1 Introduction

This manual is a quick reference to allow /rdlab users to understand and use the MyDisk service. This file cloud service lets you access, store and share your files/directories just like GoogleDrive or DropBox.

In order to access you should use your UPC credentials. There are two methods available to access this service:

a) Web interface: https://mydisk.cs.upc.edu

WARNING: The share folder/file creation and the online file edit are only available through the web interface

b) Directly on your laptop/computer using a local client for desktop or mobile devices.

MyDisk is based on the NextCloud project and provides specific client for any platform (Linux, Mac, Windows, Android, iOS, ...)

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You can share files and folders within MyDisk users (see 2.1) as well as external/anonymous users worldwide (see 2.2).

In order to create shared content, you must be logged through the web interface and select the share icon as showed in the next picture:

This will open the sharing menu on the right panel.

2.1 Sharing with internal users

To share with internal users, type its username on the textbox and select it once it is shown below it.
Once done, a "can edit" checkbox will be shown as well as a "three dots" icon containing the options menu. The checkbox is just a checkbox that activates or disables a group of options in the menu.

Many of the menu options are self explanatory: Can reshare, Can create
(folders only), Can change (folders only), and Can delete (folders only).

Set expiration date allows providing a date until which the share will be active.

Note to recipient allows leaving a message to Share Link users. When they access, an icon will appear on top of the page with the desired message.

Finally, unshare removes the share.

2.2 Sharing with external users

To share files or folders with people who do not have a MyDisk account it is necessary to use a Share Link. This link is a URL that allows collaborators to access the resource through their browsers.

In order to create a "Share Link", click the "+" symbol right to "Share Link" text. Once done, a two new icons will appear.

The "copy url" icon is the most important, as it copies at the clipboard the URL to share.

The URL has a format like "https://mydisk.cs.upc.edu/s/<xxxxxxxxxx>" where the last part is a randomly-generated string.
The other is a "three dots" icon: click it to open a menu with the sharing options.
When sharing a folder, **Read only**, **Allow upload and editing** and **File Drop (upload only)** are self-explanatory and concern the permissions the external users will have on this folder. Otherwise, when sharing a file, only **Allow Editing** will appear.

**Hide download** will render the "download" link invisible. **Password protect** allows to protect shared access with a password. On activation, it shows a text area, where the password should be provided. Once done, press *intro* and wait for the menu to close. Otherwise, the system will show an error, as it validates that the password is a strong one.

**Set expiration date** allows providing a date until which the share will be active.

**Note to recipient** allows leaving a message to Share Link users. When they access, an icon will appear on top of the page with the desired message.

Finally, **Delete share link** removes the public link.

Different links with different options can be added by using the "+ Add another link" option.

### 3 Collaborative and on-line file editor

The MyDisk platform allows you to create and edit files (spreadsheets, presentations, text documents, diagrams and draws) with your browser. These documents can be edited at the same time with other users (collaborative) just like the Google Docs platform.

**NOTE:** You can create or edit a document and share the file (see 2) with other users or external people. External users will also be able to use the on-line editor.
4 Installing the Desktop Synchronization Client

You can download the latest version of the Nextcloud Desktop Synchronization Client from here. There are clients for Linux, Mac OS X, and Microsoft Windows.

Installation on Mac OS X and Windows is the same as for any software application: download the program, double-click it to launch the installation, and follow the installation wizard. After it is installed and configured the sync client will automatically keep itself updated; see The Automatic Updater for more information.

Linux users have two options: either using a client packed as an Appimage or using the package manager.

The packed AppImage has some drawbacks, such as the need of manually starting the client every time the computer boots. An AppImage can be integrated in the system with "AppImaged Daemon", but this is out of the
scope of this manual.

We recommend the usage of the package manager. Ubuntu/Debian users must follow the instructions on the download page in order to add the appropriate PPA repository before installing.

As of October 2018, the commands for installing the client are:

```bash
sudo add-apt-repository ppa:nextcloud-devs/client
sudo apt-get update
sudo apt-get install nextcloud-client
```

Linux users will also update their sync clients via package manager, and the client will display a notification when an update is available.

Linux users must also have a password manager enabled, such as GNOME Keyring or KWallet, so that the sync client can login automatically.

### 4.1 Installation Wizard

The installation wizard takes you step-by-step through configuration options and account setup. First you need to enter the URL of your Nextcloud server.

![Nextcloud installation wizard screenshot](image-url)
Enter your Nextcloud login on the next screen. The login must be your UPC username (usually "name.surname")

On the Local Folder Option screen you may sync all of your files on the Nextcloud server, or select individual folders. The default local sync folder is Nextcloud, in your home directory. You may change this as well.

When you have completed selecting your sync folders, click the Connect
button at the bottom right. The client will attempt to connect to your
Nextcloud server, and when connection is successful you will see two buttons:
one to connect to your NextCloud Web GUI, and one to open your local
folder. It will also start synchronizing your files.

![Nextcloud connection screenshot]

Click the Finish button, and you are all done.

5 Installing a mobile phone client

You can get the app from the App Store or Google Play. Please refer here
for further information.

There are other Android compatible clients, such as FolderSync or Nextcloud
client.
5.1 Installation Wizard

The steps are similar to the ones on the desktop client. First you need to enter the URL of your Nextcloud server.

Enter your Nextcloud login on the next screen. The login must be your UPC username (usually "name.surname")
The App may ask you for permissions to access your local storage. Once the process is finished your files will appear on your screen: