Access your H:Drive from anywhere with ownCloud

Putnam City has implemented a new way for you to access your H:drive, and share files and folders, from anywhere you have Internet access. You can also access it on mobile devices with the App.

Welcome to ownCloud

You can access the ownCloud from any internet connected device. Mobile devices do require an app that is available in the iTunes and Google Play stores for 99 cents.

For Web access to ownCloud
• go to https://storage.putnamcityschools.org/owncloud
• log in with your Active Directory (email) username and password

To install the ownCloud client on your personal computer or on a district mac or hp laptop. Go to .PC. Under the ownCloud section select the appropriate desktop client for your operating system.

You do not need to install the desktop client of ownCloud on district HP desktops. The Home folder in ownCloud automatically syncs with your H:drive. Anything you put in your H:drive will be accessible from any ownCloud client. Anything you put in the **Home** folder of your ownCloud account will be accessible through your H:drive.

IMPORTANT: **Be sure to put all your files in the Home Folder in OwnCloud. Files stored outside of the Home Folder are not being backed up!**

Mobile Apps: Download the app from the appropriate app store. There is a $0.99 charge for the mobil app.
• Server address is https://storage.putnamcityschools.org/owncloud
• log in with your Active Directory (Putnam City) username and password

The home folder in ownCloud syncs with your district H:drive!

Please use your ownCloud account for professional purposes only. All files in your ownCloud account are backed up on the district servers.
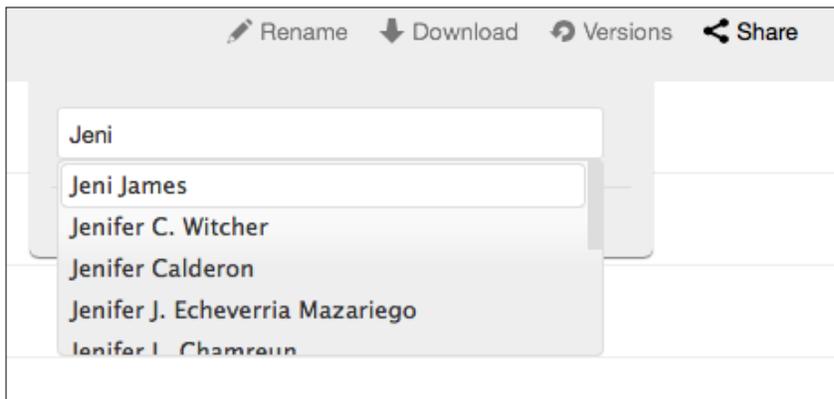
Sharing files with ownCloud

You can share documents with ownCloud. Once someone has shared a file, a Shared folder will appear in your ownCloud account which will contain the file. If no one has shared a file with you, there will not be a Shared folder.
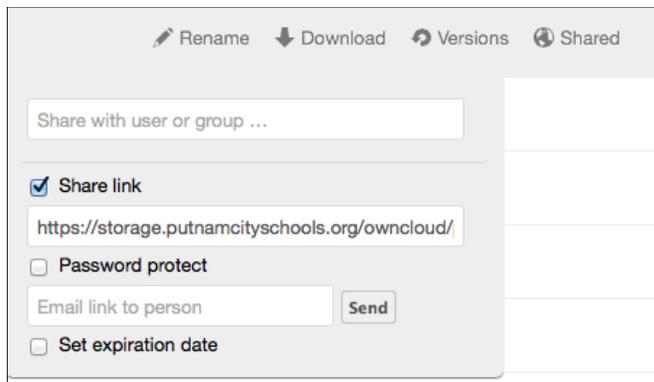

Shared

To share files. Go to the web version of ownCloud at https://storage.putnamcityschools.org/owncloud . Log in. hover your mouse over the file you want to share. It will turn gray and you will have the options to Rename, Download, Versions, or **Share**.

Click on share. At this point you can type in the name of the district employee you want to share with. You can give the person you are sharing with editing rights. **Be aware if you share a file with someone and give them editing rights they also have the rights to delete the file**.

To share out of district, select share a link and you can send the link for the file to anyone.
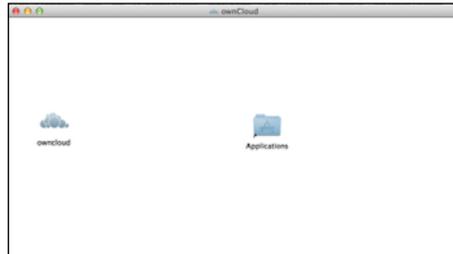
Installing the OwnCloud Desktop Client on a Mac

Click on the Mac desktop link. The installer will be saved to your Downloads folder.

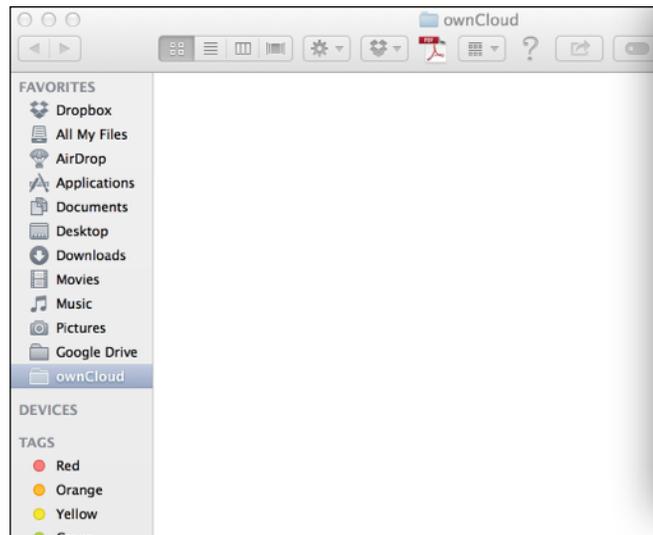Drag the ownCloud icon into the Applications folder.

Go to your applications folder and open ownCloud. You will get a message asking if you are sure you want to open ownCloud. Select Open.

The next screen will ask for the server address, which is https://storage.putnamcityschools.org/owncloud.

After you put in the server information, it will ask for your Putnam City Network username and password.   Once you have put this, select connect.

You can now connect to ownCloud through Finder. You will see the ownCloud folder in your favorites list. (It may take a few minutes to sync up the first time.)
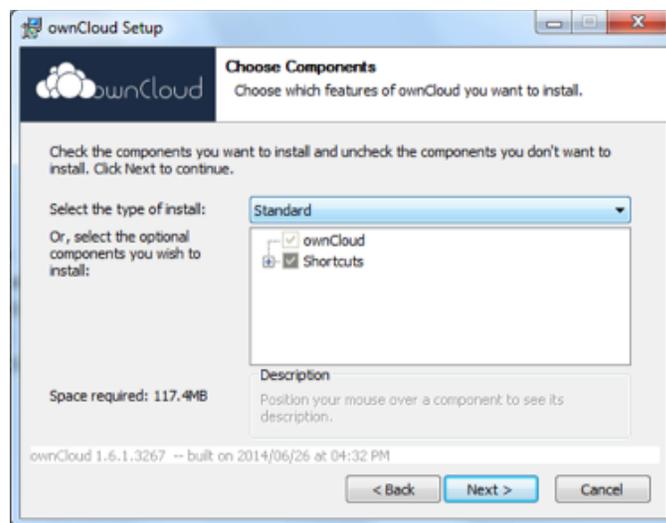
Installing the ownCloud Desktop Client on Windows

Click the Windows Desktop Client. you will get a message at the bottom of your window asking if you want to save or run. Select run.

The first set up window will ask you to chose components. You can simply click next for the standard or if you don't want a desktop icon deselect shortcuts then select next.

Your next set up window will ask for server information. You need to put
 https://storage.putnamcityschools.org/owncloud .

Now you will put in your Putnam City network username and password.

Once you have finished, you will see ownCloud as an option in your favorites when you save a file or to browse files. Also when you are in district you will be able to put things directly into your H:drive just as you have done in the past and they will automatically sync to the Home folder in ownCloud.