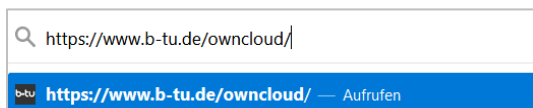


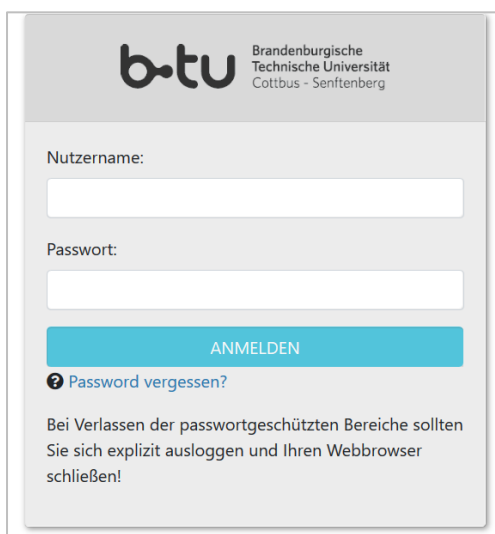
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01 ACCESSING BTU-OWNCLOUD AND LOGGING IN

Open the BTU Cottbus-Senftenberg Owncloud web interface with your browser using the link: <https://www.b-tu.de/owncloud/>



Log in with your BTU login data.

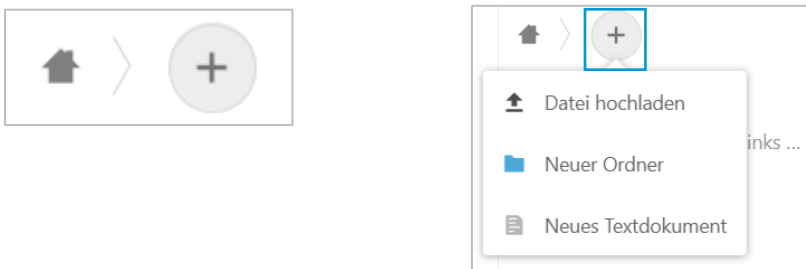


02 SELECTING THE MENU ITEM *FILES*

Select the menu item *Files* in the upper menu bar.

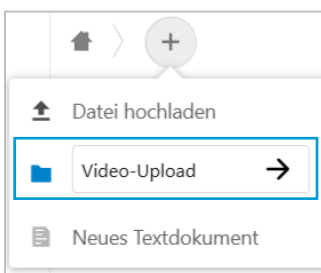


In the main window next to the left navigation bar, you will see the *Home button* and a *circled plus sign* in the upper left corner. Click on the plus sign **to upload** a file, create a new folder or a text document.



Decide whether you want to create a folder for uploads to structure your BTU Owncloud or whether you want to store the files on the top level of the interface (without folders).

03 CREATING FOLDERS



Select the item *Folder* and give your new folder a name. You need to confirm **the creation of the folder** by **pressing the Enter key**.

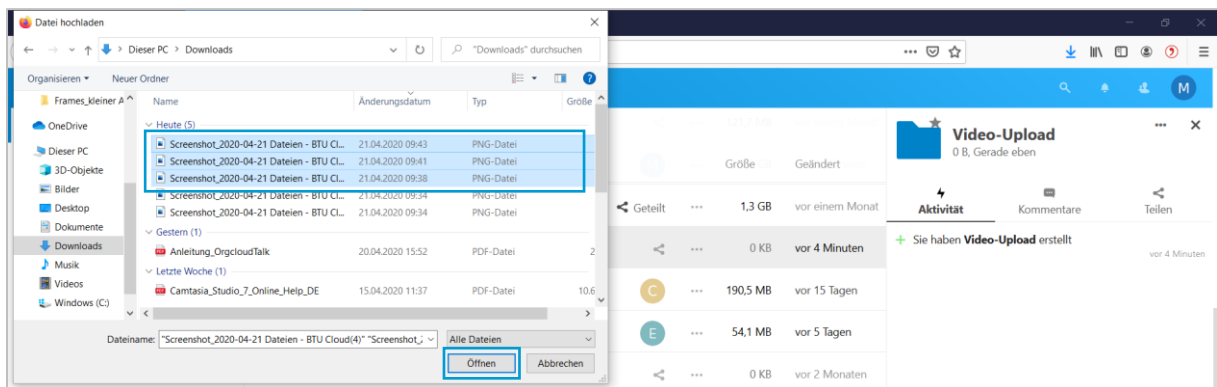
The new folder now appears in your file list.

<input type="checkbox"/>	Name <small>Videos für H5P</small>		Größe GB	Geändert
<input type="checkbox"/>	STORYTELLING	Geteilt	1,3 GB	vor einem Monat
<input type="checkbox"/>	Video-Upload		0 KB	Gerade eben

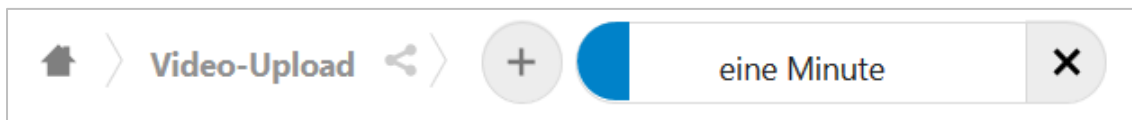
04 UPLOADING FILES

Here you have two options:

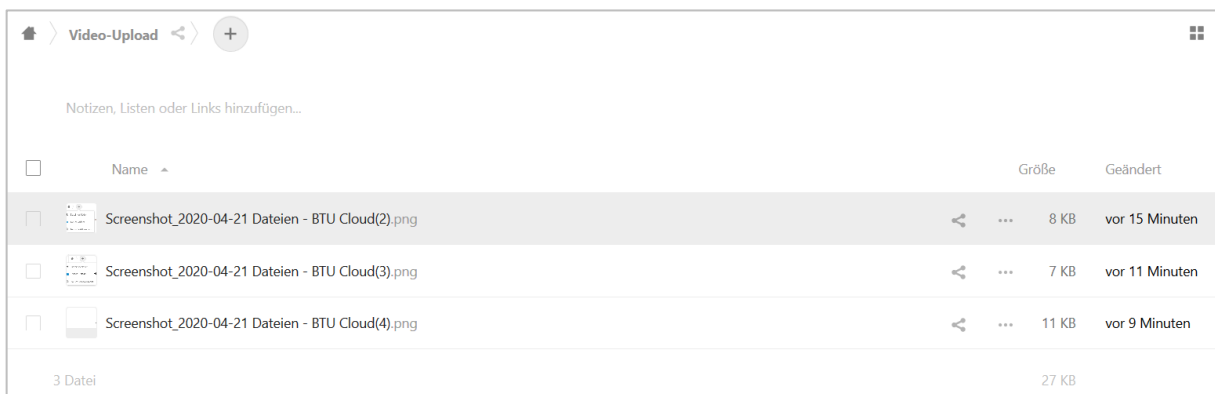
1. Click on the item *Upload file*. The explorer window will open, where you can select one or more files as well as file folders that you want to store in your BTU Owncloud by using the *Open* button.
2. Use the drag and drop function. You can also select one or more files or file folders and place them in the BTU Owncloud with a simple **click and drag**.



Depending on the size of the file(s) the upload takes a short moment. This is displayed in the BTU Owncloud.

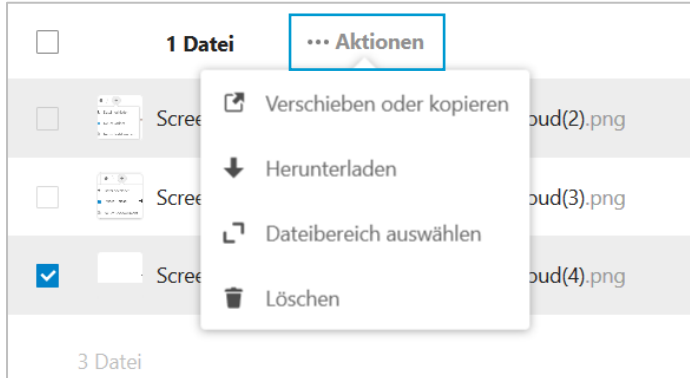


The uploaded files are now stored in the previously selected folder in the BTU Owncloud.

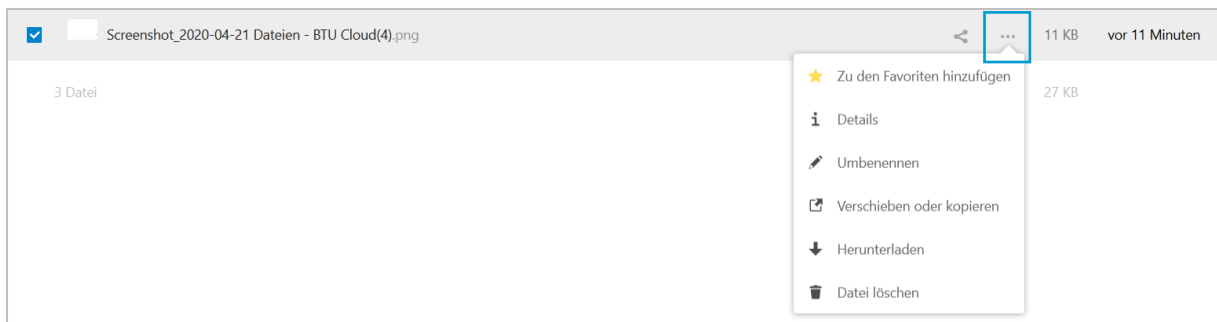


05 ACTIONS FOR WORKING WITH A FILE / FOLDER

You have the option of **moving, deleting, releasing and sharing files** (also by generating a link) **within the BTU Owncloud** at any time.



To do so, select the item **…Aktionen** or click on the *three points* … to the right of the file. Here you will find various options.



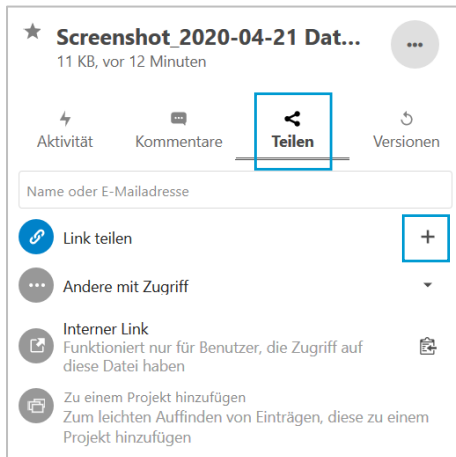
06 SHARING A FILE / FOLDER



Click on the *linking icon* to the right of the corresponding file.

A new column will then open on the right. Here you are offered various options for sharing a document.

07 SHARING LINKS

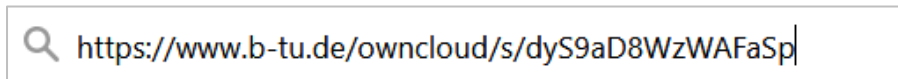


Click the *plus sign* under the *Share* option.

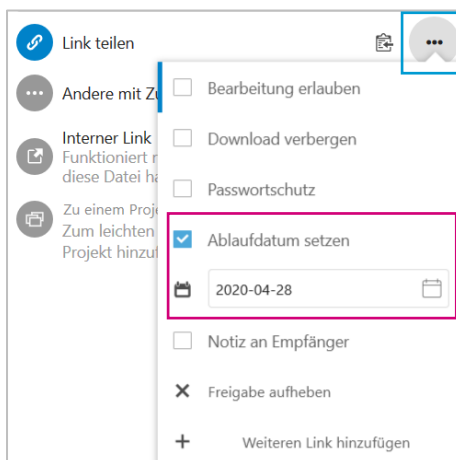
A link to the file is generated and **saved in the clipboard**.



Open a new tab and copy the generated link into it using "Ctrl" + "V". You can now also send this link in an e-mail to your lecturer and other students via your BTU webmail system or post it in the Moodle forum, for example.

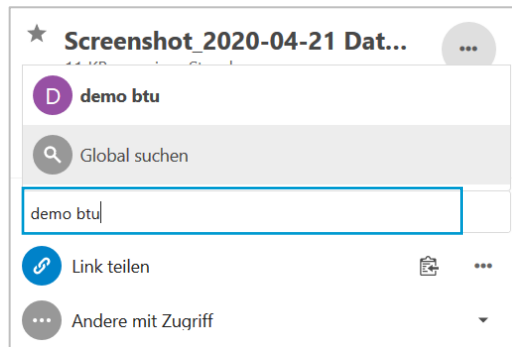
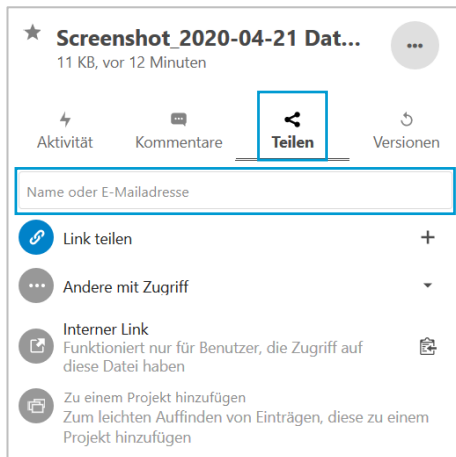


The **link** can be **further adjusted** by clicking on the adjacent *three-point symbol* **...**. A **drop-down menu** will open **with various actions** for the link.



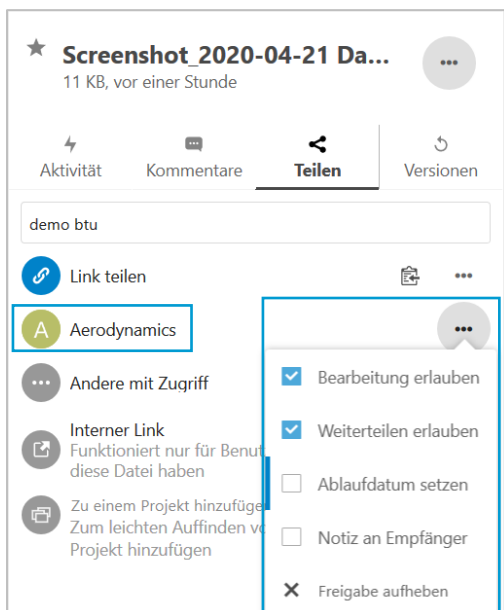
Note: The generated **Link has an automatic expiration date**, which is one week from the day the link was created. **Deactivate** this function by **removing the check mark** from the corresponding activity with a click.

08 SHARING DOCUMENTS IN BTU-OWNCLOUD WITH OTHERS



In the **field Name or e-mail address**, enter the name of the person with whom you want to share the document or folder in the BTU Owncloud.

The system automatically recognizes persons registered with BTU. Here you can click on the **respective person listed**. You are of course also **free** to enter a **BTU-external e-mail address** in the field.



For the **newly added person** (in this example BTU Demo with the name Aerodynamics) you can now specify additional settings. You decide on the way this person is allowed to work with your shared file or folder and **which rights** are associated with it.

You can **share** your documents **with several people**, so that all of them have access to the shared documents.