MyDisk NextCloud Manual

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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, . . .)

The MyDisk Platform lets you store and share your data, edit online documents, live chat with other users and Web Call with them.
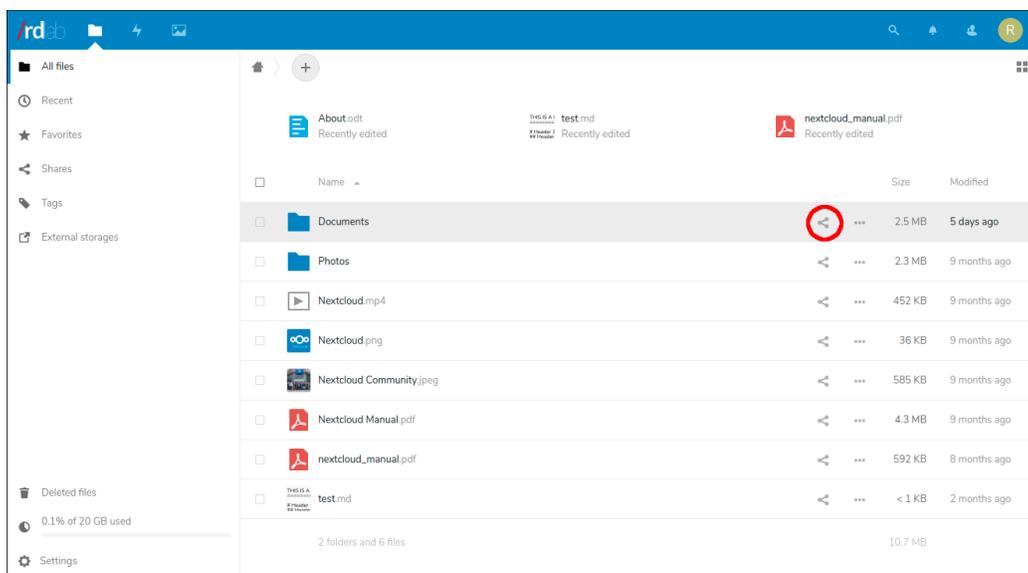
Contents

2 Sharing files and folders

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:
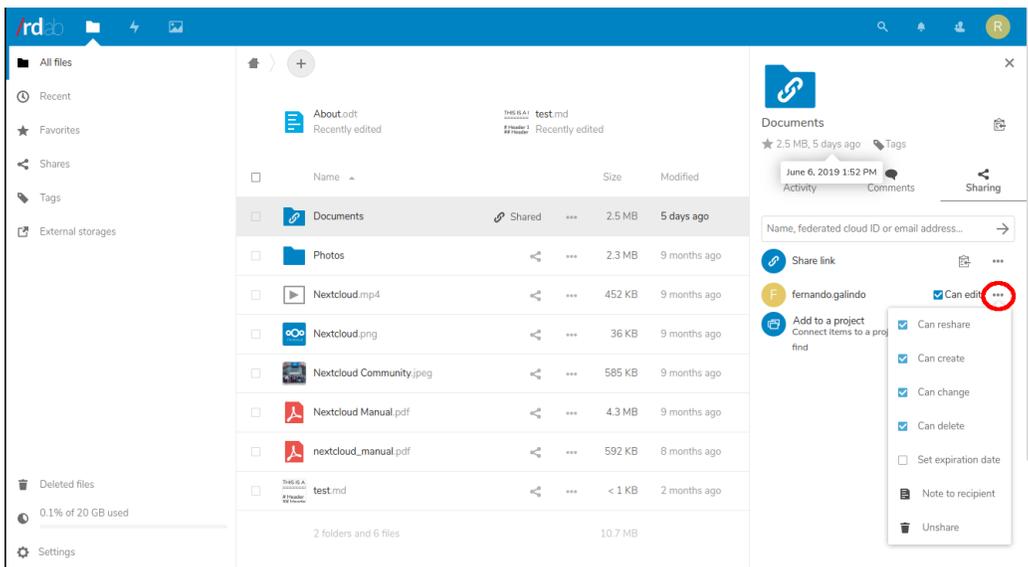

This will open the sharing menu on the right panel.

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.
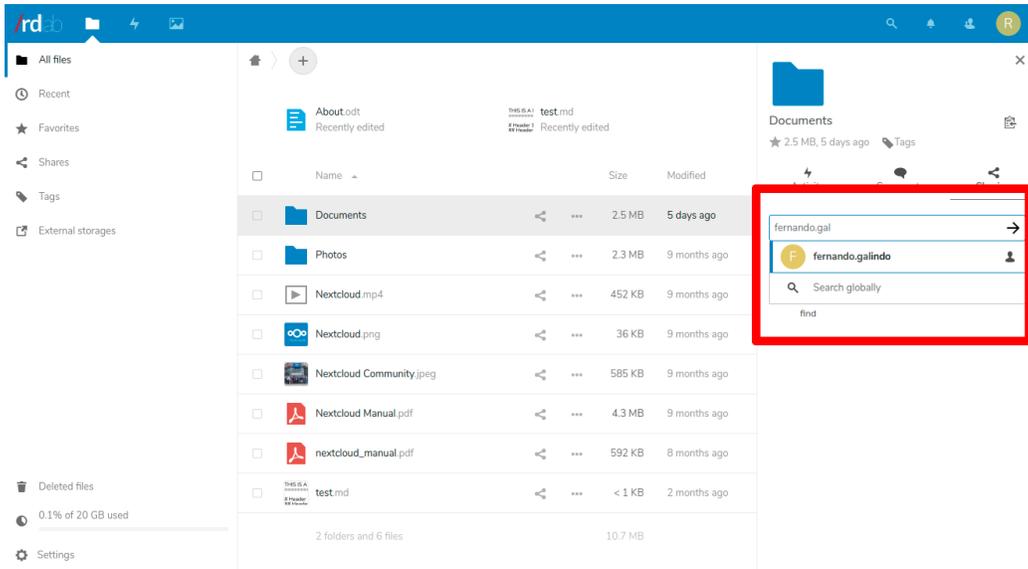
Once done, a "can edit" checkbox will be shown as well as a "three dots" icon containing the options menu. The ckeck is just a checkbox that activates or disables a group of options in the menu.

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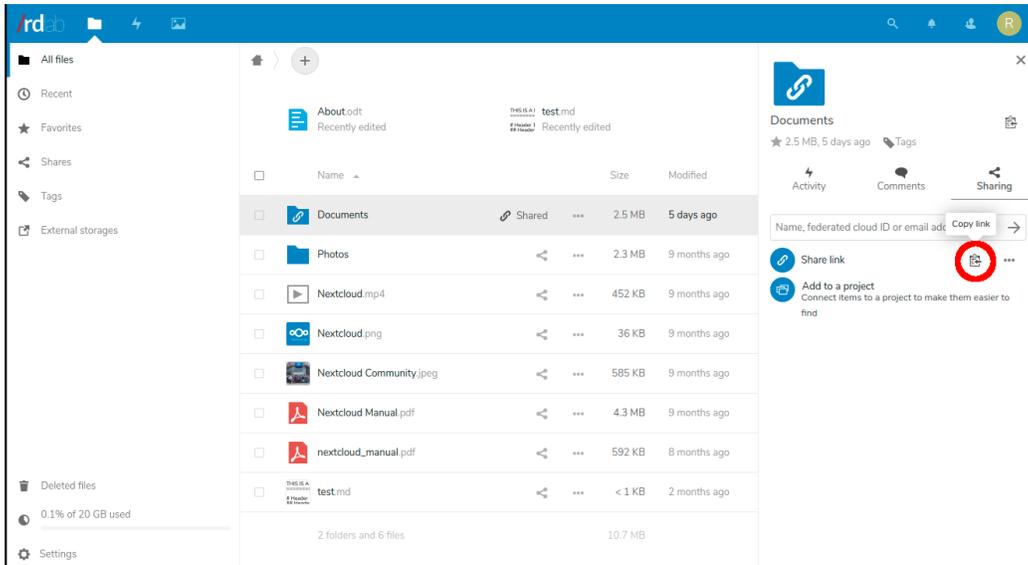
The other is a "three dots" icon: click it to open a menu with the sharing options.
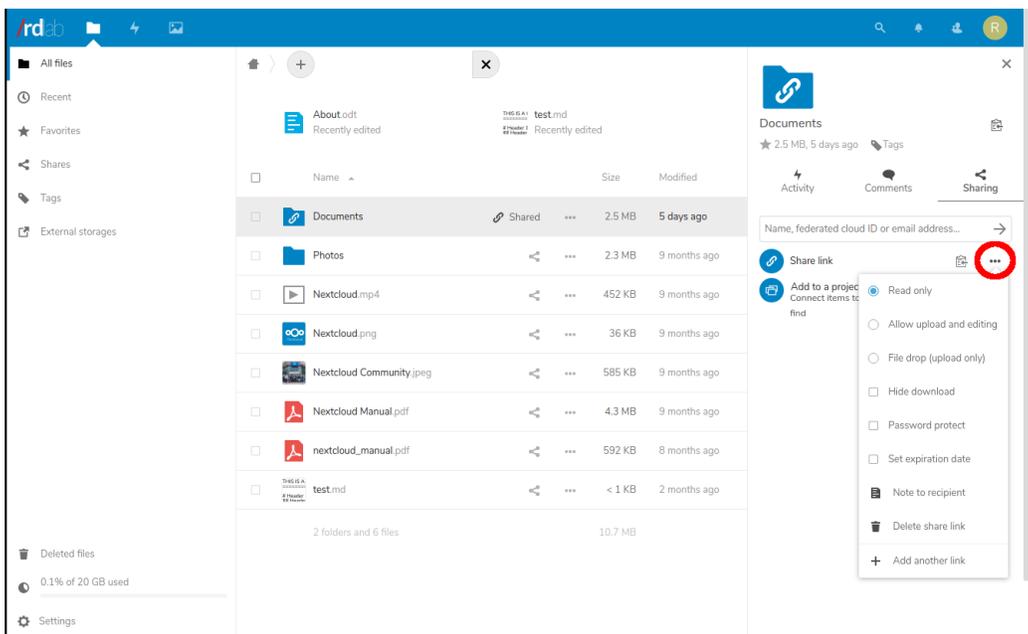
When sharing a folder, **Read only**, **Allow upload and editing** and **File Drop (upload only)** are self-explanatory and concern the permissions the external users will have on this folder. Otherwise, when sharing a file, only **Allow Editing** will appear.

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.
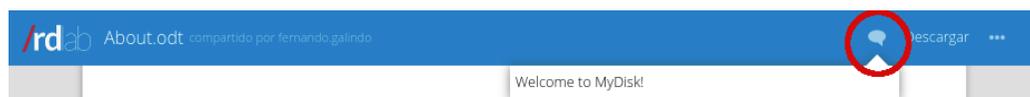

Finally, **Delete share link** removes the public link.

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.
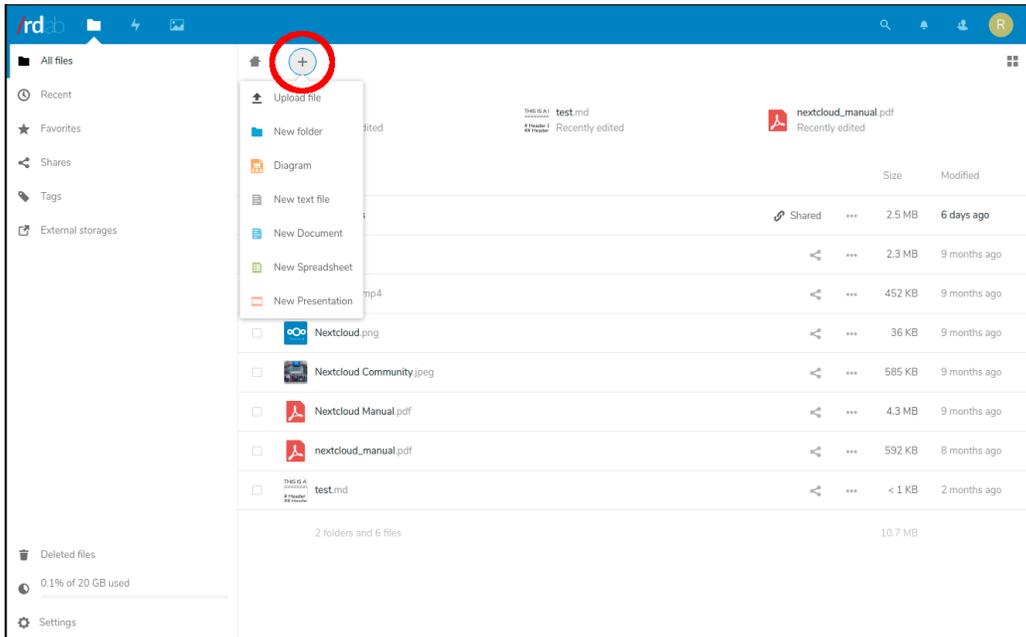
4 MyDisk Talk (online conference calls and chat)

MyDisk includes the Nextcloud Talk plugin in order to provide chat and Web Calls to a single person or to multiple team members. You can use this service with MyDisk registered users as well as external collaborators

In order to start a new conversation, simply click on the Talk icon at the upper menu bar.
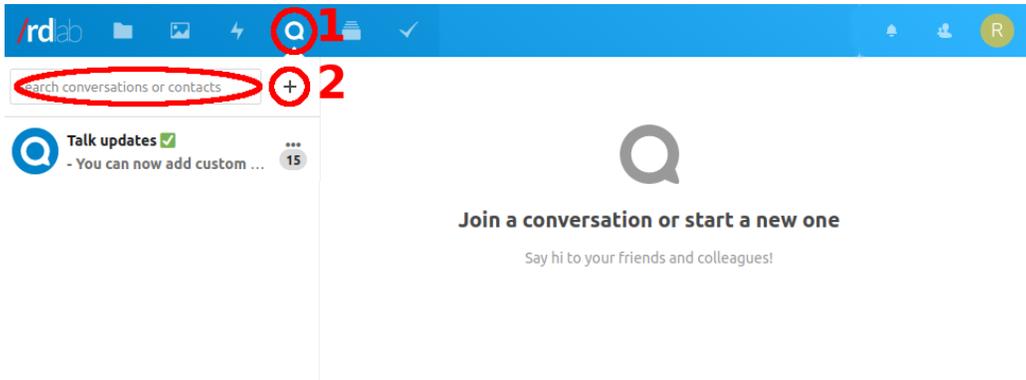
In this page you can choose between two options to create a new chat. Search for contacts on the `input field` to start a new conversation with another user. Instead, you can click the "`+`" button to start a new group chat.
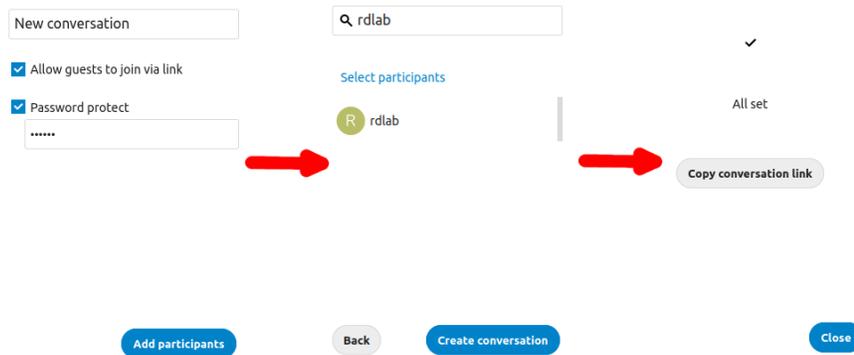
If the group chat option is chosen, a pop-up window will ask for the `conversation name` and a checkbox will allow unregistered users to join the chat, as stated in the section below.

Once the conversation name is introduced, an `Add participants` button allows you to invite users to the group chat. When all participants have been introduced, press the `Create conversation` button to create the chat.

4.1   Public Chat

To allow users from outside MyDisk to join a chat, just select the "`Allow guests to join via link`" option when creating a group chat. This chat can be "`Password protect`ed".

After the `Create conversation` button is pressed, the pop-up window will show a "`Copy conversation link`". This link must be shared, along with the password, to the external users you want to invite to the conversation.

New conversation

☑ Allow guests to join via link

☑ Password protect

••••••

🔍 rdlab

Select participants

Ⓡ rdlab

✓

All set

Copy conversation link

Add participants   Back   Create conversation   Close

4.2   Web calls and videocalls

In order to start a one-on-one or multiple members videocall, simply click on the

Today, March 10, 2020   📹 Start call

You created the conversation   1:18 PM
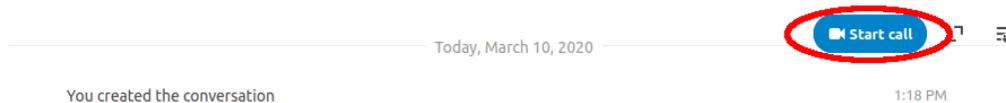
4.3   Mobile phone chat, calls and videocalls

As well as the web browser support, the chat, calls and videocalls feature is also supported on mobile phones.

However, the app is different from the one referenced on chapter 6. This one is named **Nextcloud Talk** and is available for iOS and Android.

For further details on the log in procedure, please refer to chapter 6.

5   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 manger. Ubuntu/Debian users must follow the instructions on the download page in order to add the appropriate PPA repository before installing.

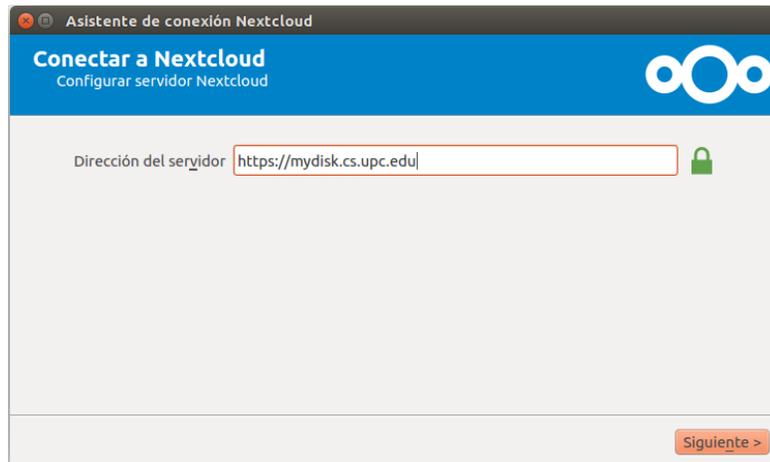As of October 2018, the commands for installing the client are:

```
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.
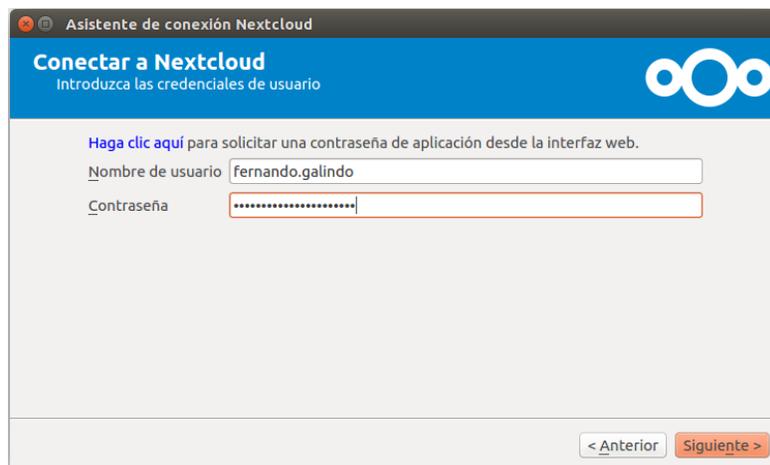
5.1   Installation Wizard

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.

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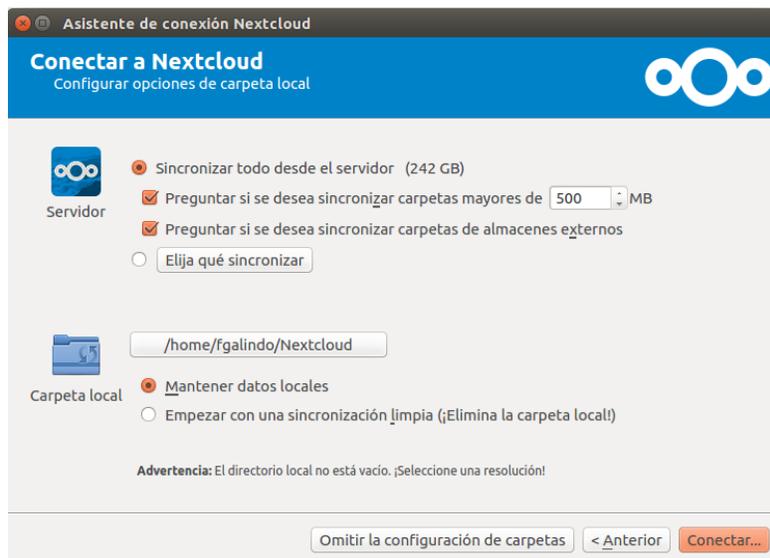
When you have completed selecting your sync folders, click the Connect button at the bottom right. The client will attempt to connect to your Nextcloud server, and when connection is successful you will see two buttons: one to connect to your NextCloud Web GUI, and one to open your local folder. It will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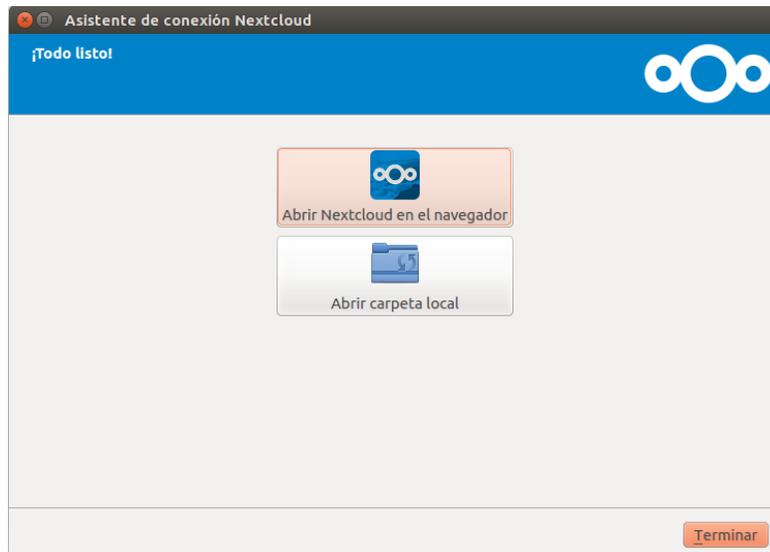
Click the Finish button, and you are all done.

6 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.

6.1 Installation Wizard

The steps are similar to the ones on the desktop client. First you need to enter the URL of your Nextcloud server.
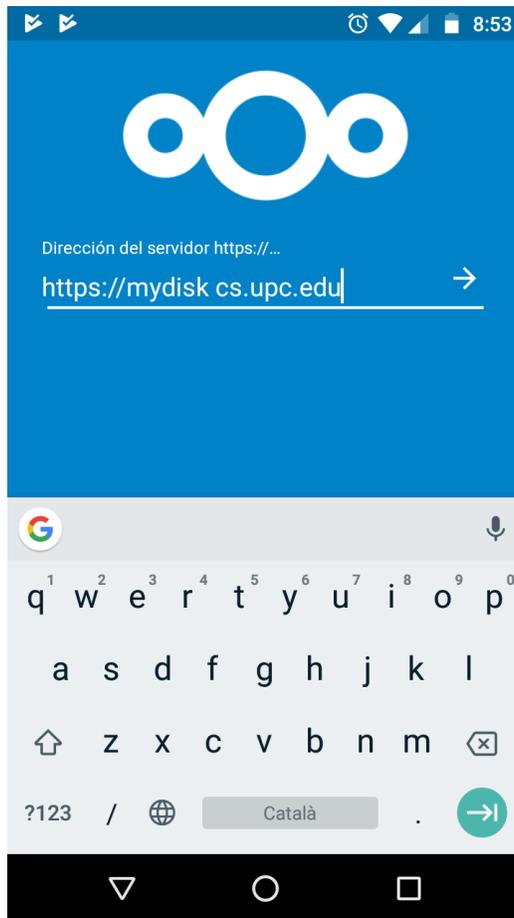
Enter your Nextcloud login on the next screen. The login must be your UPC
username (usually "name.surname")

The App may ask you for permissions to access your local storage. Once the process is finished your files will appear on your screen:
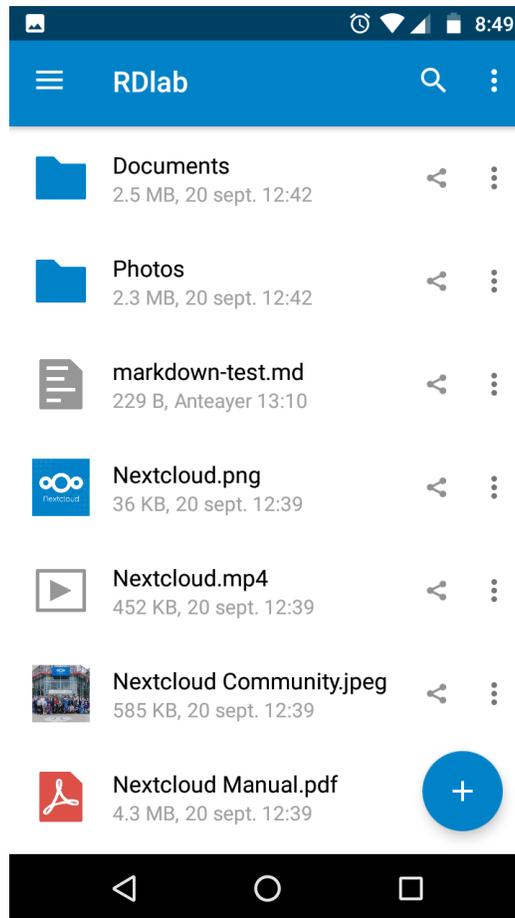
7 rclone

The rclone software allows syncing folders directly to MyDisk using the Web-DAV protocol. It works like the well-known unix tool `rsync`.

To use rclone, first download it from here. Choose the version appropiate to you hardware and operative system.

Unzip the downloaded file: `unzip rclone-v1.49.5-linux-amd64.zip`

7.1   Configuration

When the rclone software is available in your machine, run it with "config" flag: `./rclone config`

Choose the following options:

```
- n) for "New remote"
- name> (provide a descriptive name, e.g "MyDisk")
- 28) for "WebDav"
- name> (write "https://mydisk.cs.upc.edu/remote.php/webdav/")
- 1 / Nextcloud
- user (provide your MyDisk username)
- password (provide your MyDisk password)
- bearer_token> (leave blank)
- Edit advanced config?  (y/n) (Choose "no")
```

You will then be shown the information provided. Check everything is correct and save.

7.2   Sychronization

Before starting the synchronization, there are two things to keep in mind.

First, that soft links are not supported: use the `-l` flag and a `filename.rclonelink` file will be created at the remote folder instead of the softlink itself.

Last, that MyDisk does not allow .htaccess files to be syncronized: exclude them with the `--exclude` flag.

With all this in mind, to sync our local folder `MyFolder` to the remote folder `MyRemote`, using the configuration named "MyDisk" from above, execute:

`rclone sync -l --exclude .htaccess MyFolder MyDisk://MyRemote`

7.3   Restoration

To restore the saved data, use the `copyto` option with the `-l` flag:

`rclone copyto -l MyDisk://MyRemote MyFolder`