

Hertie Institute Cloud Manual

Dear User,

this manual provides all the information you need to use the full potential of the HIH cloud. In the following chapters we give a quick overview what the cloud offers and how to use it.

1. General things

We offer 10 GB of cloud space for every employee of the Hertie Institute. If there are good reasons this can be increased. The maximum file size for uploads is 1.5 GB.

The cloud is meant for sharing stuff you need for your work or collaborations with internal and external people. It is your responsibility to keep your cloud space clean. Sharing of content protected by copyright is not allowed and will be prosecuted.

Never give your credentials to someone else!

2. Access the cloud

The HIH cloud is reachable through the following URL:

<https://hih-cloud.neurologie.uni-tuebingen.de>

As your login credentials you use the same credentials as for the HIH fileserver, or if you have deposited an email address in your LDAP profile you can use the email address and your fileserver password.

There are also clients for IOS and Android through which you can access the cloud from your smartphone or tablet. And of course there are client applications for MAC and Windows. For download see the link below.

<https://nextcloud.com/install/#install-clients>

3. Apps

a. Calendar

At the moment we offer a calendar app which allows you to create calendars and share them with other people or groups.

b. OnlyOffice

This app brings you a full office suite for creating and editing documents directly in the cloud. It can handle Microsoft doc, docx, xls and xlsx files as well as powerpoint presentations. OnlyOffice is capable of playing Powerpoint presentations directly in the browser (use the "Play"-Button in the lower left corner).

c. Contacts

This app is a personal address book.

d. Talk

Use this to (Video-)Chat with colleagues. There is a Smartphone App available ("Nextcloud Talk").

e. Circles

Here you can self-define groups of colleagues to form ad-hoc teams for sharing folders or documents.

f. Deck

Deck is a kanban style organization tool aimed at personal planning and project organization for teams. It is a very simple yet useful project management app. [For more information see here: https://deck-app.com](https://deck-app.com)

4. Adding external storage

For security reasons we do not allow to connect your cloud account with existing external storage like Dropbox or Google Drive. On request it is possible to temporarily add the Hertie file server as storage. That means you can access all the files and folders the same way you do through your desktop mount.

Attention:

When using a Nextcloud client on MAC or PC make sure that you only synchronize the folders you really need or it can happen that your hard drive runs out of space. In general folders with a size bigger than 500 MB will not be synchronized. This can be changed if necessary.

5. Links to Websites related to the Hertie Institute

When logged in over the web interface you can directly get to several websites related to the Hertie Institute.

This are:

- the Hertie Institute Homepage,
- the HIH Projektmanagement,
- the LDAP selfservice page

6. Troubleshooting

If you cannot login with your HIH Fileserver credentials, make sure that you are using the right credentials by logging in on the selfservice page

<https://hih-db.neurologie.uni-tuebingen.de/password>

If this works then contact the HIH support. If you cannot login to the selfservice page then you do not have the right credentials. In this case please ask the LDAP-responsible person of your group , if there is an entry for you in the central address database.