

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/



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Cancel

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👘 ownCloud Setup	
Choose Install Location Choose the folder in which to install ownCloud.	Step 4:
Setup will install ownCloud in the following folder. To install in a different folder, click Browse and select another folder. Click Install to start the installation.	On the Choose Install Location window, leave the default Destination Folder and click Install
Destination Folder C:\Program Files (x86)\ownCloud Browse	
Space required: 74. 1MB Space available: 274.0GB	
ownCloud 1.4.2 built on 2013/10/21 at 02:24 PM	

	🛃 ownCloud Setup			x
	Cloud 🖚	Installing Please wait while ownCloud is being installed.		
	Installing ownCloud essenti	als.		
	Show details			
		10/10/01 -> 00-04 PM		
	ownCloud 1.4.2 built on 20.	< <u>B</u> ack <u>N</u> ext >	Cance	!
Ľ				

The Installation process begins. Wait for it to complete and move on to the next step



Section 2: Windows Sync Client Configuration:

🔺 ownCloud Connection Wizard	Step 1:
Connect to ownCloud Setup ownCloud server	Enter the URL for the WFG Cloud server
If you don't have an ownCloud server yet, see <u>owncloud.com</u> for more info. Server <u>A</u> ddress https://wfgcloud.com/secureStore	URL:
	<u>https://wfgcloud.com/secureStore</u>

ſ	ownCloud Connection Wizard
	Connect to ownCloud Enter user credentials
	If you don't have an ownCloud server yet, see owncloud.com for more info.
	Username firstnamelastname
	Password ••••••
	< Back Next >

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 <u>not</u> 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





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

<u>Important:</u> 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 <u>request additional storage</u> for your account.

wnCloud (Connection Wizard
Connec Setup lo	ct to ownCloud pical folder options OWnCloud
1.	If you don't have an ownCloud server yet, see <u>owncloud.com</u> for more info.
Local Folder	C:\Users\yourname\Dropbox
	Your entire account will be synced to the local folder 'C: \Users\yourname\Dropbox'.
	Source Connect

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

Local Sync Folder	×
O ▼ ↓ Computer → Windows (C:) → Users → yourname →	 ✓ ✓ Search yourname
Organize 🔻 New folder	
 ★ Favorites ■ Desktop ▶ Downloads ■ Recent Places ■ SkyDrive ▶ MyWebSites ■ Libraries ■ Documents ● Music ■ Pictures ■ Videos ▼ 	3.
Folder: Dropbox	
	Select Folder Cancel

Section 4: Mac Sync Client Installation:

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





O ownCloud Connection Wizard	Step 8:
Setup local folder options	Choose a folder to sync with WFG
If you don't have an ownCloud server yet, see <u>owncloud.com</u> for more info.	click Connect
Local Folder /Users/yourname/ownCloud	
Your entire account will be synced to the local folder '/Users/yourname/ownCloud'.	
< Back 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

00	ownCloud	
le Account	Sync Status	
🗘 General	Connected to https://wfgcloud.com/secureStore.	
🔹 Network	ownCloud	Add Folder
	Syncing all files in your account with /Users/yourname/ownCloud	Pause
		Remove
	Storage Usage	Info Account Maintenance
	7% 2 GB of 30 GB in use.	Edit Ignored Files
	Note: Some folders, including network mounted or shared folders, might have different limits.	Modify Account
		Close

Section 5: Install and Configure the iPhone or iPad app



Step 1: Open the App Store

iPad 🙃	9:30	AM			🕴 69% 🔳
Done	iPad Apps	iPhone Apps		Q owncloue	4 😣
68 Search Results	Price * All Catego	ries * Kids * Relev	Res	ults	
Remote Mouse	Remo	ote Mouse	owncloud		
for iPad Zeng Rong	(Mobi Zeng Re	ng	owncloud, inc.		
Utilities \$2.99	Utilities ****	e(14)	iocnews - owno	loud news	s re
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Search for ownCloud



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

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	D+C @ New Tab	×			·····································
Frequent					
Discover other site	es you might like			Show sites	
Reopen closed tab	os 👻 🛛 Reopen last sessio	n InPrivate Browsing			
L					

Step 1:

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

https://wfgcloud.com



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.

WFG C ou	ud	Wiguser
New	v (†	Deleted files
Files Nam	e	Size Modified
🗖 🖹 Myin	nportantFolder	0 5 minutes ago
Music My In	nportant File	0 5 minutes ago
بنسنم		
Calendar		
29		
Contacts		
Contacts		
Pictures		
Settings:	Navigation Pane: Used to	Display Pane: Displays the
Access	categories of files in your	content of the selected
personal	Cloud account. The Files	will be displayed here).
settings.	category is the most	
	commonly used	
		Profile Menu: Access this menu
		to log out of the system, or edit
		your profile
		<i>i</i> Help
		(¹) Log out

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

(Ô)	WFG Cloud	Q.	wfguser 🔻
	New		Deleted files
Files	Name	Size	Modified
J Music	MyImportantFolder	0	8 minutes ago
	My Important File	🖋 Rename 🔸 Download 🧔 Versions < Share 0	7 minutes ago 🛛 🗙

Step 1:

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

Click the Share icon.

WFG Cloud	Q.		wfguser 🔻
New 🕇			Deleted files
Files Name		Size	Modified
MyImportantFolder		0	8 minutes ago
My Important File			7 minutes ago
	ryan ×		
Cslendsr	Ryan Tate		
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.

Share with link	Step 3:	
https://wfgcloud.com/secureStore/publi	To share a file with a user outside of WFG:	
Password protect	Check the box that says Share with link	
Email link to person Send	You can copy and paste the link in to an email or email the	
Set expiration date	link directly from within WFG Cloud	

Congratulations! Your file has been shared.