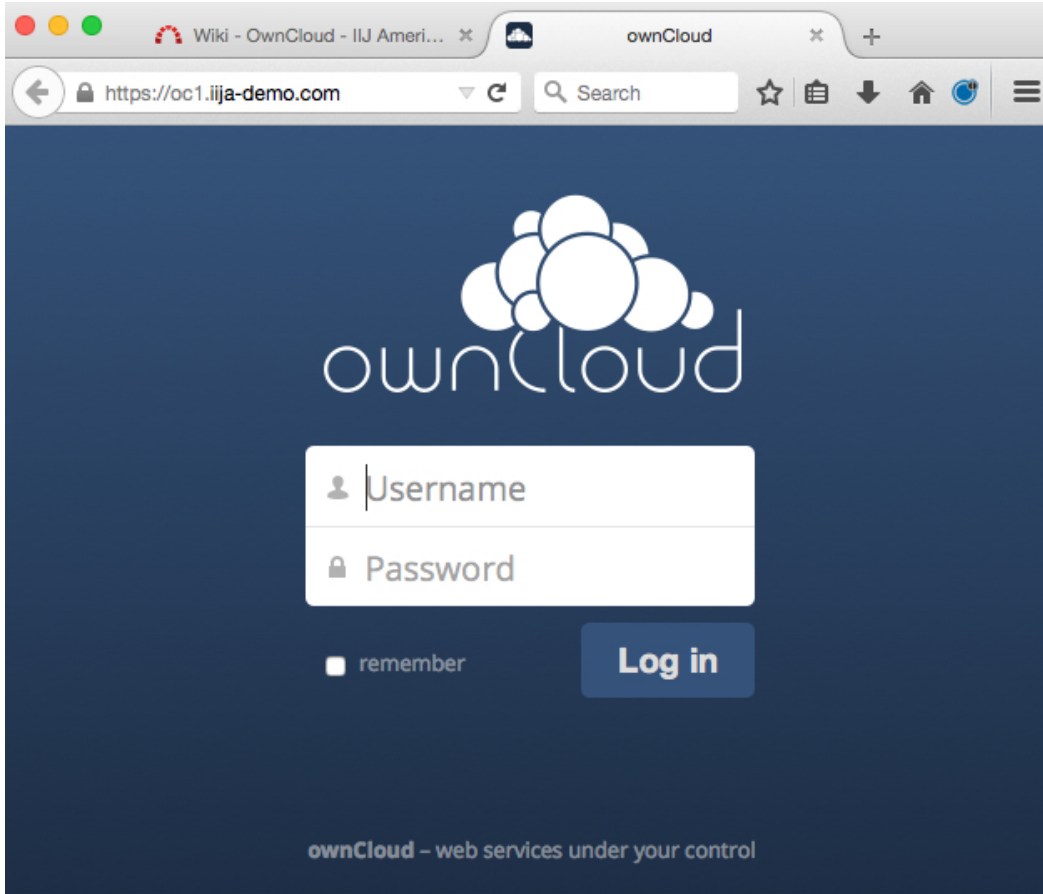


OwnCloud Quick User Guide

1. How to Login

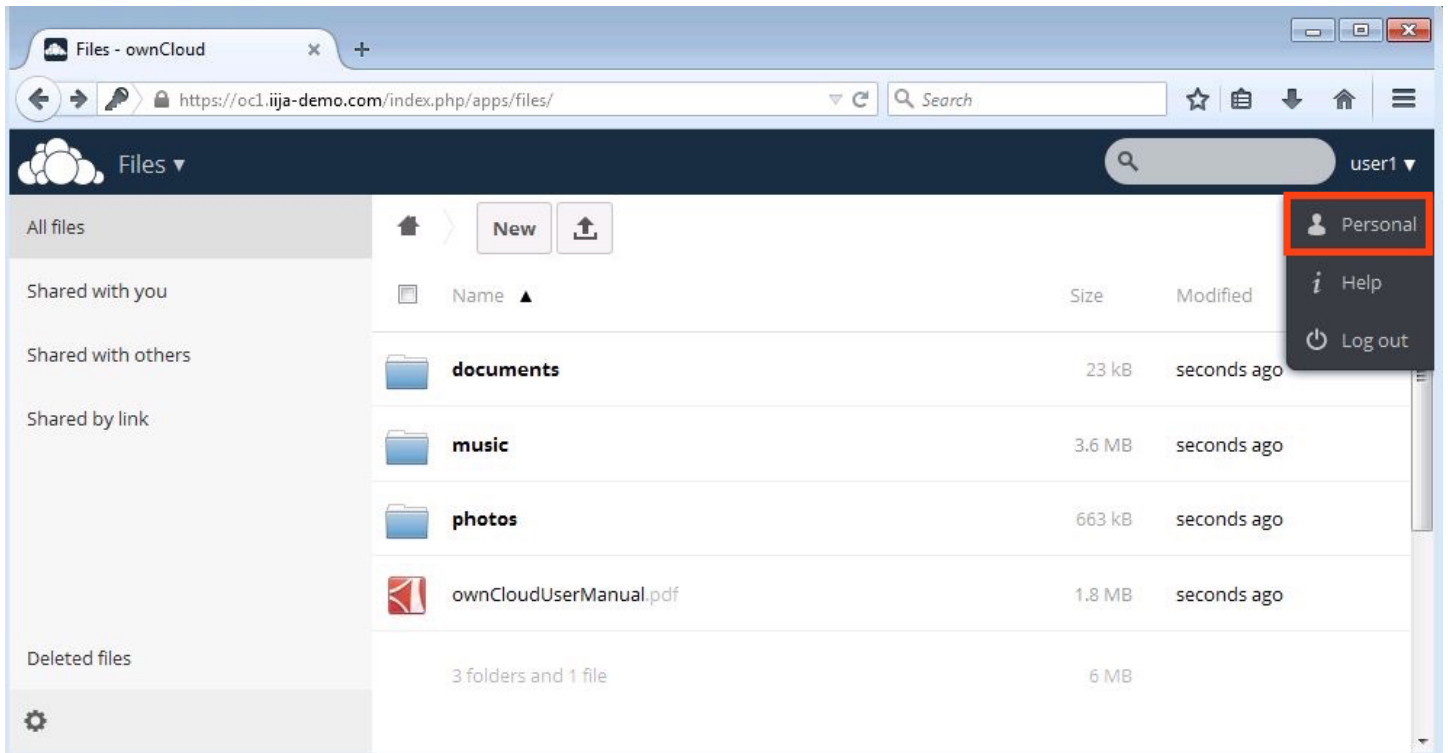
Using your browser, access URL (provided by IT admin) and enter the credential information.



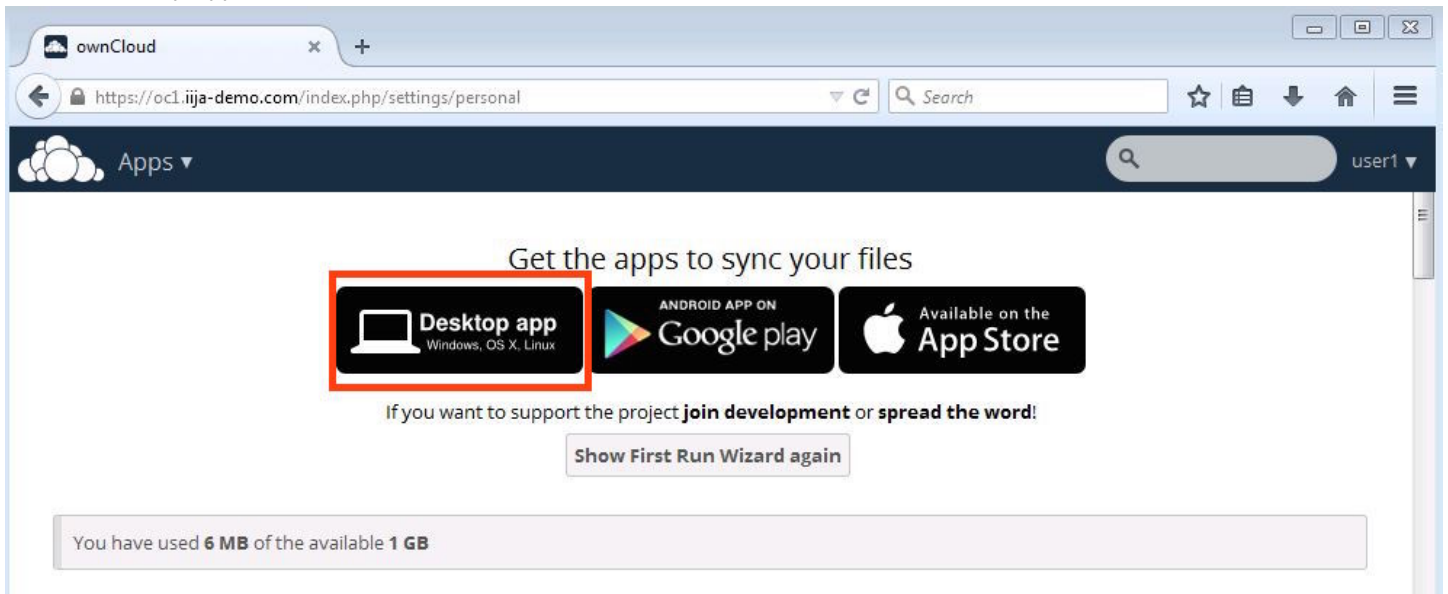
2. Install Client Software

2-1. Install Desktop App (Windows)

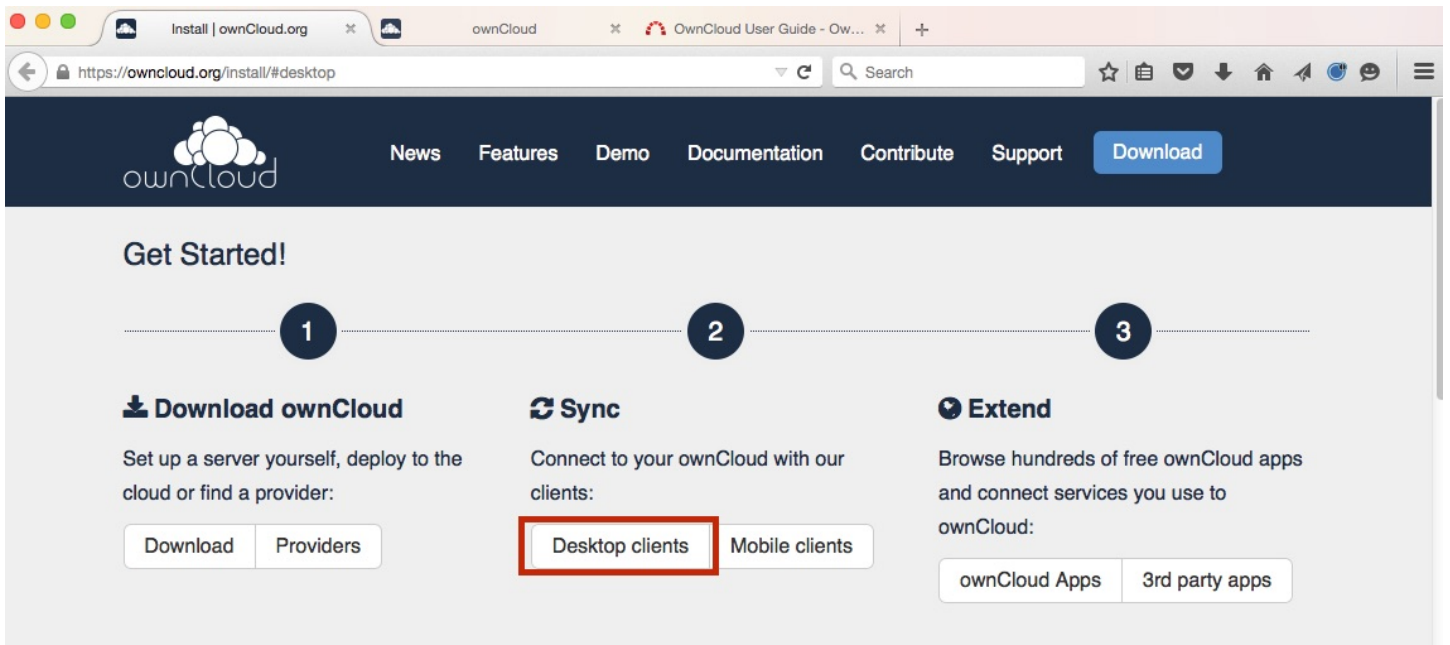
1. Log in to OwnCloud using your credential.
2. Find to Right Corner menu and click Personal.



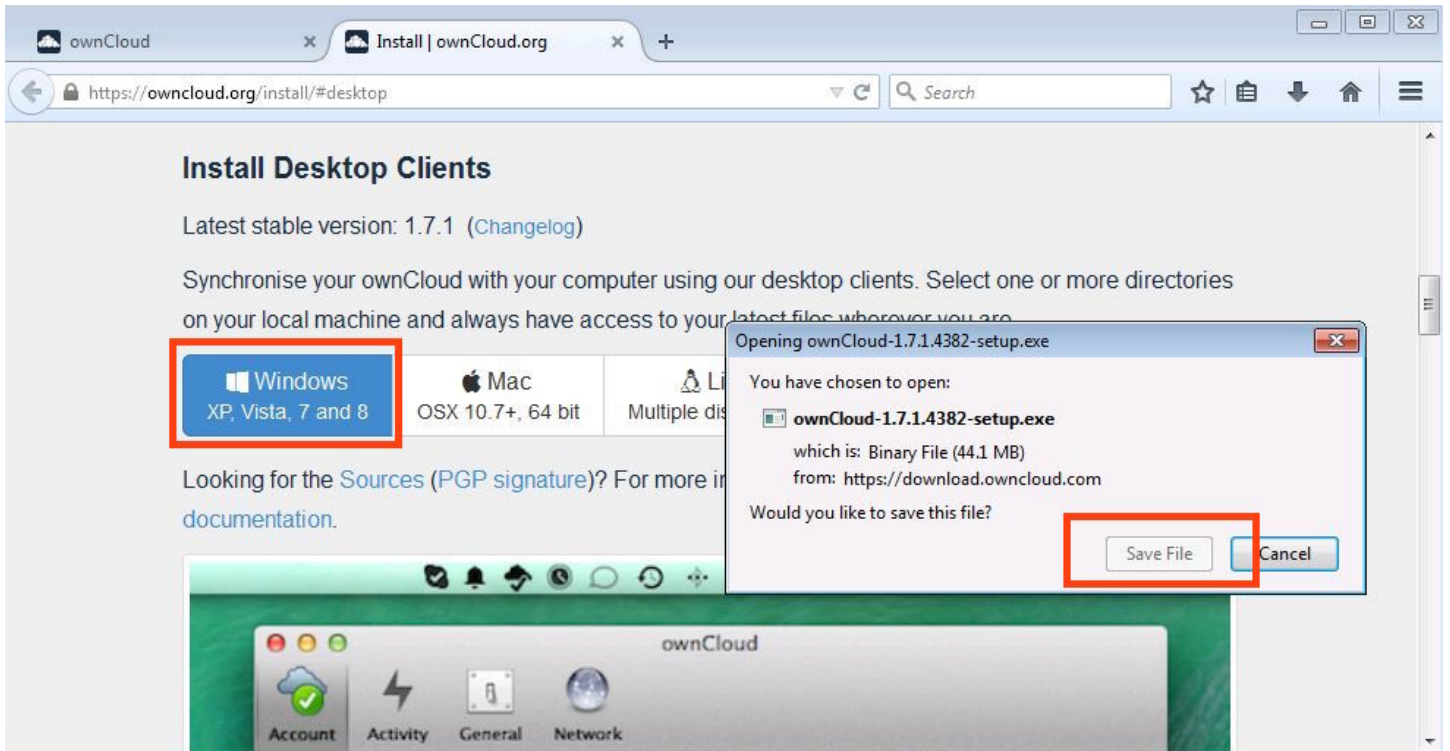
3. Click Desktop App



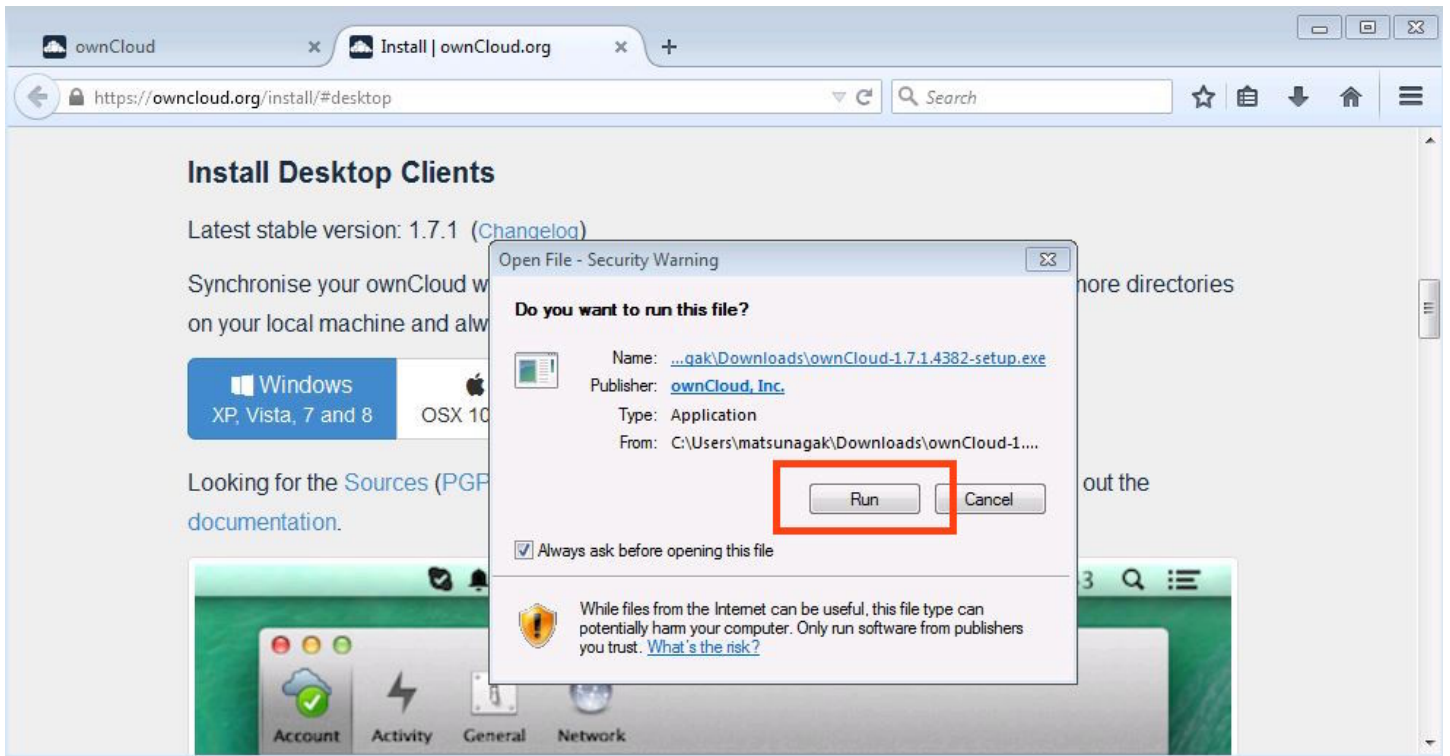
3-1. Click Desktop clients



4. Select Windows Installer and Save



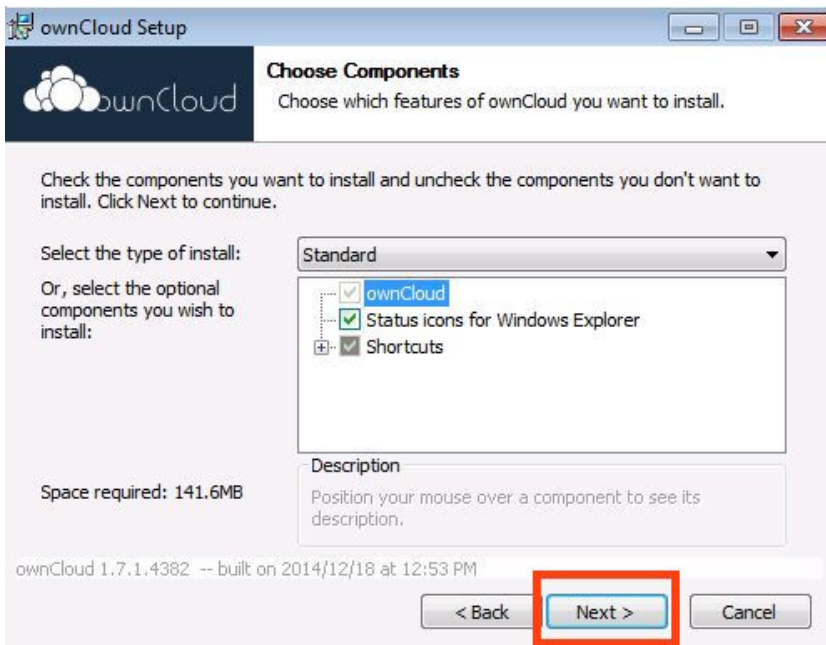
5. To Start the Installer, click "Run"



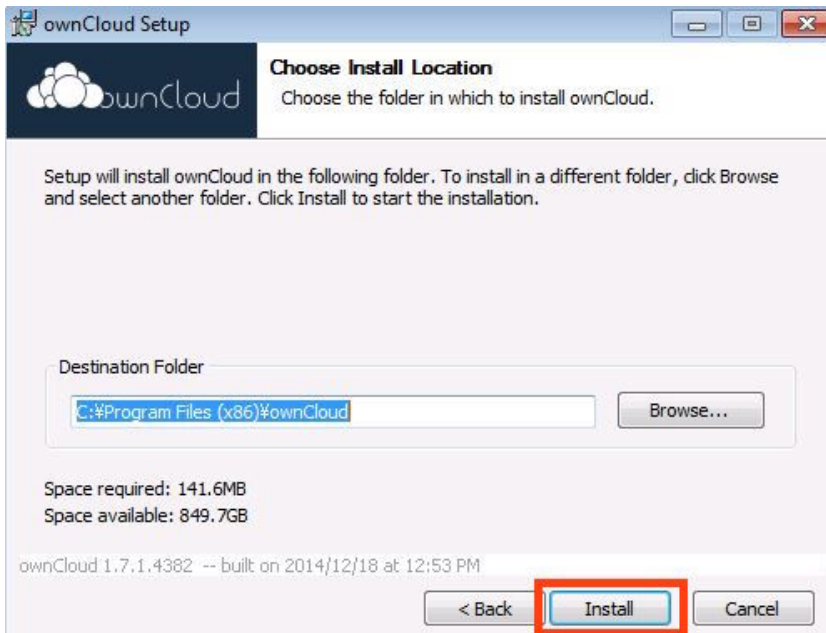
6. Click "Next"



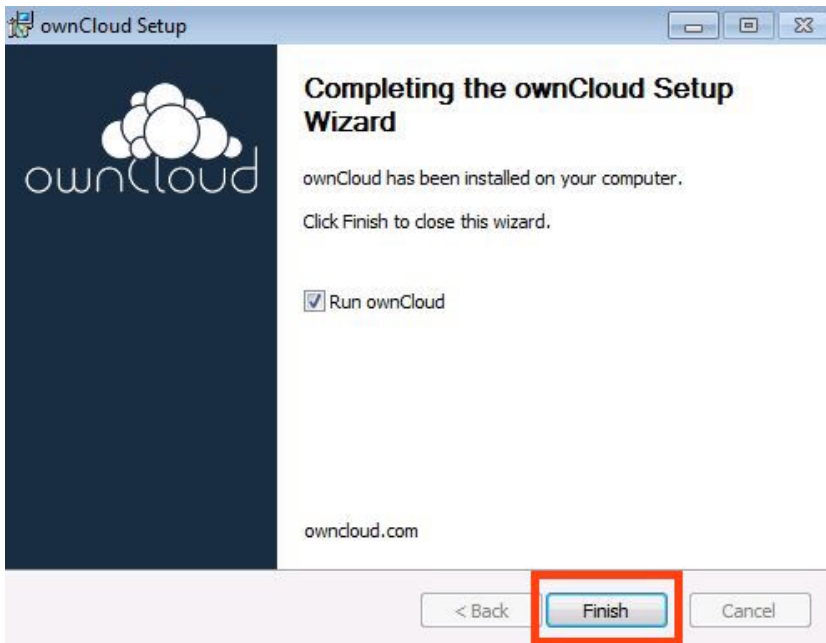
7. Click "Next"



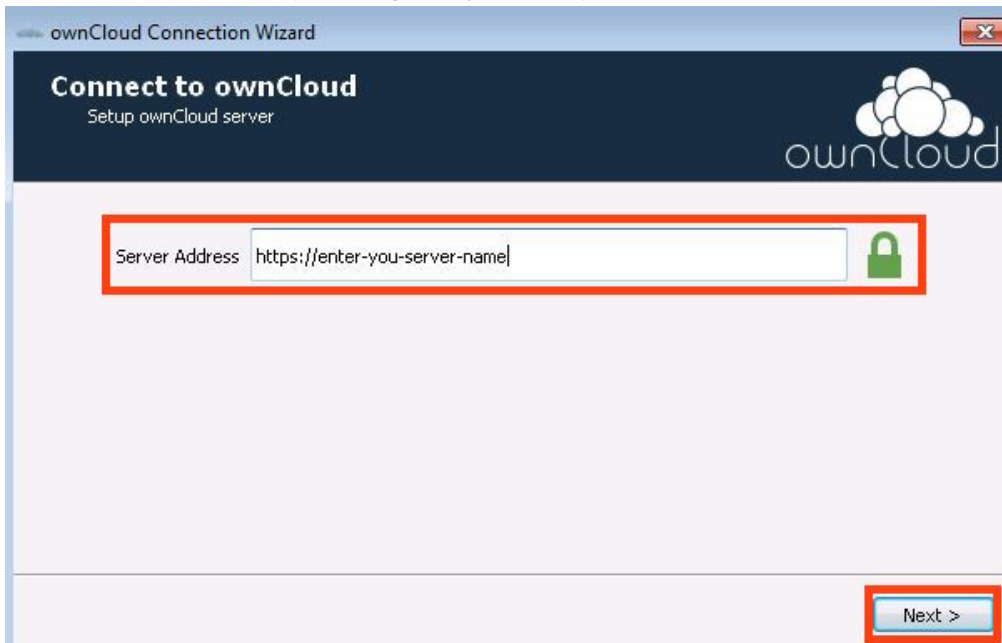
8. Click "Install"



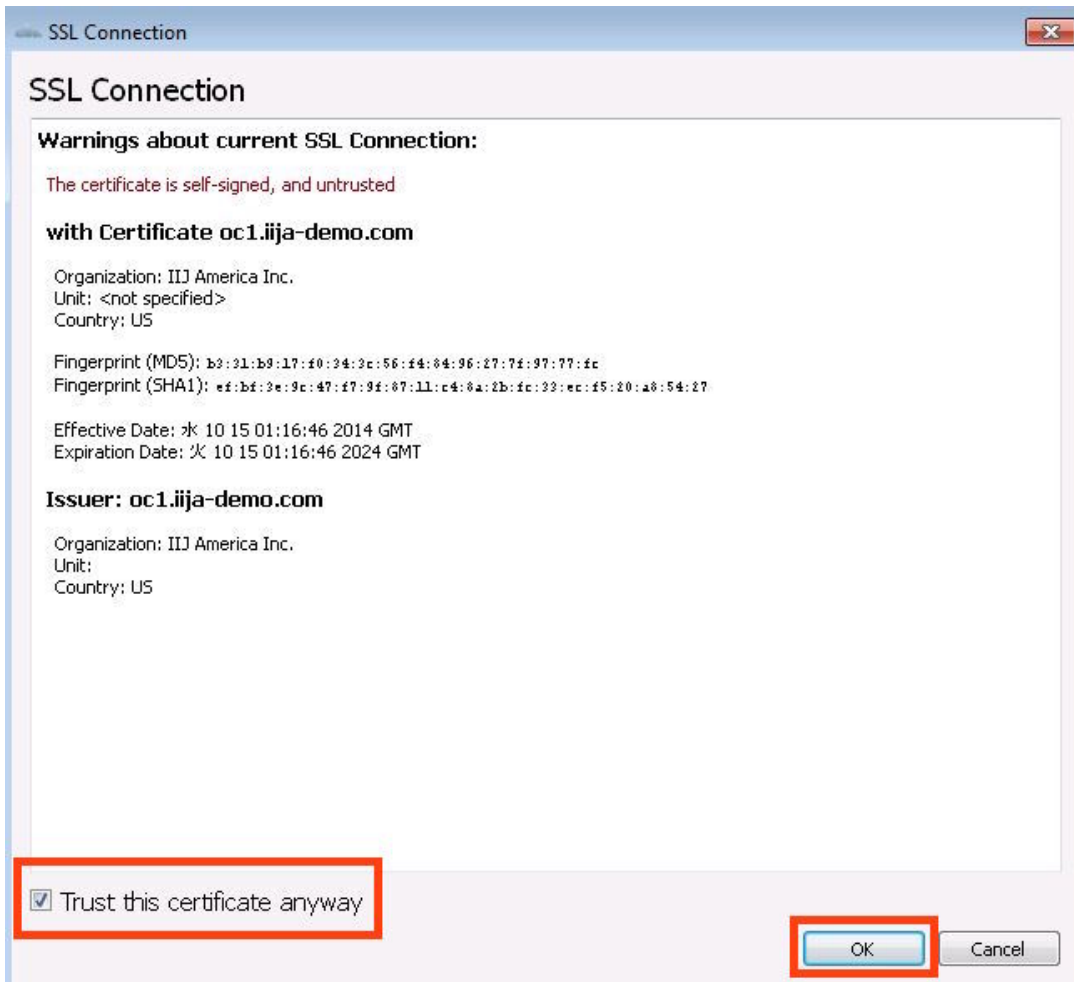
9. Wait until finish and click "Next"



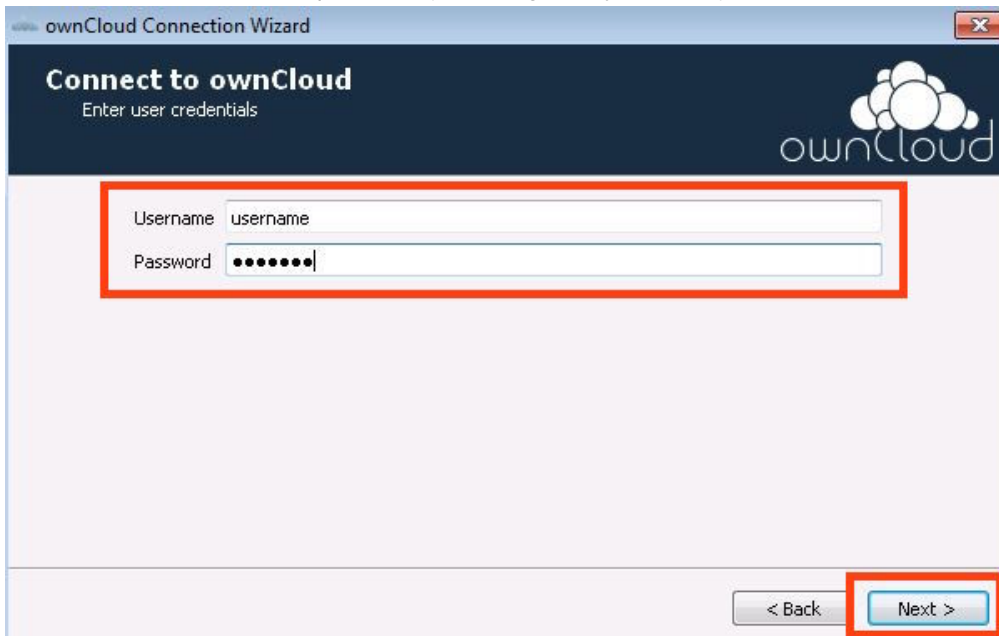
10. Enter the Server URL (must be given by IT Admin) and "Next"



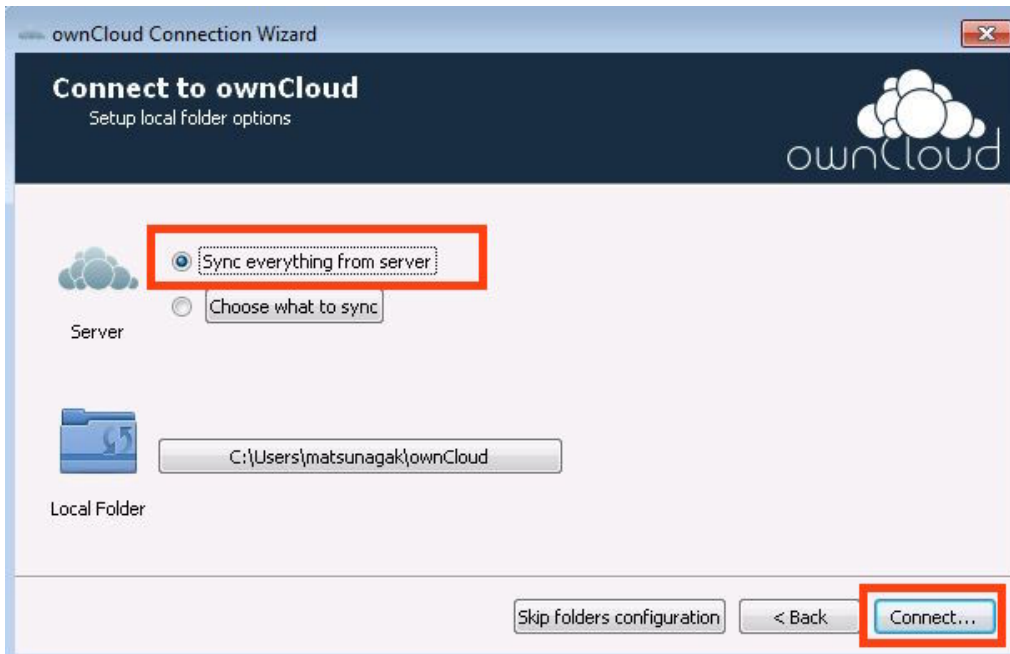
12. Check to enable "Trust this certificate anyway" and "OK" (only if server has a self signed certificate)



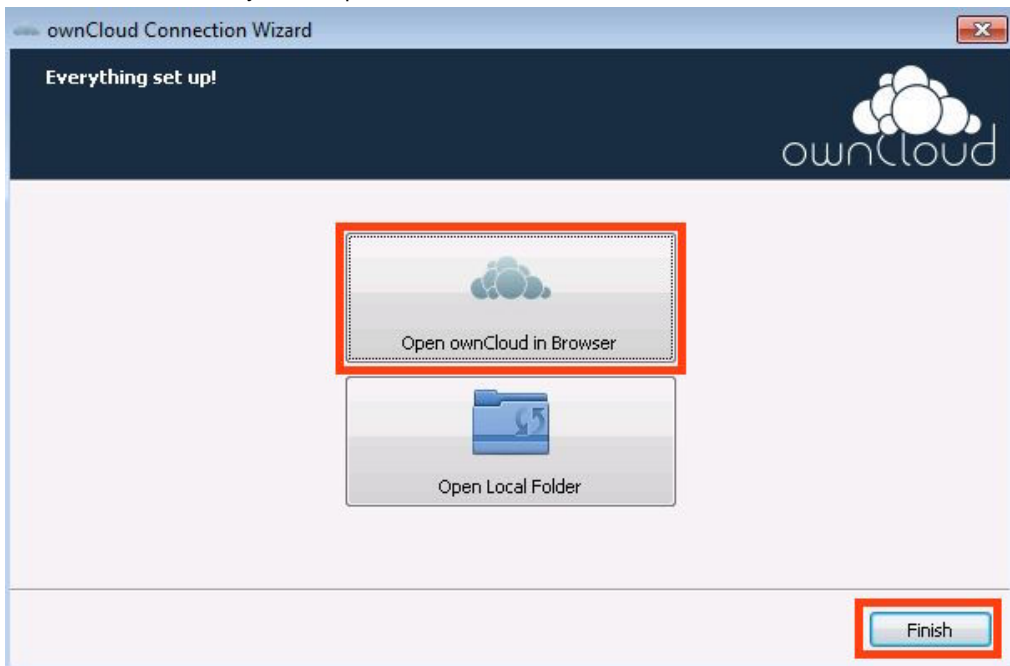
13. Enter the username and password (must be given by IT Admin)



14. Click "Connect"



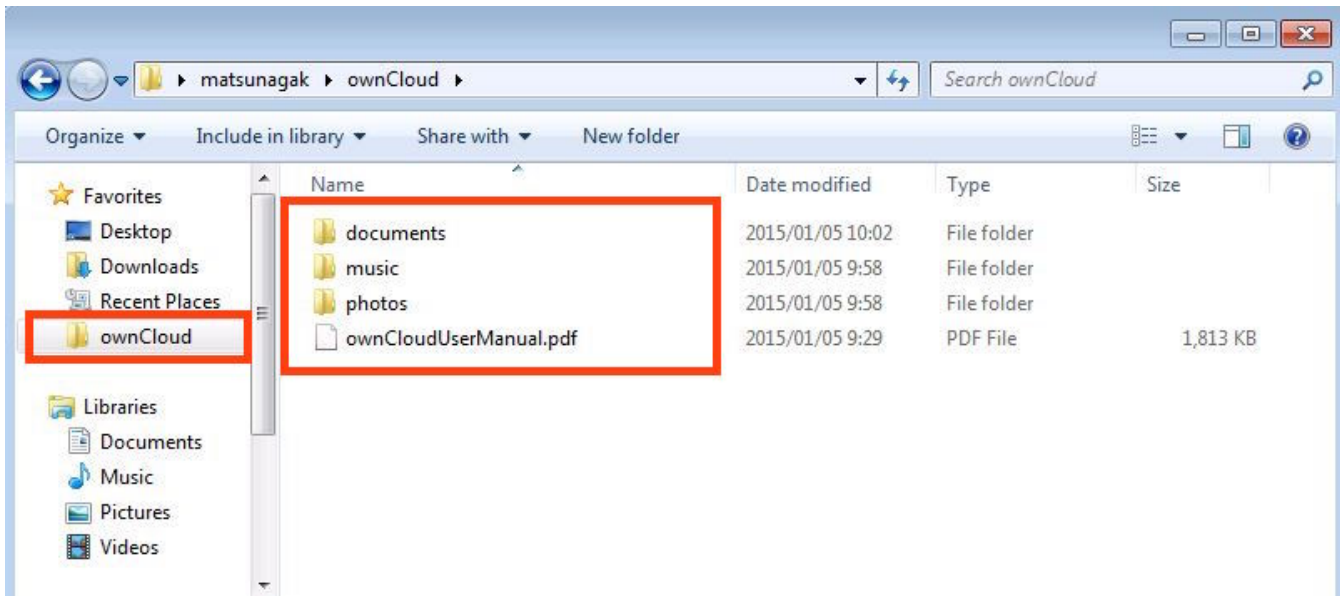
15. Click "Finish" and your setup is done!



16. To find a location of owncloud folder on your PC.

GO TO Start>Computer, you will see following window.

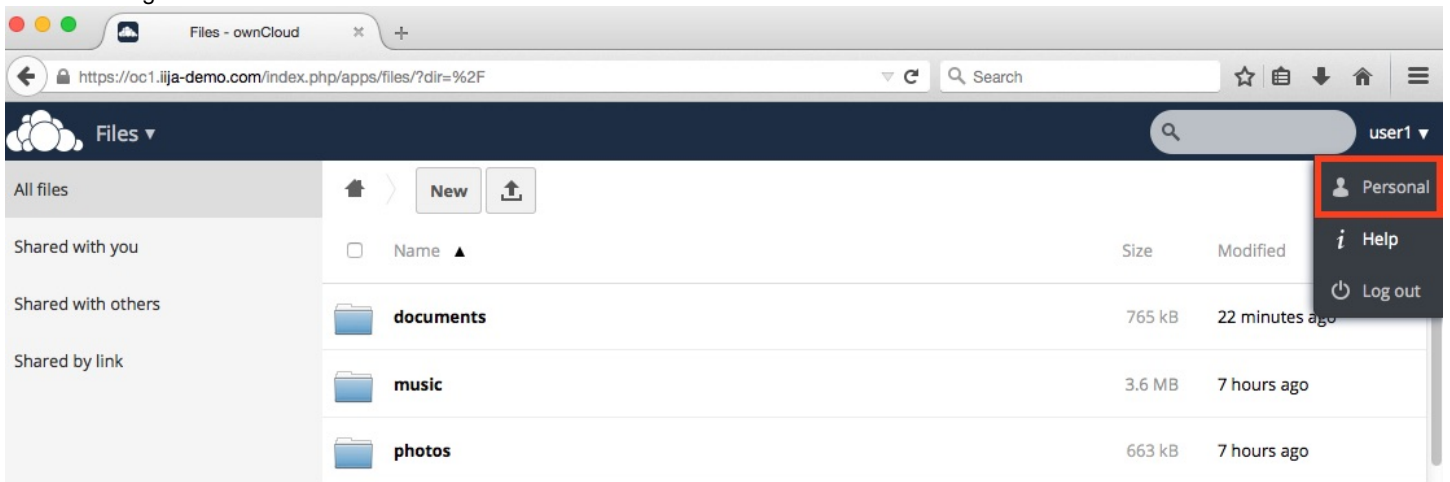
Simply by putting your documents (Drag & Drop or specify save location to this directory) to this folder it syncs with owncloud server.



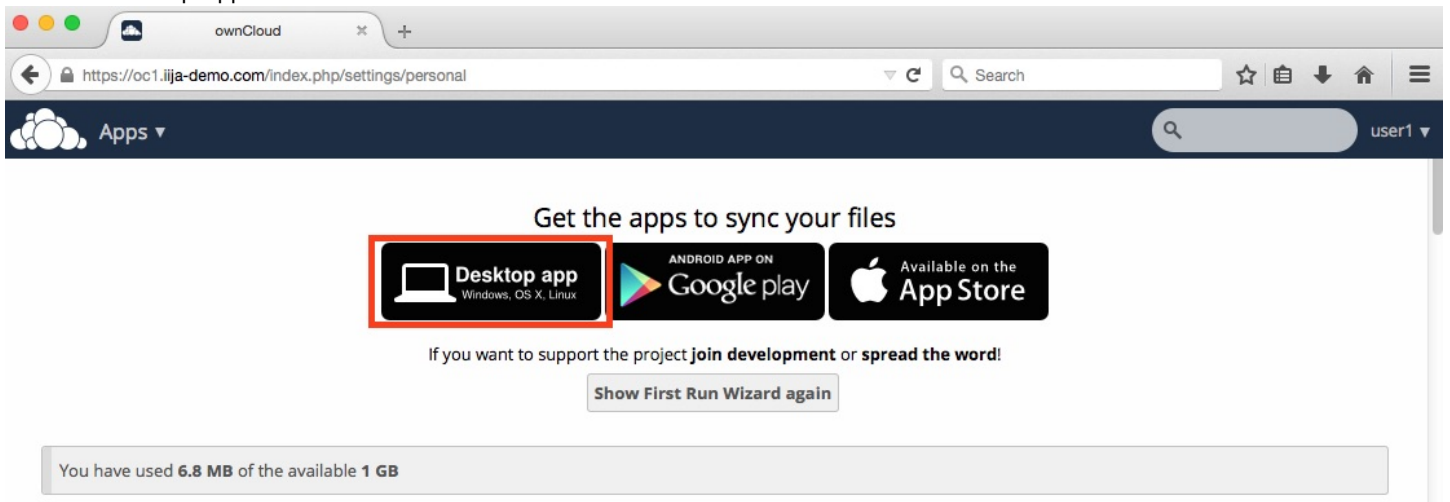
17. END

2-4. Install OwnCloud Client (MacOS)

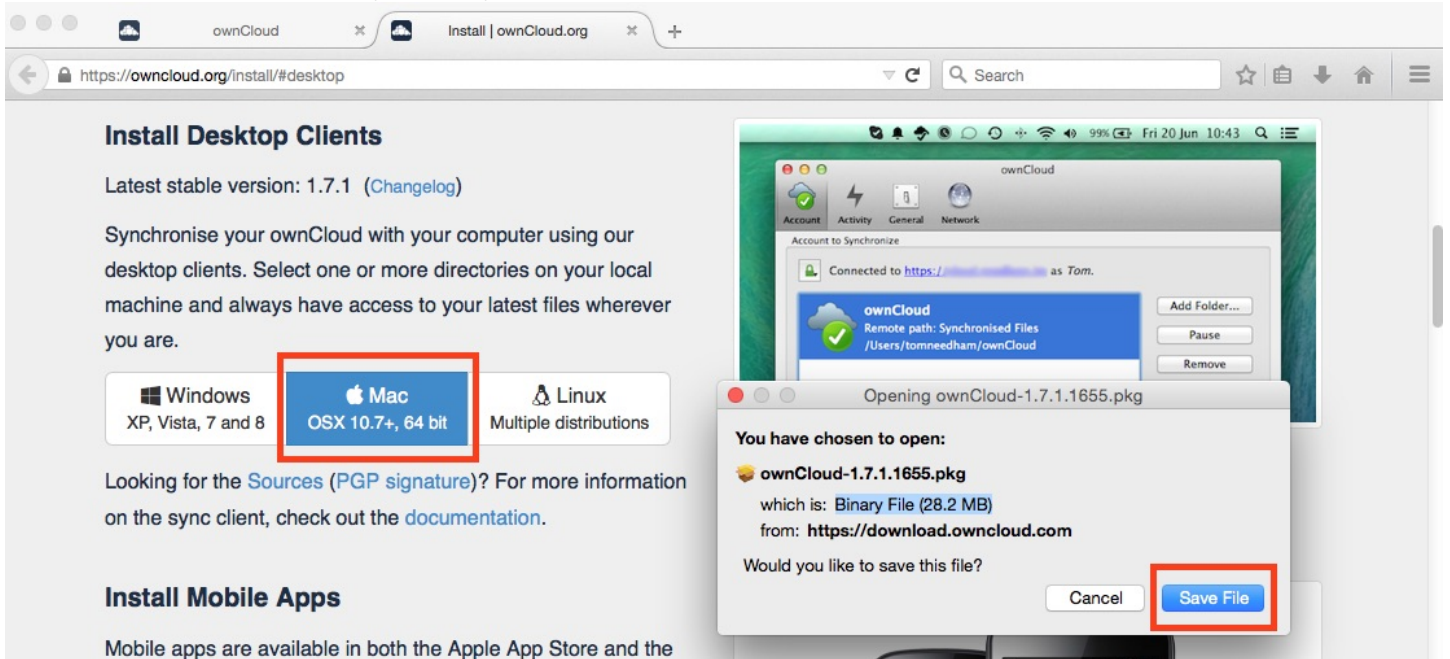
1. Log in to OwnCloud using your credential.
2. Find to Right Corner menu and click Personal.



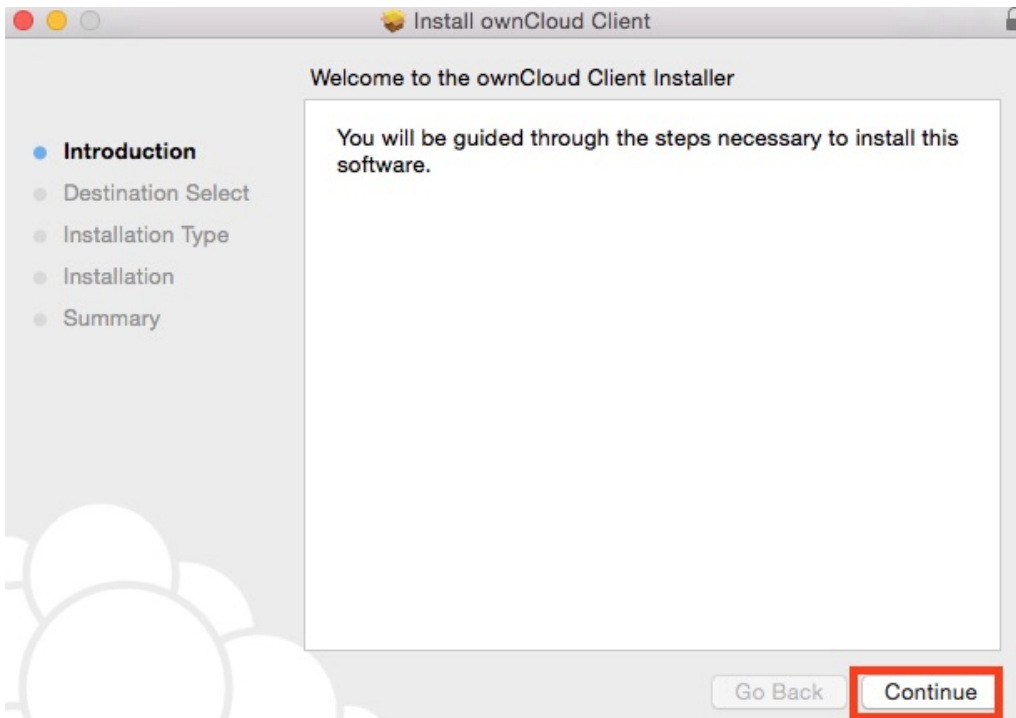
3. Click "Desktop App" icon



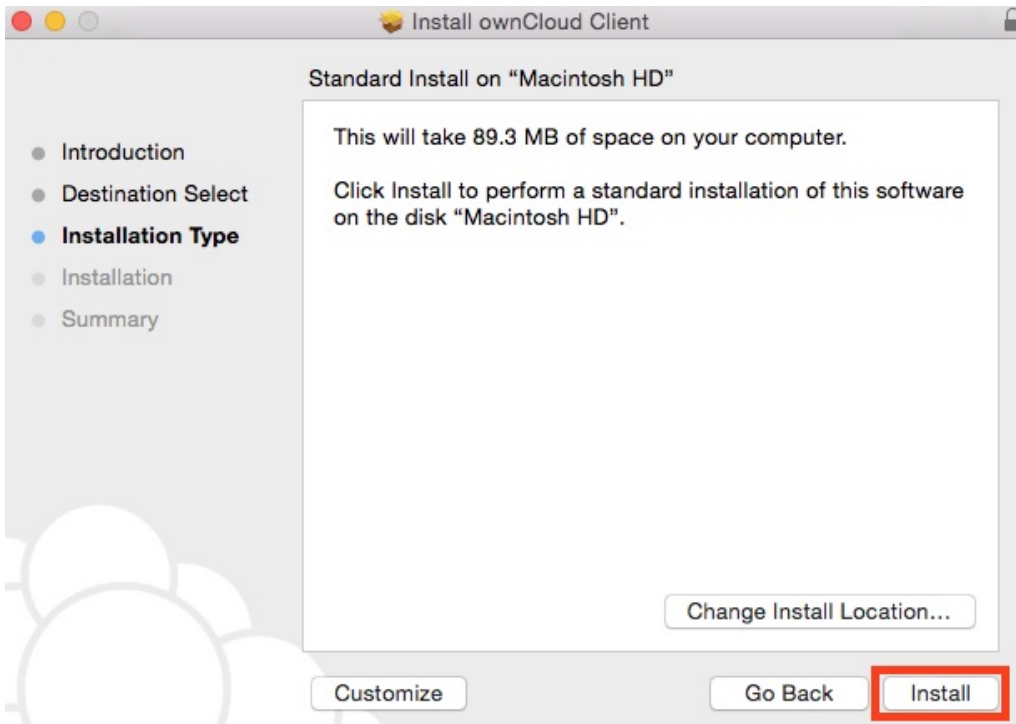
4. Select Mac icon and Save File (Download) Software to mac.



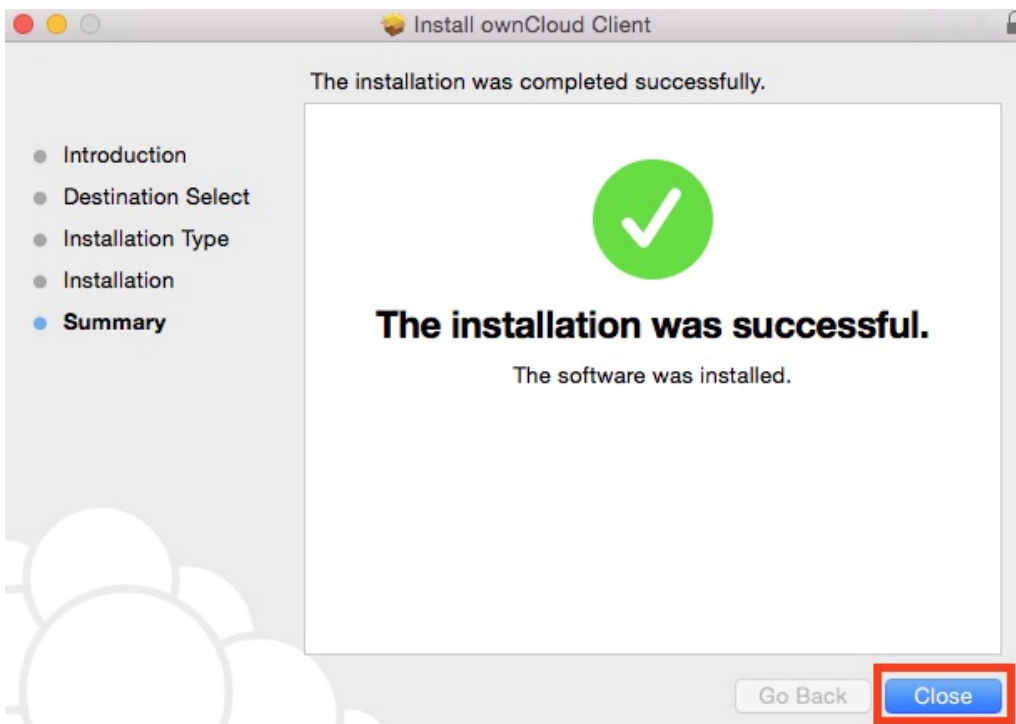
5. Execute software and click continue.



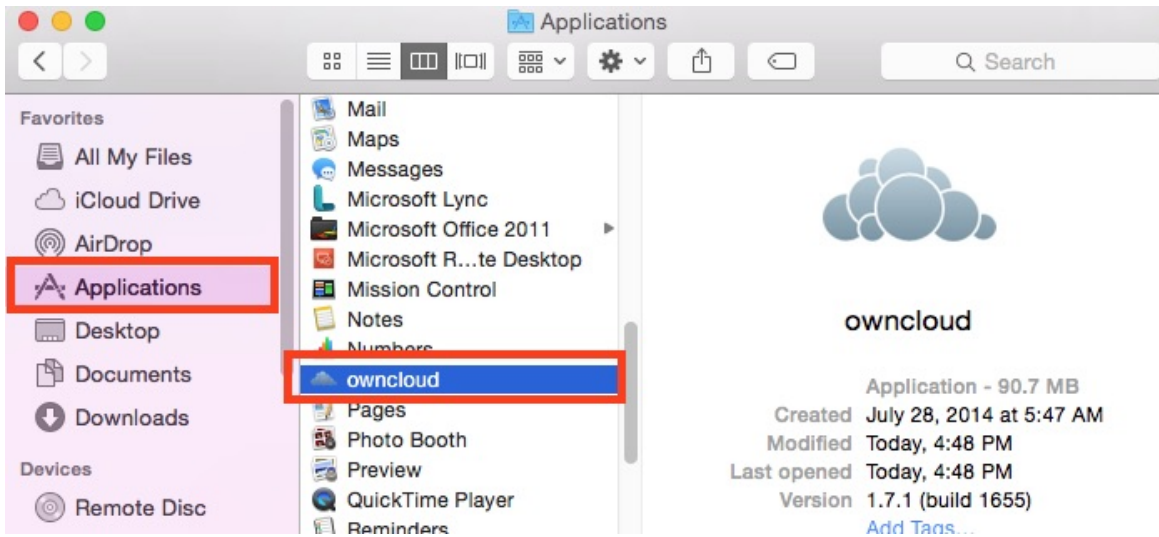
6. Click "Install".



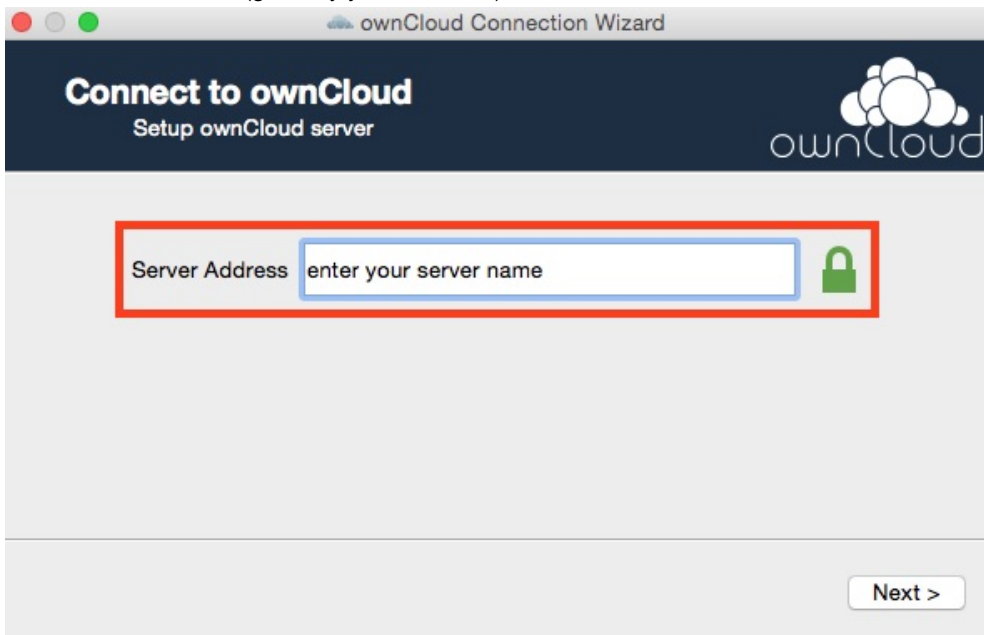
7. Click "Close".



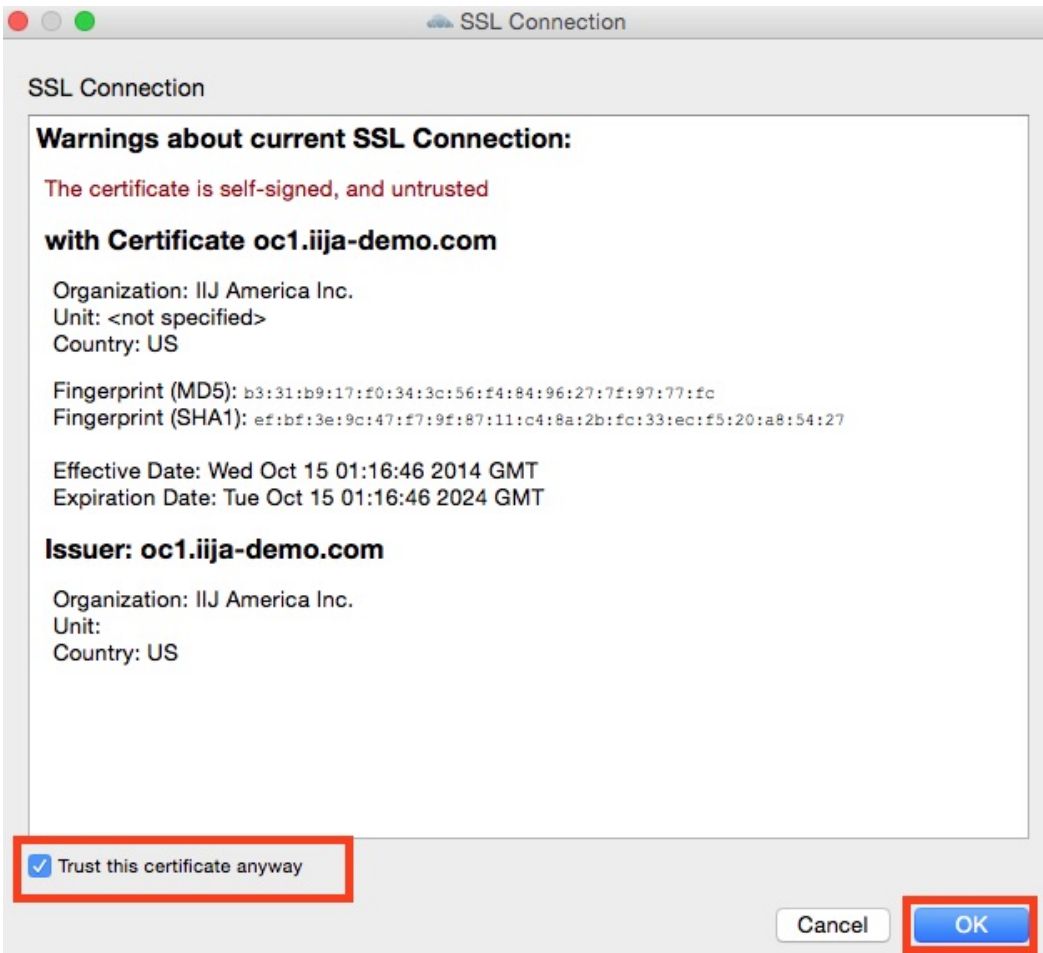
8. Find "OwnCloud App" from Application menu and click to open.



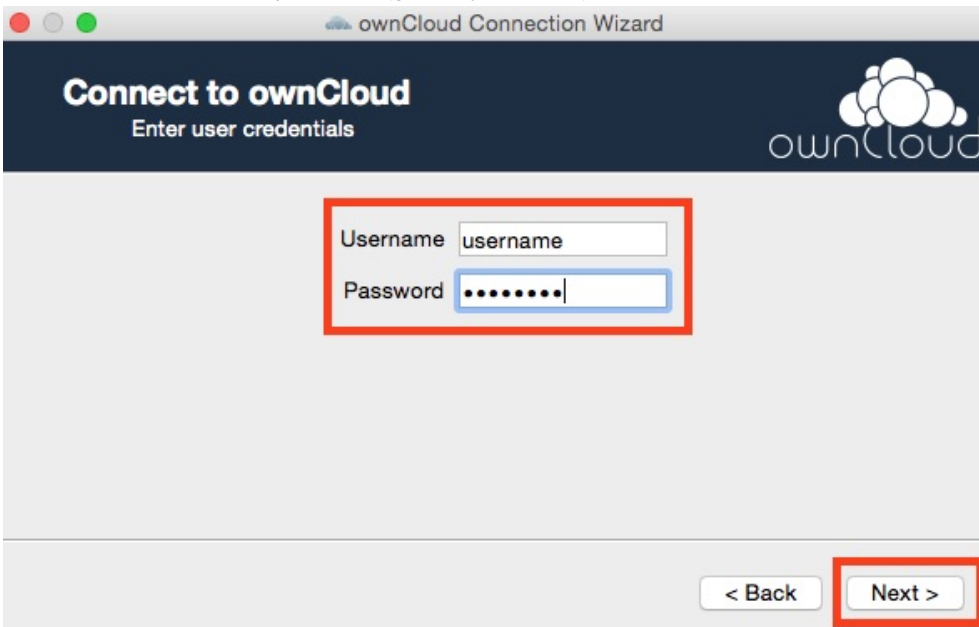
9. Enter server name (given by your IT admin) and click Next



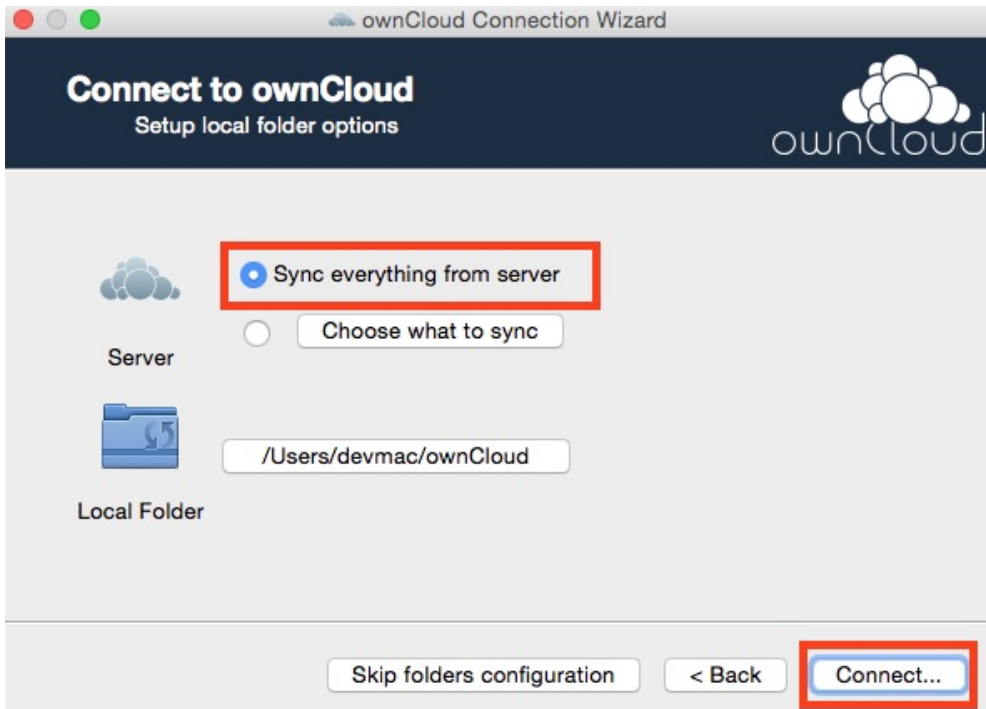
10. Click to enable "Trust this certificate anyway" (self-signed) and click Next.



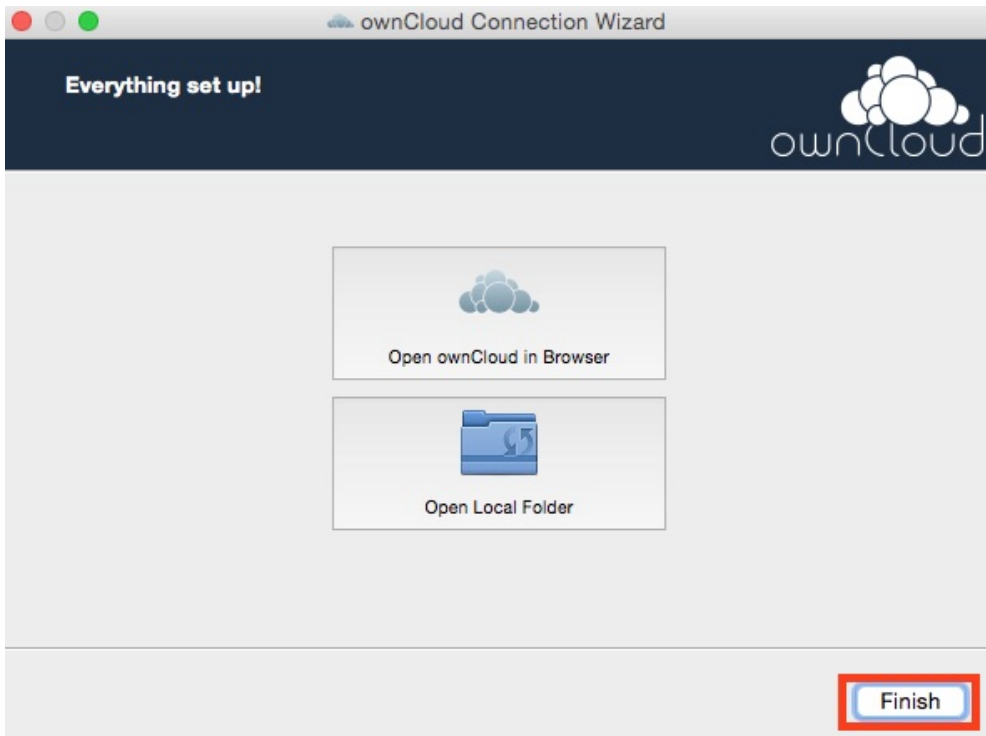
11. Enter username and password (given by IT admin)



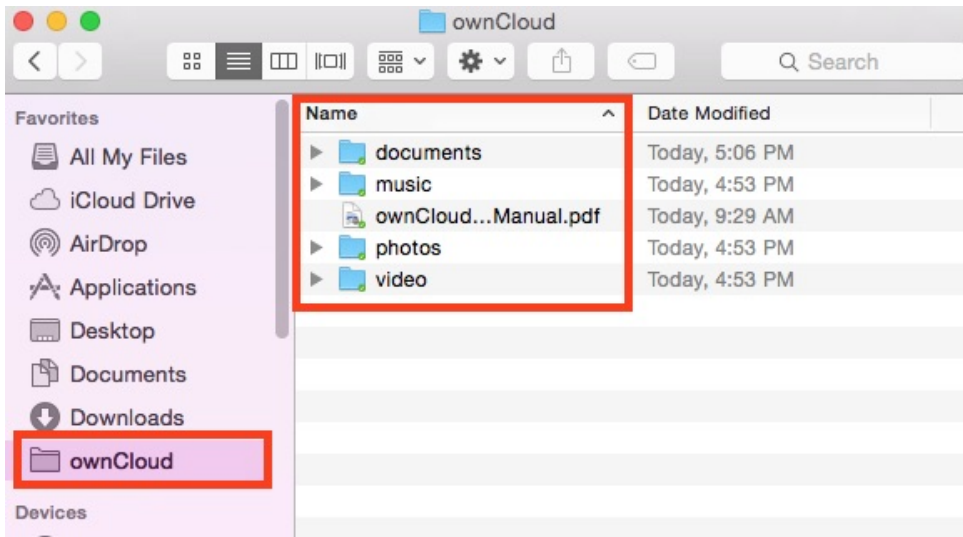
12. Select Sync everything from server and connect.



13. Click "Finish"



14. You will find a "Owncloud Folder" within local drive. Anything you save within this folder will automatically sync to the cloud.

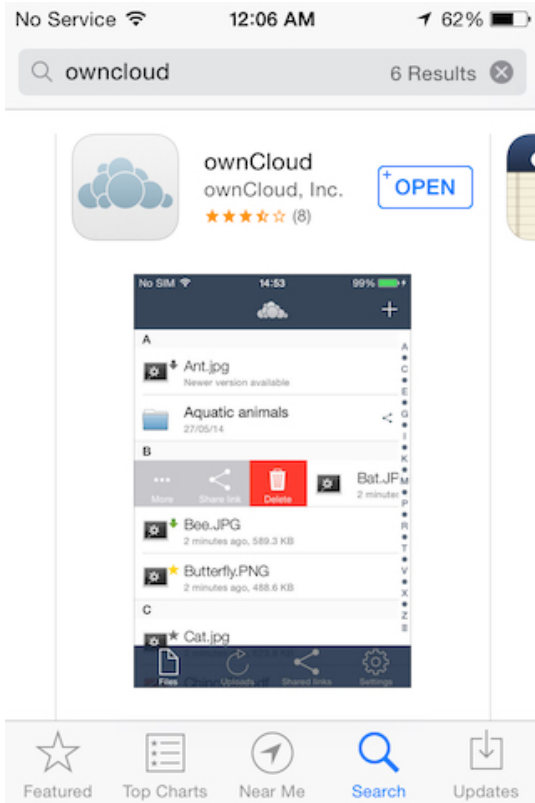


15. END

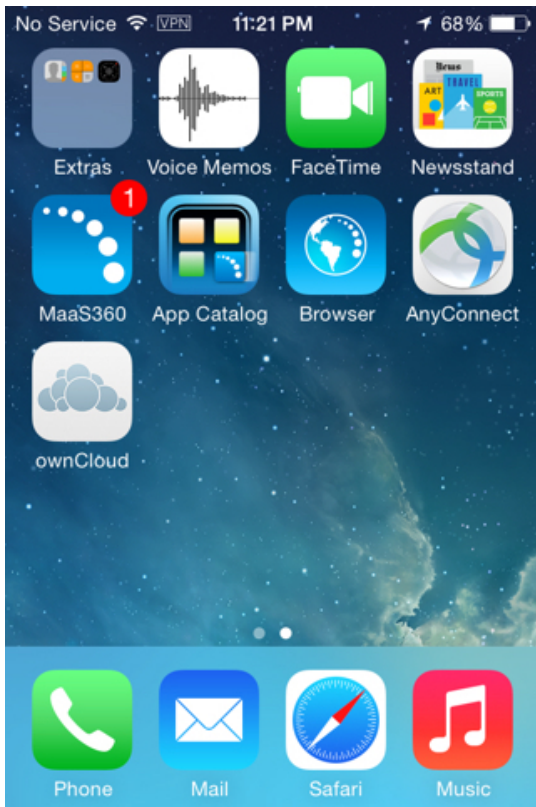
2-3. Install OwnCloud App (IOS)

Download Owncloud App from App store

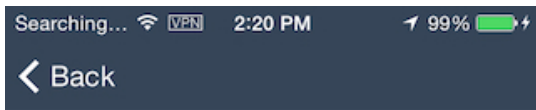
1. Search and Download OwnCloud App from App store (Fee will apply)



2. Open OwnCloud App icon



3. Enter the server and user credential



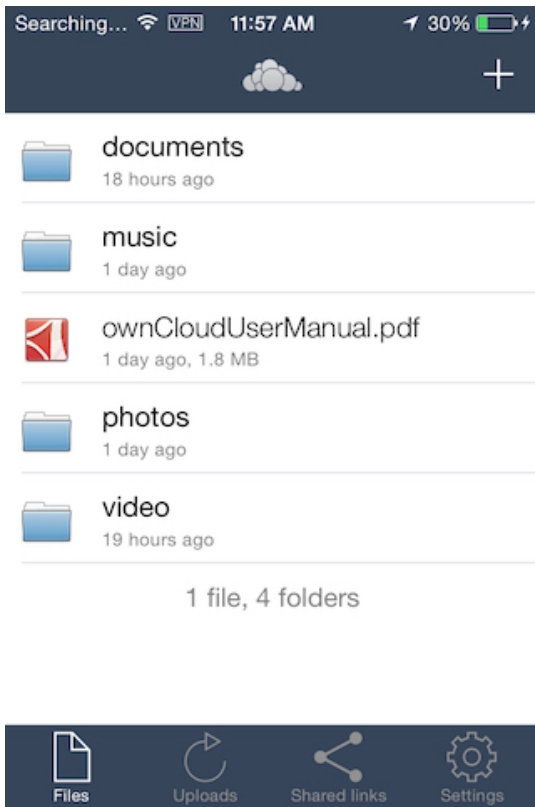
Server address <https://...>

Username

Password

Add

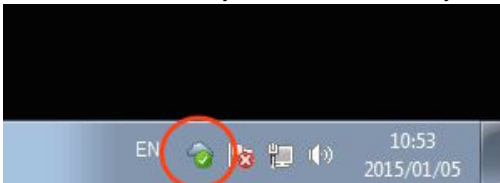
4. Finish



3. Quick Tips

3-1. Knowing a Status (Windows and Mac)

The client icon tells you about status of sync activity.



1. Client is Online (Good)



2. Client is Syncing Data (Good)



3. Client is on hold (check client and click "Resume" to become online)

This is usually when you manually set client Hold status. you need to resume in order for client back to online status.



4. Client is Offline (Bad)

The Network connection become unavailable or Account password has expired/changed.

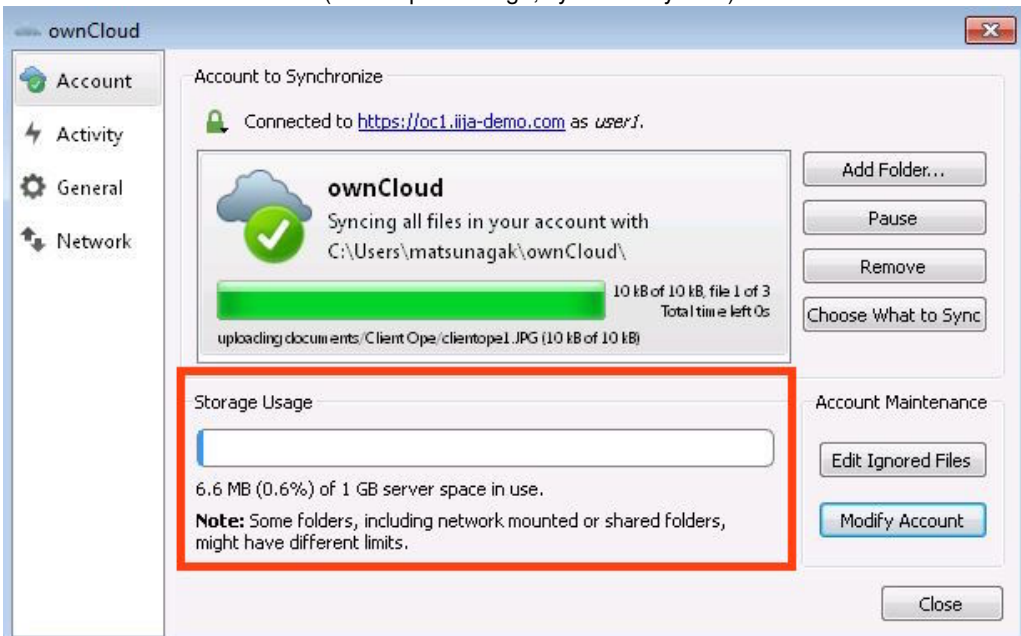


3-2. How to Access client menu (Windows)

1. Find a client icon in task bar or start from menu, then click to open.

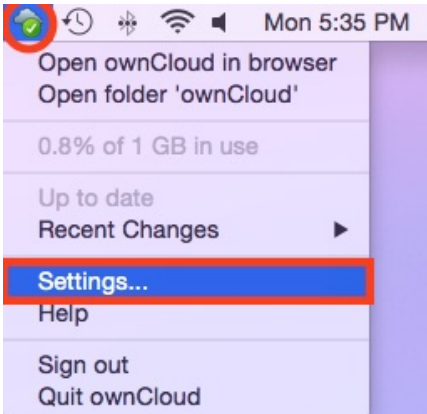


2. You will find various menu (check quota usage, sync activity etc..)



3-3. How to Access client menu (MacOS)

1. Find a client icon in task bar then click to settings.



2. You will find various menu (check quota usage, sync activity etc..)

ownCloud

Account Activity General Network

Account to Synchronize

Connected to <https://oc1.ijja-demo.com> as *user1*.

ownCloud
Syncing all files in your account with
/Users/devmac/ownCloud/

Add Folder..
Pause
Remove
Choose What to Sync

Storage Usage

7.7 MB (0.8%) of 1 GB server space in use.

Note: Some folders, including network mounted or shared folders, might have different limits.

Account Maintenance

Edit Ignored Files
Modify Account