

IHS Nextcloud: IHS Cloud Storage

The secure and convenient alternative to Dropbox et al.

Why IHS Nextcloud?

Large storage space for increased productivity: IHS users have access to 15 GB of IHS Nextcloud file storage available for IHS-related data – for free! (extension of storage space possible on demand)

Easy access: Access your IHS Nextcloud files from any device, anywhere in the world, via installed application software or via web browser. No IHSVPN needed!

Stay in sync: Configure Nextcloud client software to synchronize your IHS Nextcloud files at home with your IHS Nextcloud files at IHS.

Easy file sharing: Share your IHS Nextcloud files with other IHS users – or even with anyone else in the world. See what you share with others and what's being shared with you, and deactivate active shares with just one click.

Secure and trustworthy in-house file storage: All IHS Nextcloud files are stored within the IHS, with permanent backup in the background on IHS servers. No more worries about shady license agreements or usage policies or data sniffing from outside commercial providers. Files and other data don't leave the IHS unless you actively download them to your own personal home device, or share them with someone outside the IHS.

Platform-independent: Nextcloud can be used on any desktop/laptop (Windows, Mac or Linux) or mobile device (including Android, iOS and even BlackBerry).

How can I use IHS Nextcloud?

IHS Nextcloud is **provided on any PC managed by IHS-IT**. You may as well install the Nextcloud software on your own personal home PC or non-IHS mobile device (smartphone, tablet ...).

You may also access IHS **Nextcloud via browser** (<https://ihscloud.ihs.ac.at/>). The web interface lets you perform all the basic actions (file management, up- and download, deletion) and it even provides sharing as an extra option.

Any change (copy, move, rename, edit ...) to files and folders in your Nextcloud folder will be **synchronized to the IHS Nextcloud server**.

See below for installation instructions and usage tutorials.

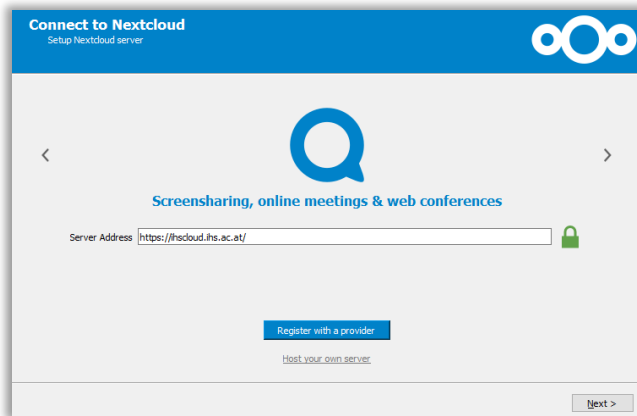
Attention: Only delete those files from your Nextcloud folder that you absolutely do not want or need anymore. If you delete a file from your Nextcloud folder the next sync will consequently remove the file from the IHS Nextcloud server – and consequentially from any other synced devices. Your file will be lost! The same applies if you delete any file or folder from IHS Nextcloud via web browser (<https://ihscloud.ihs.ac.at/>).

IHS Nextcloud on your IHS-PC

Configuration at IHS

Unless Nextcloud starts automatically, launch it via the start menu.

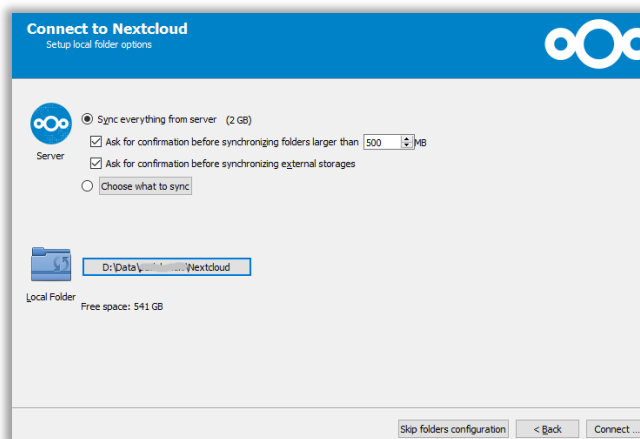
1. Select **Log in**.
2. Enter the Server Address: <https://ihscloud.ihs.ac.at/> and click **Next**.



3. Enter your **IHS username and password** in your web browser and click **Allow Access** (Zugriff gewähren).



4. Use `D:\Data\\Nextcloud` as Local Folder.



5. Click **Connect...** to finish.

New features with the new IHS Nextcloud

- **Transfer ownership of a file or folder to another person**
 - Open <https://ihscloud.ihs.ac.at/> in your web browser and login
 - Click on your **initials** in the upper right corner and select **Settings**
 - Select **Sharing** from the menu
 - Choose a file or folder to transfer, enter the new owner (within IHS) and click **Transfer**
 - Both, the new owner and you will be informed when the transfer is completed
 - Important use case: If you leave IHS, you may now easily transfer your ownership of important files/ folders to others.
- **Access to external network storages** H-Drive, U-Drive, J-Drive, K-Drive, S-Drive
 - Open <https://ihscloud.ihs.ac.at/> in your web browser and login
 - Now you see not only your Nextcloud files but also your familiar network storages. You may use them like any other folder in the web browser interface. All your changes will be synced to your network storages at IHS.
 - **Attention**: There is no file locking of files within the IHS Nextcloud web interface or when you download files from and to the web interface. Please be careful with files that are also used by your colleagues (e.g. files in group folders on J-Drive) to not overwrite changes.
- **Group folder**
 - You may request a group folder for your project/ group.
 - No more need to share your files/folders with your group or project partner. Benefit: Group folders have separate storage limits.
 - Please write your **request** to hotline@ihs.ac.at.
- **Forms - a good alternative to Google Forms**
 - Open <https://ihscloud.ihs.ac.at/> in your web browser and login
 - Click on **Forms** in the upper menu
 - You may create new forms and share them with others

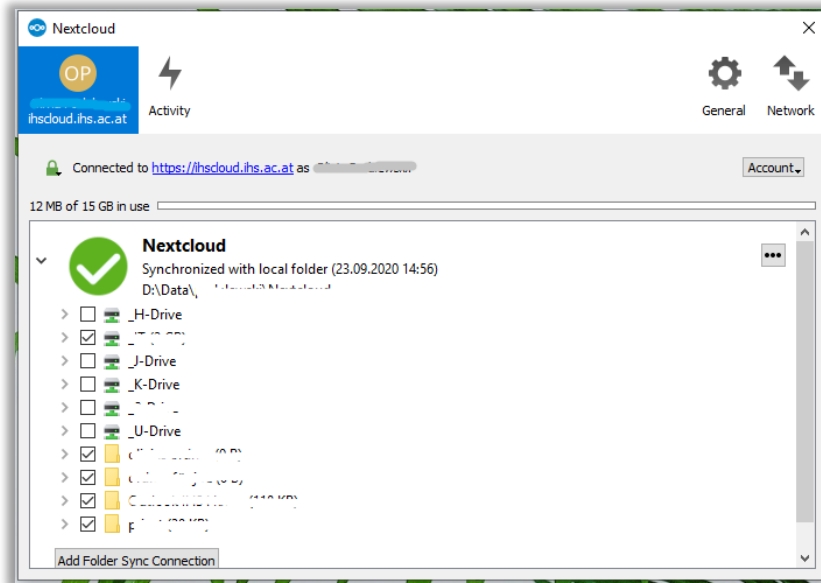
IHS Nextcloud usage

Save files to D:\Data\\Nextcloud to sync with Nextcloud.

The **Nextcloud icon** in the system tray looks like this, if connected and there are no errors/ conflicts:



Double-click the system tray icon to open and review the settings:



You may set additional sync folders (at IHS PC, the folder must never be located on the C: drive!).

Attention: De-selecting folders for sync will remove the folder and its contents from the local drive.

You may review your Activity log via the second tab. Another way is to right-click on the **system tray icon** => **Recent Changes ...** => **View more activity...**

Additionally, under the **General** tab, sync file exceptions (so-called Ignored Files) may be set.

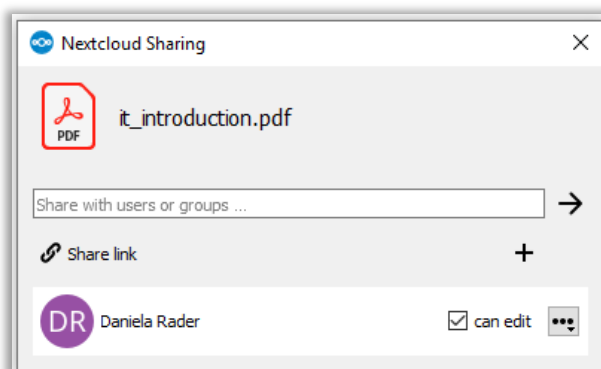
Sharing files from the IHS Nextcloud installation

Files may be **shared within IHS and with everyone else in the world** via web browser – which means from practically any device anywhere in the world, as long as your partners have Internet access.

Use Windows Explorer to browse to D:\Data\\Nextcloud and right-click a file or folder to share.

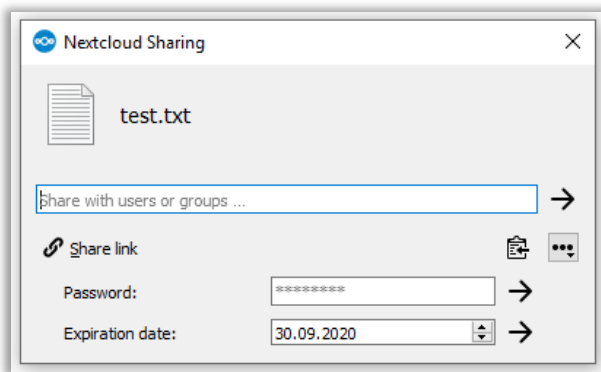
Select **Share with Nextcloud** – Share options.

Type the first name of an IHS member. AutoComplete will show you all possible results and you may select the person you want to share with. Make sure to set the **file privileges** (can edit yes/no) for that person.



Remove file access for that person by clicking the three dots next to the person and **unshare**.

Activate Share Link by clicking the plus (+) symbol and setting a password. The **password** has to fulfill the following requirements:

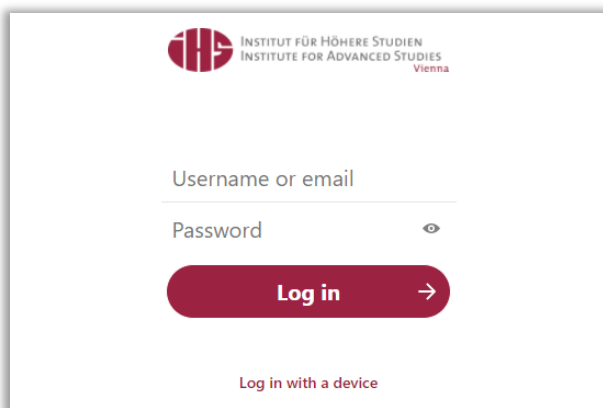


- 8 characters
- At least one number
- At least one capital letter
- At least one small letter

By that you can share your file with anyone in the world. You may also set an **expiration date**. The Copy Link option will save the sharing link to your clipboard. **Remove** the link by clicking the three dots next to it and un-share.

IHS Nextcloud web interface

Log in to IHS Nextcloud with your IHS username and password: <https://ihscloud.ihs.ac.at/>



Always log out when you are done.

Attention: Never just close the browser – you will stay logged in and your Nextcloud files will be vulnerable to anybody else’s eyes and hands. This especially applies to public or shared computers.

Nextcloud on your personal non-IHS device

Please have a look at our **IHS Nextcloud at home** documentation at www.ihs.ac.at/it.