WFG Cloud

WFG Cloud Configuration and Usage Guide

This guide will assist you with configuring and using WFG's Cloud Data storage solution (ownCloud). The setup instructions will include how to navigate the web interface, how to share a stored document with another user, and how to configure automatic synchronization between your locally saved documents and the cloud storage server.

WFG Cloud Storage Information:

You will be allocated 10 gigabytes (GB) of cloud storage space with a maximum single file size of 5 GB. WFG Cloud is to be used to allow easy file sharing with other members within WFG as well as users outside the organization through email links.

Methods of Use:

This document covers accessing WFG Cloud via the web interface as well as using a synchronization client to upload files to the cloud storage server. The web interface allows the user to upload, browse, share, delete, and organize their files in relation to the cloud storage. The synchronization clients are optional, however they allow the user to designate a folder on their local system that will mirror onto the cloud server giving the user a "drag and drop" feel.

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Section 1: Windows Sync Client Installation:

Step 1: Download the ownCloud Windows sync software from:
http://owncloud.org/sync-clients/

Step 2:

Launch the setup file and click **Next >** to continue
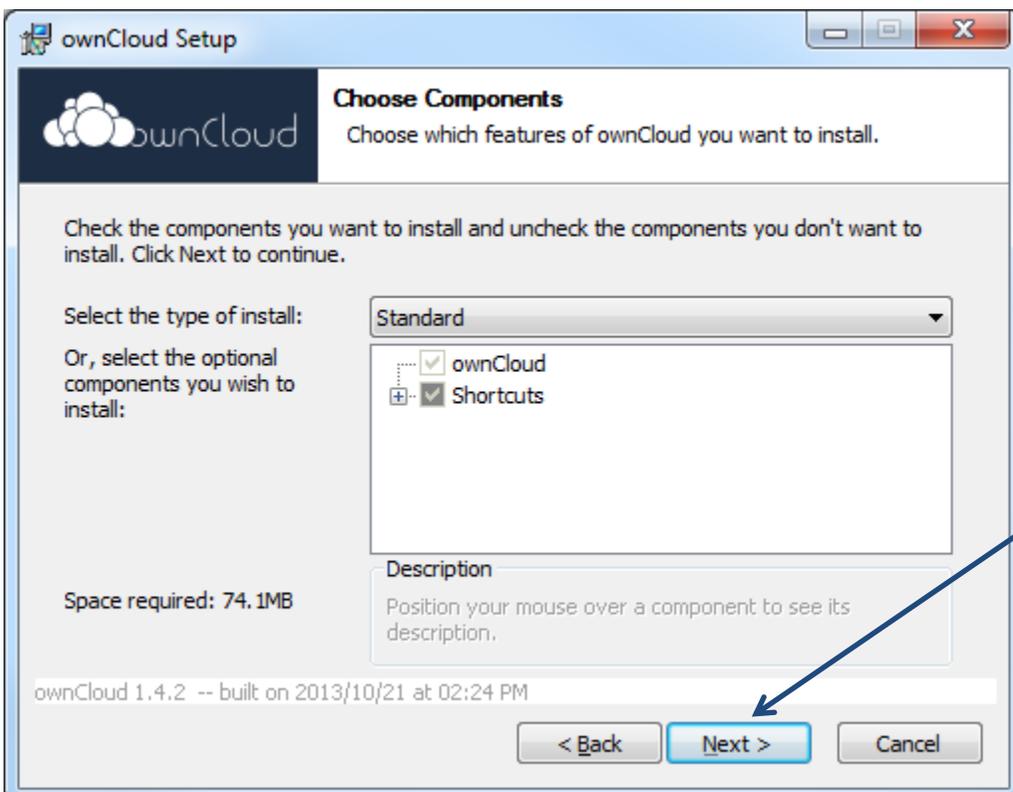
Step 3:

On the Choose Components window, leave the default options and click **Next >**
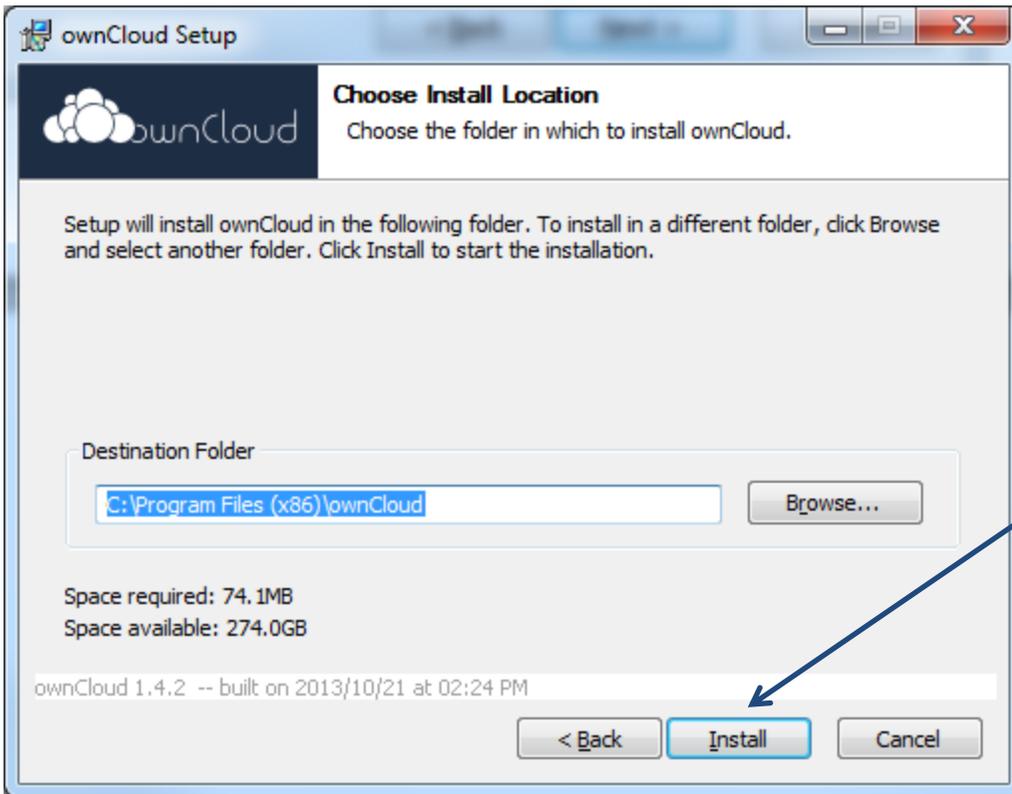
Step 4:

On the Choose Install Location window, leave the default Destination Folder and click **Install**
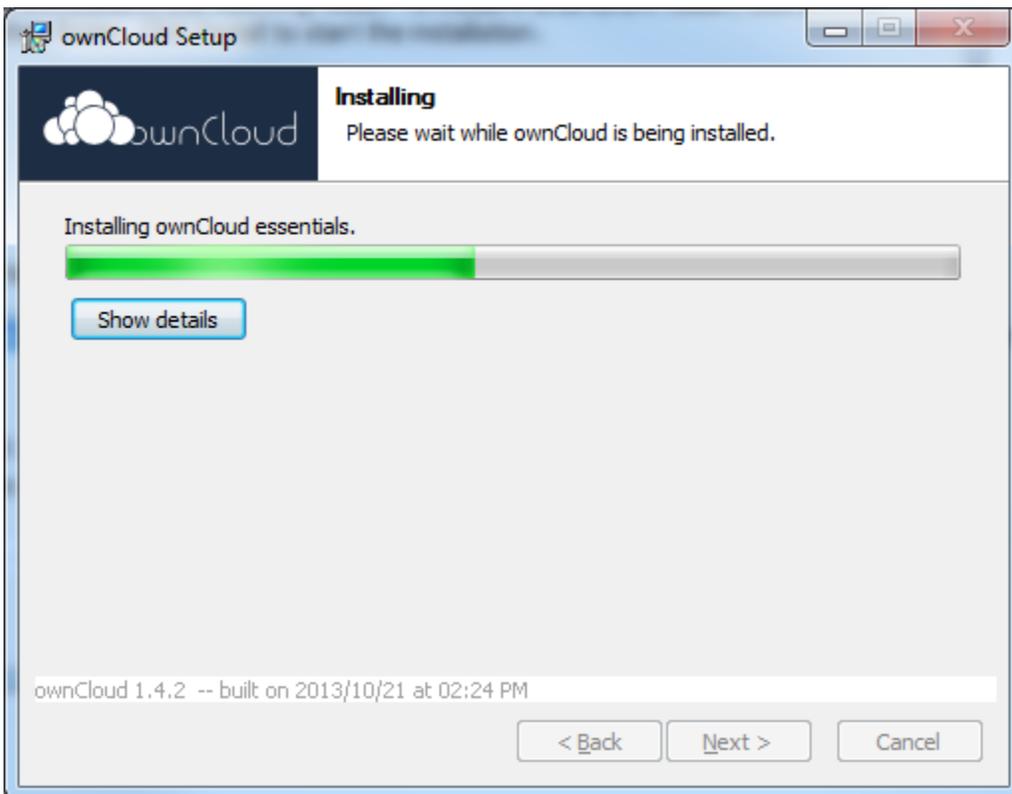
The Installation process begins. Wait for it to complete and move on to the next step
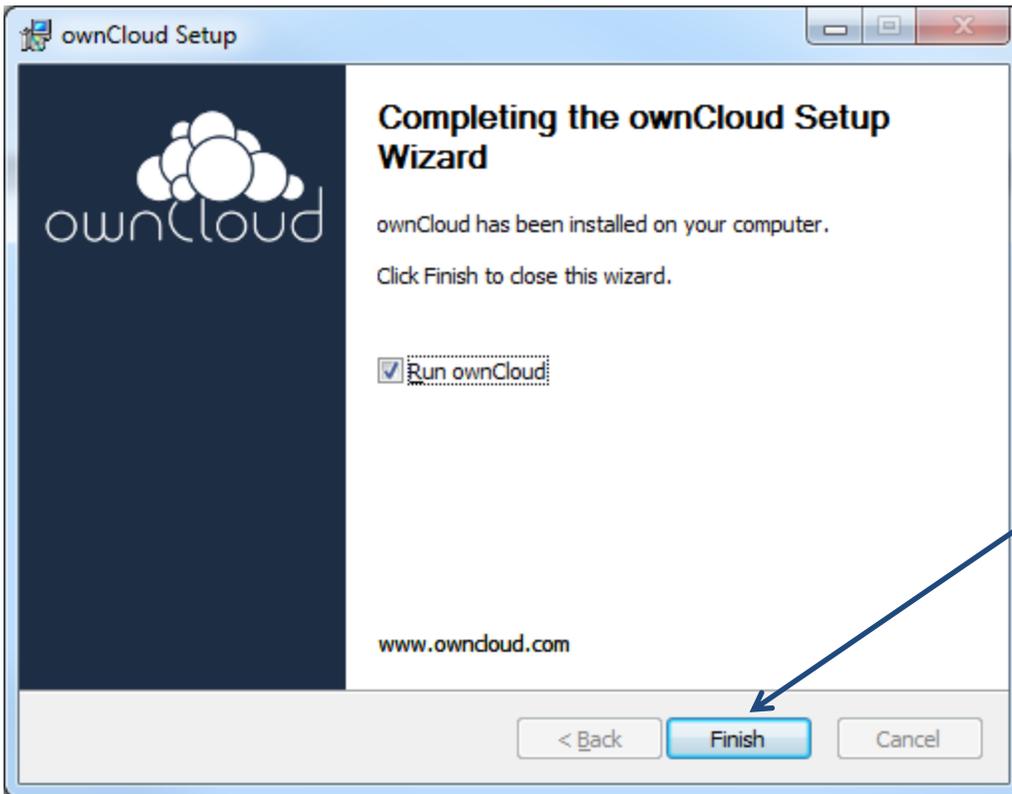
Step 5:

On the Install Completed window, ensure the **Run ownClowd** box has a check mark and click **Finish**

Section 2: Windows Sync Client Configuration:
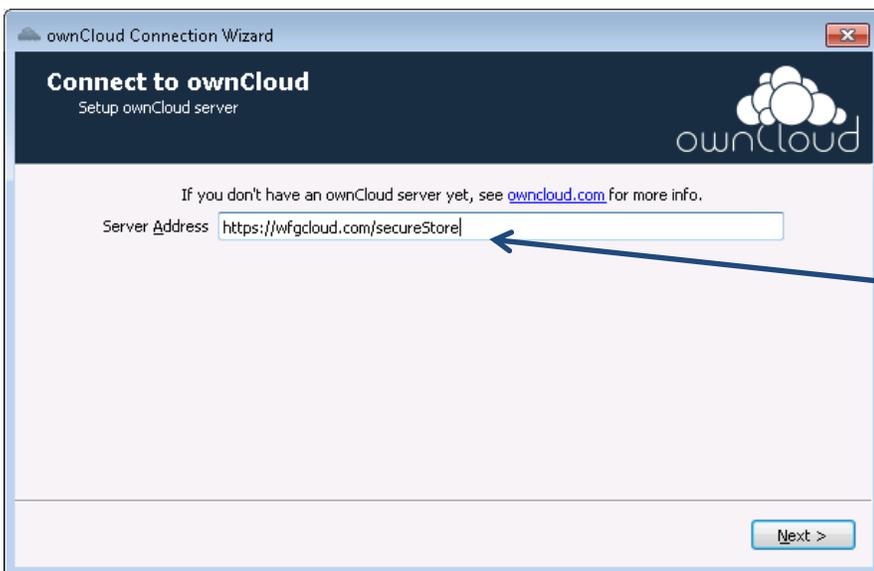
Step 1:

Enter the URL for the WFG Cloud server

URL:

https://wfgcloud.com/secureStore
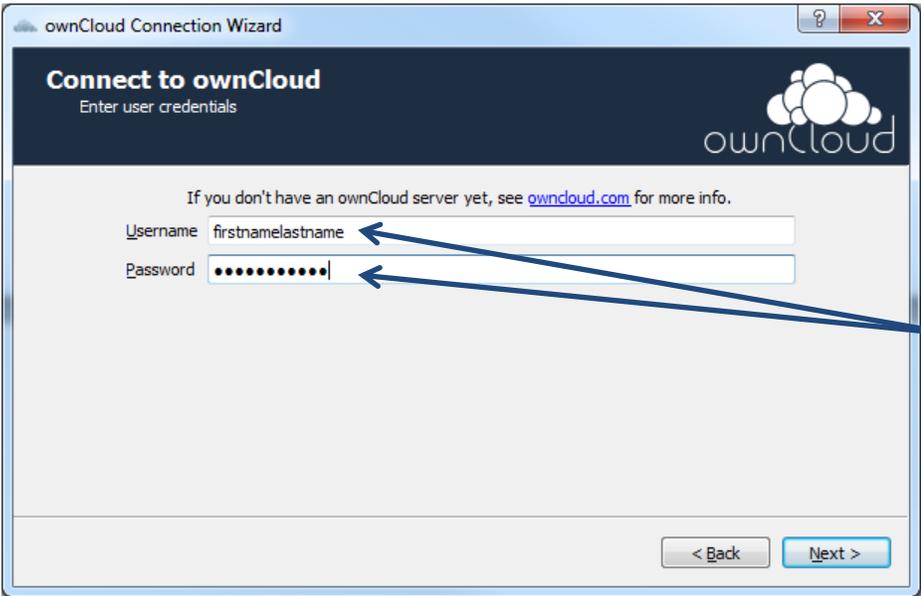
Step 2:

Enter your WFG Domain credentials. This is the same username and password that you use to log on to Windows on your work PC. Do not include "Williston\" before your username.

(Your username is typically your first and last name, one word, lower case)
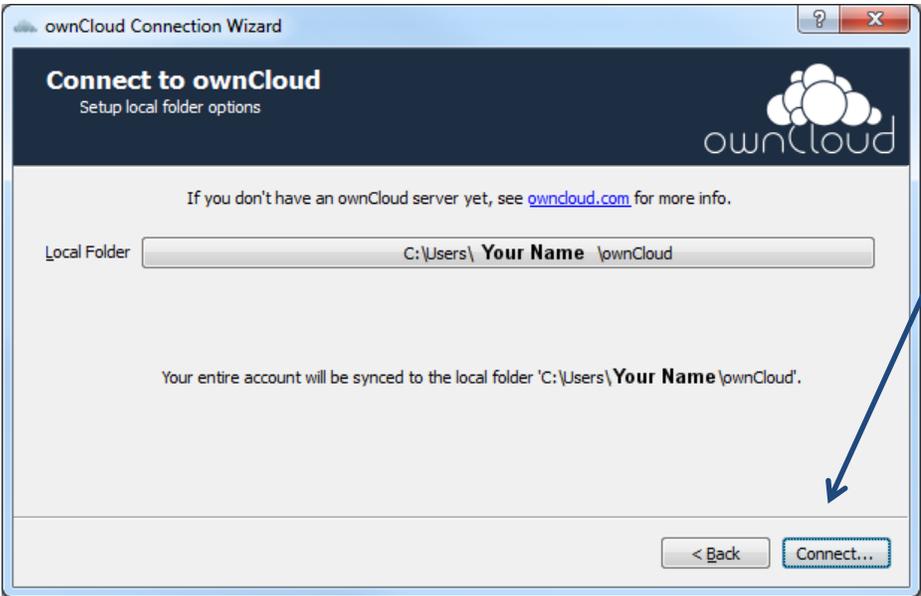
Step 3:

Choose where to keep your sync directory on your local computer and then click **Connect**

Note:
Selecting your Dropbox folder at this step will sync all of your Dropbox files with WFG Cloud. This is the recommended method to migrate away from Dropbox to WFG Cloud

See: Migrating from Dropbox
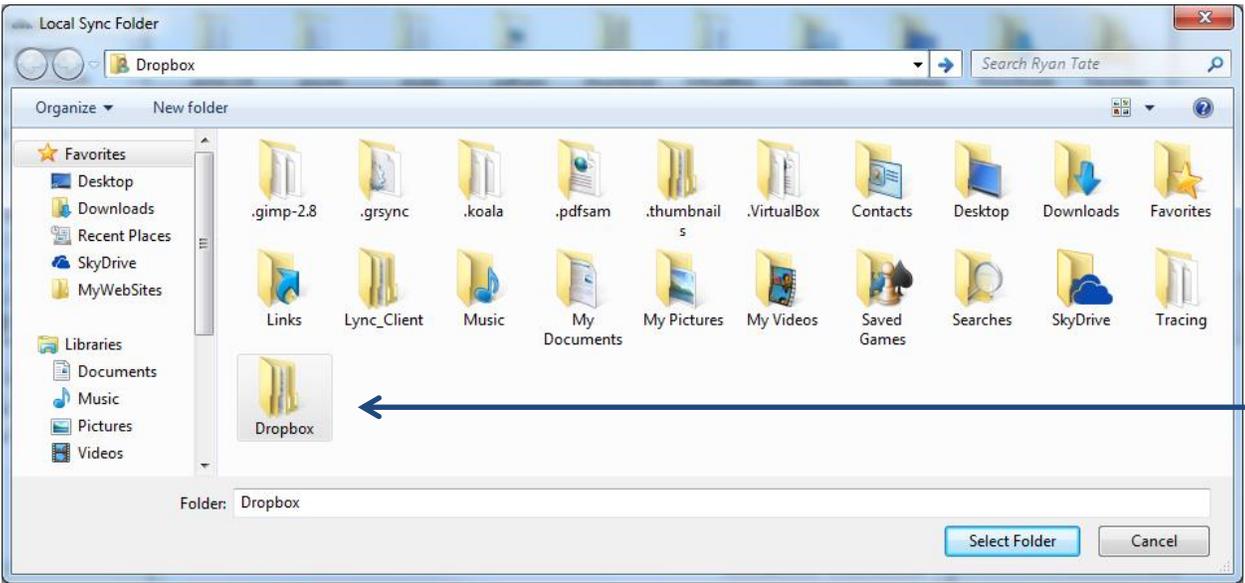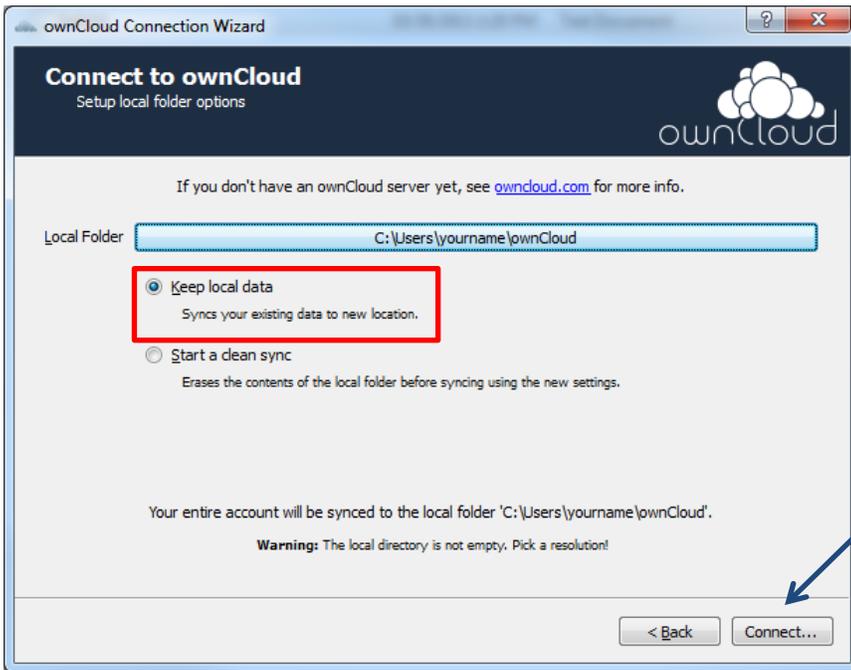
Step 4:

If you have chosen a directory that contains files you wish to keep check the box for "Keep local data" and push **Connect**

You will see a Sync Started notification in your system tray for the default ownCloud folder that was automatically created during setup. (see previous step #4)
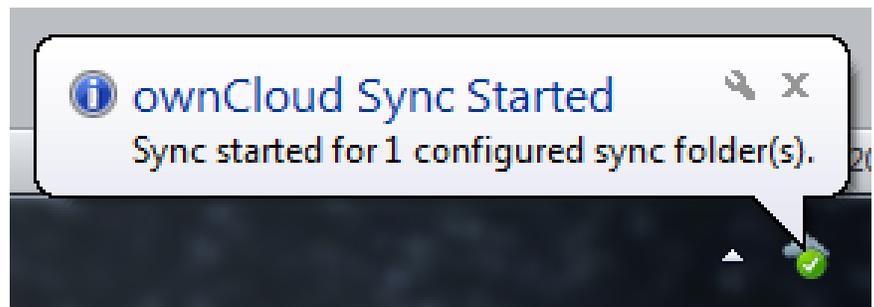
The default folder location varies depending on what Operating System (OS) your computer is using:

Windows XP: *C:\Documents and Settings\<USERNAME>\ownCloud*
Windows Vista / 7: *C:\Users\<USERNAME>\ownCloud*

Replace **<USERNAME> with your **User ID** that you use to log into Windows*

Section 3: Migrating from Dropbox

Important: **Your WFG Cloud offers 10 GB of storage space by default. If your Dropbox account requires more than the pre-allocated amount of space you must request additional storage for your account.**
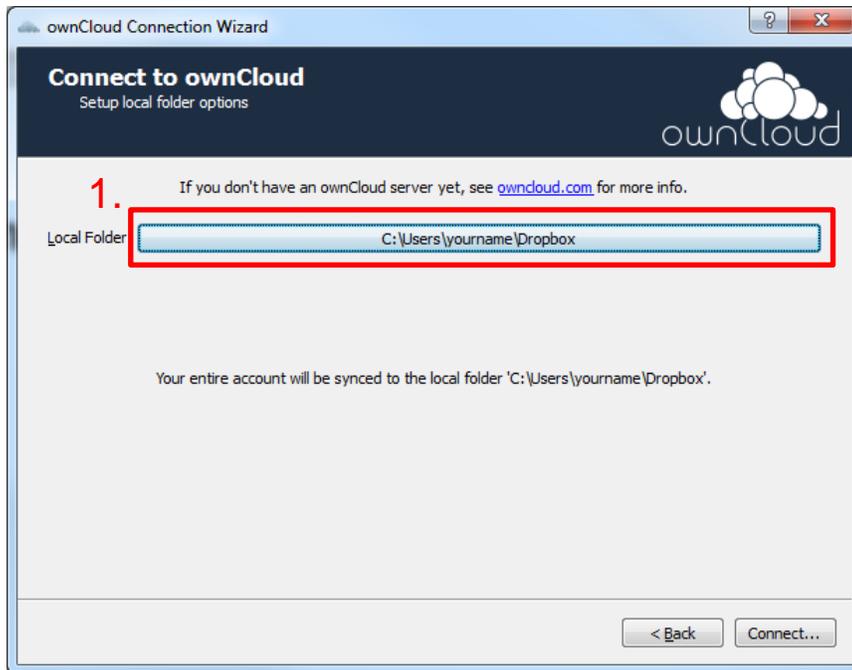
Step 1:

As you are installing the ownCloud sync client, point the installation program to your Dropbox folder by:

1. Click the Local Folder Button
2. Navigate to the Dropbox folder on your hard drive
3. Click Select Folder

Your entire Dropbox folder will now be stored on the WFG Cloud server
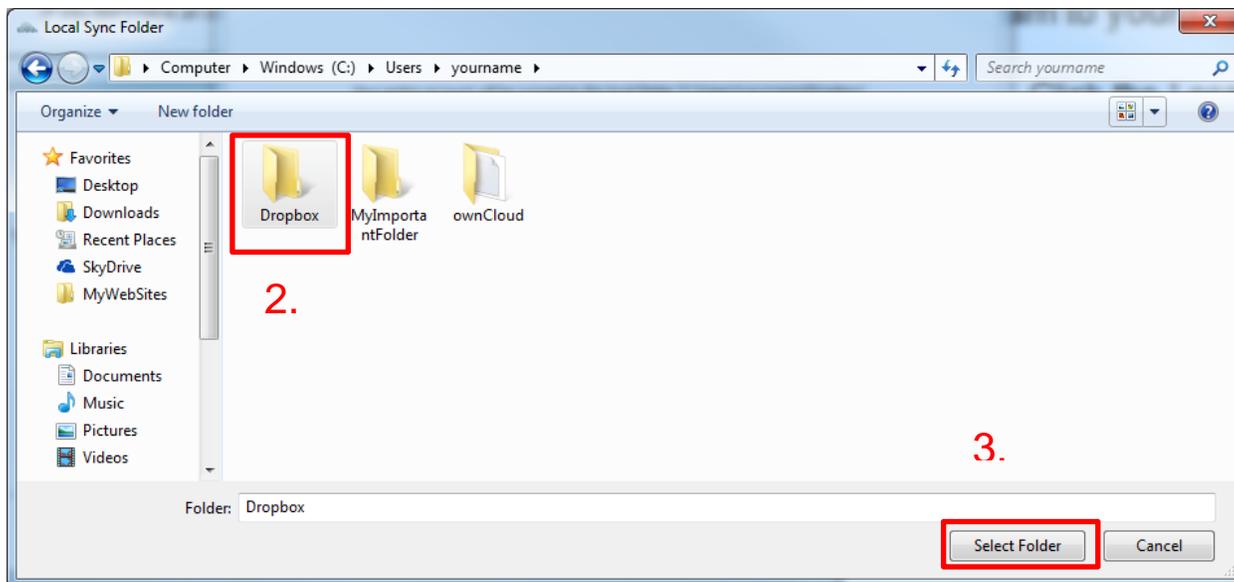
Section 4: Mac Sync Client Installation:

Step 1: Download the ownCloud Mac client sync software from:
http://owncloud.org/sync-clients/

Step 2:

Double-click the downloaded DMG (Disk Image) file.
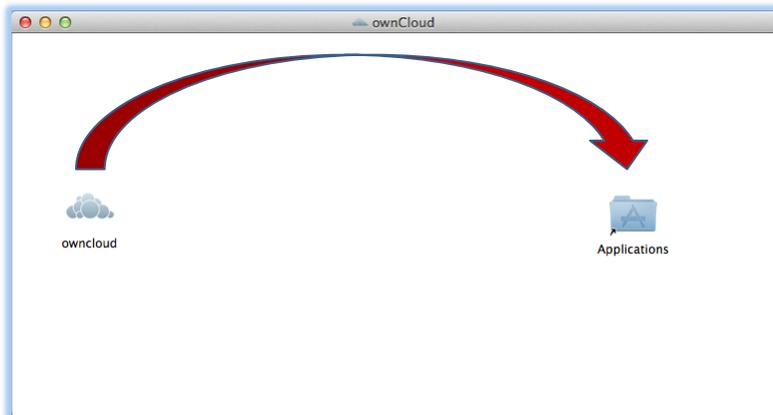
Step 3:

Drag the ownCloud icon and drop it on the Applications folder
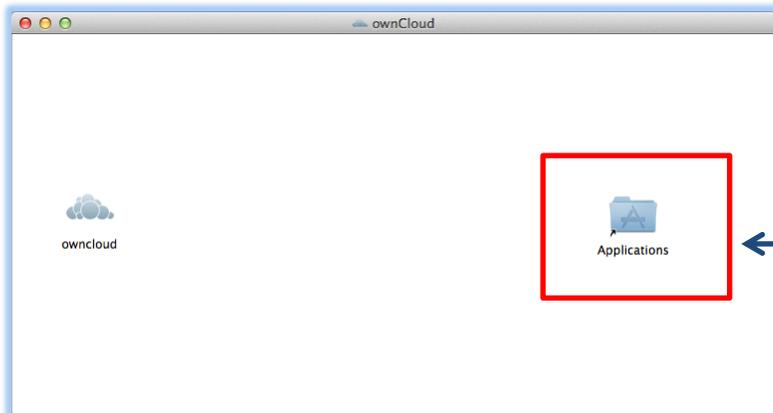
Step 4:

Double-click the **Applications** icon.
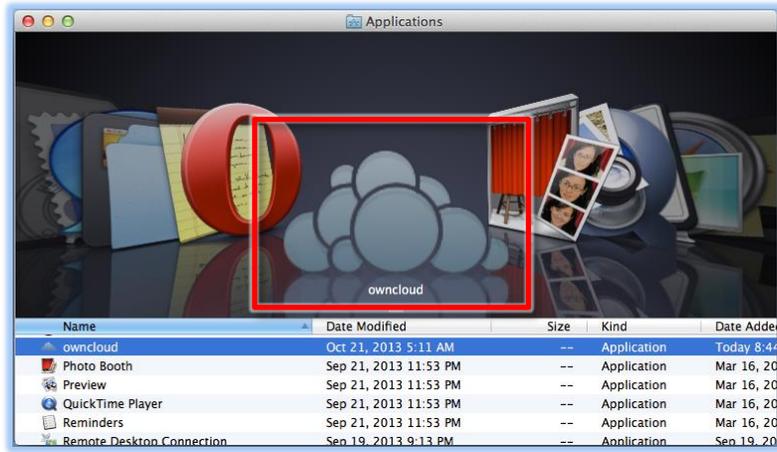
Step 5:

Locate the **ownCloud** icon in the applications list and double-click to open.
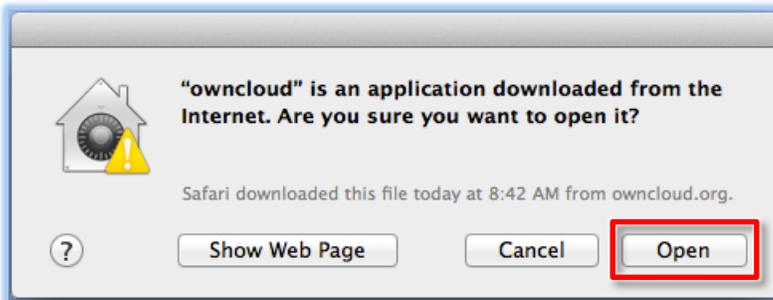
Step 6:

Click **Open** if prompted to do so.
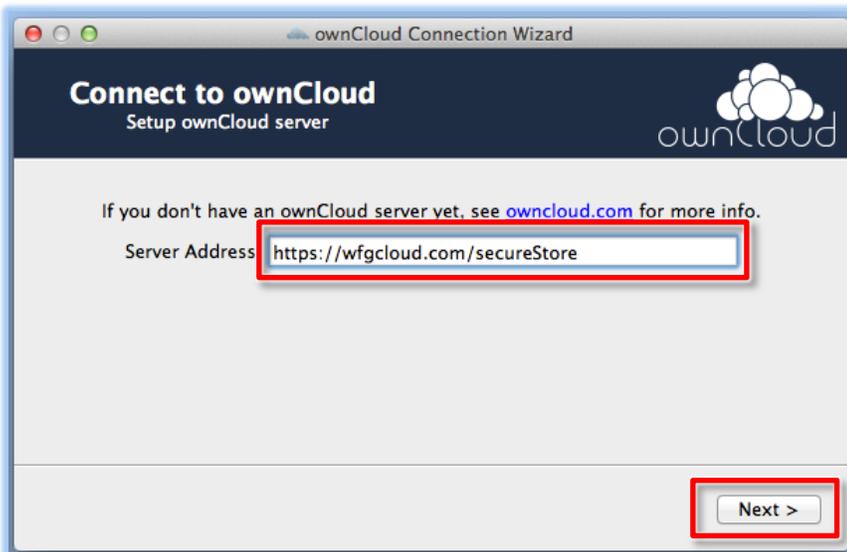
Step 7:

Enter the address for the WFG Cloud server:

https://wfgcloud.com/secureStore

Click **Next**
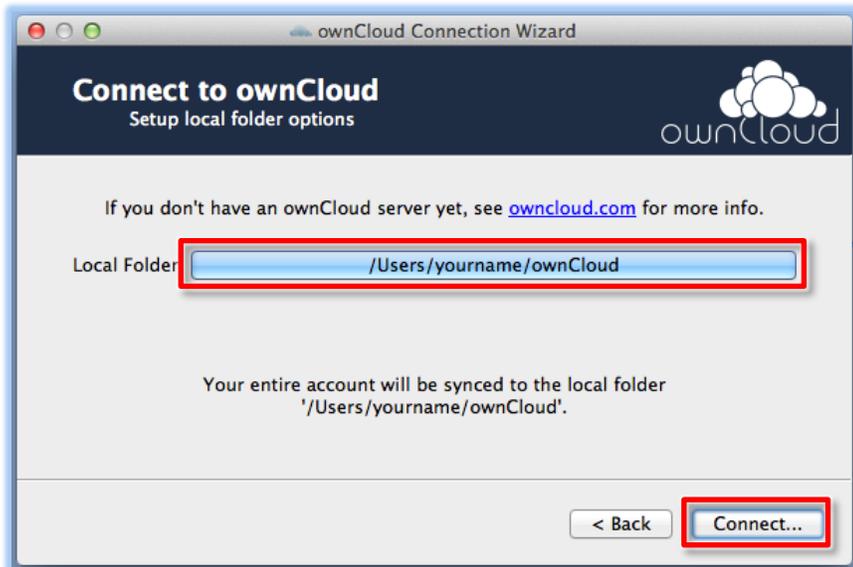
Step 8:

Choose a folder to sync with WFG Cloud or accept the default and click **Connect**
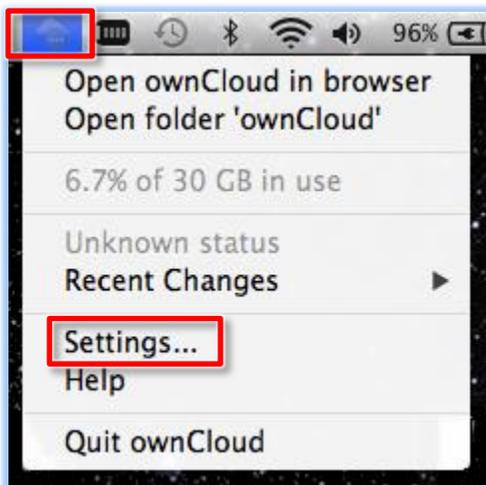
The status of the ownCloud sync client will be displayed in your menu bar.

You can click **Settings** to see a detailed view of the sync progress
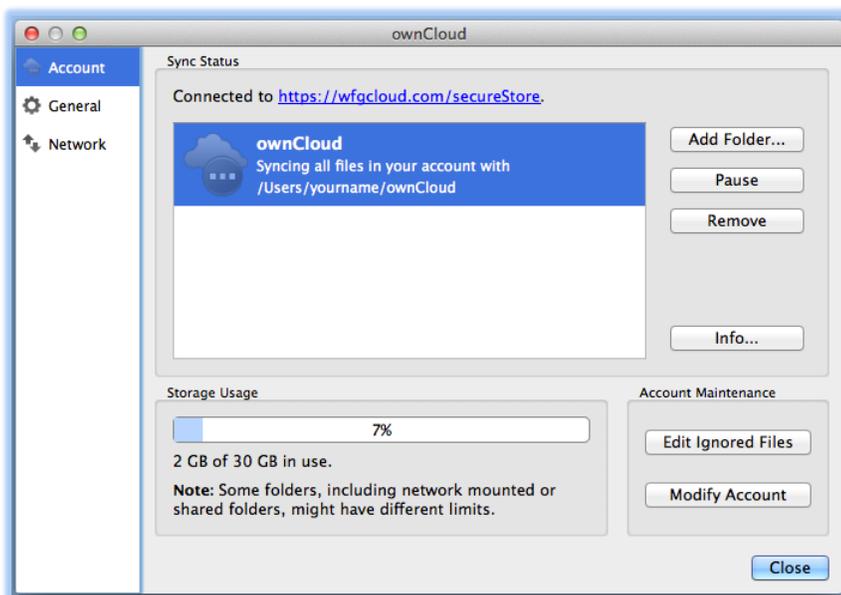
Section 5: Install and Configure the iPhone or iPad app

Step 1:

Open the App Store
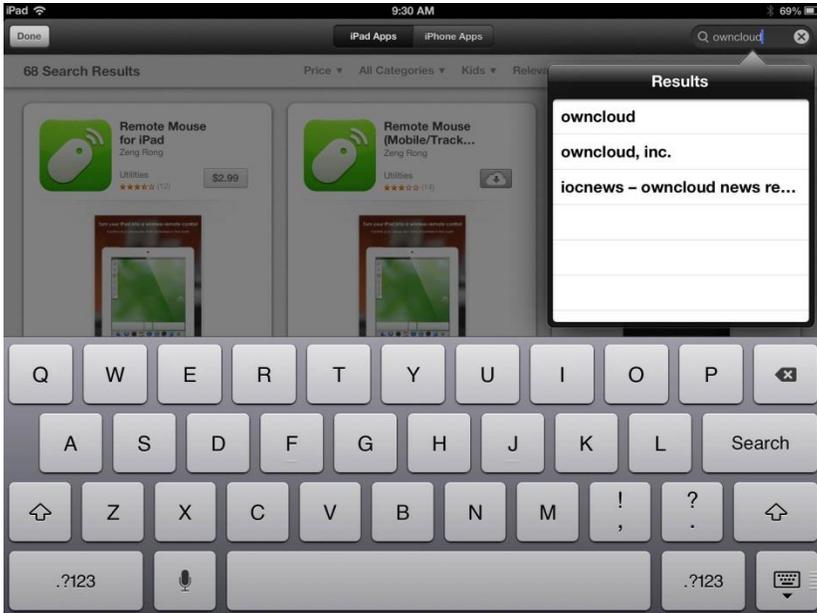
Step 2:

Search for ownCloud
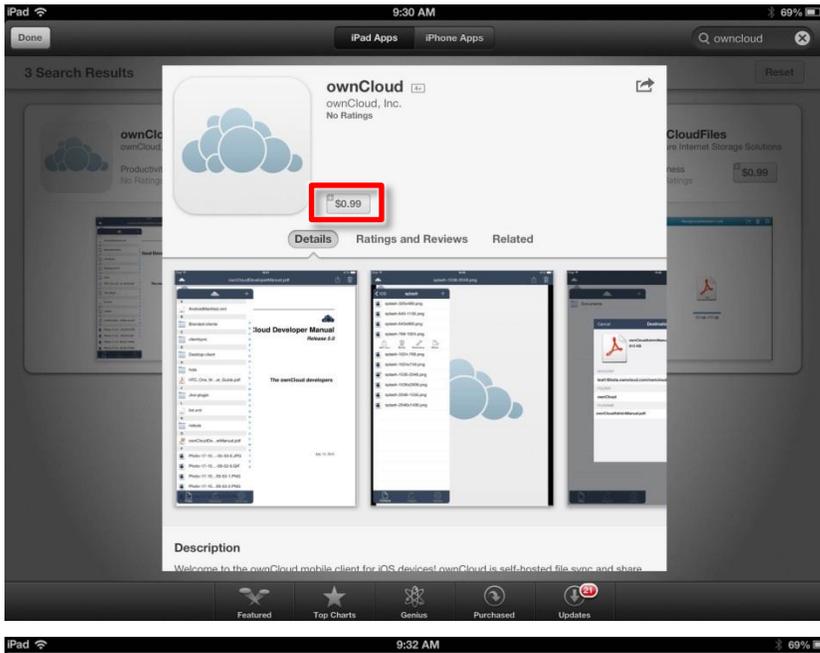
Step 3:

The app costs $0.99

Click the **$0.99** button and then click **Buy**

Step 4:

Enter the WFG Cloud server address:

https://wfgcloud.com/secureStore

Then enter your WFG Domain username and password
Do not include "Williston\" before your username.

Then click Log in
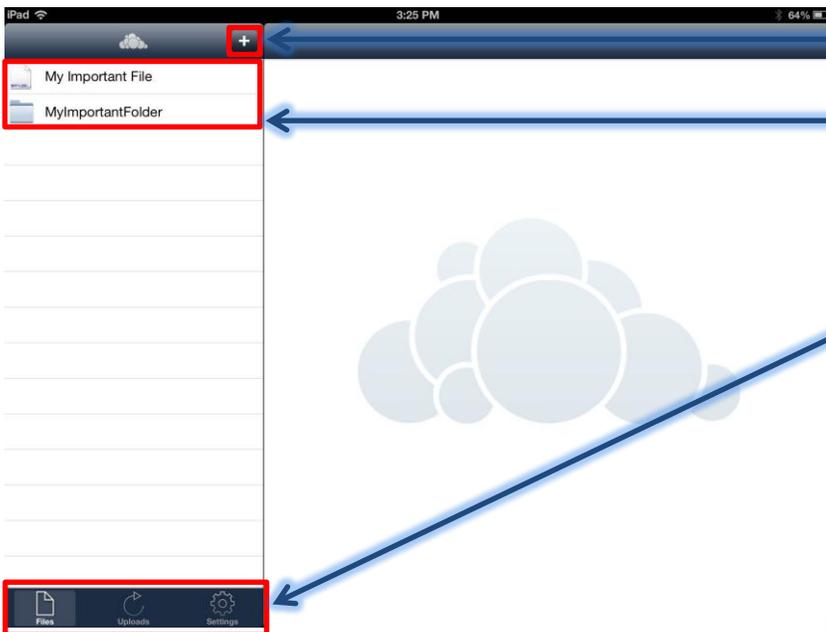
Upload Button
Click to upload file

File List
Displays the files in your WFG Cloud account

Menu Bar
Click to view active uploads, or change your account settings

Section 6: How to access and use the WFG Cloud web interface:
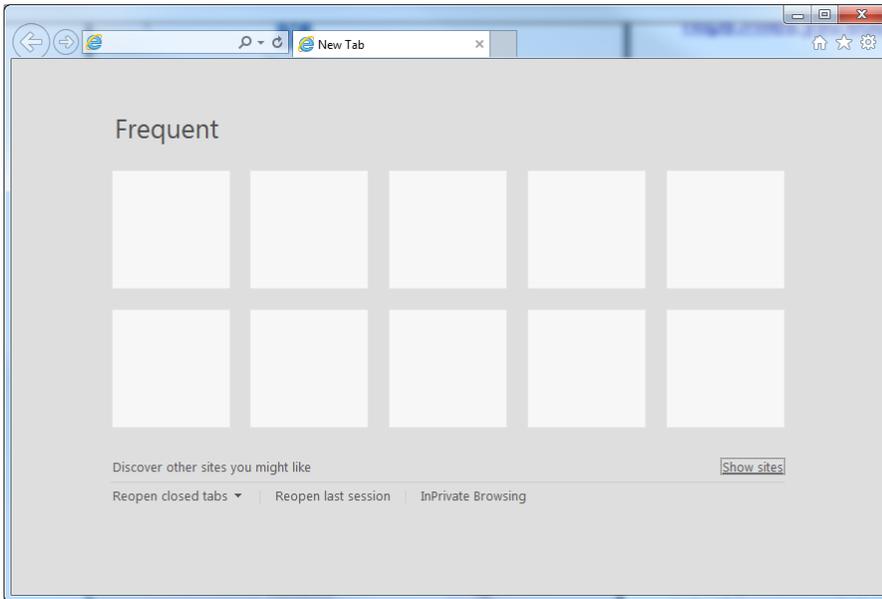
Step 1:

Open your web browser and enter the following URL into the address bar:

https://wfgcloud.com

Step 2:

Log in with your WFG domain username and password
Do not include "Williston\" before your username.

Step 3:

After successfully logging in, the WFG Cloud web interface will be displayed. Please consult the figure below for a detailed breakdown of the interface and its functionality

New/Upload Button: Used to create new Text Files and Folders. The upwards pointing arrow on the right is used to upload new files from your local system.

Search: Allows you to search for files / folders stored on the server.

Settings: Access your personal settings.

Navigation Pane: Used to access the various categories of files in your Cloud account. The **Files** category is the most commonly used

Display Pane: Displays the content of the selected category *(ex: uploaded files will be displayed here).*

Profile Menu: Access this menu to log out of the system, or edit your profile

Section 7: How to share a file with WFG Cloud:
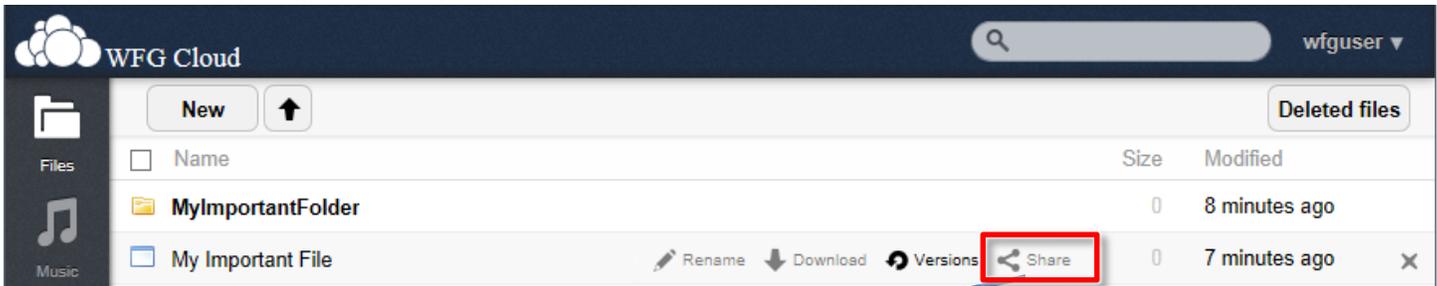
Step 1:

Cursor over the file you wish to share. You will be presented with additional options for the file.

Click the **Share** icon.
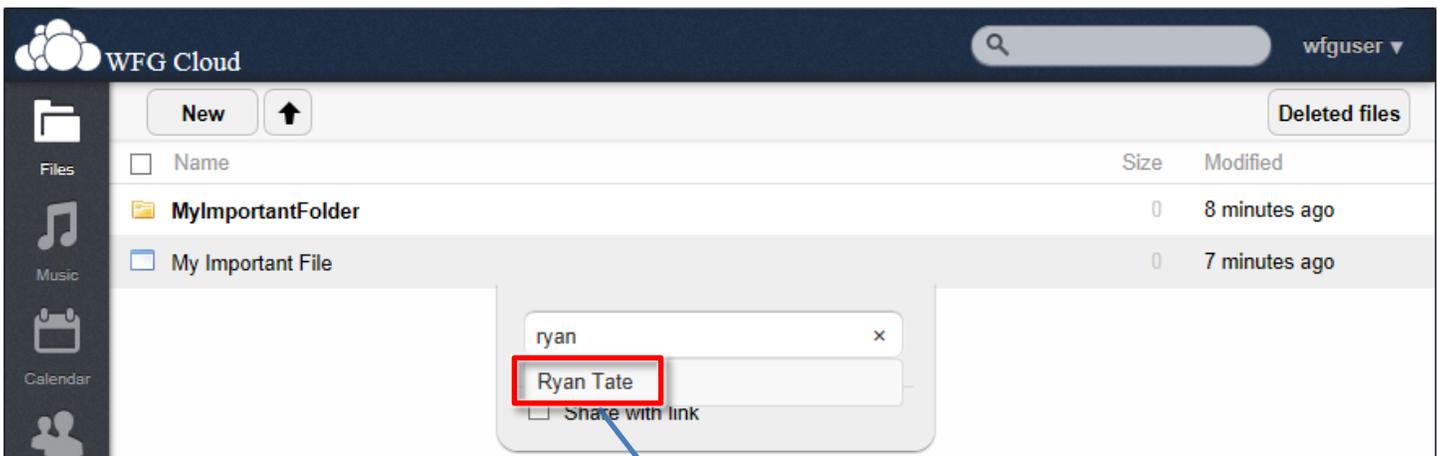
Step 2:

Enter the name of the person you wish to share the file with. When the correct username is displayed, select it in the list.
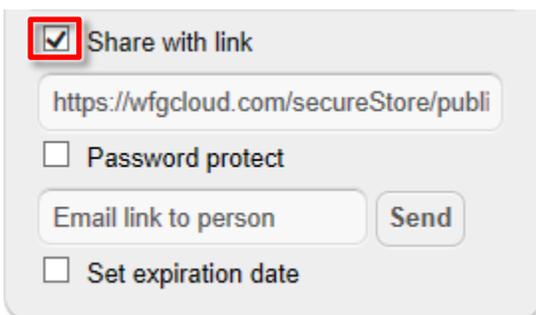
Step 3:

To share a file with a user outside of WFG:
Check the box that says **Share with link**

You can copy and paste the link in to an email or email the link directly from within WFG Cloud

Congratulations! Your file has been shared.