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!

+ Project B	< Shared	6.1 MB	User and Groups Public Links	
Project C	<	1.2 GB	Share with users, groups or remote us	i =
Project D	Shared	< 1 KB	notify by email 🗹 can share	1

Public Link:

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

	Add to your ownCloud
	Download Goburtstan visy (7 KB)
Direct link	https://drive.switch.ch/index.php/s/yB9FVqORsqWopfB/download
	Open in ONLYOFFICE

- 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:

📥 SWITCH edu-ID Login	+ SWITCHdrive	
You don't have pe	rmissions to access this file/folder - Please contact the owner to share it with you.	
	© 2018 SWITCH	

- 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)

	< > □		
	Project B - Files - SWITCHdrive		
SWITCHdrive 🕶		٩	
All files	Project B +		
★ Favorites	🗌 Name 🔺		
< Shared with you	Agenda.docx	 Urs Schmid (switch.ch) 	
< Shared with others	Geburtstag.xlsx	 Urs Schmid (switch.ch) 	
9 Shared by link	HappyNewYear.pptx	Urs Schmid (switch.ch)	

- 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

SWITCHdrive -	Urs Schmid (eduid.ch) 🗸
File not found	