

# Files

## Description

The web app „Files“ is responsible for viewing and managing your folders and files in the Collaboration Cloud.

- Creating, deleting, renaming and moving folders and files.
  - Sharing folders and files with other groups and users via the „Share“ menu item.
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## Access

### Web browser

A web browser can be used to access the web app „Files“ in the Collaboration Cloud of Jade University at <https://ccs.jade-hs.de/apps/files>. Modern browsers, such as [Google Chrome](#) or [Mozilla Firefox](#) are also capable of dragging and dropping ([Drag & Drop](#)) files from other applications.

### Desktop client

With the help of an installed [Desktop-Client](#), all folders & files are automatically visible and can be edited if a network connection is available. In the event of a poor or non-existent network connection, these can also be synchronised locally on your PC - however, this should only be used to a very limited extent.

### Smartphone app

- Apple iOS - Apple App Store: [Nextcloud](#)
- Google Android
  - F-Droid App Store: [Nextcloud](#)
  - Google Play Store: [Nextcloud](#)

After installing the smartphone app, set it up as follows:

- Server address: <https://ccs.jade-hs.de/>
- Username: [default login](#) (form: ma1150)
- Password: <your password>

The smartphone apps usually do not synchronise folders and files, the desired file must be selected accordingly in the app.

## Use

When using the app for the first time, you will see the following folders in the root directory:

- **Personal**
  - You should set up your personal, company folder and file structure under this folder.
  - From this structure, give other people access as needed via the „Share“ icon.
- **Shares**
  - The folders that other people share with you appear under this folder. Please do not create your own folders here.
- Optional: **Web App Folders**
  - Folders that are required by the web apps offered.
- Optional: **group folders**
  - Folders with special properties that are outside your personal storage area and are authorised by the HRZ for a group.

### Note:



- **Do not create directories with the prefix „JHS „** in the root folder. These are reserved for the integration of special Jade University folders, e.g. [group folder](#).
- If you leave the university, your data will be deleted. The folders you have shared will then no longer be available to other participants. You should therefore request a [group folder](#) for projects.

## File sharing

You can share folders and files for other people:

### Public shares

A random URL is created here, which you can send to anyone, e.g. by e-mail.

- Click on the „Teilen“ (ENG: „Share“) icon next to the folder / file to be shared (Show sharing options)
- Click on the + symbol to the right of „Link teilen“ (ENG: „Share link“)
- Enter a password or accept the suggested password
  - Hint: If you want to use the suggested password, save it accordingly - it can no longer be viewed later
- Optional: Activate „Gültigkeit des Links aktivieren“ (ENG: „Activate validity of link“) and enter an expiration date if you want the share to be removed automatically after a period of time
- Click on „Freigabe erstellen“ (ENG: „Create share“)

- Optional: Click on the 3 dots to the right of „Share link“ and specify further sharing options
  - Under „Link anpassen“ (ENG: „Customize link“) you can, for example, edit the sharing permissions
- Click on the clipboard icon to the right of „Share link“, the generated URL is copied to the clipboard
- Distribute the URL e.g. by e-mail to the relevant persons and paste the URL from the clipboard (CTRL + V) into your e-mail accordingly.
- Distribute the password to the relevant persons via a secure channel.

## Internal sharing

Here, an internal-cloud share is created for users and groups.

- Click the Share icon next to the folder/file you want to share
- in the input field „Name, email adress oder Federated-Cloud-ID ...“ add the details of the persons with whom the folder is to be shared.
  - As a rule, **enter the person's e-mail address here**
  - For reasons of data protection, you must enter the full e-mail address / full name, the auto-complete function is deactivated.
- You will then see up to three choices
  - letter symbol: release for a person who is not known to the system. Therefore, this person receives an e-mail with a link to the folder / file and another one with the password.
  - **Without symbol / photo of person**: Release for a person known to the system.
  - Group symbol: Release for a group known to the system.
- Click on the 3 dots to the right of the person
- Specify further sharing options



For example, if you want to send a link via email to this folder, you **must not** use the URL displayed in the browser. Use the „Internal Link“ item in the Share menu.

You can find more information in [Nextcloud User Manual: Files & Synchronization / File Sharing](#)

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## Recycle bin

Deleted files are first moved to a recycle bin in the Collaboration Cloud. If necessary, you can view this as follows:

- Open the website of the [Collaboration Cloud](#) and log in.
- As a rule, the „Files“ web app is called up by default.
  - If you have set another web app as the start app, click on the „Files“ web app at the top of the bar.
- At the bottom left of the web app „Files“ you will find the entry „Deleted files“. Here you will find all the folders and files you have deleted.

**Note:** If you are missing folders and/or files within [group folders](#) folders and/or files are always in the recycle bin of the person who deleted them.

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