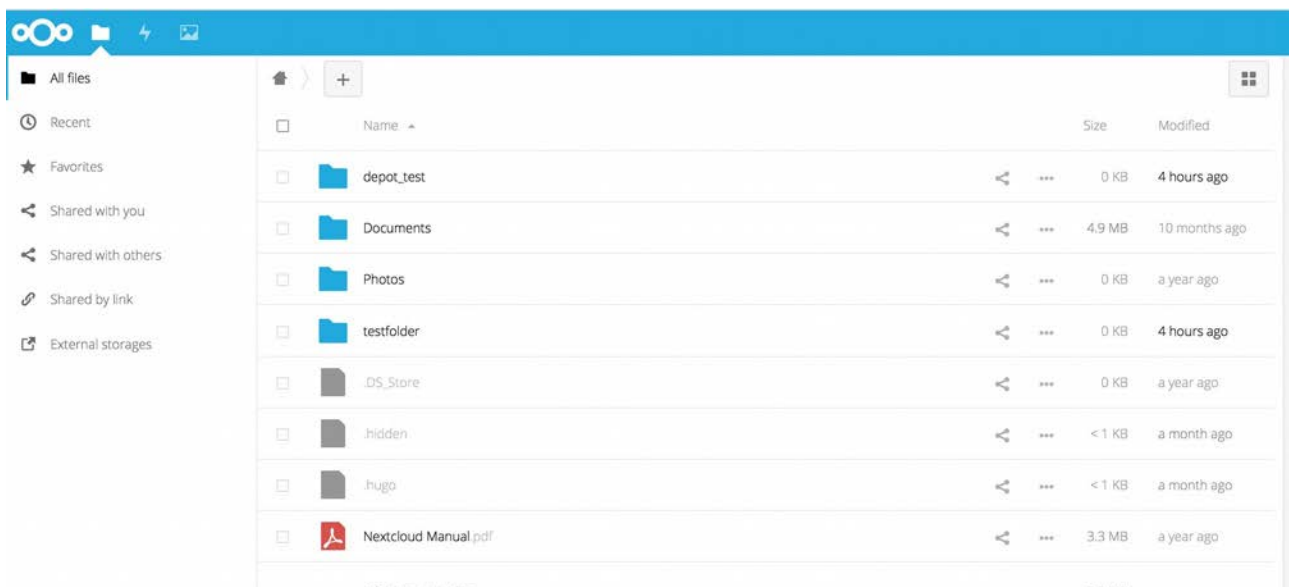



Using the cloud server as a file hosting service

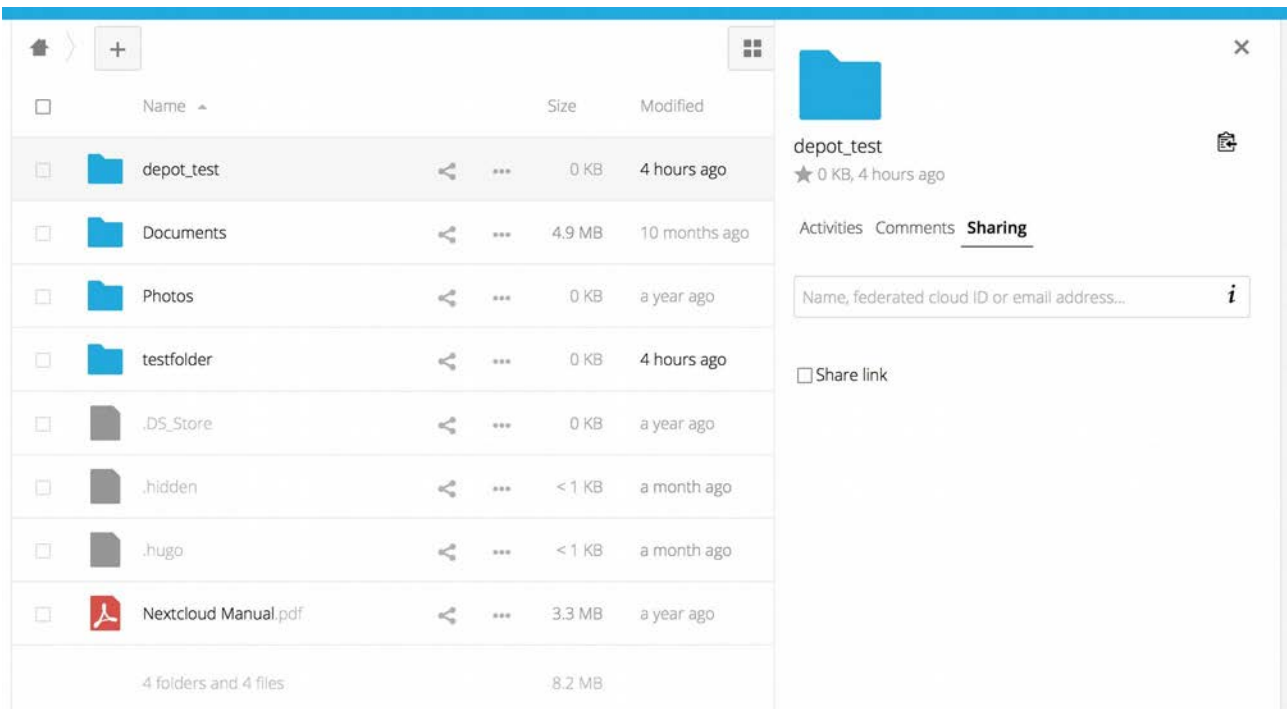
As a member of the University of Konstanz, you can sign into the cloud server **cloud.uni-konstanz.de**

to share files and folders with external users or provide them the opportunity to store data within a folder.

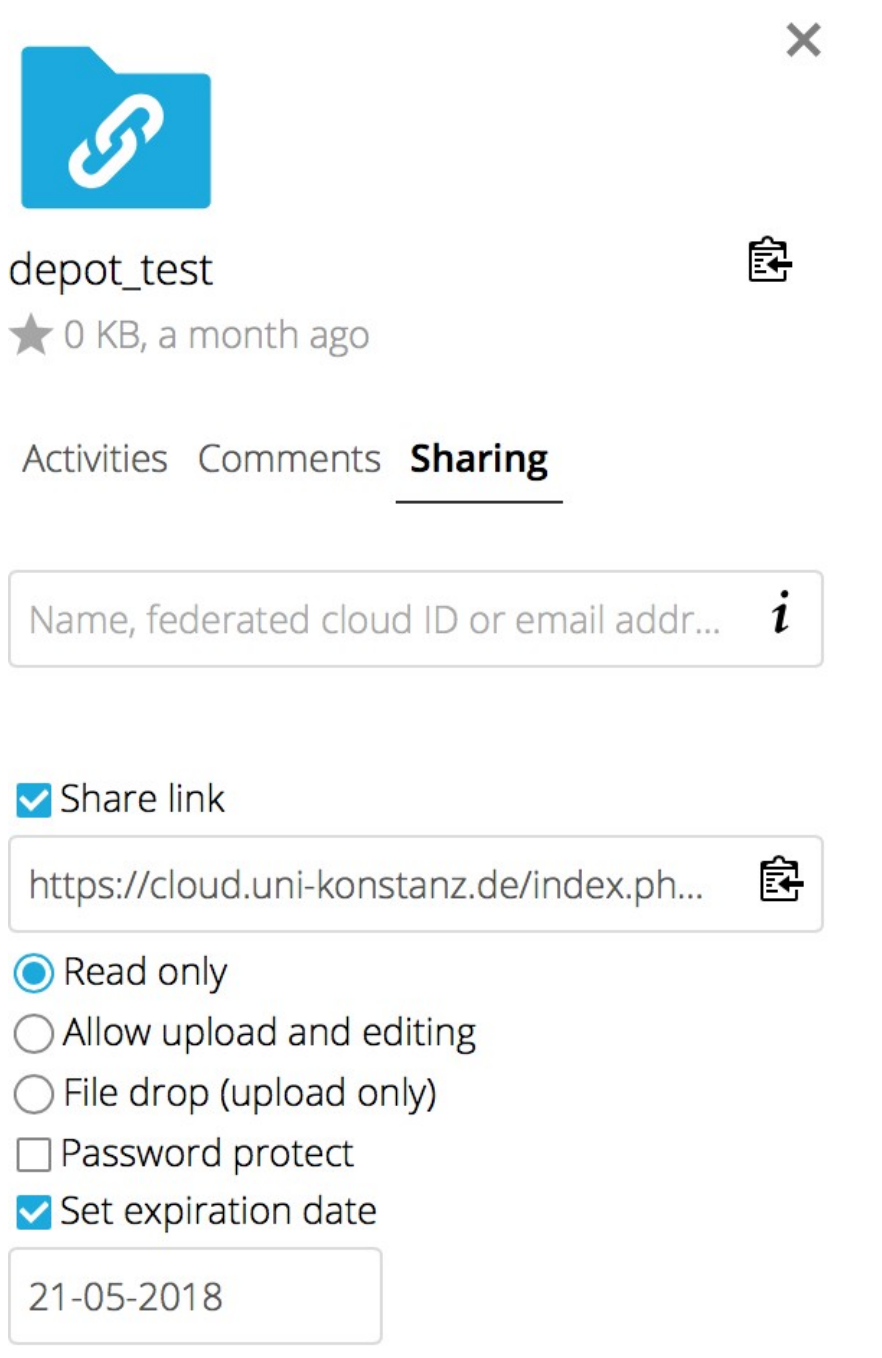
As an example, we will create a folder with the name “depot_test” by using the + symbol.



Now click on the “share” symbol  for the “depot_test” folder, which opens a window on the right.



Select "Share link" in this window.



The screenshot shows a sharing interface for a folder named "depot_test". At the top left is a blue folder icon with a white link symbol. To its right is a close button (X). Below the icon, the folder name "depot_test" is displayed, followed by a star icon and the text "0 KB, a month ago". To the right of the folder name is a share icon. Below this, there are three tabs: "Activities", "Comments", and "Sharing", with "Sharing" being the active tab. A search input field contains the placeholder text "Name, federated cloud ID or email addr..." and an information icon (i). Below the search field, there is a checked checkbox for "Share link". Underneath, a text input field contains the URL "https://cloud.uni-konstanz.de/index.ph..." and a share icon. Below the URL field, there are five radio button options: "Read only" (selected), "Allow upload and editing", "File drop (upload only)", "Password protect", and "Set expiration date" (checked). At the bottom, a date input field contains the date "21-05-2018".

You can now share the URL for this folder via email, for example.

Depending on which option was selected ("Read only" or "Allow upload and editing"), the email recipient may either only read or read and modify the data by opening the link in an Internet browser.

Please note: after the expiration date, only the "Share link" URL will be deleted, not the corresponding file or folder.