

ownCloud User Manual

Release 8.1

The ownCloud developers

May 06, 2015

1 ownCloud 8.1 User Manual Introduction **1**

2 What's New for Users in ownCloud 8 **3**
2.1 Desktop Sync Client Shares From File Manager, Selective Sync . . . 3
2.2 Favorites . . . 3
2.3 Improved Federated Cloud Sharing . . . 3
2.4 Improved Search . . . 3
2.5 Web Interface Enhancements . . . 3
2.6 Download Broker Improves Performance . . . 3

3 The ownCloud Web Interface **5**
3.1 Navigating the Main User Interface . . . 5

4 Files & Synchronization **9**
4.1 Accessing your Files Using the ownCloud Web Interface . . . 9
4.2 Accessing ownCloud Files Using WebDAV . . . 14
4.3 Managing Deleted Files . . . 24
4.4 Desktop and Mobile Synchronization . . . 25
4.5 Encrypting Your ownCloud Files . . . 25
4.6 Using Federated Cloud Sharing . . . 28
4.7 Making Anonymous Uploads (ES Only) . . . 30
4.8 Large File Uploads . . . 33
4.9 Storage Quota . . . 33
4.10 Version Control . . . 33

5 Contacts & Calendar **35**
5.1 Using the Contacts App . . . 35
5.2 Using the Calendar App . . . 43
5.3 iOS - Synchronize iPhone/iPad . . . 53
5.4 Synchronizing with OS X . . . 54
5.5 Synchronizing with KDE SC . . . 55
5.6 Thunderbird - Synchronize Addressbook . . . 58
5.7 Troubleshooting . . . 59

6 Collaborative Document Editing **61**
6.1 The main interface . . . 61

7 Using the Bookmarks App **65**
7.1 The main interface . . . 65
7.2 The Bookmarklet . . . 66

8 Setting Your Preferences **67**

9 External Storage **71**
9.1 Configuring External Storage 71
9.2 Connecting to SharePoint 71

CHAPTER

ONE

OWNCLOUD 8.1 USER MANUAL INTRODUCTION

Welcome to ownCloud: your self-hosted file sync and share solution.

ownCloud is open source file sync and share software for everyone from individuals operating the free ownCloud Server edition, to large enterprises and service providers operating the ownCloud Enterprise Subscription. ownCloud provides a safe, secure, and compliant file synchronization and sharing solution on servers that you control.

You can share one or more files and folders on your computer, and synchronize them with your ownCloud server. Place files in your local shared directories, and those files are immediately synchronized to the server and to other devices using the ownCloud Desktop Sync Client, Android app, or iOS app. To learn more about the ownCloud desktop and mobile clients, please refer to their respective manuals:

- ownCloud Desktop Client
- ownCloud Android App
- ownCloud iOS App

CHAPTER

TWO

WHAT'S NEW FOR USERS IN OWNCLOUD 8

2.1 Desktop Sync Client Shares From File Manager, Selective Sync

The Desktop Sync Client now allows you to share files directly from your file manager, and has a new graphical selective sync file chooser. See the ownCloud Desktop Client Manual for more information.

2.2 Favorites

Users can now assign a favorite icon to files and folders. Look for improvements in this feature in future ownCloud editions to make finding and managing files even easier.

2.3 Improved Federated Cloud Sharing

Federated Cloud Sharing, introduced in ownCloud 7 as Server-to-Server sharing, allows you to mount file shares from remote ownCloud servers, and create a "cloud of ownClouds". In ownCloud 8 the process for creating a new sharing link is easier and more streamlined.

2.4 Improved Search

The search interface has been streamlined and simplified, with more features including enhanced result set reporting and additional search parameters.

2.5 Web Interface Enhancements

The ownCloud Web interface has been improved to make it easier for all users to access, edit, sync and share their files.

2.6 Download Broker Improves Performance

When ownCloud delivers universal file access to end users, files from many different document sources are aggregated into a single interface and served to end users. In some cases, passing all of the files aggregated in this interface through a single server, ownCloud, slows down data access. ownCloud now supports direct downloads of files from

select storage back-ends, reducing the load on the ownCloud server without sacrificing control over the files that are stored in the various back end systems.

CHAPTER

THREE

THE OWNCLOUD WEB INTERFACE

You can connect to your ownCloud server using any Web browser; just point it to your ownCloud server and enter your username and password.



Figure 3.1: **ownCloud login window**

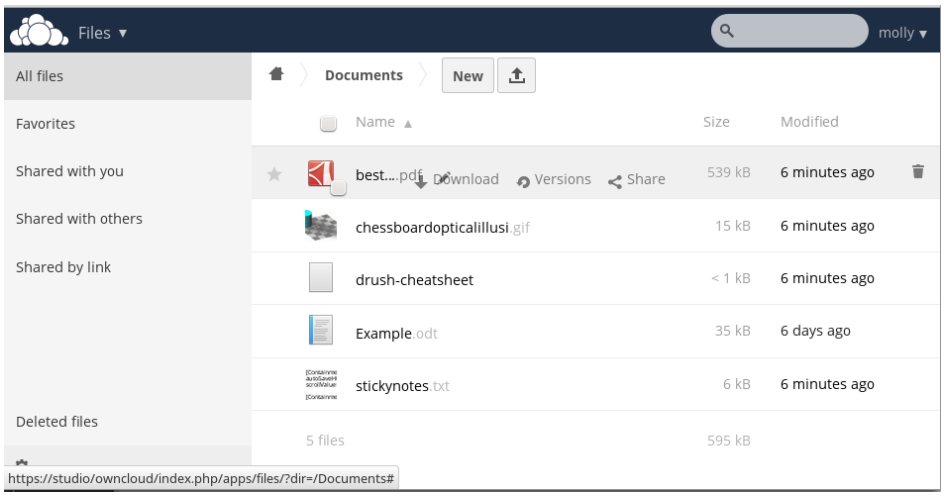
Note: Some apps like `files_external` or `files_encryption` are disabling the `remember` checkbox (shown above) on purpose if they are enabled by your administrator.

3.1 Navigating the Main User Interface

By default, the ownCloud Web interface opens to your Files page. Once you have accessed the ownCloud Server main web interface you can add files, remove files, and make changes based on the access privileges set by you (if you are administering the server) or by your server administrator.

Navigating the main user interface

The ownCloud Main User Interface contains the following fields and functions:



- **Apps Selection Menu**: Located in the upper left corner, click the arrow to open a dropdown menu to navigate to your various available apps.
- **Apps Information** field: Located in the left sidebar, this provides filters and tasks associated with your selected app. For example, when you are using the Files apps you have a special set of filters for quickly finding your files, such as files that have been shared with you, and files that you have shared with others. You'll see different items for other apps.
- **Application View**: The main central field in the ownCloud user interface. This field displays the contents or user features of your selected app.
- **Navigation Bar**: Located over the main viewing window (the Application View), this bar provides a type of breadcrumbs navigation that enables you to migrate to higher levels of the folder hierarchy up to the root level (home).
- **New** button: Located in the Navigation Bar, the `New` button enables you to create new files, new folders, or upload existing files from a specified link.

Note: You can also drag and drop files from your file manager into the ownCloud Files Application View to upload them to ownCloud.

- **Upload** button: Located next to the `New` button in the Navigation Bar, the `Upload` button opens a file picker for uploading files from your system to the ownCloud server.
- **Search** field: The Search field is in the upper right hand corner of your Web interface, for searching for files.
- **Personal Settings** menu: Click on your ownCloud username, located to the right of the Search field, to open your Personal Settings dropdown menu. Your Personal page provides the following settings and features:
  - Links to download desktop and mobile apps
  - Re-run the First Run Wizard
  - Server usage and space availability
  - Password management
  - Name, email, and profile picture settings
  - Interface language settings
  - Manage notifications
  - SSL certificate manager

- ownCloud Version information

See *Setting Your Preferences* section to learn more about those settings.

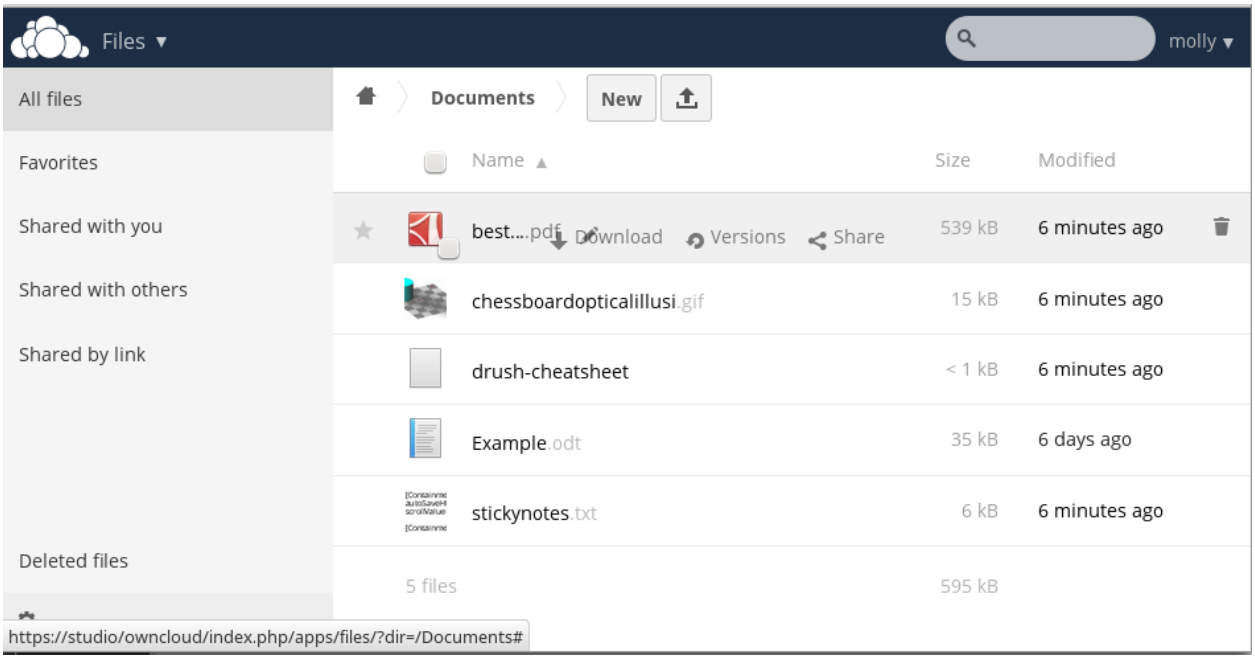
CHAPTER

FOUR

FILES & SYNCHRONIZATION

4.1 Accessing your Files Using the ownCloud Web Interface

You can access your ownCloud files with the ownCloud web interface and create, preview, edit, delete, share, and re-share files. Your ownCloud administrator has the option to disable these features, so if any of them are missing on your system ask your server administrator.



ownCloud can display thumbnail previews for image files, MP3 covers, and text files, if this enabled by your server administrator. Hover your cursor over a file or folder to expose the controls for the following operations:

Favorites Click the star to the left of the file icon to mark it as a favorite.

Pencil icon Rename a file or folder. This does not alter the filename on the original document.

Download Download the file to your computer.

Versions Displays older versions, if there are any, and you can revert to an older file version.

Edit The Edit button appears on files that are editable inside ownCloud, in the Documents app. Supported file formats are `.odt`, `.doc`, and `.docx`.

Share Share the file or folder with a group or other users, and create public shares with hyperlinks.

Trash Delete the selected file or folder, or unshare a shared file or folder.

4.1.1 Previewing Files

You can display uncompressed text files, OpenDocument files, videos, and image files in the ownCloud embedded viewers by clicking on the file name. There may be other file types you can preview if your ownCloud administrator has enabled them. If ownCloud cannot display a file, it starts a download process and downloads the file to your computer.

Video streaming by the native ownCloud video player depends on your Web browser and the video format. If your ownCloud administrator has enabled video streaming, and it doesn't work in your Web browser, it may be a browser issue.

4.1.2 Navigating Inside Your ownCloud

Navigating through folders in ownCloud is as simple as clicking on a folder to open it and using the back button on your browser to move to a previous level. ownCloud also provides a navigation bar at the top of the Files field for quick navigation.

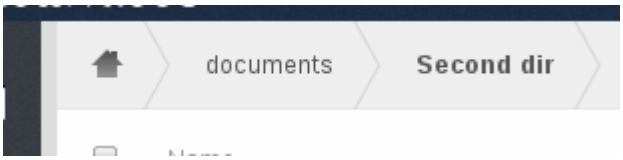
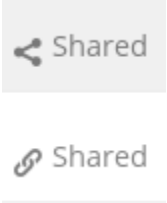


Figure 4.1: **Navigation bar**

The navigation bar functions as a "breadcrumb" locator. It displays your current directory and enables you to migrate back to one of the upper directories or, using the home icon, to navigate back into your root folder.

4.1.3 Overlay Icons Show Sharing Status

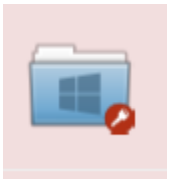
Any folder that has been shared is marked with the `Shared` overlay icon. Public link shares are marked with a chain link. Un-shared folders are blank.



If your ownCloud server is the Enterprise Subscription, you may also have access to Sharepoint and Windows Network Drive file shares. These also have special overlay icons, and a red plugin means you have to enter a login to get access to the share.

4.1.4 Creating or Uploading Files and Directories

ownCloud enables you to create new files or folders directly in an ownCloud folder by clicking on the *New* button in the Files app.







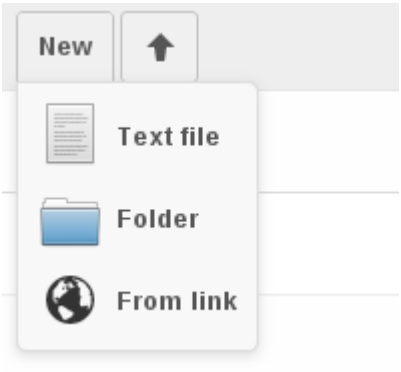


Figure 4.2: **New button options**

The *New* button provides the following three options from which to choose:

Text file Creates a simple text file and adds the file to your current folder.

Folder Creates a new folder in the current folder.

From link Downloads a file from a URL that you type or copy into the form field, and places it into the current folder.

Up arrow The upward-point arrow is for uploading files from your computer into ownCloud.

You can also upload files by dragging and dropping them from your file manager.

4.1.5 Selecting Files or Folders

You can select one or more files or folders by clicking on the small thumbnails or icons that represent them. When you select a file or folder, a small checkbox is populated with a check to indicate that it is selected. To select all files in the current directory, you can click on the checkbox located at the top of the Files app field, above the first file or folder on the list.

If you select multiple files, you can delete all of the selected files or download them as a ZIP file by using the `Delete` or `Download` buttons at the top right side of the Files app field.

Note: If the `Download` button is not visible, the administrator has disabled this feature. Contact your administrator for further guidance.

4.1.6 Filtering the File Application View

ownCloud enables you to view files in the File Application View using filter options located in the Apps Information Field. This feature enables you to quickly and easily view and manage files based on their share status.

You can click on any of the filter options to view the files as follows:

All files The default view; displays all files that you have access to.

Favorites Files or folders marked with the yellow star.

Shared with you Displays all files shared with you by another user or group.

Shared with others Displays all files that you have shared with other users or groups.

Shared by link Displays all files that are shared by you via public link.

External Storage Files that you have access to on external storage devices and services such as Dropbox, Google, and Amazon S3.

4.1.7 Moving Files

Using the ownCloud web interface, you can move files and folders by dragging and dropping them into any directory.

4.1.8 Sharing Files Locally

When enabled by your administrator, you can share files or folders on ownCloud with a local user, group, or any person online with a public link. Shared files and folders are labeled with the triangular share icon, and the status *Shared* in the file or folder row.

To create a local share with other users or groups on your ownCloud server:

1. Hover your cursor over an item on the Files page
2. Click the **Share** icon

The Share dialog box opens to show the following options:

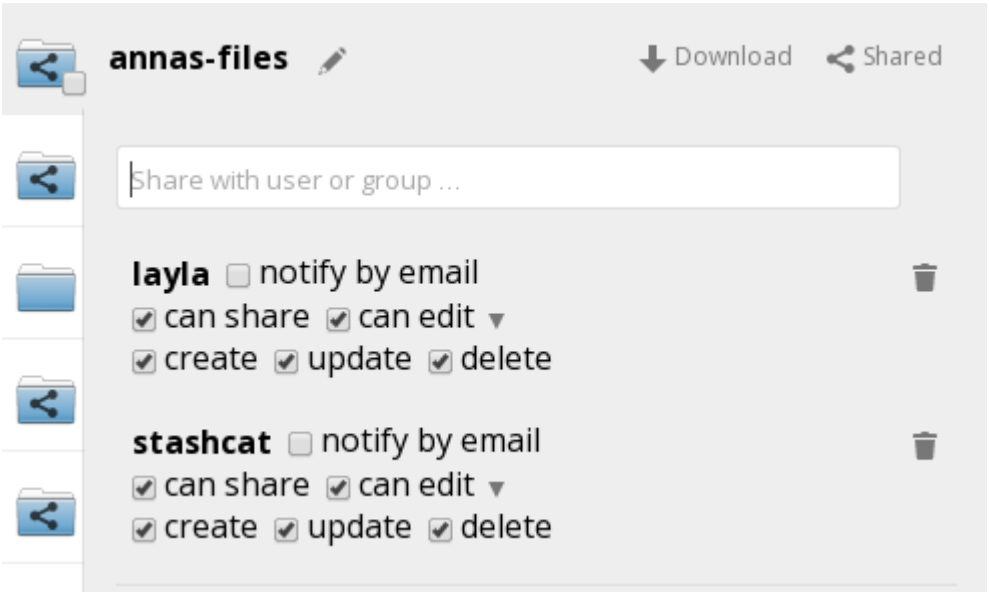


Figure 4.3: **Share dialog box**

Type the name of the user or group that you want to share with. If you want to share with more than one, you have to create each share separately. Check the permissions you want the user or group to have, and optionally send them an email notification.

Note: Users must enter their email addresses on their Personal pages for email notifications to work

Your new share appears on user's Files pages marked with a Share icon, and the name of the file owner.

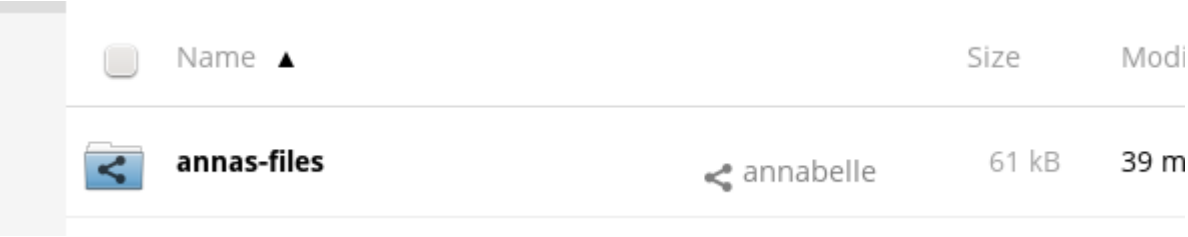


Figure 4.4: **Shared file**

When you want to revoke a share, simply click the Trashcan icon next to the name of the appropriate user or group in the Shared dialog.

4.1.9 Creating a Public Link Share

You can share files outside of your organization with people who are not users on your ownCloud server by creating a public share link. Open the Share dialog and check Share Link.

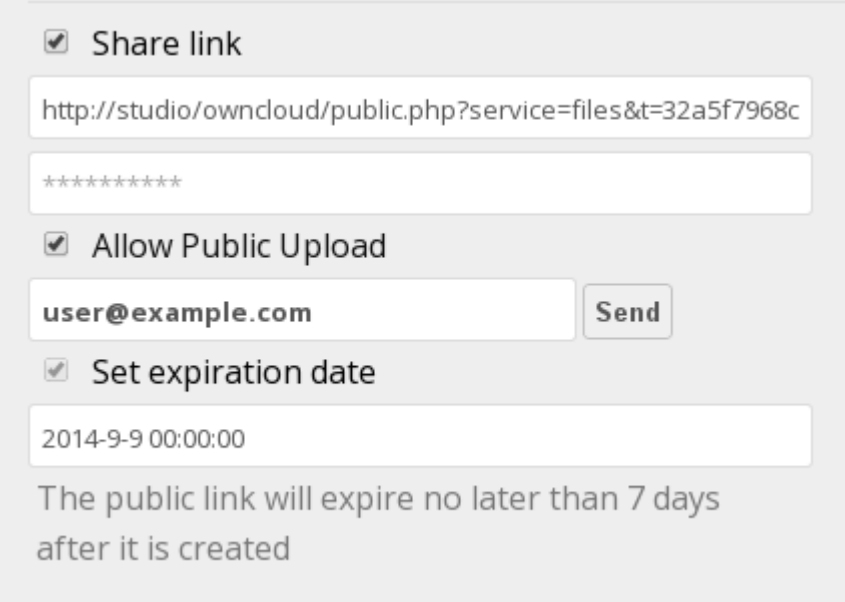


Figure 4.5: **Public share box**

This creates a public URL that anyone can use to access the share. You have the options to send an email notification, protect it with a password, and put an expiration date on it. Your ownCloud administrator has the option to require passwords and expiration dates.

4.1.10 Change in Share Expiration Date

In older versions of ownCloud, you could set an expiration date on both local and public shares. Now you can set an expiration date only on public shares, and local shares do not expire when public shares expire. The only way to "expire" a local share is to click the trash can icon to un-share your files.

4.1.11 Creating or Connecting to a Federated Cloud Sharing Link

Federated Cloud Sharing, introduced in ownCloud 7 as Server-to-Server sharing, allows you to mount file shares from remote ownCloud servers, and manage them just like a local share. In ownCloud 8 the process for creating a new sharing link is easier and more streamlined. See *Using Federated Cloud Sharing* to learn to how to create and connect to new Federated Cloud shares.

4.2 Accessing ownCloud Files Using WebDAV

ownCloud fully supports the WebDAV protocol, and you can connect and synchronize with your ownCloud files over WebDAV. In this chapter you will learn how to connect Linux, Mac OS X, Windows, and mobile devices to your ownCloud server via WebDAV. Before we get into configuring WebDAV, let's take a quick look at the recommended way of connecting client devices to your ownCloud servers.

4.2.1 ownCloud Desktop and Mobile Clients

The recommended method for keeping your desktop PC synchronized with your ownCloud server is by using the ownCloud Desktop Client. You can configure the ownCloud client to save files in any local directory you want, and you choose which directories on the ownCloud server to sync with. The client displays the current connection status and logs all activity, so you always know which remote files have been downloaded to your PC, and you can verify that files created and updated on your local PC are properly synchronized with the server.

The recommended method for syncing your ownCloud server with Android and Apple iOS devices is by using the ownCloud mobile apps.

To connect to your ownCloud server with the **ownCloud** mobile apps, use the base URL and folder only:

```
example.org/owncloud
```

In addition to the mobile apps provided by ownCloud, you can use other apps to connect to ownCloud from your mobile device using WebDAV. WebDAV Navigator is a good (proprietary) app for Android devices, iPhones, and BlackBerry devices. The URL to use on these is:

```
example.org/owncloud/remote.php/webdav
```

4.2.2 WebDAV Configuration

If you prefer, you may also connect your desktop PC to your ownCloud server by using the WebDAV protocol rather than using a special client application. Web Distributed Authoring and Versioning (WebDAV) is a Hypertext Transfer Protocol (HTTP) extension that makes it easy to create, read, and edit files on Web servers. With WebDAV you can access your ownCloud shares on Linux, Mac OS X and Windows in the same way as any remote network share, and stay synchronized.

Note: In the following examples, You must adjust **example.org/** to the URL of your ownCloud server installation.

4.2.3 Accessing Files Using Linux

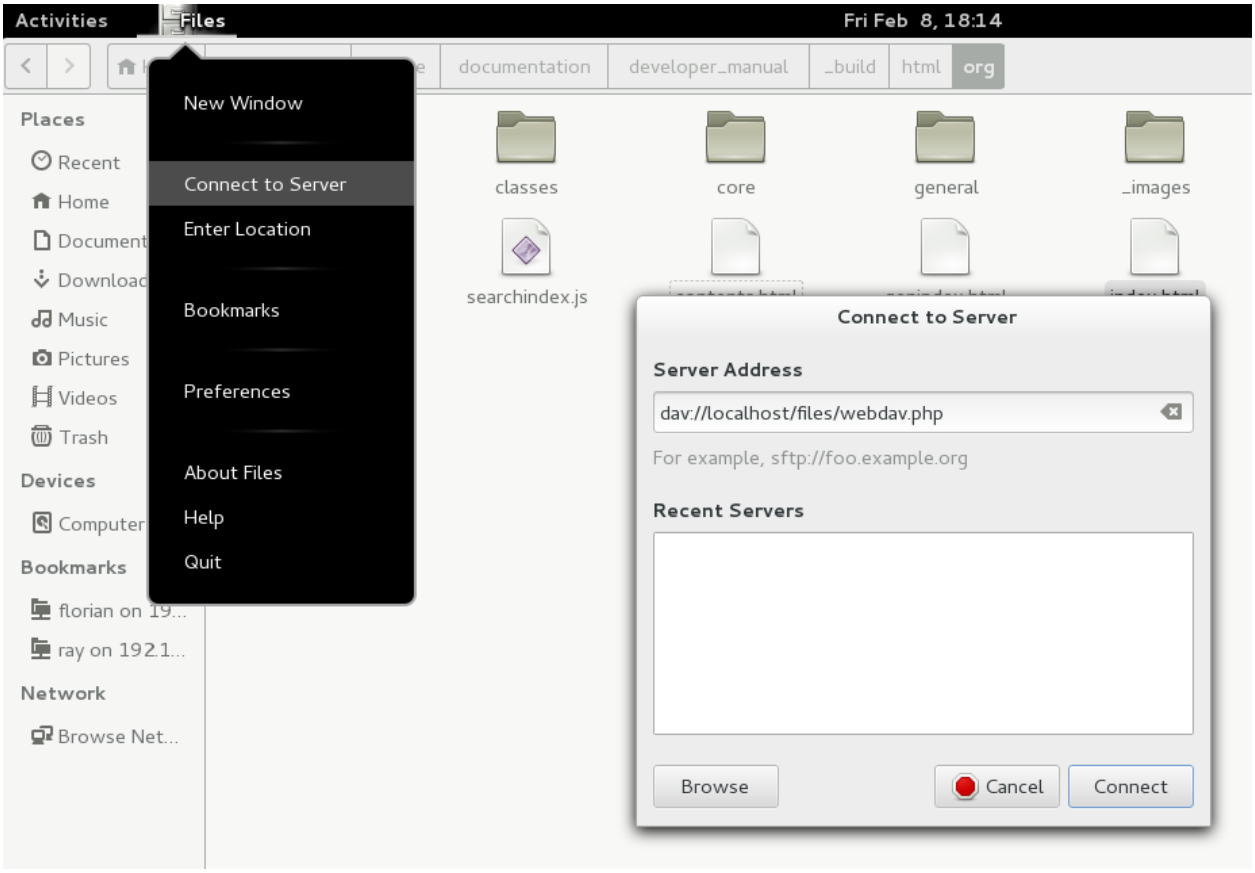
You can access files in Linux operating systems using the following methods:

Accessing Files with GNOME and Nautilus File Manager

Use the `davs://` protocol to connect the Nautilus file manager to your ownCloud share:

```
davs://example.org/owncloud/remote.php/webdav
```

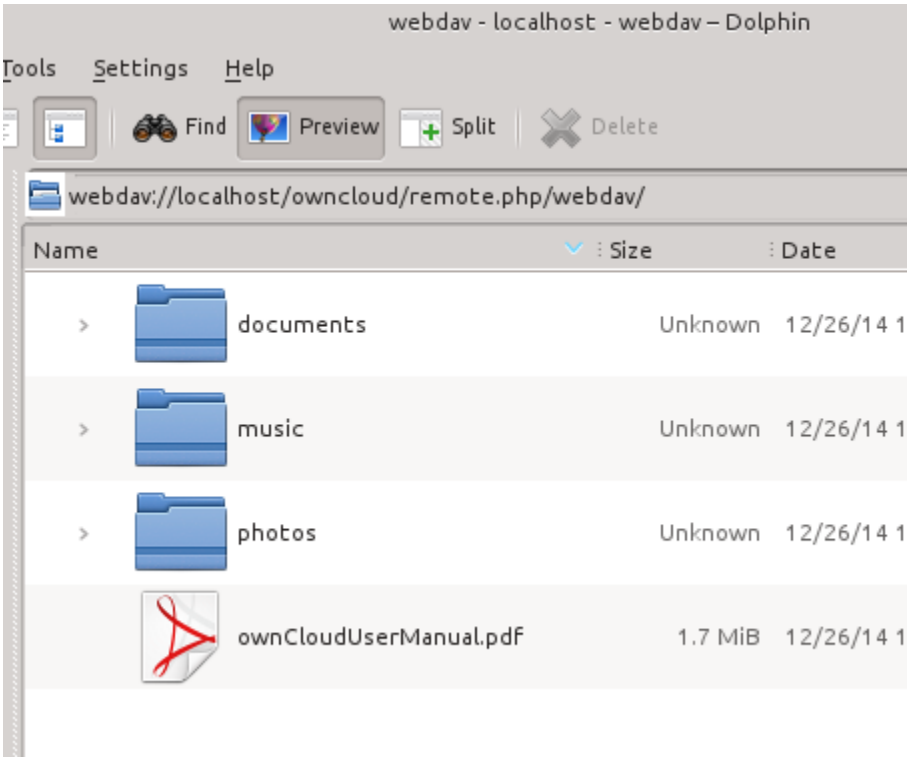
Note: If your server connection is not HTTPS-secured, use *dav://* instead of *davs://*.



Accessing Files with KDE and Dolphin File Manager

To access your ownCloud files using the Dolphin file manager in KDE, use the `webdav://` protocol:

```
webdav://example.org/owncloud/remote.php/webdav
```



You can create a permanent link to your ownCloud server:

1. Open Dolphin and click "Network" in the left hand "Places" column.
2. Click on the icon labeled **Add a Network Folder**. The resulting dialog should appear with WebDAV already selected.
3. If WebDAV is not selected, select it.
4. Click **Next**.
5. Enter the following settings:
   - Name: The name you want to see in the **Places** bookmark, for example ownCloud.
   - User: The ownCloud username you used to log in, for example admin.
   - Server: The ownCloud domain name, for example **example.org** (without **http://** before or directories afterwards).
   - Folder – Enter the path `owncloud/remote.php/webdav`.
6. (Optional) Check the "Create icon checkbox" for a bookmark to appear in the Places column.
7. (Optional) Provide any special settings or an SSL certificate in the "Port & Encrypted" checkbox.

4.2.4 Creating WebDAV Mounts on the Linux Command Line

You can create WebDAV mounts from the Linux command line. This is useful if you prefer to access ownCloud the same way as any other remote filesystem mount. The following example shows how to create a personal mount and have it mounted automatically every time you log in to your Linux computer.

1. Install the `davfs2` WebDAV filesystem driver, which allows you to mount WebDAV shares just like any other remote filesystem. Use this command to install it on Debian/Ubuntu:

```
# apt-get install davfs2
```

2. Use this command to install it on CentOS, Fedora, and openSUSE:

```
# yum install davfs2
```

3. Add yourself to the `davfs2` group:

```
# usermod -aG davfs2 <username>
```

3. Then create an `owncloud` directory in your home directory for the mountpoint, and `.davfs2/` for your personal configuration file:

```
$ mkdir ~/owncloud
$ mkdir ~/.davfs2
```

4. Copy `/etc/davfs2/secrets` to `~/.davfs2`

```
# cp  /etc/davfs2/secrets ~/.davfs2/secrets
```

5. Set yourself as the owner and make the permissions read-write owner only:

```
# chown <username>:<username>  ~/.davfs2/secrets
# chmod 600 ~/.davfs2/secrets
```

6. Add your ownCloud login credentials to the end of the `secrets` file, using your ownCloud server URL and your ownCloud username and password:

```
example.org/owncloud/remote.php/webdav <username> <password>
```

7. Add the mount information to `/etc/fstab`:

```
example.org/owncloud/remote.php/webdav /home/<username>/owncloud
davfs user,rw,auto 0 0
```

8. Then test that it mounts and authenticates by running the following command. If you set it up correctly you won't need root permissions:

```
$ mount ~/owncloud
```

9. You should also be able to unmount it:

```
$ umount ~/owncloud
```

Now every time you login to your Linux system your ownCloud share should automatically mount via WebDAV in your `~/owncloud` directory. If you prefer to mount it manually, change `auto` to `noauto` in `/etc/fstab`.

Known Issues

Problem: Resource temporarily unavailable

Solution: If you experience trouble when you create a file in the directory, edit `/etc/davfs2/davfs2.conf` and add:

```
use_locks 0
```

Problem: Certificate warnings

Solution: If you use a self-signed certificate, you will get a warning. To change this, you need to configure `davfs2` to recognize your certificate. Copy `mycertificate.pem` to `/etc/davfs2/certs/`. Then edit `/etc/davfs2/davfs2.conf` and uncomment the line `servercert`. Now add the path of your certificate as in this example:

```
servercert    /etc/davfs2/certs/mycertificate.pem
```

4.2.5 Accessing Files Using Mac OS X

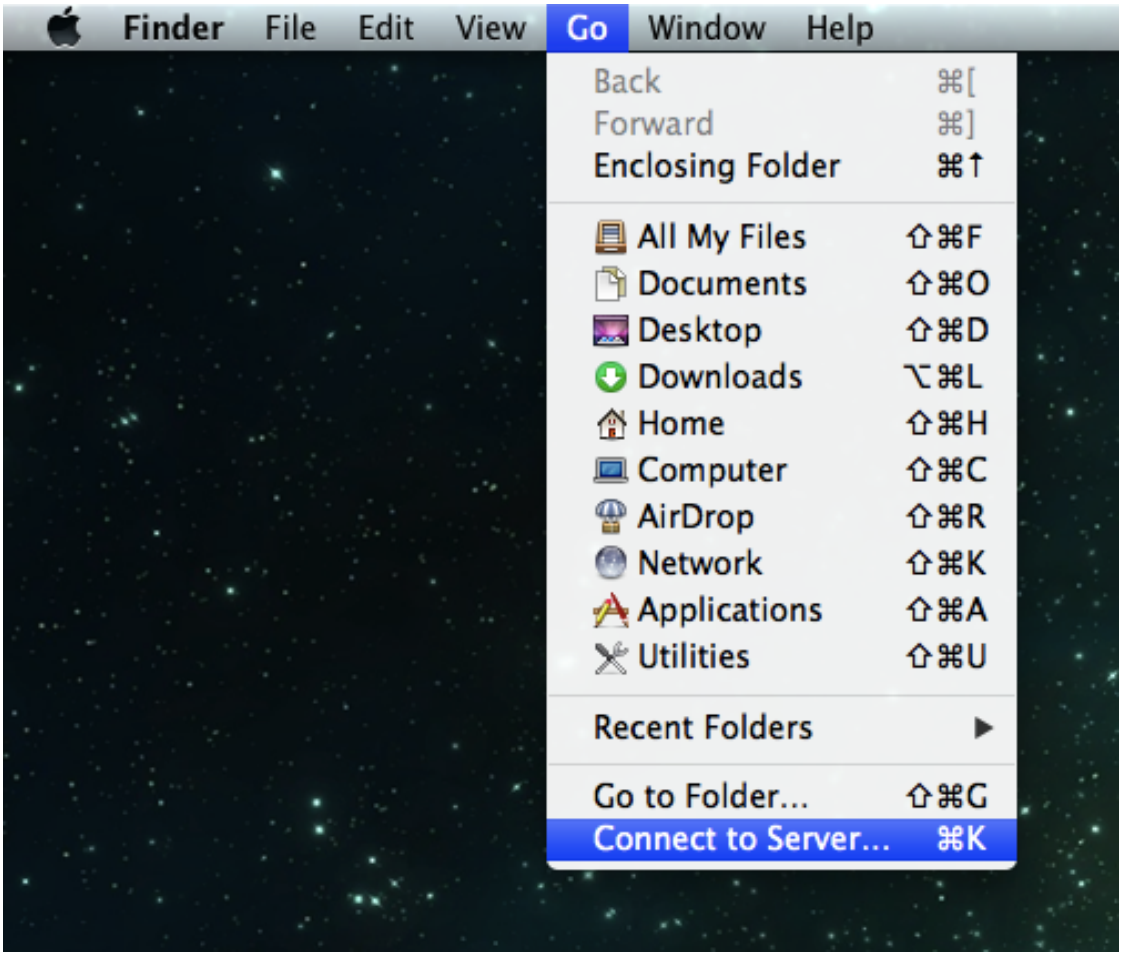
Note: The Mac OS X Finder suffers from a series of implementation problems and should only be used if the ownCloud server runs on **Apache** and **mod_php**.

To access files through the Mac OS X Finder:

1. Choose **Go > Connect to Server**.

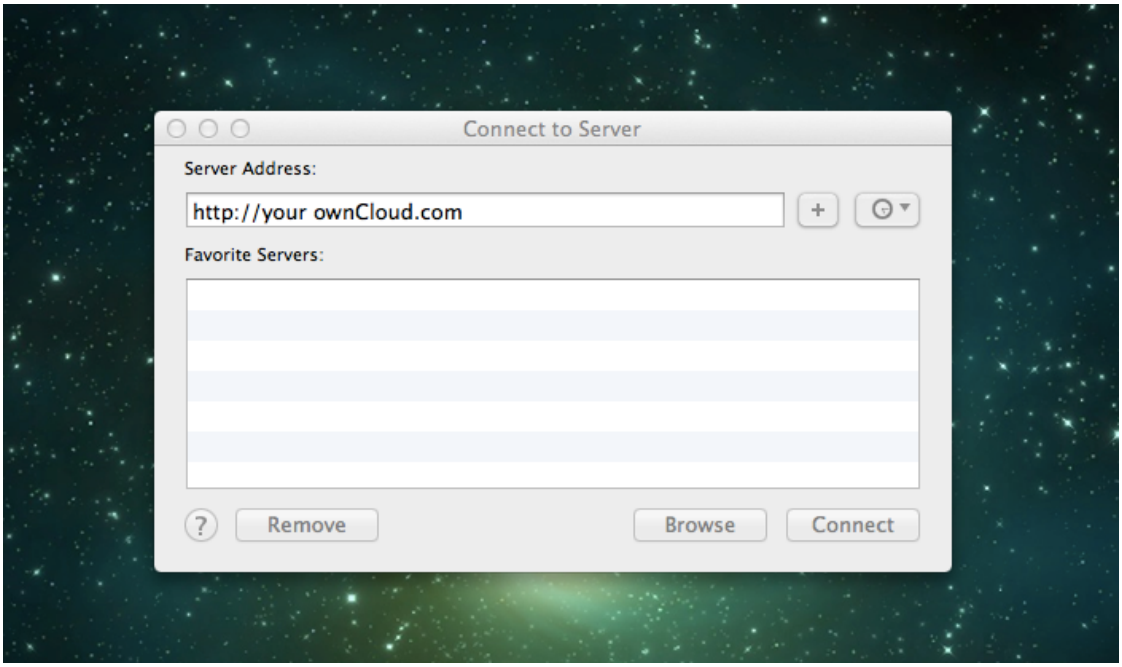
   The "Connect to Server" window opens.

2. Specify the address of the server in the **Server Address** field.



For example, the URL used to connect to the ownCloud server from the Mac OS X Finder is:

```
http://example.org/owncloud/remote.php/webdav
```



3. Click **Connect**.

   The device connects to the server.

For added details about how to connect to an external server using Mac OS X, check the vendor documentation

4.2.6 Accessing Files Using Microsoft Windows

It is best to use a suitable WebDAV client from the WebDAV Project page .

If you must use the native Windows implementation, you can map ownCloud to a new drive. Mapping to a drive enables you to browse files stored on an ownCloud server the way you would files stored in a mapped network drive.

Using this feature requires network connectivity. If you want to store your files offline, use the ownCloud Desktop Client to sync all files on your ownCloud to one or more directories of your local hard drive.

Note: Prior to mapping your drive, you must permit the use of Basic Authentication in the Windows Registry. The procedure is documented in KB841215 and differs between Windows XP/Server 2003 and Windows Vista/7. Please follow the Knowledge Base article before proceeding, and follow the Vista instructions if you run Windows 7.

Mapping Drives With the Command Line

The following example shows how to map a drive using the command line. To map the drive:

1. Open a command prompt in Windows.
2. Enter the following line in the command prompt to map to the computer Z drive:

   ```
   net use Z: https://<drive_path>/remote.php/webdav /user:youruser
   yourpassword
   ```

   where <drive_path> is the URL to your ownCloud server.

For example: `net use Z: https://example.org/owncloud/remote.php/webdav /user:youruser yourpassword`

The computer maps the files of your ownCloud account to the drive letter Z.

Note: Though not recommended, you can also mount the ownCloud server using HTTP, leaving the connection unencrypted. If you plan to use HTTP connections on devices while in public place, we strongly recommend using a VPN tunnel to provide the necessary security.

An alternative command syntax is:

```
net use Z: \\example.org@ssl\owncloud\remote.php\webdav /user:youruser
yourpassword
```

You can also mount your ownCloud via HTTP, leaving the connection unencrypted.

Mapping Drives With Windows Explorer

To map a drive using the Microsoft Windows Explorer:

1. Migrate to your computer in Windows Explorer.
2. Right-click on **Computer** entry and select **Map network drive...** from the drop-down menu.
3. Choose a local network drive to which you want to map ownCloud.
4. Specify the address to your ownCloud instance, followed by **/remote.php/webdav**.

   For example:

   ```
   https://example.org/owncloud/remote.php/webdav
   ```

Note: For SSL protected servers, check **Reconnect at logon** to ensure that the mapping is persistent upon subsequent reboots. If you want to connect to the ownCloud server as a different user, check **Connect using different credentials**.

5. Click the `Finish` button.

   Windows Explorer maps the network drive, making your ownCloud instance available.

4.2.7 Accessing Files Using Cyberduck

Cyberduck is an open source FTP and SFTP, WebDAV, OpenStack Swift, and Amazon S3 browser designed for file transfers on Mac OS X and Windows.

Note: This example uses Cyberduck version 4.2.1.

To use Cyberduck:

1. Specify a server without any leading protocol information. For example:

   `example.org`

2. Specify the appropriate port. The port you choose depends on whether or not your ownCloud server supports SSL. Cyberduck requires that you select a different connection type if you plan to use SSL. For example:

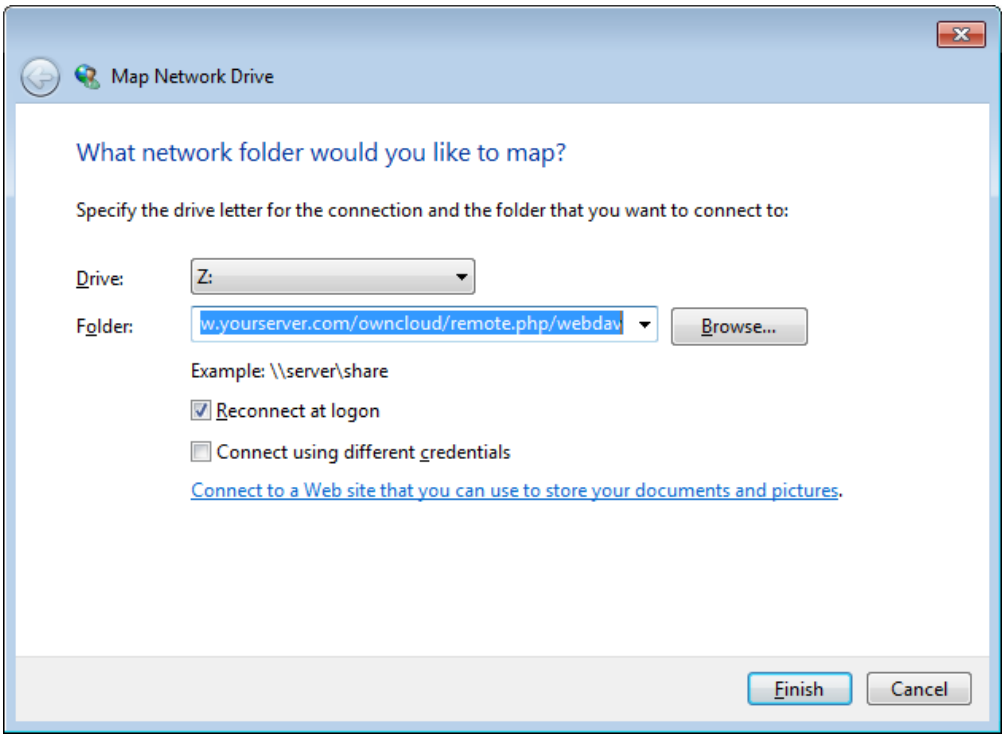


Figure 4.6: **Mapping WebDAV on Windows Explorer**

80 (for WebDAV)

443 (for WebDAV (HTTPS/SSL))

3. Use the 'More Options' drop-down menu to add the rest of your WebDAV URL into the 'Path' field. For example:

   `remote.php/webdav`

Now Cyberduck enables file access to the ownCloud server.

Known Problems

Problem Windows does not connect using HTTPS.

Solution 1 The Windows WebDAV Client might not support Server Name Indication (SNI) on encrypted connections. If you encounter an error mounting an SSL-encrypted ownCloud instance, contact your provider about assigning a dedicated IP address for your SSL-based server.

Solution 2 The Windows WebDAV Client might not support TSLv1.1 / TSLv1.2 connections. If you have restricted your server config to only provide TLSv1.1 and above the connection to your server might fail. Please refer to the WinHTTP documentation for further information.

Problem You receive the following error message: **Error 0x800700DF: The file size exceeds the limit allowed and cannot be saved.**

Solution Windows limits the maximum size a file transferred from or to a WebDAV share may have. You can increase the value **FileSizeLimitInBytes** in **HKEY_LOCAL_MacHINESYSTEMCurrentControlSetServicesWebClientParameters** by clicking on **Modify**.

To increase the limit to the maximum value of 4GB, select **Decimal**, enter a value of **4294967295**, and reboot Windows or restart the **WebClient** service.

Problem Accessing your files from Microsoft Office via WebDAV fails.

Solution Known problems and their solutions are documented in the KB2123563 article.

4.3 Managing Deleted Files

When you delete a file in ownCloud, it is not immediately deleted permanently. Instead, it is moved into the trash bin. It is not permanently deleted until you manually delete it, or when the Deleted Files app deletes it to make room for new files.

Find your deleted files by clicking on the **Deleted files** button on the Files page of the ownCloud Web interface. You'll have options to either restore or permanently delete files.

4.3.1 Quotas

Deleted files are not counted against your storage quota. Only files that originate with users count against their quotas, not files shared with them that originate from other users. (See *Storage Quota* to learn more about quotas.)

4.3.2 What Happens When Shared Files Are Deleted

Deleting files gets a little complicated when they are shared files, as this scenario illustrates:

1. User1 shares a folder "test" with User2 and User3
2. User2 (the recipient) deletes a file/folder "sub" inside of "test"
3. The folder "sub" will be moved to the trashbin of both User1 (owner) and User2 (recipient)
4. But User3 will not have a copy of "sub" in her trash bin

When User1 deletes "sub" then it is moved to User1's trash bin. It is deleted from User2 and User3, but not placed in their trash bins.

When you share files, other users may copy, rename, move, and share them with other people, just as they can for any computer files; ownCloud does not have magic powers to prevent this.

4.3.3 How the Deleted Files app Manages Storage Space

To ensure that users doesn't run over their storage quotas, the Deleted Files app allocates a maximum of 50% of their currently available free space to deleted files. If your deleted files exceed this limit, ownCloud deletes the oldest files (files with the oldest timestamps from when they were deleted) until it meets the memory usage limit again.

ownCloud checks the age of deleted files every time new files are added to the deleted files. By default, deleted files stay in the trash bin for 180 days. The ownCloud server administrator can adjust this value in the `config.php` file by setting the `trashbin_retention_obligation` value. Files older than the `trashbin_retention_obligation` value will be deleted permanently. Additionally, ownCloud calculates the maximum available space every time a new file is added. If the deleted files exceed the new maximum allowed space ownCloud will expire old deleted files until the limit is met once again. .. 8.1 replace:: 8.1

4.4 Desktop and Mobile Synchronization

For synchronizing files with your desktop computer, we recommend using the ownCloud Sync Client for Windows, Mac OS X and Linux.

The ownCloud Desktop Sync Client enables you to connect to your private ownCloud Server. You can create folders in your home directory, and keep the contents of those folders synced with your ownCloud server. Simply copy a file into the directory and the ownCloud desktop client does the rest. Make a change to the files on one computer, it will flow across the others using these desktop sync clients. You will always have your latest files with you wherever you are.

Its usage is documented separately in the ownCloud Desktop Client Manual.

4.4.1 Mobile Clients

Visit your Personal page in your ownCloud Web interface to find download links for Android and iOS mobile sync clients. Or, visit the ownCloud download page.

Visit the ownCloud documentation page to read the mobile apps user manuals.

4.5 Encrypting Your ownCloud Files

ownCloud includes an Encryption app, and when it is enabled by your ownCloud administrator all of your ownCloud data files are automatically encrypted. Encryption is server-wide, so when it is enabled you cannot choose to keep your files unencrypted. You don't have to do anything special, as it uses your ownCloud login as the password for your unique private encryption key. Just log in and out and manage and share your files as you normally do, and you can still change your password whenever you want.

Its main purpose is to encrypt files on remote storage services that are connected to your ownCloud server, such as Dropbox and Google Drive. This is an easy and seamless way to protect your files on remote storage. You can share your remote files through ownCloud in the usual way, however you cannot share your encrypted files directly from Dropbox, Google Drive, or whatever remote service you are using, because the encryption keys are stored on your ownCloud server, and are never exposed to outside service providers.

If your ownCloud server is not connected to any remote storage services, then it is better to use some other form of encryption such as file-level or whole disk encryption. Because the keys are kept on your ownCloud server, it is possible for your ownCloud admin to snoop in your files, and if the server is compromised the intruder may get access to your files. (Read How ownCloud uses encryption to protect your data to learn more.)

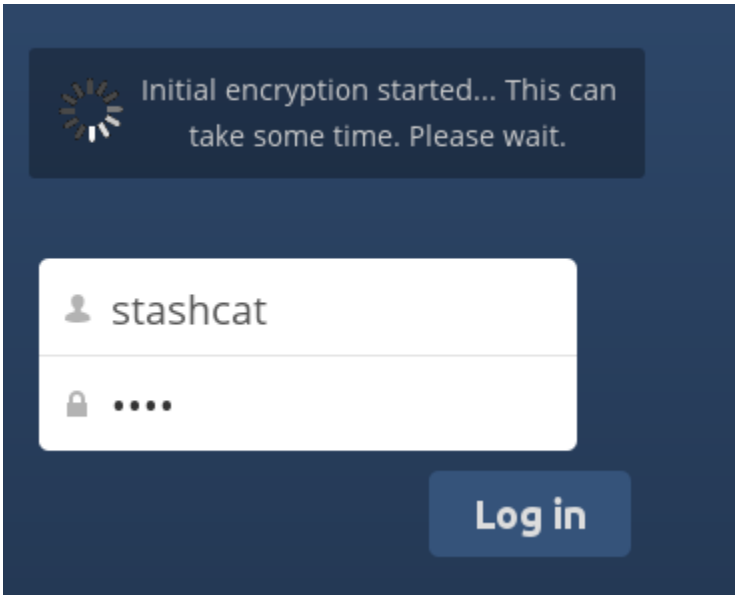
4.5.1 Using Encryption

ownCloud encryption is pretty much set it and forget it, but you have a few options you can use.

When your ownCloud admin enables encryption for the first time, you must log out and then log back in to create your encryption keys and encrypt your files. When encryption has been enabled on your ownCloud server you will see a yellow banner on your Files page warning you to log out and then log back in.



When you log back it takes a few minutes to work, depending on how many files you have, and then you are returned to your default ownCloud page.



Note: You must never lose your ownCloud password, because you will lose access to your files. Though there is an optional recovery option that your ownCloud administrator may enable; see the Recovery Key Password section (below) to learn about this.

4.5.2 Sharing Encrypted Files

Only users who have private encryption keys have access to shared encrypted files and folders. Users who have not yet created their private encryption keys will not have access to encrypted shared files; they will see folders and filenames, but will not be able to open or download the files. They will see a yellow warning banner that says "Encryption App is enabled but your keys are not initialized, please log-out and log-in again."

Share owners may need to re-share files after encryption is enabled; users trying to access the share will see a message advising them to ask the share owner to re-share the file with them. For individual shares, un-share and re-share the file. For group shares, share with any individuals who can't access the share. This updates the encryption, and then the share owner can remove the individual shares.

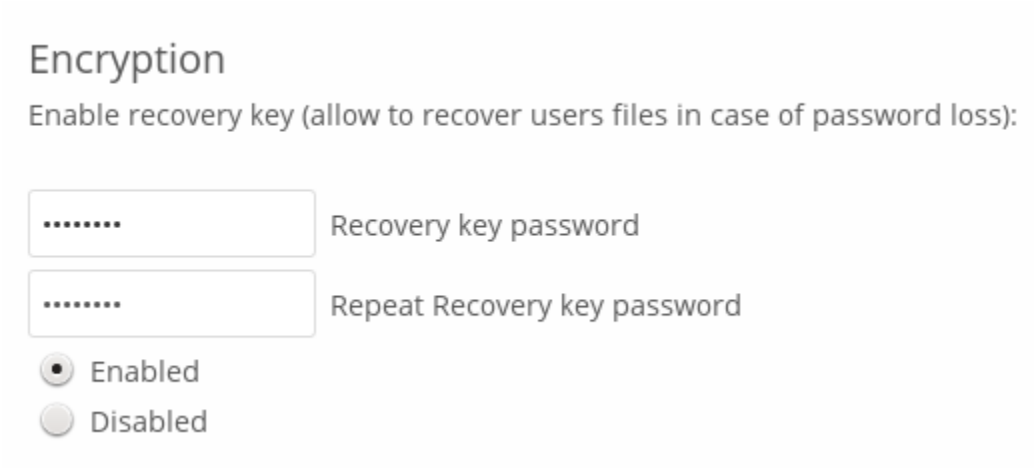
Recovery Key Password

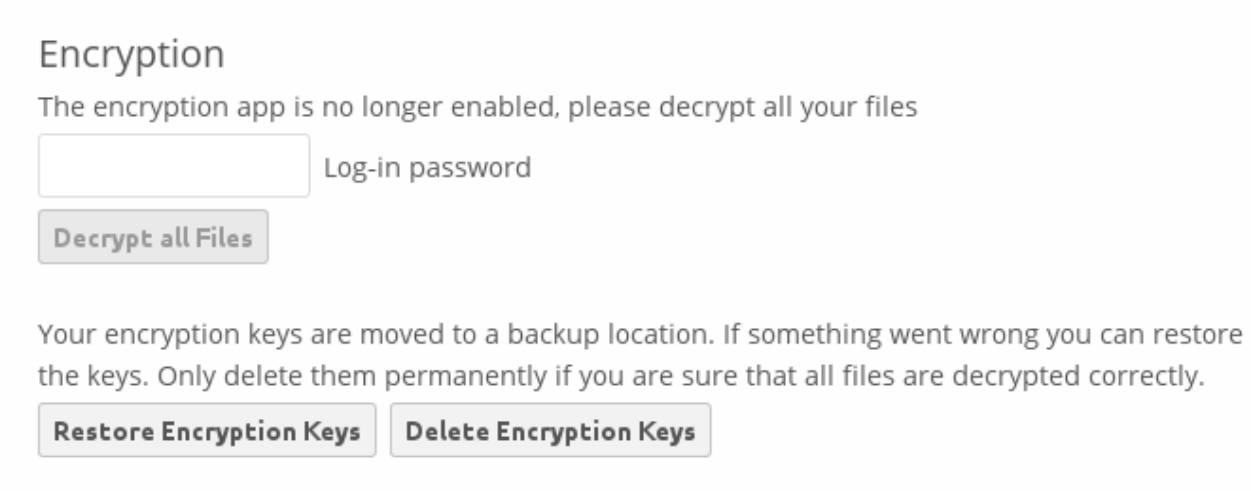
If your ownCloud administrator has enabled the recovery key feature, you can choose to use this feature for your account. If you enable "Password recovery" the administrator can read your data with a special password. This feature enables the administrator to recover your files in the event you lose your ownCloud password. If the recovery key is not enabled, then there is no way to restore your files if you lose your login password.

4.5.3 Removing Encryption

If your ownCloud administrator elects to disable the Encryption app, you will be prompted to go to your Personal page and enter your password on the Encryption form to decrypt your files.

If your files decrypt successfully, you can click the `Delete encryption keys` button. There is no reason to save them after disabling decryption, because if encryption is enabled again you'll generate a new set of keys. Your keys are preserved in case something goes wrong with the decryption and you need your keys to access your files.


Encryption
Enable recovery key (allow to recover users files in case of password loss):
Recovery key password
Repeat Recovery key password
Enabled
Disabled


Encryption
The encryption app is no longer enabled, please decrypt all your files
Log-in password
Decrypt all Files
Your encryption keys are moved to a backup location. If something went wrong you can restore the keys. Only delete them permanently if you are sure that all files are decrypted correctly.
Restore Encryption Keys
Delete Encryption Keys

4.5.4 Files Not Encrypted

Only the data in your files is encrypted, and not the filenames or folder structures. These files are never encrypted:

- Old files in the trash bin.
- Image thumbnails from the Gallery app.
- Previews from the Files app.
- The search index from the full text search app.
- Third-party app data

There may be other files that are not encrypted; only files that are exposed to third-party storage providers are guaranteed to be encrypted.

Change Private Key Password

This option is only available if your log-in password, but not your encryption password, was changed by your administrator. This can occur if your ownCloud provider uses a external user back-end (for example, LDAP) and changed your login password using that back-end configuration. In this case, you can set your encryption password to your new login password by providing your old and new login password. The Encryption app works only if your login password and your encryption password are identical.

4.6 Using Federated Cloud Sharing

Federated Cloud Sharing, introduced in ownCloud 7 as Server-to-Server sharing, allows you to mount file shares from remote ownCloud servers, and manage them just like a local share. This feature enables you to:

- Selectively share files or directories.
- Combine two private clouds into a single public cloud.
- Eliminate the need to create user accounts on multiple ownCloud servers.
- View files in a Web browser or ownCloud client.

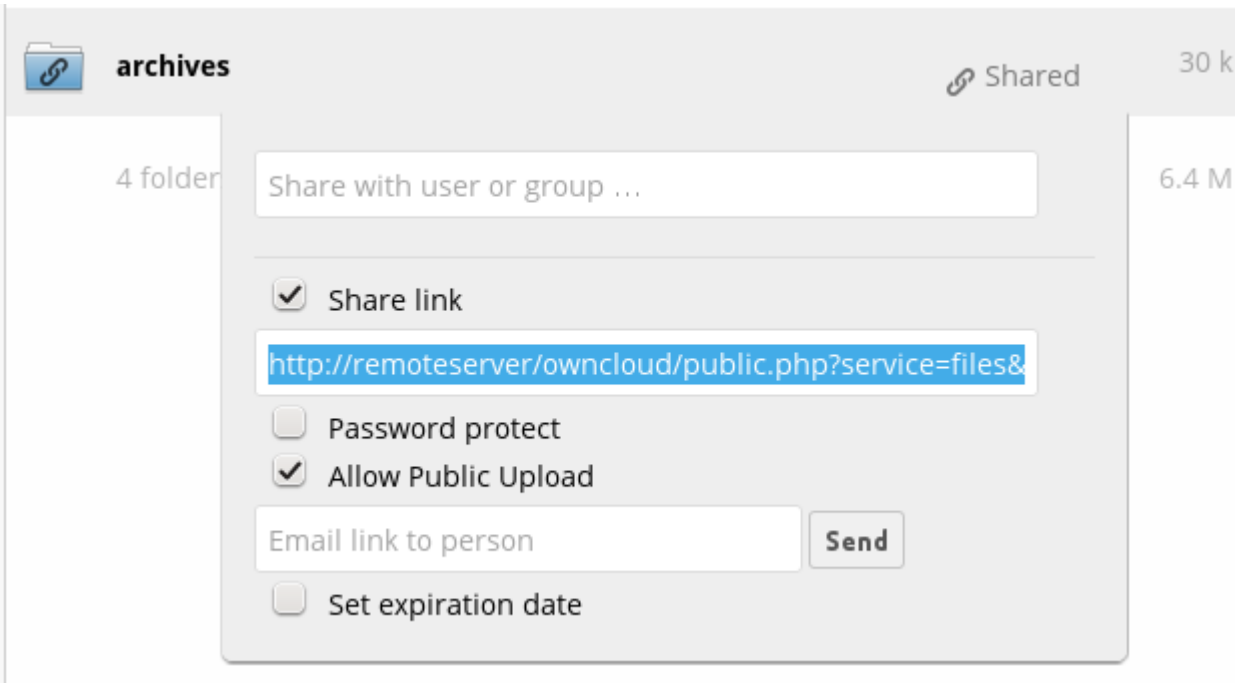
4.6.1 Creating a New Share

Federated Cloud Sharing is enabled on new or upgraded ownCloud installations by default. (See "Configuring Federated Cloud Sharing" in the ownCloud Server Administration Manual.) Follow these steps to create a new share:

1. Go to your `Files` page and hover your cursor over the file or directory you want to share to expose your administration options. Check the `Share Link` checkbox to create the share, and to expose all of your sharing options.

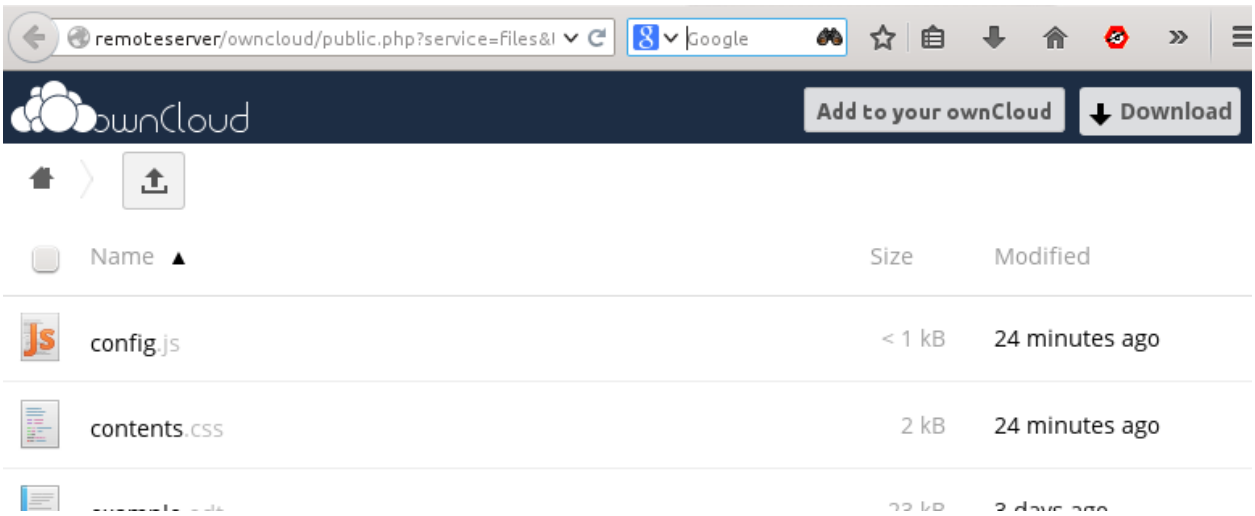
2. Set any options that you want to apply to your new share: send an email notification, add password protection, allow users to upload files to the share, or set an expiration date. If you check **Allow Public Upload** then other users can overwrite, rename and delete files in the share. If you do not send an email notification, you will need to figure out some other way to share the link.

And that's all there is to it. Your new public share is labeled with a chain link. If you do not protect it with a password, it is visible to anyone who has the URL. (ownCloud server admins have the option of requiring users to set passwords on shares in `Admin > Sharing`.)



4.6.2 Connecting to a Remote Share

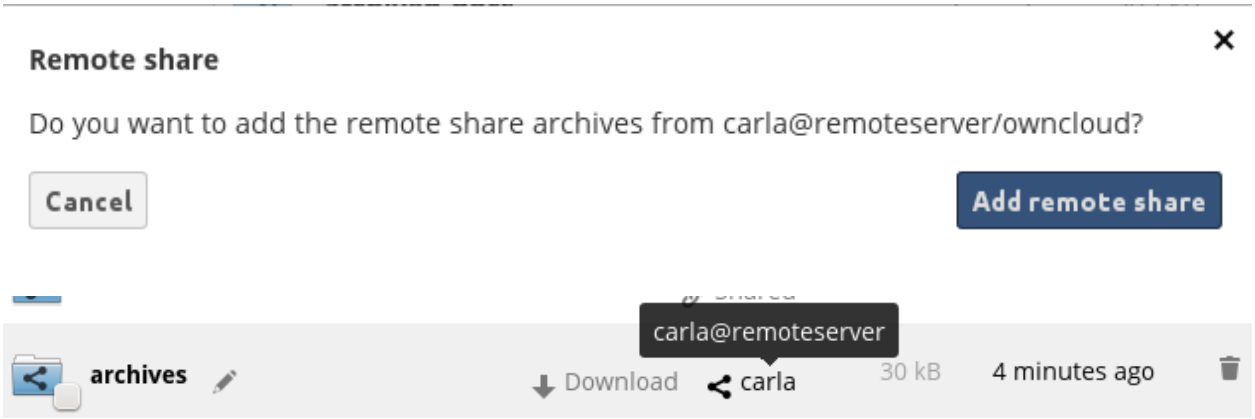
1. Open the share link in your Web browser.



2. Click the `Add to your ownCloud` button, and enter the URL of your ownCloud server. If you are not already logged in you will get a login window.

3. After logging in you will see a dialogue asking you `"Do you want to add the remote share [share name] from [remote server name]?"`

4. Click the `Add Remote Share` button, and enjoy your new share. It is marked with a share icon, and the name of the share's owner and originating server.



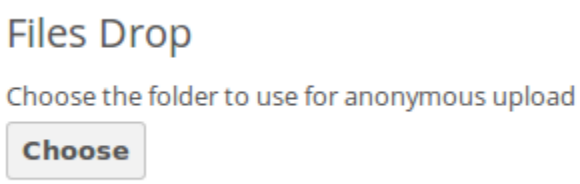
Remove your linked share anytime by clicking the trash can icon. This only unlinks the share, and does not delete any files.

4.7 Making Anonymous Uploads (ES Only)

If your ownCloud administrator (Enterprise Subscription only) has enabled the Files Drop application, you may create your own special upload directory so that other people can upload files to you without having to log in to the server, and without being an ownCloud user. They will not be allowed to see the contents of this directory, or to make any changes. This is an excellent alternative to sending large attachments via email, using an FTP server, or using commercial file-sharing services.

4.7.1 Setting Up Your Own File Drop

Go to your Personal page and you will see the Files Drop configuration section.



Click the **Choose** button to open a dialog to select your upload directory. You may wish to first create a special upload directory (on your Files page), which in the following example is name **upload**.

On your Personal page you should now see a URL for your upload directory. Share this URL with anyone you want to allow uploads to your Files Drop folder. Note that the default maximum upload size in this example is 512MB; this is configurable, so contact your ownCloud administrator if you need a larger limit.

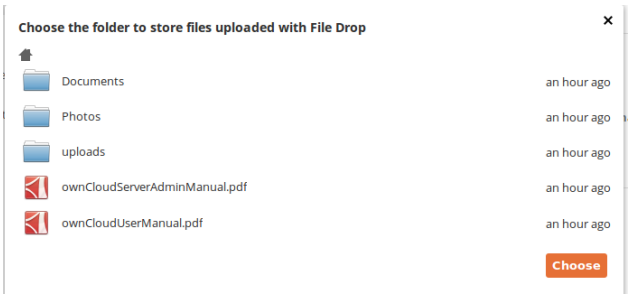
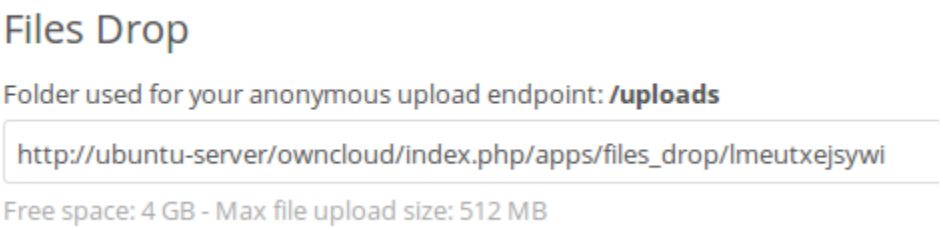


Figure 4.7: *Click to enlarge*



4.7.2 Uploading Files

Using the Files Drop app is simple. You receive a link to the upload folder, click the link, and then you'll see an ownCloud page with a **Click to upload** button.

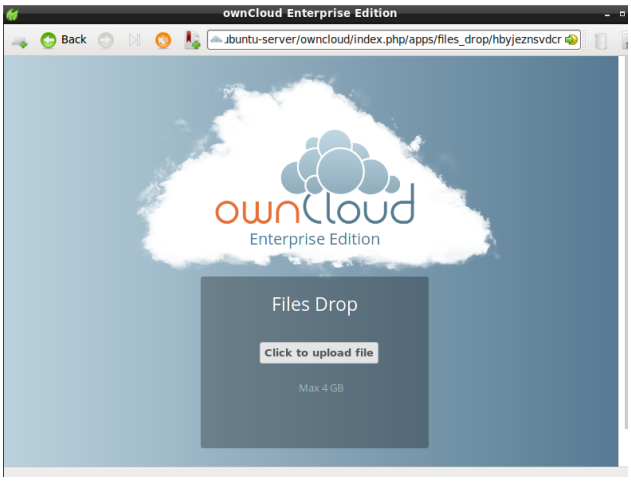


Figure 4.8: *Click to enlarge*

This opens a file picker, and you select the file or directory you want to upload.

When your upload is completed, you'll see a confirmation message with the filenames.

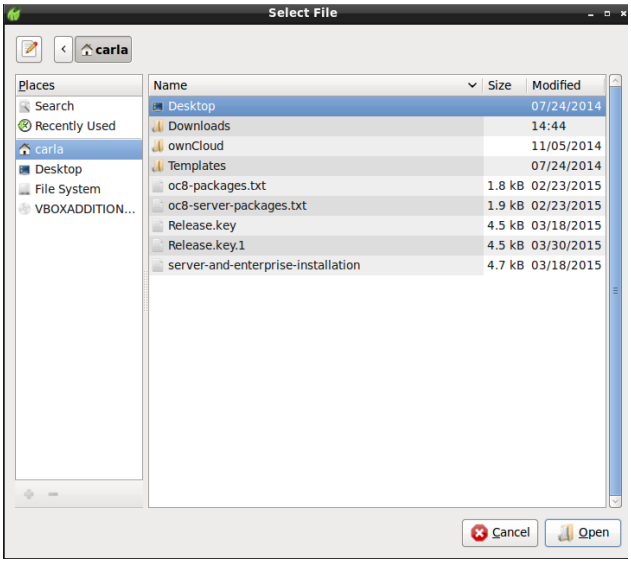
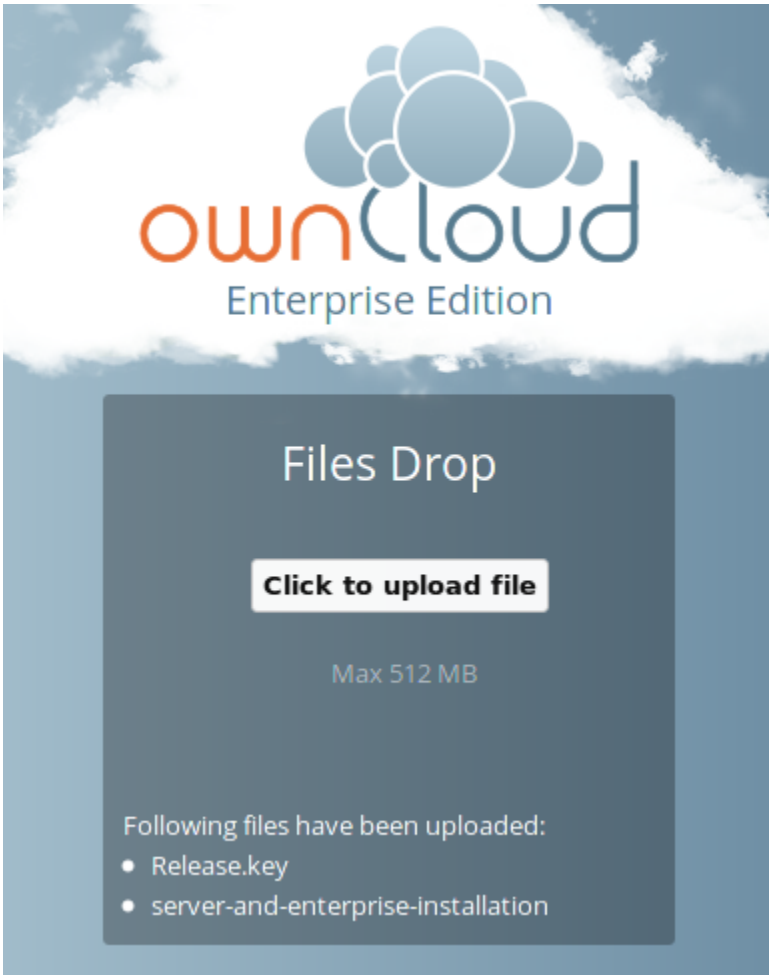


Figure 4.9: *Click to enlarge*



4.8 Large File Uploads

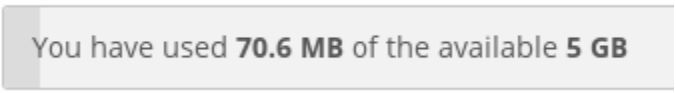
When uploading files through the web client, ownCloud is limited by PHP and Apache configurations. By default, PHP is configured for only 2 megabyte uploads. As this default upload limit is not entirely useful, we recommend that your ownCloud admin increase the ownCloud variables to sizes appropriate for users.

Modifying certain ownCloud variables requires administrative access. If you require larger upload limits than have been provided by the default (or already set by your administrator):

- Contact your administrator to request an increase in these variables
- Refer to the section in the Admin Documentation that describes how to manage file upload size limits.

4.9 Storage Quota

Your ownCloud admin has the option to set a storage quota on users. Look at the top of your Personal page to see what your quota is, and how much you have used.



It may be helpful to understand how your quota is calculated.

Metadata (thumbnails, temporary files, cache, and encryption keys) takes up about 10% of disk space, but is not counted against user quotas. Some apps store information in the database, such as the Calendar and Contacts apps. This data is excluded from your quota.

Only files that originate with users count against their quotas, and not files shared with them that originate from other users. For example, if you upload files to another user's share, those files count against your quota. If you re-share a file that another user shared with you, that file does not count against your quota, but the originating user's.

Encrypted files are a little larger than unencrypted files; the unencrypted size is calculated against your quota.

Deleted files that are still in the trash bin do not count against quotas. The trash bin is set at 50% of quota. Deleted file aging is set at 30 days. When deleted files exceed 50% of quota then the oldest files are removed until the total is below 50%.

When version control is enabled, the older file versions are not counted against quotas.

If you create a public share via URL, and allow uploads, any uploaded files count against your quota.

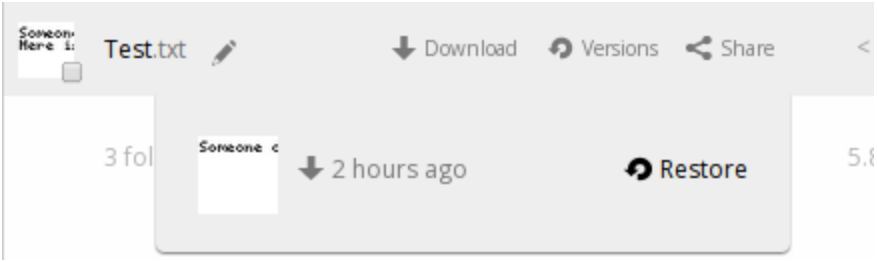
4.10 Version Control

ownCloud supports simple version control system for files. Versioning creates backups of files which are accessible via the Versions link. This link contains the history of the file where you can roll back a file to any previous version. Changes made at intervals greater than two minutes are saved in data/[user]/versions.

To restore a specific version of a file, hover your cursor over a file and click the *Versions* link. If any version is available, you should see a list like the image below:

Clicking on *Restore* next to any version will revert the file to that version back.

The versioning app expires old versions automatically to make sure that the user doesn't run out of space. This pattern is used to delete old versions:



- For the first second we keep one version
- For the first 10 seconds ownCloud keeps one version every 2 seconds
- For the first minute ownCloud keeps one version every 10 seconds
- For the first hour ownCloud keeps one version every minute
- For the first 24 hours ownCloud keeps one version every hour
- For the first 30 days ownCloud keeps one version every day
- After the first 30 days ownCloud keeps one version every week

The versions are adjusted along this pattern every time a new version gets created.

The version app never uses more that 50% of the user's currently available free space. If the stored versions exceed this limit, ownCloud deletes the oldest versions until it meets the disk space limit again.

CHAPTER

FIVE

CONTACTS & CALENDAR

The Contacts and Calendar apps are not included in ownCloud 8, and are not supported. You may easily install them by clicking the Enable button on their respective Apps > PIM entries.

5.1 Using the Contacts App

The Contacts app is not enabled in ownCloud 8, and is not supported. You may ask your ownCloud server admin to enable it, and if you are your own admin consult the Installation > Installing and Managing Apps section of the ownCloud Server Administration Manual.

The ownCloud Contacts app is similar to other mobile contact applications, but with more functionality. When you first access the Contacts app, a default address book becomes available.

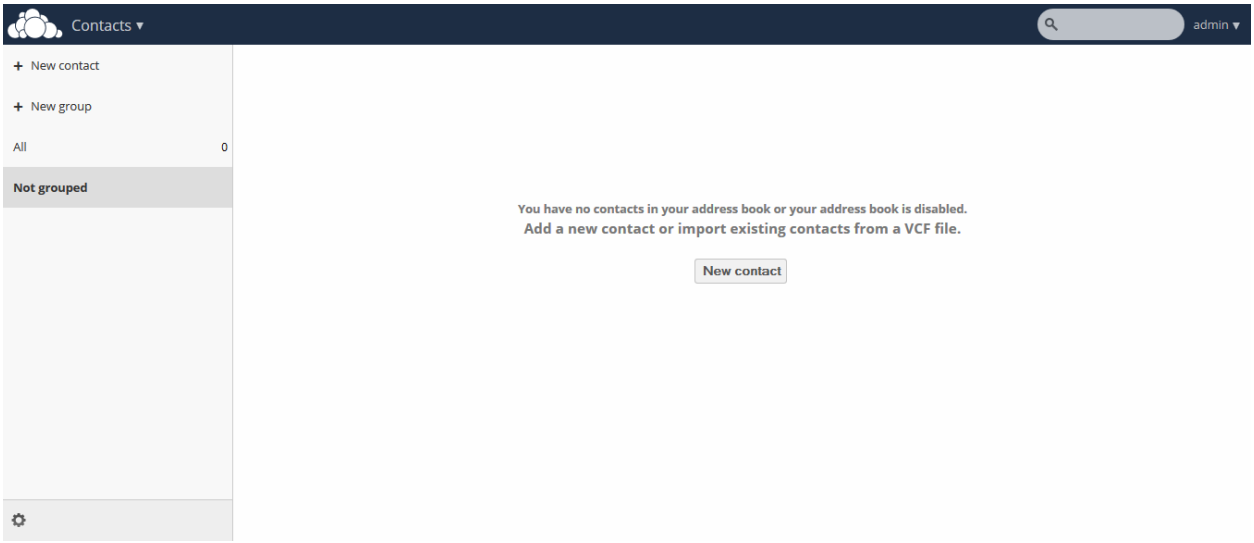


Figure 5.1: **Contacts app (empty)**

In the Apps Information field for the Contacts app, you can choose to create a new contact or a new group. This field also enables you to filter your contacts based on grouped or ungrouped contacts.

5.1.1 Adding Contacts

You can add contacts using one of the following methods:

- Import contacts using a Variant Call Format (VCF) file
- Add contacts manually

Importing Contacts

The fastest way to add contacts is through the use of a Variant Call Format (VCF) file.

To import contacts using a VCF file:

1. At the bottom of the Contacts app information field, locate the gear button.



Figure 5.2: **Contact settings gear button**

2. Click the gear button. The Contacts app upload field opens.

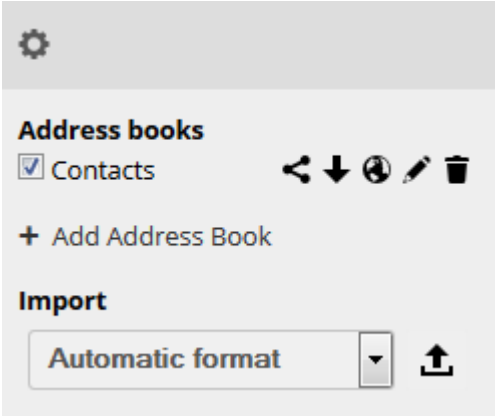


Figure 5.3: **Contacts app upload field**

3. Choose an address book to which you want to import contacts by clicking the checkbox next to the address book.
4. Select one of the options from the Import pulldown menu. These options include the following:
   - Automatic format – Any VCF file. ownCloud determines the file format and imports accordingly.
   - Gmail CSV – The comma-separated values file from your Gmail account.
   - Outlook CSV – The comma-separated values file from your Outlook account.
   - Thunderbird CSV – The comma-separated values file from your Thunderbird account.
   - Yahoo CSV – The comma-separated values file from your Yahoo account.
   - PHPLdapAdmin Idif Export – The export record from your LDAP configuration.
   - Gmail VCard – The VCard files from your Gmail account.
   - Standard VCard – The VCard files from your Standard account.
   - Yahoo VCard – The VCard files from your Yahoo account.

5. Click the upload arrow to the right of the import option that you select.

   An Upload File window opens.

6. Navigate to the appropriate file on your system and select it for upload.

   Note: You can upload files individually or, by selecting multiple files using the CTRL button and selecting them, you can upload multiple files at one time.

7. Once you have selected the appropriate files, click the *Open'* button.

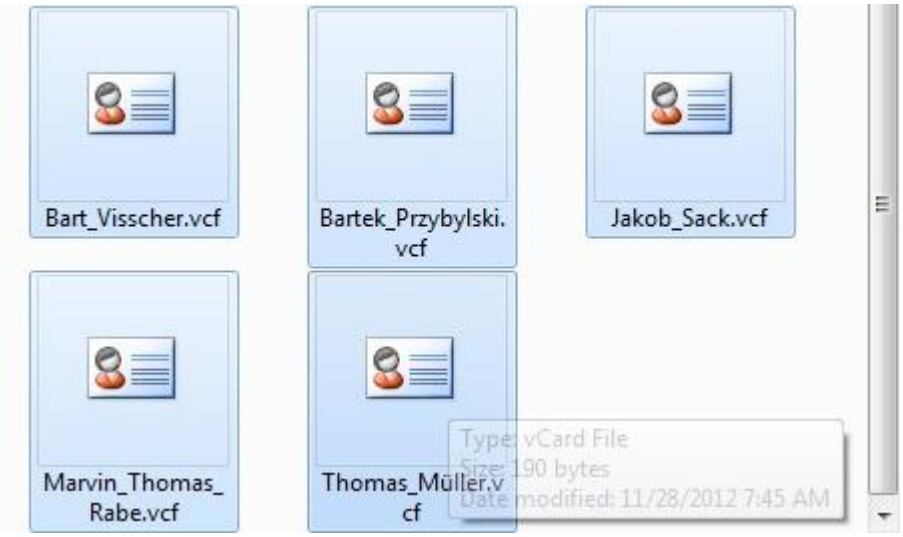


Figure 5.4: **Selecting VCF files**
The interface automatically places your contacts into ownCloud.

Creating Contacts Manually

The Contacts app enables you to create contacts manually.

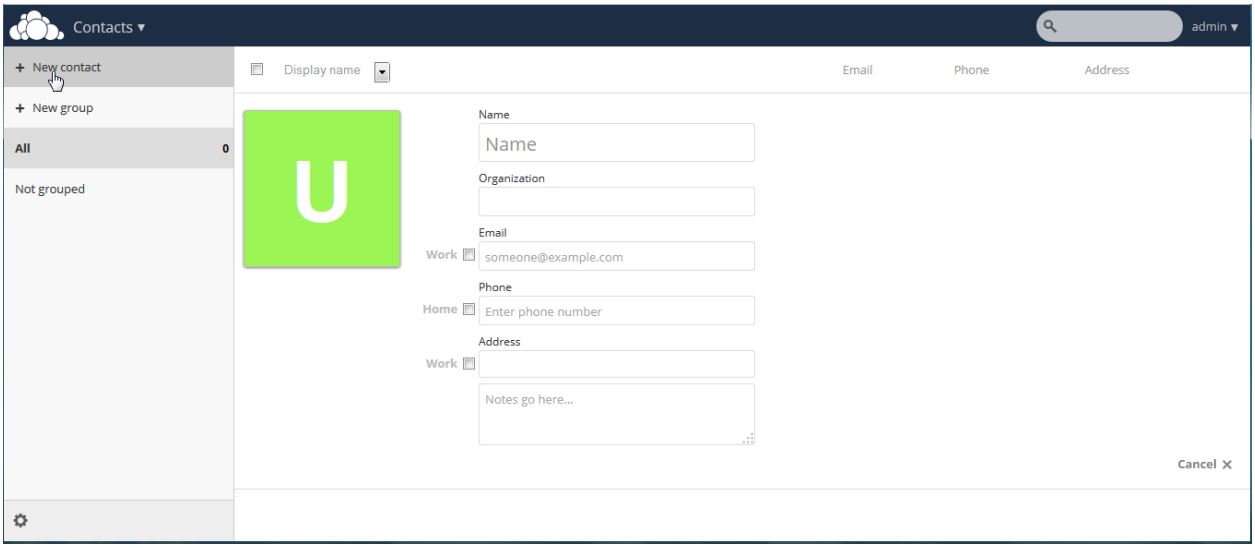
To create a new contact:

1. Click the `+New contact` option in the Contacts information field.

   An empty new contact configuration opens in the Application View field.

2. Specify the new contact information as follows:

   - Name – The name of the contact. This field provides the option of specifying added information for the user by clicking the pen button to the right of the Name field.
   - Organization – The organization for the contact.
   - Email – The email address for the contact. This field defaults to the work email address for the contact. However, you can specify a different email designation by clicking the `Work` designation to the left of the email field.



- Phone – The phone number for the contact. This field defaults to the home phone number for the contact. However, you can specify a different phone designation by clicking the `Home` designation to the left of the phone field.
- Address – The address for the contact. This field defaults to the work address for the contact. However, you can specify a different address designation by clicking the `Work` designation to the left of the address field.
- Notes – Any notes you want to add about the contact.

Note: The Email, Phone, and Address fields provide the option of specifying a contact method as "preferred."

Editing Contact Information

The Contacts app enables you to edit or remove contact information.

To edit contact information:

1. Navigate to the specific contact that you want to modify.
2. Select the information in the field that you want to edit.
3. Make your modifications.

   Changes that you make to any contact information are implemented immediately.

Removing Contact Information

The Contacts app enables you to remove contact information.

To remove contact information:

1. Navigate to the specific contact that you want to modify.
2. Locate the contact information field that you want to remove.
3. Click the trash bin to the right of the contact information.

Changes that you make to any contact information are implemented immediately.

Defining a Contact Avatar

By default, new contacts receive a letter avatar (picture) of "U" (for "User").



Figure 5.5: **Contact picture (default)**

When you specify the name of a contact, the avatar reflects the name by adopting the first letter of the name you provide. For example, if you were to specify the name of "Frederick," the avatar would dynamically change to "F" for that contact. If you provide multiple contacts with the same name, or with names that start with the same first letter, the avatar uses the same letter but changes color to indicate the difference.



Figure 5.6: **Contact picture (dynamic change)**

Customizing an Avatar

In addition to dynamically altering the avatar for each contact, the Contacts app enables you to customize the avatar. You can specify an avatar in one of the two following ways:

- Upload new image – By selecting this option, ownCloud opens a File Upload window. You can choose a new image by navigating to the image, selecting it, and clicking `Open`.
- Select image from Files – By selecting this option, ownCloud opens the Files dialog on the ownCloud server. You can choose an image by navigating to the image in the ownCloud directory, selecting it, and clicking `Choose`.

Cropping an Avatar Image

After you have selected an image for your contact, the Contacts app enables you to crop the picture.

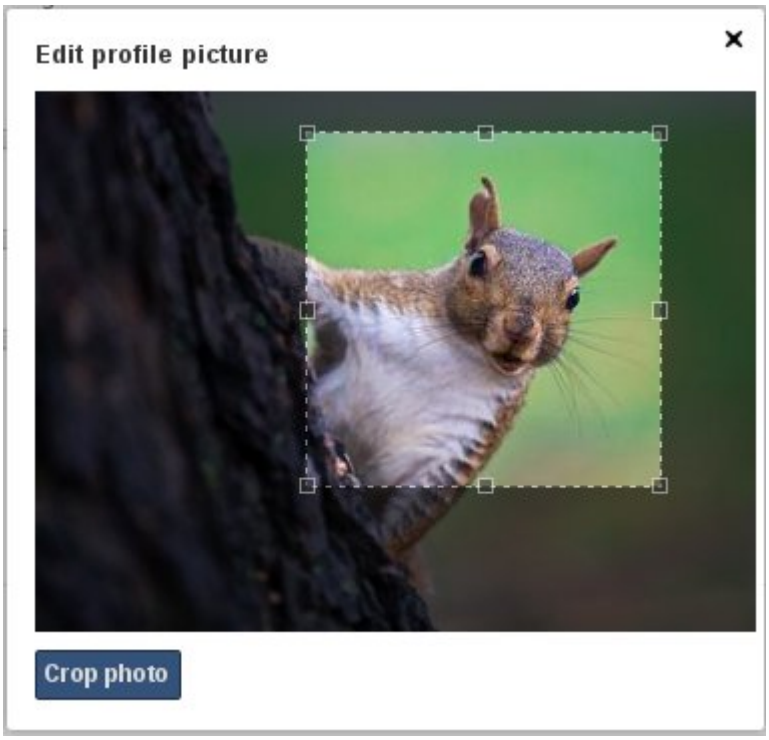


Figure 5.7: **Cropping contact image**

To crop the image:

1. Move the image crop box to the desired location and resize the box any way you like.
2. Click `Crop Picture` in the crop image dialog box.

   The Contacts app crops the image and replaces whatever image was originally used for the contact.

5.1.2 Managing Address Books

Clicking on the settings (gear) button at the bottom of the Apps Information field provides access to the Contact app settings. This field shows all available address books, certain options for each address book, and enables you to create new address books.

The Contacts settings enables you to share, export, edit, and delete address books.

Note: Hover your cursor over each icon to see a brief pop-up description.

5.1.3 Adding an Address Book

To add an address book:

1. Click the `+ Add Address Book` option in the Contacts settings field.

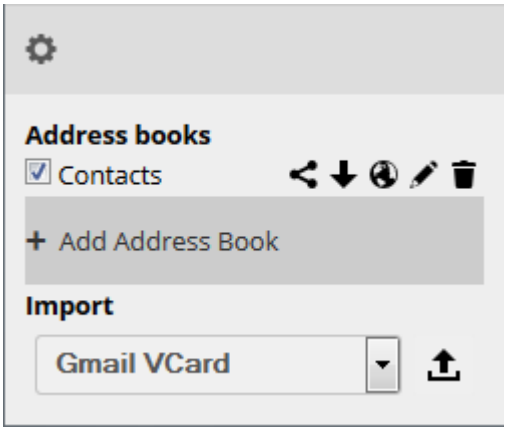


Figure 5.8: **Contacts settings**

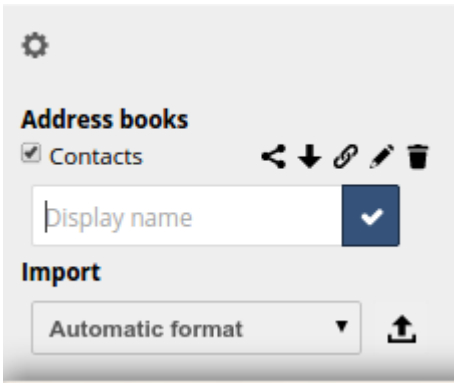


Figure 5.9: **Adding an address book**

A field opens requesting you to enter a display name for the new address book.

2. Specify a display name for the address book.
3. Click the checkbox icon to create the new address book.

5.1.4 Synchronizing Address Books

One of the most important features in any contact application is the ability to keep it in sync. The ownCloud Contacts app enables you to sync your address books to external devices that use the Android or Apple iOS operating systems.

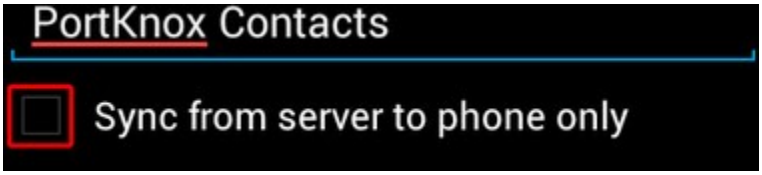
Synchronizing With Android

To synchronize with an Android device:

1. Install CardDAV- Sync free from the Google play store by visiting this link. This app supports auto-configuration.

   Note: Following the installing, visit carddavs://example.org/remote.php/carddav/ to auto-configure the app.

3. Enter your login details.
4. After the app has checked your login details, select the `Sync from server to phone only` option.



Synchronizing With Apple iOS

To synchronize with an Apple iOS device:

1. Open the settings application.
2. Select Mail > Contacts > Calendars.
3. Select `Add Account`.
4. Select `other` as the account type.
5. Select `Add CardDAV account`.
6. For `server`, enter http://example.org/remote.php/carddav/principals/username
7. Specify your username and password.
8. Select Next.
9. If your server does not support SSL, a warning is displayed. Select `Continue`.
10. If the iPhone is unable to verify the account information, perform the following:
    1. Click `OK`.
    2. Select `advanced settings`.

3. Make sure `Use SSL` is set to "OFF".
4. Change the port to `80`.
5. Return to "account information" and click `Save`.

Your contacts appear in the address book of your iPhone.

Using Other Synchronization Options

ownCloud provides the following alternative synchronization options:

- For Android devices, you can use an official Android app. You can find this app here.
- For iOS (iPhone and iPad) devices, you can use their official app. You can find this app here.

5.1.5 Special CardDAV URLs

Additionally, the Contacts app is providing an URL for special functions:

Export an address book as a vCard file

https://ADDRESS/remote.php/caldav/addressbooks/USERNAME/ADDRESSBOOK?export

5.1.6 Troubleshooting

Are you having problems using the app? Have a look at the *Troubleshooting* guide.

5.2 Using the Calendar App

The Calendar app is not enabled in ownCloud 8, and is not supported. You may ask your ownCloud server admin to enable it, and if you are your own admin consult the Installation > Installing and Managing Apps section of the ownCloud Server Administration Manual.

The ownCloud Calendar app enables you to create and edit events, synchronize to other calendars you might use, and create new, personalized calendars.

By default, when you access the Calendar app for the first time, you get a "Personal" calendar that you can use or modify as you like.

The Calendar app contains the following fields and controls:

- Calendar Date Field – Provides the current date or enables you to select a date that you want to view.
- Calendar View Options – Enables you to choose between a day, week, or month view for the main Calendar app window. Also provides a quick jump button to access the current day (Today).
- Calendar Selection – Enables you to choose the calendar that you want to view.
- Calendar Controls – Provides controls for each individual calendar. These controls include sharing, obtaining an external URL link to the calendar, an export function, an edit function, and a delete (trash) button.
- Calendar Settings – Provides access to the calendar-specific settings. These settings include the calendar time-zone selection, time format selection, week start day, cache setting, primary CalDAV address, and iOS/OS X CalDAV address settings.

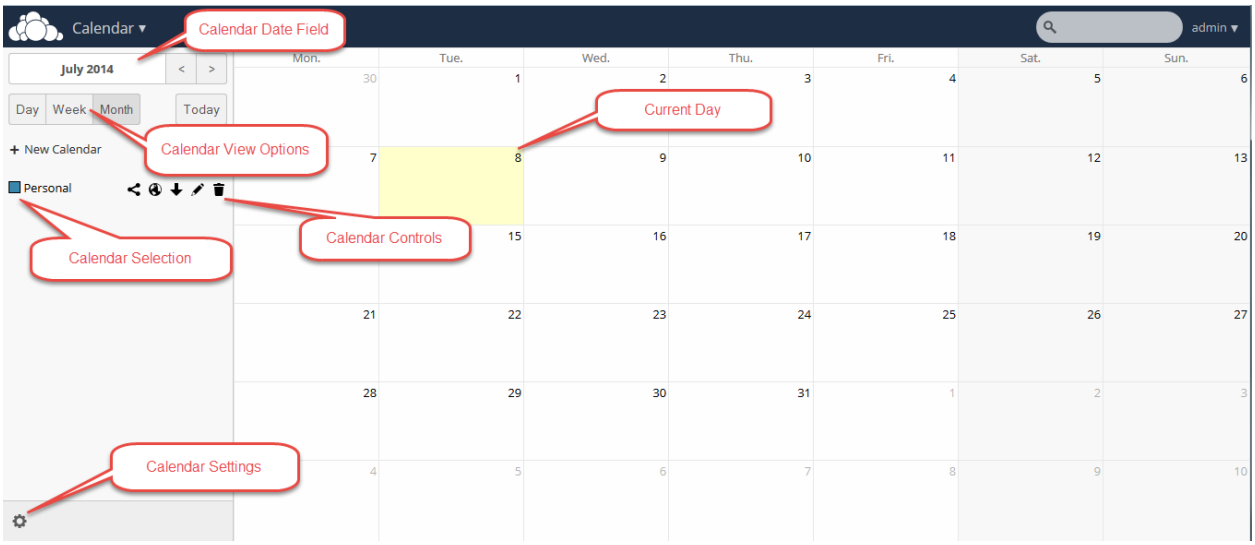


Figure 5.10: **Calendar app (default)**

5.2.1 Creating a New Calendar

The ownCloud Calendar app enables you to create new calendars for work or other activities that you want to keep separated. You can manage each calendar separately.

To create a new calendar:

1. Access the Calendar app.
2. Click the `+ New Calendar` field.

   A dialog opens to enable you to create a new calendar.

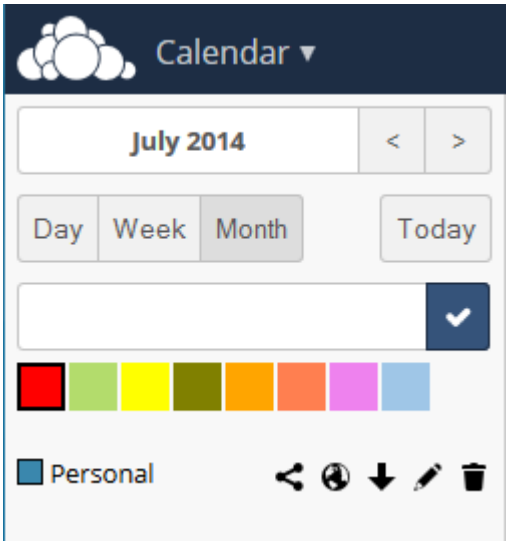


Figure 5.11: **New calendar**

3. Specify a name for the new calendar.
4. (Optional) Specify a color for the new calendar.

5. Click the blue checkbox.

   The Calendar app creates a new calendar using the name and color specified.

5.2.2 Managing Calendar Settings

The Calendar app settings provides global configuration that applies to all calendars that you have created in the Calendar app.

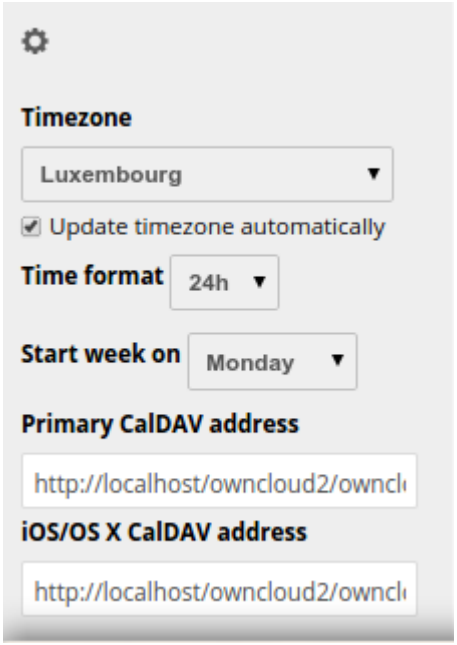


Figure 5.12: **Calendar app settings**

In the Calendar app settings, you can modify the following:

- Timezone – Provides an alphabetical listing of all available countries categorized by continent.
- Time format – Provides the option of using 24 hour or 12 hour time format.
- Start day – Provides the option of starting the calendar week on Monday, Sunday, or Saturday.
- Primary CalDAV address – Provides the primary CalDAV link URL.
- iOS/OS X CalDAV address – Provides the iOS/OS X CalDAV link URL.

5.2.3 Synchronizing Calendars Using CalDAV

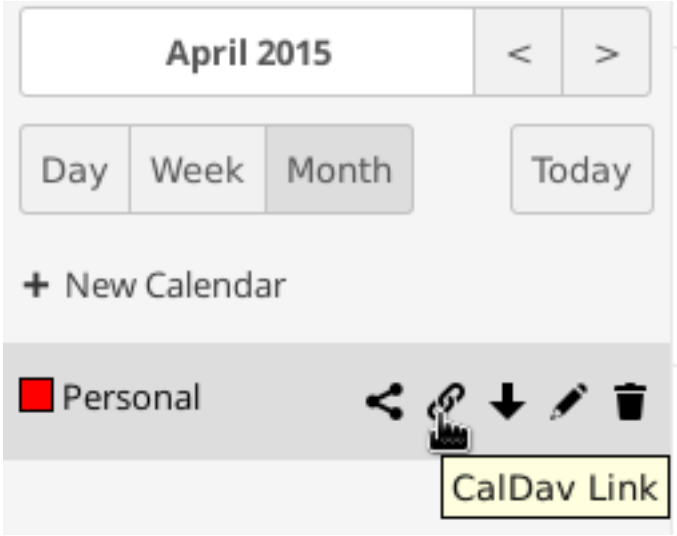
Calendaring Extensions to WebDAV, referred to as *CalDAV*, enables clients to access scheduling information on remote servers. As an extension to WebDAV, CalDAV (defined by RFC 4791) uses the iCalendar format to manage calendar data. CalDAV enables multiple clients to access the same information for use in cooperative planning and information sharing.

The Calendar app provides both the Primary CalDAV address and the iOS/OSX CalDAV address. Using these addresses, you can use CalDAV-compatible programs (for example, Kontact, Evolution, or Mozilla Thunderbird with the Lightning Add-on) using the address provided.

Note: The Lightning Add-on doesn't support using multiple accounts on a single server as a default. You need to set `calendar.network.multirealm` to `true` in the Config Editor of Mozilla Thunderbird to be able to use multiple accounts.

Getting the CalDAV link

The GUI of ownCloud provides you the needed links which can be used in your CalDAV-compatible program. Open up the Calendar App and use the icon next to the calendar name as shown in the figure below:



Furthermore you can get the Primary CalDAV address as well as the iOS/OS X CalDAV address by using the icon on the bottom left of the Calendar app as shown in the figure below:

5.2.4 Creating Events

The Calendar app enables you to create new events.

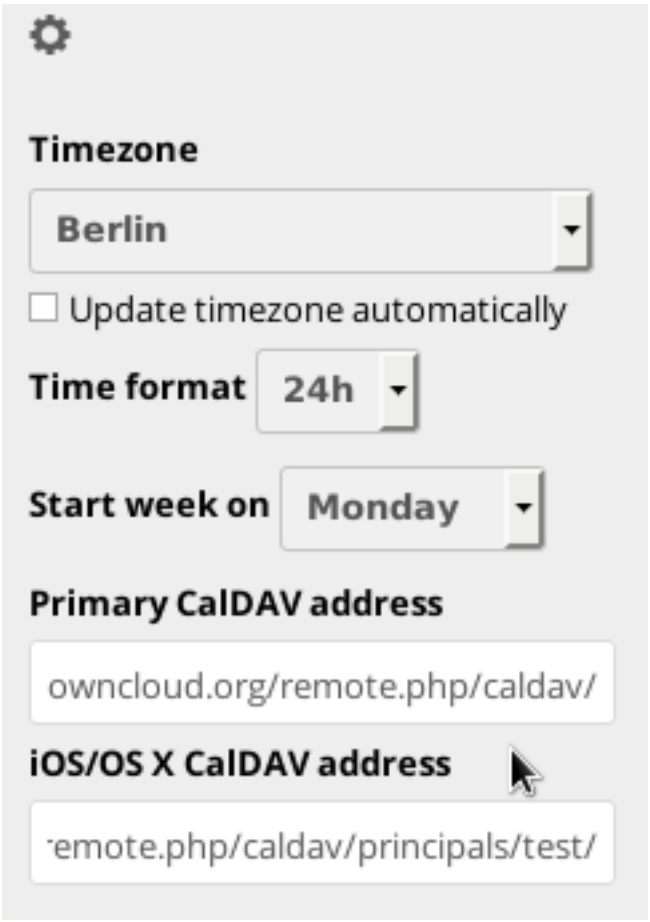
To create a new event:

1. Click a date in the month view or a time in either the week or day views.

   The `Create a new event` dialog box opens.

2. Specify a title for the event.
3. Specify a date and time duration for the event.
4. (Optional) Provide advanced option details. These details can include the event location, the event category, and an event description.
5. (Optional) Click the Repeating tab to define any repeat settings for the event.

   The Repeating tab provides the option of not repeating the event(default) or repeating the event daily, weekly, every weekday, biweekly, monthly, or yearly. In addition, by selecting the `Advanced` button in the Repeating tab, each repeat option provides different levels of customization to better define your repeat requirements for the event.



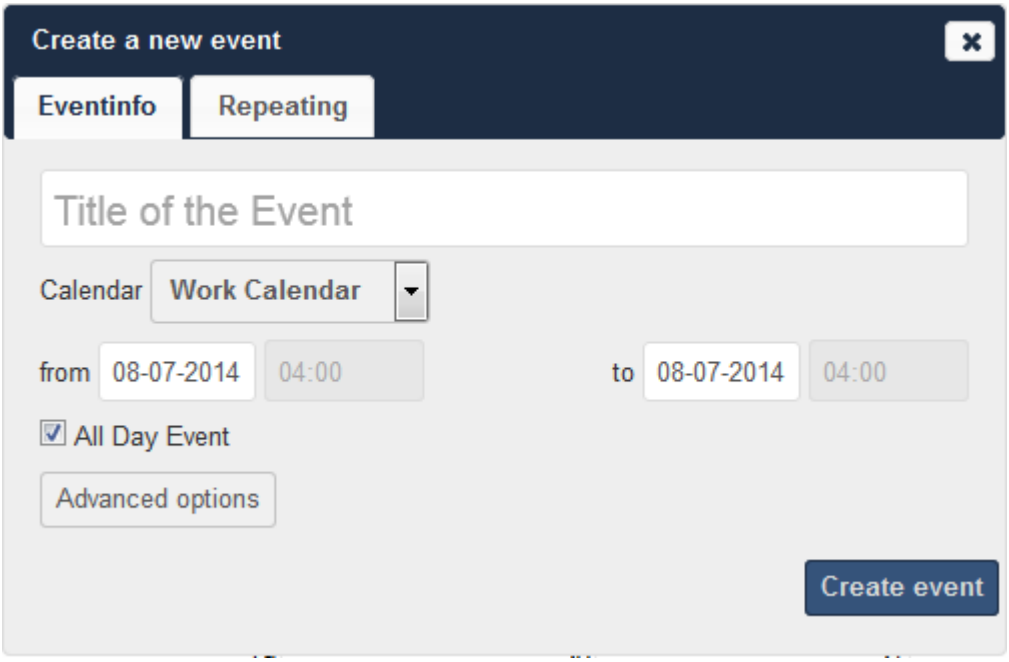


Figure 5.13: **Create a new event dialog box**

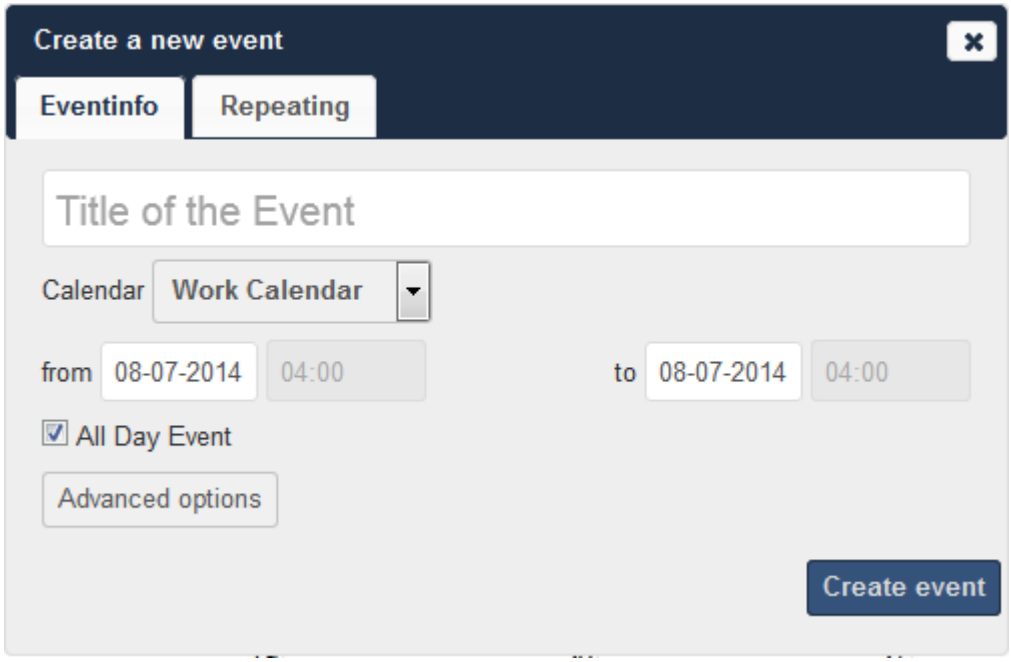


Figure 5.14: **Create a new event dialog box**

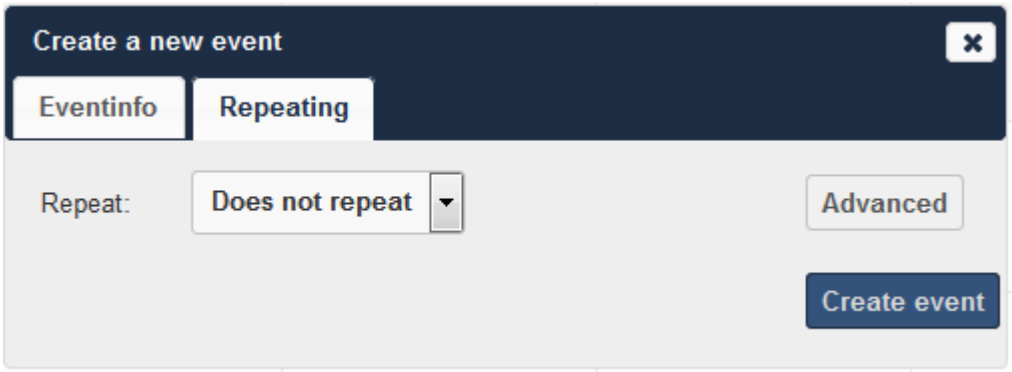


Figure 5.15: **Event Repeating tab**

The following table helps to define the options for each repeat rule:

Repeat Rule	Options
Does not repeat	n/a
Daily	Interval - Interval at which the event is repeated End - never, by occurrences, by date
Weekly	Select weekdays - Weekday(s) on which the event is repeated Interval - Interval at which the event is repeated End - never, by occurrences, by date
Every Week-day	Interval - Interval at which the event is repeated End - never, by occurrences, by date
Bi-Weekly	Interval - Interval at which the event is repeated End - never, by occurrences, by date
Monthly	Day choice – by monthday or by weekday Events week of month - Weekday selection only; week of month on which event occurs Select weekdays - Weekday(s) on which the event is repeated Interval - Interval at which the event is repeated End - never, by occurrences, by date
Yearly	Date option - by event's date, by year days, by week number, by day and month Interval - Interval at which the event is repeated End - never, by occurrences, by date

Note: If you choose all days (Monday through Friday) in the weekview menu, the repeating option automatically sets the repeat rule to "every weekday." If you can divide the interval of the weekview by two, the repeating option automatically sets the repeat rule to "Bi-Weekly".

5.2.5 Sharing Events

Once an event has been saved, a new tab appears for the event that enables you to share it.

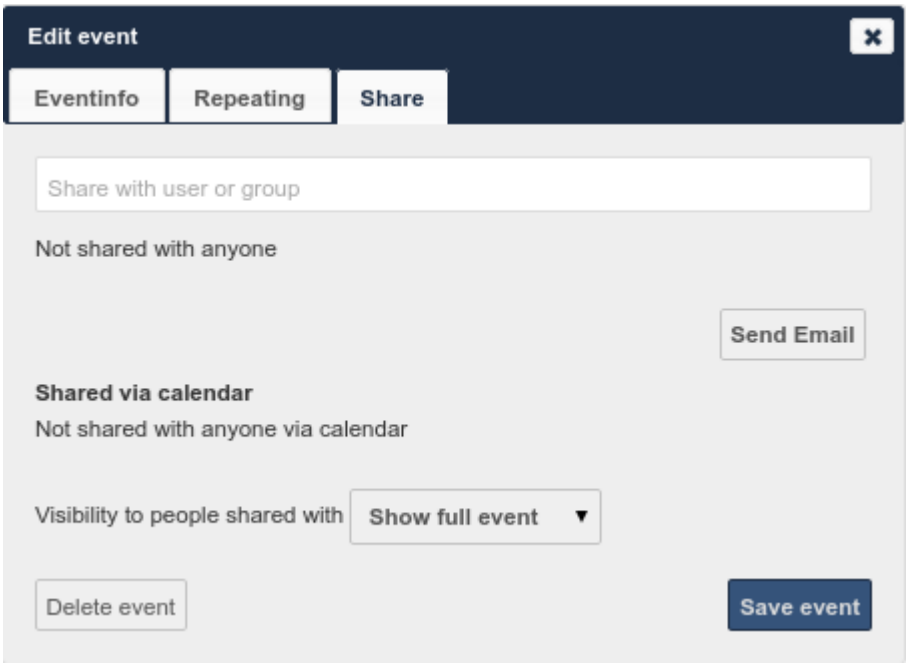


Figure 5.16: **Event Share tab**

The options available in the Share tab include the following:

- `Share with user or group` field – Enables you to specify users or groups with whom you want to share the event.
- Share visibility pulldown menu – Enables you to specify the level of information that is shared. The possible levels include:
  - Show full event – Displays full event details to those with whom the event is shared.
  - Show only busy – Displays only that you are busy during this event; no event details are provided.
  - Hide event – Hides the event from the users or groups specified.

To share an event:

1. Specify the users or groups with whom you want to share (or hide) the event.
2. Define the level of visibility that you want the users or groups to have.
3. (Optional) Click the `Send Email` button to share the event details using an email.
4. Click the `Save event` button to save your changes.

   The Calendar app saves and closes the event window.

5.2.6 Exporting and Importing Events

The Calendar app enables you to export and import event or entire calendars to or from other calendars.

Exporting Events and Calendar

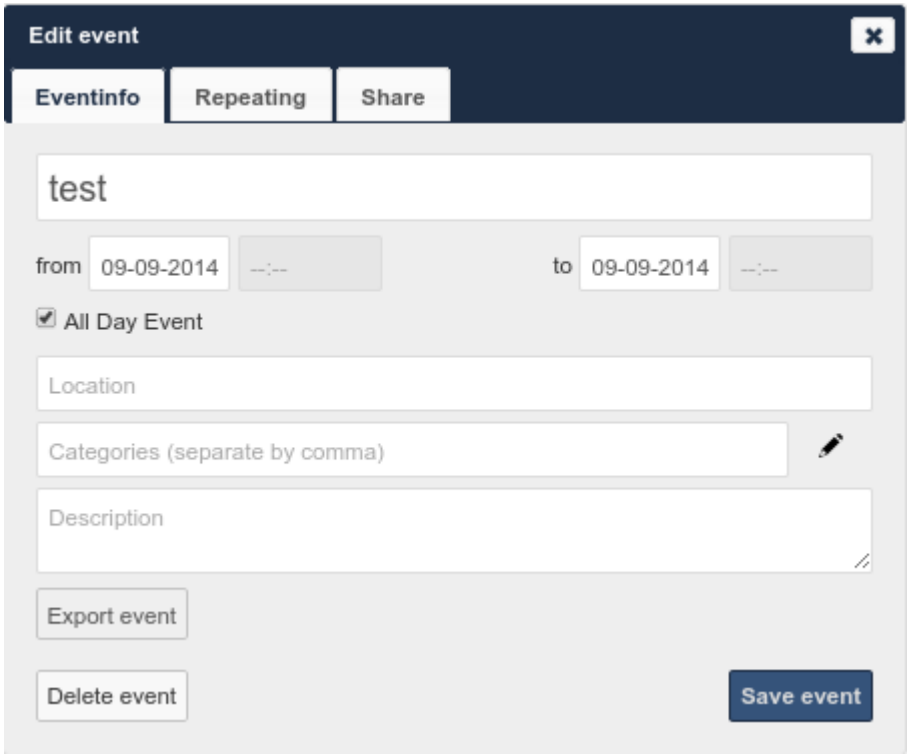


Figure 5.17: **Exporting an event**

You can export either a single event or an entire calendar. If you want to export a single event, click on the event, select "Advanced" and press the "Export Event" button in the bottom left corner. If you want to export an entire calendar, use the icon next to the calendar name as shown in the figure below:

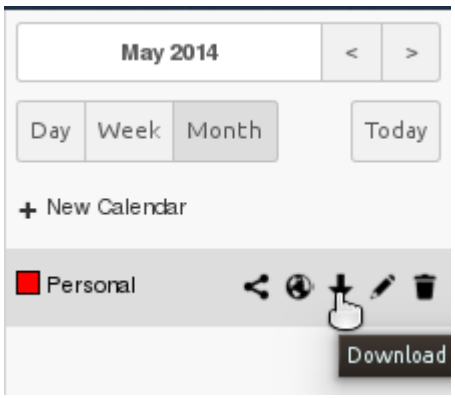


Figure 5.18: **Exporting calendar**

Importing Events

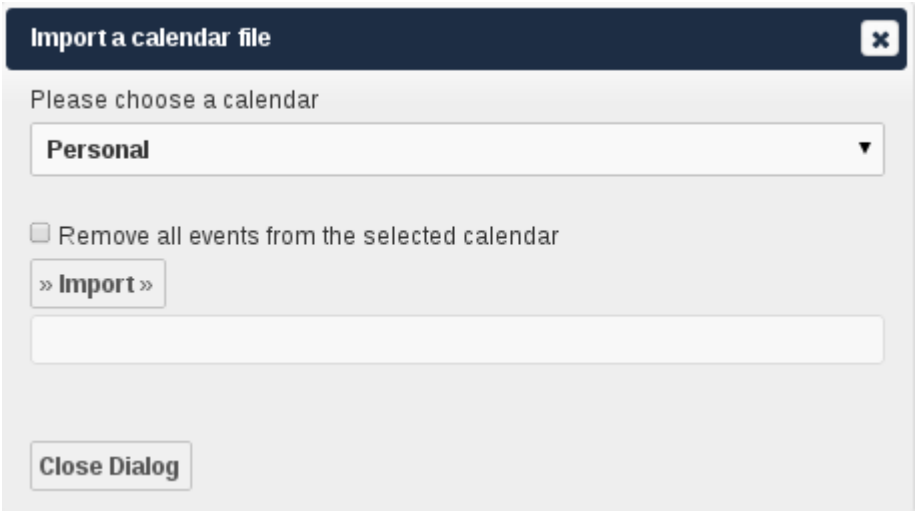


Figure 5.19: **Importing events**

You can import your calendar as an iCal file using the Files app. The Calendar app enables you to import the calendar into a new calendar or into an already existing calendar.

To import your calendar, click the calendar file to open the import dialog.

Note: If the progress bar does not work properly, the folder `apps/calendar/import_tmp/` might not have write permission.

5.2.7 Deleting an Event

The Calendar app enables you to delete any event that you create. To delete a calendar event:

1. Click the event in the Calendar app.

   The Edit event dialog box opens.

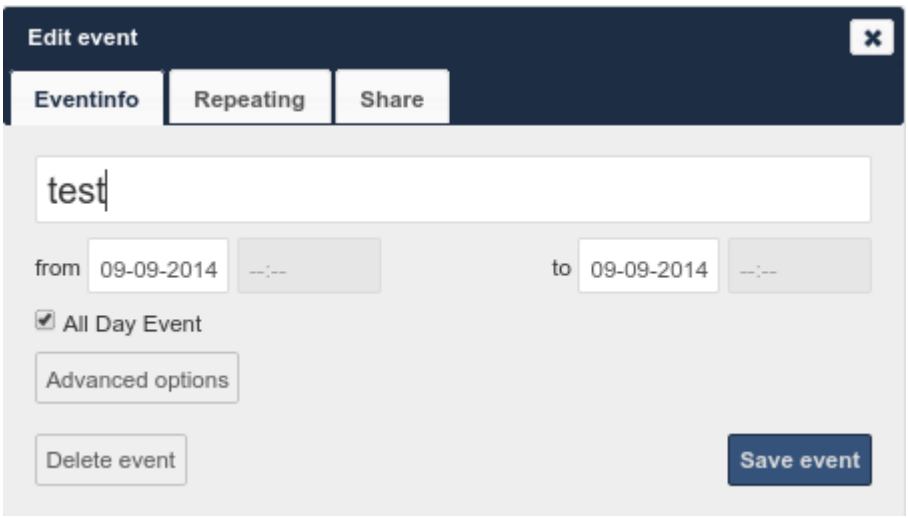


Figure 5.20: **Edit event dialog box**

2. Click the `Delete event` button.

   The Calendar app deletes the event.

5.2.8 Special CalDAV URLs

Additionally the Calendar app is providing two URLs for special functions:

Export calendar as an .ics file

https://ADDRESS/remote.php/caldav/calendars/USERNAME/CALENDARNAME?export

Your contacts' birthdays

https://ADDRESS/remote.php/caldav/calendars/USERNAME/contact_birthdays

5.2.9 Calendar App FAQ

Question: Why does the Calendar app request my current location?

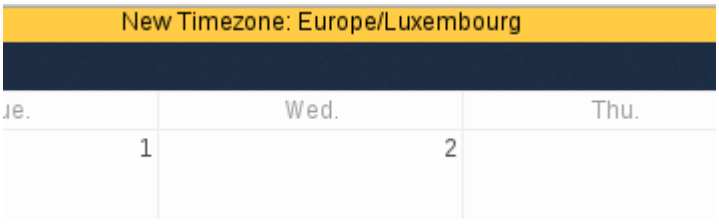


Figure 5.21: **Timezone set notification**

Answer: The calendar needs your current position to detect your timezone. Without the correct timezone, a time offset exists between the events in the ownCloud calendar and the desktop calendar to which you are synchronizing. You can also set the timezone manually in the personal settings.

5.3 iOS - Synchronize iPhone/iPad

5.3.1 Calendar

1. Open the settings application.
2. Select Mail, Contacts, Calendars.
3. Select Add Account.
4. Select Other as account type.
5. Select Add CalDAV account.
6. For server, type `ADDRESS/remote.php/caldav/principals/username`
7. Enter your user name and password.
8. Select Next.
9. If your server does not support SSL, a warning will be displayed. Select Continue.
10. If the iPhone is unable to verify the account information perform the following steps:
    - Select OK.
    - Select advanced settings.
    - Make sure Use SSL is set to OFF.
    - Change port to 80.
    - Go back to account information and hit Save.

Your calendar will now be visible in the Calendar application

5.3.2 Address book

1. Open the settings application.
2. Select Mail, Contacts, Calendars.
3. Select Add Account.
4. Select Other as account type.
5. Select Add CardDAV account.
6. For server, type `ADDRESS/remote.php/carddav/principals/username`
7. Enter your user name and password.
8. Select Next.
9. If your server does not support SSL, a warning will be displayed. Select Continue.
10. If the iPhone is unable to verify the account information perform the following:
    - Select OK.

- Select advanced settings.
- Make sure Use SSL is set to OFF.
- Change port to 80.
- Go back to account information and hit Save.

Now should now find your contacts in the address book of your iPhone. If it's still not working, have a look at the *Troubleshooting* guide.

5.4 Synchronizing with OS X

To use ownCloud with iCal you will need to use the following URL:

```
http://ADDRESS/remote.php/caldav/principals/username/
```

The setup is basically the same as with iOS using the path **ADDRESS/remote.php/caldav/principals/username/** to sync with ownCloud. For OS X 10.7 Lion and 10.8 Mountain Lion everything works fine, but OS X 10.6 (Snow Leopard) and older needs some fiddling to work. A user contributed the following:

1. Make sure, addressbook is not running. If it is, select the windows and press Command + Q to terminate it.
2. Navigate to **/Users/YOUR_USERNAME/Library/Application Support/AddressBook/Sources**. If you have all ready some kind of addressbook setup, it is likely you will see some folders named like this **BEA92826-FBF3-4E53-B5C6-ED7C2B454430**. Note down what folders there are now and leave the window open.
3. Open addressbook and try to add a new CardDav addressbook. At this point, it does not matter what information you enter. It will come up with the same error message you mentioned before when you click "Create". Ignore it and click "Create" again. A non-functional addressbook will be added.
4. Close addressbook again using Command + Q
5. Go back to the folder window from step 2. You will now see a newly created folder with another long string as its name.
6. Navigate to the newly created folder and edit the **Configuration.plist** with your favorite text editor.
7. Search for a section looking like this:

   ```
   <key>servername</key> <string>http://:0(null)</string> <key>username</key> <string>Whatever_you
   ```

8. Make it look like this. Please note that the :80 after **YOUR_DOMAIN** is important:

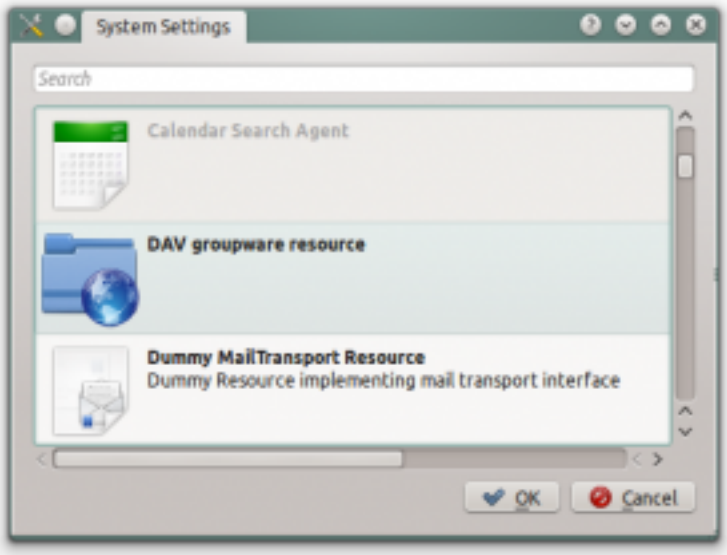
   ```
   <key>servername</key <string>http://YOUR_DOMAIN:80/owncloud/remote.php/carddav/principals/usern
   ```

9. Save the file and open addressbook again. It will not work yet.
10. Open the preferences for your ownCloud CardDAV-Account and enter your password.
11. You may have to restart addressbook once more. After this, it should work.

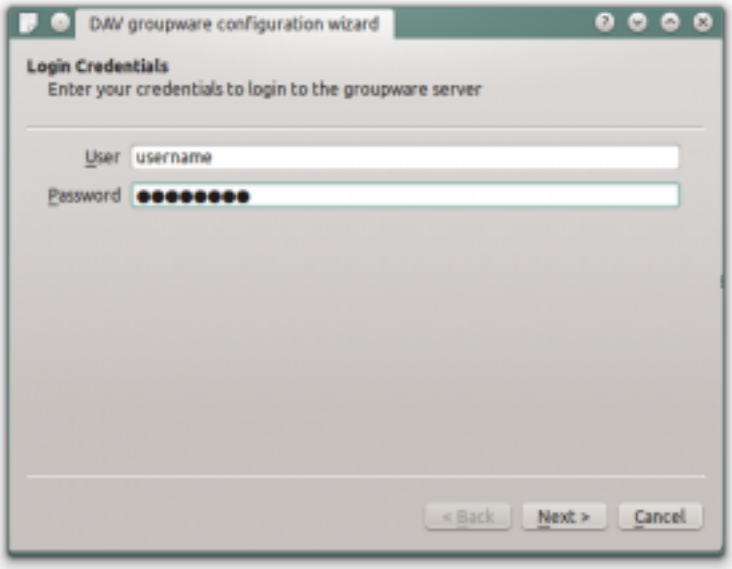
If it's still not working, have a look at the *Troubleshooting* guide.

There is also an easy HOWTO in the forum.

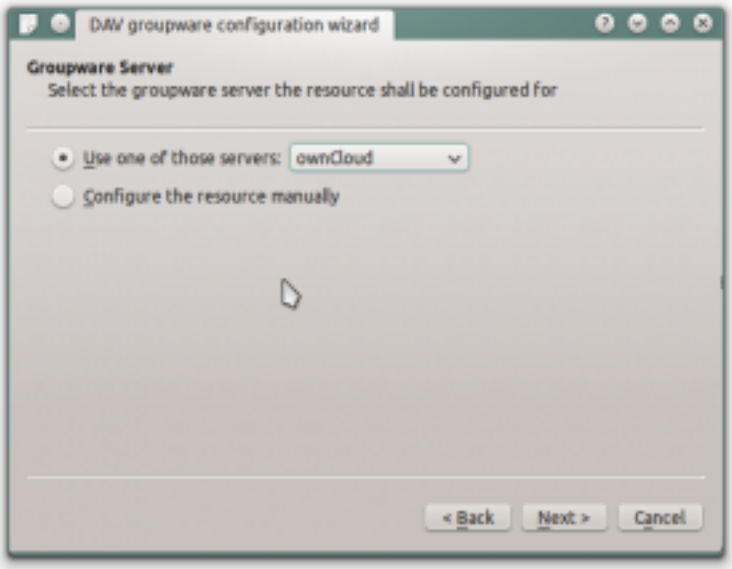
5.5 Synchronizing with KDE SC



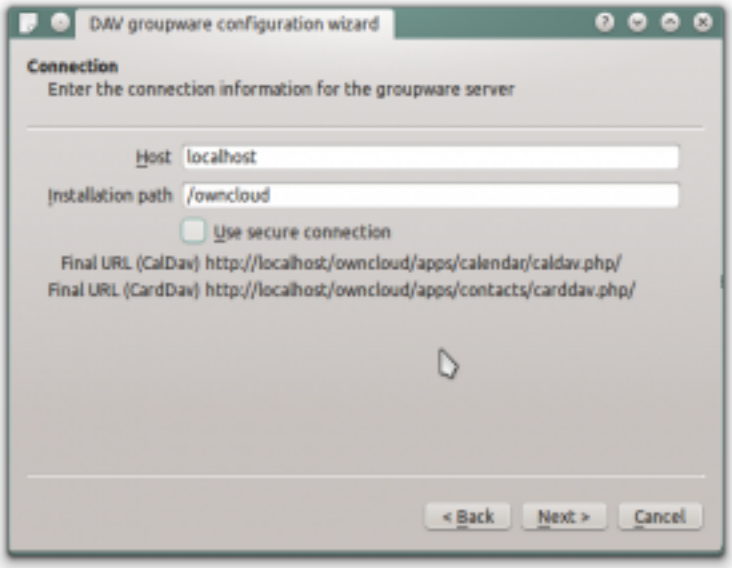
From KDE SC 4.8 and forward setting up ownCloud is very easy. From System Settings Personal Information/Akonadi Resources Configuration select DAV Groupware resource.



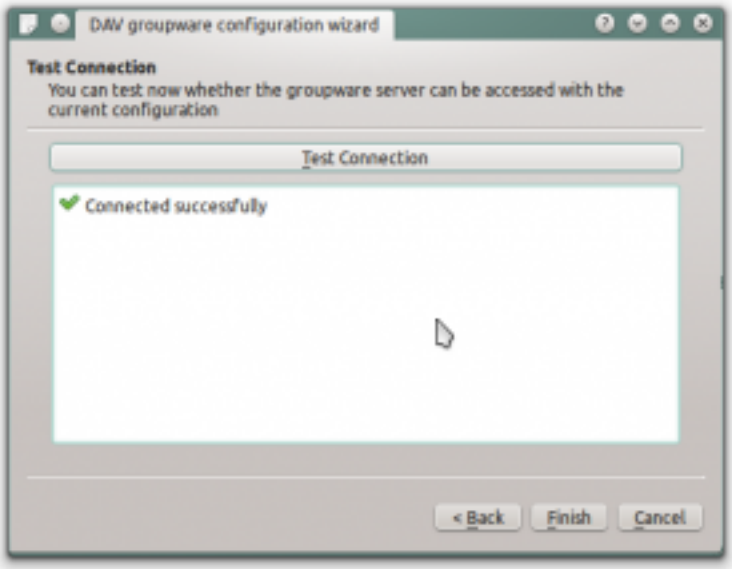
Enter your ownCloud username and password and click “Next”.



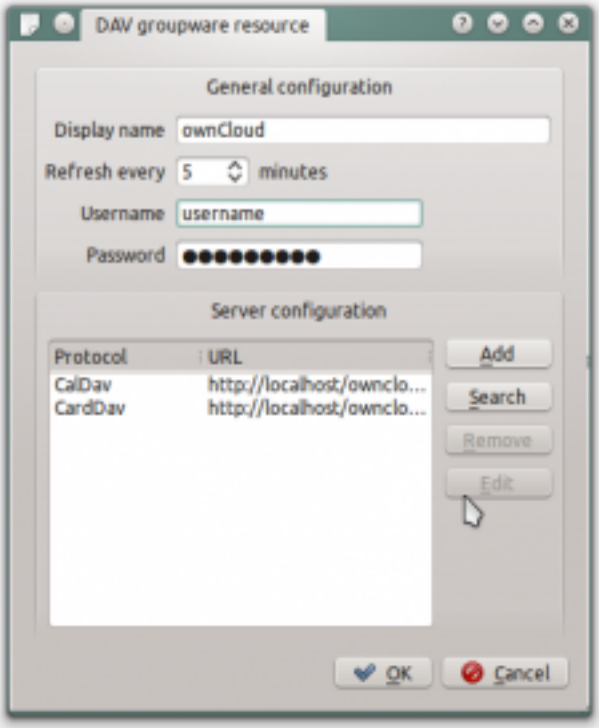
Select ownCloud in the drop down list and click “Next”.



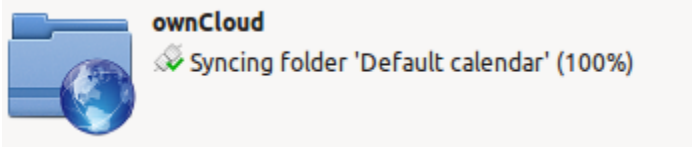
Enter the host name and installation path. If you do not use SSL remember to de-select “Use secure connection”.



Test the connection. If everything went well you should see a message like the one below.

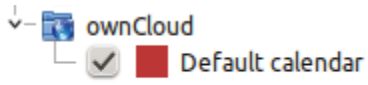


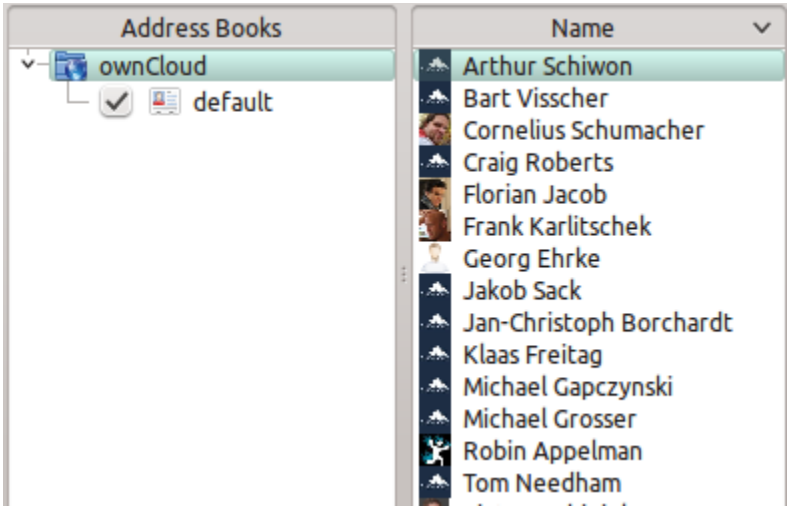
Click “Finish” and you will be able to change the display name and refresh interval.



Now you should see the Akonadi resource doing the first synchronization.

You can find the Contacts and Calendars in Kontact (or KOrganizer/KAddressbook if you run the programs separately.)





5.6 Thunderbird - Synchronize Addressbook

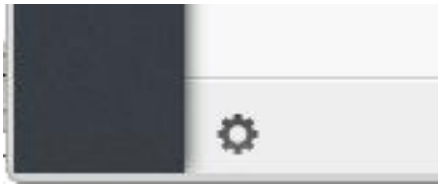
5.6.1 Addressbook

As someone who is new to ownCloud, New to SoGo Connector, and new to Thunderbird Addressbook... here is what you need in excruciating pithy detail you need to make this work (for all the other lost souls out there):

1. Thunderbird for your OS unless it comes with your OS distribution (Linux)
2. Sogo Connector (latest release)
3. Lightning (a Thunderbird calendar add-on. At the time (Aug 14), syncing your contacts only works with this add-on installed.)

With an installed Thunderbird mailtool, an installed SoGo Connector, and an installed Lightning add-on:

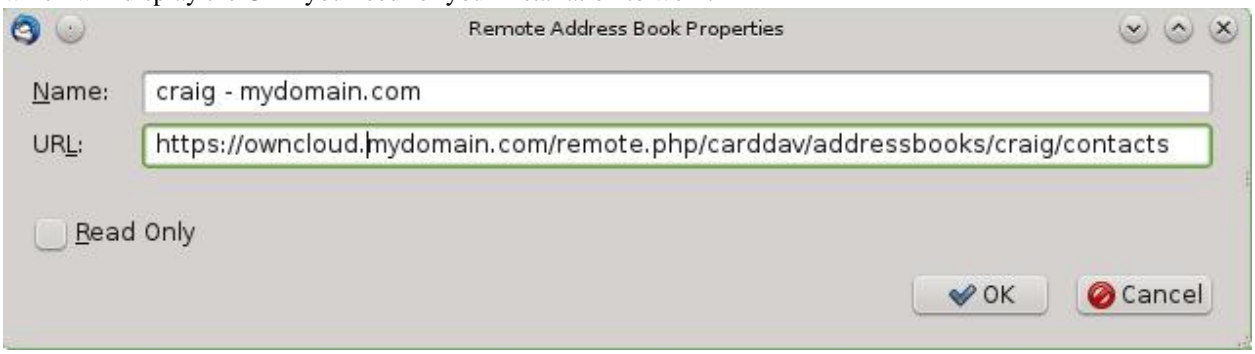
1. Thunderbird Addressbook is in the Thunderbird "Tools" Menu
2. In the Thunderbird Addressbook application:
   - "File > New > **Remote Addressbook**" (SoGo Connector added this)
   - "**Name:**" is the name you want to give your Addressbook in the Thunderbird addressbook bar area
   - "**URL:**" is found in your ownCloud Contacts area, that little Gear symbol



in the -bottom left- of the Contacts View (same symbol as found in the -top right- in the Calendar view). Then look for a little impeller symbol



which will display the URL you need for your installation to work.



Once installed, synchronize (right click on your newly made remote address book and select "Synchronize"). You'll see your address book populate from ownCloud! Don't click "read only" above unless you don't want to modify your ownCloud server addressbook, like it contains a listing of corporate contacts and is shared with lots of people, and you don't want a new user dragging it somewhere unintended.

The rest of the details of dealing with Thunderbird addressbook are left to the reader... First thing I learned is dragging a contact to a different addressbook is a "move" operation. If you are worried about losing the contact, save it to a VCF file using ownCloud (Or LDIF using Thunderbird Addressbook) first! Like dragging from "ownCloud Addressbook" to "Personal Address Book" removes the contact from ownCloud Server (*deleting it from all the other synchronized installations*) and puts it in your Local Machine -only- Address Book. So be careful or you'll have unintended consequences where you might have intended a "copy" operation.

Contact *Pictures* are also sync'ed!

5.7 Troubleshooting

5.7.1 BlackBerry OS 10.2

BlackBerry OS up to 10.2.2102 does not accept a URL with protocol `https://` in front of the server address. It will always tell you, that it cannot login on your server. So instead of writing

> https://address/remote.php/carddav/principals/username

in the server address field, you have to write

> address/remote.php/carddav/principals/username

CHAPTER

SIX

COLLABORATIVE DOCUMENT EDITING

The Documents application supports editing documents within ownCloud, without the need to launch an external application. The Documents app supports these features:

- Cooperative edit, with multiple users editing files simultaneously.
- Document creation within ownCloud.
- Document upload.
- Share and edit files in the browser, and then share them inside ownCloud or through a public link.

Supported file formats are *.odt*, *.doc*, and *.docx*.

6.1 The main interface

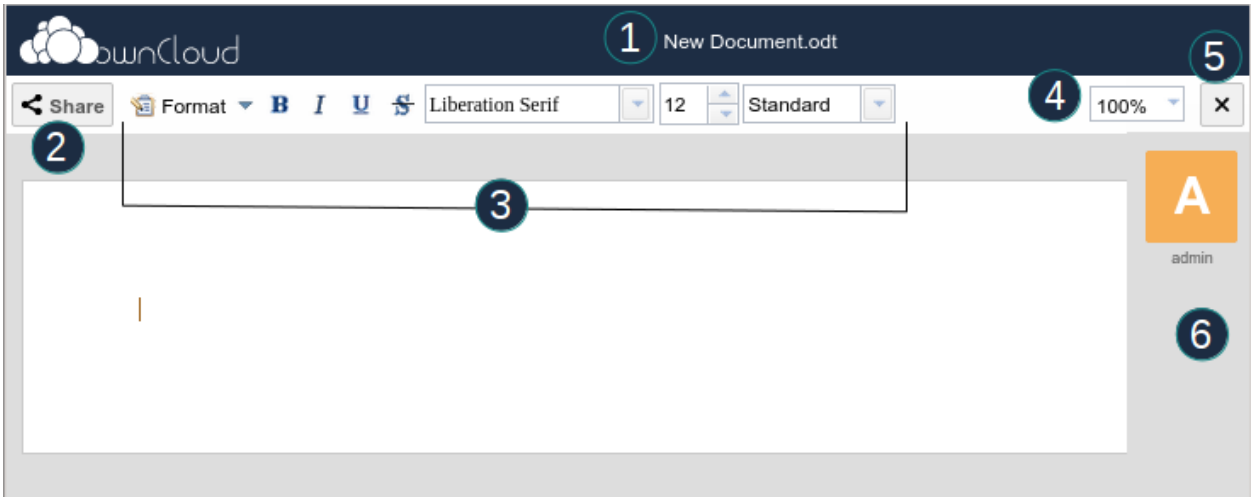


6.1.1 Create or Upload a Document

In the Documents application, you can upload an existing document or create a new one. The *New document* button creates a document named "New document.odt". The extension ODT is an OpenDocument format, which is supported by most word processors including Microsoft Word, LibreOffice Writer, and OpenOffice Writer.

6.1.2 Edit a Document

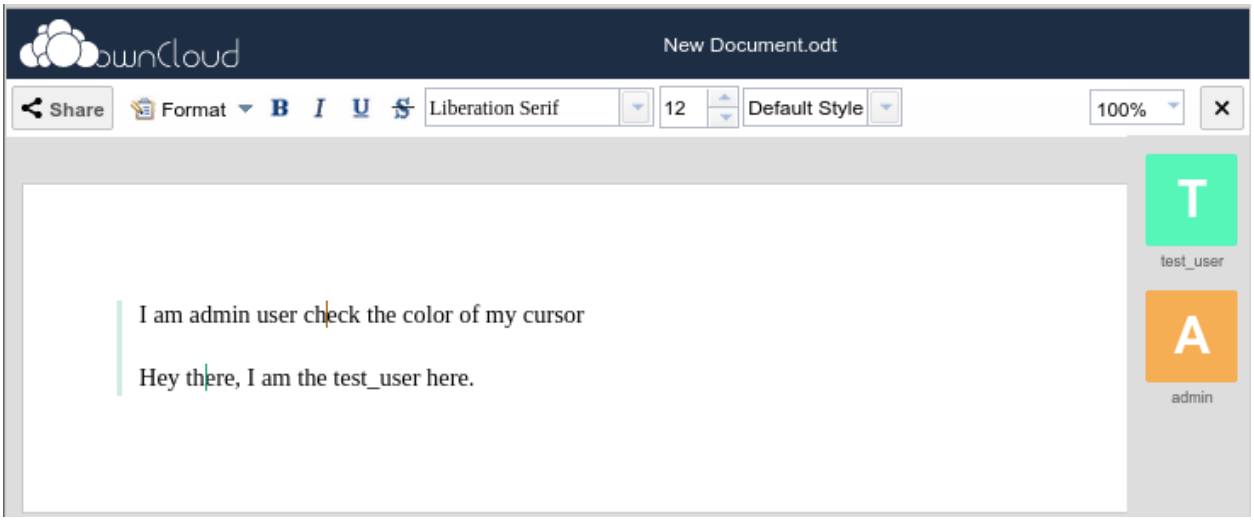
To edit a document, access the Documents app from your Apps menu at the top left of your ownCloud window.



1. Click on the file name to change it.
2. Share your document (See the *Share a document* section.)
3. Formatting toolbar.
4. Zoom in/out
5. Close and save.
6. Users currently editing this document.

Collaboratively Editing a Document

To edit a file collaboratively, it must be shared with everyone who needs editing permissions. Multiple users can edit it at the same time, and changes appear as they are made. The cursor of each user is the same color as the border color of their user picture.



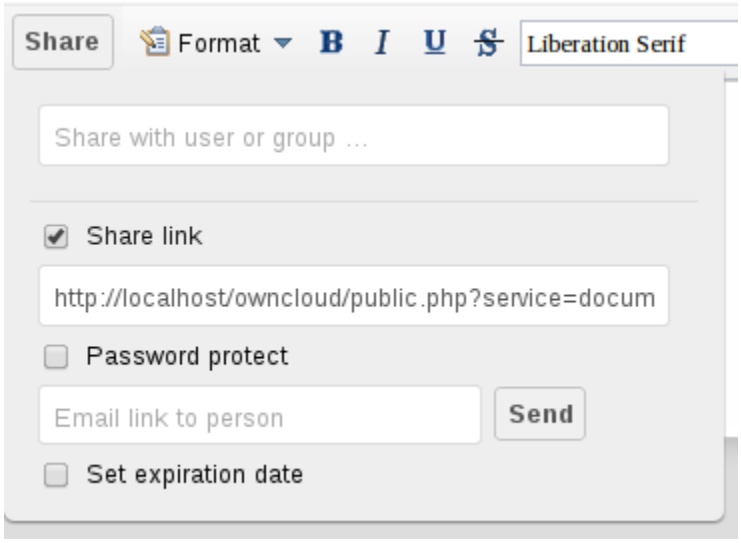
If a user is not a local user (e.g accessing the file using public link), they will be shown as guest in the user list, automatically named Guest 1, Guest 2, and so on. Guests can change their nicknames at any time by clicking on their names or thumbnails in the user list.

6.1.3 Delete a Document

You can't delete a document from inside the Document app, but must go to your Files page and delete it from there. You'll find it in your default documents directory, which is configured on your ownCloud Personal page (see *Setting Your Preferences*.)

6.1.4 Share a Document

Document sharing has the same options as when sharing other files. While editing a document, you can use the *Share* button to enable other users to edit the document. This button will display all available options to share:



By default, you can enter local users or groups to share with. Checking *Share link* will enable sharing via a public link. Shares can optionally have an expiration date and password. ownCloud will send the public link to users by email by typing each email address into the email field. Separate multiple email addresses with a space.

CHAPTER

SEVEN

USING THE BOOKMARKS APP

If you want to add a bookmark to the Bookmarks application, you can either use the main interface or the bookmarklet.

7.1 The main interface

7.1.1 Add a bookmark

In the bookmark application, enter a URL into the top-left area of the content section. After adding an address, click on the pencil button to edit fields for the given address. The main ownCloud bookmark interface contains 3 fields at the top where you can enter the website address (or URL), the title of your bookmark, and a set of tags separated from each other by a space.

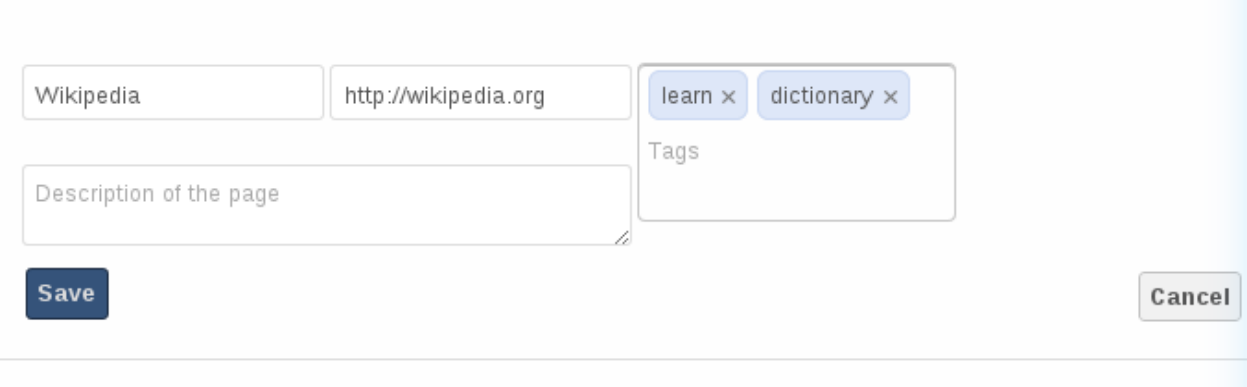


Figure 7.1: Adding a bookmark manually

In this example, we have added the page *http://wikipedia.org* with the title "Wikipedia" and some tags describing what Wikipedia is for an easier search later on.

7.1.2 Edit/Delete a bookmark

You also have the possibility to edit or delete a bookmark.

To edit a bookmark, hover over the bookmark and click on the pencil icon. The bookmark details will then be filled into the 3 fields at the top of the screen. Modify your bookmark to your needs then click the save button to persist the change.

To delete a bookmark, hover over the bookmark and click the cross icon.

7.1.3 Search

If you click on a tag, ownCloud will only display the bookmarks that are described with this tag.

You can also use the search bar of ownCloud in the top right of your screen.

Simply click on the "Bookmarks" menu in the sidebar to come back to the default view.

7.2 The Bookmarklet

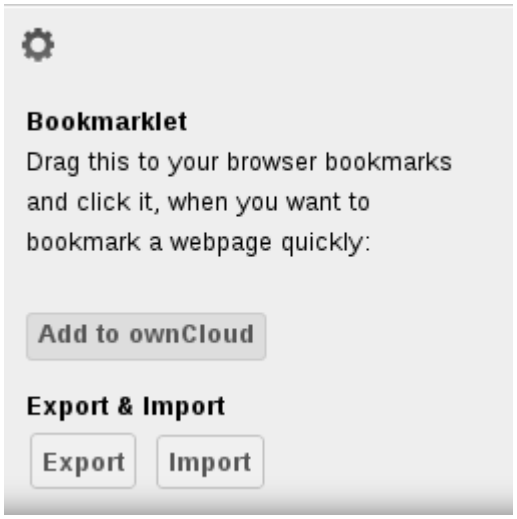


Figure 7.2: Bookmarklet link

The creator of this app understands that people won't want to open the ownCloud boorkmarks page to add a bookmark every time they see a cool site. This is why they have made this cool "bookmarklet".

A bookmarklet is small button that you can drag and drop in your bookmarks. The next time you see a cool new site, click on this special bookmark to add the site to your ownCloud bookmarks.

To find this bookmark, click on the gear button at the bottom of the bookmarks app.

CHAPTER

EIGHT

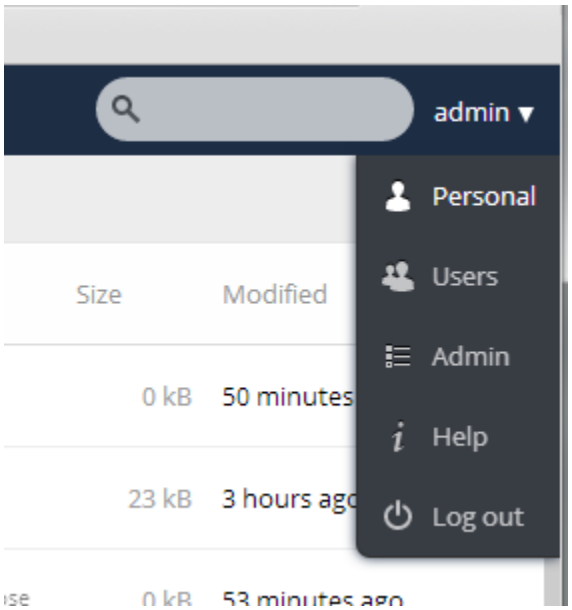
SETTING YOUR PREFERENCES

As a user, you can manage your personal settings.

To access your personal settings:

1. Clicking on your username in the top, right corner of your ownCloud instance.

   The Personal Settings Menu opens.



   Personal Settings Menu

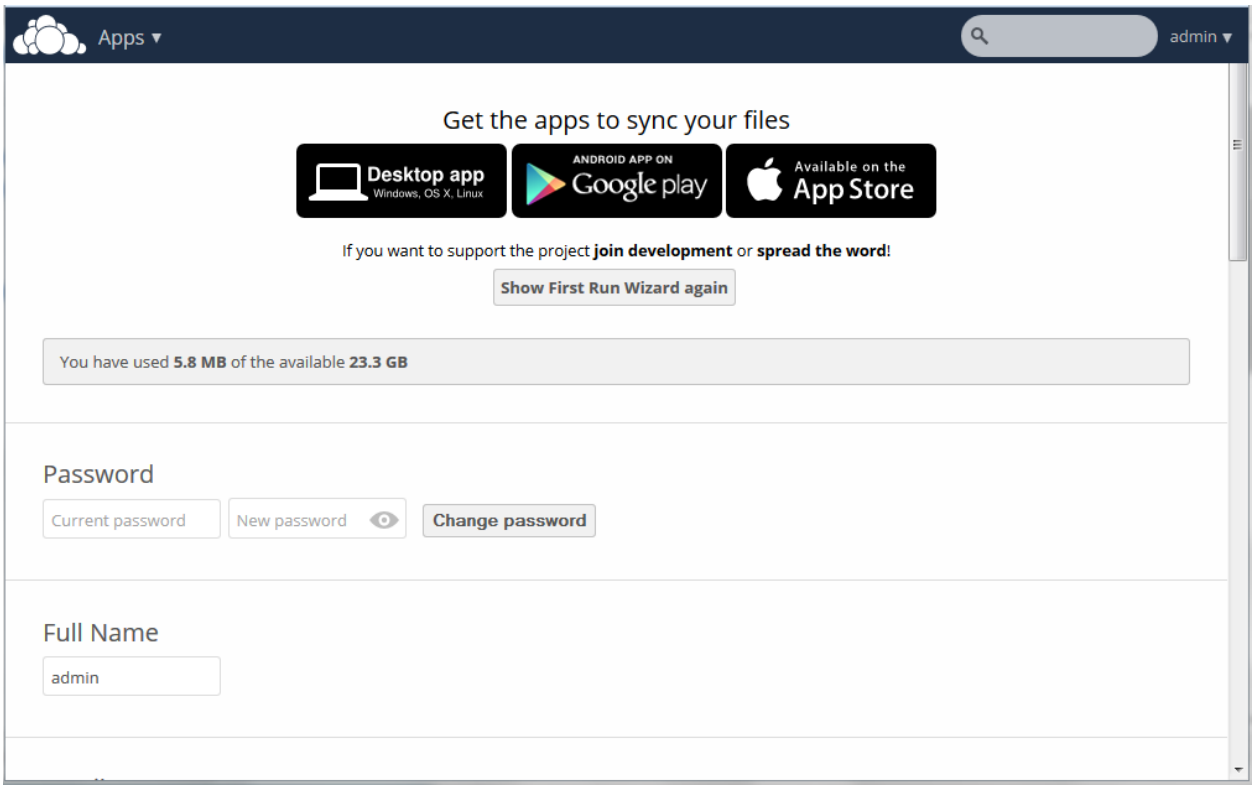
2. Choose *Personal* from the drop down menu.

   The Personal Settings Page opens in the main viewing window.

Note: If you are an administrator, you can also manage users and administer the server by using the related links in the Personal Settings Menu. However, these links do not appear to a normal user.

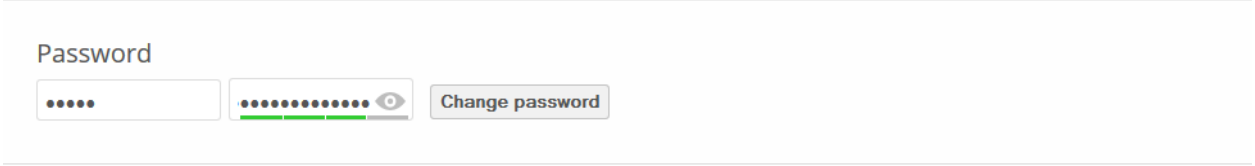
The options listed in the Personal Settings Page depend on the applications that are enabled by the administrator. However, some of the default settings for this page include the following:

- Usage and available quota – Appearing at the top of the page, this information provides the amount of space used and available for the user (in Megabytes).



You have used **5.8 MB** of the available **23.3 GB**

- Password – Enables you to change your password. To change your password, you must provide your current password along with your new password. When creating a new password, ownCloud provides a dynamic password strength indicator for your assistance.

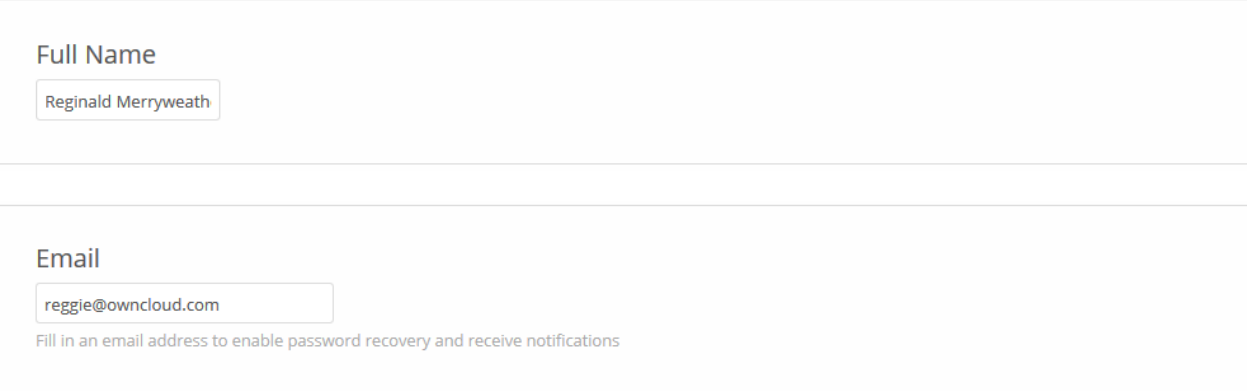


> **Note:** If you would like the ability to recover your password through e-mail, specify your email address in the Email field (see below).

- Full Name – Enables you to specify your full name. This name appears at the top of the Personal Settings Menu.

- Email – Enables you to specify an email address for use by the ownCloud server and administrator in sending you notifications. For information about setting email notifications, see "Notifications" below.

- Profile picture – Enables you to specify a new avatar (profile image) that identifies you on the ownCloud server. By default, the profile picture is the first initial of your username. You can choose to keep the letter designation, upload a new image from an external source, or select an image from any existing images in your ownCloud folders.

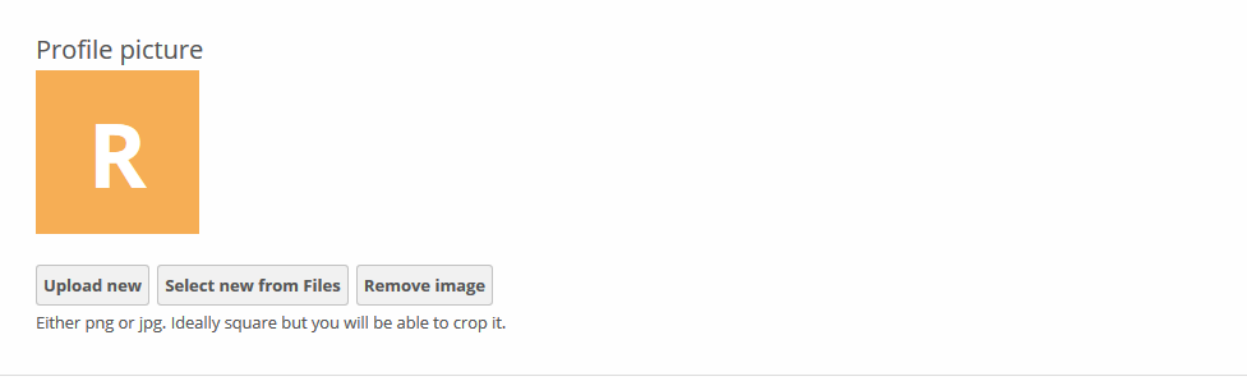


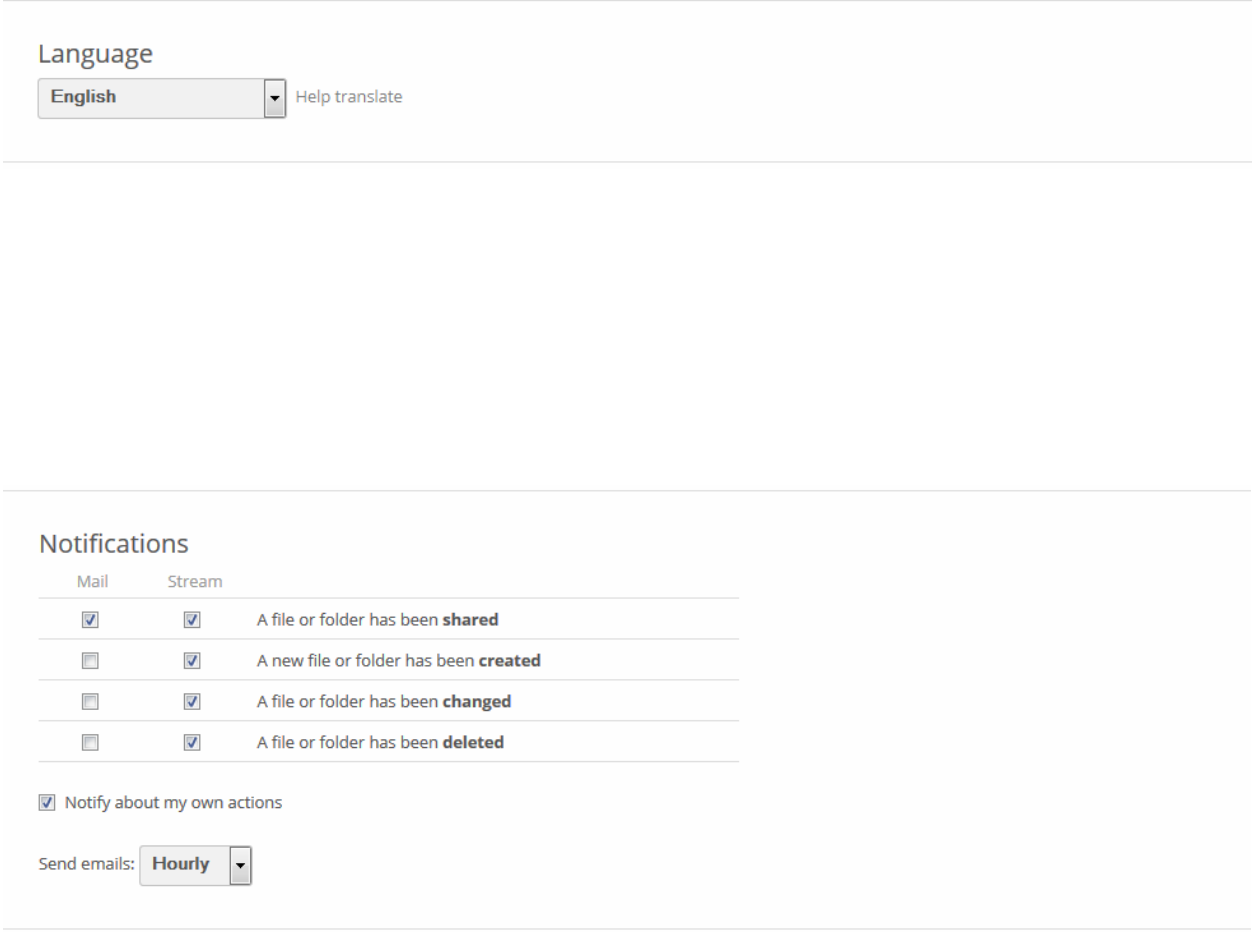
- Language – Enables you to change your web interface language, if you want to override the browser settings.

- Notifications – Enables you to specify what notifications you receive for activities on your ownCloud instance. You can choose to receive messages through an email notification or online stream notification. In addition, the Notifications settings enable you to exclude changes that you make yourself and obtain only changes made by others on your account. You can obtain notifications hourly, daily, or weekly.

- Documents – Enables you to specify a location (folder) to which newly created documents are saved.

- Version – Specifies the ownCloud software version that you are using along with links to the ownCloud community, source code, and licensing information.




Language
English
Help translate
Notifications
Mail
Stream
A file or folder has been shared
A new file or folder has been created
A file or folder has been changed
A file or folder has been deleted
Notify about my own actions
Send emails:
Hourly
Documents
Save new documents to
/

CHAPTER

NINE

EXTERNAL STORAGE

9.1 Configuring External Storage

The External Storage application allows you to mount external storage services, such as Google Drive, Dropbox, Amazon S3, SMB/CIFS fileservers, and FTP servers in ownCloud. Your ownCloud server administrator controls which of these are available to you. Please see Configuring External Storage (GUI) in the ownCloud Administrator's manual for configuration howtos and examples.

9.2 Connecting to SharePoint

Native SharePoint support has been added to ownCloud Enterprise Subscription as a secondary storage location for SharePoint 2007, 2010 and 2013. To the user, these appear as normal ownCloud mounts, with bi-directional updates in any ownCloud client: desktop, mobile, or Web. There is one difference, and that is ownCloud sharing is intentionally disabled for SharePoint mountpoints in order to preserve SharePoint access controls, and to ensure that content is properly accessed as per SharePoint rules.

Your ownCloud admin may optionally allow users to mount their own SharePoint libraries.

9.2.1 Accessing SharePoint Folders

When you first log in to ownCloud, the Web interface shows a gray bar behind all SharePoint folders. The gray bar disappears when the mountpoint is verified by the server. If you see a red error bar, you'll see either an hourglass that indicates a connection error, or a key to indicate that authentication is required.

Your ownCloud admin has the option to configure SharePoint credentials so that you are authenticated automatically, or you may be required to enter your credentials. If you have to enter your credentials, click the red bar and you'll get a login window. You should only have to do this once, as ownCloud will store your credentials.

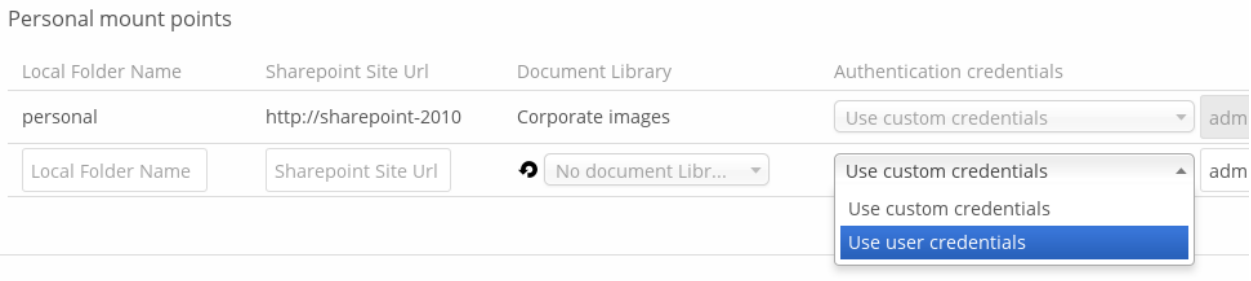
If your SharePoint login ever changes, go to your Personal page to update it in the `Sharepoint Personal Configuration` section.

9.2.2 Personal Page

You can manage your SharePoint connections in the `Sharepoint Personal Configuration` section of your ownCloud Personal page. You'll see two sections: the `Admin added mount points` section lists SharePoint mounts controlled by your ownCloud admin. If users have permissions to mount their own SharePoint libraries you'll also see a `Personal mount points` section.

There are two types of authentication available to you. If you have multiple SharePoint libraries that use the same authentication, enter your credentials in `Sharepoint Personal Configuration`. Then follow these steps to add your libraries:

- Enter the name of your local mountpoint in the `Local Folder Name` column. This can be an existing folder, or automatically create a new one.
- Enter your SharePoint server URL.
- Click the little refresh icon to the left of the `Document Library` field. If your credentials and URL are correct you'll get a dropdown list of SharePoint libraries to choose from.
- Select the document library you want to mount.
- Select "Use user credentials".
- Click the `Save` button, and you're done



You may elect to use different authentication credentials for some of your SharePoint libraries. For these, you must first select `use custom credentials`, and then fill in the mountpoint and SharePoint site URL. Then ownCloud can authenticate you, and you can click the refresh icon to see your libraries. Then select the library you want to mount and click the `Save` button.