

# Desktop Client

With the help of the desktop clients, university members and staff can **access their files in the Collaboration Cloud of Jade University in the file explorer.**

## Setup

Download the [Nextcloud Desktop Client](#), install it on your system and set it up as follows:

- In the “Add Nextcloud Account” window:
  - Click the **Log in to Nextcloud** button.
  - Server address: **https://ccs.jade-hs.de/**.
  - Click on the **Nextcloud** button.
  - A browser window will open
    - Connect to your account: click on **Login**.
    - Account access: click on **Grant access**.
    - Username: [default login](#) (form: ma1150)
    - Password: <your password>
    - Close the browser window
  - **Local folder:**
    - At the top right, you can change the local folder, but as a rule you should leave the default setting “**Nextcloud**” as it is.
  - Synchronisation:
    - **Use virtual files instead of downloading the content immediately:**
      - Initially **no** data is synchronised with the local folder.
      - Recommended setting,
        - if you work online practically all the time
      - Currently only available on Microsoft Windows
    - Synchronise all data from the server
      - All data will be synchronised with the local folder.
      - Recommended setting,
        - if you also need/want to work offline
        - if the amount of data is rather small
    - Select items to be synchronised
      - Only **selected** data will be synchronised with the local folder.
      - Recommended setting,
        - if you also need/want to work offline
        - if you need to exchange large amounts of data (e.g. initial when moving data from drive X:\ to Collaboration Cloud)
      - Initially select only the Personal folder as the item to be synchronised and activate other items later.
  - Click **Connect**

## Synchronisation status

Under Microsoft Windows, you can view the synchronisation status in **File Explorer** in the **Status**

column:

- **Green circle with white tick:** Always available on this device
  - The folder / file is available on the client and is automatically synchronised between the server and the client.
- **White circle with green border & tick:** Available on the device
  - The folder / file exists on the client and is only synchronised between server and client when used
- **Cloud:** Available when online
  - The folder / file does not exist on the client, but is available as long as there is a network connection between server and client
- **Arrows:** Synchronise
  - The folder / file is currently being synchronised with the server or client.

## File types

The Collaboration Cloud is essentially suitable for storing, viewing and jointly editing documents. The following file types are rather unsuitable:

- **Programmes and drivers:** these contain system files that cannot be synchronised. These can only be saved as a compressed file in the CCS.

**Ignore list:** Certain file types are not synchronised to the Collaboration Cloud because they do not make sense there or unnecessarily increase the network load. These files are listed in a so-called ignore list, including:

- **desktop.ini** Files in which the folder properties are stored under Microsoft Windows.
- **.DS\_Store files** in which the folder properties are stored under Apple macOS
- **~lock Files** to lock a file being edited.
- **\*.lnk Symbolic shortcuts** pointing to other files in the file system
- **Thumbs.db: Thumbnail Cache** (English for thumbnail cache).

These file types prevent full synchronisation and can be safely deleted. To do this, you may have to switch on the display of hidden files.

## Notes

- **Avoid local synchronisation of folders and files** if possible, especially if you are working on documents with several people. Use the possibilities offered for collaboration in the [Web interface of the Collaboration Cloud](#):
  - Use the integrated [Web Apps](#)
  - Use the Collaboration Cloud integrated [ONLYOFFICE](#), which opens automatically when you click on a document.
- **Create regular backups.** Synchronising folders and files locally always carries the risk of data loss, e.g. if several people synchronise the same folder and an error occurs with one person.
- **Disk encryption:** If you synchronise folders and files locally on your end device, it may be necessary - especially with mobile devices - to encrypt the data using [hard disk encryption](#) for data protection reasons. In the event of loss of the device, official data can thus be effectively

protected from access by unauthorised persons.

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