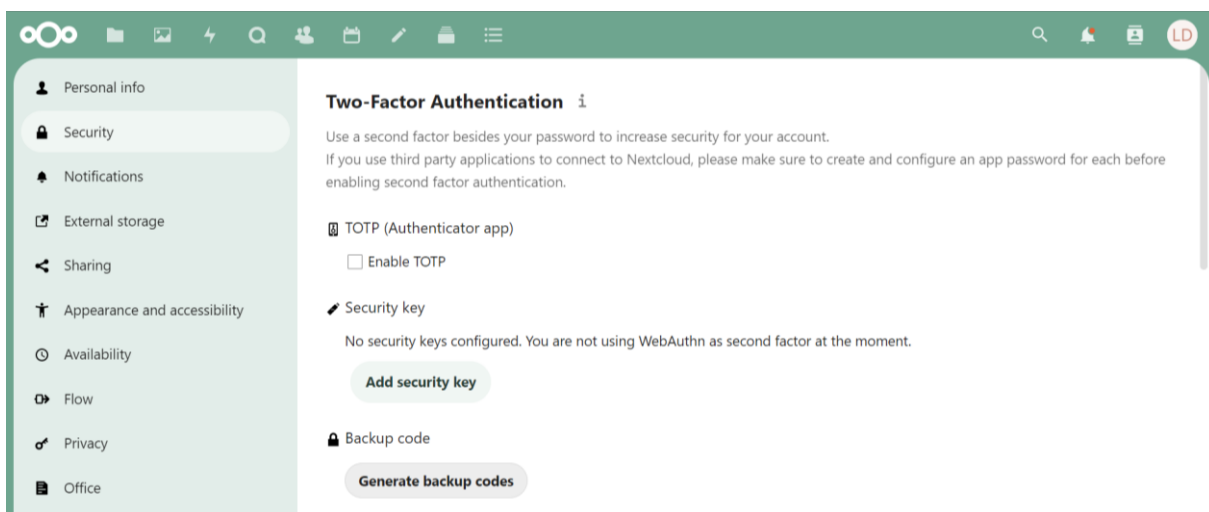
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1. Getting started

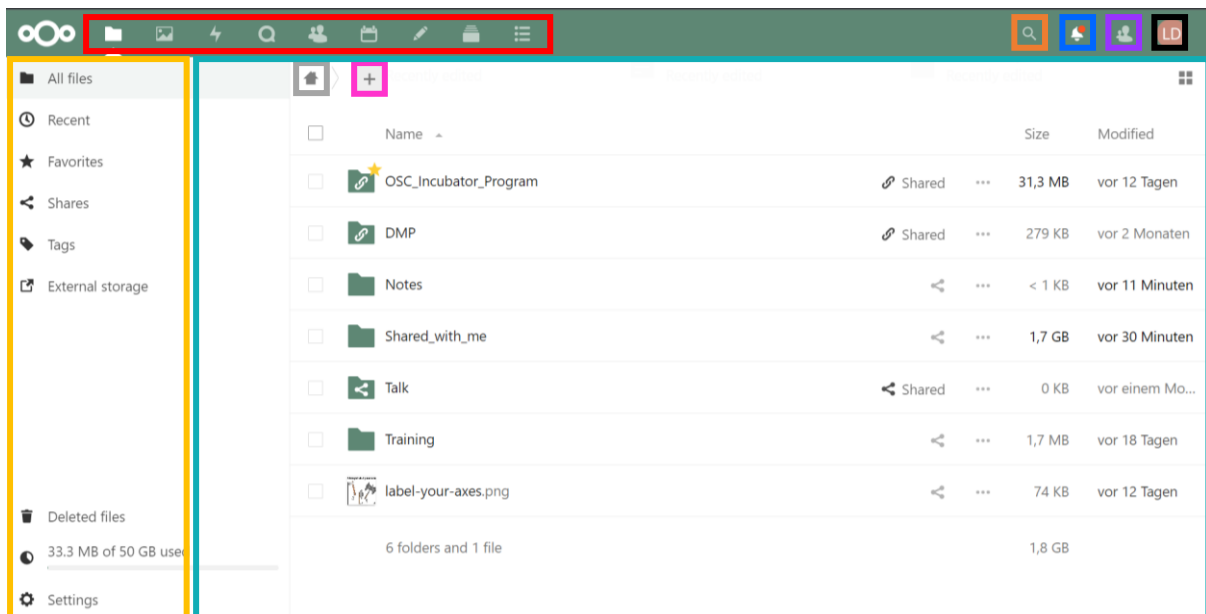
Enter <https://nxcl.biologie.uni-due.de/> or scan the QR code (see cover page) to connect to your Nextcloud server using any web browser. Log in using your Unikennung and password.












Two-factor authentication (2FA) is not enforced by default. However, you can set 2FA in your setting menu by enabling TOTP and/or adding security keys (Yubikey/dongles). Once you check the box “Enable TOTP”, it will generate a barcode. You can then activate your 2FA by scanning the barcode from your TOTP application in your mobile phone. The other option for 2FA is by clicking on “Add security key” which will ask you to insert your Yubikeys/dongles in the USB port and activate it by one touch. Every time you log in to your account, you should always either enter the authentication code generated by TOTP application in your mobile phone or connect and touch Yubikeys/dongles in your computer. You can generate backup codes in case you lost your mobile phones or security keys.



Once you log in to your account, the Nextcloud web interface opens to your files page, by default. The Nextcloud user interface contains the following fields and functions:

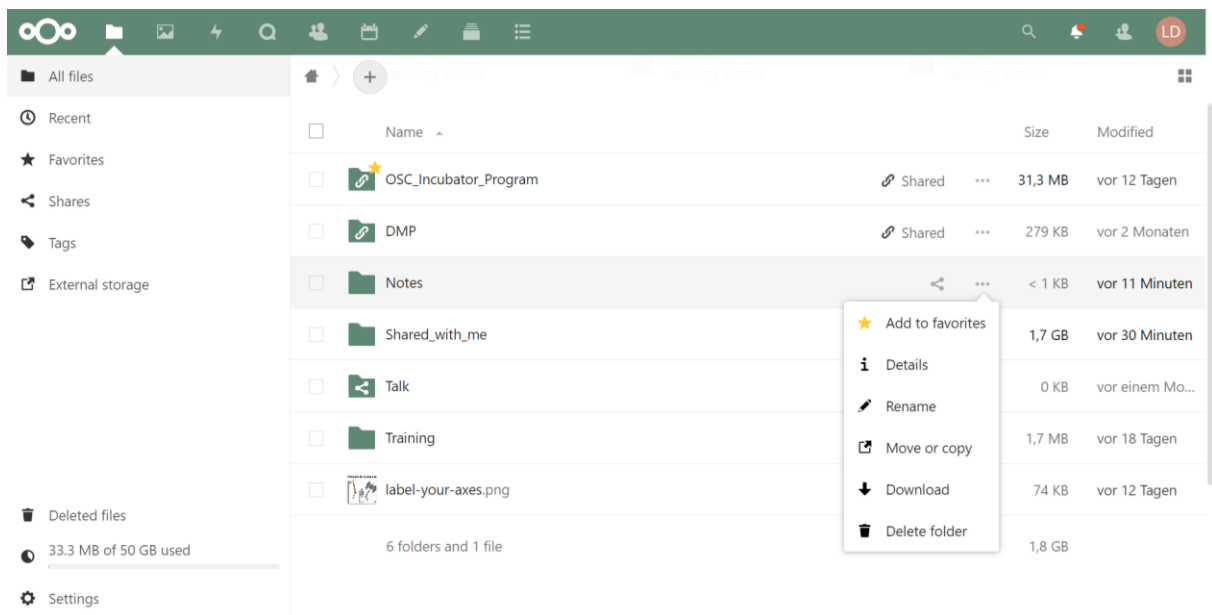


 Application (Apps) Menu	<p>It provides you an overview of all the apps available on Nextcloud instance. By clicking on selected apps icon, it will redirect you to the app.</p>
 Apps Information field	<p>It provides filters and tasks associated with your selected app. For example, by clicking the Files app, you can quickly find the files that have been shared with you and the files that have been recently added or edited.</p>
 Apps View	<p>It is the main central field of the Nextcloud user interface. It displays the contents or user features of the selected app.</p>
 Navigation Bar	<p>It provides a type of breadcrumbs navigation that enables you to migrate from home to higher levels of the folder hierarchy.</p>
 New button	<p>It enables you to create new files, new folders, or upload files.</p>
 Search field	<p>It enables you to search for files.</p>
 Notification field	<p>It notifies you with all the activities or changes in files/folders that are associated with you.</p>
 Contacts menu	<p>It gives you an overview about all the contacts within UDE. Please note that if you have multiple UDE accounts, all the accounts are listed under contacts menu.</p>
 Settings menu	<p>Click on your profile to open the settings dropdown menu that provides you with various features.</p>

2. Accessing files and folders

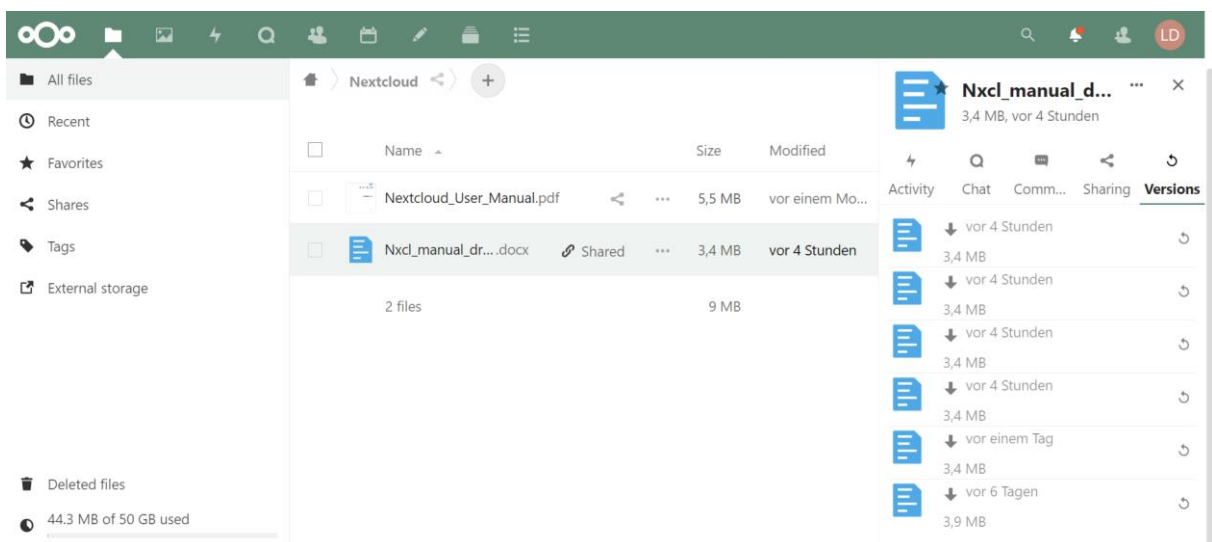
You can access your Nextcloud files with the Nextcloud web interface and create, preview, edit, delete, share and re-share files. By clicking on ellipsis (three dots) of any file or folder, it allows you to mark files or folders as favorites; to see file details; to rename, move or copy or download or delete files or folders.

You can directly view files and folders marked as favorites using “Favorites” on the left sidebar. Clicking on “Shares” gives you an overview of files and folders that has been shared with you or by you. You will find all the tagged files under “Tags” of the left sidebar.



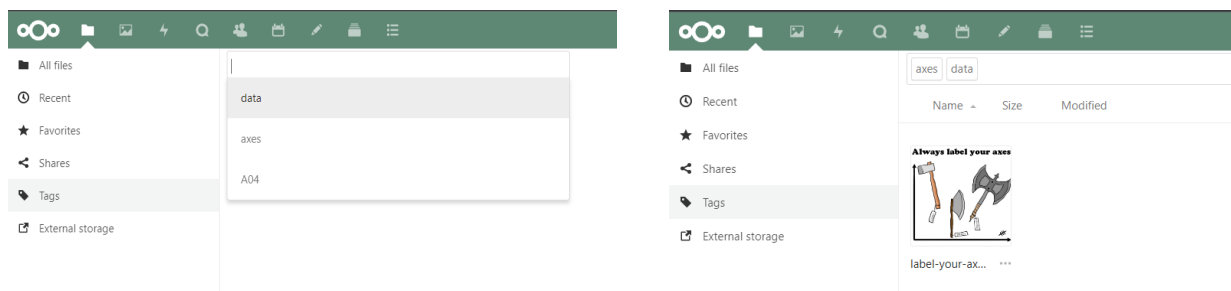
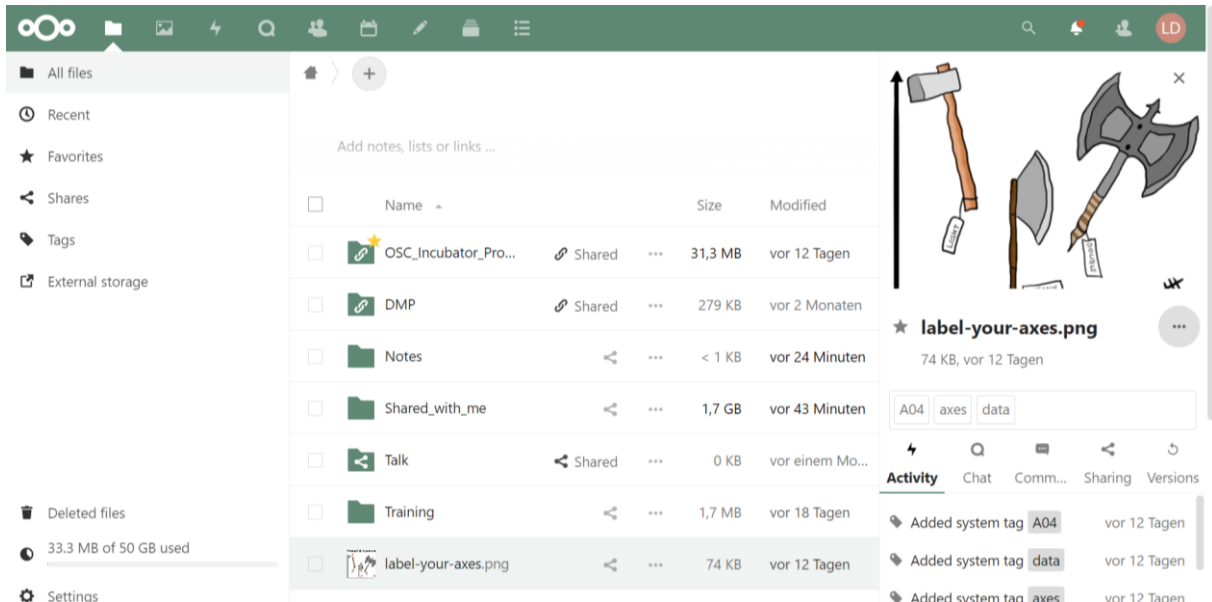
2.1 File details view

Select “Details” after clicking on ellipsis (three dots) of any file and it gives you information on activities, chat, comments, sharing and versions. You can add or read comments, check the activity log, discuss via chat, check the sharing status and different versions of your files.



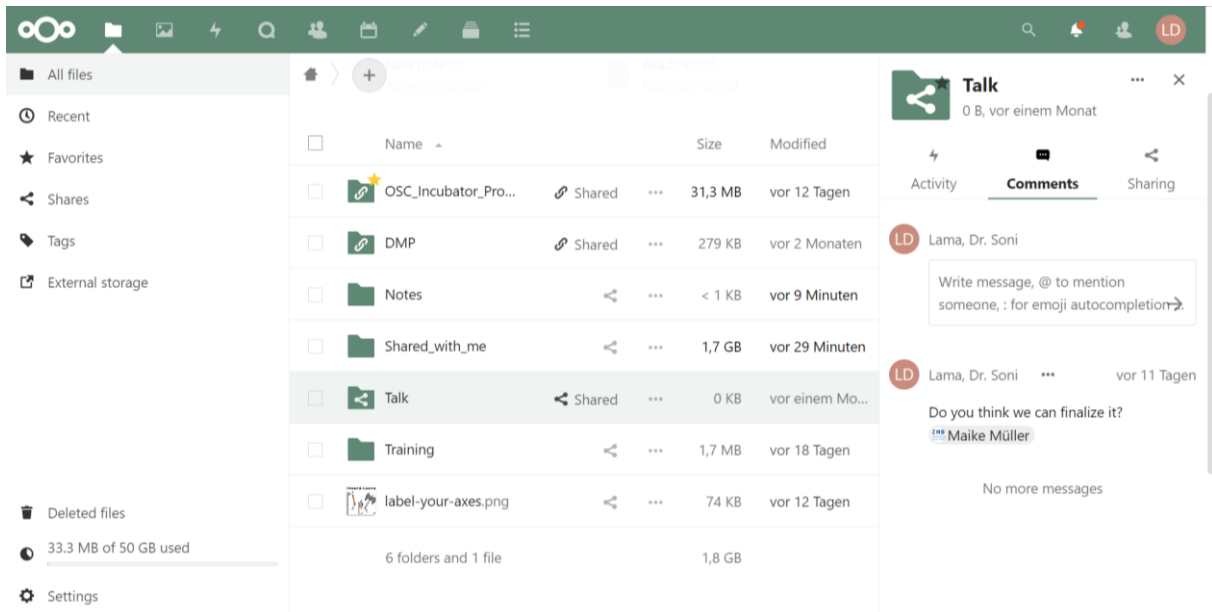
2.2 Tagging files

To assign tags to your files, click on ellipsis (three dots) of your selected file and select “Details”. Then enter your tags and press enter key after each tag to create more than one tag. You can filter files by tags using “Tags” on the left sidebar.



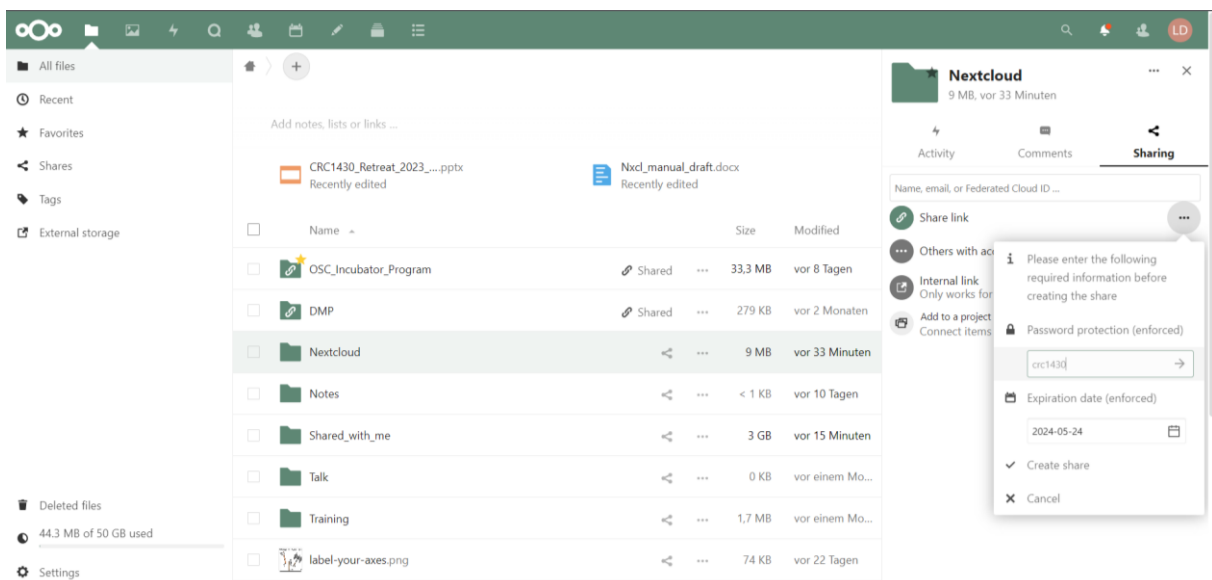
2.3 Folder details view

Click on ellipsis (three dots) of any folder and select “Details” which shows activities, comments and sharing information. You can add or read comments, check the activity log and sharing status of your folders. Comments are visible to everyone who has access to the file or folder.

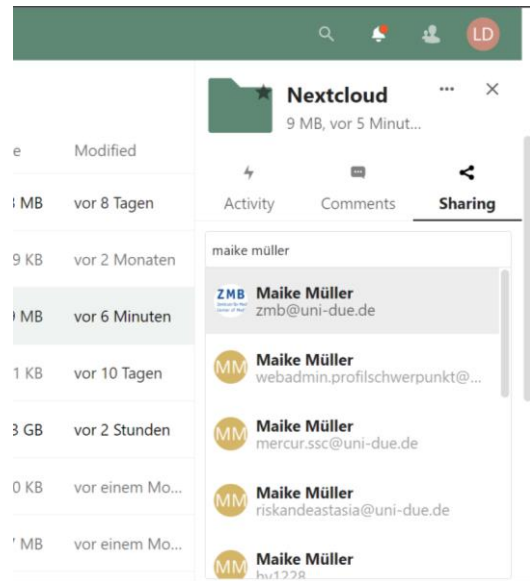
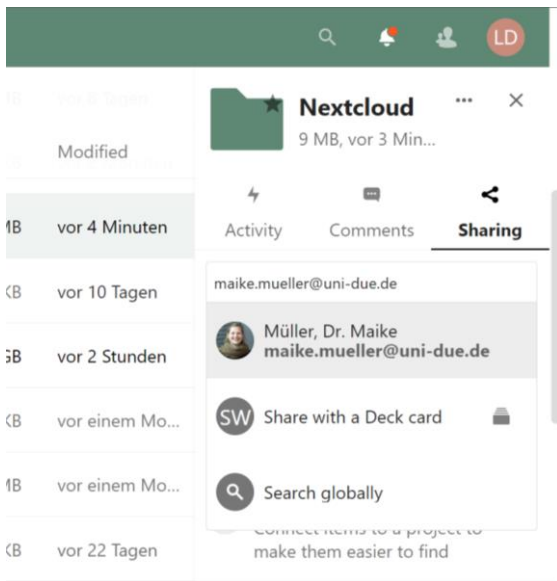


2.4 Sharing files

Click on the sharing icon to share your files and folders. There are two ways where you can share your files and folders – via sharing link or sharing directly via Nextcloud accounts or via emails for external members who do not have Nextcloud accounts. Password protection and expiration date to access files and folders, is by default enforced while sharing documents with external members. You can edit the self-generated password and expiration date.

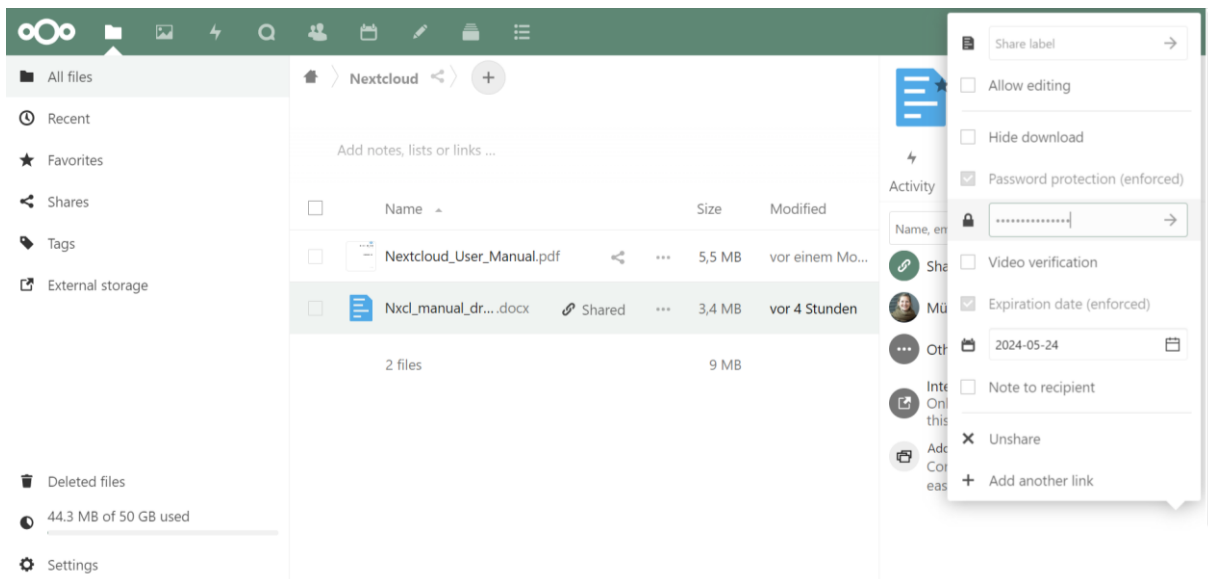


Please note that if you have multiple UDE accounts, all of them are listed in Nextcloud. So, be careful while sharing your documents with the correct account. You can select the right one using the associated email address. For example, Maike Müller has several UDE accounts, but each one is associated with different email addresses.





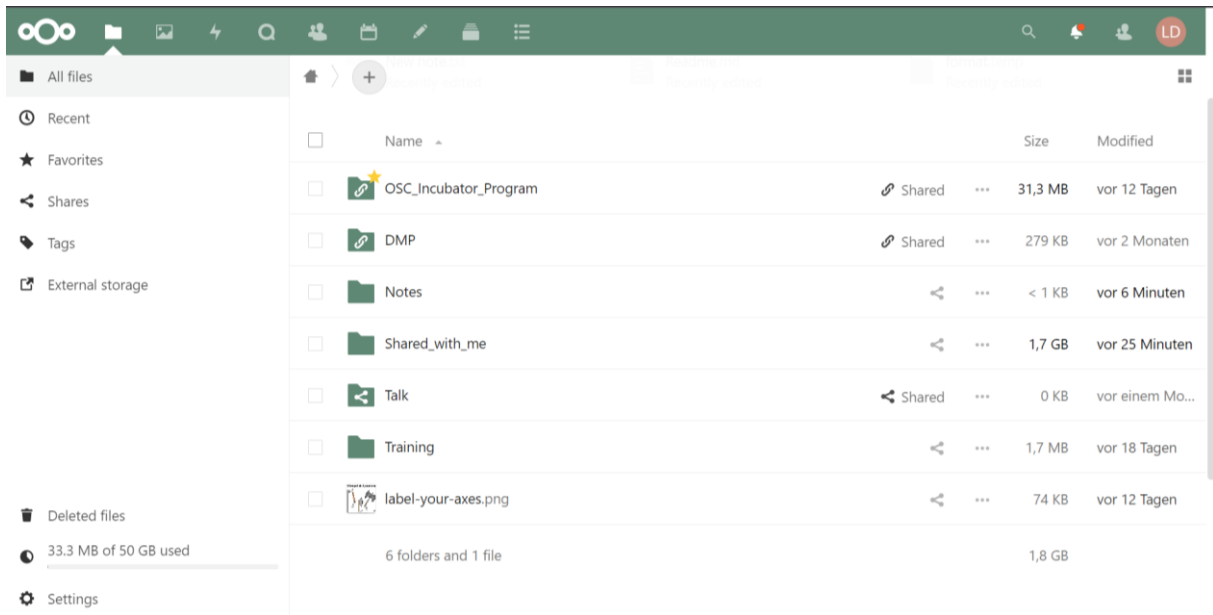
2.5 Sharing controls

You can limit rights of your shared files or folder by controlling options for downloading, editing, setting expiration date, etc. Password protection is by default enforced.



2.6 Sharing icons

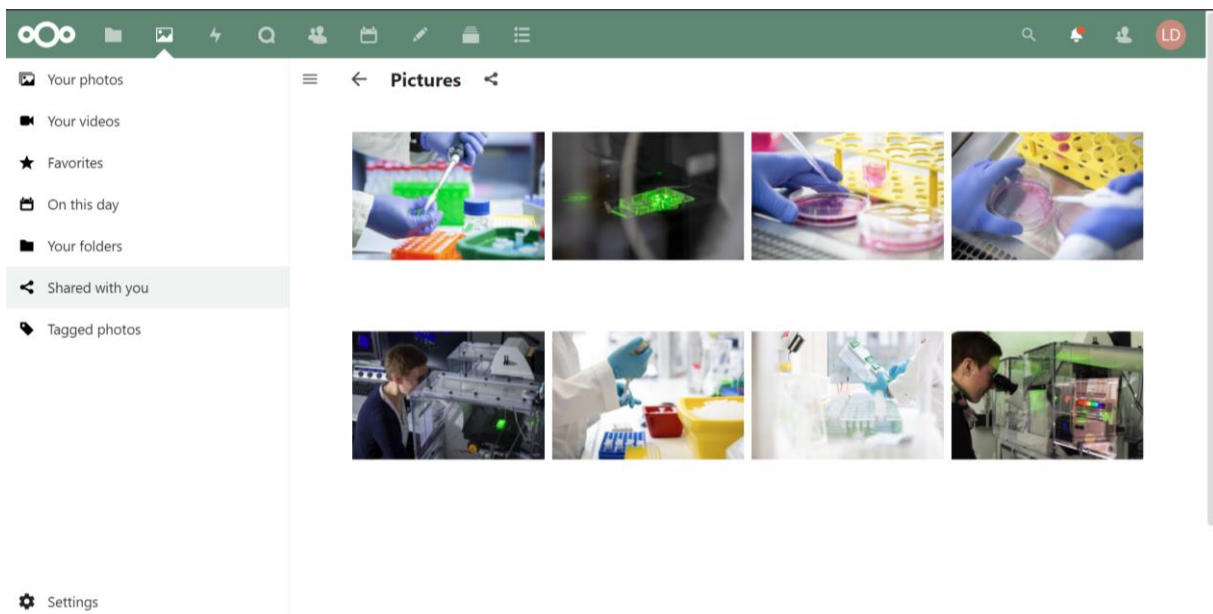
Any folder that has been shared via Nextcloud account is marked with sharing icon  and folders that are shared via public links are marked with a chain icon .



3. Applications

3.1 Photos

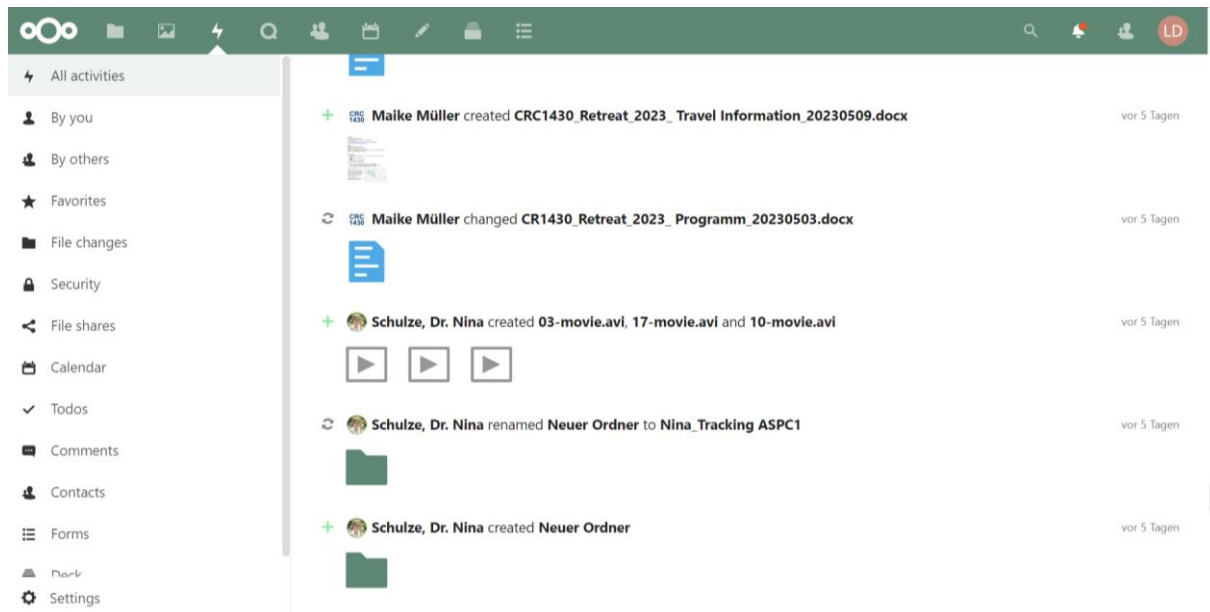
You can use this field to see all the photos that are uploaded or shared with you. You can navigate through the various options on the left side bar to filter photos. For example, you can filter photos that are shared with you or pictures with tags or pictures that are marked as favorites, etc.



3.2 Activities

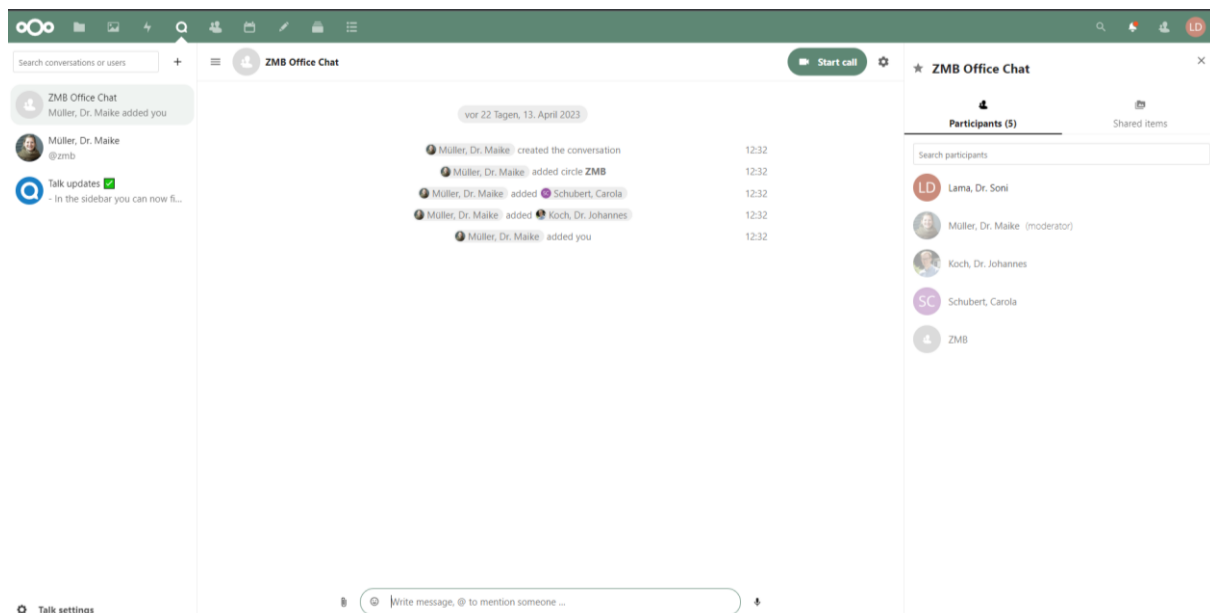
You can have an overview of all the activities by clicking on the activities field of your Nextcloud web interface. The left sidebar provides you with various options to filter activities. For example,

those activities undertaken by you or others, changes made in all files or shared files or those marked with favorites.



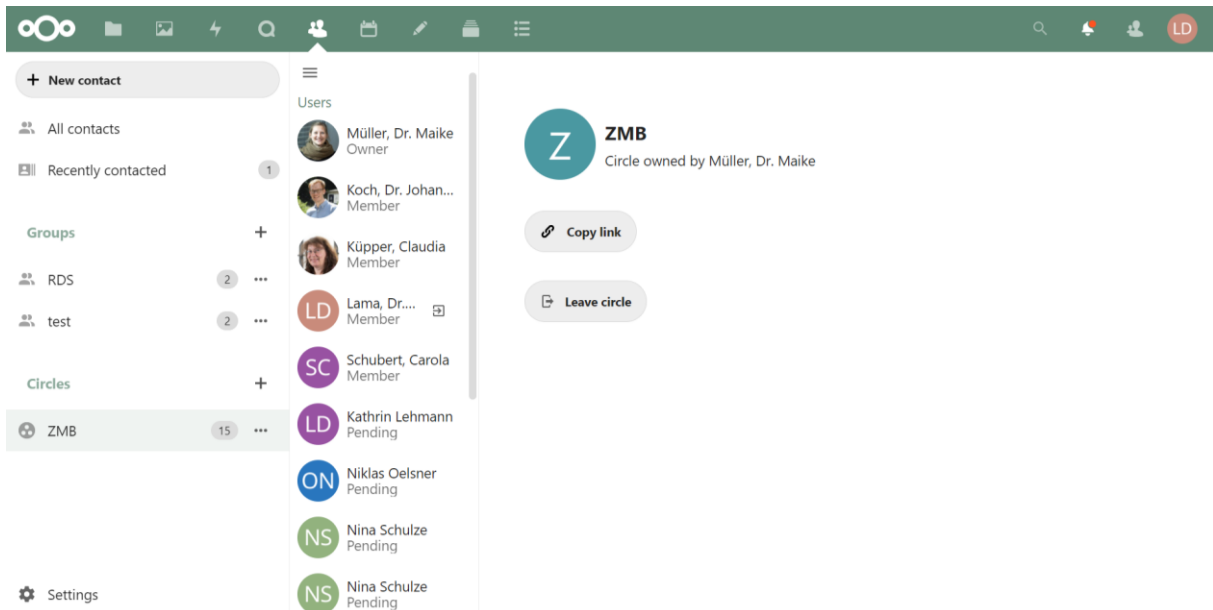
3.3 Chat

Nextcloud web interface has integrated chat function where you can benefit from conference call or chat among your fellow members. You can connect project items to make them easier to find during conference call.



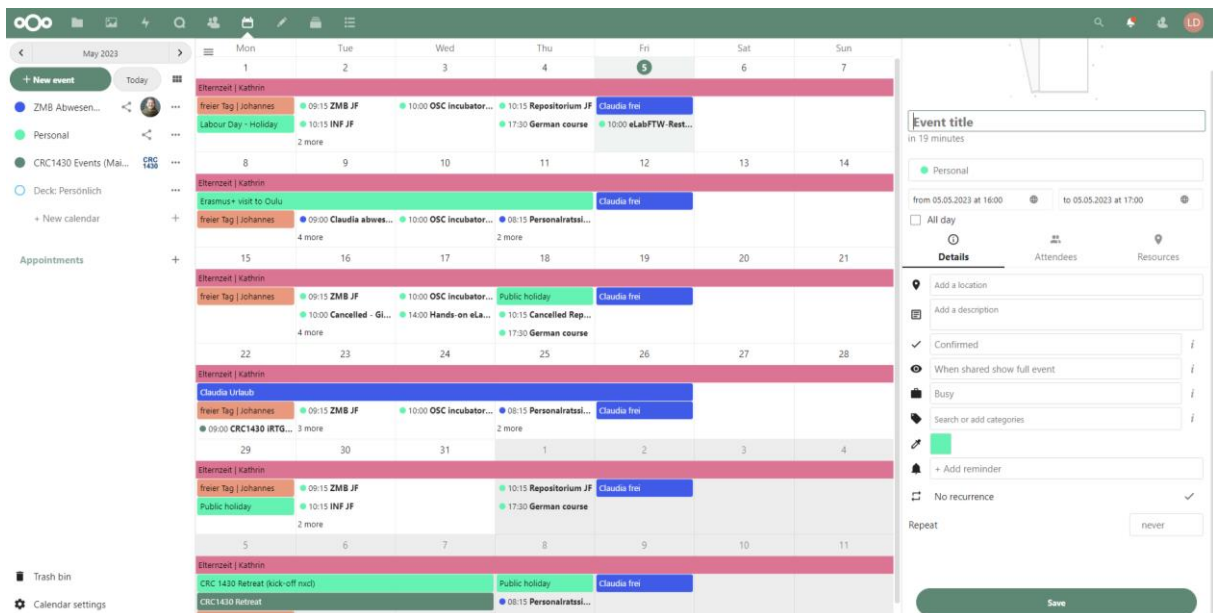
3.4 Contacts

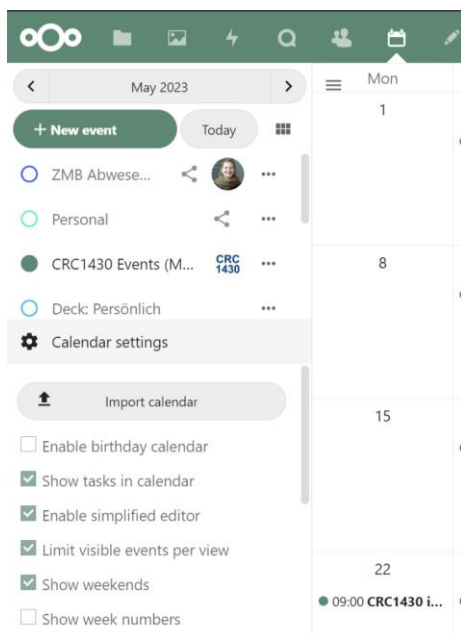
Clicking on the contact field will take you to have an overview of all the contacts on your list and you can further add contacts by clicking on "New contact". You can also create circles among your group members to share files and folders in one click.



3.5 Calendar

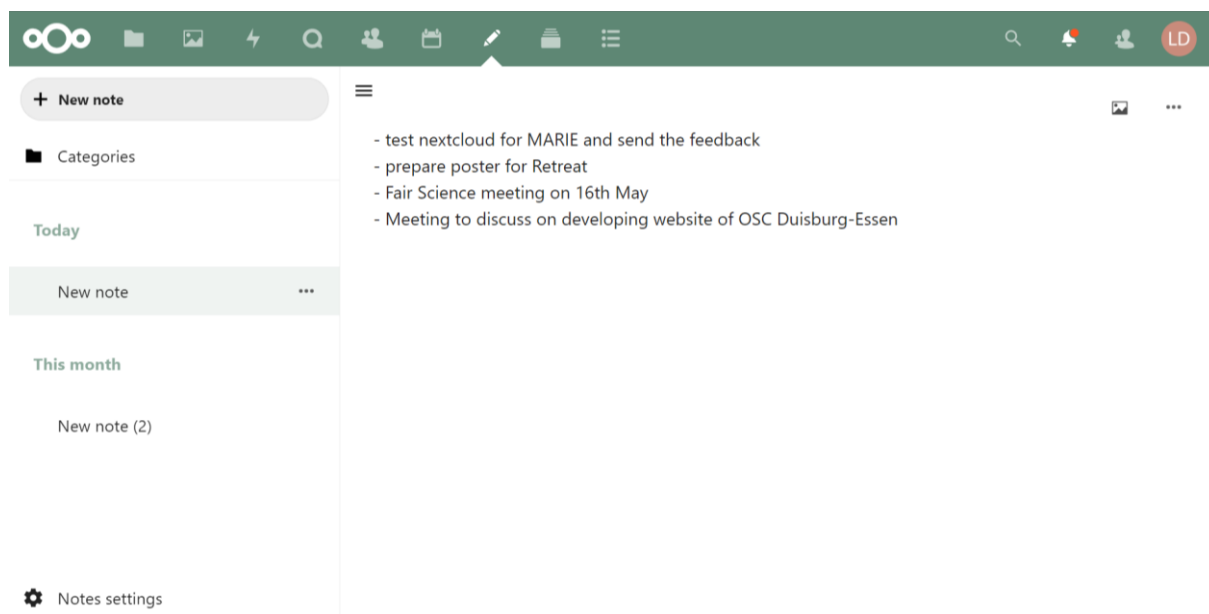
There is a calendar function integrated in Nextcloud web interface. You can either schedule your events by clicking “New event” or you can import your existing calendar via “Calendar settings”. Click on <https://nxcl.biologie.uni-due.de/apps/calendar/p/qCT5TtH2cpZxsHsP> to include CRC 1430 calendar into your Nextcloud interface, where you get all the information on seminars, workshops, trainings, lectures, events, etc.





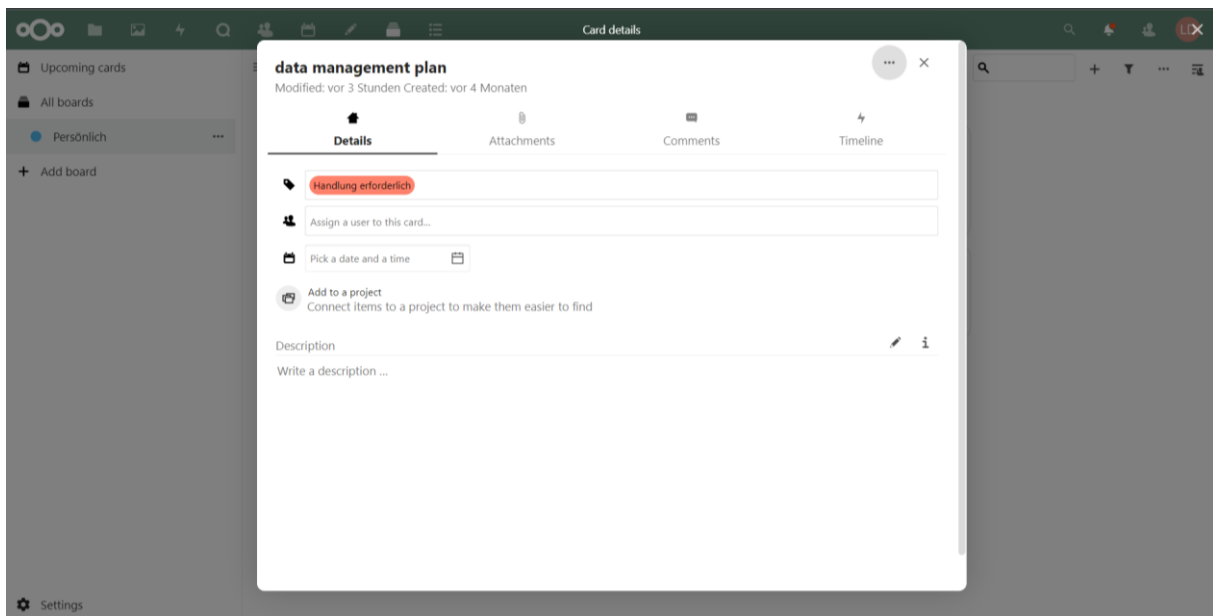
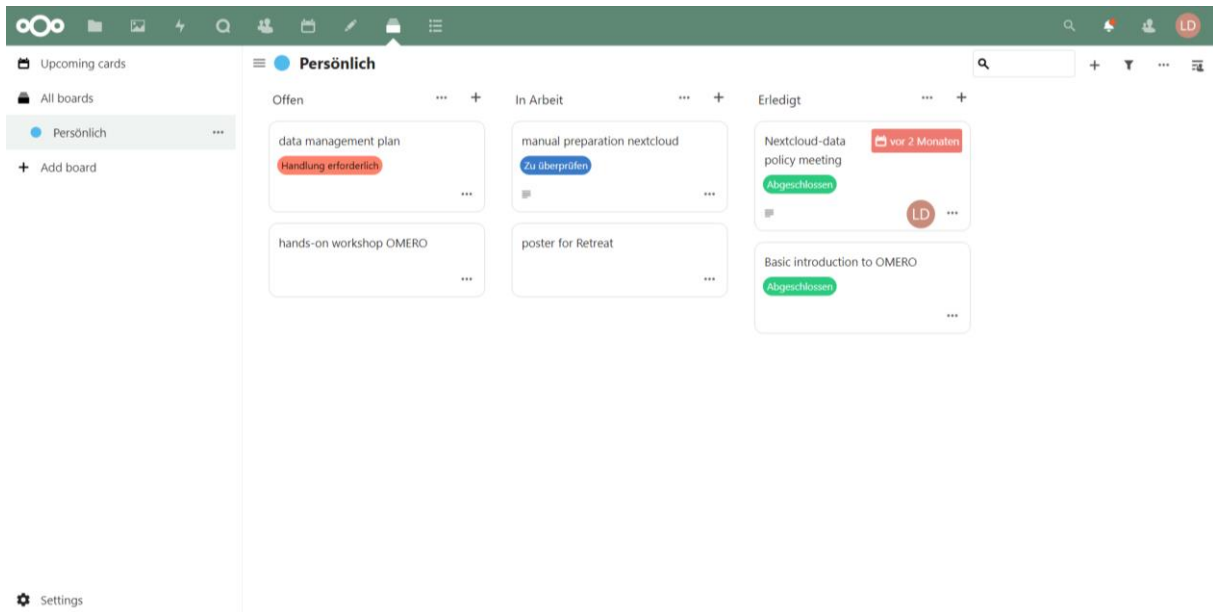
3.6 Notes

Click on the “New note” under the notes field to write notes. You can categorize notes with different names using details view by clicking ellipsis (three dots) on the top right corner.



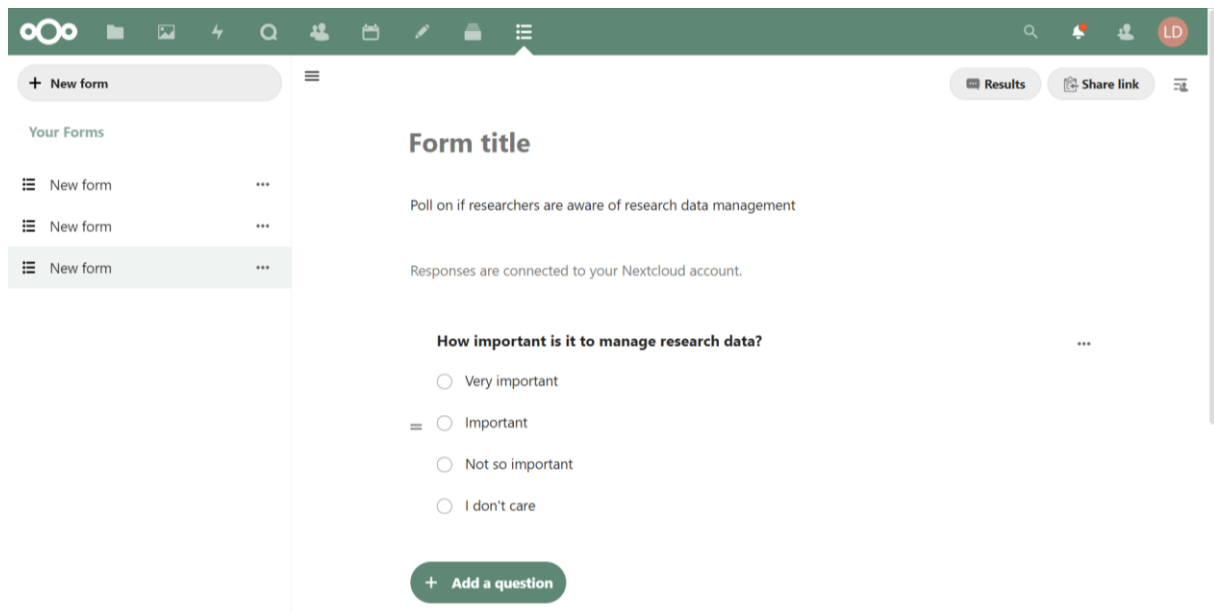
3.7 Deck

This function provides you to create cards for task management and file sharing. You can assign task to the other users, pick a date and also insert tags to each card as “Handlung erforderlich (Action required)”, “Abgeschlossen (Completed)”, “Später (Later)”, “Zu überprüfen (To review)”.



3.8 Forms

You can create polls by clicking on "New form" of this field and share with others. While creating a poll, there are various answering options you can choose from, like checkboxes, multiple choices, dropdown, short/long text, date or date and time.



4. Nextcloud Desktop clients

You can connect your desktop PC to your Nextcloud server by downloading Nextcloud client application (<https://nextcloud.com/>). You can configure the client to save files in any local directory so that it is synced to the Nextcloud server. The client displays all the activity log so that you can verify that files created and updated on your local PC are properly synchronized with the server.