


Files

With aid of the app „Files“, you have access to the following types of files and folders:

Group-Folders

You can recognise the group folders by the symbol  under „Alle Dateien“ (ENG: „All Files“) in the left menu. Further information can be found [here](#).

Own Folders and Files

All the other folders and files in the „Alle Dateien“ (ENG: „All Files“) menu are your personal ones.

- Own folders and files can be synchronised locally from the Nextcloud client. In doing so, they become available for offline use and can be edited at all times.
- By using the item „Teilen“ (ENG: „Share“), you can grant other Nextcloud users access to your personal folders and files. **Please note that these files are deleted completely when you leave the university and stop being a member.** Thus, you should apply for a [group folder](#) when working on important projects with others.

Tip: Create the **“personal“ folder** in your Nextcloud for personal data and use it to store your **personal folder- and file-structure**. Otherwise, the view could become very confusing due to [group-folders](#).

Remark: Do **not create a register with the prefix „JHS“** in the Nextcloud root folder, because they are reserved for the integration of the [group-folders](#).

Access

There are different possibilities to access the files in the Collaboration Cloud Storage environment of the Jade University:

- [Zugriff via Desktop](#): Synchronise Your Files **locally** with aid of the desktop clients and edit them (even offline).
- [Zugriff via Smartphone](#): Access your files while being **mobile** by using a smartphone app.
- [Zugriff via Software](#): Access your files directly within different **software applications** and edit them.
- [Zugriff via Webbrowser](#): Access your files from anywhere with a **webbrowser**.
- [Zugriff via WebDAV](#): Access your files comfortably with aid of a WebDAV-Client within the **file manager**.

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