



SOP – Install ownCloud



1 Introduction

- 1.1 ownCloud is a service running on servers at BMC-IT. It offers a file storage and synchronization service similar to “Dropbox”. Currently the service is used by FBV and offers **100GB** of storage for each user. The data can be accessed using a web browser from any computer anywhere in the world. To synchronize data from a computer you install a client on the computer. You can install the client on any number of computers. There are clients available for Windows, Mac and Linux. You can also access the data through an app on iPhones (the app costs about \$1) and Android phones.

2 Installation

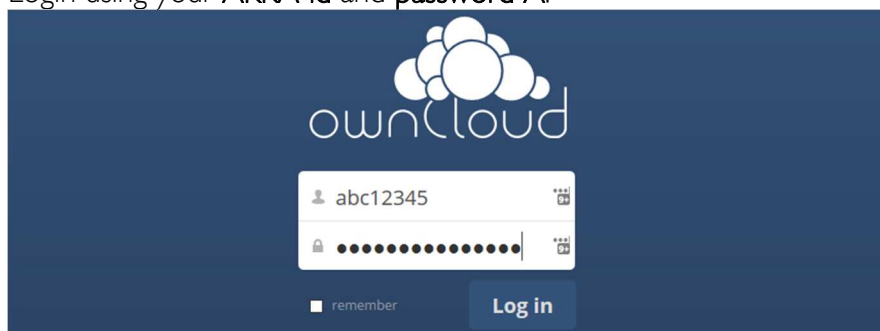
- 2.1 Download the client from: <https://owncloud.org/install/#>
Select “Desktop Clients” under section **2** and Windows or Mac OS.
- 2.2 Open the downloaded file and install it on your computer.
- 2.3 The first time you start the client you will have to enter the server address “**oc.bmc.uu.se**”, your **AKKA-id** and **password A**.

3 Usage

- 3.1 Move the data you want to sync to the “OwnCloud”-folder in your user-folder. The data will be automatically synchronized to the server. Check the toolbar icon, it will show a green check if everything is OK. It looks like this:  or .
- 3.2 You can right-click on this toolbar icon and choose “Settings...” in the menu to check the connection status. You can also limit the bandwidth and configure other settings controlling the ownCloud client.

4 Web access

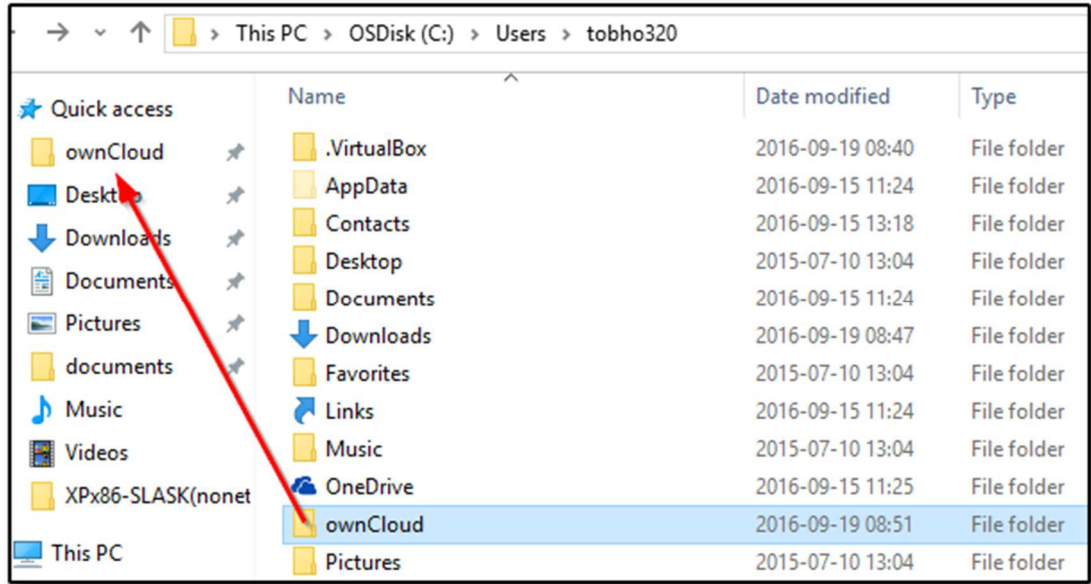
- 4.1 To access your data from a web browser, go to: <https://oc.bmc.uu.se>
- 4.2 Login using your **AKKA-id** and **password A**.





5 Create shortcut

- 5.1 If you'd like you can create a shortcut to ownCloud for easier access. To do this in Windows, open up Windows Explorer (Win-key + E), navigate to your user folder and then drag the ownCloud-folder to the "Quick access" section:



- 5.2 The process for Mac is similar. Open up Finder, navigate to your user folder and then drag the ownCloud-folder to the "Favorites" section:

