NEXTCLOUD

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Step-by-step guide on how to use Nextcloud

General Information: (What every user needs to know)

1. Why Nextcloud?

The need arose for a secure platform to store and share research data and working documentation within the NWU environment governed by the POPI as well as the PAIA act. Nextcloud is an open source file sync and share system that gives you access to any file, anytime, anywhere on any device. A disaster recovery solution is in place, meaning that content is duplicated/mirrored.

Nextcloud provides a safe, secure, and compliant file synchronization and sharing solution on servers within the NWU firewall for individuals and groups. Users gain access via the Central Authentication Service (CAS).

2. Space allocation

Every user has **50GB** of storage space allocated by default. Should you run out of space, log a **ticket** motivating why you need more space. Remember: Nextcloud is intended for work documents only.

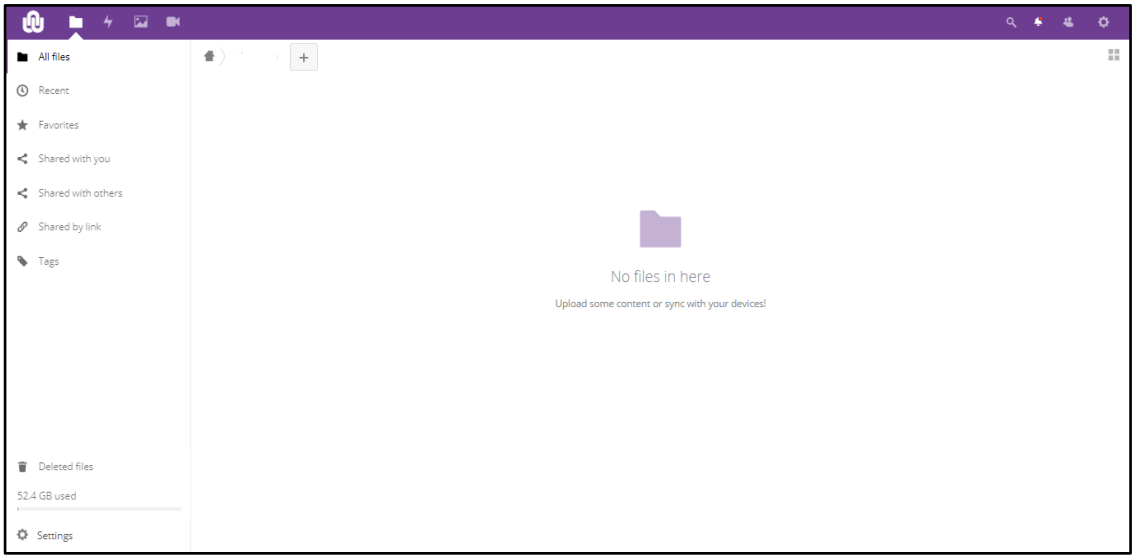
3. Access rights

All permanent staff members (academic and support) have access to this service by default. Post-Doctoral Fellowships, PhD- and Master Students can gain access by affiliating OrcID with the NWU by following the steps on the library website.
Click on this link to go to the library website http://library.nwu.ac.za/orcid.

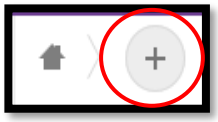
Using Nextcloud:

1. Logging in

Log in to nextcloud.nwu.ac.za by using the recommended browsers (see service catalogue).
Nextcloud.nwu.ac.za will take you to CAS where you need to log on with your Novel details.
This will automatically sign you into your homepage on Nextcloud which will look something like the image below.

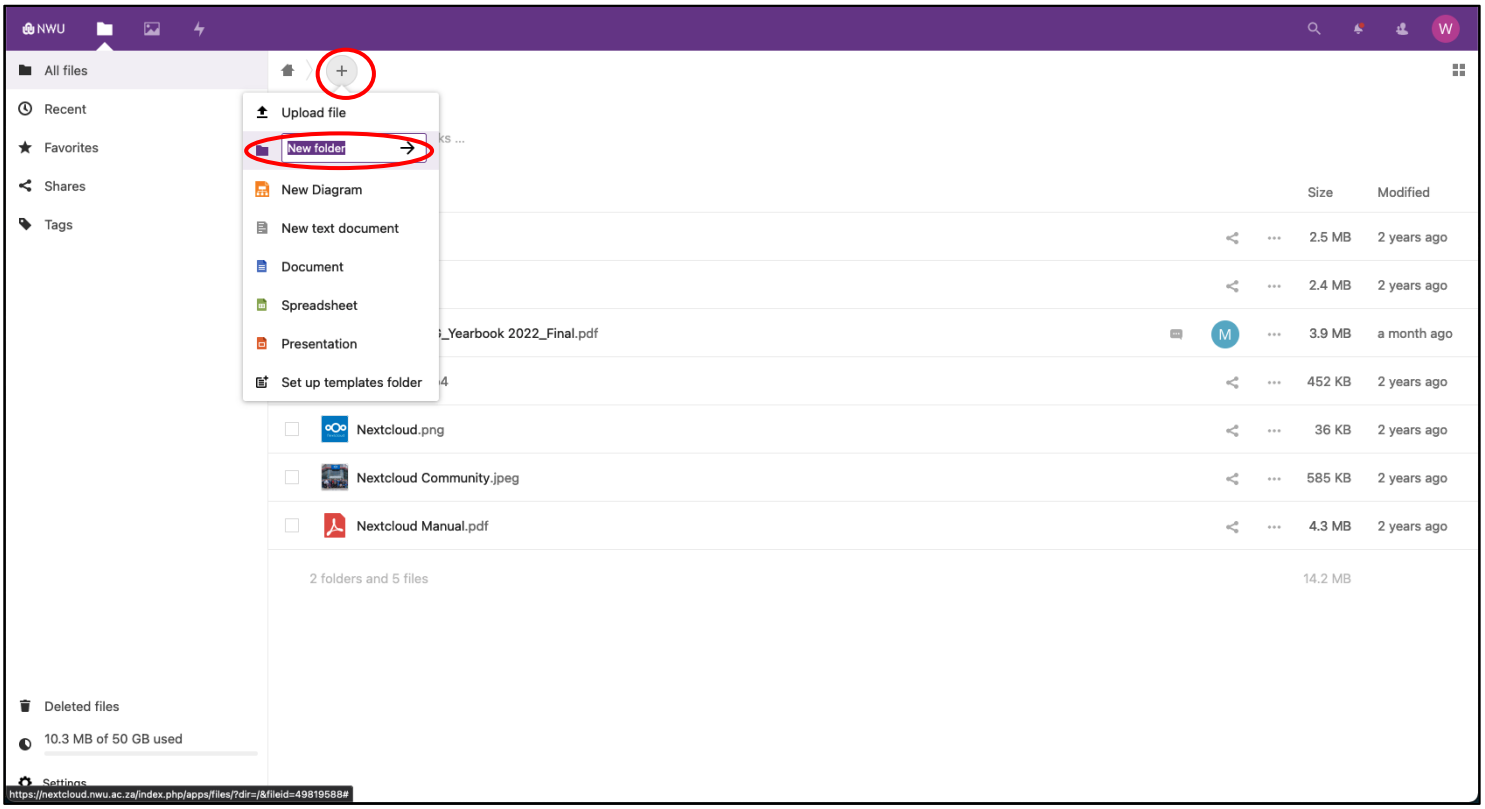


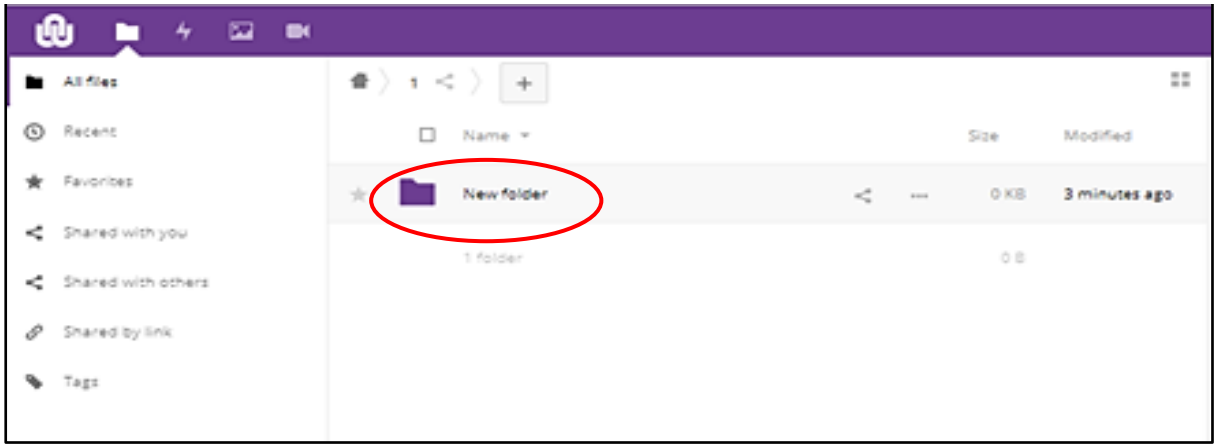
2. Creating a New Folder (Text File, Document, Spreadsheet, or Presentation)



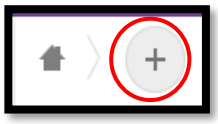
To create a **New Folder** (**Text File, Document, Spreadsheet, or Presentation**) *click* on the **plus** block next to the home icon in the top left corner.

As soon as you *click* on **New Folder** (**Text File, Document, Spreadsheet, or Presentation**), rename the folder to the desired name. After renaming, press **Enter** and the folder will be created as can be seen in the images below.



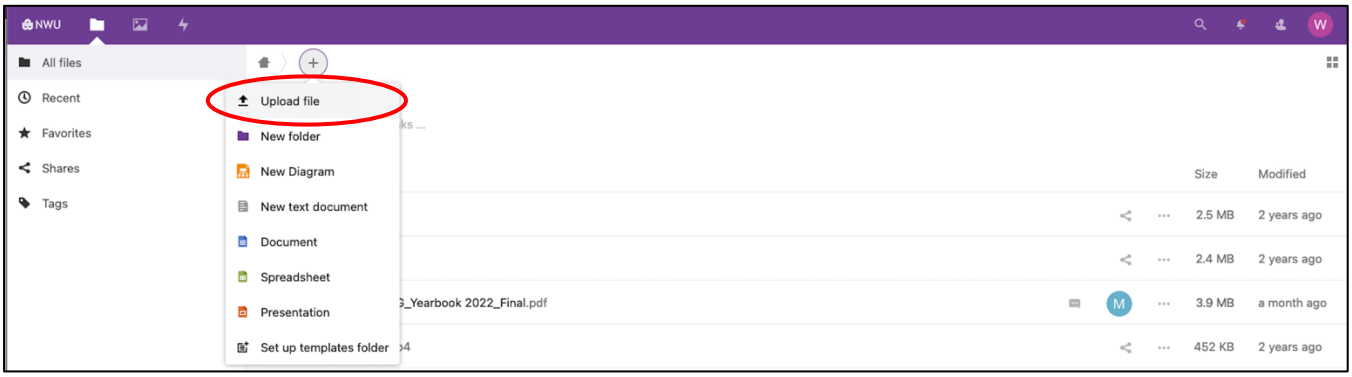


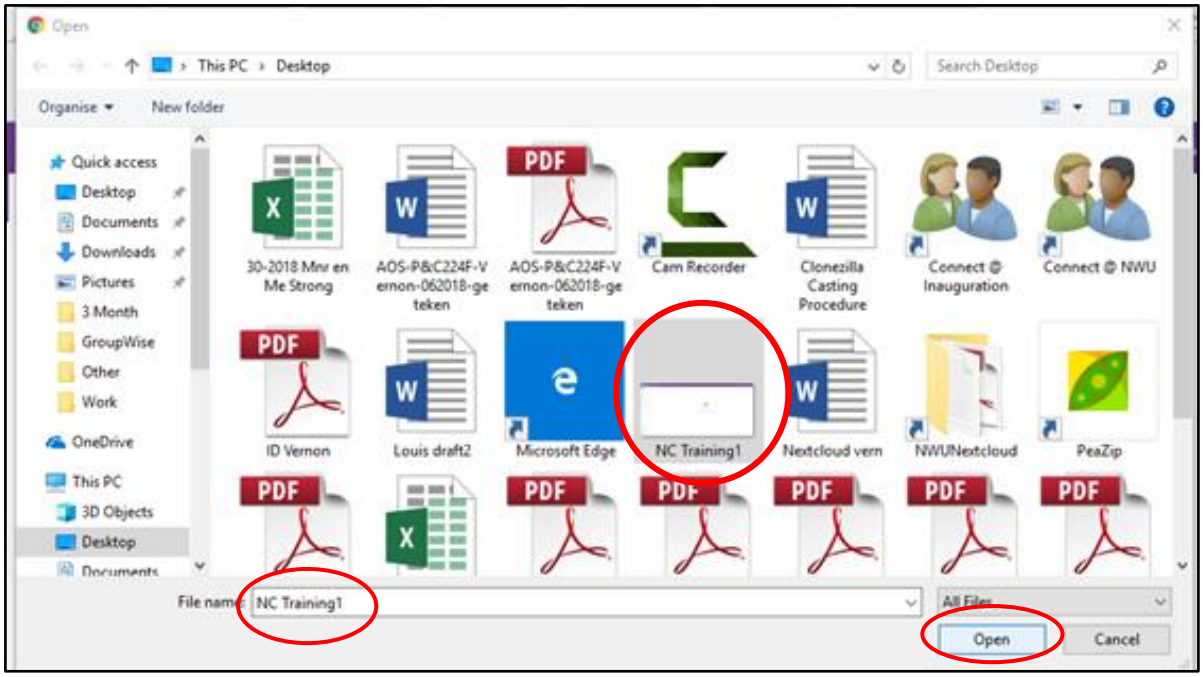
3. Uploading files

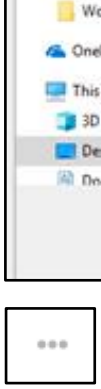


To upload a file, *click* the **plus** button next to the home icon in the top left corner. The first option will be **Upload File**.

As soon as you *click* on **Upload file**, your windows explorer will automatically open and you can navigate to the file that you want to upload to Nextcloud. As soon as you have selected the file, *click* on **Open** and the file will be uploaded as can be seen in the images below.

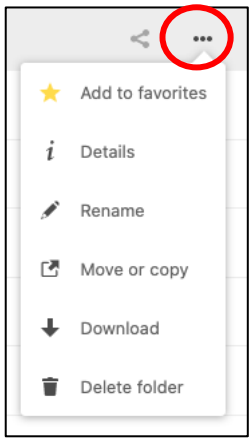






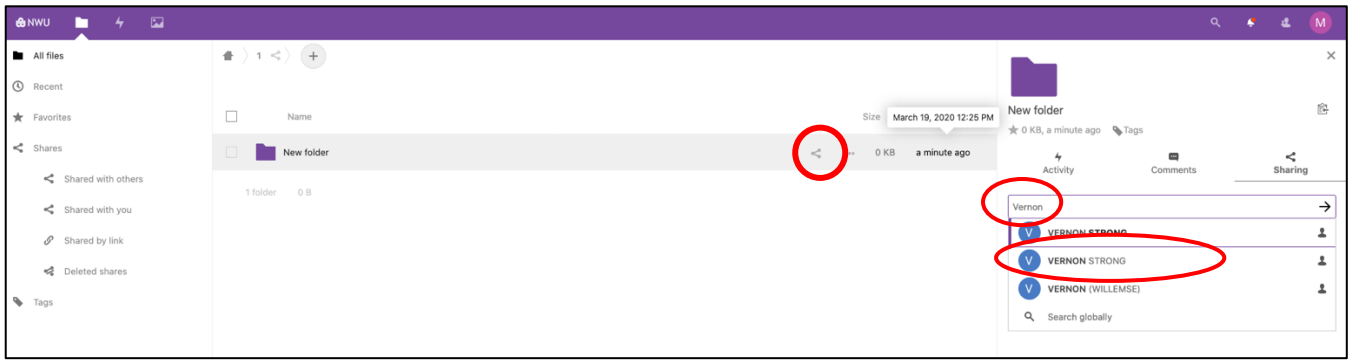
To **Rename** files and folders, *click* on the **ellipse sign** to the right of the file or folder.

This will show a **menu** where you can then rename the file or folder. This menu will also allow you to **Delete**, **Move** or **Download** files and folders.



4. Sharing files and folders with NWU affiliated users

To share a file or folder *click* on the **Share** icon on the right side of the folder.



A navigation pane will open on the right side of the browser.

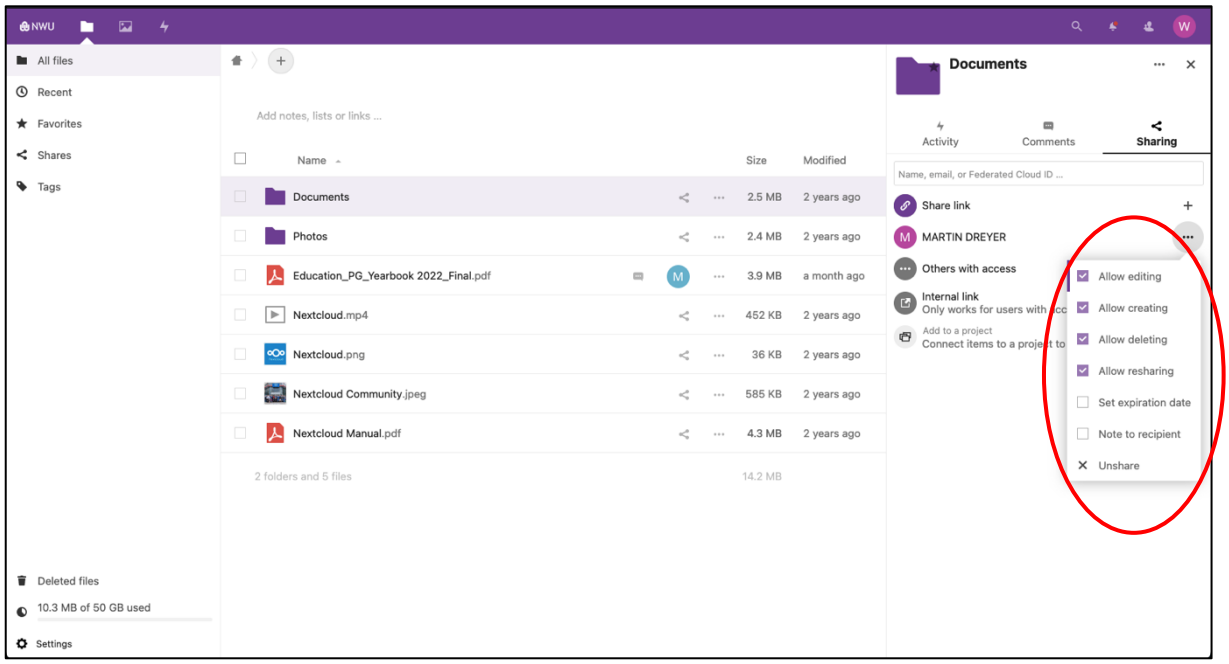
Start your search by *typing* in the person's name, surname or NWU Number. (GroupWise name).

Then *scroll* down until you find the name of the person you want to share with and *select* their name.

Press **Enter** and then the file/folder will be shared with them.

Choose the applicable **rights** that the person needs to have (i.e. Allow editing, Allow Reshare, etc.).

There is also an **expiration date** option, which can be set. This option will only grant access for a certain amount of time.

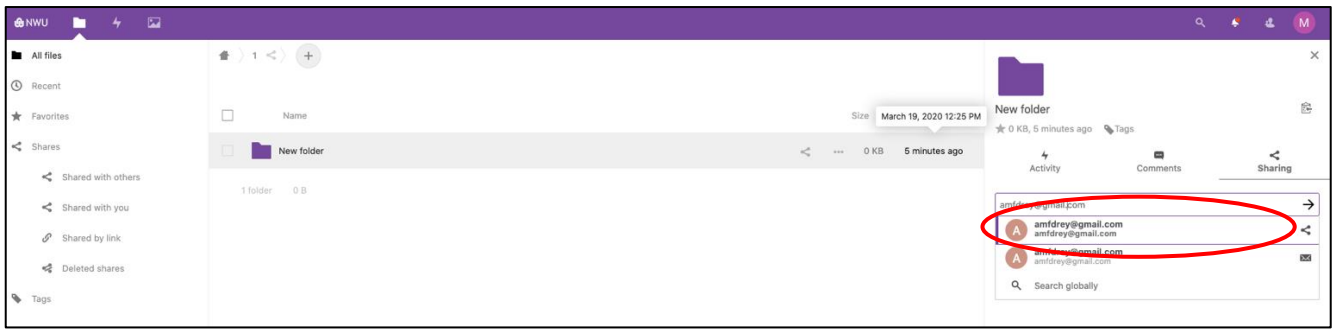


5. Sharing with non-affiliated NWU email addresses

To share with a person that it not affiliated with the NWU you *click* on the **Share** icon to the right of the file/folder.

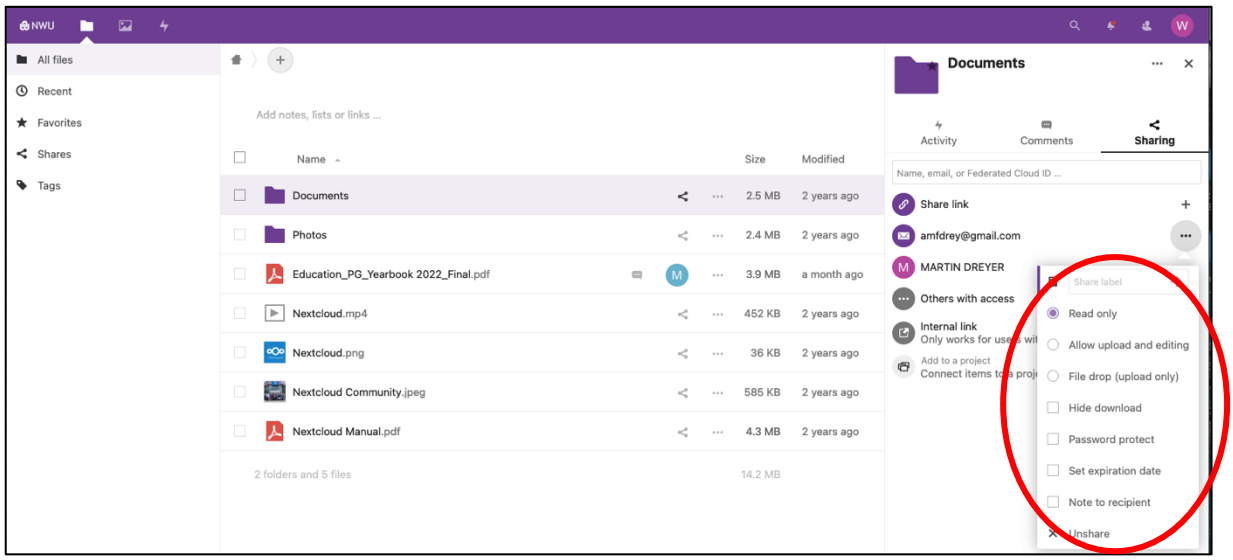
Type in the full email address of the relevant person and *click* on email with envelope icon

option, **not** the share option. Choose the applicable **rights** that the person must have (i.e. Can edit, File drop only, etc.). Note that outside emails will not have all the rights that NWU emails have.



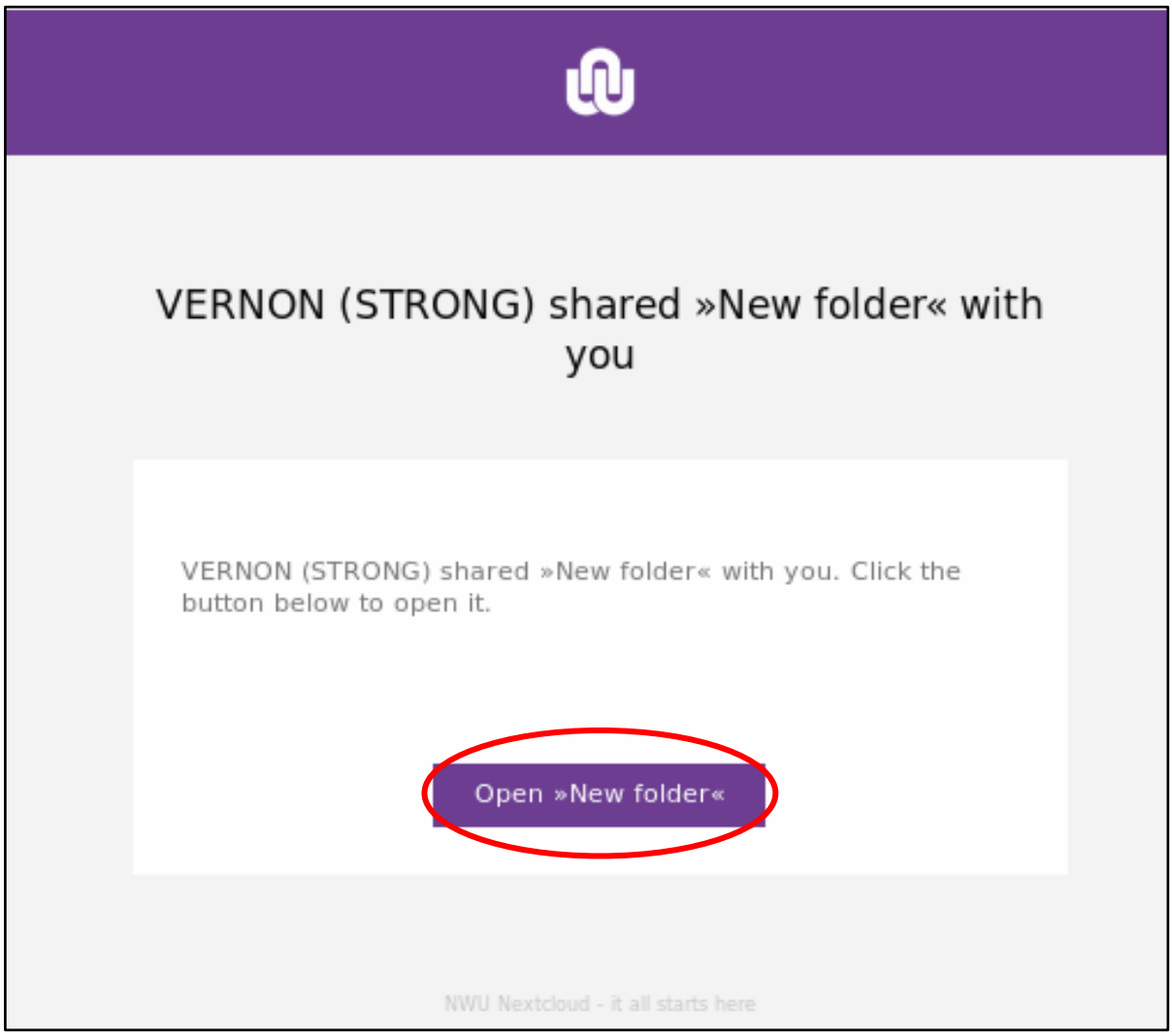
6. How will you know when a file/folder has been shared with you?

You will receive an email in GroupWise stating that a folder/file has been shared with you. The email looks the same for all other email platforms (google, yahoo, hotmail, etc.). See example below.



Click on the **Open >>file name/folder name<<** icon to open the link to Nextcloud.

7. File Tabs, Deleted files and Activity



All files will show you your home folder (root folder) with **all** the files that are loaded on your account within Nextcloud.

Recent will show you all the files/folders that have been modified within the last 7 days.

Favorites will show all the starred files and folders. To make a **favorite**, *click* on the **star** on the **All files** page.

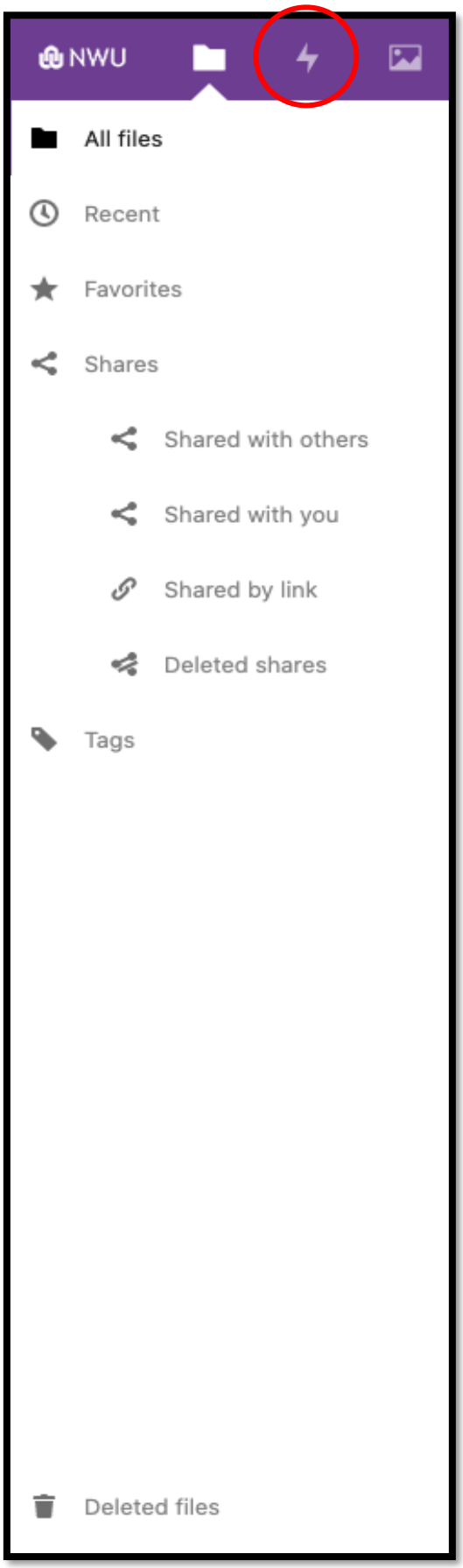
Shared with you will show all the files and folders that other users created and shared with you.

Shared with others are all the files and folders that you created under your account and shared with other users.

Shared by link will show all the files and folders shared with non-NWU email addresses.

Deleted files works the same way as the Windows recycle bin, but it will only keep data for **30 days**. After this, the data will be deleted **PERMANENTLY**.

Activity shows you all the activity that has happened to your or any folders/files that have been shared with you.

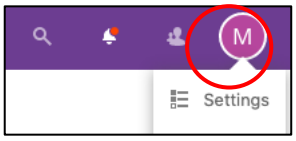

NWU
All files
Recent
Favorites
Shares
Shared with others
Shared with you
Shared by link
Deleted shares
Tags
Deleted files

Nextcloud Sync application

The Synchronization application allows the user to have a real-time Nextcloud backup of a selected drive or folder on their computer. *Note:* The application synchronizes in such a way that it keeps a mirror image in both folders. This means that if you delete or alter something on your computer it will do the same in Nextcloud, and vice versa.

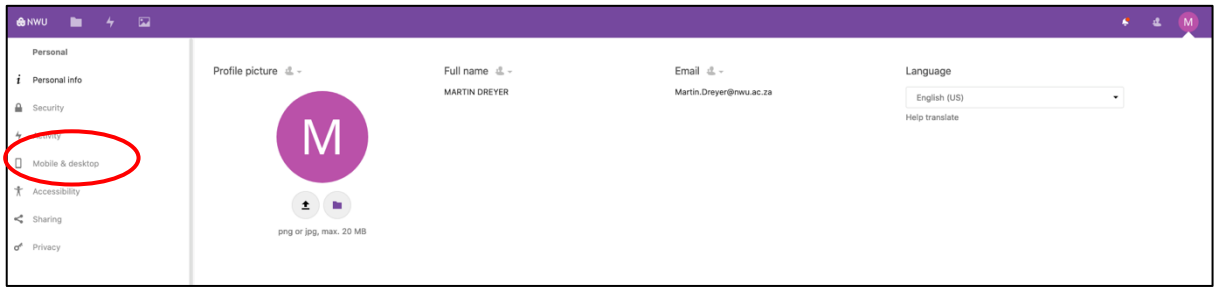
How to setup and use the application

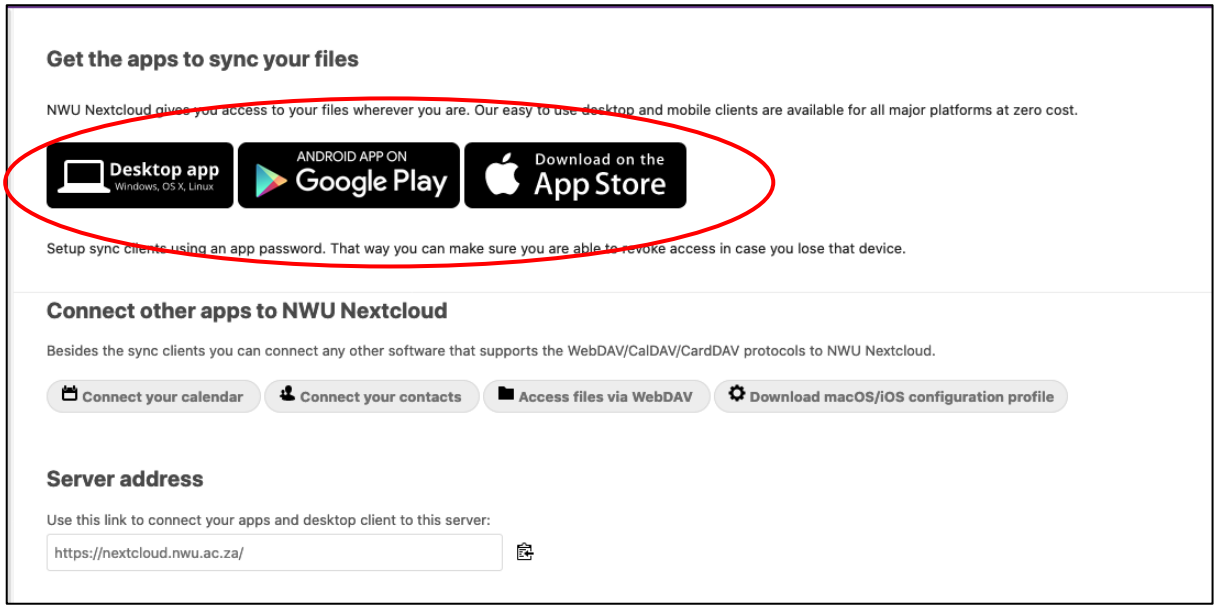
Click on the circle with your initial on the top right-hand corner and *click* on **Settings**.



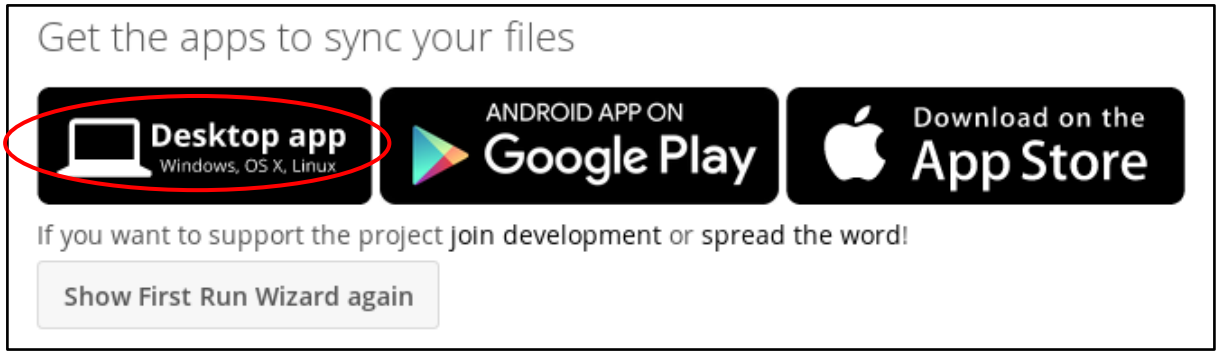
Once you *click* on **Settings**, you will be redirected to a screen that looks as follows:

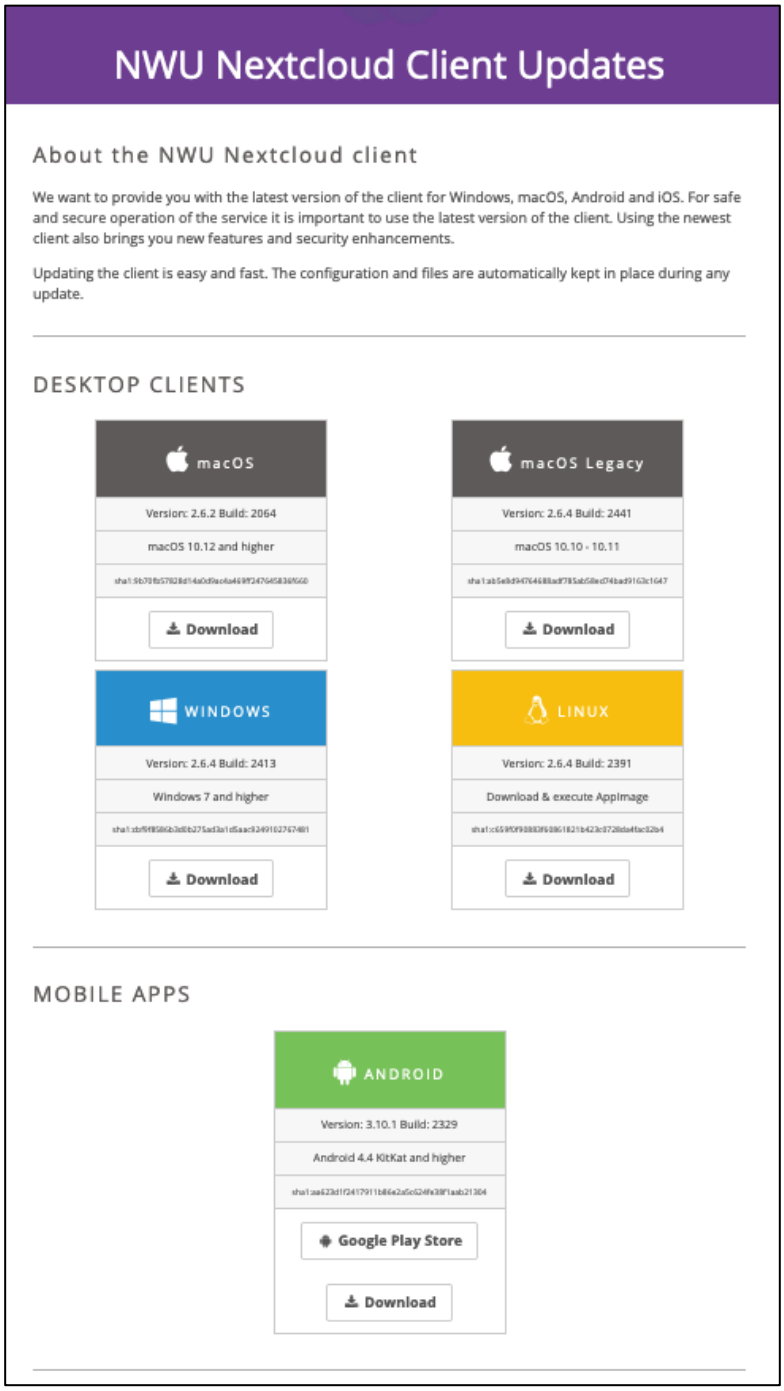
Please click on Mobile and Desktop on the lefthand side and the you will see a screen that shows all the options, please click on Desktop app.



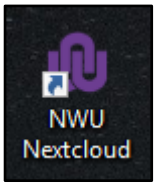


Choose the applicable app for your device from the list provided.

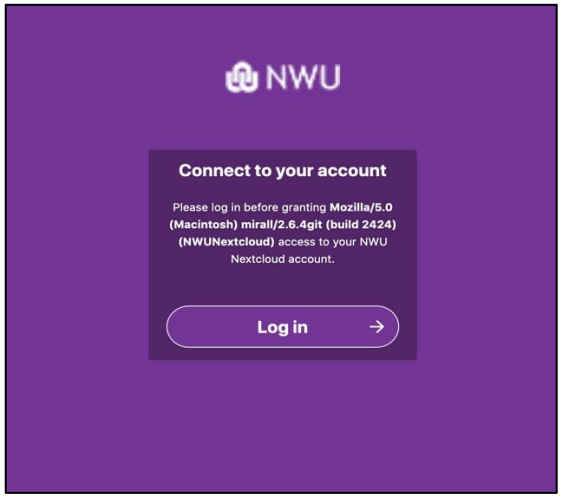

Get the apps to sync your files
Desktop app
Windows, OS X, Linux
ANDROID APP ON
Google Play
Download on the
App Store
If you want to support the project join development or spread the word!
Show First Run Wizard again

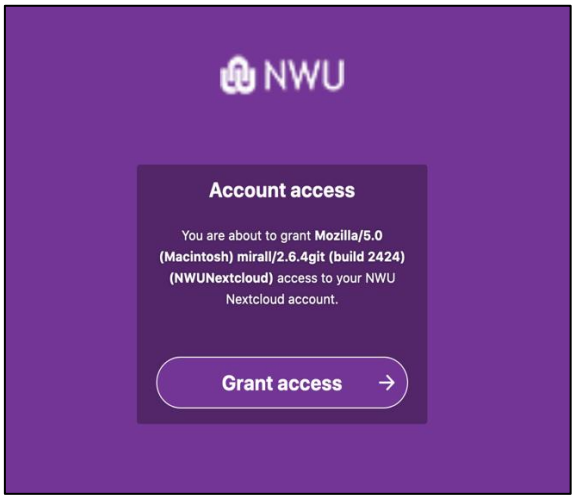

NWU Nextcloud Client Updates
About the NWU Nextcloud client
We want to provide you with the latest version of the client for Windows, macOS, Android and iOS. For safe and secure operation of the service it is important to use the latest version of the client. Using the newest client also brings you new features and security enhancements.
Updating the client is easy and fast. The configuration and files are automatically kept in place during any update.
DESKTOP CLIENTS
macOS
Version: 2.6.2 Build: 2064
macOS 10.12 and higher
Download
macOS Legacy
Version: 2.6.4 Build: 2441
macOS 10.10 - 10.11
Download
WINDOWS
Version: 2.6.4 Build: 2413
Windows 7 and higher
Download
LINUX
Version: 2.6.4 Build: 2391
Download & execute AppImage
Download
MOBILE APPS
ANDROID
Version: 3.10.1 Build: 2329
Android 4.4 KitKat and higher
Google Play Store
Download

Once the file has been downloaded follow the normal installation guidelines as you would for any other application. If the application does not launch **automatically** after installation, launch it via the **Desktop Icon**.

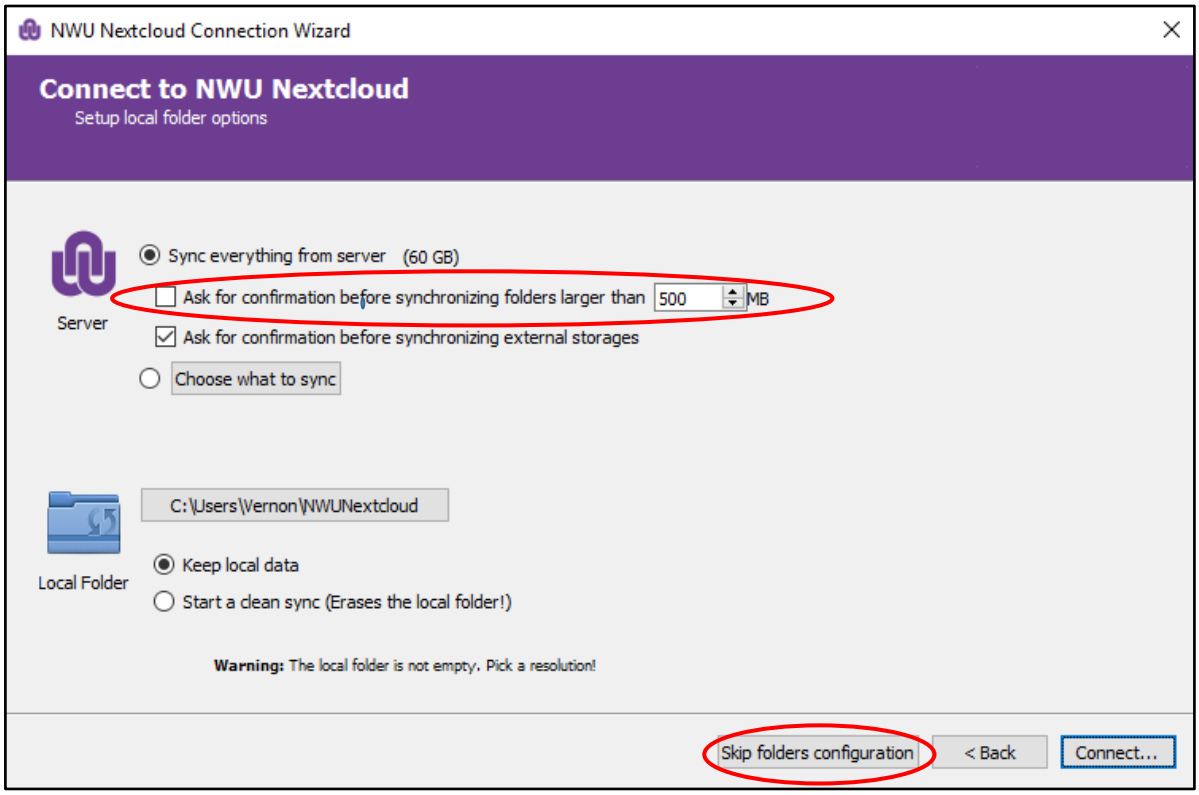


The client will open your default browser and ask you to login in with your CAS details and grant Nextcloud access to your computer.

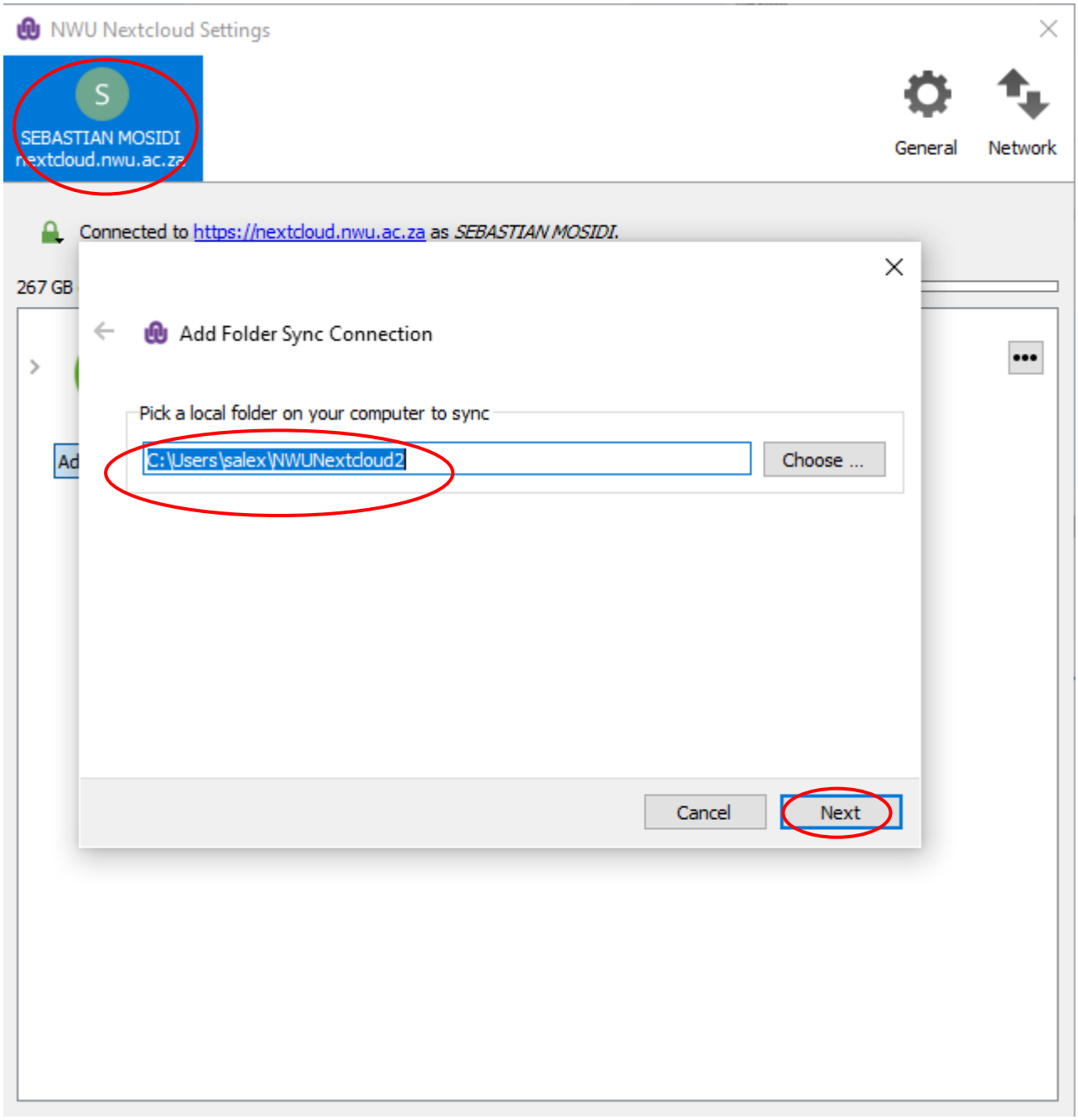




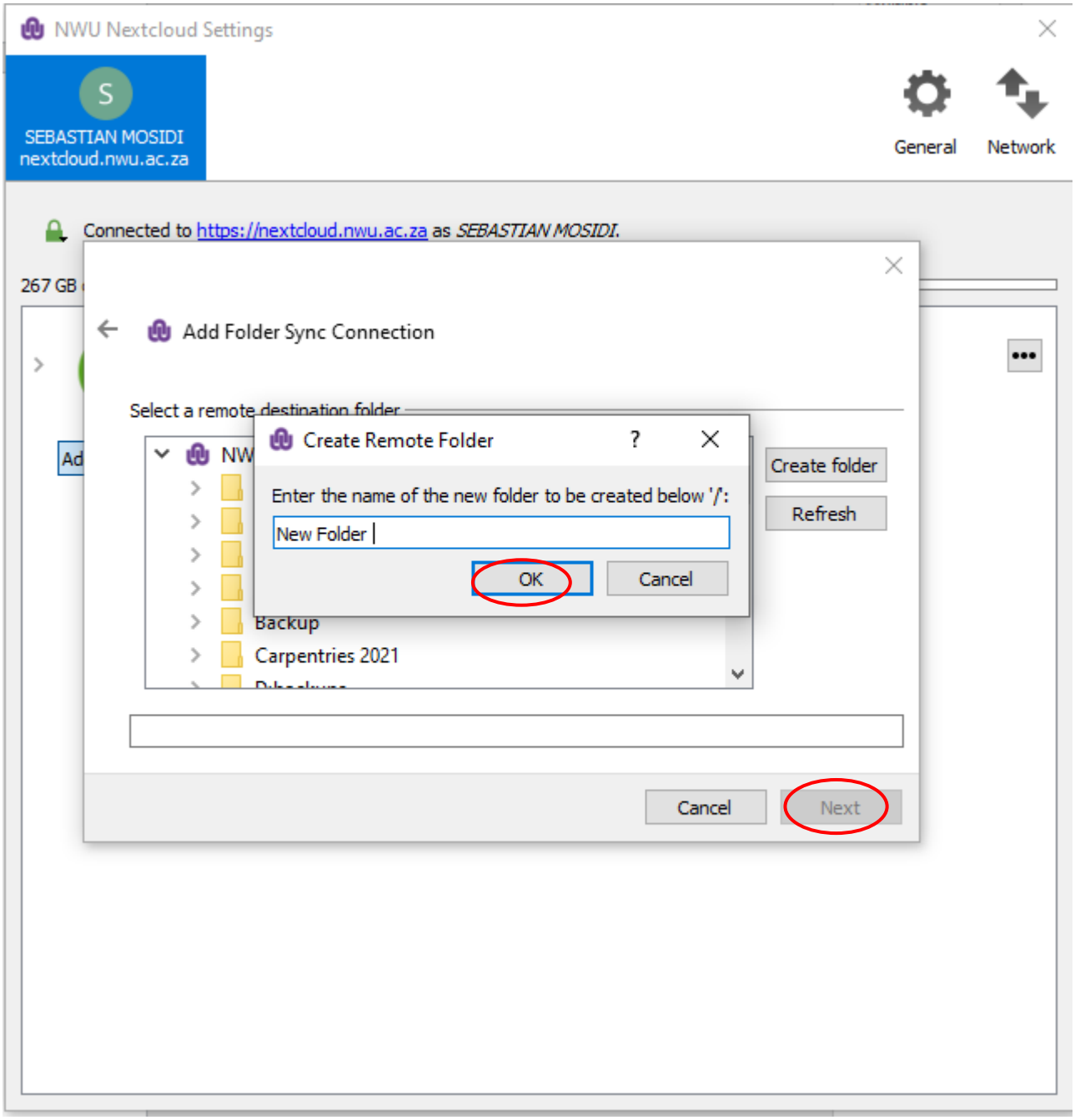
Untick the "**Ask for confirmation before synchronizing folders larger than 500Mb**" encircled below. Then *click* on **Skip folders configuration.**



Click the top left-hand corner where your details appear to select it. *Click* the "**Add Folder Sync Connection**" button and navigate to the desired folder on your computer by *clicking* "**Choose**".

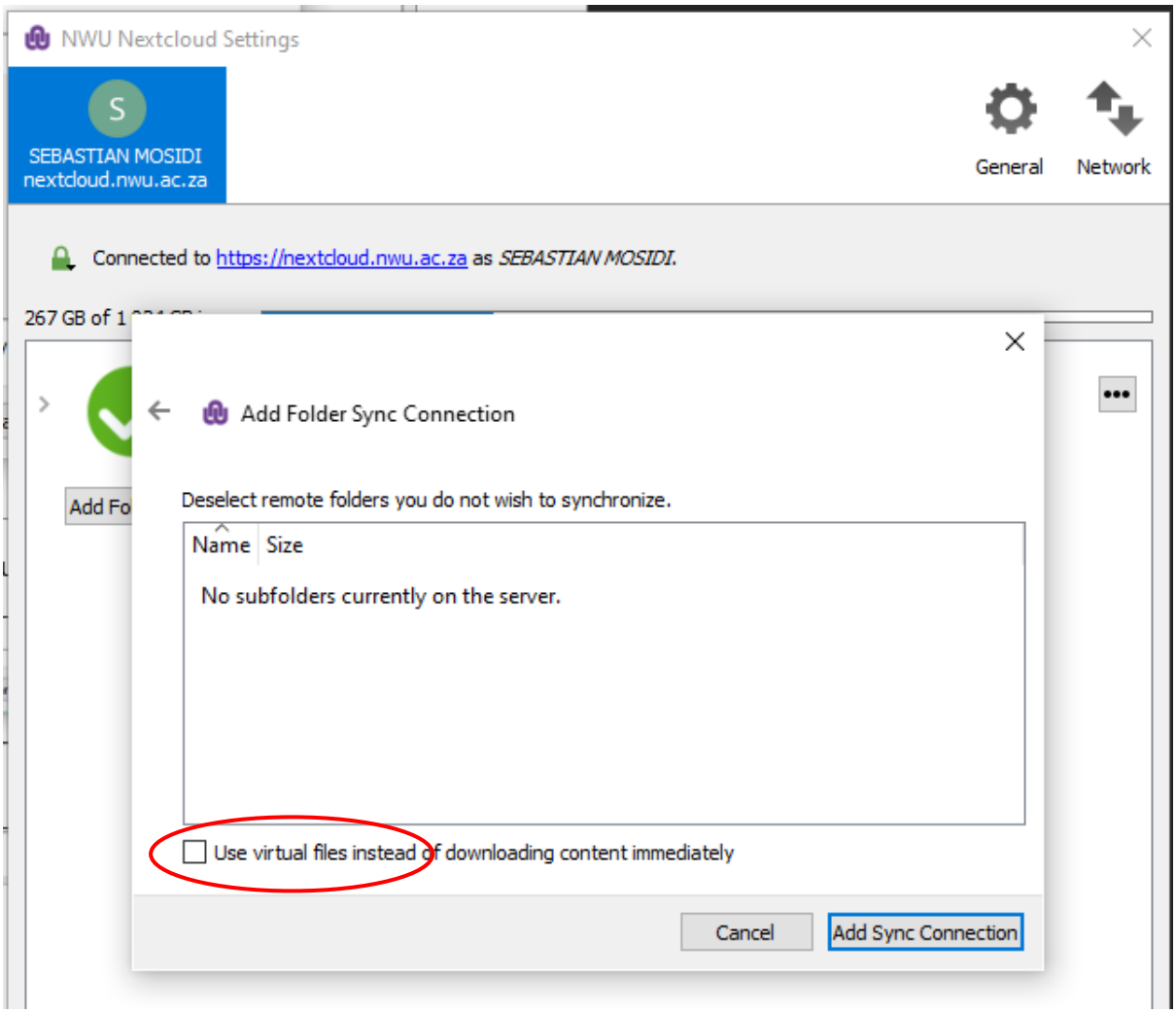


By *clicking* on **Choose** your explorer should open and allow you to navigate to the desired folder. *Click* on the **Select Folder** button to add then *click* **Next** in the application. On the next screen of the application, you should see your folder hierarchy within Nextcloud. If you have none or want to add a new folder then *click* on **Create Folder**, this will allow you to create a new folder in Nextcloud.

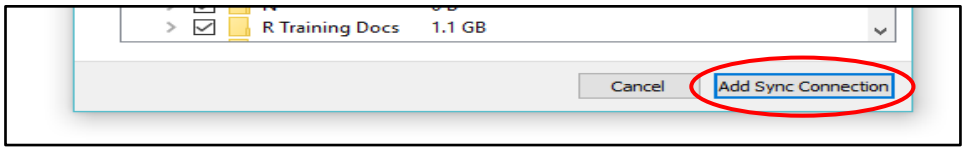


Click **OK** button and the folder will automatically appear within the Nextcloud hierarchy. Select the folder you just created and *click* **Next.**

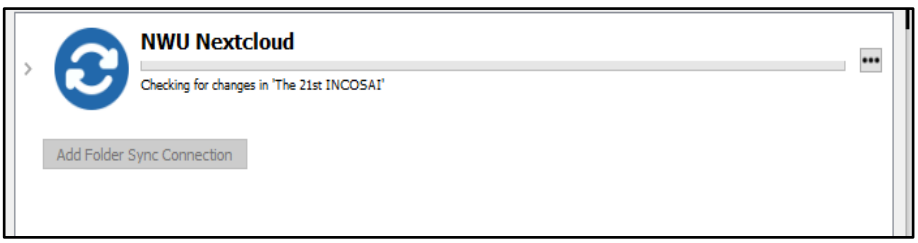
Untick Use Virtual Files This option will only make files available online (you will need to download a file every time you need to make changes to it.)



Then *click* **Add Sync Connection** and the application setup is complete.



The synchronization will start automatically.



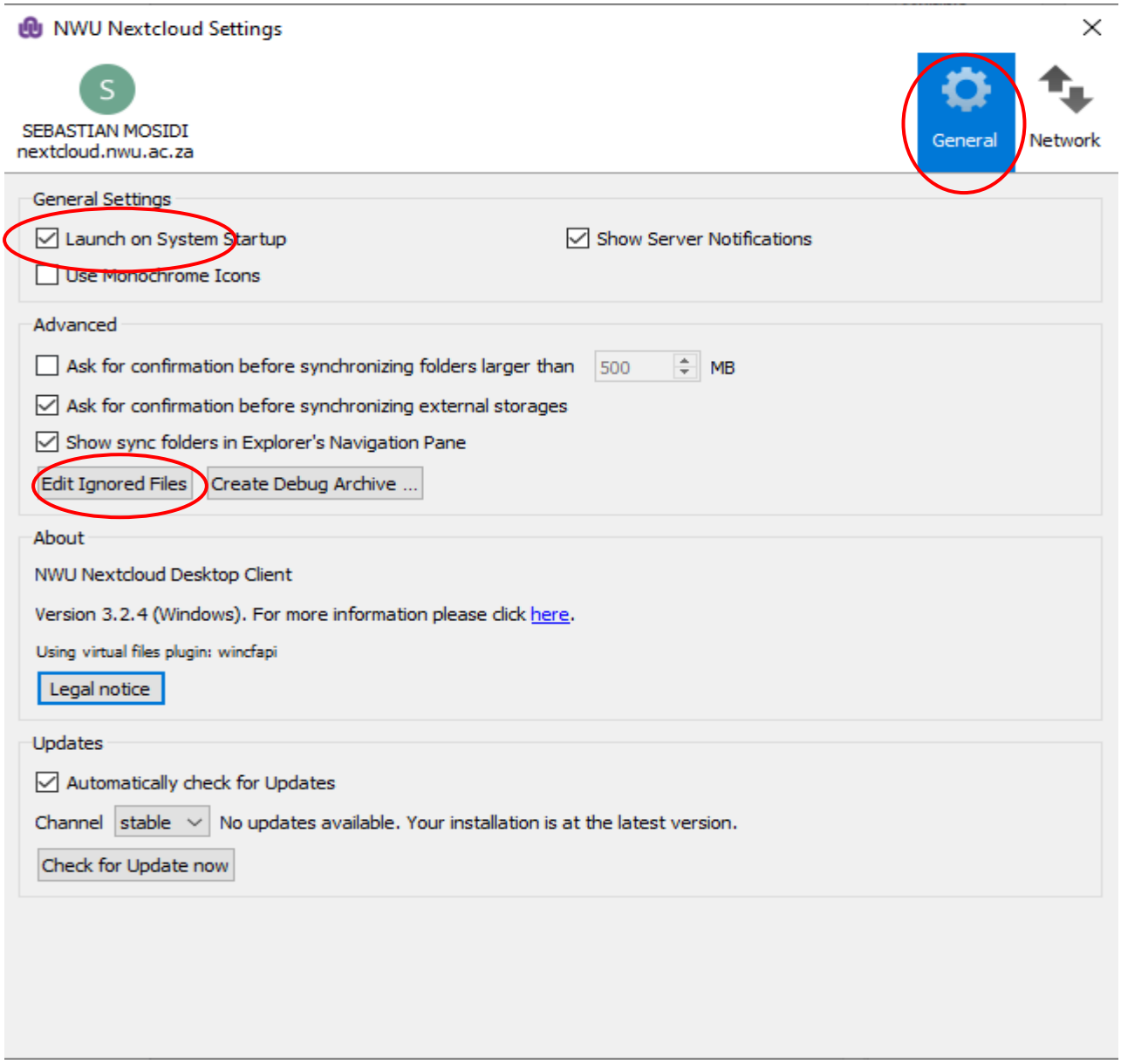
General notes regarding the Sync application

Nextcloud uses **four** main colors within the **Sync App**, **Blue** means it is busy checking for

changes and uploading files, **Green** means everything is fine and all files/folders have been uploaded, **Grey** means that the sync has been paused and **Red** means that there is an error of some sort and will need some attention to fix.

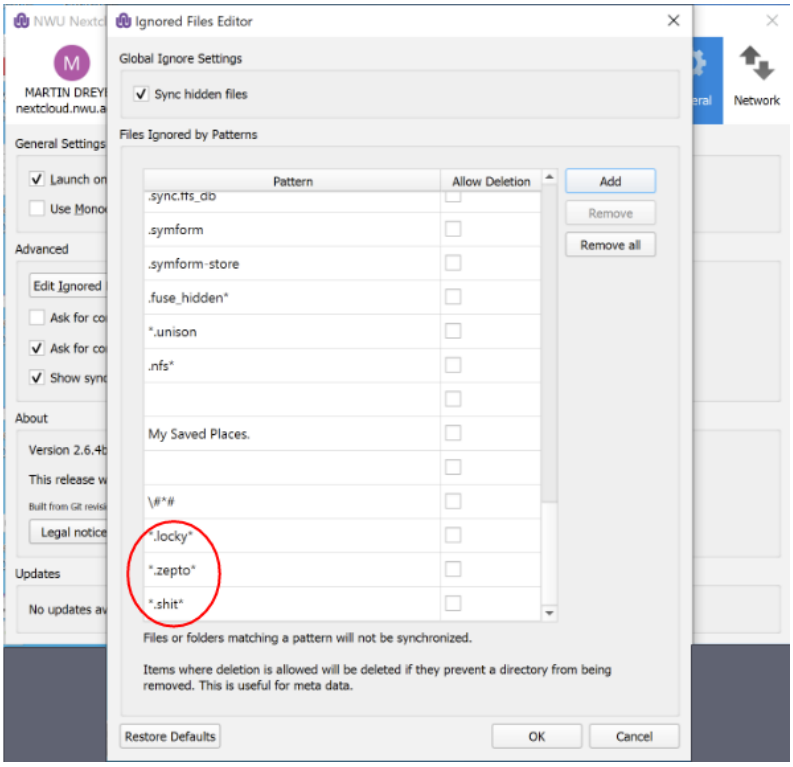
To report a synchronization error please log an IT ticket and we will get back to you as soon as possible.

General Tab configuration

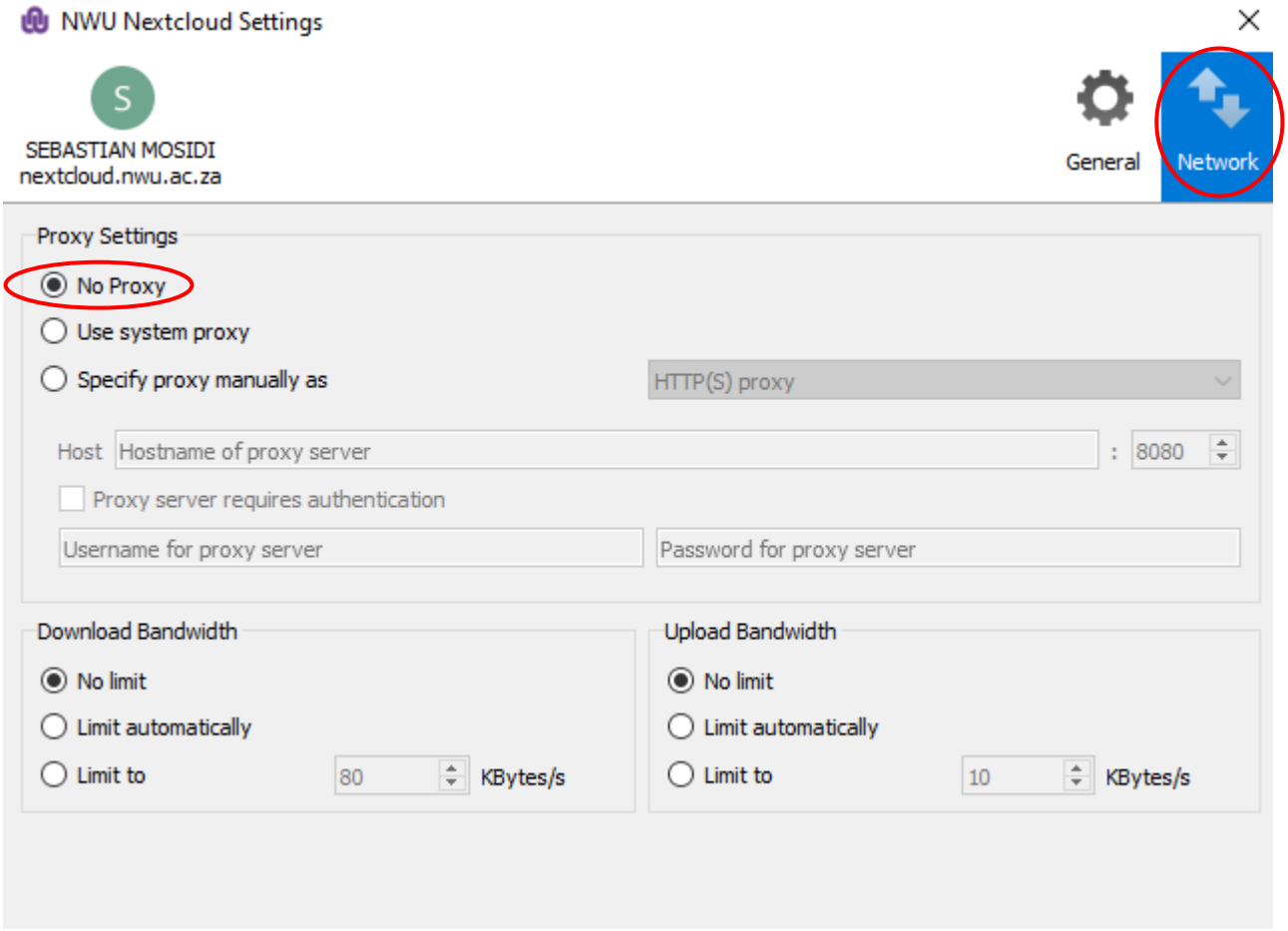


Please make sure to tick the Launch on System Startup option.

Please clik on the **Edit Ignored Files** button and add the following extentions that needs to be added: *.locky*, *.zepto*, *.shit*

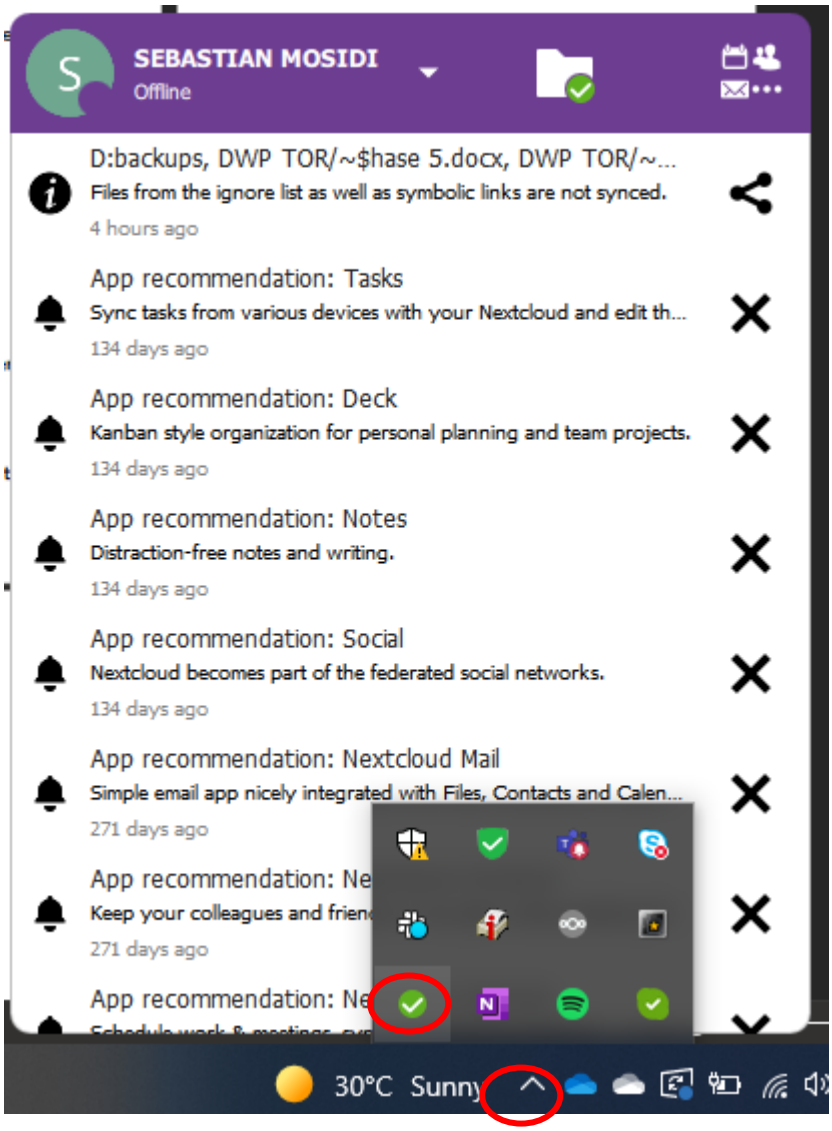


Please tick the no proxy options under the Network tab.

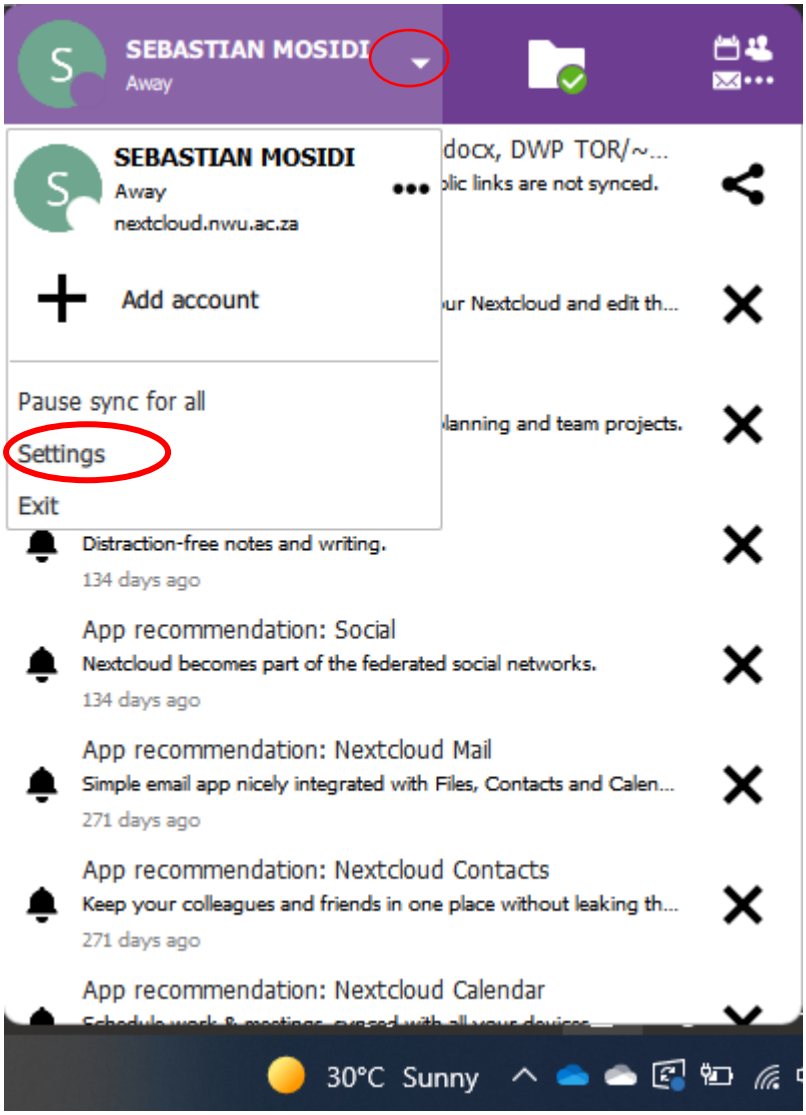


Accessing sync client settings

Click on the **Windows taskbar** locate the **NextCloud Icon** and click on it



Click on the **drop down** at the top left a drop-down menu will appear then click on **settings**


SEBASTIAN MOSIDI
Away
SEBASTIAN MOSIDI
Away
nextcloud.nwu.ac.za
Add account
Pause sync for all
Settings
Exit
docx, DWP TOR/~...
lic links are not synced.
ur Nextcloud and edit th...
lanning and team projects.
Distraction-free notes and writing.
134 days ago
App recommendation: Social
Nextcloud becomes part of the federated social networks.
134 days ago
App recommendation: Nextcloud Mail
Simple email app nicely integrated with Files, Contacts and Calen...
271 days ago
App recommendation: Nextcloud Contacts
Keep your colleagues and friends in one place without leaking th...
271 days ago
App recommendation: Nextcloud Calendar
30°C Sunny