**SWITCHdrive - Webinar March-21st-2019**

1. General remarks about SWITCHdrive
   a) How to create shortcuts (in the Browser, in the Finder)?
   b) Who is the owner of a shared file or folder? Who shared it with me?
   c) Is it allowed to move folders?
   d) What are "Pending Shares"? Should I accept / decline shares?
   e) What is a CustomGroup? Can I create one?

2. About OnlyOffice? (https://onlyoffice.org)
   a) How do I work with the OnlyOffice editors (docx, xlsx, pptx)?
   b) Where is the Save- or the Save-As Button?
   c) How do I invite a switchdrive user to collaborate on a document?
      Hint: share the parent folder first!
   d) When are the changes synchronised to my local disk?
   e) Known limitations (no Public Links! no Federated-Cloud-IDs!)

3. About Sharing
   a) which kind of shares should I use (in the desktop client, in the web client)
   b) How to use direct shares (direct links) ?
   c) How to use remote shares (public links) ?
   d) Should I send the file or the link to the file by email?
   e) Where do I find more information about SWITCHdrive?

# How to share:

How to share a file in the desktop client (for users who have access to the parent folder):
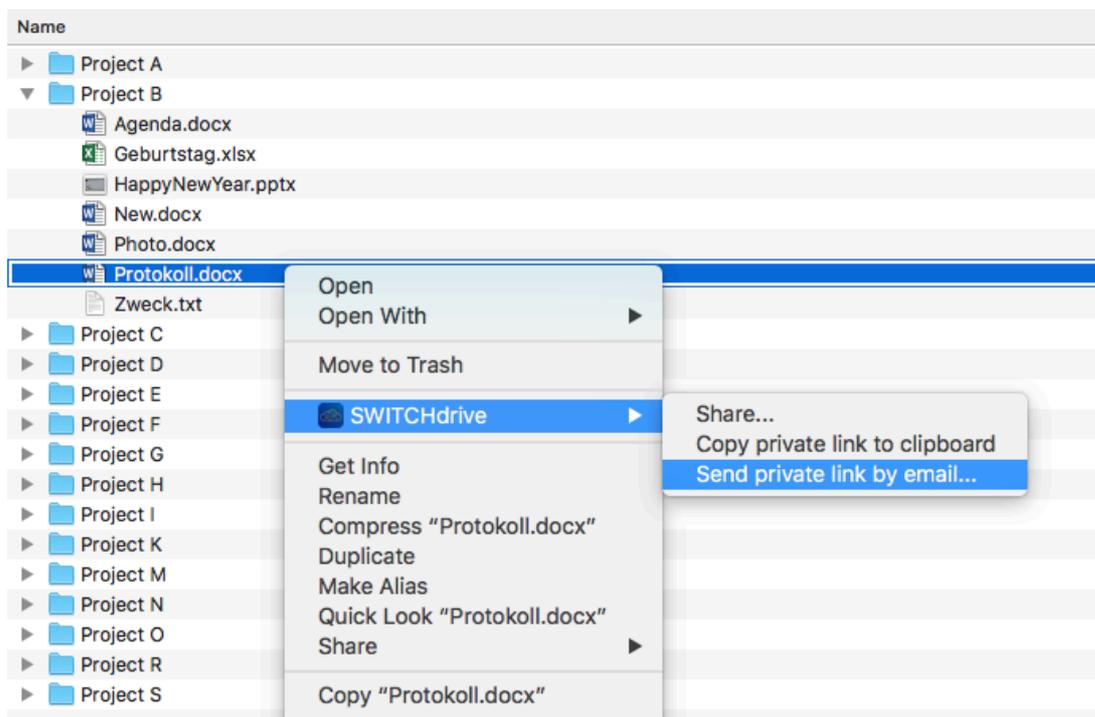


How to share a folder in the web client - you can inform the user about it!

# Public Link:

https://drive.switch.ch/index.php/s/s9WYqjRgu9zwlD1
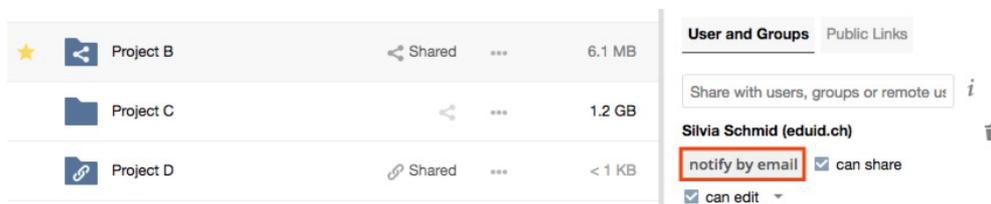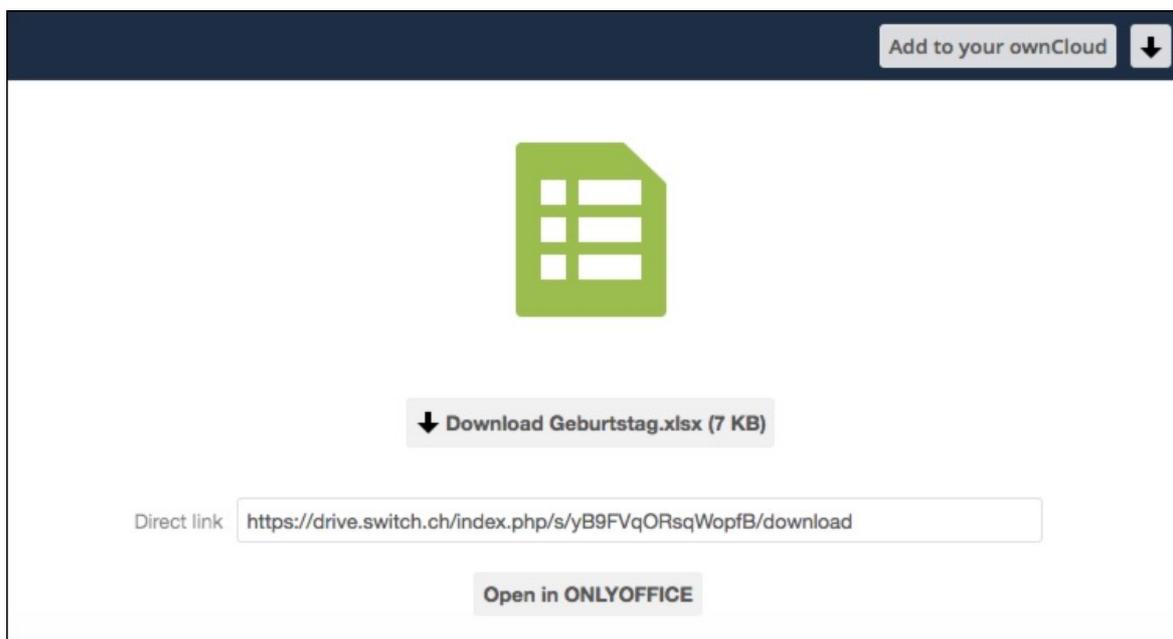


- works always
- no need to have a SWITCHdrive account
- whoever gets such a link has access to the data (and can download it)
- a user can directly open the file in the browser with OnlyOffice (user as "Anonymous")

# Private link:

https://drive.switch.ch/index.php/f/1331290879

- Users without permission are not allowed to open the file or folder:



- a user with permission can open the parenting folder (not the file itself!)
- the selected file will be highlighted by a light gray color (which will go away as soon as you move the mouse)
- a user can open & edit the highlighted file (or other supported files in the folder)
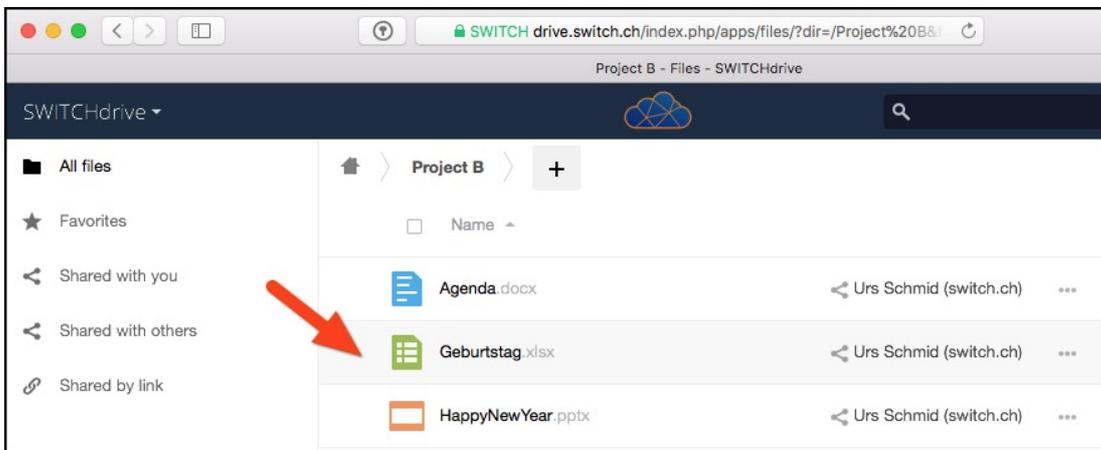


- if you want that the user opens the file in the webbrowser, replace "/f/" by "/apps/onlyoffice/"

https://drive.switch.ch/index.php/apps/onlyoffice/1331290879

- if the user has no permission to open the parenting folder "File not found" is displaye