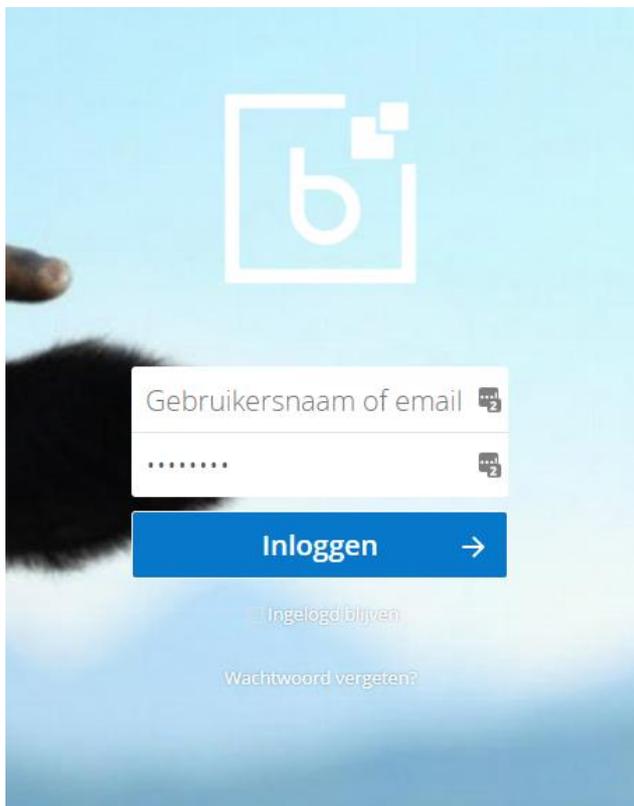


Welcome to Boxu Cloud

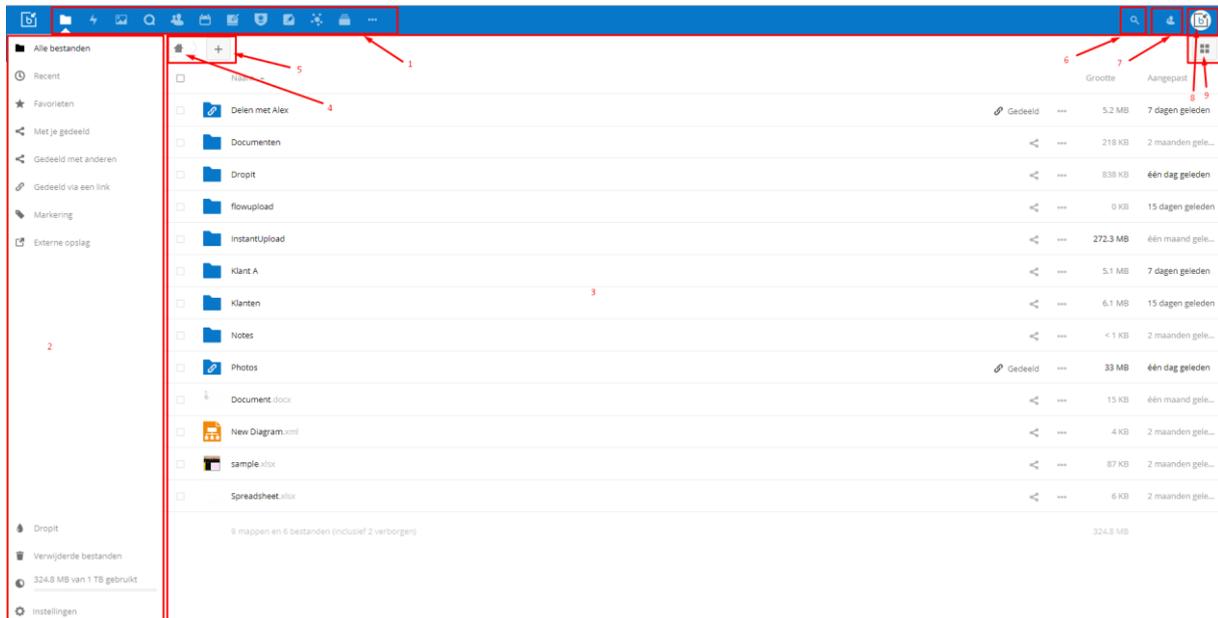
You can connect to your Boxu Cloud server using any Web browser; just point it to your Boxu Cloud server and enter your username and password. Supported Web browsers are:

- **Mozilla Firefox**
- **Google Chrome/Chromium**
- **Safari**
- **Internet Explorer**
- **Microsoft Edge**



Navigating the main user interface

By default, the Boxu Cloud Web interface opens to your Files page. You can add, remove, and share files, and make changes based on the access privileges set by you or by your server administrator.



The Boxu Cloud user interface contains the following fields and functions:

- **Apps Selection Menu (1):** Located in the upper left corner, you'll find all your apps which are available on your instance of Boxu Cloud. Clicking on an apps icon will redirect you to the app.
- **Apps Information field (2):** Located in the left sidebar, this provides filters and tasks associated with your selected app. For example, when you are using the Files apps you have a special set of filters for quickly finding your files, such as files that have been shared with you, and files that you have shared with others. You'll see different items for other apps.
- **Application View (3):** The main central field in the Boxu Cloud user interface. This field displays the contents or user features of your selected app.
- **Navigation Bar (4):** Located over the main viewing window (the Application View), this bar provides a type of breadcrumbs navigation that enables you to migrate to higher levels of the folder hierarchy up to the root level (home).
- **New button (5):** Located in the Navigation Bar, the New button enables you to create new files, new folders, or upload files.

Note

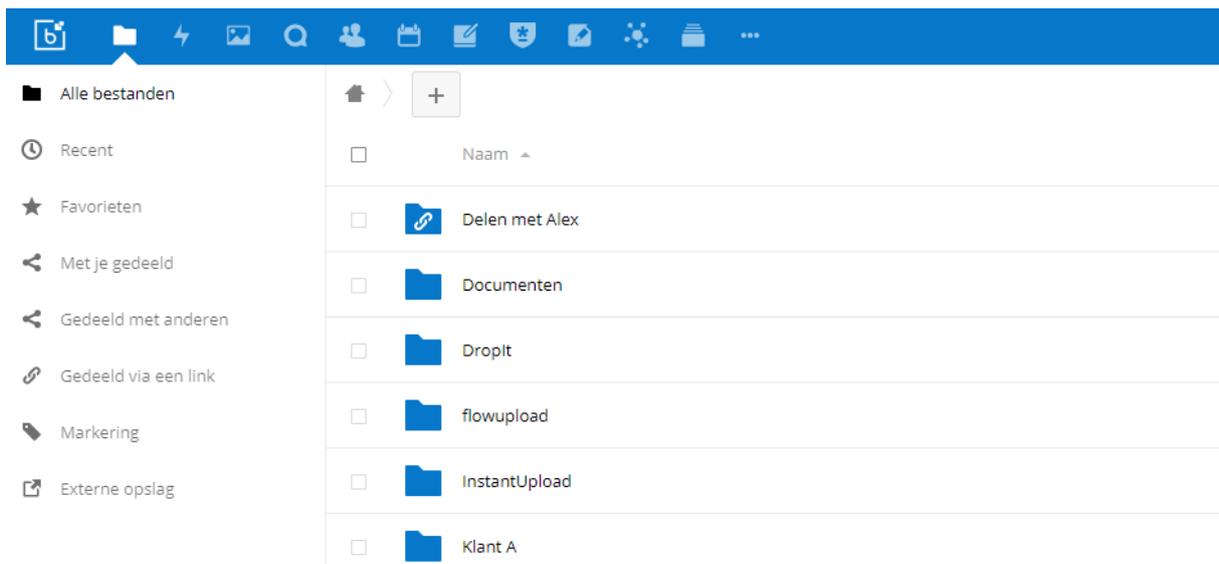
You can also drag and drop files from your file manager into the Files Application View to upload them to your instance. Currently, the only Web browsers that support drag-and-drop folders are Chrome and Chromium.

- **Search field (6):** Click on the magnifier in the upper right hand corner of to search for files.
- **Contacts Menu (7):** Gives you an overview about your contacts and users on your server. Dependent on the given details and available apps, you can directly start a video call with them or send emails.
- **Gallery button (8):** This looks like four little squares, and takes you directly to your image gallery.
- **Personal Settings menu (9):** Click on the gear icon or your profile picture, located to the right of the Search field, to open your Personal Settings dropdown menu. Your Personal page provides the following settings and features:

- Links to download desktop and mobile apps
- Re-run the First Run Wizard
- Server usage and space availability
- Password management
- Name, email, and profile picture settings
- Manage connected browsers and devices
- Group memberships
- Interface language settings
- Manage notifications
- Federated Cloud ID and social media-sharing buttons
- SSL certificate manager for external storages
- Your Two-factor Settings
- Boxu Cloud Version information

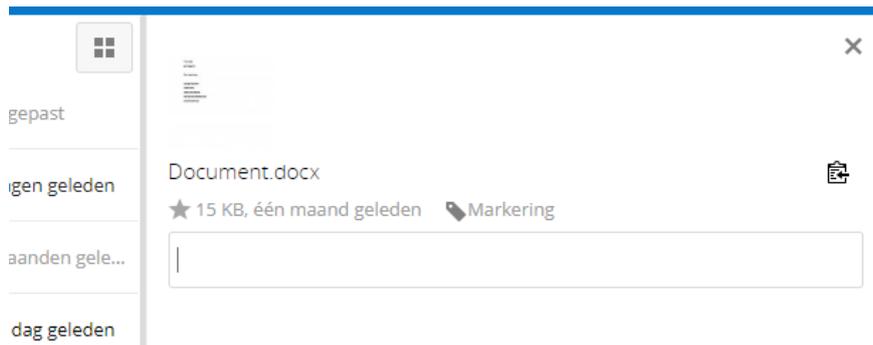
Accessing your files using the Boxu Cloud Web interface

You can access your Boxu Cloud files with the Boxu Cloud Web interface and create, preview, edit, delete, share, and re-share files. Your Boxu Cloud administrator has the option to disable these features, so if any of them are missing on your system ask your server administrator.



Tagging files

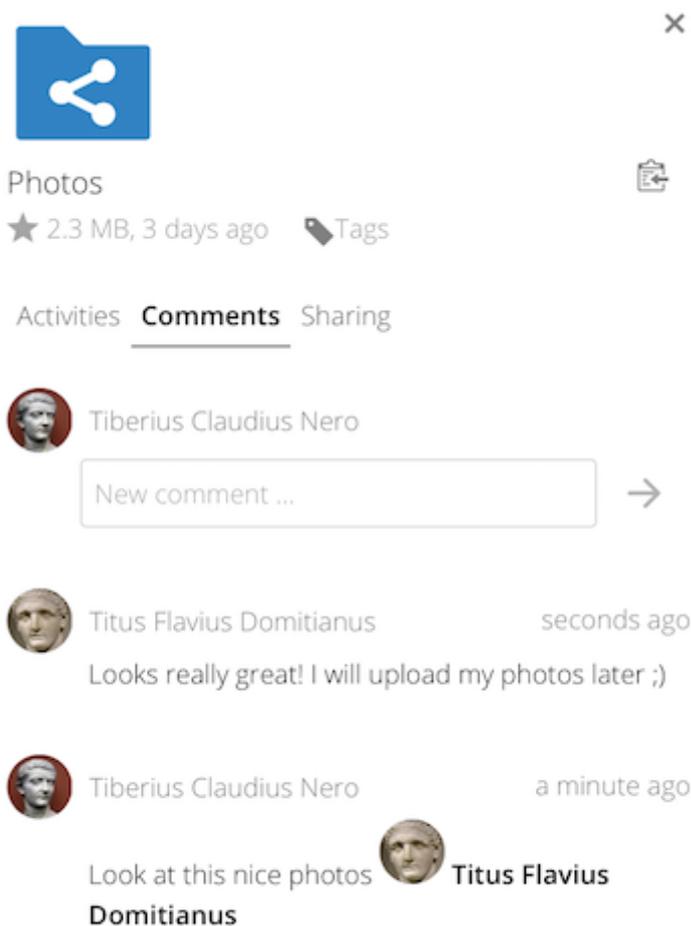
You can assign tags to files. To create tags, open a file to the Details view. Then type your tags. To enter more than one tag press the return key after creating each tag. All tags are system tags, and are shared by all users on your Boxu Cloud server.



Then use the Tags filter on the left sidebar to filter files by tags.

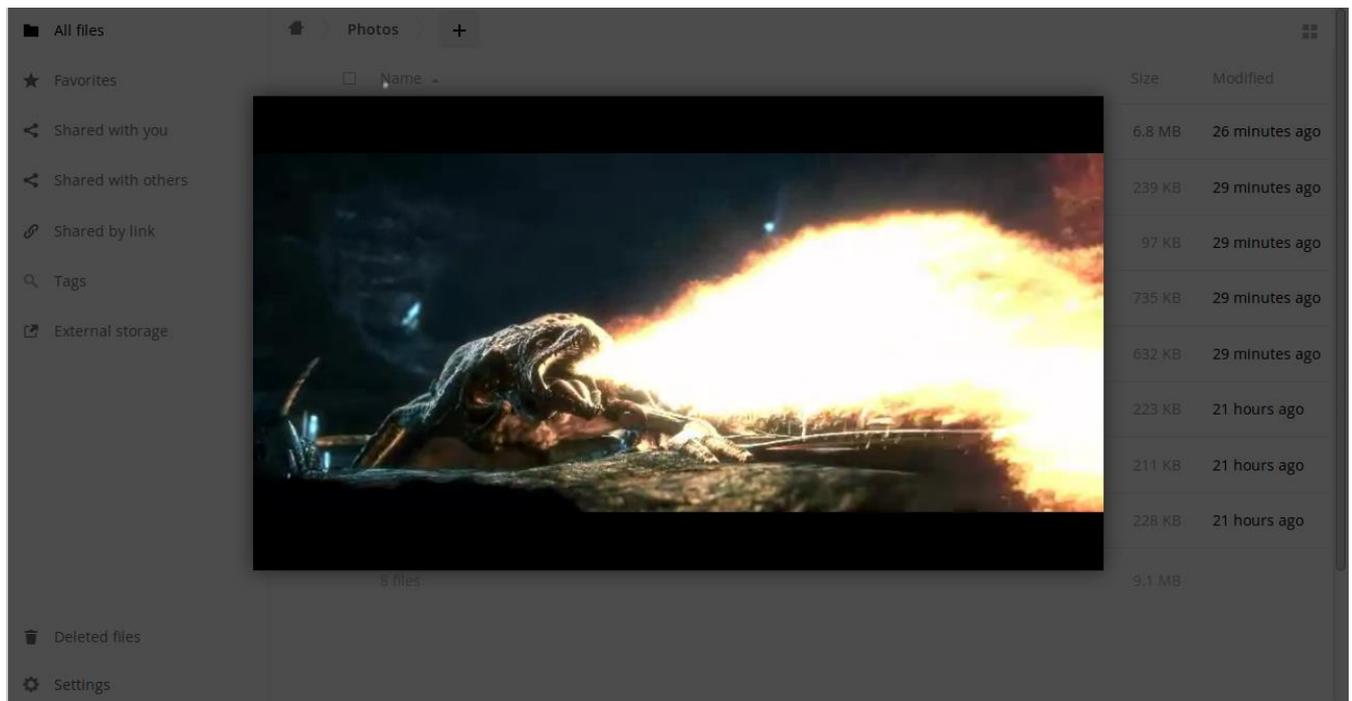
Comments

Use the Details view to add and read comments on any file or folder. Comments are visible to everyone who has access to the file.



Video player

You can play videos in Boxu Cloud with the Video Player app by simply clicking on the file. Video streaming by the native Boxu Cloud video player depends on your Web browser and the video format. If your Boxu Cloud administrator has enabled video streaming, and it doesn't work in your Web browser, it may be a browser issue. See https://developer.mozilla.org/en-US/docs/Web/HTML/Supported_media_formats#Browser_compatibility for supported multimedia formats in Web browsers.

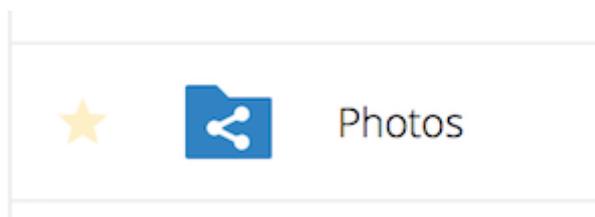


File controls

Boxu Cloud can display thumbnail previews for image files, MP3 covers, and text files, if this enabled by your server administrator. Hover your cursor over a file or folder to expose the controls for the following operations:

Favorites

Click the star to the left of the file icon to mark it as a favorite, and quickly find all of your favorites with the Favorites filter on the left sidebar.



Share

Share the file or folder with a group or other users, and create public shares with hyperlinks. You can also see who you have shared with already, and revoke shares by clicking the trash can icon.

Note

Since version 9.0, you can see all re-shares of your original file shares.

If username auto-completion is enabled, when you start typing the user or group name Boxu Cloud will automatically complete it for you. If your administrator has enabled email notifications, you can send an email notification of the new share from the sharing screen.

	Size	Modified
...	77 KB	3 days ago
...	2.3 MB	3 days ago
...	8 KB	3 days ago
...	452 KB	3 days ago
...	4.4 MB	3 days ago
	7.2 MB	



Photos
★ 2.3 MB, 3 days ago

Activities Comments **Sharing**

 **Titus Flavius Domitianus** Can share

Share link

- Can reshare
- Can create
- Can change
- Can delete
- Set expiration
-  Unshare

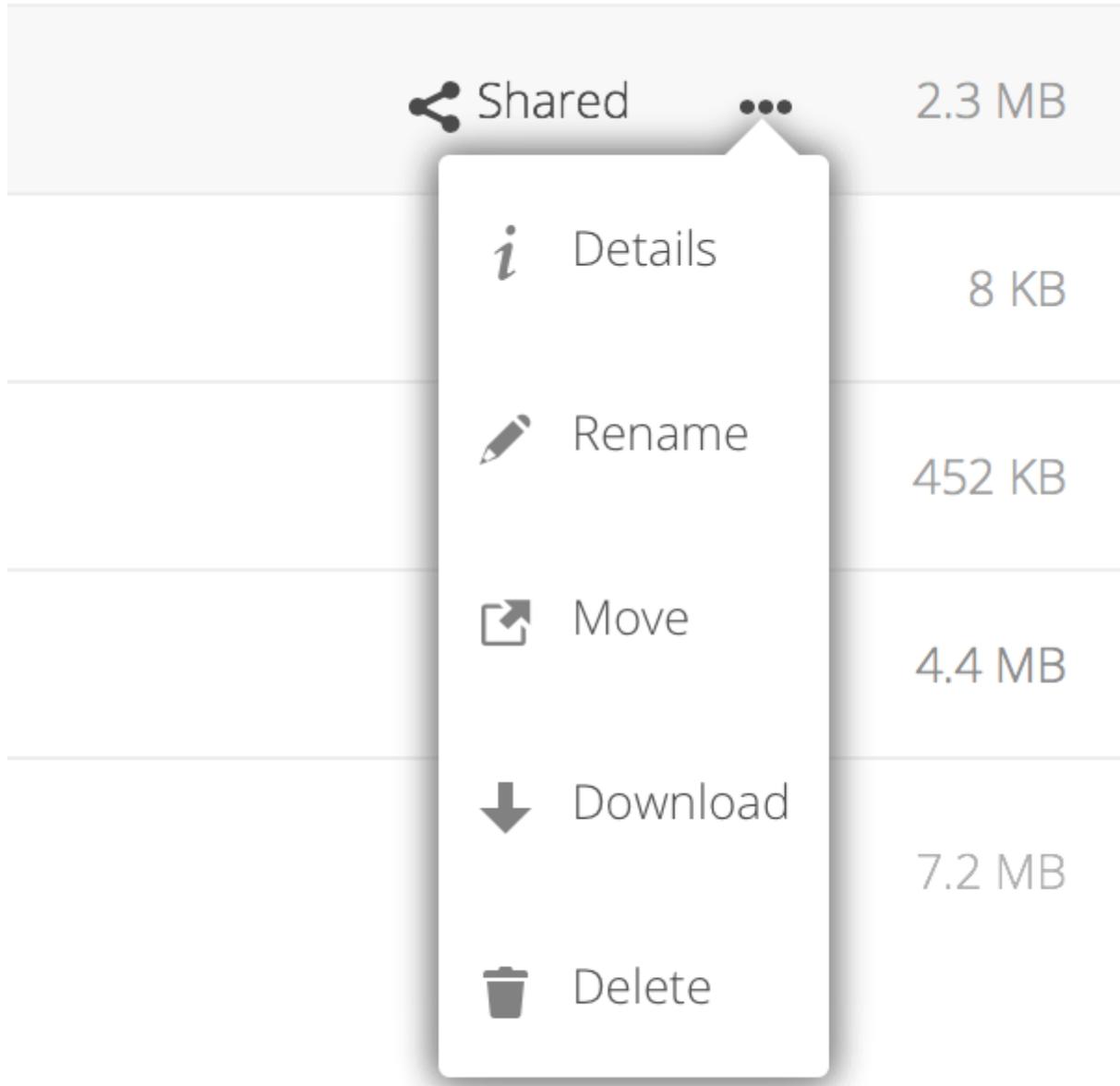
You have five share permissions:

- Can share; allows the users you share with to re-share.
- Can edit; allows the users you share with to edit your shared files, and to collaborate using the Documents app.
- Create; allows the users you share with to create new files and add them to the share.
- Change; allows uploading a new version of a shared file and replacing it.

- Delete; allows the users you share with to delete shared files.

Overflow Menu

The Overflow menu (three dots) displays file details, and allows you to rename, download, or delete files.



The Details view shows Activities, Sharing, and Versions information.

Photos  

★ 2.3 MB, 3 days ago 

Activities Comments Sharing

 You commented seconds ago

Looks really great! I will upload my photos later ;)

  **Tiberius Claudius Nero** commented seconds ago

Look at this nice photos  **Titus Flavius Domitianus**

The **Settings** gear icon at the lower left allows you to show or hide hidden files in your Boxu Cloud Web interface. These are also called dotfiles, because they are prefixed with a dot, e.g. .mailfile. The dot tells your operating system to hide these files in your file browsers, unless you choose to display them. Usually these are configuration files, so having the option to hide them reduces clutter.

 Settings

Show hidden files

Previewing files

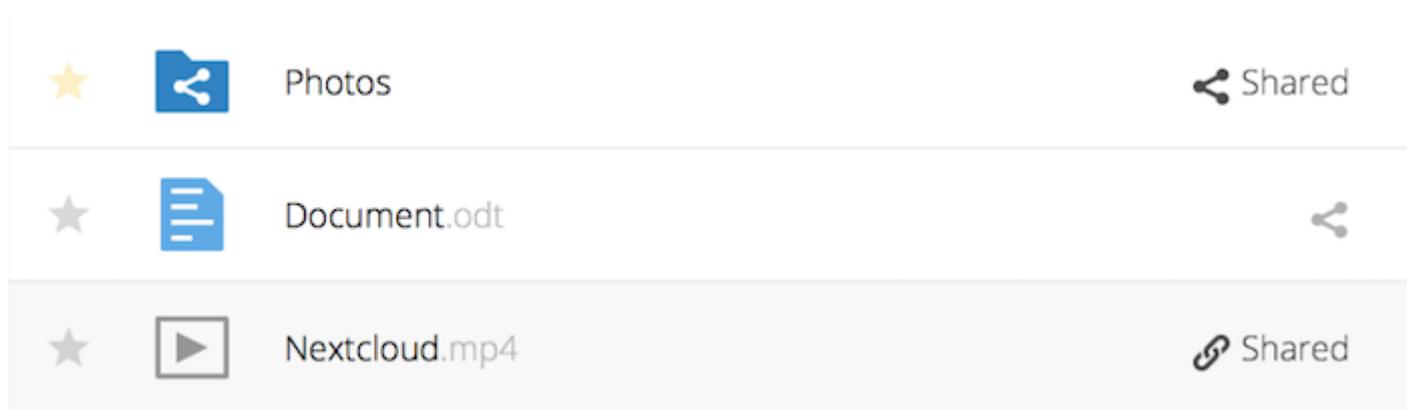
You can display uncompressed text files, OpenDocument files, videos, and image files in the Boxu Cloud embedded viewers by clicking on the file name. There may be other file types you can preview if your Boxu Cloud administrator has enabled them. If Boxu Cloud cannot display a file, it starts a download process and downloads the file to your computer.

Navigating inside your Boxu Cloud

Navigating through folders in Boxu Cloud is as simple as clicking on a folder to open it and using the back button on your browser to move to a previous level. Boxu Cloud also provides a navigation bar at the top of the Files field for quick navigation.

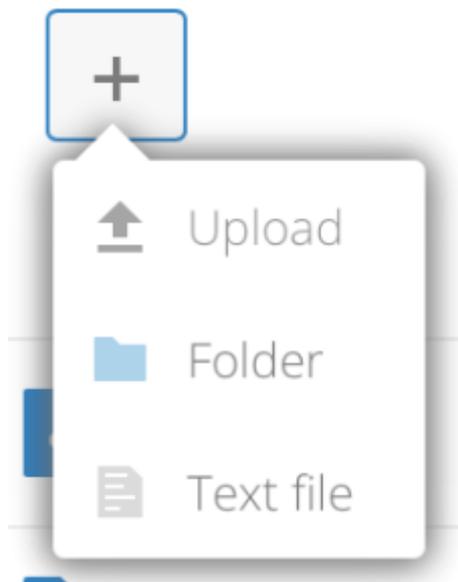
Sharing status icons

Any folder that has been shared is marked with the Shared overlay icon. Public link shares are marked with a chain link. Un-shared folders are blank.



Creating or uploading files and directories

Upload or create new files or folders directly in an Boxu Cloud folder by clicking on the *New* button in the Files app.



The *New* button provides the following options:

Up arrow

Upload files from your computer into Boxu Cloud. You can also upload files by dragging and dropping them from your file manager.

Text file

Creates a new text file and adds the file to your current folder.

Folder

Creates a new folder in the current folder.

Selecting files or folders

You can select one or more files or folders by clicking on their checkboxes. To select all files in the current directory, click on the checkbox located at the top of the files listing.

When you select multiple files, you can delete all of them, or download them as a ZIP file by using the Delete or Download buttons that appear at the top.

Note

If the Download button is not visible, the administrator has disabled this feature.

Filtering the files view

The left sidebar on the Files page contains several filters for quickly sorting and managing your files.

All files

- The default view; displays all files that you have access to.

Favorites

- Files or folders marked with the yellow star.

Shared with you

- Displays all files shared with you by another user or group.

Shared with others

- Displays all files that you have shared with other users or groups.

Shared by link

- Displays all files that are shared by you via public link.

External Storage (optional)

- Files that you have access to on external storage devices and services such as Dropbox, Google, and Amazon S3.

Moving files

You can move files and folders by dragging and dropping them into any directory.

Change in share expiration date

In older versions of Boxu Cloud, you could set an expiration date on both local and public shares. Now you can set an expiration date only on public shares, and local shares do not expire when public shares expire. The only way to “expire” a local share is to click the trash can icon to un-share your files.

Managing deleted files

When you delete a file in Boxu Cloud, it is not immediately deleted permanently. Instead, it is moved into the trash bin. It is not permanently deleted until you manually delete it, or when the Deleted Files app deletes it to make room for new files.

Find your deleted files by clicking on the **Deleted files** button on the Files page of the Boxu Cloud Web interface. You'll have options to either restore or permanently delete files.

Quotas

Deleted files are not counted against your storage quota. Only your personal files count against your quota, not files which were shared with you. (See Storage quota to learn more about quotas.)

What happens when shared files are deleted

Deleting files gets a little complicated when they are shared files, as this scenario illustrates:

1. User1 shares a folder "test" with User2 and User3
2. User2 (the recipient) deletes a file/folder "sub" inside of "test"
3. The folder "sub" will be moved to the trashbin of both User1 (owner) and User2 (recipient)
4. But User3 will not have a copy of "sub" in her trash bin

When User1 deletes "sub" then it is moved to User1's trash bin. It is deleted from User2 and User3, but not placed in their trash bins.

When you share files, other users may copy, rename, move, and share them with other people, just as they can for any computer files; Boxu Cloud does not have magic powers to prevent this.

How the deleted files app manages storage space

To ensure that users do not run over their storage quotas, the Deleted Files app allocates a maximum of 50% of their currently available free space to deleted files. If your deleted files exceed this limit, Boxu Cloud deletes the oldest files (files with the oldest timestamps from when they were deleted) until it meets the memory usage limit again.

Boxu Cloud checks the age of deleted files every time new files are added to the deleted files. By default, deleted files stay in the trash bin for 30 days. The Boxu Cloud server administrator can adjust this value in the config.php file by setting the trashbin_retention_obligation value. Files older than the trashbin_retention_obligation value will be deleted permanently. Additionally, Boxu Cloud calculates the maximum available space every time a new file is added. If the deleted files exceed the new maximum allowed space Boxu Cloud will expire old deleted files until the limit is met once again.

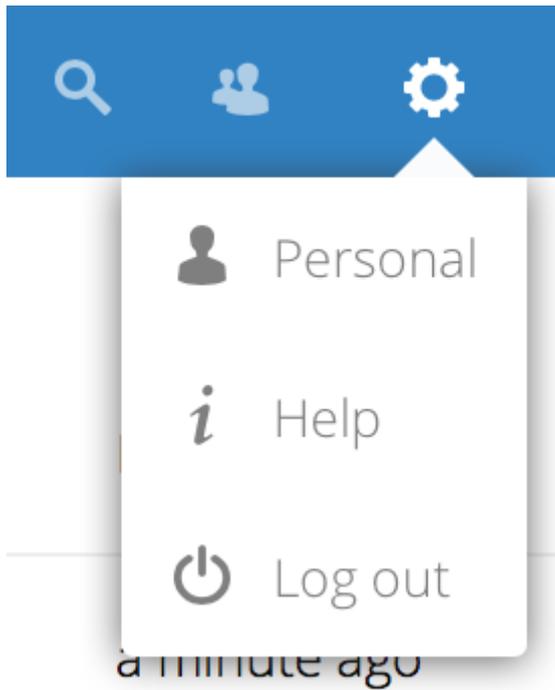
Setting your preferences

As a user, you can manage your personal settings.

To access your personal settings:

1. Click on your profile picture in the top, right corner of your Boxu Cloud instance.

The Personal Settings Menu opens.



Personal Settings Menu

2. Choose *Settings* from the drop down menu.

You are using 7.2 MB of 5 GB (0.14 %)

Profile picture 



png or jpg, max. 20 MB

Full name 

Tiberius Claudius Nero

Phone number 

Your phone number

Website 

Link https://...

Email 

Your email address

For password reset

Address 

Your postal address

Twitter 

Twitter handle @..

Groups

You are member of the following groups:

admin

Password

Current password

New password 

Change password

Note

If you are an administrator, you can also manage users and administer the server. These links do not appear to a non-admin user.

The options listed in the Personal Settings Page depend on the applications that are enabled by the administrator. Some of the features you will see include the following:

- Usage and available quota
- Manage your profile picture
- Full name (You can make this anything you want, as it is separate from your Boxu Cloud login name, which is unique and cannot be changed)
- Email address
- List of your Group memberships
- Change your password
- Using two-factor authentication
- Setting your preferences
- Choose the language for your Boxu Cloud interface
- Links to desktop and mobile apps
- Manage your Activity stream and notifications

- Default folder to save new documents to
- Your Federated sharing ID
- Social sharing links
- Boxu Cloud version

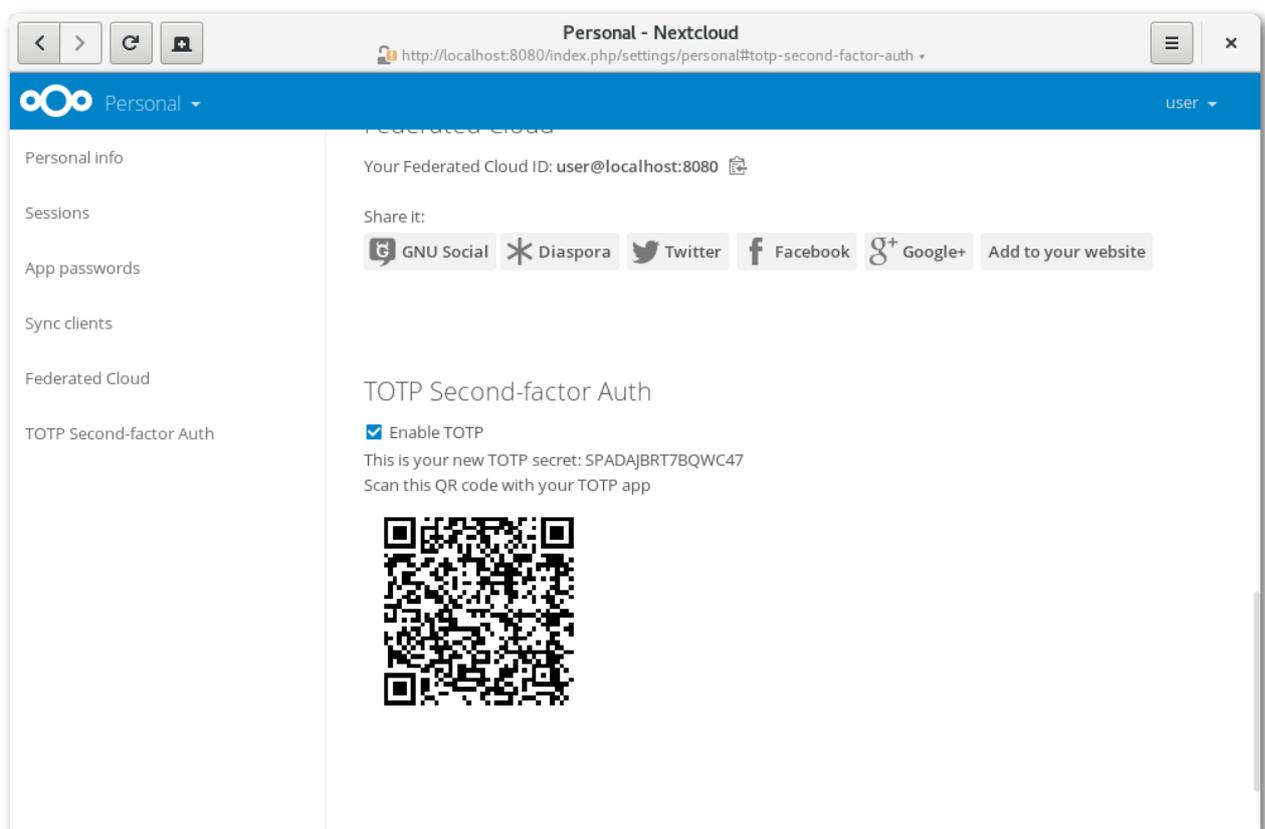
Using two-factor authentication

Two-factor authentication (2FA) is a way to protect your Boxu Cloud account against unauthorized access. It works by requiring two different 'proofs' of your identity. For example, *something you know* (like a password) and *something you have* like a physical key. Typically, the first factor is a password like you already have and the second can be a text message you receive or a code you generate on your phone or another device (*something you have*). Boxu Cloud supports a variety of 2nd factors and more can be added.

Once a two-factor authentication app has been enabled by your administrator you can enable and configure it in Setting your preferences. Below you can see how.

Configuring two-factor authentication

In your Personal Settings look up the Second-factor Auth setting. In this example this is TOTP, a Google Authenticator compatible time based code.



You will see your secret and a QR code which can be scanned by the TOTP app on your phone (or another device). Depending on the app or tool, type in the code or scan the QR and your device will show a login code which changes every 30 seconds.

Recovery codes in case you lost your 2nd factor

You should always generate backup codes for 2FA. If your 2nd factor device gets stolen or is not working, you will be able to use one of these codes to unlock your account. It effectively functions as a backup 2nd factor. To get the backup codes, go to your Personal Settings and look under Second-factor Auth settings. Choose *Generate backup codes*.

Personal info

Sessions

App passwords

Sync clients

Federated Cloud

Second-factor backup codes

TOTP second-factor auth

U2F second-factor auth

Second-factor backup codes

Generate backup codes

TOTP second-factor auth

Enable TOTP

U2F second-factor auth

You will then be presented with a list of one-time-use backup codes.

Personal info

Sessions

App passwords

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Federated Cloud

Second-factor backup codes

TOTP second-factor auth

U2F second-factor auth

Second-factor backup codes

These are your backup codes. Please save and/or print them as you will need them again later

CLLBMRQKFU

GUNQOWDHTG

JGBMXMUYNZ

MGXLUFXRSD

MZNYZNPQJV

MAZDFCQRCM

JCSQRHQOSP

TAGPAKZGXU

NYFHLCWFAE

VIRVLNUUFC

Save backup codes

Print backup codes

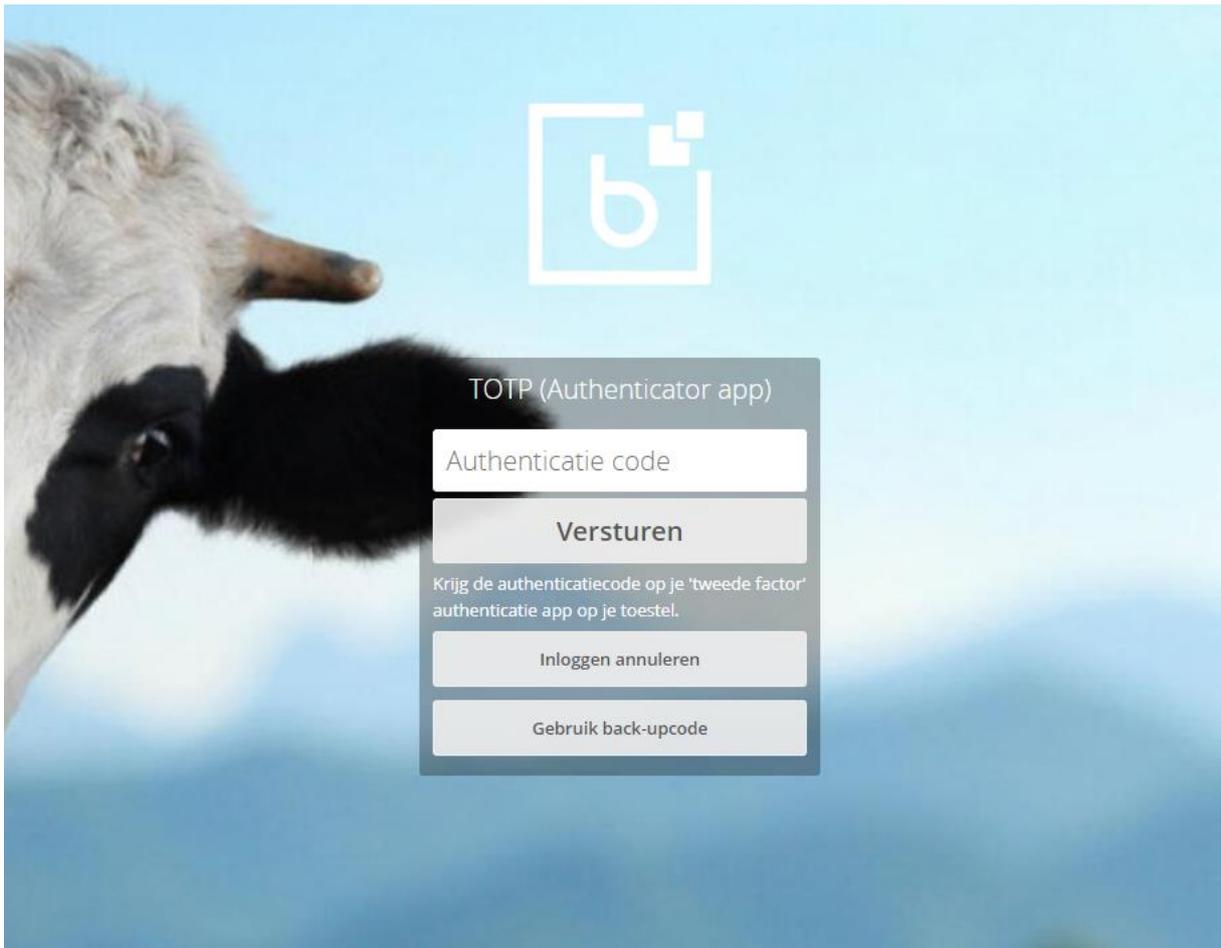
Regenerate backup codes

If you regenerate backup codes, you automatically invalidate old codes

You should put these codes in a safe spot, somewhere you can find them. Don't put them together with your 2nd factor like your mobile phone but make sure that if you lose one, you still have the other. Keeping them at home is probably the best thing to do.

Logging in with two-factor authentication

After you have logged out and need to log in again, you will see a request to enter the TOTP code in your browser. Just enter your code:



If the code was correct you will be redirected to your Boxu Cloud account.

Note

Since the code is time-based, it's important that your server's and your smartphone's clock are almost in sync. A time drift of a few seconds won't be a problem.

Using client applications with two-factor authentication

Once you have enabled 2FA, your clients will no longer be able to connect with just your password unless they also have support for two-factor authentication. To solve this, you should generate device specific passwords for them