WU OWNCLOUD
Share & Exchange Files

Content

1 Overview of functions

<table>
<tr><td>**NOTE**</td><td>The use of external cloud services that have not been approved by WU (e.g. Dropbox, Google Drive, WeTransfer) is not permitted **for work-related purposes**, as it conflicts with applicable WU regulations[1] regarding the storage of personal information.

The **main purpose of WU ownCloud** is to facilitate the exchange of work-related files between WU staff or faculty and **external** persons. An up-to-date web browser is sufficient for use.

Please comply with applicable WU regulatory documents[1] when sharing files!

For collaboration on documents, WU employees should use the W Drive, SharePoint and Microsoft Teams (cf. **swa.wu.ac.at/en/it/services/sharing-files**).</td></tr>
</table>

- **Store files in a secure cloud environment**
  Your personal storage space is 5 GB. The maximum file size for uploads is also 5 GB per file. There are no restrictions regarding the file type.

- **Sharing files with people outside WU**
  The *Share* button lets you share data (i.e. files and folders) using a unique custom URL (referred to as a "link"). Shared data is accessible for a maximum of 365 days, but you can also limit this time frame.

- **Anonymous upload of files by WU externals**
  You can provide a space where people without a WU account can easily upload data, e.g. if files are too large to send by email.

- **Access to the W-Drive with uploads and downloads via the web browser**
  The *shares.wu.ac.at* folder gives you access to your institute drive(s). You can access files stored on the desktop or in the Documents folder of your workstation computer as well. Access to *shares.wu.ac.at* cannot be shared with other persons.

- **Receive notification of activities by email**
  You can get a summary of changes on your WU ownCloud storage space via the *Activity* menu or for individual files/folders in the Detail menu item. Use the Settings menu to define the actions about which you want to be informed by email (to your WU email address) in selected intervals (*hourly, daily, weekly*).

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[1] In particular, please refer to the *WUPOL Information Security Policy*, the *WUPOL Classification - Confidentiality*, and the *WUPOL Cloud Services* (view: https://www.wu.ac.at/en/it/security).
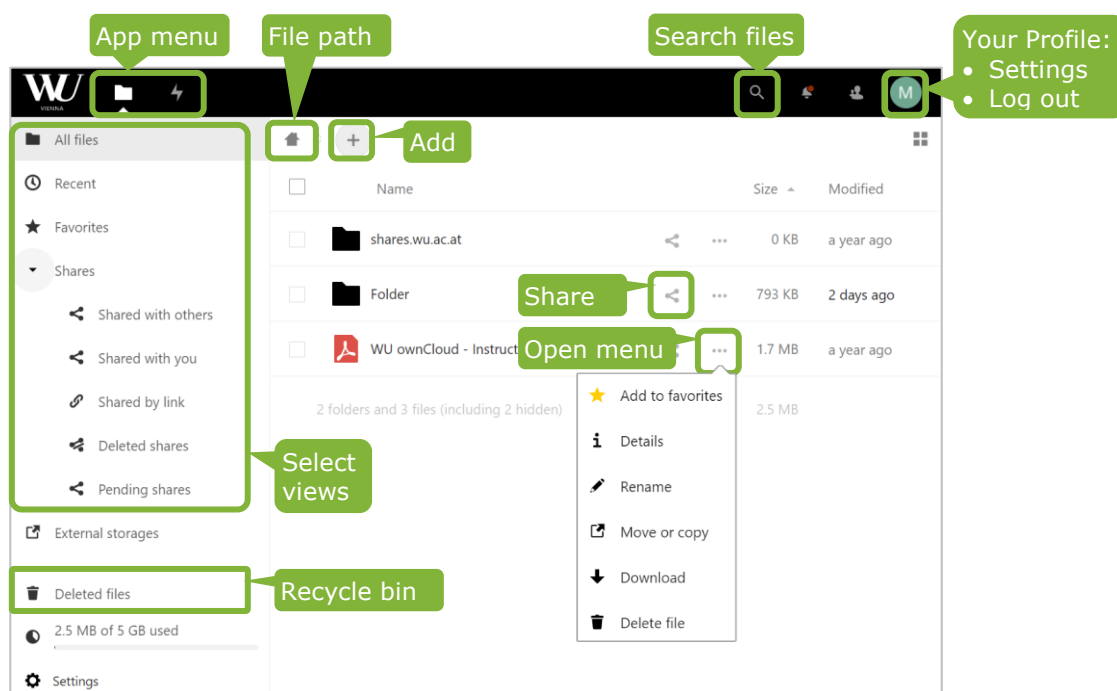
2 Login and user interface
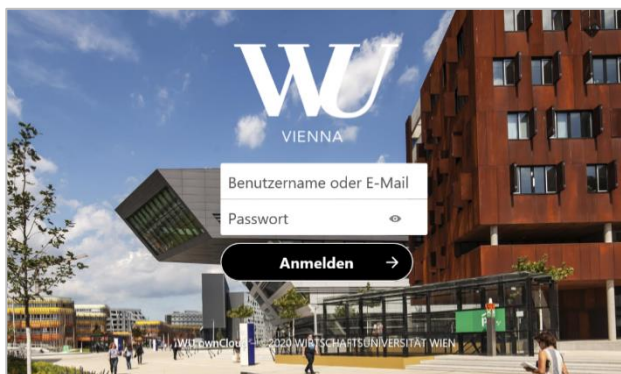
All WU employees with active work contracts have storage space on WU ownCloud.

In a browser, open the **https://owncloud.wu.ac.at/** page and log in with your **WU login data** to view your personal space.

2.1 The user interface

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NOTE	The default language for the user interface is English. In the upper right corner, you can change it: **> Your Profile > Settings > Personal info > Language**.

Explanations

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App menu	View file list (uploaded and created data) and activities
File path	Move within a file structure or back to the home screen (*Home* 🏠)
Search files	Find files on your ownCloud storage and on fileshares (W-Drive)
Add	Button ➕ : Upload data, create folder or a text file
Recycle bin	Restore deleted files within 7 days
Your Profile	Access various settings or logout from WU ownCloud

2.2 Access to Fileshares

Click on ⬛ **shares.wu.ac.at** in the file list to access files on the W-Drive. In addition to contents of your *institute and project folders*, you can also access files on your workplace computer (only contents on the *desktop* and in the *documents* folder).

NOTE	Access to *shares.wu.ac.at* and data stored there **cannot be shared with others**.
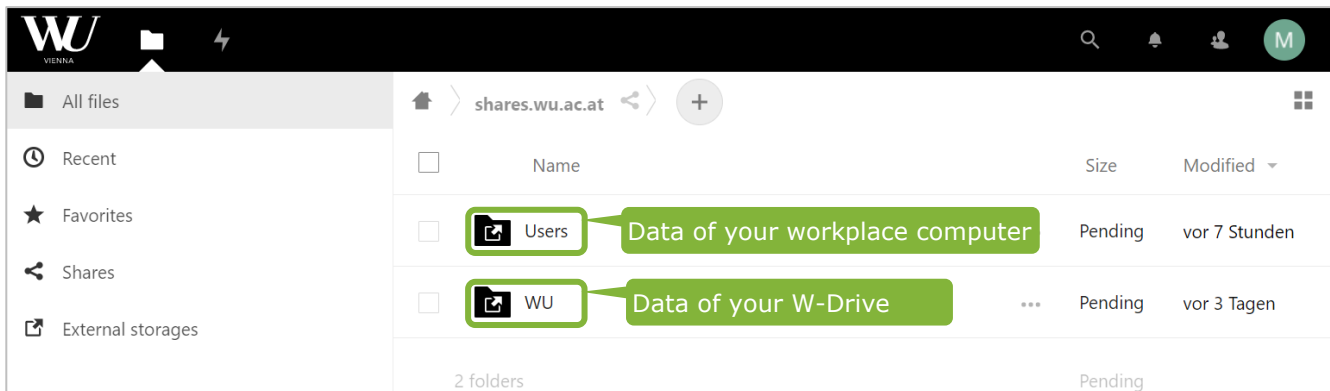
2.3 Uploading data
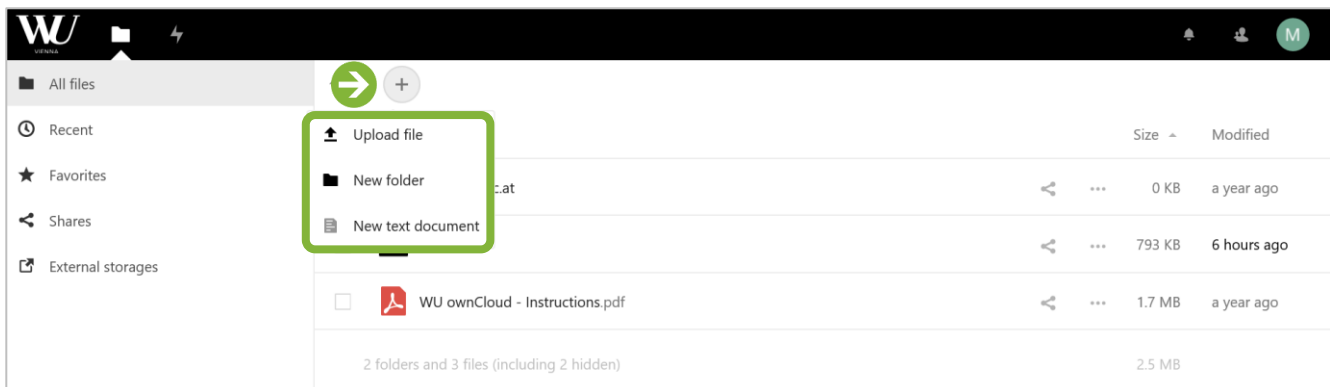
Use the *Add* button ➕ to create a **folder** or **text file** directly in the browser. Select *New folder* or *New text document*, then enter a name and confirm it by pressing the Enter key. When **uploading new files**, simultaneous upload of several files is possible. You can also upload data by *Drag & Drop* the desired files into the main area.

Your **storage space** is 5 GB. The maximum file size for uploads is also 5 GB per file. There are no restrictions regarding the file type. If you want to make several files available for download in a folder structure, first pack the folders into a ZIP file and then upload them.

NOTE	The maximum file size for uploads may be limited by insufficient free space. Delete any files on WU ownCloud that are not needed regularly.

2.4 Organize file structure

You can manage existing files and folders via the **Menu button** [...] .
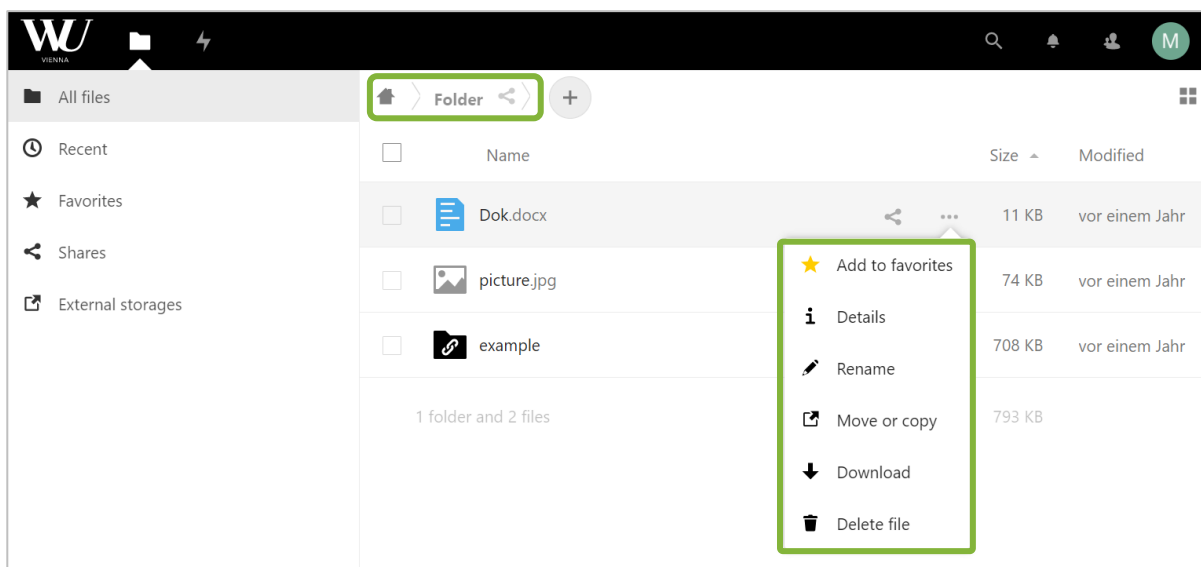
Use the **Move or Copy** menu item to move individual data (folders or files) to another folder. Alternatively, you can also move data to displayed subfolders by dragging and dropping. To move data into the parent folder, drag the selected data into the corresponding folder in the file path (cf. right beside "Home" 🏠).

**Dealing with multiple files or folders**

To select multiple files or folders, click the box next to the folder or file icons. To select **all data displayed**, click the top box (above the data icons in the file list). This way, several data or entire structures can be downloaded, deleted, moved or copied together.

To download the selected data, click on [··· Actions]. If you have selected several data, they are downloaded as a single ZIP file.
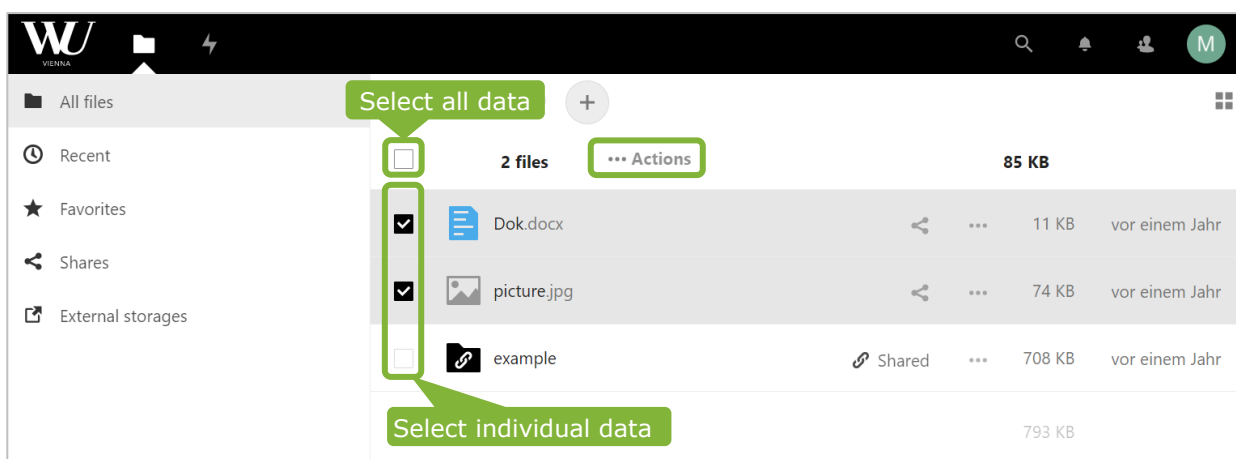
3 Share data and manage access

To give individuals access to data, click the ⊲ **Share** a file or folder button in the file overview. If this button is missing, you cannot share the data.
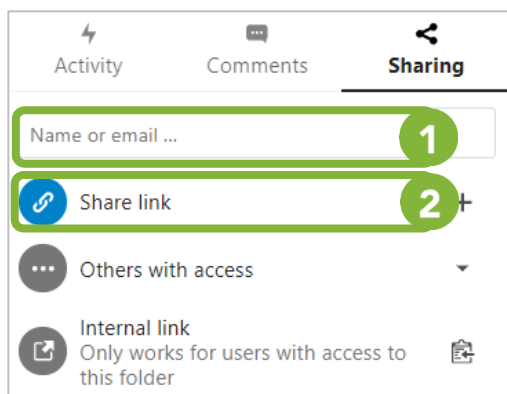
1. **Share to an email address**
   Recipients get separate emails about:
   - Name of the share, including the link to open the file
   - Password set for access
   - Notes for the recipient

2. **Share via link**
   You will get a link to the data you want to share. You have to forward this link to the recipients either by email or via other media.

In the ⚡ **Activity** tab, you can see when and with whom the file or folder was shared.

Please *ignore* the **Internal link** and **Add to project** options in the sharing options. These do not work for recipients to access the data.

For recipients **without a WU account**, you can set restrictions in terms of information security:

WU-external recipients
👍 Anonymous upload is possible (existing files remain hidden)
👍 Password can be forwarded independently, e.g. via SMS (additional security)
👎 Mandatory expiration date (access for max. 365 days possible)
👎 For sharing data via a link, you must communicate the link by yourself (e.g. via email)

IMPORTANT	• We recommend activating the **password protect** option for all shares with external persons. • Access to *shares.wu.ac.at*, including all data saved there, **cannot be shared**.

Use the following options to control the **editing options** for external recipients (*see 3.1.1*). Other options are available when sharing data with WU-internal recipients.

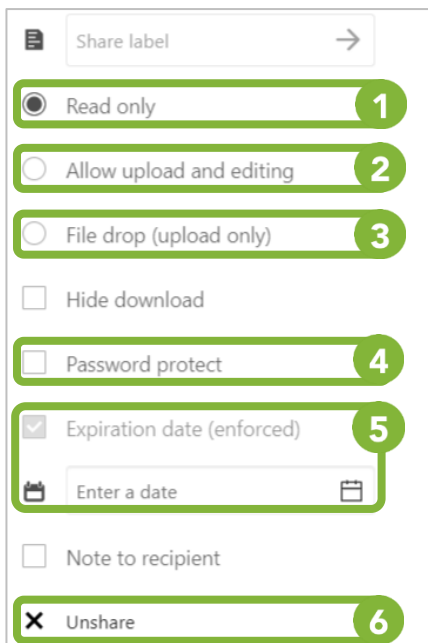| WU-external recipients can...	Options
edit*	☑ Allow upload and editing
download only	☑ Read only
upload only	☑ File drop (upload only)

* upload, download, create, change, delete

3.1 Share to an email address

To give individuals access to data, click the ◁ **Share** button next to a file or folder in the file overview. Additionally, please mind the information on page 6.

3.1.1 Options for WU-external recipients

In the ◁ **Sharing** tab, click the ••• **Menu** button next to the recipient.

1. Select **Read only** if you want the recipient to access the files but not modify them.

2. Select **Allow upload and editing** if the recipient is allowed to create, modify and delete data within the folder.

3. Select **File drop (upload only)** if you want to hide existing data in the folder from the recipient (*anonymous upload*).

4. Select **Password protect** to assign a password of your choice for protecting your data. Always choose a long password (at least 15 characters, including numbers, caps, and special characters).

5. Access is possible for a maximum of 365 days. Set a **prior expiration date** if you want to limit availability.

6. To cancel the access for recipients immediately, select **Unshare**.

IMPORTANT	• Always assign a password when sharing data with persons external to WU. • **<u>Never</u> use your personal WU password** when sharing data!

Next page: Share via link

3.2 Share via link

To share data via a link, click the ⌗ **Share** button next to a file or folder in the file overview. Additionally, please mind the information on page 6.
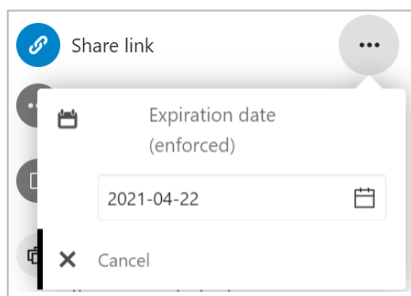
1. Click the **+ Create a new share link** button next to the **Share link** option.

2. If necessary, set a shorter expiration date. The maximum time possible is 365 days (preselected).

3. To create the link, click on the <u>now changed</u> ⋯ **Menu** button next to the **Share link** option.
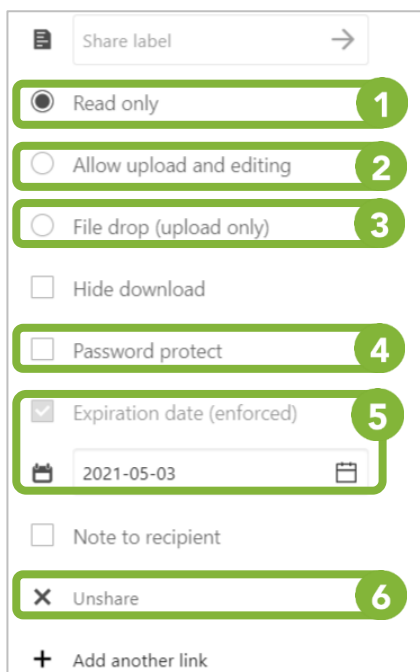
The link is automatically copied to the clipboard. You can immediately copy it to a medium of your choice and send it to the recipients.

IMPORTANT	• Please, **always** assign a **password** – the longer the better - when sharing via link! • **Never use your personal WU password** for sharing data! • Always send links and associated **passwords separately**! Use other messaging options for the password if available (phone call, SMS, separate email message, etc.).

3.2.1 Options for sharing via link

In the ⌗ **Sharing** tab, click the ⋯ **Menu** button next to the recipient.

1. Select **Read only** if you want the recipient to access the files but not modify them.

2. Select **Allow upload and editing** if the recipient is allowed to create, modify and delete data within the folder.

3. Select **File drop (upload only)** if you want to hide existing data in the folder from the recipient (*anonymous upload*).

4. Select **Password protect** to assign a password of your choice for protecting your data. Always choose a long password (at least 15 characters, including numbers, caps, and special characters).

5. Access is possible for a maximum of 365 days. Set a **prior expiration date** if you want to limit availability.

6. To cancel the access for recipients immediately, select **Unshare**.

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Tips	• You can record people to whom you have sent the share link in the **Share label** field. • You can note the assigned password for yourself using the **Note to recipient** option.

4 Helpful tips

Filter & display files by features

Use the menu on the left (see figure) to list your files filtered by predefined features. Additionally, use the columns *Name, Size,* or *Modified* in the file list to sort the data.

Quick access to important files

Add important data to favorites and use the ★ **Favorites** view.

To display data as favorites, select **Add to favorites** from the **menu** ⋯ . Data that you no longer need to access can easily be removed from favorites in the same way.
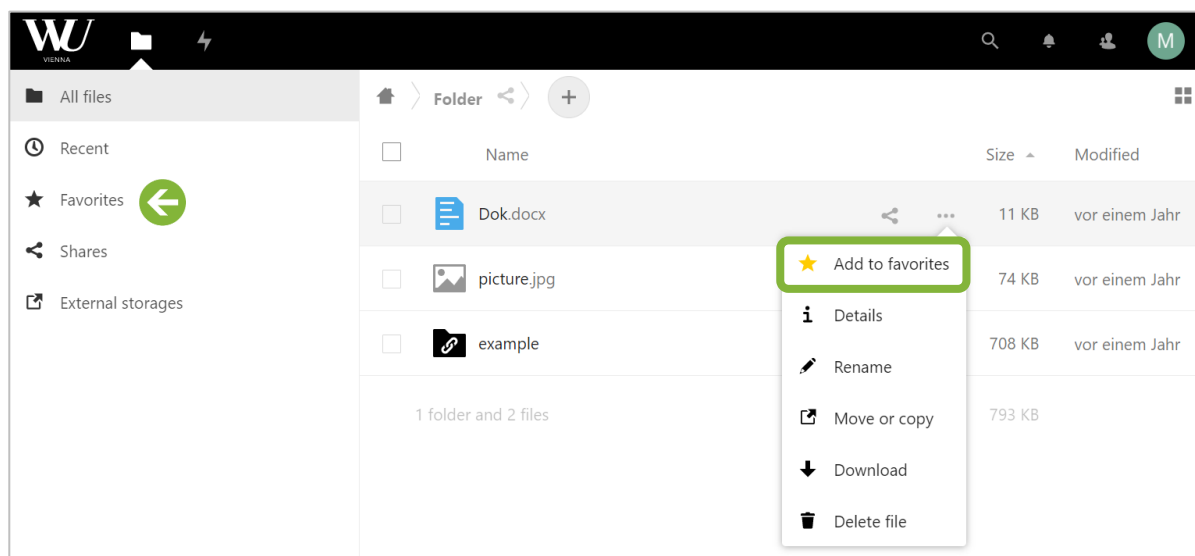
View and restore deleted data

Deleted data remains available for up to **7 days** after being deleted. After that, the data is removed permanently. There is no backup.

Open the 🗑 **Deleted Files** view (at the bottom left of the screen) and click ↺ **Restore**. Use the **Menu** ⋯ button to remove a file permanently.

View or create comments

Open the **menu** ⋯ next to the file or folder and select **i** **Details**. Open the 💬 **Comments** tab. Here you can read existing comments or add new ones. These are visible to all people who have access to the corresponding file.

Recognize shared and shareable data

In the file list, you will see either a *Share icon* ⤳ or a *Shared icon* 🔗 Shared . By clicking on the former you can share data. The second icon marks data that is already shared. If you click on it, you will see the people with whom the file has been shared.

Show logged activities

Select ⚡ **Activity** from the app menu on the top left. The log of activities on your ownCloud storage is displayed. Entries in the Activity log persist even after folders or files have been deleted. You can customize logging and notifications of activities in the settings *(> Your Profile > Settings > Activity)*.

Entitlement to and availability of storage on ownCloud

Your storage space on WU ownCloud is cleared after employment with WU has ended. Deletion of data on WU ownCloud is accompanied by deactivation of the personal account. Thus, not only the uploaded files become unavailable but also shared access to data is lost.

Additional information

On the intranet page **swa.wu.ac.at/en/it/services/sharing-files** you will find further possibilities for collaborative file editing in the day-to-day work at WU.

5 Feedback and Support

The **IT Support Center** at the Vienna University of Economics and Business is the first point of contact for WU faculty, staff, and students in all IT-related matters. We are available to provide additional help and are also interested in your feedback on these instructions.

Hotline	+43 1 313 36 – 3000
E-Mail	hotline@wu.ac.at
Availability	short.wu.ac.at/it-support-hours
Website	www.wu.ac.at/en/it/support

IT Support Center
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