

# **ownCloud User Manual**

The ownCloud Team

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# Introduction

## Welcome to ownCloud: your self-hosted file sync and share solution.

ownCloud is an open source file sync and share software for everyone from individuals operating the free ownCloud Server edition, to large enterprises and service providers operating the ownCloud Enterprise Subscription. ownCloud provides a safe, secure, and compliant file synchronization and sharing solution on servers that you control.

You can share one or more files and folders on your computer, and synchronize them with your ownCloud server. Place files in your local shared directories, and those files are immediately synchronized to the server and to other devices using the ownCloud Desktop Sync Client, Android app, or iOS app. To learn more about the ownCloud desktop and mobile clients, please refer to their respective manuals:

- [ownCloud Desktop Client](#)
- [ownCloud Android App](#)
- [ownCloud iOS App](#)

# WebUI Overview

## Introduction

You can access your files with the ownCloud Web interface, as well as: create, preview, edit, delete, share, and re-share files.



Your ownCloud administrator has the option to disable these features. If any of them are missing on your system ask your server administrator.

The screenshot shows the ownCloud Web interface with a dark header bar. The URL in the address bar is `localhost:8080/index.php/apps/files/?dir=/&fileid=2`. The top right corner shows the user is logged in as `admin`. The main area is titled "Files". On the left, there's a sidebar with links: "All files", "Favorites", "Shared with you", "Shared with others", "Shared by link", "Tags", "External storage", "Deleted files", and "Settings". The main content area displays a list of files and folders. The first item is "ownCloud Manual.pdf" (starred, PDF icon, Shared, 4.3 MB, 2 months ago). Below it is a folder named "test" (Shared, 0 KB, 16 days ago). Under "test" are two sub-folders: "Photos" (Shared, 663 KB, 2 months ago) and "Documents" (Shared, 35 KB, 2 months ago). A summary at the bottom indicates "3 folders and 1 file" with a total size of "5 MB".

## File Controls

When you mouseover, or hover over, a file in the Files view, as in the image below, ownCloud displays three file controls. These are:

1. Marking Favorites
2. Sharing Files
3. The Overflow Menu

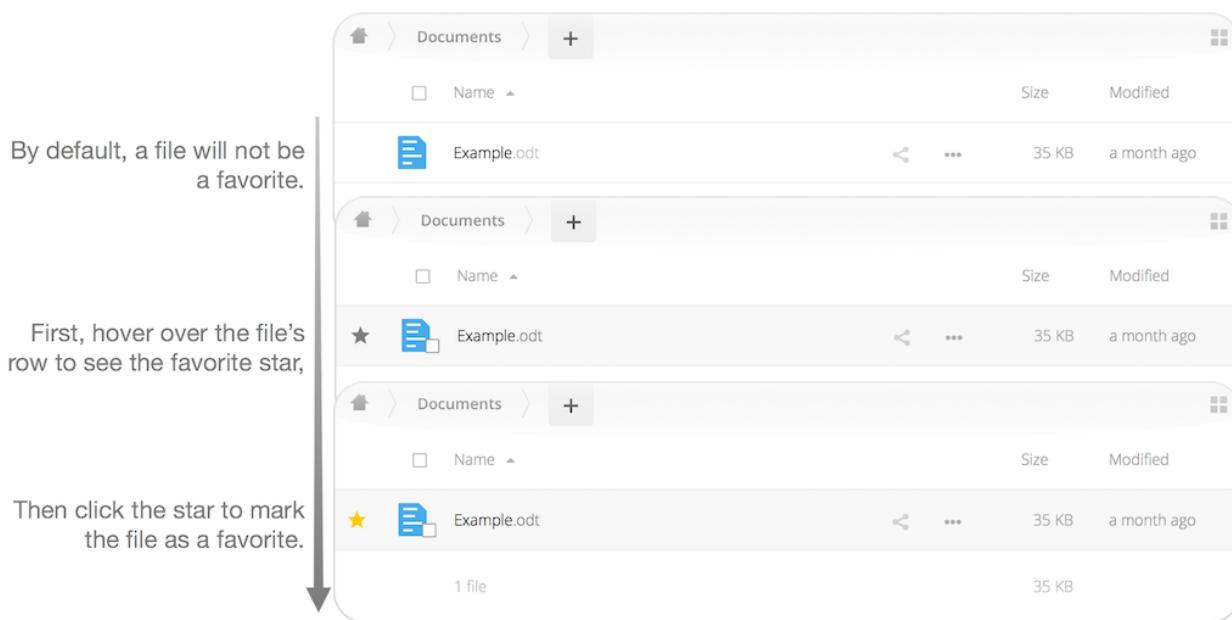
The diagram shows a screenshot of the ownCloud Web interface with three specific file controls highlighted by orange circles and labeled with text lines pointing to them:

- "Marking a Favorite" points to the star icon in the file row for "Example.odt".
- "Sharing Options" points to the sharing icon (two people) in the file row for "Example.odt".
- "The Overflow Menu" points to the three-dot menu icon in the file row for "Example.odt".

The screenshot shows a file list with one item: "Example.odt" (Word document icon, Shared, 35 KB, a month ago). The footer of the interface shows "1 file".

## Marking Favorites

Click the star to the left of the file icon to mark it as a favorite. You can quickly find all of your favorites with the Favorites filter on the left sidebar.



## Sharing Files

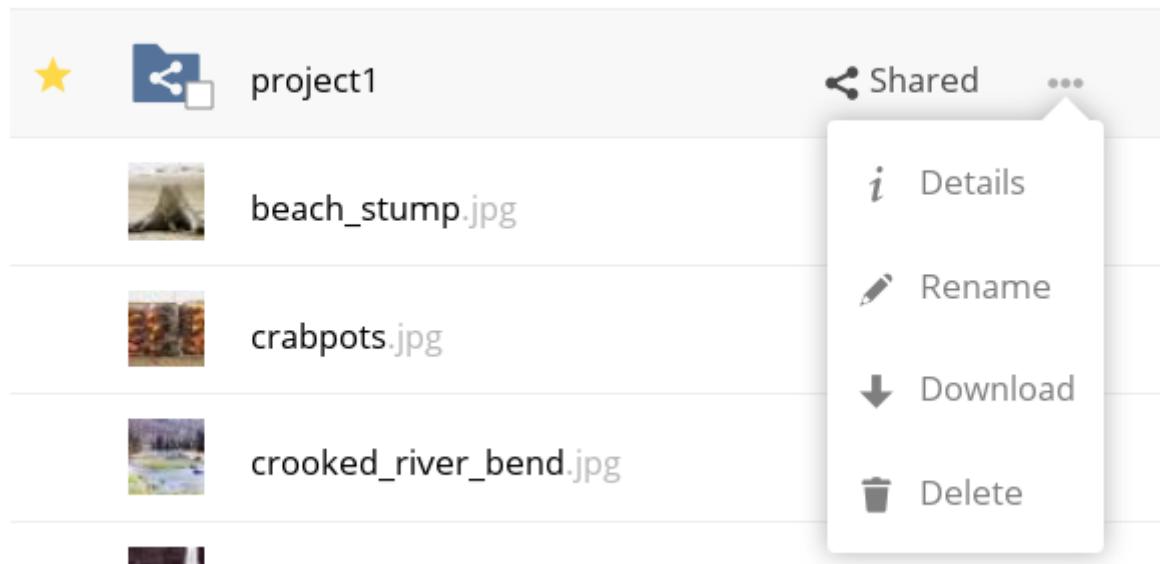
The sharing files control is a shortcut to the file and folder sharing functionality within ownCloud. ownCloud sharing supports:

- Sharing files and folders with users or groups
- Creating public link shares with hyperlinks
- Listing recipients of existing shares
- Deleting existing shares

## The Overflow Menu

The *Overflow Menu* allows you to:

- Display File Details
- Rename Files
- Download Files
- Delete Files

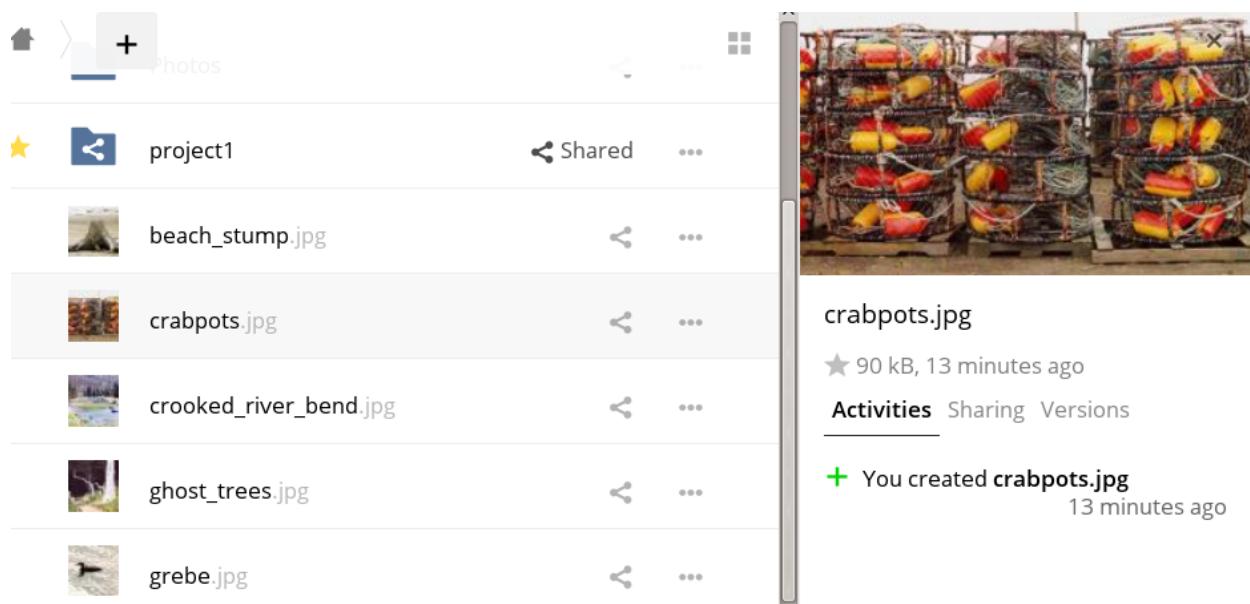


## Display File Details

When you display details about a file, by clicking [Details] in the Overflow Menu, a set of tabs (or views) are available. These are:

View	Description
Details	This shows details about a file, such as its name, size, and when it was created or last updated. To know more, refer to the <a href="#">Details</a> section.
Activity	This shows a history of activity on the file, such as when it was created, updated, and shared. To know more, refer to the <a href="#">Activity</a> section.
Sharing	It's here that shares are managed. To know more, refer to the <a href="#">Sharing Files</a> section.
Version	This shows a history of all the versions of the file. This is not available for folders. To know more, refer to the <a href="#">Version Control</a> section.

You can see an example of the Activity view in the image below.



---

## Rename Files

To rename a file, click **Rename** in the *Overflow Menu*. The file's current name will be displayed in an editable text box. Change the name, click *Enter*, and the file will be renamed. If you don't want to rename it, click *esc* and the file name will be left as is.

## Download Files

To download a file, click **Download** in the *Overflow Menu*.

## Delete Files

To delete a file, click **Delete** in the *Overflow Menu*.

# The Web Interface

You can connect to your ownCloud server using any Web browser; just point it to your ownCloud server and enter your username and password. Supported Web browsers are:

- Edge (current version on Windows 10)
- IE11 or newer (except Compatibility Mode)
- Firefox 60 ESR or newer
- Chrome 66 or newer
- Safari 10 or newer



Some apps like `files_external` or `encryption` will disable the **Stay logged in** checkbox.

## Navigating the Main User Interface

By default, the ownCloud Web interface opens to your Files page. You can add, remove, and share files, and make changes based on the access privileges set by you (if you are administering the server) or by your server administrator.

The ownCloud user interface contains the following fields and functions:

- **Apps Selection Menu:** Located in the upper left corner, click the arrow to open a dropdown menu to navigate to your various available apps.
- **Apps Information Field:** Located in the left sidebar, this provides filters and tasks associated with your selected app. For example, when you are using the Files apps you have a special set of filters for quickly finding your files, such as files that have been shared with you, and files that you have shared with others. You'll see different items for other apps.
- **Application View:** The main central field in the ownCloud user interface. This field displays the contents or user features of your selected app.
- **Navigation Bar:** Located over the main viewing window (the Application View), this bar provides a type of breadcrumbs navigation that enables you to migrate to higher levels of the folder hierarchy up to the root level (home).

- **New Button:** Located in the Navigation Bar, the [New] button enables you to create new files, new folders, or upload files.



You can also drag and drop files from your file manager into the ownCloud Files Application View to upload them to ownCloud. Currently, the only Web browsers that support drag-and-drop folders are Chrome and Chromium.

- **Search Field:** Click on the [magnifier] in the upper right-hand corner of to search for files.
- **Personal Settings Menu:** Click on your ownCloud [username], located to the right of the Search field, to open your Personal Settings dropdown menu. Your Personal page provides the following settings and features:
  - Links to download desktop and mobile apps
  - Re-run the First Run Wizard
  - Server usage and space availability
  - Password management
  - Name, email, and profile picture settings
  - Manage connected browsers and devices
  - Group memberships
  - Interface language settings
  - Manage notifications
  - Federated Cloud ID
  - Social media sharing buttons
  - SSL certificate manager
  - ownCloud Version information

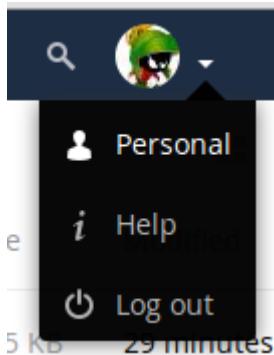
See userpreferences section to learn more about these settings.

## Personal Settings

As a user, you can manage your personal settings. To access them:

Click on your username in the top, right-hand corner of the WebUI of your ownCloud instance.

The Personal Settings Menu opens.



When clicked, the **Personal** list on the top left on the screen appears:

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## Personal

### General

 Storage

 Sharing

 Security

... Additional



The options listed in the Personal Settings page depend on the applications that are enabled by the administrator.

## General Settings

### Introduction

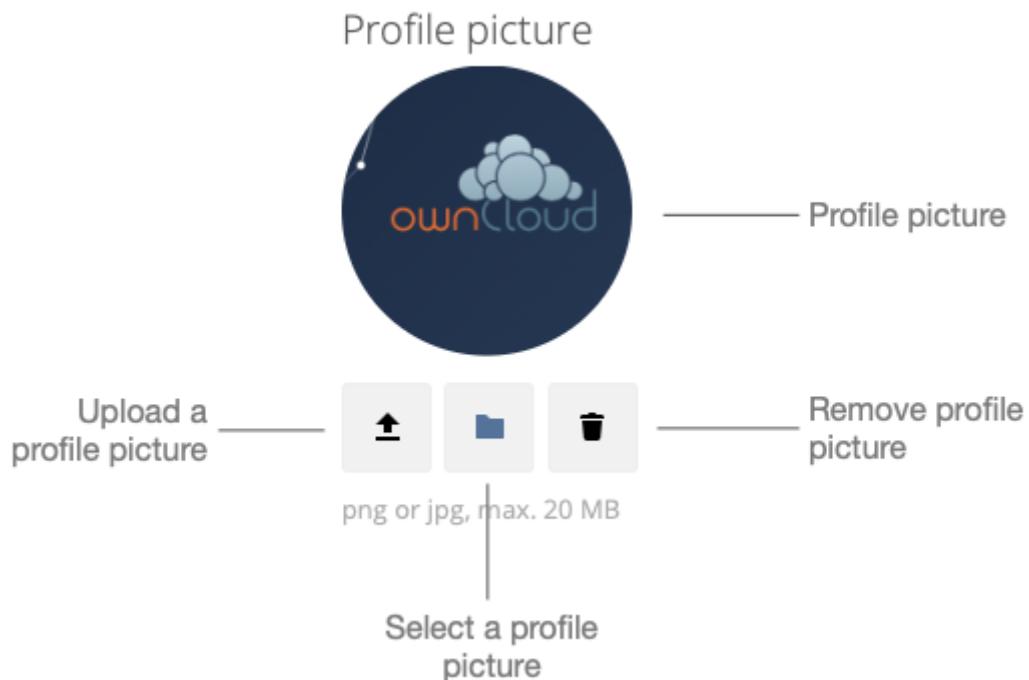
In general settings, some of the features you will see include the following:

- Usage and available quota
- Manage your profile picture
- Full name  
You can make this anything you want, as it is separate from your ownCloud login name, which is unique and cannot be changed
- Email address
- List your group memberships
- Manage your password
- Choose the language for your ownCloud interface
- Links to desktop and mobile apps
- Manage your activity stream and notifications
- Default folder to save new documents to
- Your federated sharing ID
- Social sharing links
- ownCloud version

The following image is a example screen of the General section:

The screenshot shows the ownCloud personal settings interface. On the left, a sidebar lists 'Personal' sections: General, Storage, Sharing, Security, and Additional. The 'General' section is selected. The main area displays a large green circular placeholder for a profile picture with a white letter 'A'. Below it are upload buttons. A message says 'You are using 163 B'. To the right, there are fields for 'Full name' (admin), 'Email' (Your email address, Set email), and 'Groups' (You are member of the following groups: admin). Below these are sections for 'Password' (Current password, New password, Change password) and 'Language' (English, Help translate). A 'Federated Cloud' section shows the Federated Cloud ID: admin@owncloud.localdomain and sharing links for GNU Social, Diaspora, Twitter, Facebook, Google+, and Add to your website. A 'Get the apps to sync your files' section features links for Desktop app (Windows, OS X, Linux), Android app on Google Play, and Download on the App Store. At the bottom, it says 'If you want to support the project join development or spread the word!' and provides version information: ownCloud 10.3.0 alpha2 (git), developed by the ownCloud community, with source code licensed under the AGPL.

## Managing Your Profile Picture



### Changing Your Profile Picture

There are two options to set your profile picture:

- You can upload an image; or
- Select an existing profile picture

### Upload a Profile Picture

To upload an image click the "*Upload new*"  button, which opens a file browser, through which you can choose an image to upload. After you've chosen an image, you will then be able to crop the uploaded image, if required, to just the segment of the image that you want to use for your profile picture. You can see an example in the screenshot below.

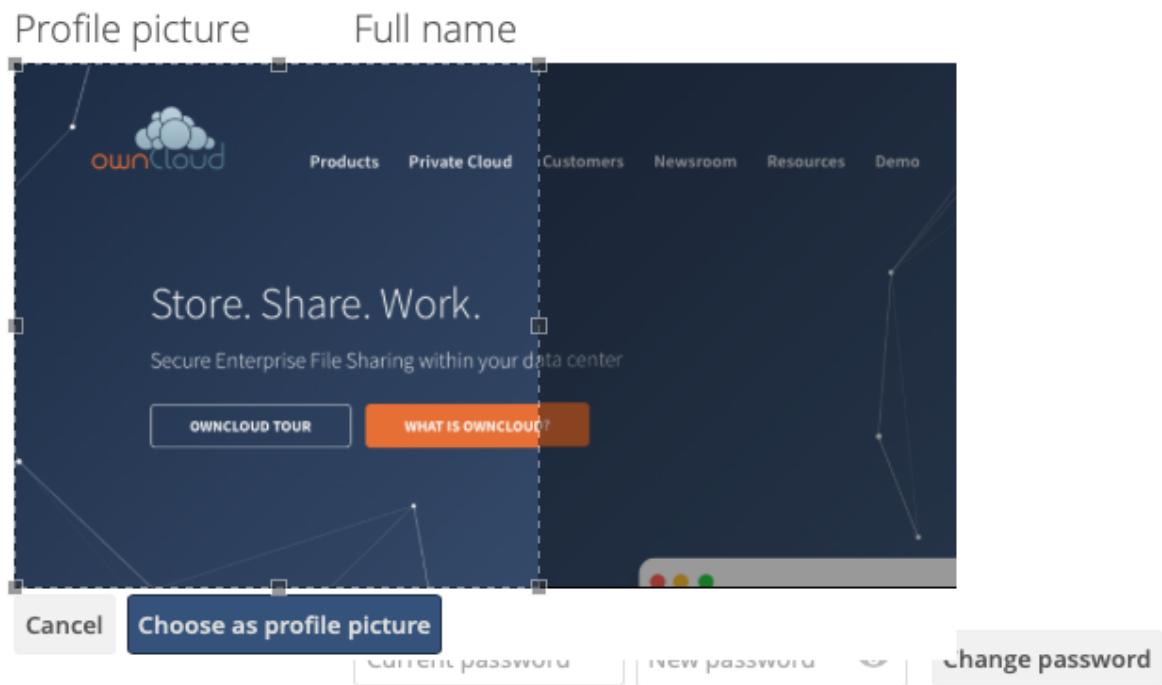


Figure 1. Crop the new profile picture

When you're happy with the image, click [**Choose as profile picture**], and the image will be set as your profile picture.



the image can be a maximum of 20MB in size.

## Select a Profile Picture

To select a profile picture, click the *Select from Files* button and the profile picture chooser will open. From there, pick the profile picture that you want and click [**Choose**].

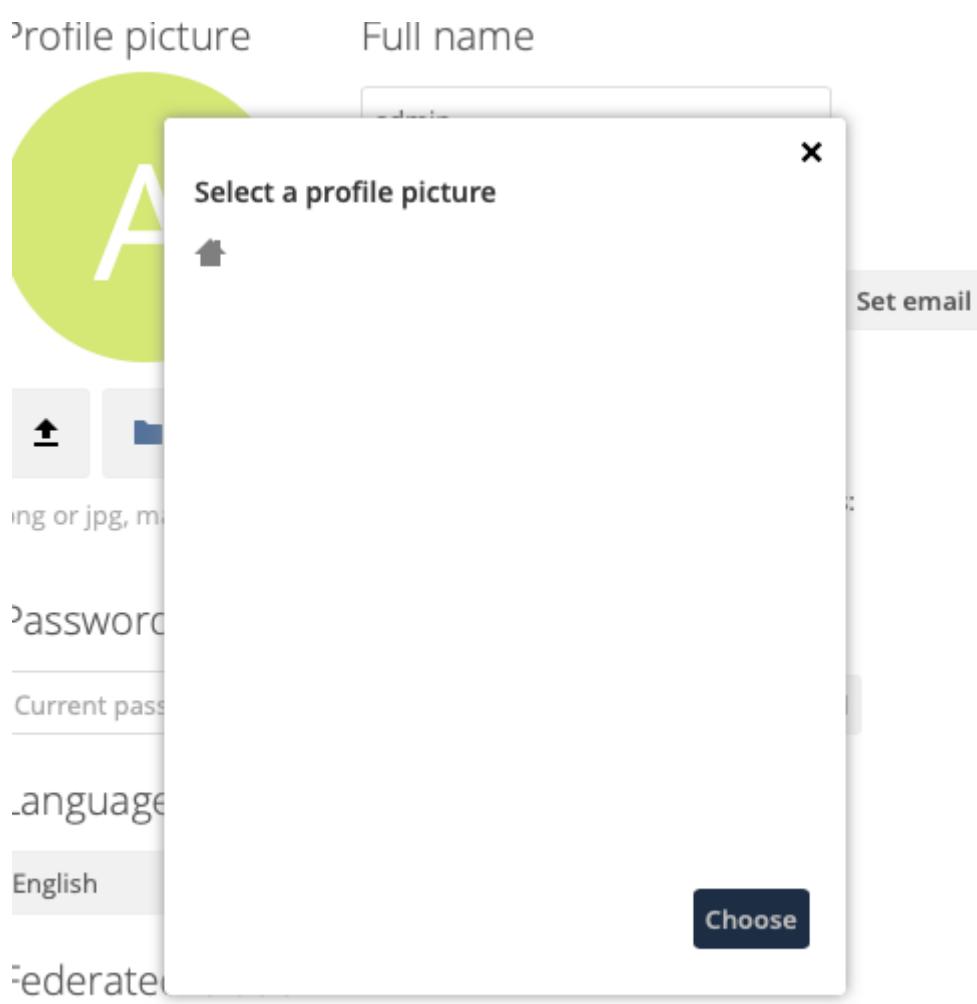


Figure 2. Choose a new profile picture

#### Remove Your Profile Picture

To remove a custom profile picture, click the *Remove Profile* button. After that, the image will revert to the default image, present when you first logged in.

#### Update Your Full Name

To update (or change) your full name, amend the existing text in the text box below "Full name". After a few seconds, your full name will be auto-saved.

Full name

John

Your full name has been changed.

Figure 3. Successfully updated full name

If the full name cannot be changed, you will see a notification, as in the example below.

## Full name

A screenshot of a web-based user profile editor. On the left, there is a text input field containing the name "Matthew". To the right of the input field is a solid red rectangular button with white text that reads "Unable to change full name".

Figure 4. Problem updating full name

## Update Your Email Address

To update your email address, change the address in the text box below “Email” and click [`set_email`].

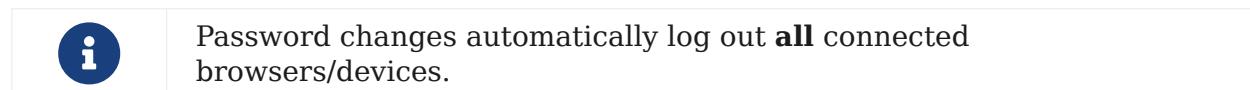
## Update Your Password

### Password

A screenshot of a password update form. It features three input fields: "Current password" (disabled), "New password" (disabled), and "Change password" (disabled). To the right of the "New password" field is a small eye icon.

Figure 5. Update current password.

To change your password, under Password, enter your current password in the first password field (with the placeholder text “Current password”) and your new password in the second password field (with the placeholder text “New password”), and then click [`Change password`].



## Set the Language

### Language

A screenshot of a language selection dropdown. The dropdown menu is open, showing "English" as the selected option. Next to it is a small downward arrow icon. To the right of the dropdown is a link labeled "Help translate".

Figure 6. Change profile's language

To change the language for your user account, pick the desired language from the dropdown under Language. The new language will be auto-saved shortly after you select it.

## External Storage

### Introduction

If your ownCloud administrator has enabled **External Storage** for users, you will be able to add one or multiple external storages depending on the allowed storage types.

A screenshot of the "External Storage" settings page. On the left, there is a sidebar with navigation links: "Personal" (selected), "General", "Storage" (selected), and "Sharing". The main content area is titled "External Storage". It contains a table with four columns: "Folder name", "External storage", "Authentication", and "Configuration". Below the table is a "Folder name" input field and a "Add storage" dropdown menu.

Figure 7. User Storage Settings

## Configuration

To configure one or more external storages, please refer to the [External Storage documentation](#).

## Sharing

### Introduction

This section allows you to set whether or not you want to:

- Automatically accept new incoming local user shares
- Allow finding you via autocomplete in share dialog.

### Settings

To enable either, check the respective checkbox. This section also allows for configuring [Federated Cloud Sharing](#).

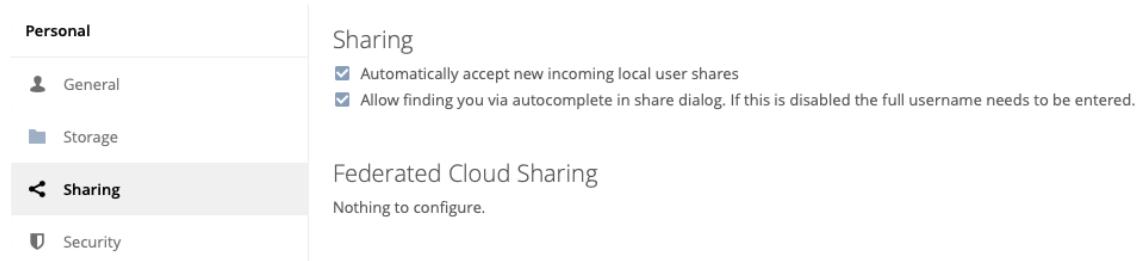


Figure 8. User Sharing Settings

## Security

### Introduction

The security settings page allows for:

- Managing Two-Factor Authentication (if enabled by the administrator)
- Managing CORS white-listed domains
- Viewing and deleting user sessions
- Creating new app passcodes

### Settings

#### Two-Factor Authentication

Two-Factor Authentication appears only if enabled by the administrator. It is never enabled by default and as a user you can opt-in and also stop this kind of additional security measure. When enabled and set up, you have to enter, in addition to your password, a second factor which is a time-based one-time password (TOTP) provided via another device during the web login. This device can be a mobile phone or another device providing the second factor, e.g. via an app or SMS.

In the setup example below, an app on the mobile phone will be used to provide the second factor. For your convenience, some example apps are listed:

#### iOS App Store

Microsoft Authenticator  
2FA Authenticator (2FAS)

## Google Play Store

Microsoft Authenticator  
Google Authenticator  
2FA Authenticator (2FAS)

The screenshot shows the ownCloud mobile application's settings menu. On the left, a sidebar lists "Personal" (General, Storage, Sharing), "Security" (selected), and "Additional". The main content area is titled "TOTP Second-factor Auth" with a sub-section "CORS". Under "TOTP Second-factor Auth", there is a checkbox labeled "Activate TOTP" which is currently unchecked. The "CORS" section includes "Cross-Origin Resource Sharing" and "White-listed Domains" (with "No Domains." listed). A "Domain" button is also present.

Figure 9. Enable Two-Factor Authentication

After enabling Two-Factor Authentication via the **[Activate TOTP]** check mark, the image changes and you can proceed with finalizing the setup.

The screenshot shows the ownCloud mobile application's settings menu after TOTP has been activated. The "Security" section now displays a checked checkbox for "Activate TOTP" and a generated TOTP secret: "BCWZHKSTQZPUMNJK". It also includes a QR code for scanning with a TOTP app. Below the QR code, instructions say "To enable second-factor verify authentication code below." and provide "Authentication code" and "Verify" buttons.

Figure 10. Activated Two-Factor Authentication

To finalize the setup, follow the app's directions to scan the QR code. The number displayed (2nd factor) needs to be entered in the browser dialog in the **[Authentication code]** field.

Log out and after your next regular login with user name and password, you will be asked to enter the number that the app provides. The number changes after some time and usually a counter is shown how much time is remaining after the next number appears.

## Disable Two-Factor Authentication

You can disable the two-factor authentication at any time by unchecking [**Activate TOPT**]

## Lost or Defect Device

If the device providing the second factor gets lost or is defect, the administrator can temporarily disable the two-factor authentication for the account in question. A login can then be made without providing the second factor. If the issue is solved, the administrator can re-enable two-factor authentication.

## CORS White-listed Domains

### CORS

Cross-Origin Resource Sharing

White-listed Domains

No Domains.

Add Domain

Domain	<b>Add</b>
--------	------------

Figure 11. CORS (Cross-origin Resource Sharing) configuration section

The **CORS (Cross-origin resource sharing)** white-listed domains section lists zero or more domains which the ownCloud instance is allowed to request resources from, in addition to the current domain, for your user account.

By default, as in the screenshot above, no domains will be listed. If you want to add one, or more, add them, one at a time, in the Domain text field, and click [**Add**]. You will then see them listed, as in the screenshot below.

Valid records:	
Record Scheme	Example
protocol + domain	https://example.com
protocol + domain + port	https://example.com:80
protocol + ip	http://127.0.0.1
protocol + ip + port	http://127.0.0.1:8080

*CORS entries follow strict rules, only **http** and **https** protocols are allowed.*

To remove one, or more, click the trashbin icon next to the relevant domain name.

## CORS

Cross-Origin Resource Sharing

White-listed Domains

Domain	
http://localhost	

Add Domain

Domain	<b>Add</b>
--------	------------

Figure 12. CORS Configuration Section with white-listed domains

You will then be prompted to confirm if you want to remove the domain. If you do, click [**Yes**]. If you do not, click [**No**].

## Sessions

### Sessions

These are the web, desktop and mobile clients currently logged in to your ownCloud.

Browser	Most recent activity	
Mozilla/5.0 (Macintosh; Intel Mac OS X 10_14_6) AppleWebKit/6...	seconds ago	
Mozilla/5.0 (Macintosh; Intel Mac OS X 10_14_6) AppleWebKit/6...	5 hours ago	
Mozilla/5.0 (X11; Ubuntu; Linux x86_64; rv:69.0) Gecko/201001...	12 days ago	
Mozilla/5.0 (Macintosh; Intel Mac OS X 10.14; rv:69.0) Gecko/20...	14 days ago	

Figure 13. Sessions section

The sessions section, which you can see an example of below, lists all your current user sessions, across web, desktop, and mobile clients. Specifically, it lists the browser user agent string and the time of the most recent activity. If you want to log a session out, then click the Disconnect button at the far right of the relevant session.

## App Passwords / Tokens

### App passwords / tokens

App passwords or tokens are passcodes that give an app or device permissions to access your ownCloud account. Use them as a security measure to hide your actual password which you may only want to use for web interface login.

App name	<b>Create new app passcode</b>
----------	--------------------------------

Figure 14. App password / tokens section

This section lets you give an app or device permissions to access your ownCloud account. App passwords are a security measure which let you hide your actual password. To create one, insert the app name in the App name text field, and click [**Create new app passcode**].

1. Create new app password / token image::personal-settings/security/create-new-app-password-token.png[]

As you can see in the screenshot above, a username and password/token will be

generated, and the app will be listed in the apps list in this section.



Make sure you either securely store the username and password / token or ensure that the receiver does, because once you click [Done] the username and password / token will longer be discoverable.

If you want to revoke access for a device or app, click the trash bin icon next to its name in the apps list.



No confirmation of revocation is requested. Once you click the trash bin icon, the apps access is revoked.

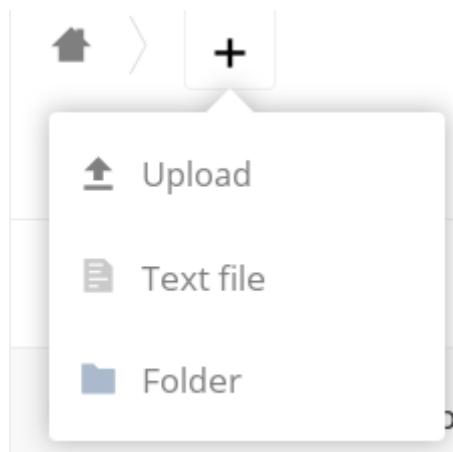
## Navigating the WebUI

### Introduction

Navigating through folders in ownCloud is as simple as clicking on a folder to open it and using the back button on your browser to move to a previous level. This section walks you through how to navigate the ownCloud UI.

### Create and Upload Files and Directories

At the top of the Files view is a navigation bar. This contains links to uploading and creating new files and folders.



To upload or create new files or folders directly in an ownCloud folder, click on the [New] button in the navigation bar (this is the + button). There, as in the image above, you can see links to:

- **[Upload a new file]** This uploads files from your computer into ownCloud. You can also upload files by dragging and dropping them from your file manager.
- **[Create a new text file]** This creates a new text file and adds the file to your current folder.
- **[Create a new folder]** This creates a new folder in the current folder.

### Select Files or Folders

<input type="checkbox"/>	Name		Size	Modified
<span>★</span>	 ownCloud Manual.pdf	 Shared	...	4.3 MB 2 months ago
<span>★</span>	 test	 Shared	...	0 KB 16 days ago
	 Photos	 Shared	...	663 KB 2 months ago
<span>★</span>	 Documents	 Shared	...	35 KB 2 months ago

You can select one or more files or folders by hovering over them (as in the image below) and clicking on their checkboxes. To select all files in the current directory, click on the checkbox located at the top of the files listing.

<input checked="" type="checkbox"/>	3 folders and 1 file	 Download	5 MB	Delete 
<span>★</span>	 ownCloud Manual.pdf	 Shared	...	4.3 MB 2 months ago
	 test	 Shared	...	0 KB 16 days ago
	 Photos	 Shared	...	663 KB 2 months ago
<span>★</span>	 Documents	 Shared	...	35 KB 2 months ago

When you select multiple files, you can delete all of them, or download them as a ZIP file by using the [Delete] or [Download] buttons that appear at the top.



If the [Download] button is not visible, the administrator has disabled this feature.

## Filter the Files View

The left sidebar on the Files page contains several filters for quickly sorting and managing your files.

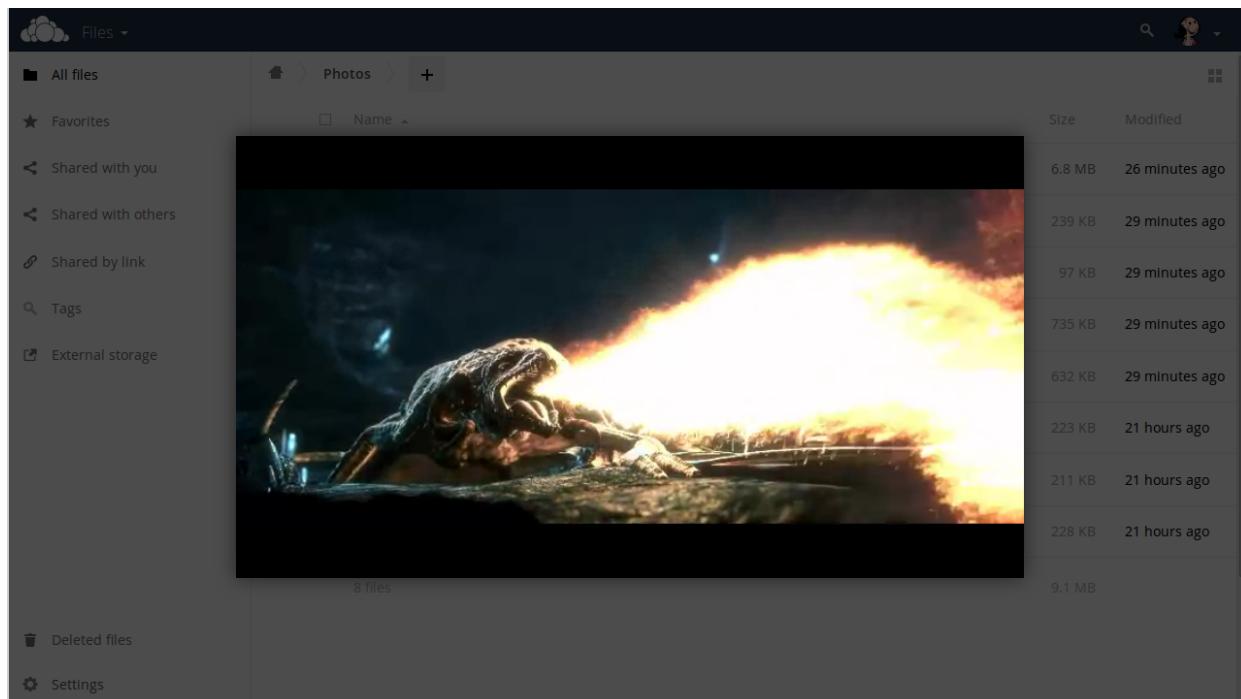
Option	Description
All files	The default view; displays all files that you have access to
Favorites	Files or folders marked with the yellow star
Shared with you	Displays all files shared with you by another user or group
Shared with others	Displays all files that you have shared with other users or groups
Shared by link	Displays all files that are shared by you via public link
External Storage	Files that you have access to on external storage devices and services such as Dropbox, Google, and Amazon S3

## Move Files

You can move files and folders by dragging and dropping them into any directory.

## Play Videos

You can play videos in ownCloud with the Media Viewer app by clicking once on the file. Please note, video streaming by the ownCloud Media Viewer depends on your web browser and the video's format.

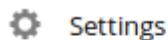


If your ownCloud administrator has enabled video streaming, but it doesn't work in your Web browser, it may be a browser-related issue. See [Mozilla's Browser Compatibility Guide](#) for supported multimedia formats in Web browsers.

## Settings

The **Settings** gear icon in the lower left-hand corner of the ownCloud window allows you to show or hide hidden files in your ownCloud Web interface. These are also called dotfiles, because they are prefixed with a dot, e.g. `.mailfile`.

The dot tells your operating system to hide these files in your file browsers, unless you choose to display them. Usually, these are configuration files, so having the option to hide them reduces clutter.



Show hidden files

## Preview Files

ownCloud can display thumbnail previews for *images*, *MP3 covers*, and *text files*, if this is enabled by your ownCloud administrator. You can also display *uncompressed text*, *OpenDocument*, *videos*, and *image* files in the ownCloud embedded viewers by clicking on the file name. There may be other file types you can preview if your ownCloud administrator has enabled them. If ownCloud cannot display a file, it will

---

start a download process and downloads the file to your computer.

## Comments

### Introduction

In ownCloud, you can add one or more comments on both files and folders. This section describes how to add, edit, and delete comments.



You can navigate directly to the comments pane for a file by using the URL:  
[https://your.owncloud.domain/f/?<\\$fileId>?details=commentsTabView](https://your.owncloud.domain/f/?<$fileId>?details=commentsTabView),  
and substituting <\$fileId> for the file's id.

### Add Comments

Use the Details view, in [The Overflow Menu](#), to add and read comments on any file or folder. Comments are visible to everyone who has access to the file or folder. To add a comment, as in the example below, click the [Comments] tab in the Details view, write a comment in the New Comment field, and click [Post].

The screenshot shows the ownCloud Details view for a file named 'project-docs'. The 'Comments' tab is selected. A new comment from 'molly smith' is being posted, reading 'watching the years go by'. Below it, another comment from 'molly smith' reads 'My god, what have I done'. Other comments from 'terry terrier' and 'freda mae' are also visible.

Time Ago	User	Comment
4 hours ago	molly smith	watching the years go by
20 hours ago	molly smith	My god, what have I done
20 hours ago	terry terrier	This is not my beautiful wife.
20 hours ago	freda mae	This is not my beautiful house.
19 hours ago	molly smith	(comment text not visible)

### Edit Comments

To edit an existing comment on a file or folder, hover the mouse over the comment and

you will see a pencil icon appear. By clicking on the pencil, the [Edit Comment] field will appear, pre-filled with the comment text. Change the text as necessary and click [Save]. If you change your mind, just click [Cancel].

## Delete Comments

To delete an existing comment on a file or folder, as with editing comments, hover the mouse over the comment and you will see a pencil icon appear. Click the pencil, and a rubbish bin icon appears on the far right-hand side of the comment author's name, above the [Edit Comment] text field. Click the [rubbish bin], and the comment will be deleted after a few seconds.

# Custom Groups

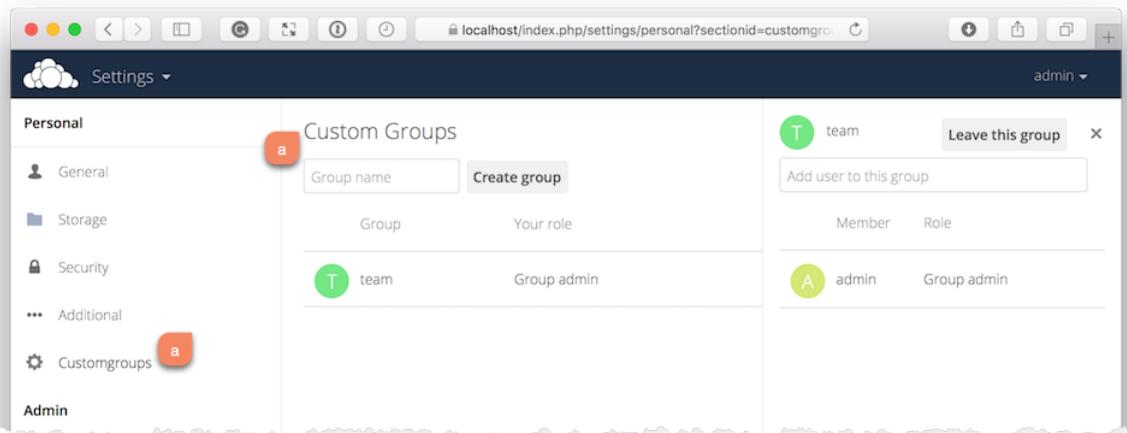
## Introduction

In previous versions of ownCloud, if you wanted to share a file or a folder with more than one person, you had to share it either with many people individually, or share to one or more groups. However, you could only share with groups which your ownCloud administrator had already created.

This wasn't the most efficient way to work. To address that, as of ownCloud 10.0, you can now create your own groups on-the-fly, through a feature called "Custom Groups". Here's how to use it.

## Creating Custom Groups

Assuming that your ownCloud administrator's already [enabled custom groups](#); under the admin menu, in the top right-hand corner, click [Settings] (1). Then, in the main menu on the settings page, in "Personal" section, click the option: [Customgroups] (2). This will take you to the "Custom Groups" admin page.



To create a new custom group, in the text field at the top where you see the placeholder text: "**Group name**", add the group name and click [Create group]. After a moment or two, you'll see the new custom group appear in the groups list.

Please be aware of two things:



1. Custom groups are visible **only** to members of the group, but **not** to anyone outside the group; and
2. ownCloud administrators can see and modify all custom groups of an instance.

## Managing Group Members

Group	Your role
the team	Member

Member	Role
A admin	Group admin
S share1	Member
S share2	Member

To add or remove users in a custom group, click your role (1), which will likely be "**Member**" (at least at first), and you'll see a panel appear on the right-hand side listing the group's users and their roles. In the "**Add user to this group field**" at the top of the panel (2), start typing the name of the user that you want to add.

After a moment or two, you'll see a list of users that match what you've typed appear (if there are any) in a popup list. Click the one that you want, and they'll be added to the group. Finally, you'll see a confirmation at the top of the page (3), indicating that the user's been added to the custom group.



Members can only use a group for sharing, whereas group admins can manage a group's members, change a group's name, change members' roles, and delete groups.

## Sharing with the Group

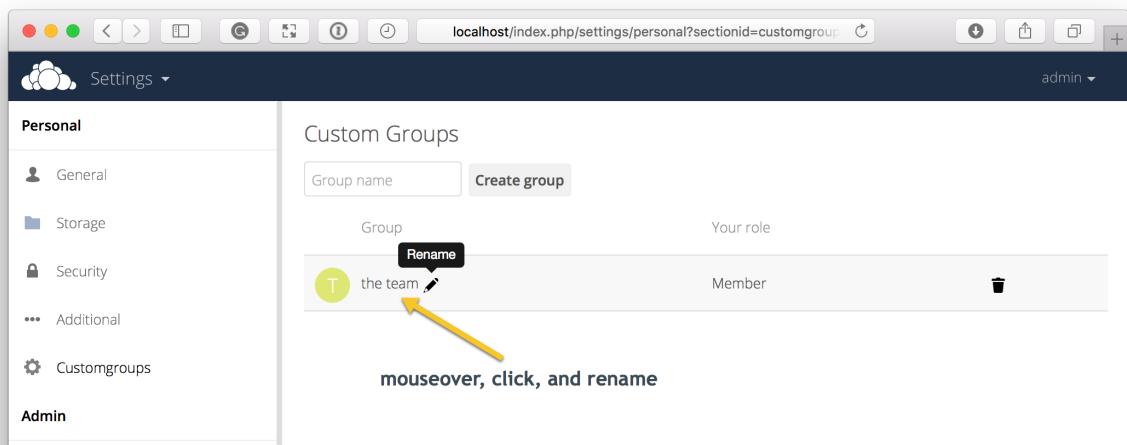
Size	Modified
35 KB	6 days ago
663 KB	6 days ago
4.3 MB	6 days ago
5 MB	

To share a file or folder with your custom group, open the sharing panel (1). Then, in the "**User and Groups**" field (2), type part of the name of the custom group and wait a moment or two.

The name of the group should be displayed in a popup list, which you can see in the screenshot above. Click on it, and the file or folder will then be shared with your custom group with all permissions initially set.

## Changing Group Names

If you want to change the name of the custom group, mouseover the group's name in the custom groups list, where you will see a pencil appear to the right of the existing name. Click it, and a text field will appear, pre-populated with the existing name. Change the name and click enter, and the name will be changed.



## Files

This section covers how to work with and user files when using ownCloud.

### Accessing ownCloud Files Using WebDAV

#### Introduction

ownCloud fully supports the WebDAV protocol, and you can connect and synchronize with your ownCloud files over WebDAV. In this chapter you will learn how to connect Linux, Mac OS X, Windows, and mobile devices to your ownCloud server via WebDAV. Before we get into configuring WebDAV, let's take a quick look at the recommended way of connecting client devices to your ownCloud servers.

#### ownCloud Desktop and Mobile Clients

The recommended method for keeping your desktop PC synchronized with your ownCloud server is by using the [ownCloud Desktop Client](#). You can configure the ownCloud client to save files in any local directory you want, and you choose which directories on the ownCloud server to sync with. The client displays the current connection status and logs all activity, so you always know which remote files have been downloaded to your PC, and you can verify that files created and updated on your local PC are properly synchronized with the server.

The recommended method for syncing your ownCloud server with Android and Apple iOS devices is by using the [ownCloud Mobile apps](#).

To connect to your ownCloud server with the **ownCloud** mobile apps, use the base URL and folder only:

example.com/owncloud

In addition to the mobile apps provided by ownCloud, you can use other apps to connect to ownCloud from your mobile device using WebDAV. [WebDAV Navigator](#) is a good (proprietary) app for [Android](#) devices and [iPhones](#). The URL to use on these is:

## WebDAV Configuration

If you prefer, you may also connect your desktop PC to your ownCloud server by using the WebDAV protocol rather than using a special client application. Web Distributed Authoring and Versioning (WebDAV) is a Hypertext Transfer Protocol (HTTP) extension that makes it easy to create, read, and edit files on Web servers. With WebDAV you can access your ownCloud shares on Linux, Mac OS X and Windows in the same way as any remote network share, and stay synchronized.



In the following examples, You must adjust **example.com/** to the URL of your ownCloud server installation.

## Accessing Files Using Linux

You can access files in Linux operating systems using the following methods.

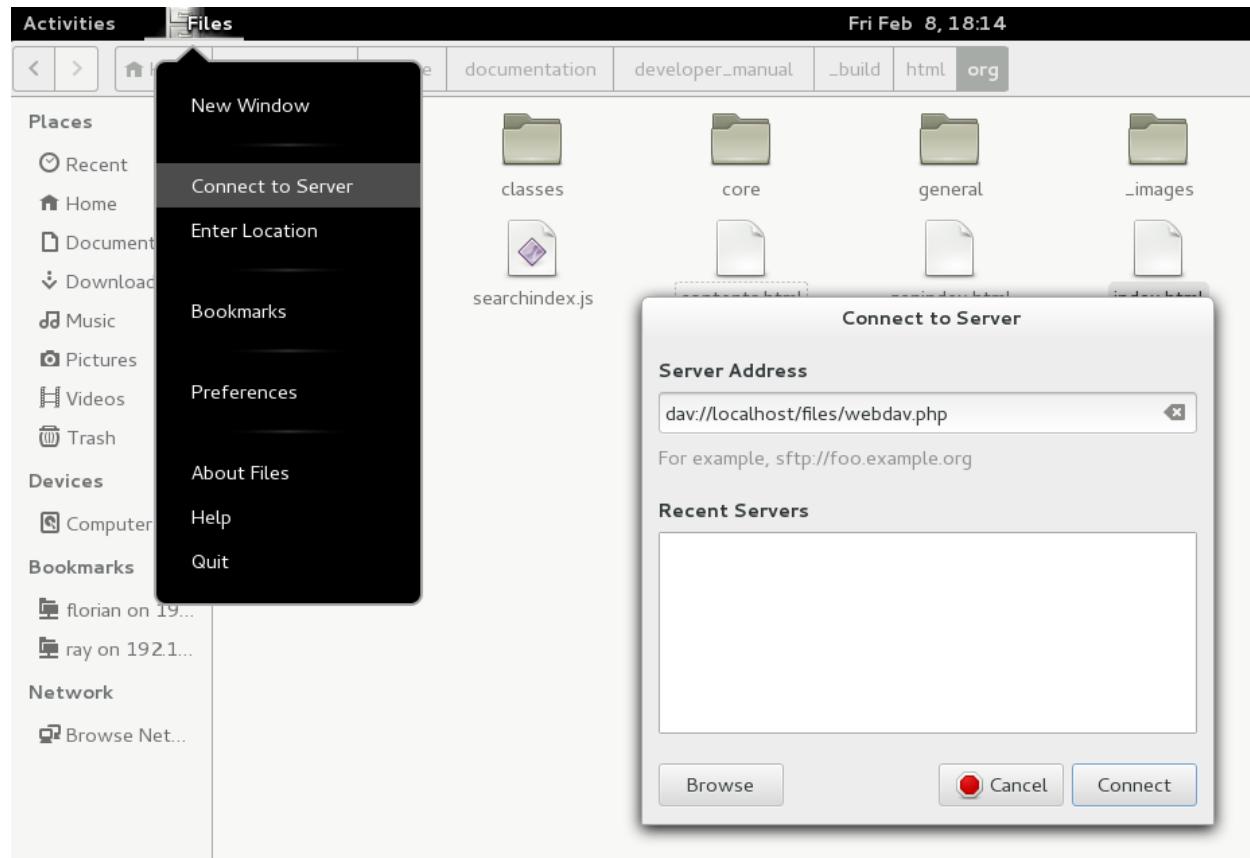
### Nautilus File Manager

Use the **davs://** protocol to connect the Nautilus file manager to your ownCloud share:

**davs://example.com/owncloud/remote.php/webdav**



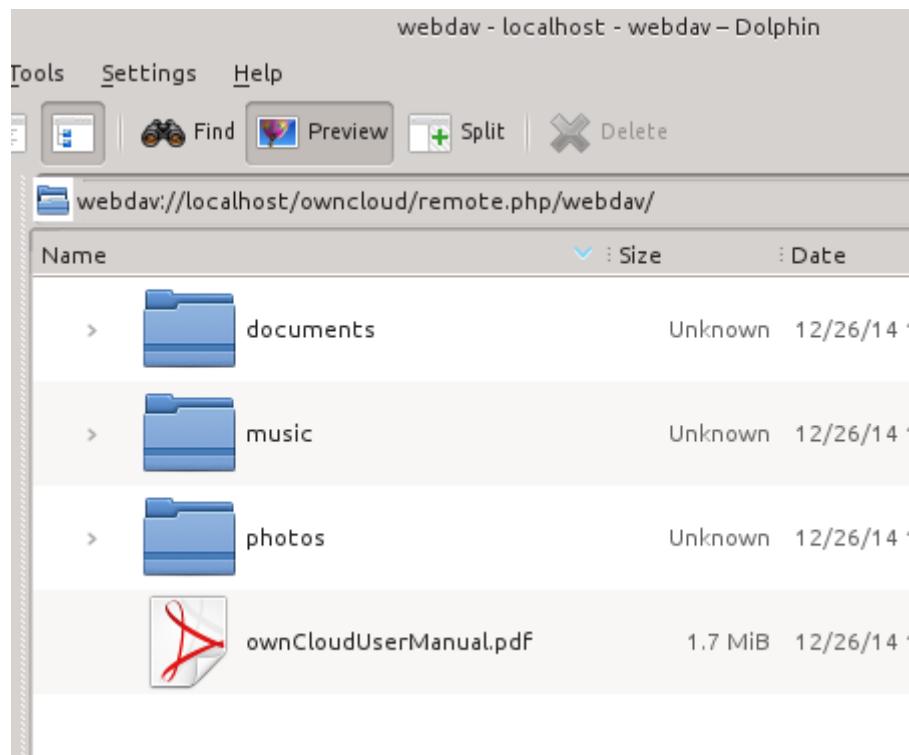
If your server connection is not HTTPS-secured, use **dav://** instead of **davs://**.



## Accessing Files with KDE and Dolphin File Manager

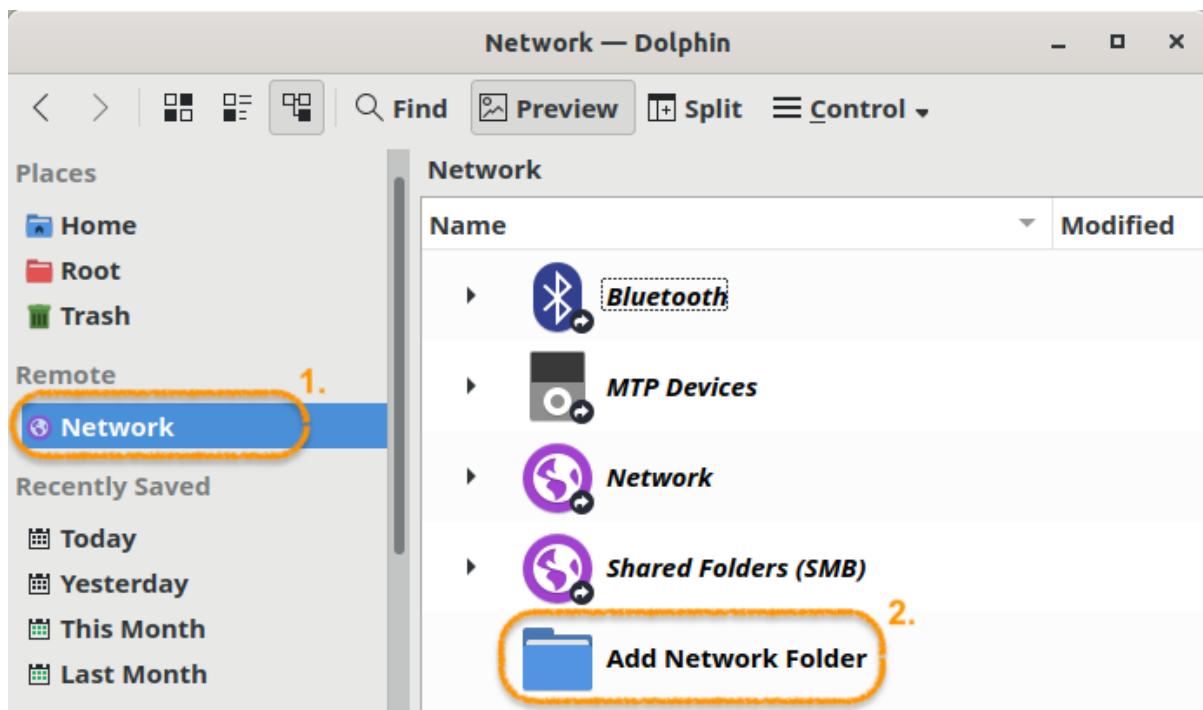
To access your ownCloud files using the Dolphin file manager in KDE, use the [webdav://](#) protocol:

webdav://example.com/owncloud/remote.php/webdav



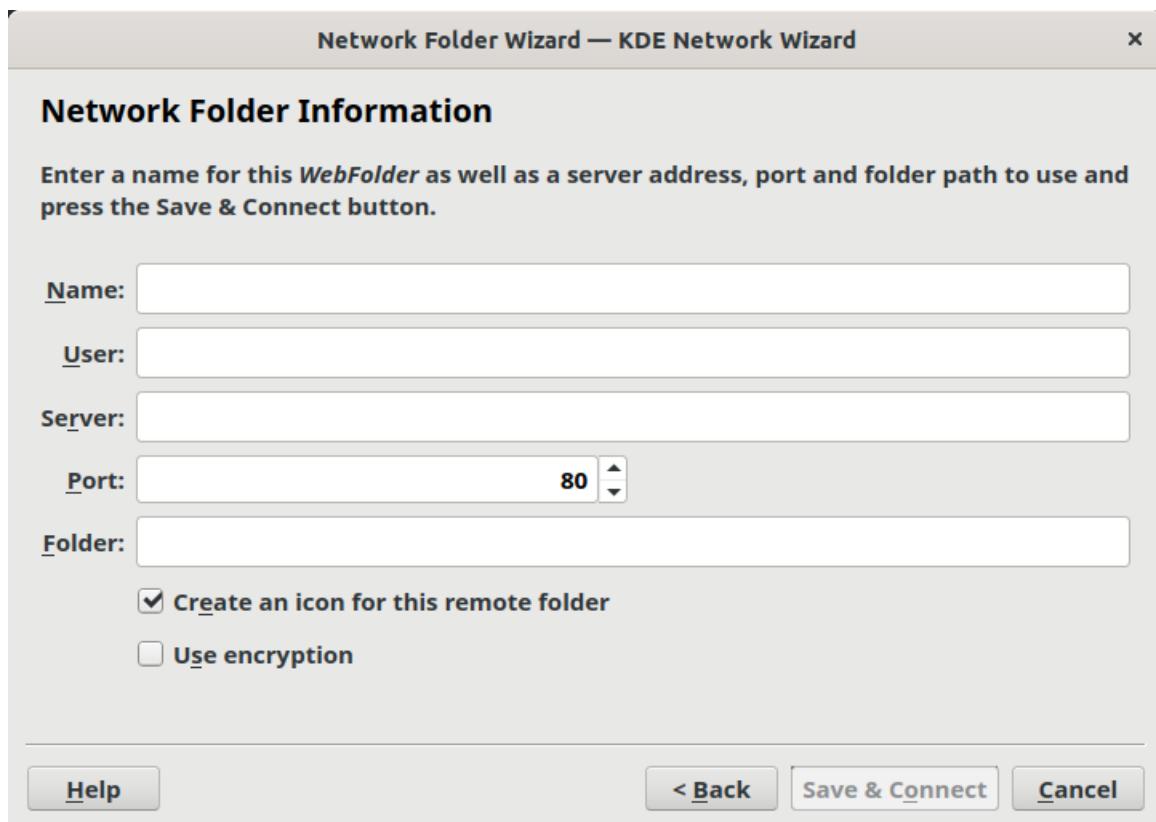
You can create a permanent link to your ownCloud server:

1. Open Dolphin and click [Network] in the left-hand column.



2. Click on the icon labeled [Add a Network Folder].  
The resulting dialog should appear with WebDAV already selected.

3. If WebDAV is not selected, select it.
4. Click [**Next**].
5. Enter the following settings:
  - **Name:** The name you want to see in the **Places** bookmark, for example ownCloud.
  - **User:** The ownCloud username you used to log in, for example admin.
  - **Server:** The ownCloud domain name, for example **example.com** (without **https://** or **http://**).
  - **Folder:** Enter the path **owncloud/remote.php/webdav**.



6. (Optional) Check the [**create**] icon checkbox for a bookmark to appear in the **Places** column.
7. (Optional) Provide any special settings or an SSL certificate in the [**Port & Encrypted**] checkbox.

## Creating WebDAV Mounts on the Linux Command Line

You can create WebDAV mounts from the Linux command line. This is useful if you prefer to access ownCloud the same way as any other remote filesystem mount. The following example shows how to create a personal mount and have it mounted automatically every time you log in to your Linux computer.

1. Install the **davfs2** WebDAV filesystem driver, which allows you to mount WebDAV shares just like any other remote filesystem. Use this command to install it on Debian/Ubuntu:

```
sudo apt-get install davfs2
```

2. Use this command to install it on CentOS, Fedora, and openSUSE:

```
sudo yum install davfs2
```

3. Add yourself to the **davfs2** group (this will be effective after the next login):

```
sudo usermod -aG davfs2 <username>
```

4. Then create an **owncloud** directory in your home directory for the mountpoint, and **.davfs2/** for your personal configuration file:

```
mkdir ~/owncloud  
mkdir ~/.davfs2
```

5. Copy **/etc/davfs2/secrets** to **~/.davfs2/**:

```
sudo cat /etc/davfs2/secrets > ~/.davfs2/secrets
```

6. Make the permissions read-write owner only:

```
chmod 600 ~/.davfs2/secrets
```

7. Add your ownCloud login credentials to the end of the **secrets** file, using your ownCloud server URL and your ownCloud username and password:

```
/home/<username>/owncloud <username> <password>
```

8. Add the mount information to **/etc/fstab**:

```
https://example.com/owncloud/remote.php/webdav  
/home/<username>/owncloud davfs user,rw,auto 0 0
```

9. Then test that it mounts and authenticates by running the following command. If you set it up correctly you won't need root permissions:

```
mount ~/owncloud
```

10. You should also be able to unmount it:

```
umount ~/owncloud
```

Now every time you login to your Linux system your ownCloud share should automatically mount via WebDAV in your **~/owncloud** directory. If you prefer to mount it manually, change **auto** to **noauto** in **/etc/fstab**.

---

## Known Issues

### Problem: Resource Temporarily Unavailable

#### Solution

If you experience trouble when you create a file in the directory, edit [/etc/davfs2/davfs2.conf](#) and add:

```
use_locks 0
```

### Problem: Certificate Warnings

#### Solution

If you use a self-signed certificate, you will get a warning. To change this, you need to configure `davfs2` to recognize your certificate. Copy `mycertificate.pem` to `/etc/davfs2/certs/`. Then edit `/etc/davfs2/davfs2.conf` and uncomment the line `servercert`. Now add the path of your certificate as in this example:

```
servercert /etc/davfs2/certs/mycertificate.pem
```

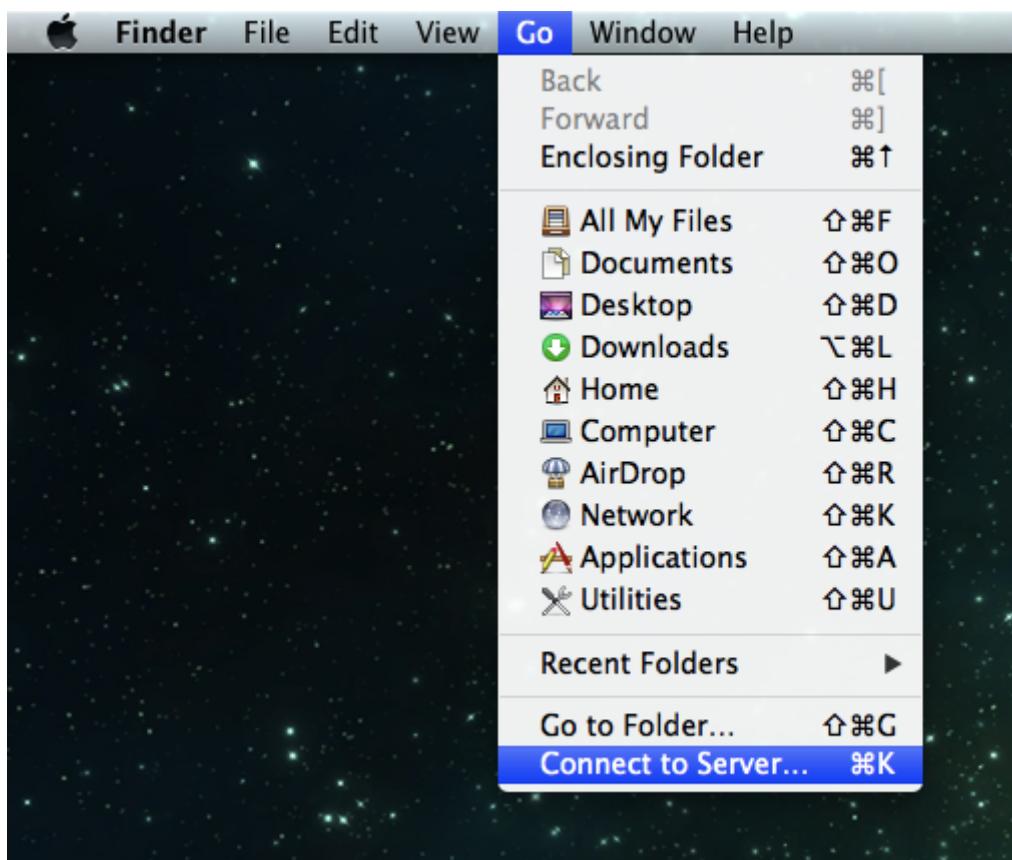
## Accessing Files Using Mac OS X



The Mac OS X Finder suffers from a series of implementation problems and should only be used if the ownCloud server runs on **Apache** and **mod\_php**. You can use a tool like `ocsimount` to mount without those issues.

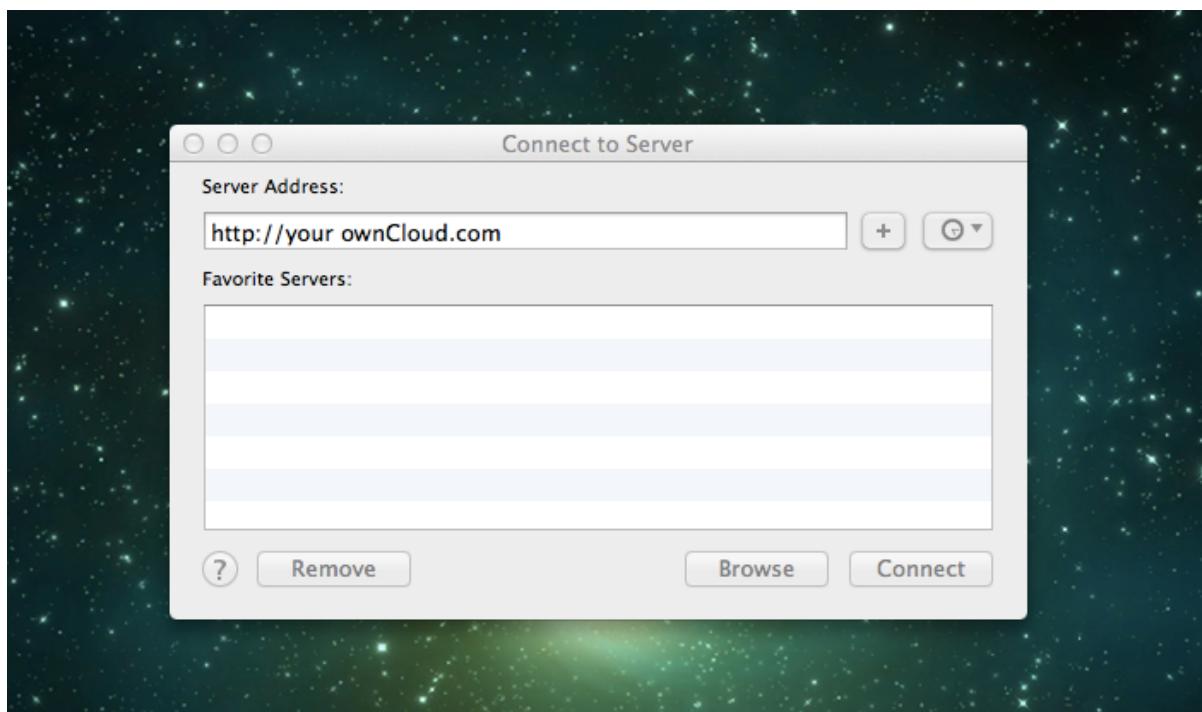
To access files through the Mac OS X Finder:

1. Choose **Go > Connect to Server**.  
The "Connect to Server" window opens.
2. Specify the address of the server in the **Server Address** field.



For example, the URL used to connect to the ownCloud server from the Mac OS X Finder is:

`https://example.com/owncloud/remote.php/webdav`



3. Click [Connect].
- The device connects to the server.

For added details about how to connect to an external server using Mac OS X, check the [wikihow documentation](#)

## Accessing Files Using Microsoft Windows

It is best to use a suitable WebDAV client from the [WebDAV Project page](#).

If you must use the native Windows implementation, you can map ownCloud to a new drive. Mapping to a drive enables you to browse files stored on an ownCloud server the way you would files stored in a mapped network drive.

Using this feature requires network connectivity. If you want to store your files offline, use the ownCloud Desktop Client to sync all files on your ownCloud to one or more directories of your local hard drive.



Prior to mapping your drive, you must permit the use of Basic Authentication in the Windows Registry. The procedure is documented in [Windows 7 cannot automatically reconnect a DAV share when Basic Authentication is used and Office applications open blank from SharePoint WebDAV or sites](#). Please follow the Knowledge Base article before proceeding.

### Mapping Drives With the Command Line

The following example shows how to map a drive using the command line. To map the drive:

1. Open a command prompt in Windows.
2. Enter the following line in the command prompt to map to the computer Z drive, where <drive\_path> is the URL to your ownCloud server:

```
net use Z: https://<drive_path>/remote.php/webdav /user:youruser  
yourpassword
```

#### Example:

```
net use Z: https://example.com/owncloud/remote.php/webdav /user:youruser  
yourpassword
```

"" The computer maps the files of your ownCloud account to the drive letter Z. ""



Though not recommended, you can also mount the ownCloud server using HTTP, leaving the connection unencrypted. If you plan to use HTTP connections on devices while in a public place, we strongly recommend using a VPN tunnel to provide the necessary security.

An alternative command syntax is:

```
net use Z: \\\example.com@ssl\owncloud\remote.php\dav /user:youruser  
yourpassword
```

### Mapping Drives With Windows Explorer

To map a drive using the Microsoft Windows Explorer:

1. Migrate to your computer in Windows Explorer.
2. Right-click on [Computer] entry and select [Map network drive...] from the drop-down menu.

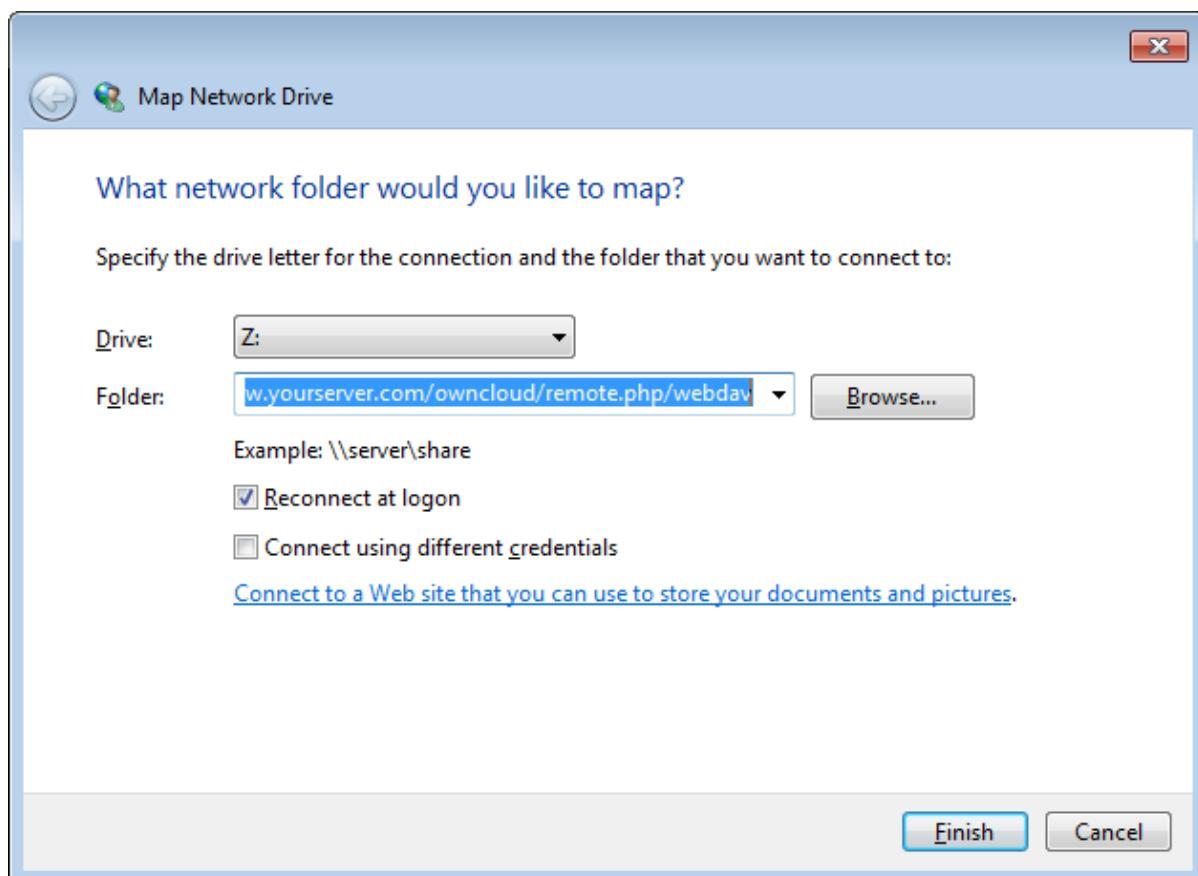
3. Choose a local network drive to which you want to map ownCloud.
4. Specify the address to your ownCloud instance, followed by **/remote.php/webdav**.

For example:

`https://example.com/owncloud/remote.php/webdav`



For SSL protected servers, check **Reconnect at logon** to ensure that the mapping is persistent upon subsequent reboots. If you want to connect to the ownCloud server as a different user, check **Connect using different credentials**.



5. Click the **[Finish]** button.  
Windows Explorer maps the network drive, making your ownCloud instance available.

## Accessing Files Using Cyberduck

Cyberduck is an open source FTP and SFTP, WebDAV, and Amazon S3 browser designed for file transfers on Mac OS X and Windows.



This example uses Cyberduck version 4.2.1.

To use Cyberduck:

1. Specify a server without any leading protocol information. For example:

`\example.com\`

- 
2. Specify the appropriate port. The port you choose depends on whether or not your ownCloud server supports SSL. Cyberduck requires that you select a different connection type if you plan to use SSL. For example:

80 (for WebDAV)  
443 (for WebDAV (HTTPS/SSL))

3. Use the **More Options** drop-down menu to add the rest of your WebDAV URL into the 'Path' field. For example:

remote.php/webdav

Now Cyberduck enables file access to the ownCloud server.

### Accessing public link shares over WebDAV

ownCloud provides the possibility to access public link shares over WebDAV.

To access the public link share, open:

`https://example.com/owncloud/public.php/webdav`

in a WebDAV client, use the share token as username and the (optional) share password as password.



**Settings > Administration > Sharing > Allow users on this server to send shares to other servers** needs to be enabled in order to make this feature work.

### Known Problems

#### Problem: Windows Does Not Connect Using HTTPS.

##### Solution 1

The Windows WebDAV Client might not support Server Name Indication (SNI) on encrypted connections. If you encounter an error mounting an SSL-encrypted ownCloud instance, contact your provider about assigning a dedicated IP address for your SSL-based server.

##### Solution 2

The Windows WebDAV Client might not support TLSv1.1 / TLSv1.2 connections. If you have restricted your server config to only provide TLSv1.1 and above the connection to your server might fail. Please refer to the [WinHTTP](#) documentation for further information.

#### Problem: The File Size Exceeds the Limit Allowed and Cannot be Saved

You receive the following error message:

**Error 0x800700DF: The file size exceeds the limit allowed and cannot be saved.**

---

## Solution

Windows limits the maximum size a file transferred from or to a WebDAV share may have. You can increase the value **FileSizeLimitInBytes** in **HKEY\_LOCAL\_MACHINE\SYSTEM\CurrentControlSet\Services\WebClient\Parameters** by clicking on [Modify].

To increase the limit to the maximum value of 4GB, select **Decimal**, enter a value of **4294967295**, and reboot Windows or restart the **WebClient** service.

### Problem: Accessing your files from Microsoft Office via WebDAV fails

## Solution

Known problems and their solutions are documented in the [KB2123563](#) article.

### Problem: WebDAV Drive in Windows Using Self-Signed Certificate

Cannot map ownCloud as a WebDAV drive in Windows using self-signed certificate.

## Solution

1. Go to the your ownCloud instance via your favorite Web browser.
2. Click through until you get to the certificate error in the browser status line.
3. View the cert, then from the Details tab, select Copy to File.
4. Save to the desktop with an arbitrary name, for example **myOwnCloud.cer**.
5. Start, Run, MMC.
6. **File > Add/Remove Snap-In.**
7. Select **Certificates > Add > My User Account > Finish > OK.**
8. Dig down to Trust Root Certification Authorities, Certificates.
9. Right-Click **Certificate > Select All Tasks > Import.**
10. Select [**Save Cert**] from the Desktop.
11. Select Place all Certificates in the following Store, click [**Browse**],  
Check the Box that says **Show Physical Stores**.  
Expand out **Trusted Root Certification Authorities**.  
select **Local Computer**, click [**OK**] to complete the Import.
12. Check the list to make sure it shows up.  
You will probably need to Refresh before you see it.  
Exit MMC.
13. Open Browser, select Tools, Delete Browsing History.
14. Select all but In Private Filtering Data, complete.
15. Go to Internet Options, Content Tab, Clear SSL State.
16. Close browser, then re-open and test.

### Problem: Upload Large Files or Upload Takes Long

You cannot download more than 50 MB or upload large Files when the upload takes longer than 30 minutes using Web Client in Windows 7.

## Solution

Workarounds are documented in the [KB2668751](#) article.

---

### Problem: The Network Name Cannot be Found

Error 0x80070043 "The network name cannot be found." while adding a network drive.

### Solution

Make Windows service  **WebClient** start automatically:

1. Open **Control Panel** > **Administrative Tools** > **Services**.
2. Find  **WebClient** service.
3. Right-click on it and choose **Properties**.
4. Select **Startup type: Automatic**.
5. Click **[OK]** button.

Or in command prompt (as Admin):

```
sc config "WebClient" start=auto  
sc start "WebClient"
```

More details can be found [here](#).

### Accessing Files Using cURL

Since WebDAV is an extension of HTTP cURL can be used to script file operations.

To create a folder with the current date as name:

```
curl -u user:pass -X MKCOL  
"https://example.com/owncloud/remote.php/dav/files/USERNAME/$(date '+%d-%b-%Y')"
```

To upload a file **error.log** into that directory:

```
curl -u user:pass -T error.log  
"https://example.com/owncloud/remote.php/dav/files/USERNAME/$(date '+%d-%b-%Y')/error.log"
```

To move a file:

```
curl -u user:pass -X MOVE --header 'Destination:  
https://example.com/owncloud/remote.php/dav/files/USERNAME/target.jpg'  
https://example.com/owncloud/remote.php/dav/files/USERNAME/source.jpg
```

To get the properties of files in the root folder:

```

curl -X PROPFIND -H "Depth: 1" -u user:pass
https://example.com/owncloud/remote.php/dav/files/USERNAME/ | xml_pp
<?xml version="1.0" encoding="utf-8"?>
<d:multistatus xmlns:d="DAV:" xmlns:oc="http://owncloud.org/ns" xmlns:s
="http://sabredav.org/ns">
<d:response>
<d:href>/owncloud/remote.php/webdav/</d:href>
<d:propstat>
<d:prop>
<d:getlastmodified>Tue, 13 Oct 2015 17:07:45 GMT</d:getlastmodified>
<d:resourcetype>
<d:collection/>
</d:resourcetype>
<d:quota-used-bytes>163</d:quota-used-bytes>
<d:quota-available-bytes>11802275840</d:quota-available-bytes>
<d:getetag>"561d3a6139d05"</d:getetag>
</d:prop>
<d:status>HTTP/1.1 200 OK</d:status>
</d:propstat>
</d:response>
<d:response>
<d:href>/owncloud/remote.php/webdav/welcome.txt</d:href>
<d:propstat>
<d:prop>
<d:getlastmodified>Tue, 13 Oct 2015 17:07:35 GMT</d:getlastmodified>
<d:getcontentlength>163</d:getcontentlength>
<d:resourcetype/>
<d:getetag>"47465fae667b2d0fee154f5e17d1f0f1"</d:getetag>
<d:getcontenttype>text/plain</d:getcontenttype>
</d:prop>
<d:status>HTTP/1.1 200 OK</d:status>
</d:propstat>
</d:response>
</d:multistatus>

```

To get the file id of a file, regardless of location, you need to make a PROPFIND request. This request requires two things:

1. A PROPFIND XML element in the body of the request method.
2. The path to the file that you want to find out more about

Here's an example PROPFIND XML element, which we'll store as `propfind-fileid.xml`.

```

<?xml version="1.0"?>
<a:propfind xmlns:a="DAV:" xmlns:oc="http://owncloud.org/ns">
  <!-- retrieve the file's id -->
  <a:prop><oc:fileid/></a:prop>
</a:propfind>

```



You could pass this directly to the Curl request. However, it can often be easier to create, maintain, and to share, if it's created in a standalone file.

With the file created, make the request by running the following Curl command:

```
curl -u username:password -X PROPFIND \  
-H "Content-Type: text/xml" \  
--data-binary "@propfind-fileid.xml" \  
'http://localhost/remote.php/dav/files/admin/Photos/San%20Francisco.jpg'
```

This will return an XML response payload similar to the following example. It contains the relative path to the file and the fileid of the file.

```
<?xml version="1.0"?>  
<d:multistatus xmlns:d="DAV:" xmlns:s="http://sabredav.org/ns"  
xmlns:cal="urn:ietf:params:xml:ns:caldav" xmlns:cs="http://calendarserver.org/ns/"  
xmlns:card="urn:ietf:params:xml:ns:carddav" xmlns:oc="http://owncloud.org/ns">  
  <d:response>  
    <d:href>/remote.php/dav/files/admin/Photos/San%20Francisco.jpg</d:href>  
    <d:propstat>  
      <d:prop>  
        <oc:fileid>4</oc:fileid>  
      </d:prop>  
      <d:status>HTTP/1.1 200 OK</d:status>  
    </d:propstat>  
  </d:response>  
</d:multistatus>
```



The example above's been formatted for readability, using `xmllint`, which is part of libxml2. To format it as it is listed above, pipe the previous command to `xmllint --format -`.

## Uploading Files to a Public Link (File Drop) Using cURL

To upload a file `file.txt` to a public link with token `70mX9s7KOZwfmdi`  
`https://example.com/s/70mX9s7KOZwfmdi`  
having no password

```
curl -k -T file.txt -u "70mX9s7KOZwfmdi:" -H 'X-Requested-With: XMLHttpRequest'  
\https://example.com/public.php/webdav/file.txt
```

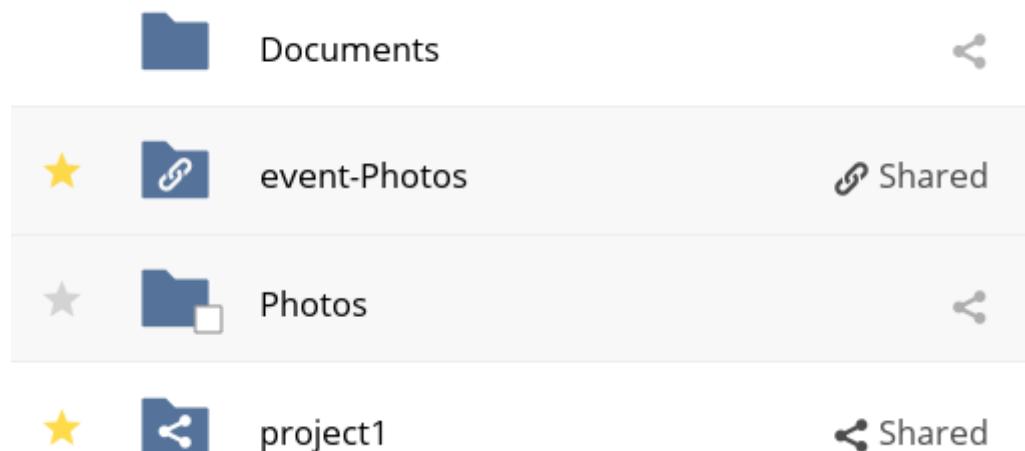
## Sharing Files

### Introduction

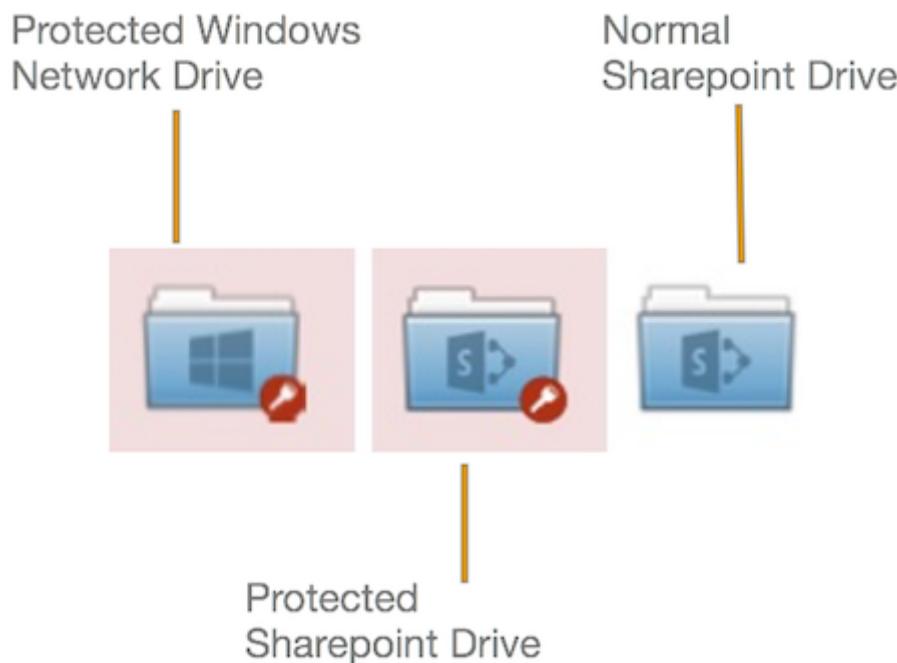
Clicking the share icon on any file or folder opens the Details view on the right, where the Share tab has focus.

## Sharing Status Icons

Any folder that has been shared is marked with the **Shared** overlay icon. Public link shares are marked with a chain link. Un-shared folders are blank.



If your ownCloud server is the Enterprise edition, you may also have access to Sharepoint and Windows Network Drive file shares. These have special status icons. An icon with a red plugin and background means you have to enter a login to get access to the share.



## Creating Shares

To share a file or folder, immediately below the Share tab, you will see a text field. In this field, you can enter any number of users (whether local to your ownCloud server or remote) or groups who you would like to share the file or folder with.

If username auto-completion is enabled, when you start typing the user or group name ownCloud will automatically complete it for you, if possible.



From 10.0.8, user and group name search results are dependent on a new configuration setting, called `user.search_min_length` (it is set to 4 by default). This setting helps to aid search performance but requires that search terms contain at least the defined number of characters. Consequently, search terms shorter than the defined number of characters will not return a list of matches. However, they will return an existing user or group with a name of the same length as the search term.

After a file or folder has been shared, **Share Permissions** can be set on it. In the image below, you can see that the directory "event-Photos" is shared with the user "pierpont", who can share, edit, create, change, and delete the directory.

The screenshot shows the ownCloud interface. On the left, there's a sidebar with a navigation bar and a list of files and folders: 'Documents', 'event-Photos' (Shared), 'Photos', 'project1' (Shared), 'beach\_stump.jpg', 'crabpots.jpg', 'crooked\_river\_bend.jpg', 'ghost\_trees.jpg', and 'grebe.jpg'. Below this list is the text '4 folders and 5 files'. On the right, a detailed sharing dialog is open for the 'event-Photos' folder. It shows the folder icon with a link icon, the name 'event-Photos', and a timestamp '189 kB, 39 minutes ago'. Under the 'Sharing' tab, there's a section titled 'Share with users, groups or remot...' which lists a single recipient: 'pierpont'. For this user, the following permissions are checked: 'can share' (checked), 'can edit' (checked), 'create' (checked), 'change' (checked), and 'delete' (checked). There are also options for 'Share link' (checked) with the URL 'http://localhost/owncloud/index.p...', 'Password protect' (unchecked), 'Allow editing' (checked), and an email field containing 'brandon@example.com'. At the bottom are 'Send' and 'Set expiration date' buttons.



You can navigate directly to the sharing pane for a file by using the URL: [https://your.owncloud.domain/f/?<\\$fileId>?details=shareTabView](https://your.owncloud.domain/f/?<$fileId>?details=shareTabView), and substituting <\$fileId> for the file's id.

### What Happens When Share Recipients Move Files and Folders?

If a share recipient has "**can edit**" privileges and moves files or folders out of the share, ownCloud stores a backup copy of the moved file/folder in the Deleted Files (Trash) of the share's owner. The user who moved the file/folder out of the share still has the original copy there, along with its attached metadata.

That way, the files/folders are not permanently lost. By clicking the [**Restore**] link, next to the respective file or folder, ownCloud will restore these files/folders to their original location.

A screenshot of the ownCloud 'Deleted' files list. At the top, there are filters for 'Name' and a dropdown for 'Deleted'. Below the header, a single file is listed: 'saml\_2.0\_sso-renamed.png'. To the right of the file name, there is a 'Restore' button, which is circled in orange. Further to the right, it says '... 16 minutes ago'. Below the list, it indicates '1 file'.



Restoring files restores the backup copy for **all users**, including the user that originally moved them, into the original folder.

### Sharing Files with Guest Users

Users can also share files and folders with guest users. To do so, your ownCloud administrator will need to have installed the [Guest application](#).

If it's already installed, in the **User and Groups** field of the **Sharing** panel, type the email address of a user who is not already a user in your ownCloud installation. You will then see a popup appear with the suffix **(guest)**, as in the screenshot below.

### Comments **Sharing**

#### User and Groups Public Links

user@example.com | i



user@example.com (remote)



Add user@example.com (guest)

After you do that, the content will be shared with the user with all permissions applied, except for the ability to share with other users.

**User and Groups**

---

Public Links

Share with users, groups or remote users... 



**user@example.com**

can share

can edit



Guest users can also use the **Desktop/IOS/Andriod Sync Clients** to access synced files locally.

### Updating Shares

To change any of the properties of a share, again, you first need to view the Share tab. From there, you can:

- Delete a user's access to a share
- Give more users access to a share
- Change a user's share permissions
- Add or remove password protection
- Set or remove a share's expiration date

This functionality is already described in other parts of this documentation and won't be specifically covered here.

### Deleting Shares

Despite the name of this section, you don't actually delete a share. Rather what you do is remove the access of user's to whom it's already been shared with. When all users access to a shared resource has been removed, the resource is no longer shared.

To do that, you need to click on the **[rubbish bin]** icon, on the far right-hand side of the name of each user it's been shared with, who should no longer have access to it.

### Renaming Shares

Both the sharer *and* all share recipients can rename a share at any time. However, when one user renames a share, it only renames their version; no other users see the new share name. Essentially, the share name remains the same for all other users.

In case that's a little unclear, step through the following scenario:

User Jenny creates a directory called "Growth Projects 2019" and shares it with James, Peter, and Sarah. A week later, James renames the share to "Growth Projects 2019 — Draft!". James sees the share with the new name, but Jenny, Peter, and Sarah continue seeing the share with its original name ("Growth Projects 2019").

This feature may seem a little strange; however, it provides flexibility for all users to manage their files and folders as they see fit.

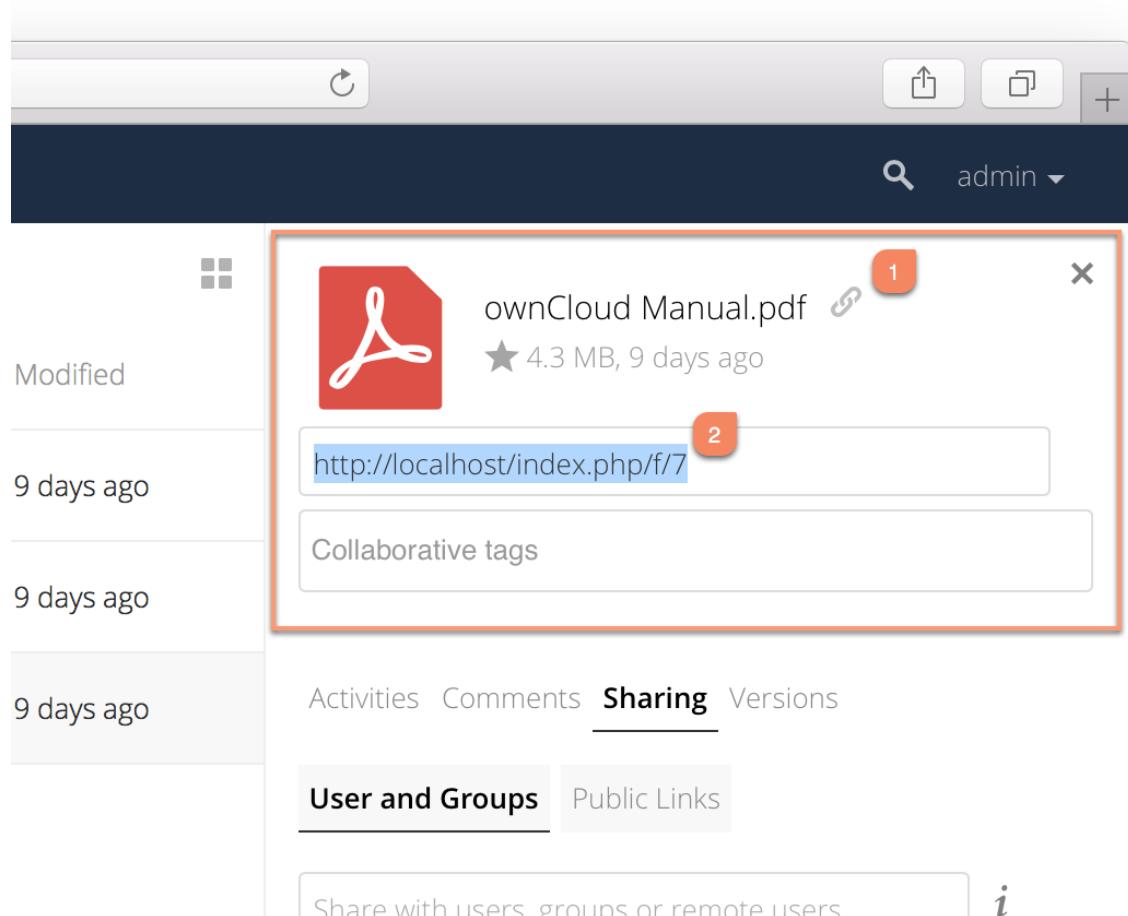
## Password Protecting Files

It's also possible to password protect shared files and folders. If you want to do so, then you need to enable this functionality. Specifically, click the checkbox labeled [Password protect] under the "Share Link" section.

When you do so, you'll see a password field appear. In there, add the password that the user will need to enter to access the shared resource and press the return key.

## Using Private Links

Another way to access a file or folder is via a private link. It's a handy way of creating a permanent link for yourself or to point others to a file or folder, within a share, more efficiently. To access the private link, in the Sharing Panel for a file or folder, next to its name you'll see a small link icon (1), as in the screenshot below.



If you click it, a new textbox will appear above the "Collaborative tags" field, populated with the link's URI (2).



Only people who have access to the file or folder can use the link.

## Changing The Share Expiration Date

You can set an expiration date on any of user, group, federated and public link shares. The administrator may have set a default expiration for shares. If so, then new shares will have the default expiration. You may adjust or remove the expiration date.

The administrator may have enforced the default expiration to be the maximum expiration. In that case, you must set an expiration date less than or equal to the maximum.

The share will expire at the end of the specified expiration date. Users of the share will no longer be able to access it.

## Creating or Connecting to Federation Share Links

Federated Cloud Sharing allows you to mount file shares from remote ownCloud servers, and manage them just like a local share. In ownCloud 8 the process for creating a new sharing link is easier and more streamlined. See [Using Federation Shares](#) to learn to how to create and connect to new Federated Cloud shares.

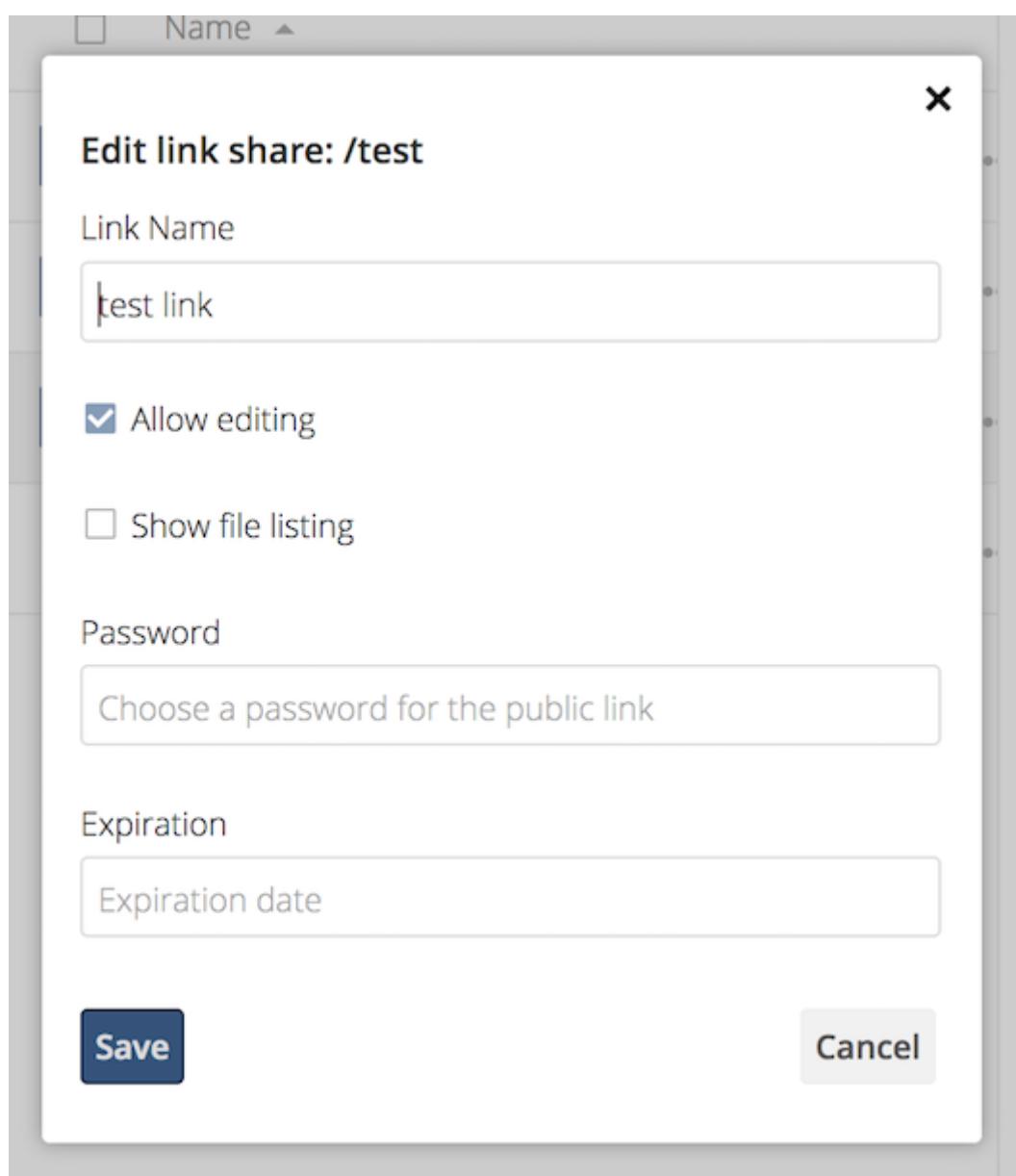
## Share Permissions

Shares can have a combination of the following five permission types:

Permission	Definition
can share	Allows the users you share with to re-share
can edit	Allows the users you share with to edit your shared files, and to collaborate using the Documents app
create	Allows the users you share with to create new files and add them to the share
change	Allows uploading a new version of a shared file and replacing it
delete	Allows the users you share with to delete shared files

## Creating Drop Folders

As of ownCloud version 10.0.2, users can create upload-only, public shares (otherwise known as "Drop Folders"). Drop Folders allow users to upload files to a central location, but don't allow them to either see or change any existing files, which already have been uploaded.

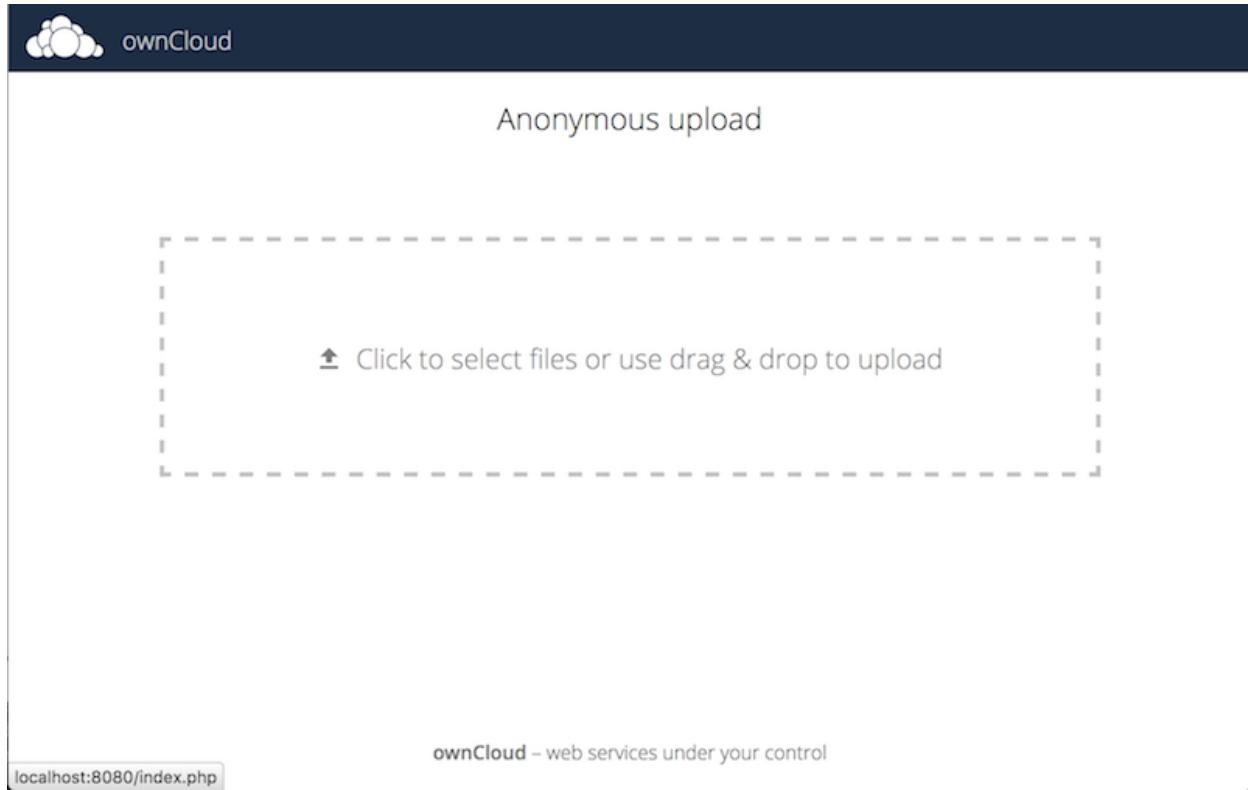


To create one:

1. View the sharing panel of the folder that you want to share as a Drop Folder, select **Public Links > Create public link**.
2. As with other shares, provide the name in the "**Link Name**" field.
3. Check [**Allow editing**], un-check [**Show file listing**], and then un-check [**Allow editing**].
4. Finally, click [**Save**] to complete creation of the share.

Now, as with other public links, you can copy the link to the share and give it out, as and when necessary.

## Using Drop Folders



When users open the share link, they will see a page where they can either click to select files to share, or drag-and-drop files directly to share them. After the file's been successfully uploaded, they'll see (where possible) a preview of the file that has been uploaded.

## Search & Full Text Search

### Introduction

ownCloud comes with a regular search function allowing you to find files by their file name or parts of it. Click on the magnifier icon in the upper right-hand corner of the web interface. In addition, the Full Text Search app can be enabled. This is something the system administrator needs to take care of. For more information on deploying it, refer to the respective section in the [Admin Manual](#).

### Regular Search

The regular search function in the ownCloud web interface offers a simple search for elements of file names. This also works when you only enter "pain" but meant to look for Spain. However, you also get results for pain or painful. If you start at the top level "All files", you will also see results in subfolders. If you change into a directory, the search starts in this folder, displays the results, then continues to search in all other folders.

A click on one of the results takes you either to the location of the file, if you are not already in that folder, or the item is opened.

The search is not case-sensitive, so capital letters are treated the same as lower case characters. You can type Spain or spain and will get the same results. When you start typing, the search also starts.

### Full Text Search App

Things get tricky when you don't remember what the file you're looking for was called and guess work doesn't help. A key word search within text documents is only possible if the Full Text Search app is installed. Contact your admin if you need it and it's not

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installed. With this app enabled, you can search within files of the most common formats. Like with the regular search, you can enter only the first part of a string and it matches all occurrences of words starting with the search string.

If you are looking for all terms containing a specific string like in the above example "pain", wildcards can be used, e.g. an asterisk: \*ain gives you results like braine, pain, Spain and painful. Using a question mark instead of the asterisk limits the preceeding characters to exactly one. In this example, only pain and painful would show up if you entered the search string "?ain".

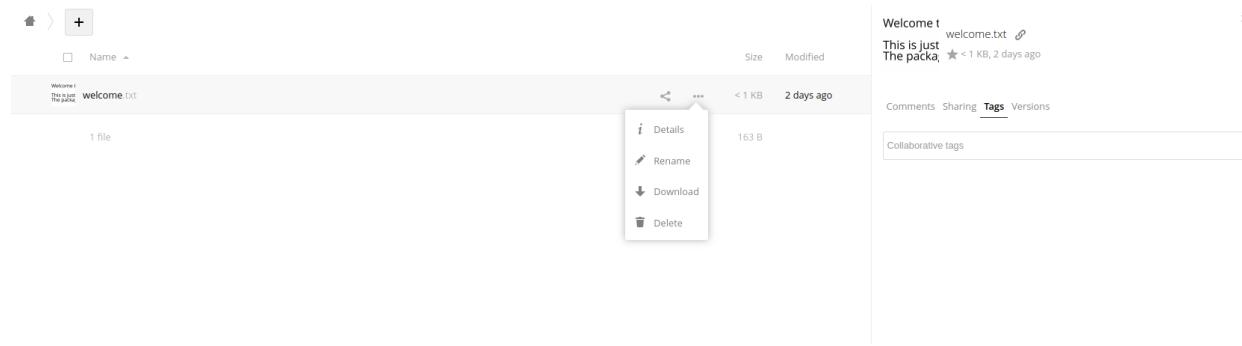


Using the asterisk within a word will ignore everything that follows after the asterisk. A trailing asterisk is always assumed in the search.

## Tagging Files

### Introduction

In ownCloud, you can assign one or more tags to files and folders. To do so, go to the "**Details**" view in the [The Overflow Menu](#) and enter the "**Tags**" tab.

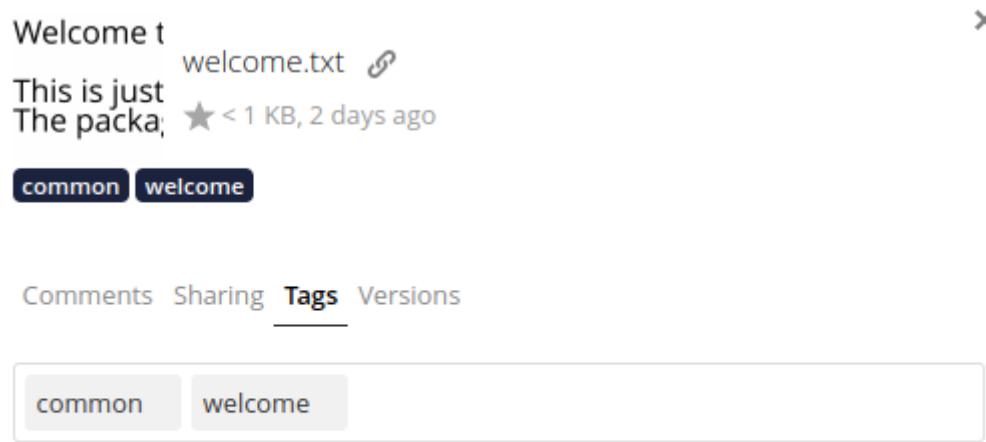


There, you'll see a text field with the placeholder text "**Collaborative tags**" if no tags have been added yet.

In that field, type the tag's name. If you want to use multiple words, there is no need to use single or double quotes. Type as many words as you want for the tag name. When you press the return key, your tag will be saved.



All tags are collaborative tags, so they are shared by all users on your ownCloud server.



When you place the cursor inside the tags field and as you type the tag name, a list of the collaborative tags will appear. If you type a new tag name, the visible tags list will be filtered based on the text you've entered.

If you see a tag in the list which is what you had intended to type or is a better fit than what you had in mind, click on it, and it will be added to the file or folder's tag list. This can save you a lot of time and effort.



The assigned tags are also visible in the "**Details**" view under the file name. When you click on a tag, the "**Tags**" tab will open.

## Untag a File or Folder

If a file or folder is already tagged, the tags assigned will have a check mark in the dropdown list, to the left of the tag's name. To remove that tag from the file or folder, click the tag's name. You will see that the check mark disappears.

## Edit Tags

To edit a tag, click the pencil icon on the right-hand side of the tag's name in the tags list. This will display a text box containing the tag's name. Be sure that you want to change the tag's name since it will be updated for all users.

## Delete Tags

To delete a tag, click the trash can icon on the far right-hand side of the tag in the dropdown list. This removes the tag from the collaborative tags list. As with renaming a tag, keep in mind that deleting a tag removes it for all users. So be sure that you want to do this.

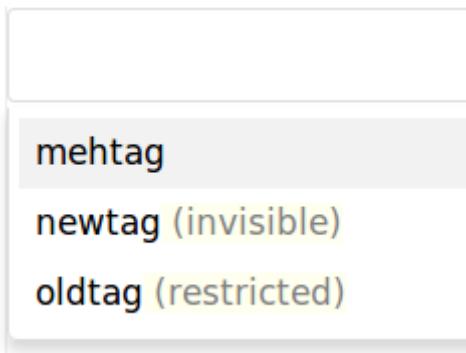
## Filter by Tag

To filter by tag, use the **Tags** filter on the left sidebar of the Files page. There are three types of tags:

Tag	Description
Visible	All users may see, rename, and apply these tags to files and folders

Tag	Description
Restricted	Tags are assignable to and editable by only the users and groups which have permission to use them. Other users can filter files by restricted tags, but cannot tag files with them or rename them. The tags are marked (restricted)
Invisible	Visible only to ownCloud admins

When you use the **Tag** filter on your Files page, you'll see something like the following image. If you do not have Admin rights, you will not see any invisible tags.



## Encrypting Your ownCloud Files

### Introduction

ownCloud includes an Encryption app, and when it is enabled by your ownCloud administrator all of your ownCloud data files are automatically encrypted. Encryption is server-wide, so when it is enabled you cannot choose to keep your files unencrypted. You don't have to do anything special, as it uses your ownCloud login as the password for your unique private encryption key. Just log in and out and manage and share your files as you normally do, and you can still change your password whenever you want.

Its main purpose is to encrypt files on remote storage services that are connected to your ownCloud server, such as Dropbox and Google Drive. This is an easy and seamless way to protect your files on remote storage. You can share your remote files through ownCloud in the usual way, however you cannot share your encrypted files directly from Dropbox, Google Drive, or whatever remote service you are using, because the encryption keys are stored on your ownCloud server, and are never exposed to outside service providers.

If your ownCloud server is not connected to any remote storage services, then it is better to use some other form of encryption such as file-level or whole disk encryption. Because the keys are kept on your ownCloud server, it is possible for your ownCloud admin to snoop in your files, and if the server is compromised the intruder may get access to your files. (Read [How ownCloud uses encryption to protect your data](#) to learn more.)

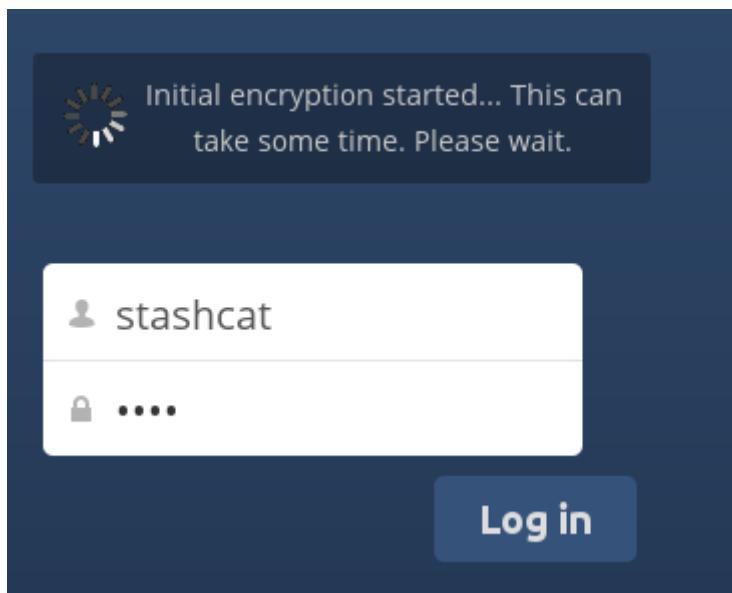
### Using Encryption

ownCloud encryption is pretty much set it and forget it, but you have a few options you can use.

When your ownCloud admin enables encryption for the first time, you must log out and then log back in to create your encryption keys and encrypt your files. When encryption has been enabled on your ownCloud server you will see a yellow banner on your Files page warning you to log out and then log back in.

Encryption App is enabled but your keys are not initialized, please log-out and log-in again

When you log back in it takes a few minutes to work, depending on how many files you have, and then you are returned to your default ownCloud page.



You must never lose your ownCloud password, because you will lose access to your files. However, there is an optional recovery option that your ownCloud administrator may enable; see the Recovery Key Password section (below) to learn about this.

## Which Data Is Encrypted and When

### The following data is encrypted:

- Users' *files* in their home directory trees *if enabled* by the admin.  
Location: `data/<user>/files`, see the: [occ encryption command set](#)
- External storage *if enabled* either by the user or by the admin

### The following is never encrypted:

- File names or folder structures
- Existing files in the trash bin
- Existing files in Versions
- Image thumbnails
- Previews from the Files app
- The search index from the full text search app
- Third-party app data

Note that there may be other not mentioned files that are not encrypted.

### When are files encrypted

If not otherwise decided by the admin, only new and changed files after enabling encryption are encrypted.



An admin can encrypt existing files post enabling encryption via an [occ encryption command](#).

## Sharing Encrypted Files

Only users who have private encryption keys have access to shared encrypted files and folders. Users who have not yet initialized their private encryption keys will not have access to encrypted shared files; they will see folders and filenames, but will not be able to open or download the files. They will see a yellow warning banner that says:

"" Encryption App is enabled but your keys are not initialized, please log-out and log-in again. ` ""

Share owners may need to re-share files after encryption is enabled; users trying to access the share will see a message advising them to ask the share owner to re-share the file with them. For individual shares, un-share and re-share the file. For group shares, share with any individuals who can't access the share. This updates the encryption, and then the share owner can remove the individual shares.

## Recovery Key Password

If your ownCloud administrator has enabled the recovery key feature, you can choose to use this feature for your account. If you enable "Password recovery" the administrator can read your data with a special password. This feature enables the administrator to recover your files in the event you lose your ownCloud password. If the recovery key is not enabled, then there is no way to restore your files if you lose your login password.

## Encryption

Enable recovery key (allow to recover users files in case of password loss):

.....	Recovery key password
.....	Repeat Recovery key password
<input checked="" type="radio"/> Enabled	
<input type="radio"/> Disabled	

## Change Private Key Password

This option is only available if your log-in password, but not your encryption password, was changed by your administrator. This can occur if your ownCloud provider uses a external user back-end (for example, LDAP) and changed your login password using that back-end configuration. In this case, you can set your encryption password to your new login password by providing your old and new login password. The Encryption app works only if your login password and your encryption password are identical.

## Managing Deleted Files

### Introduction

When you delete a file in ownCloud, it is not immediately deleted permanently. Instead, it is moved into the trash bin. It is not permanently deleted until you manually delete it, or when the Deleted Files app deletes it to make room for new files.

Find your deleted files by clicking on the **[Deleted files]** button on the Files page of the ownCloud Web interface. You'll have options to either restore or permanently delete files.

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## Quotas

Deleted files are not counted against your storage quota. Only files that originate with users count against their quotas, not files shared with them that originate from other users. (See [webgui/quota](#) to learn more about quotas.)

### What Happens When Shared Files Are Deleted

Deleting files gets a little complicated when they are shared files, as this scenario illustrates:

1. User1 shares a folder "test" with User2 and User3
2. User2 (the recipient) deletes a file/folder "sub" inside of "test"
3. The folder "sub" will be moved to the trashbin of both User1 (owner) and User2 (recipient)
4. But User3 will not have a copy of "sub" in her trash bin

When User1 deletes "sub" then it is moved to User1's trash bin. It is deleted from User2 and User3, but not placed in their trash bins.

When you share files, other users may copy, rename, move, and share them with other people, just as they can for any computer files; ownCloud does not have magic powers to prevent this.

### How the Deleted Files app Manages Storage Space

To ensure that users do not run over their storage quotas, the Deleted Files app allocates a maximum of 50% of their currently available storage quota to deleted files. If your deleted files exceed this limit, ownCloud deletes the oldest files (files with the oldest timestamps from when they were deleted) until it meets the memory usage limit again.

ownCloud checks the age of deleted files every time new files are added to the deleted files. By default, deleted files stay in the trash bin for 180 days. The ownCloud server administrator can adjust this value in the [config.php](#) file by setting the [trashbin\\_retention\\_obligation](#) value. Files older than the [trashbin\\_retention\\_obligation](#) value will be deleted permanently. Additionally, ownCloud calculates the maximum available space every time a new file is added. If the deleted files exceed the new maximum allowed space ownCloud will expire old deleted files until the limit is met once again.

## Large File Uploads

When uploading files through the web client, ownCloud is limited by PHP and Apache configurations. By default, PHP is configured for only 2 megabyte uploads. As this default upload limit is not entirely useful, we recommend that your ownCloud admin increase the ownCloud variables to sizes appropriate for users.

Modifying certain ownCloud variables requires administrative access. If you require larger upload limits than have been provided by the default (or already set by your administrator):

- Contact your administrator to request an increase in these variables
- Refer to the section in the [Admin Documentation](#) that describes how to manage file upload size limits.

# Manual File Locking

## Introduction

Manual file locking allows users, if enabled by the ownCloud administrator, to lock files in shared areas while working on them in order to prevent concurrent changes from other users (check-in/check-out).

All storages are supported as locking takes place on the WebDAV level. The locks will only be available via ownCloud, not when a user works directly on the storage. Using the context menu of files, every user who has access can lock them. Users can recognize locked files by the means of a new lock indicator. While a file is locked, other users can still access it but they cannot make any changes. Locked files can manually be unlocked by the lock owner (the user who locked the file; exclusive locking) using the "Locks" tab in the file details view (right sidebar).

## Using Manual File Locking



The *user-facing* components in the web interface are disabled by default and must be enabled by the ownCloud administrator, because this feature allows users to lock other users files **exclusively**. Lock releasing can only be done by the locking user, a user who is a member of a lock breaking group (if defined by the ownCloud administrator) or until the lock expires.

By default, locks set by the user in the web interface will expire after 30 minutes, the maximum lock time by default is 24 hours. Both values can be changed by the ownCloud administrator.

When the owncloud administrator has enabled *Manual File Locking*, the user will see additional menu items and icons in the files view.

Manual Locking Disabled	Manual Locking Enabled

If manual locking is enabled, the following additional user-facing components are present.

The image shows two side-by-side screenshots of the ownCloud interface. Both screenshots show a file named 'test\_file.txt' in a folder named 'TestFolder'. In the left screenshot, a lock icon is highlighted with a red circle. In the right screenshot, a tooltip says 'This resource is locked. Click to see more details.' A red circle highlights this tooltip. Below the files, there are sidebar tabs for 'Activities', 'Comments', 'Locks' (which is underlined), 'Sharing', 'Tags', and 'Versions'. In the 'Locks' section of both screenshots, it shows that 'mmattel' has locked the file via '/TestFolder/test\_file.txt'. In the right screenshot, a red circle highlights a button labeled 'Unlock' with a lock icon.

## File Lifecycle Management

### Introduction

With File Lifecycle Management, ownCloud provides a toolset for administrators to automatically move user files into a dedicated archive a certain time after they were uploaded. Unless they are restored, archived files will be permanently deleted once they exceed a certain time in the archive. The following sections provide guidance for users on ownCloud installations that have File Lifecycle Management policies enabled.



Only files will be archived, folder structures are kept available.

### Archiving Process

To see when and if files are scheduled for archiving, a user may select a file within the files list to open the detail view in the sidebar. In the sidebar, they can see the remaining days until it will be automatically archived. Archiving usually takes place once a day. When a file is due to be archived, it will show 'Scheduled for archive today!'.



Portugal.jpg [🔗](#)

★ 238 KB, a month ago

Scheduled for archive in 7 days

Collaborative tags

[Activities](#) [Comments](#) [Sharing](#) [Versions](#)

+ You created Portugal.jpg

2 minutes ago

Depending on the policy configuration, users may be able to restore their own files using a file action in the file list.

Whilst a file is in the archive, it cannot be used in the Web interface or with the ownCloud Clients, but can be located using the archive browser. Existing metadata including shares, comments and tags are preserved, but will not be available for archived files.

## Browsing the Archive

Users can browse the archive in a similar fashion to the 'Deleted Files', using the 'Archived Files' file list available on the bottom left of the files view. Folder structures are recreated showing the paths that were present at the time a file was archived.

The screenshot shows the ownCloud web interface. The left sidebar has a dark theme with white icons and text. The 'Archived Files' tab is highlighted in grey. Other tabs include 'All files', 'Favourites', 'Shared with you', 'Shared with others', 'Shared by link', and 'Tags'. The main content area shows a folder structure under 'Photos'. A single file, 'Teotihuacan.jpg', is listed with its thumbnail, name, and metadata: 'Archived' status, 'Expires in 7 days' (2 minutes ago), and 'Last Modified a month ago'. At the bottom of the sidebar, there are links for 'Deleted files' and 'Settings'.

## Restoring Files

Depending on the policy configuration, users may be able to restore files on their own in 'Archived Files' by clicking the 'Restore' action on the file or folder row. Specific policies may require different permissions to access this option, or permanently disable it. Restored files can be used for the same amount of time as if they were uploaded before they will be archived again.

## Activities

File Lifecycle Management events (like archiving/restoring a file) are added to the Activity history. These can be viewed within the 'Activity' tab in the sidebar or within the Activity Stream. Within the personal settings page, users can choose to receive e-mails related to these events.



Teotihuacan.jpg [🔗](#)

★ 223 KB, a month ago

Scheduled for archive in a day

Collaborative tags

[Activities](#) [Comments](#) [Sharing](#) [Versions](#)

- ⬇️ Teotihuacan.jpg was restored 7 days ago
- ⬇️ Teotihuacan.jpg was moved to the archive 7 days ago
- ➕ You created Teotihuacan.jpg 13 days ago

## Public Link Shares

With ownCloud X (10.0), we introduced the ability to create multiple public links per file or folder. This offers a lot of flexibility for creating different kinds of share links for a single file or folder, such as *different passwords, expiry dates, and permissions*.

As of ownCloud version 10.0.2 you can [create Drop Folders](#), where users can upload files to a central location, but not be able to change any existing ones, nor see other files which already have been uploaded.

### Creating Public Link Shares

To create a public link share, first view the Sharing Panel of the file or folder that you want to create a public link share for. Then, click the [[Public Links](#)] button, and then click [[Create public link](#)]. After you do, the public link share dialog will appear, which you can see below.



Photos

★ 663 KB, 2 months ago

X

Collaborative tags

Activities Comments **Sharing**

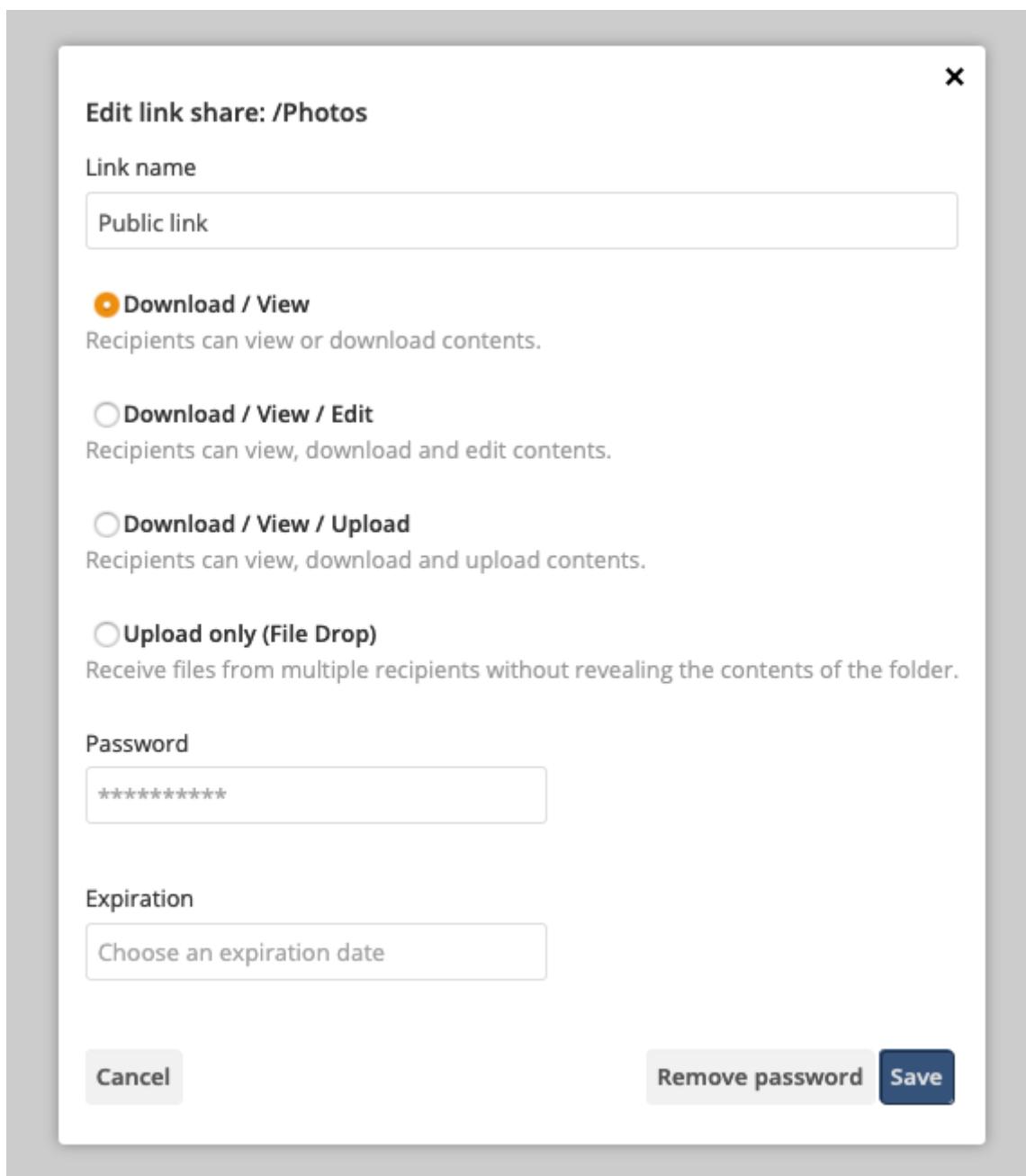
User and Groups **Public Links**

There are currently no link shares, you can  
create one

**Create public link**

Anyone with the link has access to the  
file/folder

As with other shares, provide the name in the "**Link Name**" field, and fill out the options that suit what you want the link to support. You can find details of what each option does below.



Finally, click the [save] button to complete creation of the share. Now that the share is created, you can:

- Copy the link to the share and give it out
- Update the share's settings
- Share the link via social media and email
- Delete the public link

### Share Settings Explained

Setting	Description
Download / View	Allows recipients to view or download the public link's contents.
Download / View / Edit	Allows recipients to view, download, edit, and delete the public link's contents.
Download / View / Upload	Allows recipients to view, download and upload the public link's contents.

Setting	Description
Upload only (File Drop)	Allows users to create a drop folder, which can receive files from multiple recipients without revealing the contents of the folder.
Password	Sets a password for protecting the link.
Expiration	Sets an expiry date for the link. The public link expires at the end of the specified day.

## Using Federation Shares

### Introduction

Federation Sharing allows you to mount file shares from remote ownCloud servers, in effect creating your own cloud of ownClouds. You can create direct share links with users on other ownCloud servers.



Federated Sharing has to be configured by the administrator.

### How Federated Sharing Works

Federated sharing, conceptually, is not that sophisticated a concept. Here's how it works.

Say we have three users: *James*, *Mary*, and *Paul*. James has a folder (Majorca-Holiday-Pics) which he shares with Mary, who's on a separate ownCloud instance. Mary, in turn, (re)shares the folder with Paul, who's on the same ownCloud instance as Mary.

You might think that there are two — even three — copies of the shared folder. In reality, there's only one. *In effect*, there are three — all owned by the original sharer (James).

The key point to keep in mind is that when a share is re-shared, it's shared, internally, on behalf of the original owner. To keep track of all this, during the share process references are created between the shares, that show:

- James was the original owner of the shared resource
- James shared a copy with Mary and Mary re-shared a copy with Paul.

### Creating a New Federation Share

Federation sharing is enabled on new or upgraded ownCloud installations by default. Follow these steps to create a new share with other ownCloud 9 servers:

1. Go to your **Files** page and click the [share] icon on the file or directory you want to share. In the sidebar enter the username and URL of the remote user in this form: <username>@<oc-server-url>. In this example, that is **layla@remote-server/owncloud**. The form automatically echoes the address that you type and labels it as "remote". Click on the label.

layla@remote-server/owncloud

layla@remote-server/owncloud (remote)

- When your local ownCloud server makes a successful connection with the remote ownCloud server you'll see a confirmation. Your only share option is **Can edit**.

Click the Share button anytime to see who you have shared your file with. Remove your linked share anytime by clicking the trash can icon. This only unlinks the share, and does not delete any files.

## Creating a New Federated Cloud Share via Email

Use this method when you are sharing with users on ownCloud 8.x and older.

What if you do not know the username or URL? Then you can have ownCloud create the link for you and email it to your recipient.

Share link

<http://ubuntu2/owncloud/index.php/s/ujh7VbEFuvjXIGu>

Password protect

friend@example.com

Set expiration date

When your recipient receives your email they will have to take a number of steps to complete the share link. First they must open the link you sent them in a Web browser, and then click the **[Add to your ownCloud]** button.

 Add to your ownCloud Download



Direct link <http://ubuntu2/owncloud/index.php/s/0A1wCoQI>

The **Add to your ownCloud** button changes to a form field, and your recipient needs

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to enter the URL of their ownCloud server in this field and press the return key, or click the arrow.



Next, they will see a dialog asking to confirm. All they have to do is click the [**Add remote share**] button and they're finished.

Remove your linked share anytime by clicking the [**trash can**] icon. This only unlinks the share, and does not delete any files.

## Limitations

Sharing to groups from federated ownCloud instances is not supported.

# Session Management

## Introduction

The personal settings page allows you to have an overview of the connected browsers and clients. It is accessed by selecting the **Settings > Personal > Security**.

## Sessions

### Sessions

These are the web, desktop and mobile clients currently logged in to your ownCloud.

Browser	Most recent activity	
Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/89.0.4369.90 OPR/75.0.4015.84	2 minutes ago	
Mozilla/5.0 (iOS) ownCloud-iOS/3.8.0	4 minutes ago	
Mozilla/5.0 (Windows) mirall/2.5.2 (build 11181)	3 minutes ago	

The sessions list shows which browsers and clients were recently, and are actively connected to your ownCloud installation. You can use the trash icon, at the far right-hand side of any session, to terminate it.

## Please Be Aware of Two Things

1. If you want to lock out a user, you need to change their password **before** you terminate their session.

- 
2. The currently logged-in user cannot terminate their own session from the sessions list.

## App Passwords

### App passwords / tokens

You've linked these apps.

Name	Most recent activity	
Client	seconds ago	

App passwords or tokens are passcodes that give an app or device permissions to access your ownCloud account.

Use them as a security measure to hide your actual password which you may only want to use for web interface login.

Use the credentials below to configure your app or device.

Username	<input type="text" value="admin"/>
Password / Token	<input type="text" value="SBILI-VXEEM-JXCXX-QBSJJ"/>
	<input type="button" value="Done"/>

Underneath the "*App passwords / tokens*" list is a button to create a new app or device-specific username and password. The username will be pre-filled to the currently logged in user, and a random password will be generated. You can change both of these, if so desired. When you're happy with the username and password, click the **[done]** button. You can use the trash icon, at the far right-hand side of any password, to delete it

	Once the password / token is created, <b>it cannot be changed</b> ; it can only be deleted.
	We recommend that you generate tokens for every device you want to connect to your ownCloud instance, as this will allow you to disconnect connections individually, if necessary.

## Version Control

### Introduction

ownCloud supports a simple version control system for files. Versioning creates backups of files which are accessible via the Versions tab on the Details sidebar. This tab contains the history of the file where you can roll back a file to any previous version. Changes made at intervals greater than two minutes are saved in data/[user]/versions.

The screenshot shows the ownCloud interface with a file named 'lesson-2.html'. The file was created 'a minute ago' and is 10 kB in size. Below the file details, there are three versions listed, each with a circular arrow icon to the right. The first version was created 18 minutes ago, the second 19 minutes ago, and the third 19 minutes ago. A callout box on the left contains an icon of a lightbulb and text explaining how to navigate directly to the versions pane using a specific URL.

You can navigate directly to the versions pane for a file by using the URL:  
[https://your.owncloud.domain/f/?<\\$fileId>?details=versionsTabView](https://your.owncloud.domain/f/?<$fileId>?details=versionsTabView), and substituting <\$fileId> for the file's id.

To restore a specific version of a file, click the [**circular arrow**] to the left. Click on the [**timestamp**] to download it.

The versioning app expires old versions automatically to make sure that the user doesn't run out of space. The following pattern is used to delete old versions:

- For the first second we keep one version
- For the first 10 seconds ownCloud keeps one version every 2 seconds
- For the first minute ownCloud keeps one version every 10 seconds
- For the first hour ownCloud keeps one version every minute
- For the first 24 hours ownCloud keeps one version every hour
- For the first 30 days ownCloud keeps one version every day
- After the first 30 days ownCloud keeps one version every week

The versions are adjusted along this pattern every time a new version gets created.

The version app never uses more than 50% of the user's currently available free space. If the stored versions exceed this limit, ownCloud deletes the oldest versions until it meets the disk space limit again.

## Online Collaboration

### Collabora Online

**Collabora Online** is a powerful [LibreOffice](#)-based online office that supports all major document, spreadsheet and presentation file formats, and is integrable with ownCloud.

#### Secure View

Secure View is a way to securely distribute information, without that information being able to leave your organisation. It provides the ability to restrict access to documents, in *read-only* shares, so that recipients cannot copy, download, or edit shared files.

When enabled, documents will be viewed through Collabora Online with a watermark. In addition, the ability to print and export files (with watermarks) is available, once Secure View is enabled.



This feature is **not** available in the community edition, or for Public Links.

## How to Use Secure View

Comments **Sharing**

User and Groups **Public Links**

Share with users or groups...



editor  can share  can edit ▾



Secure View (with watermarks)  can print / export PDF

To enable Secure View for an existing, or new, share:

- enable `[Secure View (with watermarks)]`
- enable `[can print / export PDF]` (*optional*). This allows documents to be printed and exported through Collabora Online.



"can edit" and "Secure View (with watermarks)" are mutually exclusive. If "can edit" is enabled and a user enables "Secure View (with watermarks)", then "can edit" is automatically disabled.

When "Secure View (with watermarks)" is enabled, any attempts to download the file will be blocked, as exemplified in the screenshot below. Additionally, select, copy, and paste are disabled.



## Storage Quotas

### Introduction

Your ownCloud admin has the option to set a storage quota on users. Look at the top of your Personal page to see what your quota is, and how much you have used.

You have used **70.6 MB** of the available **5 GB**

It may be helpful to understand how your quota is calculated. Metadata (*thumbnails, temporary files, cache, and encryption keys*) takes up about 10% of disk space, but is not counted against user quotas. Some apps store information in the database, such as the Calendar and Contacts apps. This data is excluded from your quota.

When other users share files with you, the shared files count against the original share owner's quota. When you share a folder and allow other users or groups to upload files to it, all uploaded and edited files count against your quota. When you re-share files shared with you, the re-share still counts against the quota of the original share owner.

Encrypted files are a little larger than unencrypted files; the unencrypted size is calculated against your quota. Deleted files that are still in the trash bin do not count against quotas. The trash bin is set at 50% of quota. Deleted file aging is set at 30 days. When deleted files exceed 50% of quota then the oldest files are removed until the total is below 50%.

When version control is enabled, the older file versions are not counted against quotas. If you create a public link share via URL, and allow uploads, any uploaded files count against your quota.

## Quotas Are Neither Hard Nor Soft

Quotas are not strictly hard quotas, but nor are they soft quotas either. They're more hard quotas with the exception of always being able to restore deleted files.

Why? Well, say that a user's Trash bin contains one or more files. The user uploads several files and in the process reaches their quota limit.

If hard quotas were enforced, the user would be prevented from being able to restore any deleted file. However, with the Trash bin exception in place, files can always be restored, but no new files can be uploaded, once a quota has been reached.

This user workflow may sound peculiar, but not allowing a user to restore files would make for a poor user experience. Given that, this exception is allowed.

## Configuring External Storage

The External Storage application allows you to mount external storage services, such as Google Drive, Dropbox, Amazon S3, SMB/CIFS fileservers, and FTP servers in ownCloud. Your ownCloud server administrator controls which of these are available to you. Please see [External Storage Configuration](#) in the ownCloud Administrator's manual for configuration howtos and examples.

## Connecting to SharePoint (Enterprise only)

### Introduction

Native SharePoint support has been added to ownCloud Enterprise Subscription as a secondary storage location for SharePoint 2007, 2010 and 2013. To the user, these appear as normal ownCloud mounts, with bi-directional updates in any ownCloud client: desktop, mobile, or Web.

There is one difference, and that is ownCloud sharing is intentionally disabled for SharePoint mountpoints in order to preserve SharePoint access controls, and to ensure

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that content is properly accessed as per SharePoint rules. Your ownCloud admin may optionally allow users to mount their own SharePoint libraries.

## Accessing SharePoint Folders

When you first log in to ownCloud, the Web interface shows a gray bar behind all SharePoint folders. The gray bar disappears when the mountpoint is verified by the server. If you see a red error bar, you'll see either an hourglass that indicates a connection error, or a key to indicate that authentication is required.

Your ownCloud admin has the option to configure SharePoint credentials so that you are authenticated automatically, or you may be required to enter your credentials. If you have to enter your credentials, click the **[red bar]** and you'll get a login window. You should only have to do this once, as ownCloud will store your credentials.

If your SharePoint login ever changes, go to your Personal page to update it in the **Sharepoint Personal Configuration** section.

## Personal Page

You can manage your SharePoint connections in the **Sharepoint Personal Configuration** section of your ownCloud Personal page. You'll see two sections: the **Admin added mount points** section lists SharePoint mounts controlled by your ownCloud admin. If users have permissions to mount their own SharePoint libraries you'll also see a **Personal mount points** section.

There are two types of authentication available to you. If you have multiple SharePoint libraries that use the same authentication, enter your credentials in **Sharepoint Personal Configuration**. Then follow these steps to add your libraries:

- Enter the name of your local mountpoint in the **Local Folder Name** column.
- Enter your SharePoint server URL.
- Click the little refresh icon to the left of the **Document Library** field. If your credentials and URL are correct you'll get a dropdown list of SharePoint libraries to choose from.
- Select the document library you want to mount.
- Select "Use user credentials".
- Click the **[Save]** button, and you're done

You may elect to use different authentication credentials for some of your SharePoint libraries. For these, you must first select **use custom credentials**, and then fill in the mountpoint and SharePoint site URL. Then ownCloud can authenticate you, and you can click the **[refresh]** icon to see your libraries. Then select the library you want to mount and click the **[Save]** button.

## Desktop and Mobile Synchronization

For synchronizing files with your desktop computer, we recommend using the **ownCloud Sync Client** for Windows, Mac OS X and Linux.

The ownCloud Desktop Sync Client enables you to connect to your private ownCloud Server. You can create folders in your home directory, and keep the contents of those folders synced with your ownCloud server. Simply copy a file into the directory and the ownCloud desktop client does the rest. Make a change to the files on one computer, it will flow across the others using these desktop sync clients. You will always have your latest files with you wherever you are.

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Its usage is documented separately in the ownCloud Desktop Client Manual.

## Mobile Clients

Visit your Personal page in your ownCloud Web interface to find download links for Android and iOS mobile sync clients. Or, visit the [ownCloud download Mobile page](#).

Visit the [ownCloud documentation page](#) to read the mobile apps user manuals.

# Apps

In this section you will find all the details you need on some of the core apps available with ownCloud.

## The Activity App

### Introduction

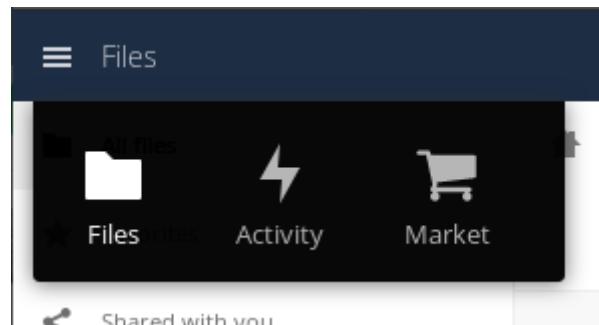
The ownCloud Activity app gathers all your file or folder related actions in one place for you to review and can notify you about them via email as well. You can decide, in detail, which file and folder actions are listed in the Activity stream, and for which file or folder actions to receive email notifications. By using the app, you can ensure that you never miss an important event related to content in ownCloud and always be up-to-date on all activities of your files and folders.



The Activity App is shipped and enabled by default. If it is not enabled, contact your ownCloud administrator to have it enabled.

### Viewing Notifications

To view notifications, click the hamburger menu, in the top left-hand corner of the WebUI, and then click "Activity", as you can see in the screenshot below.



By default, you see all activity related to your files and folders. However, by using the left-hand navigation menu, you can filter activity by:

- Activities by you
- Activities by others
- Favorites
- Comments
- Shares

All Activities

Activities by you

Favorites

Comments

Shares

Today

You commented on **content-plan.adoc**

This is a short comment on a file.

3 minutes ago

## Configuring the Activity App

To configure your Activity preferences navigate to **Settings > Personal > General > Activity**. You can configure notifications for when:

- Files and folders are created, changed, deleted, restored (from the trash bin), and shared.
- Files and folders are shared from another server.
- A publicly shared file or folder was downloaded.
- Comments are added to a file.
- System tags for a file have been modified.

To do so, enable or disable the relevant checkboxes in the Activity settings panel, as in the screenshot below.

The screenshot shows the 'Activity' settings panel. It has two tabs at the top: 'Mail' and 'Stream'. The 'Stream' tab is selected. Below the tabs is a table of checkboxes for various notification types. Most checkboxes are checked. At the bottom, there are two additional settings: a checked checkbox for listing own actions in the stream and an unchecked checkbox for notifying via email. A dropdown menu shows 'Hourly' as the current setting. A note at the bottom states that sharing actions are only visible to sharer and recipient.

Mail	Stream	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A new file or folder has been created
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A file or folder has been changed
<input type="checkbox"/>	<input type="checkbox"/>	Limit notifications about creation and changes to your favorite files (Stream only)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A file or folder has been deleted
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A file or folder has been restored
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A file or folder has been shared
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A file or folder was shared from another server
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A public shared file or folder was downloaded
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Comments for files (always listed in stream)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	System tags for a file have been modified

List your own file actions in the stream  
 Notify about your own actions via email

Send emails: Hourly ▾

Sharing actions are only visible to the sharer and recipient.

### Limiting Notifications

For users with lots of activity, it is possible to limit the Activity stream to 'Favorites' to avoid noise.

## Activity

Mail	Stream	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A new file or folder has been created
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A file or folder has been changed
<input type="checkbox"/>	<input type="checkbox"/>	Limit notifications about creation and changes to your favorite files (Stream only)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A file or folder has been deleted
<input type="checkbox"/>	<input checked="" type="checkbox"/>	A file or folder has been restored

### Configuring the Email Notification Interval

In addition to enabling and disabling email notifications, bulk email notifications can be configured to be sent out: *As soon as possible* (during the next cron execution), *Hourly*, *Daily*, and *Weekly*. To do so, pick the interval in the "Send emails:" drop-down field at the bottom of the Activity configuration panel.

## Using the Calendar App

The Calendar app is not enabled by default in ownCloud and needs to be enabled separately. You can download it via the [market app](#).

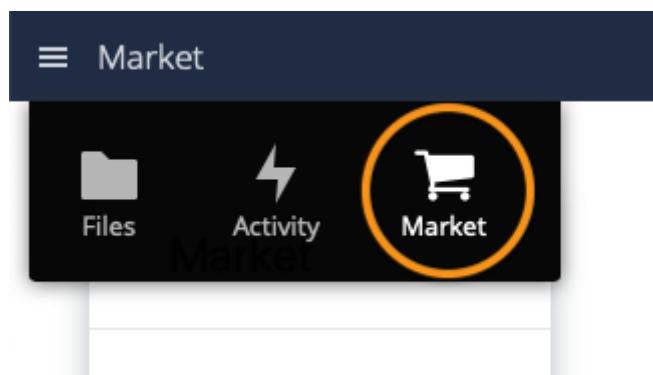
## Using the Contacts App

The Contacts app is not enabled by default in ownCloud and needs to be enabled separately. You can download it via the [market app](#).

## The Market App

### Log in to the Marketplace From the Market App

To log in to the ownCloud Marketplace from the Market app, open the Market app by clicking on the Market app icon in the top-level ownCloud navigation menu, which you can see above.



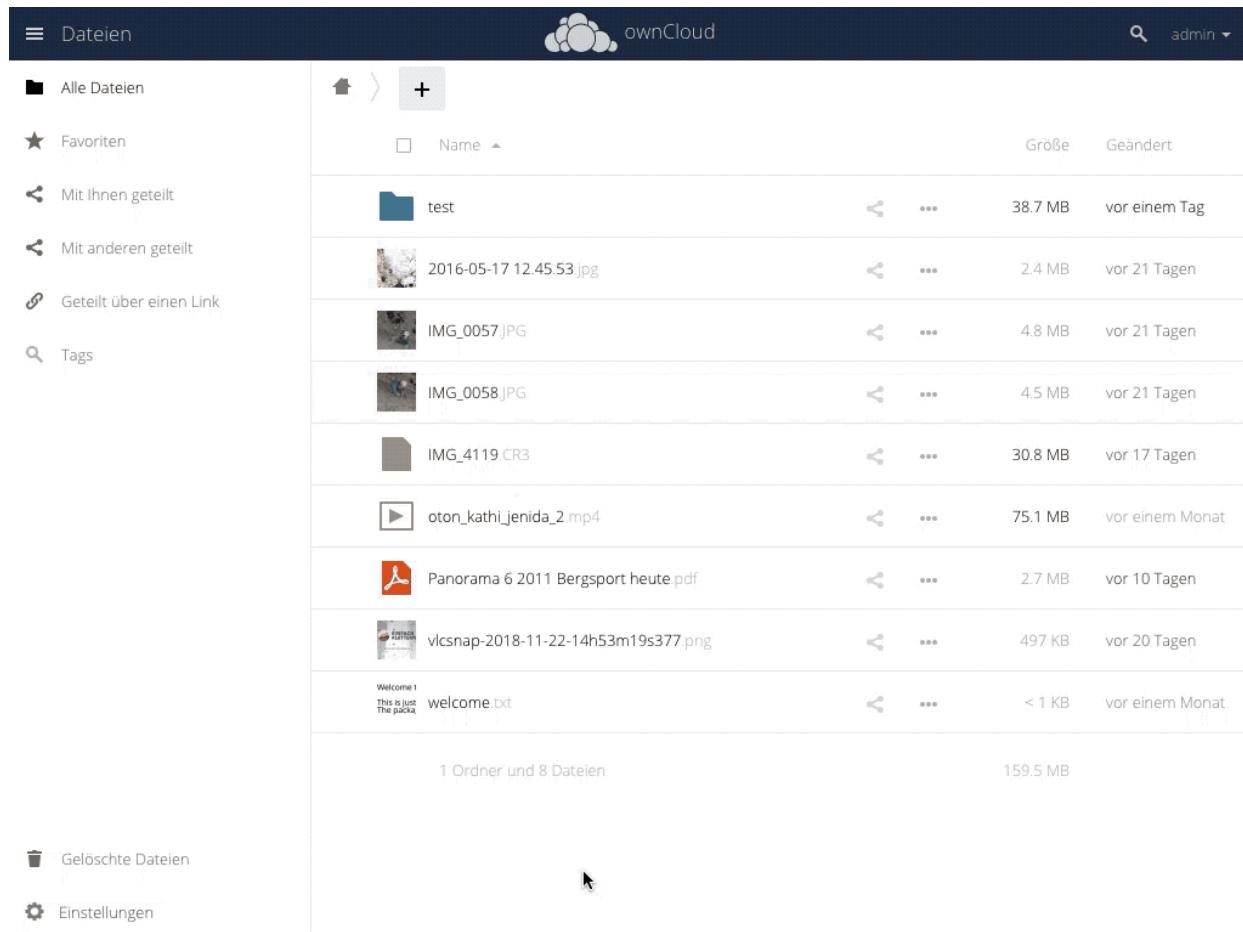
Once on the Market app, click [[LOGIN](#)], located at the bottom of the left-hand side navigation menu.

You are next asked to grant the Market app access to your Marketplace account. Enter your Marketplace username and password and click [[LOGIN](#)].

Next, confirm your request to grant the Market app access to your Marketplace account. To give this confirmation, click [**GRANT ACCESS**].

Once you've done this, you are redirected back to the Market app in your ownCloud installation. The original "*LOGIN*" button is now greyed out and labelled "*LOGGED IN*".

## The Media Viewer App



The screenshot shows the ownCloud web interface. The top navigation bar includes a menu icon, "Dateien", the ownCloud logo, a search icon, and a user dropdown for "admin". The main content area displays a file list with the following details:

	Name	Größe	Geändert
test		38.7 MB	vor einem Tag
2016-05-17 12.45.53.jpg		2.4 MB	vor 21 Tagen
IMG_0057.JPG		4.8 MB	vor 21 Tagen
IMG_0058.JPG		4.5 MB	vor 21 Tagen
IMG_4119.CR3		30.8 MB	vor 17 Tagen
oton_kathi_jenida_2.mp4		75.1 MB	vor einem Monat
Panorama 6 2011 Bergsport heute.pdf		2.7 MB	vor 10 Tagen
vlcsnap-2018-11-22-14h53m19s377.png		497 KB	vor 20 Tagen
welcome.txt		< 1 KB	vor einem Monat
	1 Ordner und 8 Dateien		159.5 MB

Below the file list, there are links for "Gelöschte Dateien" and "Einstellungen".

## Introduction

The **Media Viewer app** is a lightweight viewer for pictures and videos which integrates with the files app, and is released under the GPLv2. It replaces the gallery and files\_videoplayer apps, which have now been deprecated, and supports the same basic feature set as the deprecated apps.

It supports the following functionality:

- **Image:** *preview, zoom, rotation, and download*
- **Video:** *playback and download*



The app will support paginating through all media files in the current directory, even if only one media file was chosen to be previewed.

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## Features

- Support for a large selection of image and video formats (depending on server setup)
- Fullscreen, zoomable slideshow view integrated with the Files view and Public Links
- Image rotation
- Sort images by name or date
- Image and video download straight from the slideshow
- Native SVG support
- Mobile support

## Supported File Formats

- The supported video formats depend on the user's browser. However, the app supports *MP4*, *Ogg*, and *WebM*.
- The supported image formats depend on the server capabilities

## Use Redis for Files Locking

Using Redis for files locking improves app performance by a factor of 10, when loading an album.

## Unsupported File Formats

- Support for playing Apple QuickTime (\*.mov) does not work in Chrome - however it is supported in Safari and Mozilla.

# Integration

This section is dedicated to integrating ownCloud with other products, for now only Microsoft Teams, but more is likely to come.

- Microsoft Teams

## Integrate ownCloud into Microsoft Teams

### Introduction

You can access your ownCloud via Microsoft Teams if your administrator has created an app available in your organization's app catalog. It is possible that the admin already has enabled the app for the users, in this case you do not need to search for it in your organization's app catalog as it is already pinned.

### Access the App

To access the app, perform the following steps:

1. Log in to Teams.
2. Click on the overflow menu, select Apps and search for **ownCloud for Teams** or the name provided by your admin.



You can pin the app to your left sidebar permanently. Right-click on the icon and select "Pin".

3. Log in to ownCloud by clicking on **Login to ownCloud with Azure AD**.



4. For security reasons, you need to repeat the login process after a certain idle time.
5. Repeat the steps if there is more than one ownCloud for Teams app available accessing different ownCloud hosts.

# Contacts & Calendar

The Contacts, Calendar, and Mail apps are not included in ownCloud 9 and later, and are not supported. You can install them from the ownCloud Marketplace by clicking [**Install**] on their respective entries. You can find them under **Market > Productivity**.

## iOS - Synchronize iPhone/iPad

### Calendar

1. Open the settings application.
2. Select **Mail > Contacts > Calendars**.
3. Select [**Add Account**].
4. Select [**Other**] as account type.
5. Select [**Add CalDAV**] account.
6. For server, type `example.com/remote.php/dav/principals/users/USERNAME/`
7. Enter your user name and password.
8. Select Next.
9. If your server does not support SSL, a warning will be displayed. Select [**Continue**].
10. If the iPhone is unable to verify the account information perform the following steps:
  - Select [**OK**].
  - Select [**Advanced settings**].
  - If your server does not support SSL, make sure Use SSL is set to OFF.
  - Change port to 80.
  - Go back to account information and click [**Save**].

Your calendar will now be visible in the Calendar application

### Address book

1. Open the settings application.
2. Select **Mail > Contacts > Calendars**.
3. Select [**Add Account**].
4. Select Other as account type.
5. Select [**Add CardDAV**] account.
6. For server, type `example.com/remote.php/dav/principals/users/USERNAME/`
7. Enter your user name and password.
8. Select Next.
9. If your server does not support SSL, a warning will be displayed. Select [**Continue**].
10. If the iPhone is unable to verify the account information perform the following:
  - Select [**OK**].
  - Select advanced settings.

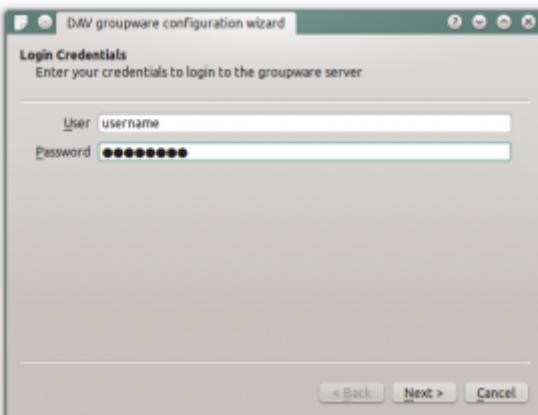
- 
- If your server does not support SSL, make sure Use SSL is set to OFF.
  - Change port to 80.
  - Go back to account information and click [**save**].

Now should now find your contacts in the address book of your iPhone. If it's still not working, have a look at the [Troubleshooting Contacts & Calendar guides](#).

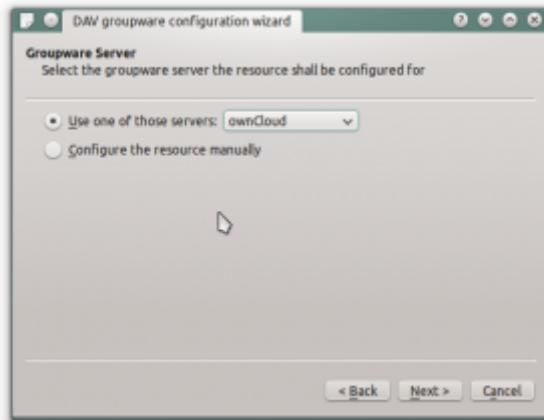
## Synchronizing with KDE SC



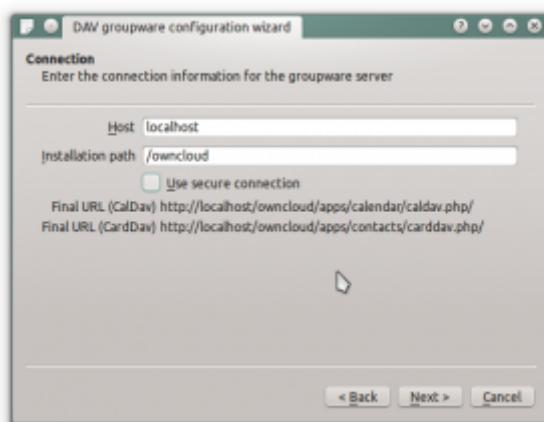
From KDE SC 4.8 and forward setting up ownCloud is very easy. Note that the KDE calendar needs to have the ownCloud Calendar and Contacts apps enabled on the ownCloud server. You need both and not just the Calendar. From System Settings Personal Information/Akonadi Resources Configuration select DAV Groupware resource.



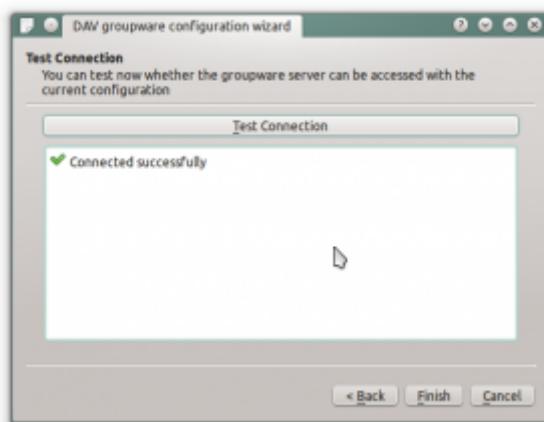
Enter your ownCloud username and password and click [**Next**].



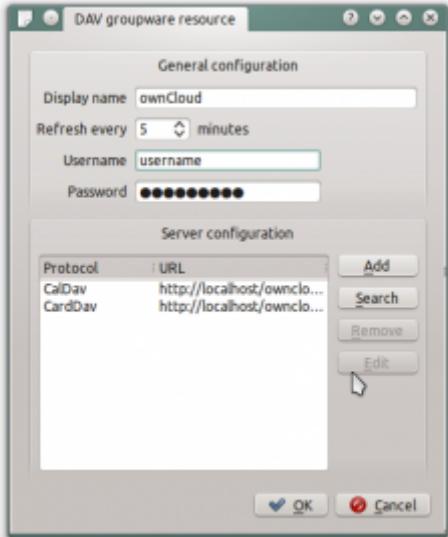
Select ownCloud in the drop down list and click [**Next**].



Enter the host name and installation path. If you do not use SSL remember to de-select "Use secure connection".



Test the connection. If everything went well you should see a message like the one below.



Click "Finish" and you will be able to change the display name and refresh interval.



Now you should see the Akonadi resource doing the first synchronization.

You can find the Contacts and Calendars in Kontact (or KOrganizer/KAddressbook if you run the programs separately.)



Name
Arthur Schiwon
Bart Visscher
Cornelius Schumacher
Craig Roberts
Florian Jacob
Frank Karlitschek
Georg Ehrke
Jakob Sack
Jan-Christoph Borchardt
Klaas Freitag
Michael Gapczynski
Michael Grosser
Robin Appelman
Tom Needham

## Synchronizing with OS X

To use ownCloud with iCal you will need to use the following URL:

`https://example.com/remote.php/dav/principals/users/USERNAME/`

The setup is basically the same as with iOS using the path

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<https://example.com/remote.php/dav/principals/users/USERNAME/> to sync with ownCloud. For OS X 10.7 Lion and 10.8 Mountain Lion everything works fine, but OS X 10.6 (Snow Leopard) and older needs some fiddling to work. A user contributed the following:

1. Make sure, addressbook is not running. If it is, select the windows and press *Command+Q* to terminate it.
2. Navigate to **Users > YOUR\_USERNAME > Library > Application Support > AddressBook > Sources**. If you already have some kind of addressbook setup, it is likely you will see some folders named like this **BEA92826-FBF3-4E53-B5C6-ED7C2B454430**. Note down what folders there are now and leave the window open.
3. Open addressbook and try to add a new CardDav addressbook. At this point, it does not matter what information you enter. It will come up with the same error message you mentioned before when you click [**Create**]. Ignore it and click [**Create**] again. A non-functional addressbook will be added.
4. Close addressbook again using *Command+Q*
5. Go back to the folder window from step 2. You will now see a newly created folder with another long string as its name.
6. Navigate to the newly created folder and edit the **Configuration.plist** with your favorite text editor.
7. Search for a section looking like this:

```
<key>servername</key> <string>https://:0(null)</string>
<key>username</key> <string>Whatever_you_entered_before</string>
```

8. Make it look like this. Please note that the :443 after **example.com** is important:

```
<key>servername</key>
<string>https://example.com:443/owncloud/remote.php/dav/principals/users/US
ERNAME</string> <key>username</key> <string>username</string>
```

9. Save the file and open addressbook again. It will not work yet.
10. Open the preferences for your ownCloud CardDAV-Account and enter your password.
11. You may have to restart addressbook once more. After this, it should work.

If it's still not working, have a look at the [Troubleshooting Contacts & Calendar](#) guides.

## Thunderbird - Synchronize Addressbook

As someone who is new to ownCloud, New to SoGo Connector, and new to Thunderbird Addressbook, here is what you need in excruciating pithy detail to make this work (for all the other lost souls out there):

1. [Thunderbird](#) for your OS unless it comes with your OS distribution (Linux)
2. [Sogo Connector](#) (latest release)

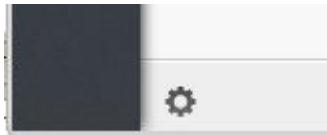
With an installed Thunderbird mail tool, an installed SoGo Connector add-on:

1. Thunderbird Addressbook is in the Thunderbird "Tools" Menu

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2. In the Thunderbird Addressbook application:

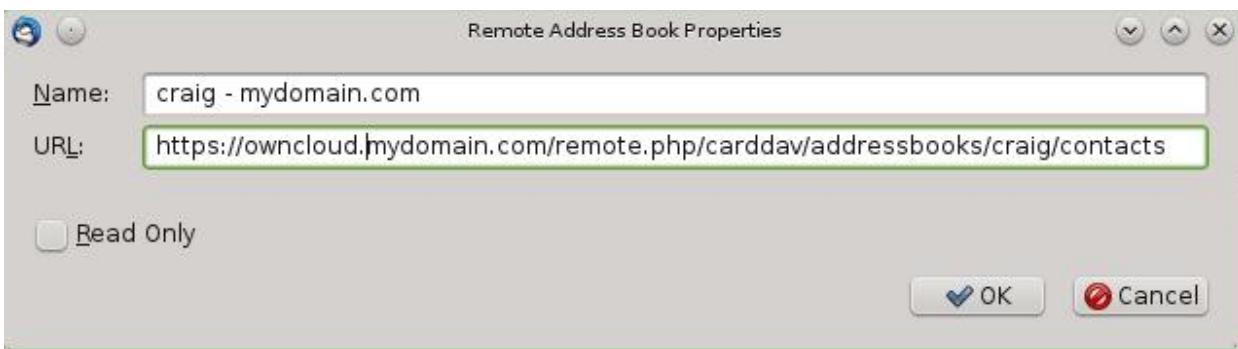
- **File > New > Remote Addressbook** (SoGo Connector added this)
- "Name:" is the name you want to give your Addressbook in the Thunderbird addressbook bar area
- "URL:" is found in your ownCloud Contacts area, click the little [gear symbol]



in the -bottom left- of the Contacts View (same symbol as found in the -top right- in the Calendar view). Then look for a little impeller symbol



which will display the URL you need for your installation to work.



Once installed, synchronize (right click on your newly made remote address book and select [**Synchronize**]). You'll see your address book populate from ownCloud! **Don't** click [**read only**] above unless you don't want to modify your ownCloud server addressbook, like it contains a listing of corporate contacts and is shared with lots of people, and you don't want a new user dragging it somewhere unintended.

The rest of the details of dealing with Thunderbird addressbook are left to the reader... First thing I learned is dragging a contact to a different addressbook is a move operation. If you are worried about losing the contact, save it to a VCF file using ownCloud (Or LDIF using Thunderbird Addressbook) first! Like dragging from the ownCloud Addressbook to the Personal Address Book removes the contact from ownCloud Server (*deleting it from all the other synchronized installations*) and puts it in your Local Machine -only-Address Book. So be careful or you'll have unintended consequences where you might have intended a copy operation.

Contact Pictures are also sync'ed!

# Troubleshooting

Listed here are the most common errors you may encounter while attempting to upload files, along with what they mean and possible workarounds.

## Error while copying file to target location (copied bytes: xxx, expected filesize: yyy)

This error is most likely due to an issue with the target storage location. During file uploads the file data is read from PHP input and copied into a part file on the target storage.

If the target storage is not local (e.g.: FTP) and that storage is slow, not available, or broken it is likely that the operation will fail either at the beginning, or in the middle of the copy. Other reasons for this message can be that, when writing to external storage, the connection took too long to respond or the network connection was flaky.

## Sharing sidebar does not show Shared with you by ... for remote shares

In some scenarios, when users share folders and files with each other they cannot be scanned. There are a variety of reasons why this happens, which can include firewalls and broken servers.

In these situations, when the initial scan did not complete successfully, the mount point cannot appear in the ownCloud web UI. This is because ownCloud was not able to generate a matching file cache entry, nor retrieve any metadata about whether it's a folder or file (mime type), etc.

## PIM Troubleshooting

BlackBerry OS up to 10.2.2102 does not accept a URL with protocol <https://> in front of the server address. It will always tell you that it cannot login on your server. So instead of writing:

```
https://example.com/remote.php/dav/principals/users/USERNAME/
```

in the server address field, you have to write:

```
example.com/remote.php/dav/principals/users/USERNAME/
```

---

# Have You Found a Mistake In The Documentation?

If you have found a mistake in the documentation, no matter how large or small, please let us know by [creating a new issue in the docs repository](#).