



**METU**  
CLOUD

# **METU**CLOUD

## **User Guide**

**METU**

Computer Center

System Administration Group

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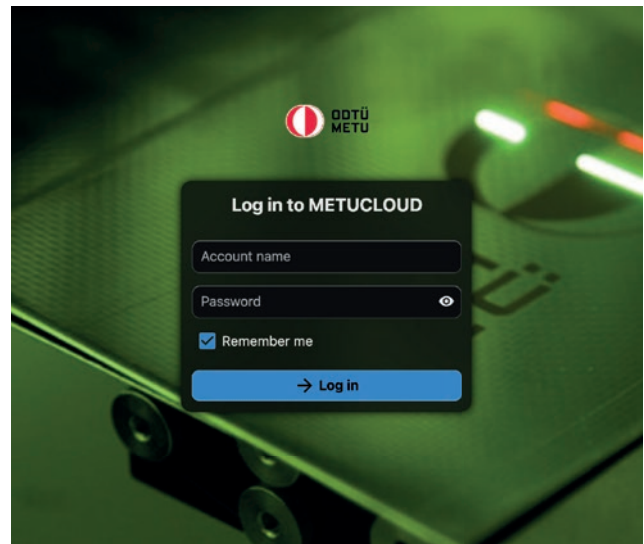
# 1. System Access – Login

To access the system, enter

<https://metucloud.metu.edu.tr/>

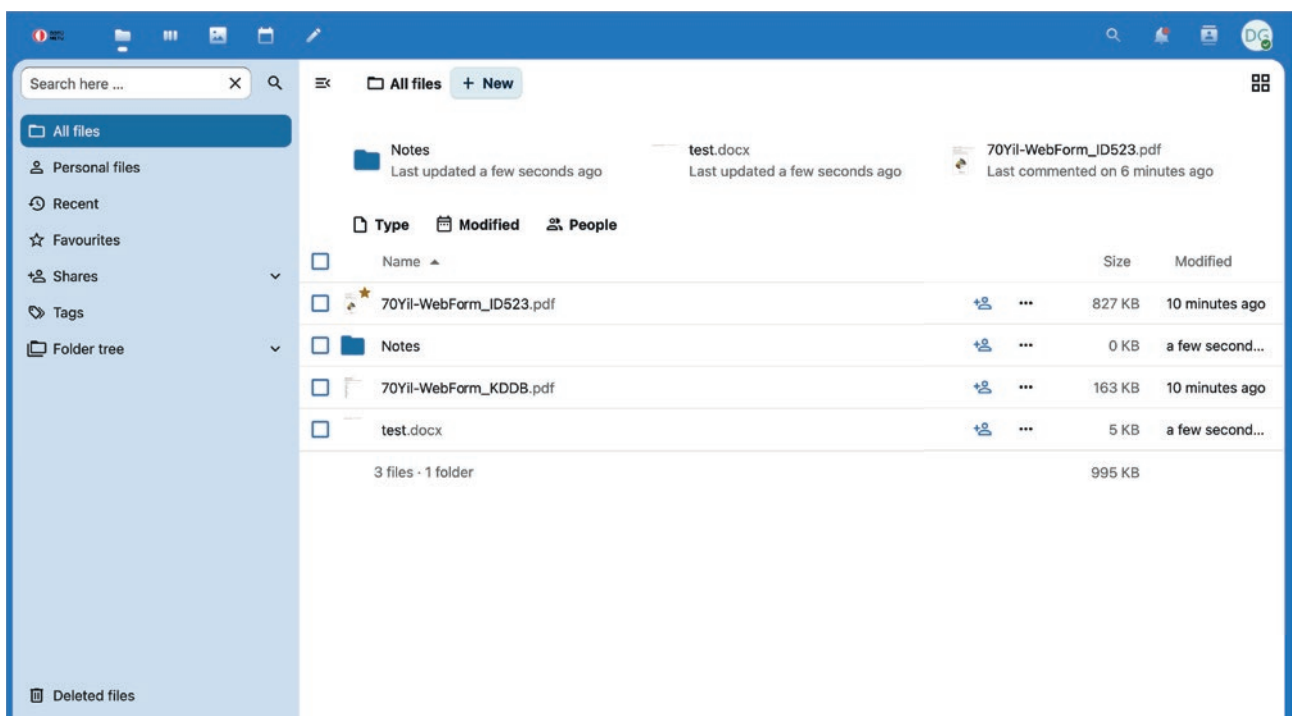
into the address bar of any web browser.

On the subsequent login screen, enter your credentials into the “Email” and “Password” fields to sign in.



## 2. Navigating the User Interface

The METUCLLOUD homepage is displayed above. By default, this section presents the Files menu, where users can add, remove, and share files. The METUCLLOUD user interface comprises the following primary areas and functions:



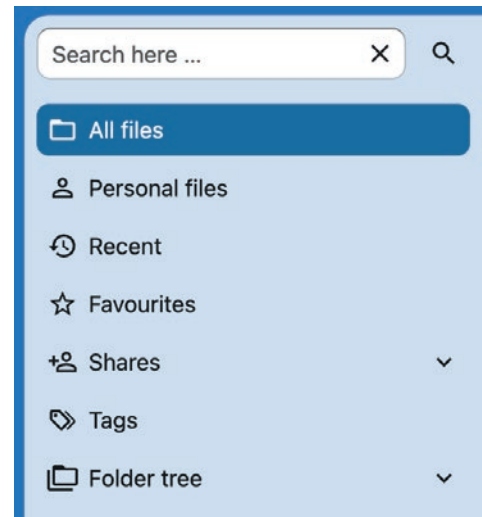
## 2.1. Navigating the User Interface

Clicking the menu icons located in the upper-left section of the screen will display a list of available applications.



## 2.2. Application Information Area

This left-aligned area displays filters and tasks associated with the selected application. For instance, when using the Files application, the left panel presents specific options related to files you have shared or files shared with you. Different options will be displayed for other applications.



## 2.3. Application Area

This is the central area within the METUCLLOUD user interface. It displays the specific features or content of the currently selected application.

## 2.4. Navigation Panel

Located above the main viewing space (Application Area), this panel provides navigation that allows you to transition to higher levels within the folder hierarchy, up to the root level (home).

## 2.5. New (Add) Button

Situated on the navigation panel, this button enables you to add new files and folders or upload files. Additionally, you may upload files to METUCLLOUD by utilizing the drag-and-drop method directly into the Application Area.



## 2.6. Search Area

Clicking the magnifying glass icon located in the upper-right corner allows you to perform a search across your files.

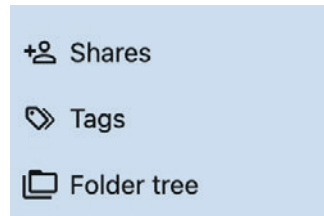
## 3. Files and Synchronization

### 3.1. Accessing Files via the METUCLOUD Web Interface

The METUCLOUD web interface allows users to access files and utilize features including file creation, previewing, editing, deletion, sharing, and resharing.

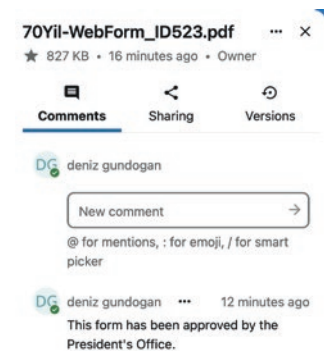
#### 3.1.1. Tagging Files

You can assign tags to files. To create a tag, open a file in the details view and type your desired tags. To create multiple tags, press the “Enter” key on your keyboard after typing each tag.



#### 3.1.2. Comments

The details view can be used to add and read comments on any file or folder. Comments are visible to anyone who has access to the shared file.



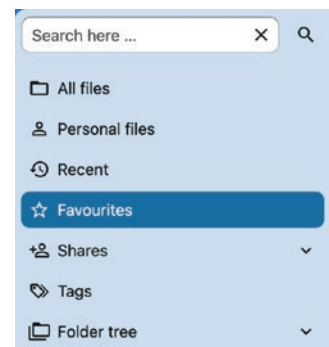
#### 3.1.3. File Controls

<input type="checkbox"/>	Name ▲		Size	Modified
<input type="checkbox"/>	 70Yil-WebForm_ID523.pdf	 ...	827 KB	16 minutes ago
<input type="checkbox"/>	 Notes	 ...	0 KB	7 minutes ago
<input type="checkbox"/>	 70Yil-WebForm_KDDB.pdf	 ...	163 KB	16 minutes ago
<input type="checkbox"/>	test.docx	 ...	5 KB	7 minutes ago

3 files · 1 folder 995 KB

METUCLOUD generates thumbnail previews for image files, MP3 album covers, and text files. You can add files to your favorites. Favorited files are designated by a star icon on their left side.

Furthermore, you can access your favorited files via the favorites menu located on the left side of the screen.



Permissions to be assigned to individuals and groups with whom you share files. These include;

**Group file sharing for units:** Group file sharing for specific units can be conducted through this platform as an alternative to traditional shared folders. This enables members of a designated unit (e.g., faculties, administrative departments, coordinating offices, etc.) to collectively access, edit, and share files. This feature facilitates teamwork and collaboration, thereby increasing operational efficiency.

To initiate sharing, first enter the recipient information and press the “Enter” key.

**Can view only:** Grants view-only access to the designated recipients.

**Can share:** Grants resharing permissions to the designated recipients.

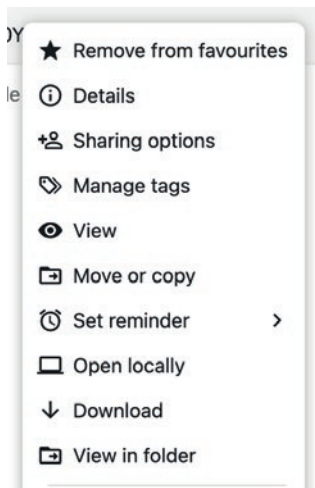
**Can edit:** Grants editing permissions to the designated recipients.

**Can delete:** Grants deletion permissions to the designated recipients.

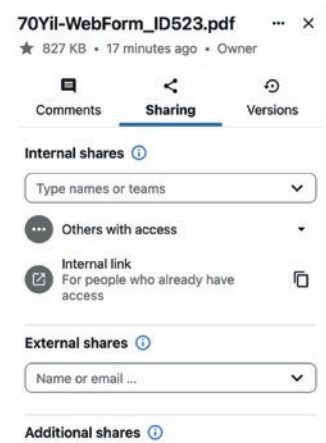
**Can create:** Grants permissions to create new files or folders within shared folders, and allows the sharing of those newly created files.

**Can change:** Grants permission to modify the shared file and upload new versions.

You can access this area by clicking the “...” (more options) icon located on the file row and selecting “Open Details.”



**Overflow Menü:** The features available within the overflow menu include: Add to/remove from favorites, folder details, view, rename, move or copy, set reminder, edit locally, download, and delete file.



### 3.1.4. File Preview

You can preview text and image files by directly clicking on the file name. Alternatively, you may click the “...” icon on the file row and select the “View” option from the overflow menu.

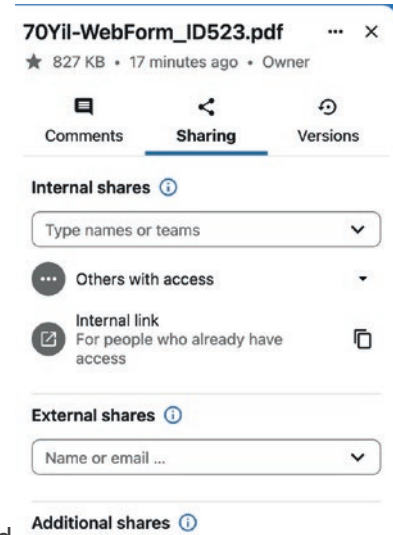
### 3.1.5. Sharing and Sharing Status Icons


You can share your files with specific recipients or by generating a shareable link.

**Method 1:** You can add recipient information from the “Sharing” area located in the details section of your file.

**Method 2:** You can generate a sharing link for your file using the “Sharing Link” option located in the details section.

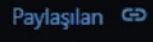
Through the sharing link settings, you can customize your link, generate a QR code, add a new link, and remove sharing access.



You can copy the link to your clipboard using the copy icon . This copied link can then be utilized in your emails (as a public link).

By pasting the copied link into the address bar of any web browser, users can view, download, or print the file. The generated link format is as follows.

Example: <https://metucloud.metu.edu.tr/test>

**Sharing Status Icons:** Every folder you share is marked with  status icon. Public link shares are designated by a chain icon. Unshared files remain unmarked.

### 3.1.6. File or Folder Selections

You can select one or multiple files or folders by clicking their respective checkboxes. To select all files within the current directory, click the master checkbox at the top of the list.



When multiple files are selected, you can perform bulk actions using the “Add to Favorites,” “Move or Copy,” “Download,” or “Delete” buttons located at the top of the interface.

Note: When downloading your files, you have the option to download them as a compressed archive (ZIP).

### 3.1.7. Filtering the Files View

To easily categorize and manage your files, you can select various filters from the left navigation panel (Application Selection Menu).

**All Files:** This is the default view. It displays all files you currently have access to.

**Personal Files:** The directory containing your personal files.

**Favorites:** Files and folders you have designated with a yellow star.

**Shared with You:** Displays all files shared with you by other users or groups.

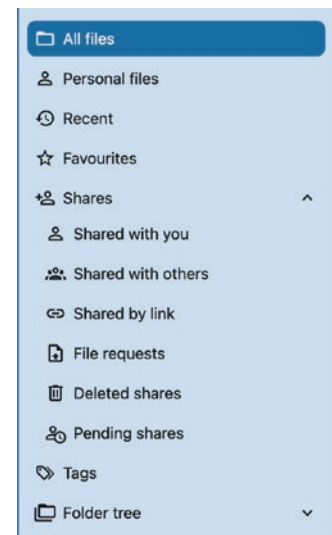
**Shared with Others:** Displays all files you have shared with other users or groups.

**Shared via Link:** Displays all files you have shared using a public link.

**Deleted Shares:** Displays all shared files that have been deleted.

**Pending Shares:** Incoming shares that you have not yet accepted are displayed here.

**Tags:** The directory containing the tags you have assigned to your files.



### 3.1.8. Moving Files

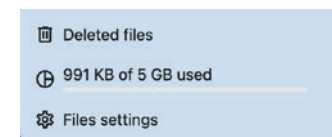
You can move files and folders by dragging and dropping them into any directory.

### 3.1.9. Managing Deleted Files

When you delete a file in METUCLOUD, it is not permanently deleted immediately. Instead, the file is relocated to a section named "Deleted Files."

Deleted files are not permanently removed until you delete them manually, or until the system automatically removes them to free up storage space for new files.

You can access your deleted files by clicking the "Deleted Files" button located at the bottom left of the Files menu. Within this section, you have the option to either permanently delete or restore your files.



## 3.2. Browser-Based Text Editor

This feature enables users to create, edit, and format documents directly through a web browser. These editors can be accessed without the need to install any additional software. They are generally accessible from any location with an internet connection and operate platform-independently, meaning they are compatible with operating systems such as Windows, macOS, and Linux, as well as on mobile devices.

### 3.2.1. Creating or Uploading Files and Directories

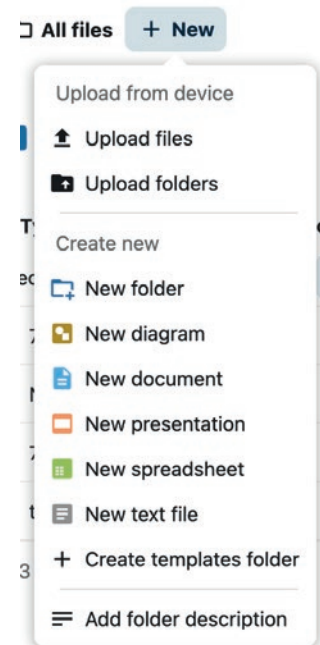
You can create or upload new files or folders by clicking the “New” button within the Files application. The “New” button provides the following options:

**Upload Files:** Uploads files from your computer to METUCLLOUD. Additionally, you can upload files from your local device using the drag-and-drop method.

**New Folder:** Creates a new folder within the current directory.

**New Document, New Spreadsheet, New Diagram, New Presentation:** Allows you to create documents in these specific formats within the current directory.

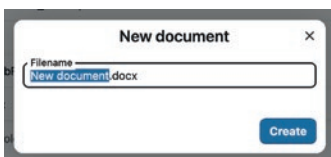
**New Text File:** Creates a plain text document within the current folder.



### Creating and Versioning a New Text Document

#### New Button -> New Text File

Click the “Add” button to generate your document. By clicking on the newly created text document, the text editor will open, allowing you to draft and edit your text.



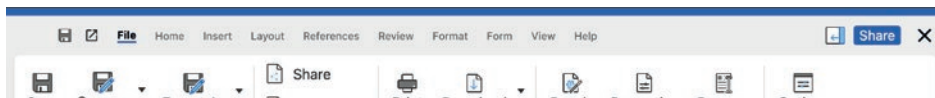
You can save your documents by clicking the  icon.

Additionally, you can manage versions of your document. To create a document version;

Click the “...” (more options) icon located on the right side of the created text document. Select the “View” option from the overflow menu to open your text file.

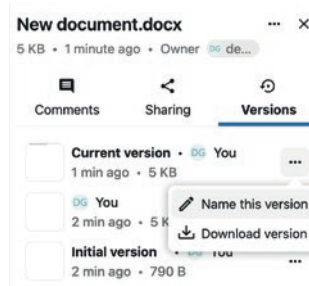


Click the “Share” button located on the right side of your text document.



You can save the modifications made to the text document by utilizing the “Edit Version Name” button.

Furthermore, you can review the history of changes made to the document through its version history.

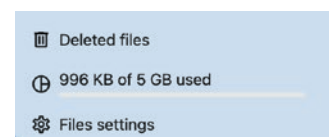


### 3.3. Concurrent File Editing

Concurrent File Editing allows multiple users to work on the same file simultaneously. This feature is particularly advantageous when collaborating on cloud-based documents and files. When one user modifies a file, other users can view this change instantaneously, enabling multiple individuals to work on the document concurrently. Each user can implement their own edits, and these modifications are saved to the file in real-time. This significantly enhances productivity for collaborative teams.

### 3.4. Personal Capacity / Storage Quota

At the bottom left of the Files menu, you can view your total allocated storage quota alongside your current usage (Default capacity: 5 GB).

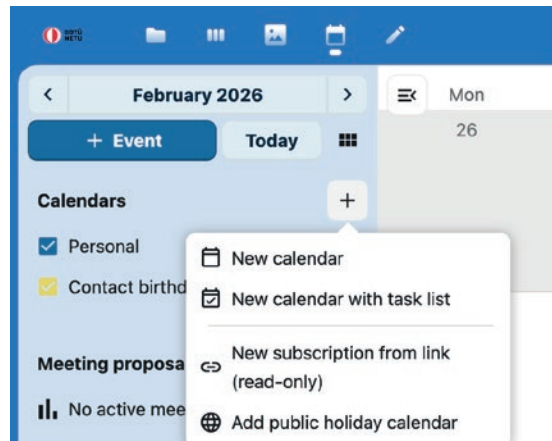


## 4. Calendar and Task Tracking

Within the Calendar interface, you can view your events on a monthly, weekly, or daily basis, and create new calendars by adding events. You can download and share the calendars you have created. You can also add appointments to your calendar.

To use the Calendar application, you must first create a new calendar by clicking the “Add Calendar” button.

After clicking on the relevant event, selecting the “More...” button allows you to add details, update, or delete the selected event. Event details, attendees, reminders, and recurrence features are located within this panel. Additionally, you can export any desired event with an “\*.ics” extension.



## 5. Tasks

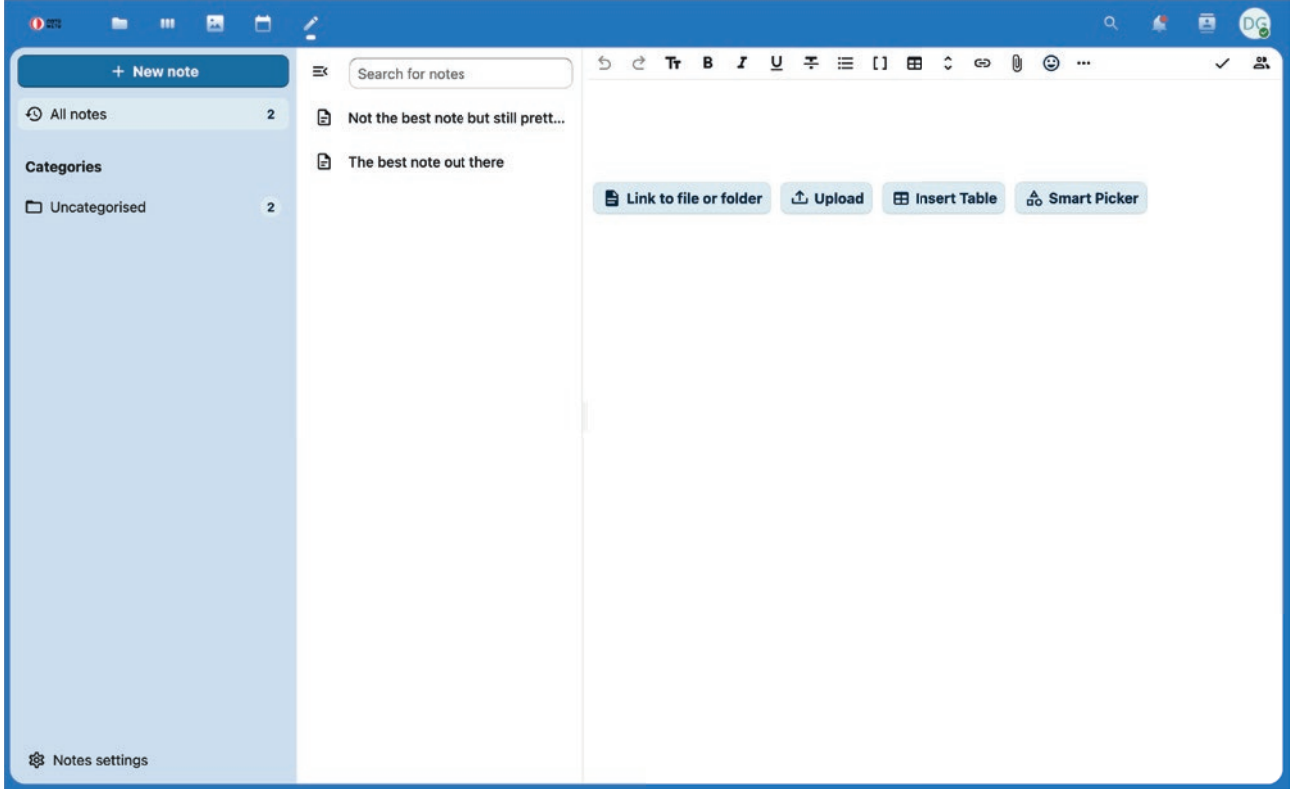
Using the Tasks application, you can add new task lists. To add a new list, click the “Add List” button. Enter the task description and press the “Enter” key. You can add subtasks to the tasks you have created. You can configure dates and select statuses from the details section. Furthermore, you can append notes to each task.

Additionally, you can edit tasks, generate a personal link, export them, or delete them.

## 6. Notes

The Notes application allows you to add new notes. You can categorize these notes, add them to your favorites, edit, share, or delete them.

To add a new note, click the “Add Note” button.

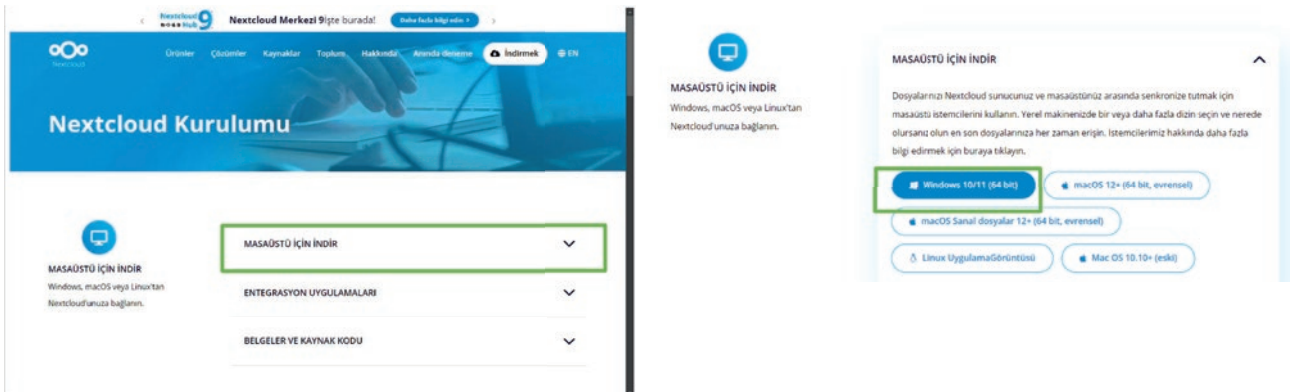


## 7. Desktop Application: NextCloud Desktop

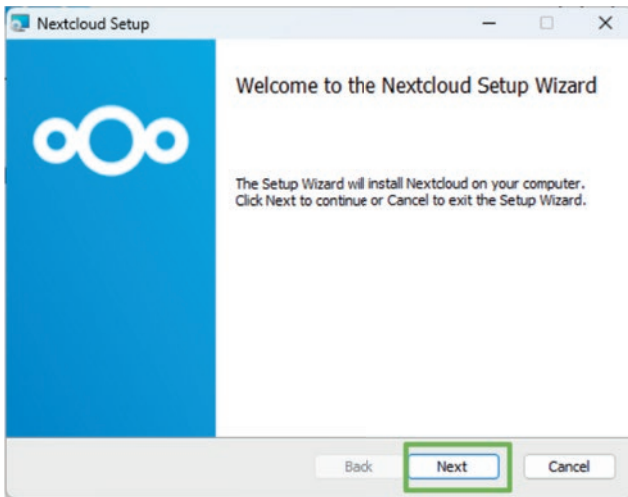
This feature provides the capability to access your files from any location. Our intuitive desktop and mobile applications are available for all major platforms and can be utilized free of charge.

To acquire the METUCLOUD desktop application, enter <https://nextcloud.com/install/> into the address bar of any web browser.

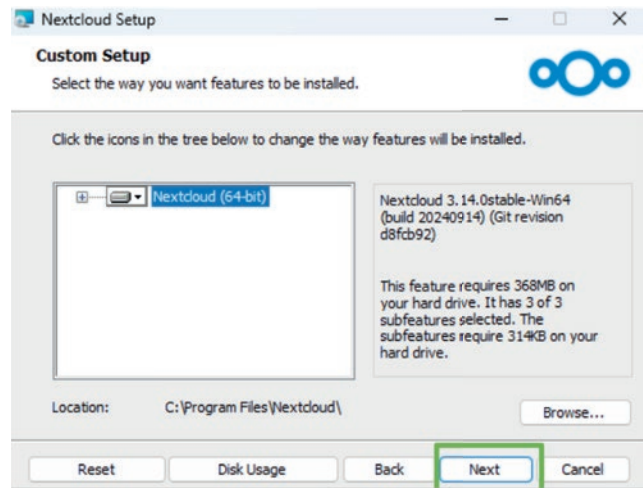
The Nextcloud Installation page will appear.



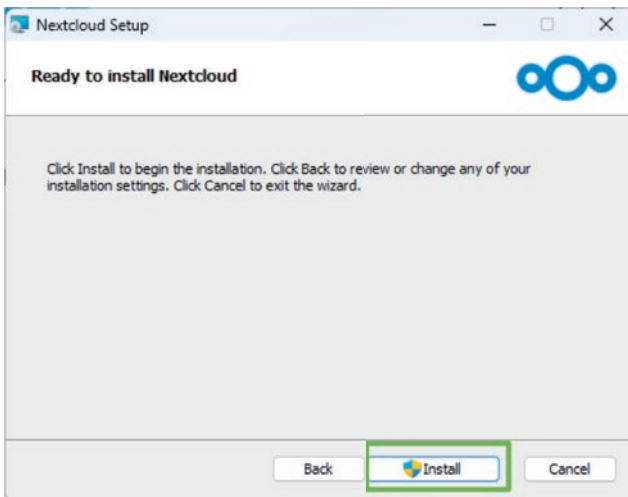
From there, select the “Download for Desktop” option, and click to download the appropriate software for your operating system.



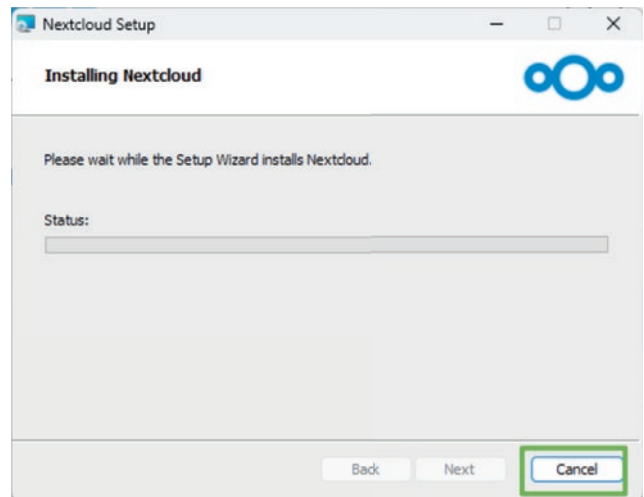
1. Select "Next" to proceed.



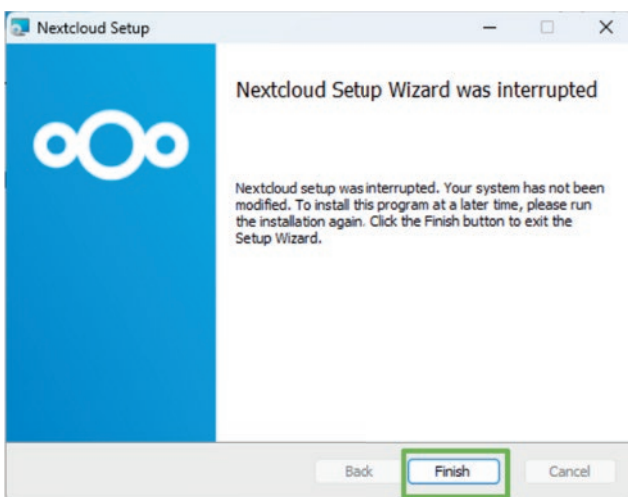
2. Select "Next" to proceed.



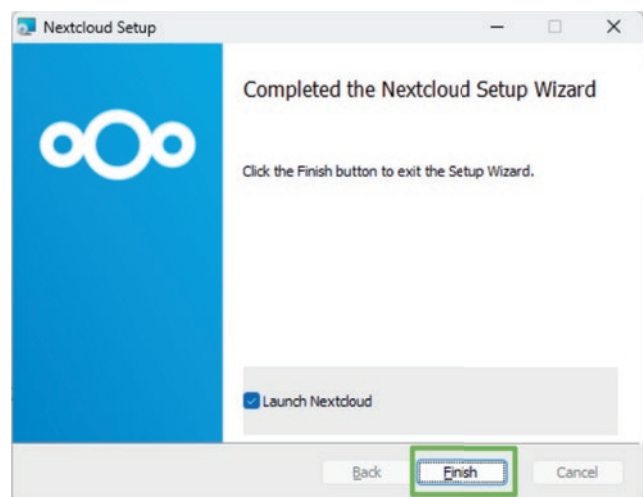
3. Select "Install" to proceed.



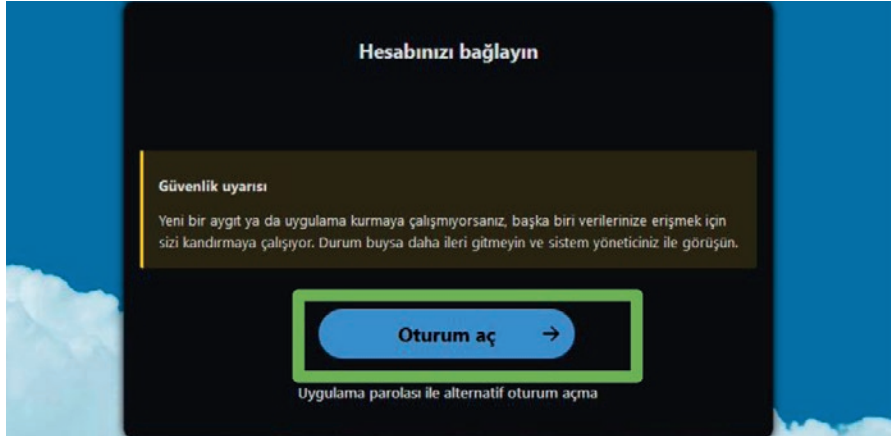
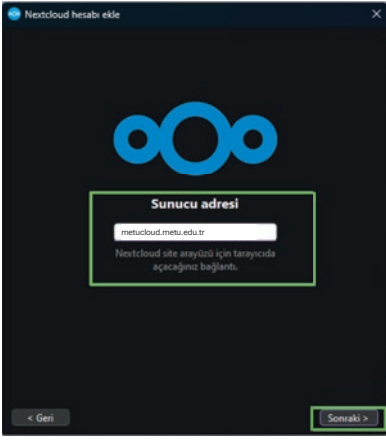
4. Do not click the "Cancel" button!



5. Select "Finish" to proceed.

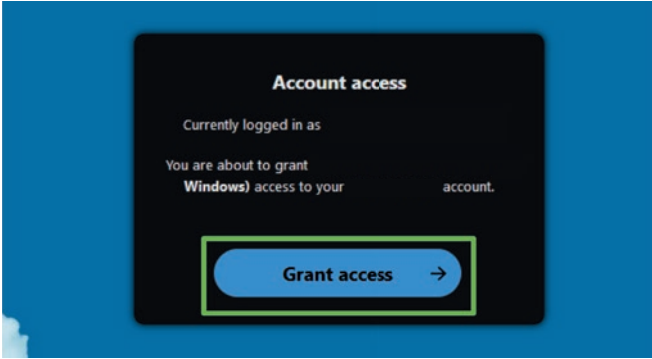


6. Select "Finish" to proceed.

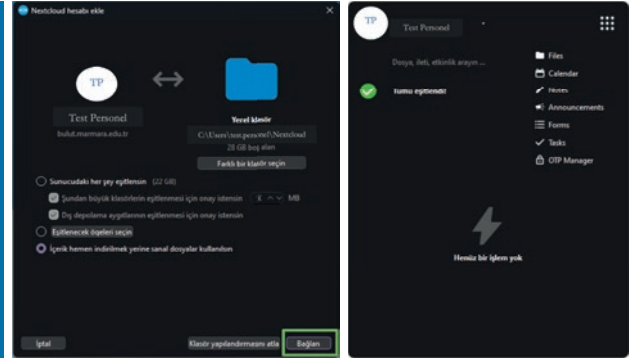


The server address should be entered as:  
metucloud.metu.edu.tr

Click the "Log In" button to sign in.



Click the "Grant access" button.



You can access the system by entering your username and password credentials. The subsequent screen will appear as displayed above.

## 8. Personal Settings Menu

Clicking on your username, located to the right of the search area, reveals a drop-down personal settings menu. Your personal page comprises the following settings and features:

Links to download desktop and mobile applications

Server usage and storage space status

Password management

Name, email, and user profile picture settings

Group membership

User interface language options

Notification management

Social media sharing buttons

**Personal Information:** The menu containing your profile details (Name, Profile Picture, Email, etc.).

**Security:** Contains password settings, as well as device and session information, to ensure account security.

**Notifications:** Contains notification preferences and logs.

**Mobile and Desktop:** Contains links and information for both desktop and mobile application platforms.

**Sharing:** Contains sharing information and global sharing settings.

**Appearance and Accessibility:** The section where you can configure themes, background settings, accessibility options, and default application arrangements.

**Availability:** The menu where you can set your user status by specifying working hours or designated blocks of time, such as meetings.

**Privacy:** Allows you to view the individuals with whom you have shared information and those who have access to your data. You can also access information regarding the servers hosting your data. (Note: This information is accessible only if your administrator has specified a server location.)

