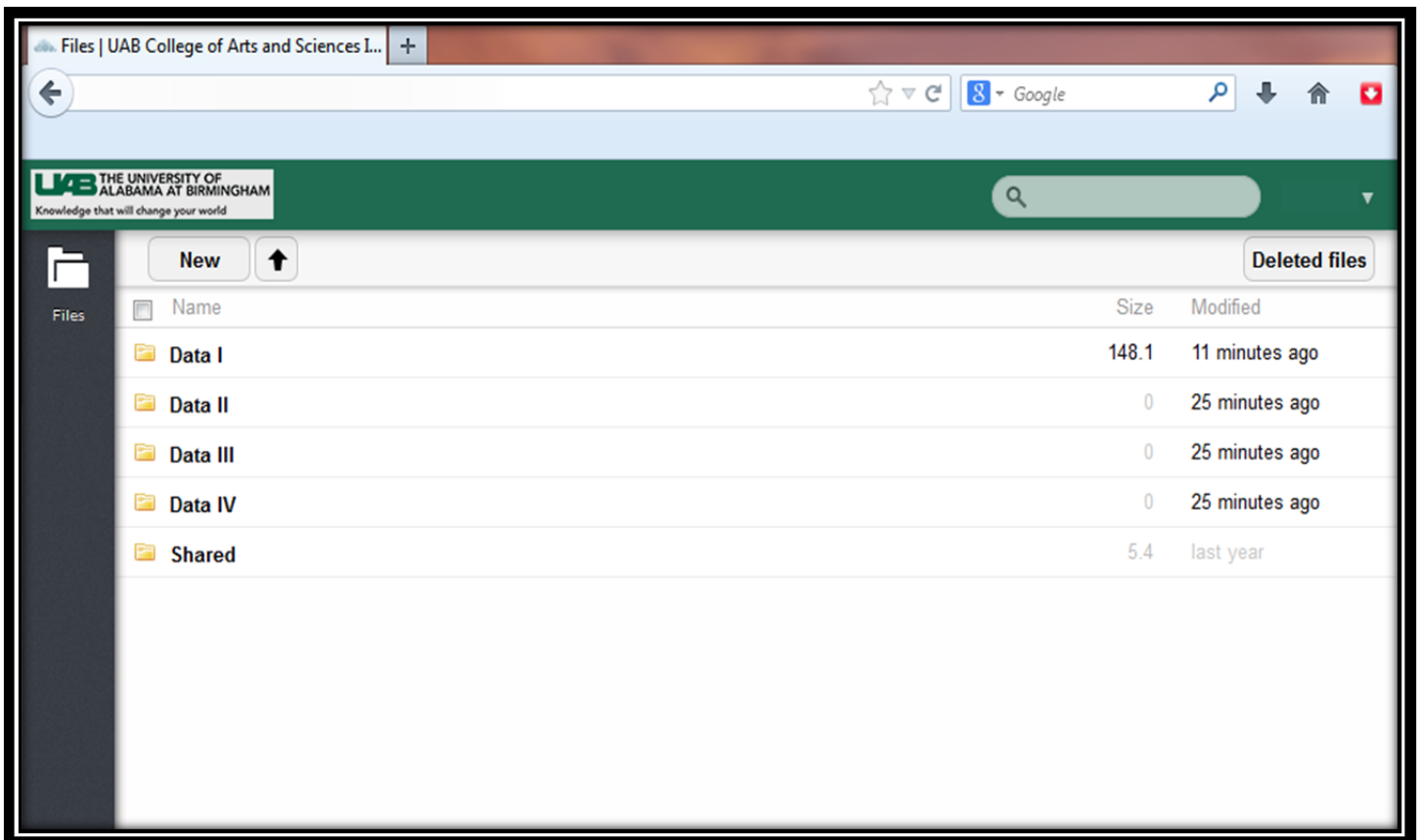


# CAS CLOUD WEB USER GUIDE



## UAB College of Arts and Science Cloud Storage Service

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## **INTRODUCTION**

This guide is in part a continuation of the CAS Cloud Client User Guide; if you have not yet read it, please do so prior to using the web interface so you are familiar with how the software functions on your local computer. The web portion of CAS Cloud provides anywhere access to file and folders you have uploaded to the secure server cloud storage back at UAB. This interface also provides you with several features that are not available with the client software on your computer so make sure you have gone through both guides. As always, if there are any questions, please contact CAS IT right away and we'll be happy to help you with any problems.

The UAB College of Arts and Science IT department (CAS IT) was tasked with finding a replacement solution for Dropbox due to some concerns that were voiced about that application. Officially the University does not sanction the use of Dropbox, so the search was on for something with the ease of use that Dropbox offers but without the security headaches Dropbox presents (a quick search on Google for "Dropbox exploits" will return an extensive list of exploits through the years). It also needed to provide ample storage space (something more than the two GB that the free Dropbox offers) and based on feedback about the UAB Drop Box, something that had more features and functionality.

Based on the responses we received regarding features, we deployed the CAS Cloud service. This offers enterprise class storage and sharing features as well as the security and features people were seeking. Each user account has a 10 gigabyte size limit, with a maximum of 2 gigabyte size limit on individual files that are uploaded. All data is safely contained within UAB CAS IT servers and can be accessed via desktop, mobile client software, and through a secure web interface. This is a multi-platform solution for Windows, Mac, Linux, iOS, and Android operating systems and provides users with full control over folders and data stored within the application. Other features include:

In-house and Enterprise Support	Task List	File and Folder Sharing
Document Viewer	Version Control for Files	File and Content Search Capability
Recovery of Deleted Documents	File Encryption	Contacts and Bookmark Management

There are two main aspects to the cloud service; the client software and the web interface. This guide will walk you through the process of accessing and using the web interface and looking at the features available there.

## **UAB SOFTWARE POLICIES**

The use of this software and any content that is stored, transferred, or collaborated on must adhere to all applicable UAB policies, procedures, and handbooks. This includes all IT, data security and security practices, computing devices, Intellectual Property and HIPAA/FERPA policies and procedures. The University does not provide support for personal devices (phones, tablets, and computers) that utilize this service. Portable devices provided by the University should be protected by a passcode or other security measure(s). If a portable device that is utilizing the cloud service is lost or possibly compromised, you must notify CAS IT immediately so appropriate security measures can be implemented regardless of whether or not the device was provided by the university.

## **SYSTEM REQUIREMENTS**

The CAS Cloud client software will run on Windows, Mac, and Linux operating systems. Please note that as of April 8<sup>th</sup>, 2014 Windows XP is no longer supported and UAB/CAS IT will not support this software on that operating system. Windows Vista, 7, 8, and 8.1 will be supported. For Mac, OS X or higher is required. Supported Linux distros include Debian, Fedora, and Ubuntu. Make sure your hard drive or portable device has the appropriate free space for your files. There are no RAM or CPU requirements but a minimum of four Gigs of RAM is recommended for computers, and the general rule is the newer the computer or device, the better your overall performance will be. For mobile devices, CAS Cloud will run on iOS and Android devices (tablets and phones). The mobile app requires a code that must be obtained from CAS IT that can be redeemed to obtain the mobile app.

## **SUPPORTED WEB BROWSERS**

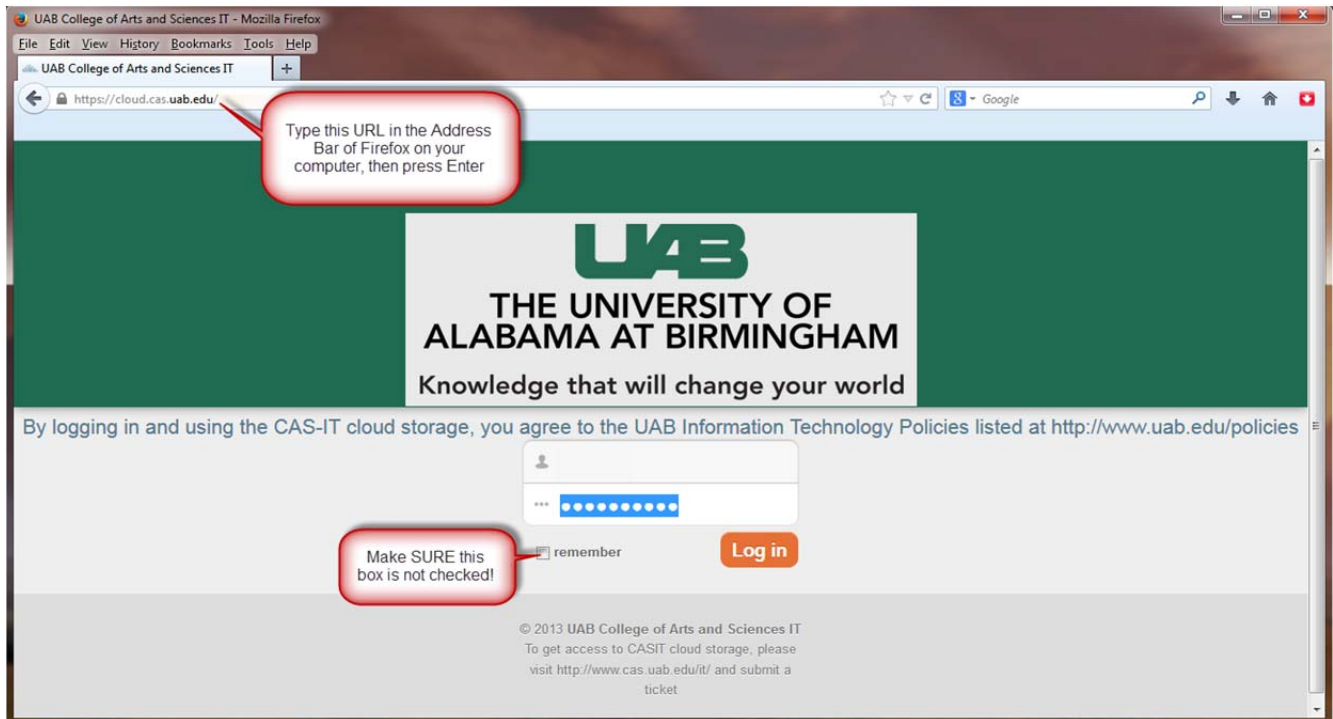
CAS IT recommends that you use Firefox when accessing the web interface of UAB's ownCloud, and that you do NOT save your password or have the browser remember the password either. Internet Explorer, Chrome, and Safari are also supported web browsers but again, Firefox is recommended.

## **ACCOUNT SETUP**

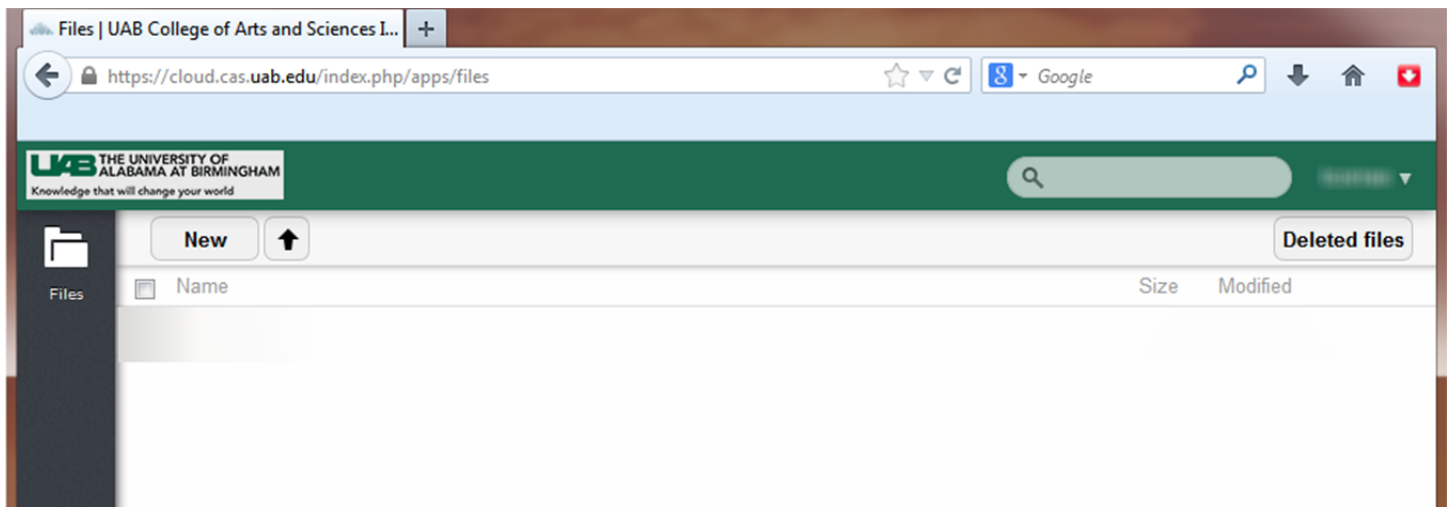
To get your user account set up if you have not already done so, simply log in to <https://cloud.cas.uab.edu> with your BlazerID and password. From there, you can upload files and download the desktop and mobile clients.

# ACCESSING THE WEB INTERFACE

Again, the recommended browser to use is the current version of Firefox; for the purposes of this tutorial that's what will be used throughout so it will be easier to follow along by that browser. In the address bar at the top of the web page, type in the following: <https://cloud.cas.uab.edu> and press the Enter key. You should see the following:



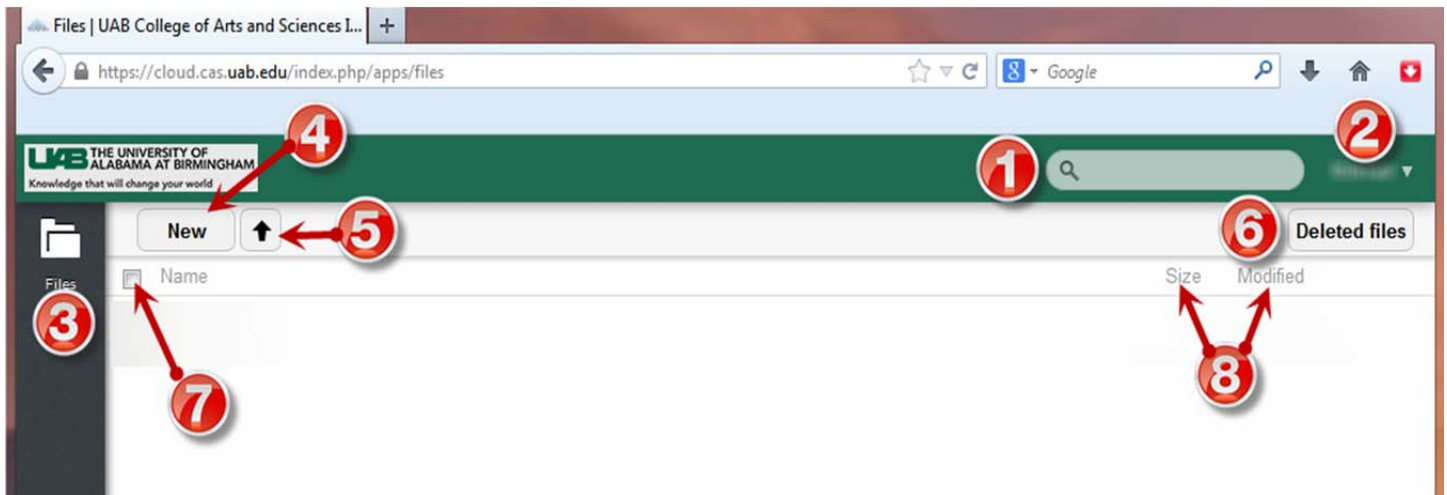
If you receive a popup asking if you want Firefox (or any other browser) to remember the password, select No. Once you are logged in, you will see the following Window:



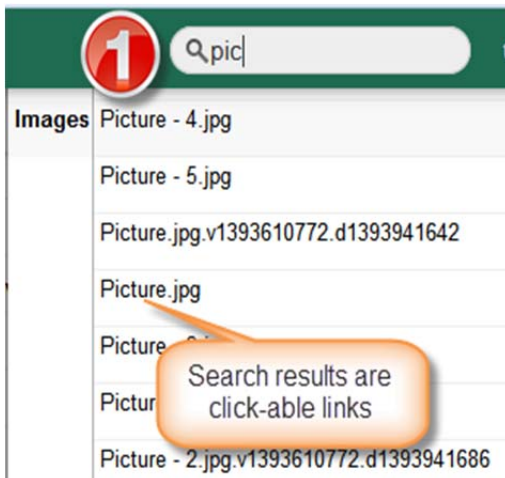
You're met with essentially a blank page with several different options/features on it which aren't readily apparent so we'll take a look at the different parts.

# WEB INTERFACE SETTINGS AND FEATURES

The main webpage of the interface has several options/functions available to the user; we'll take a look at each one of the numbered items:



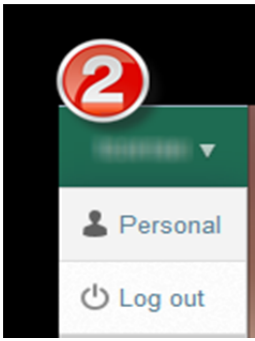
## 1: Search



Search tool for your CAS Cloud folder; makes it easy to find what you're looking for. Simply start typing your query into the box and it will automatically start to search the folder. The search results are in the form of click-able links which will automatically open the file up. On the left, a search was run for "pic" which returned some of the results shown. Clicking on the link opens the file up (below):

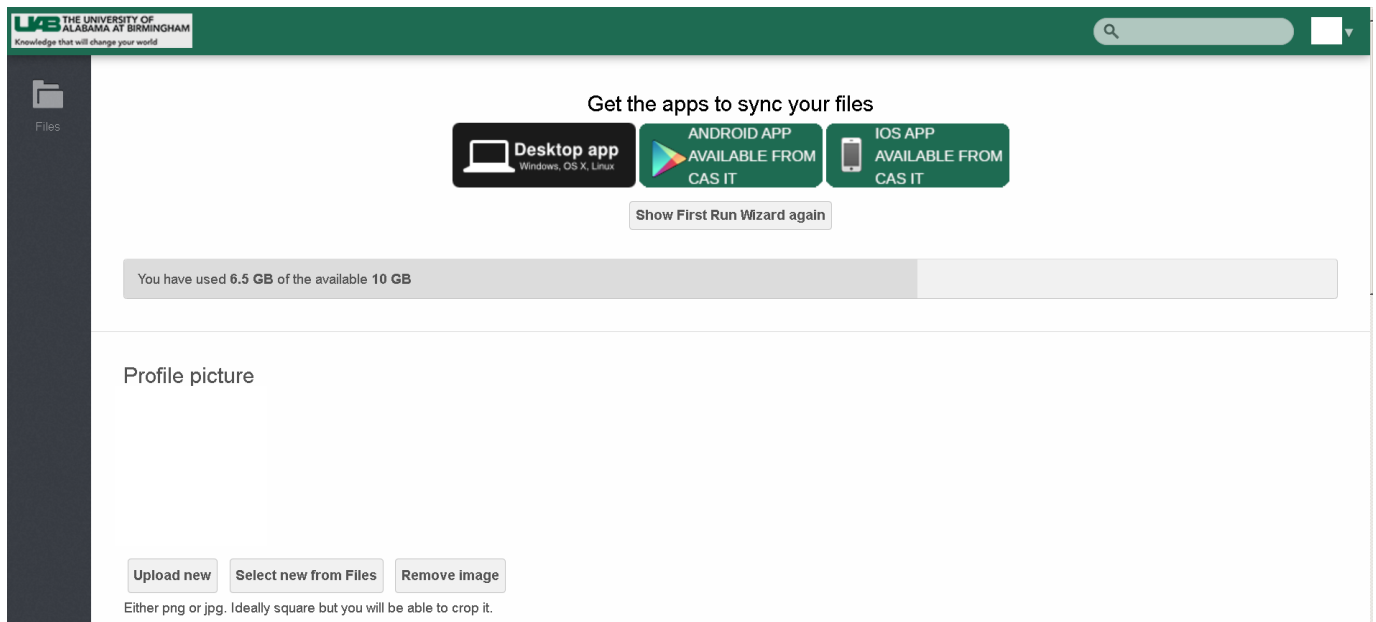


## 2: Settings



This area shows the current user that is logged into the account – useful in case you’re managing multiple accounts. Clicking on the drop-down arrow to the right of the user name displays the Personal and Log out options. Clicking on Personal opens up a new Window that contains different settings and information about your CAS Cloud account.

In the top center of the screen, the buttons will take you to the website to download the desktop client software, or to the CASIT website to submit a tech support ticket for the Android or iOS clients. The “Show First Run Wizard again” button walks you through the process of installing the software and configuring the client. Here you can also upload a profile picture. Below that is the usage bar showing used/free space for your account. The Language drop-down should be left on the default of “English.” The WebDAV URL allows you to access your files using the WebDAV protocol, however at this time this is a feature that will not be supported on Windows due to the necessity of using third-party plugins. User Account Migration is generally used to back up your CAS Cloud account and migrate it to a different machine; generally this would not be used. On the far left, the “Files” icon can be clicked on to take you back to the original screen (can also be accomplished by clicking on the browser’s back button, or click on the drop-down by your name in the upper right and select Personal again).

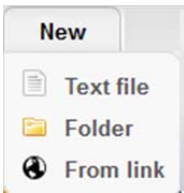


### 3. Navigation Bar



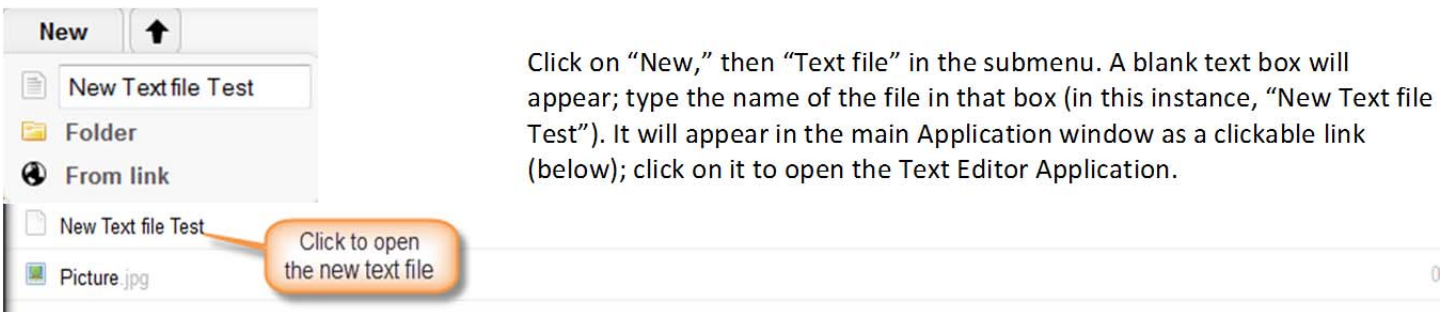
The Navigation Bar on the far left shows the Files icon, which can be clicked on to take you back to the Application View that contains the files and folders of what you’ve uploaded. Another way to think of it is like a “home” button you can click to get back to the main page. If additional plugins and features are added, the icons for them will appear in the Navigation Bar.

### 4. New Button

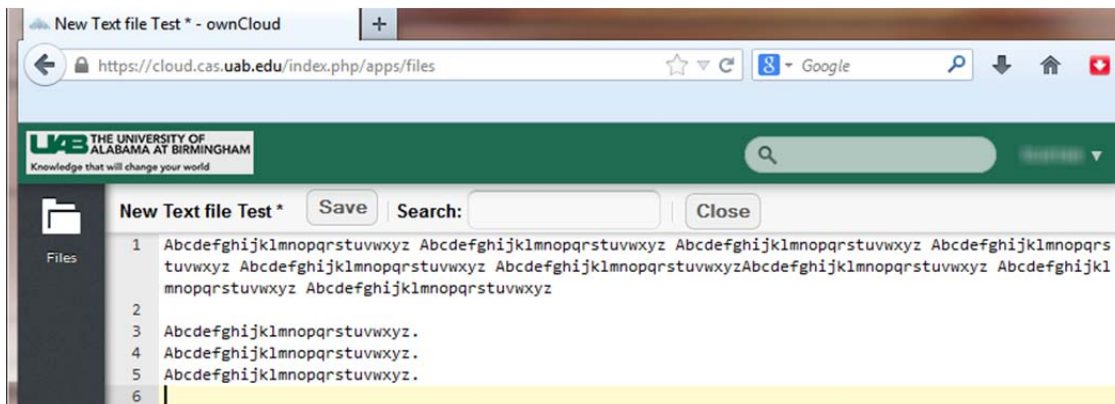


Clicking on the New button will open up a submenu of options; Text file, Folder, and From link. We’ll look at each one individually to examine their functionality.

#### 4A. New Text File

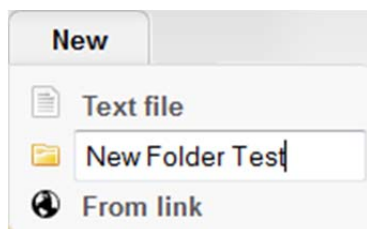


The Text Editor lets you enter text as you normally would. It will automatically word-wrap as you go, and each time you press the Enter button it will break and start a new line number. You can also paste text, rich text or HTML into the box and use the search function to find specific words. Clicking the Save button at the top saves the file, clicking Close will take you back to the main Application page.

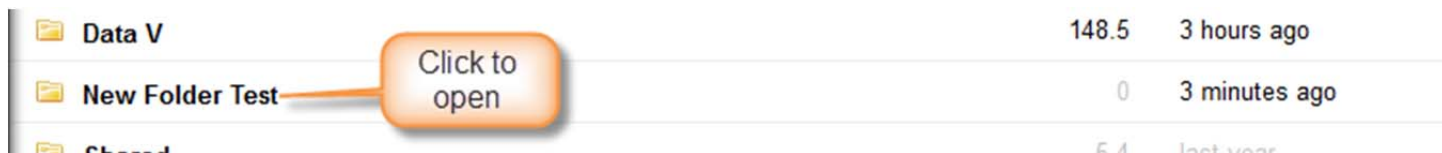




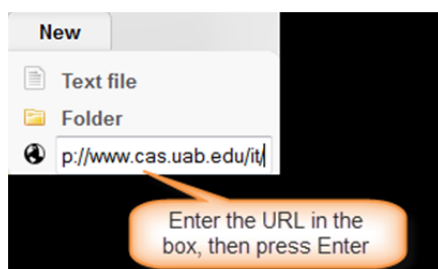
## 4B. Creating New Folders



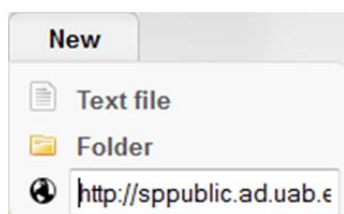
To create new folders, simply click on New, the Folder and type in the name of the folder in the text box that appears, then press enter. The newly created folder will appear in the main Applications page as a clickable item.



## 4C. Downloading Web Documents or Pages



To save a web page to CAS Cloud, click on New, then click “From link” and then either type or paste the URL of the website in the box, and press your Enter key. This will create an HTML page in the manage Application portion (below). Just click on the item to open it up in your default web browser.



You can also do the same with a URL to an online document or PDF. Click New, then “from link,” and type or paste the URL to the PDF in the box. In this instance, we’re using the link for the PDF version of the “You and UAB Handbook.”

Once the file is obtained, it will appear in the main Applications section and you can click on the file to open it up in the default application used for that particular file (see below). Please note that you are responsible for content downloaded. If there is any question about copyright, it is up to the individual to obtain permission to use information that is not part of the public domain.

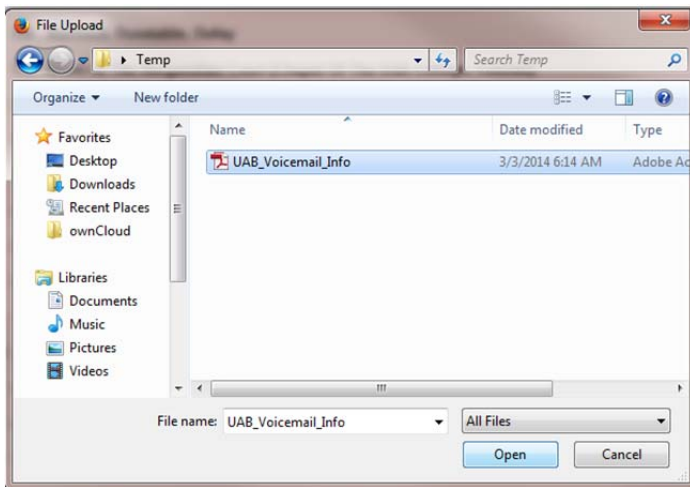


## 5. Upload Button

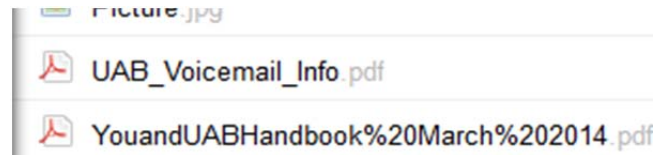


The Upload button is one way to upload files to your CAS Cloud server space. When you place your mouse over the upload arrow, you'll see a popup indicating that the maximum size for any individual file being uploaded is limited to 2 Gigabytes at this time. Clicking on the arrow will open Windows Explorer on your local computer which allows you to browse to the file you wish to upload.

Browse to the file you want, click on it to select, then click Open:

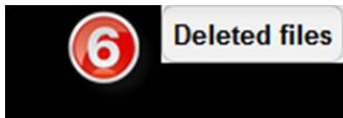


The file will then automatically be uploaded to the CAS Cloud and sync with your computer(s). Note that you cannot upload a Folder; you will either have to zip the file up and upload it that way, or upload the contents individually.



We'll look at the other method of uploading files a little later; for now this should help you get started.

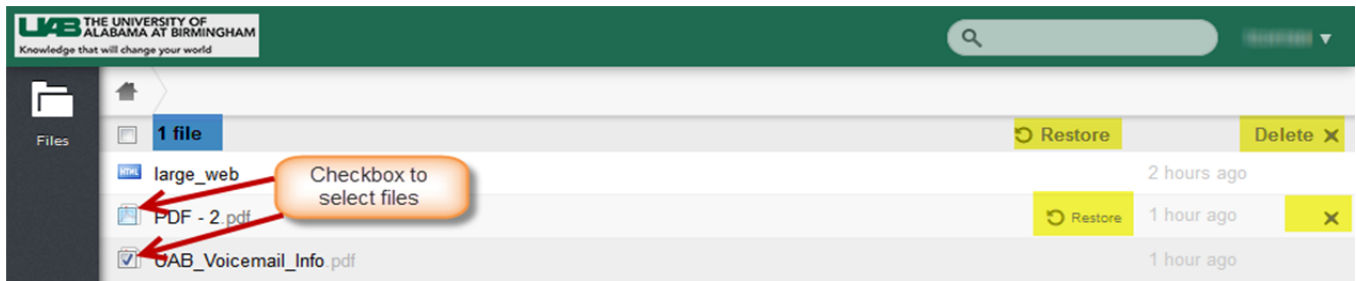
## 6. Deleted Files



Clicking the Deleted files button takes you to a different part of your CAS Cloud storage – where your deleted files end up.

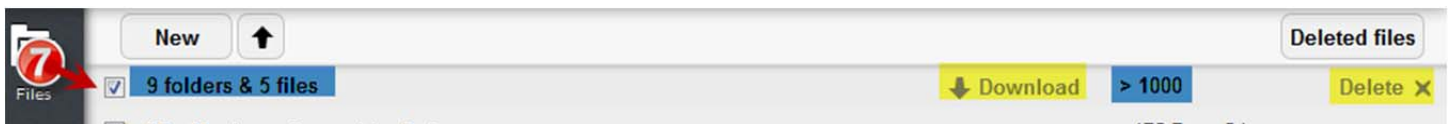
**\*Important\*** Cloud keeps the deleted files for 180 days before they are removed automatically. In addition, CAS Cloud automatically manages the space used up by deleted files. By default, it will not use up more than 50% of your available free space. If the size of your deleted files exceeds the amount of free space, the software will automatically delete the oldest versions until the allocated disk space is within the 50% range. Each time another file is deleted, the maximum available free space is calculated and if it will fall below the 50%, old files will automatically be deleted until the free space limit is met again. Make sure you are managing your deleted files accordingly! Also see the section on “Versions” as it also retains copies of files.

The Deleted Files section shows you what has been deleted; it functions like the Recycle Bin on a Windows computer. Check boxes to select files are on the left; a summary of data selected is displayed on top (highlighted in blue). And toggles the options to either restore the file, or permanently delete them. To return to the main Application portion, click the home button or the Files icon.

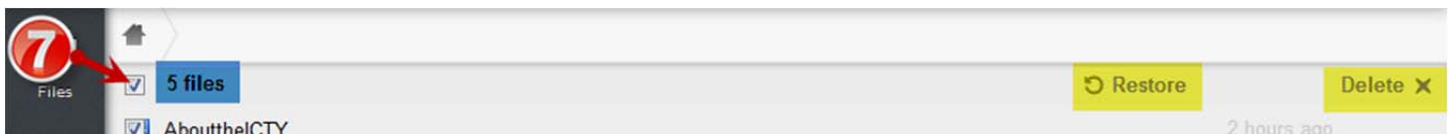


## 7. Select All

The Select All checkbox will automatically select every file and folder that appears in the mail Application pane. It will display a summary of the data (highlighted in blue) – 9 folders, 5 files, more than 1000 MB of data, and activates two options (highlighted in yellow) – Download and Delete.



The same Select All checkbox is available under the Deleted Items option and also toggles information about the files (highlighted in blue), and toggles two options (highlighted in yellow) – Restore the files back to the Application pane, or Delete all files.



## 8. Column Headers

Column headers help you locate the information you've uploaded quickly and easily. While the web version doesn't provide the ability to sort the columns, looking at the Modified column may help. Just remember that everything is going to be listed alphabetically; folders first, then individual files.

Name	Size	Modified
CD - Machaut, Dunstable, Dufay	175.7	6 hours ago
CD - Music At The Burgundian Court (Chapel Of The Irish College, Leuven)	82.4	6 hours ago
Data I	148.5	6 hours ago
Data II	148.5	6 hours ago
Data III	148.9	6 hours ago
Data IV	148.5	6 hours ago
Data V	148.5	6 hours ago
New Folder Test	0	3 hours ago
Shared	5.4	last year
CAS IT	< 0.1	3 hours ago
New Text file Test	< 0.1	4 hours ago

## UPLOADING FILES

One way of uploading files is to use the Upload button, as described above. Another way is to simply drag and drop files into the web interface. Although you cannot drag and drop folders (nor can you upload folders – see the CAS Could Client Software Guide on performing that function), you can create a zip file of a folder and drag and drop (or upload) that. In the following example, we're looking at the bottom portion of the web interface page, and we're going to drag and drop the Baltimore Consort file into it.

Name	Size	Modified
Data I	148.5	7 hours ago

Note the progress bar at the top showing the upload status, along with the "Cancel Upload" button. Once the upload is complete, the progress bar disappears and the zip file now appears in the Application pane.

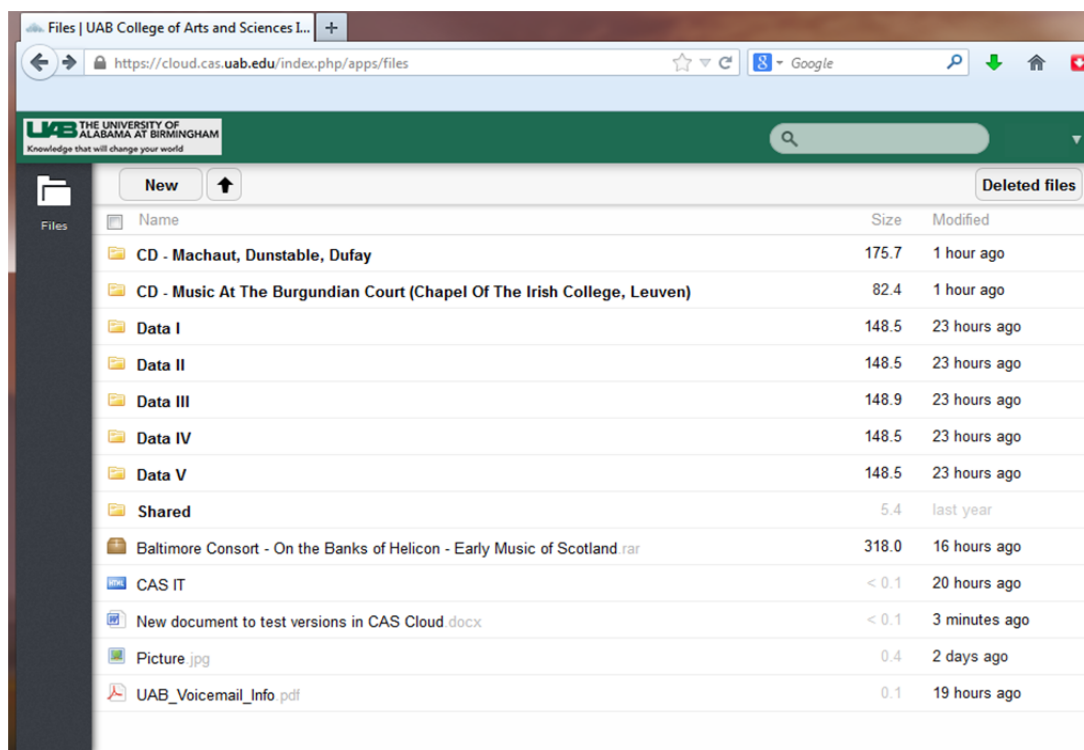
Data V	148.5	7 hours ago
Shared	5.4	last year
Baltimore Consort - On the Banks of Helicon - Early Music of Scotland.rar	318.0	seconds ago
CAS IT	< 0.1	3 hours ago

That's it – it's that straightforward. The only restrictions are the amount of overall free space you may have available, it cannot be a folder but can be individual files (or multiple ones), and it cannot be more than two gigabytes in size per

individual file. You can also save and upload web pages to the cloud storage by using the File-Save Page As in Firefox.

## ACCESSING FILES

Accessing your files via the web interface is fairly easy. While we're using Firefox for these guides (it is the recommended browser to use). Chrome, Internet Explorer, and Safari will also work. Following the steps outlined in the beginning part of this guide (Accessing the Web Interface), enter the URL and then log in. You'll see the main Application pane once you have successfully logged in:



While somewhat hard to read, the current storage consists of several folders as well as individual files (web pages, PDF, Word document, etc. We'll look at the different ways to access the files and folders here.

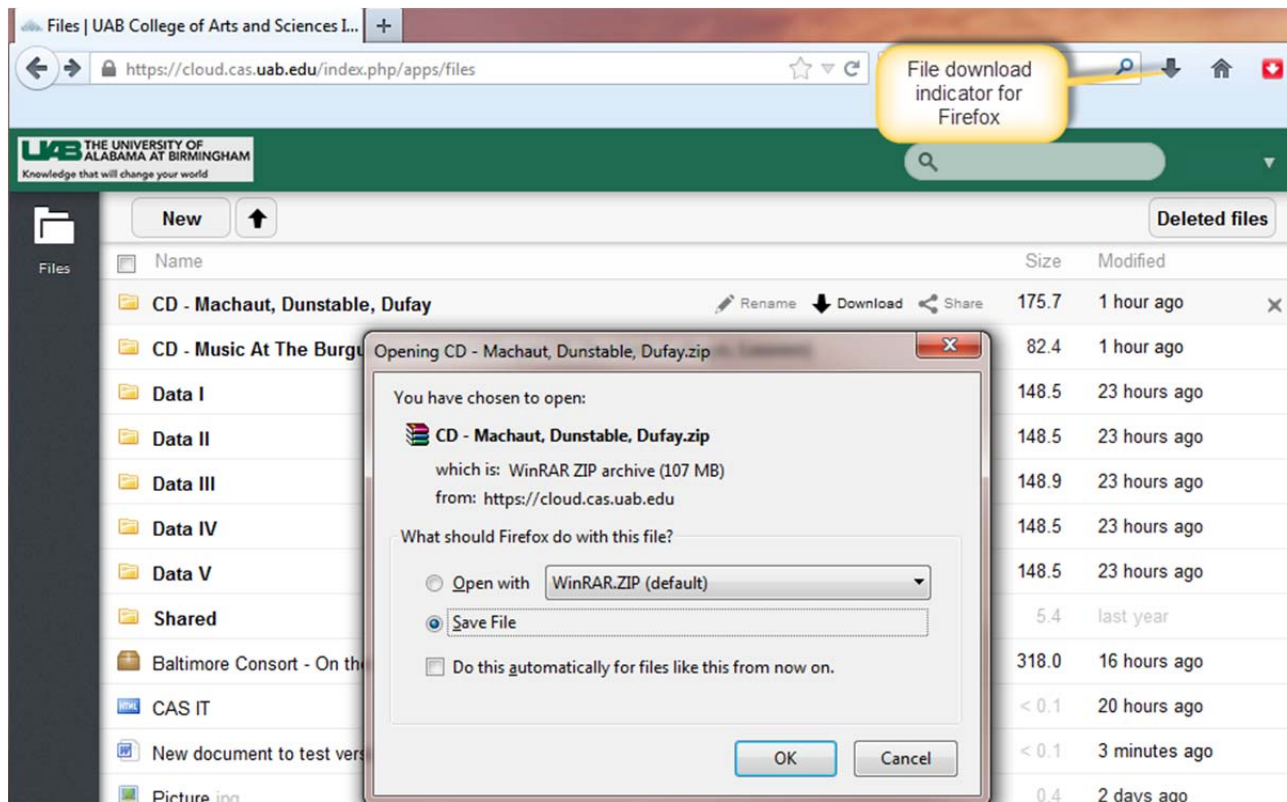
### Accessing Data within Folders

When you place the mouse cursor on any of the files or folders in the CAS Cloud web interface, you'll see a submenu appear: Rename, Download, Share, and Delete (the "X" at the far right side).

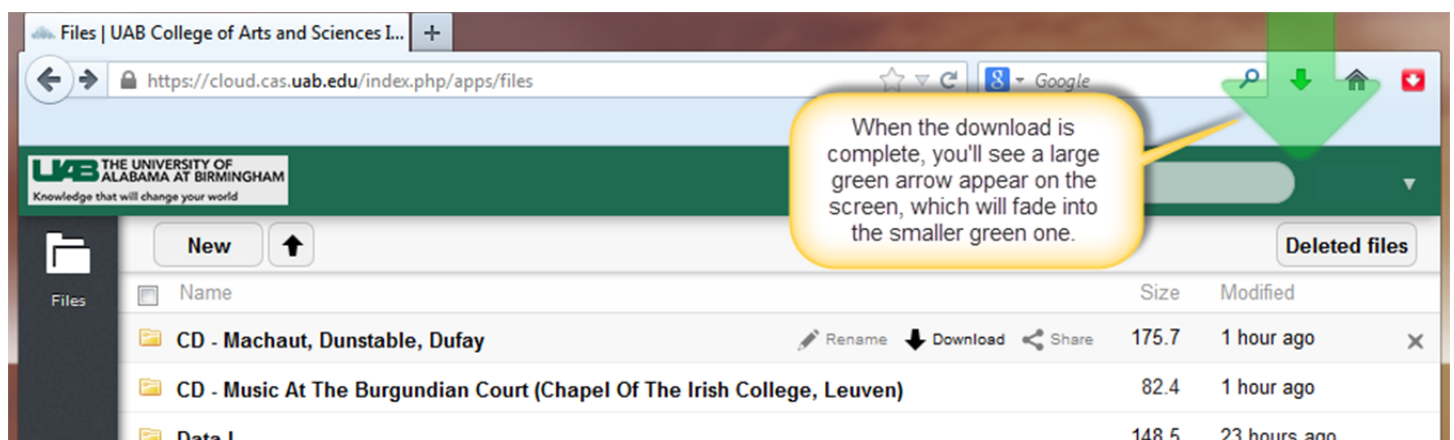


Rename lets you rename the file or folder, and it will then update to the CAS Cloud server storage as well as any clients you have connected. The download option will download the file as a compressed file so you'll need a zip/unzip application such as 7-Zip, WinRAR, WinZip, etc. to unzip the file. The "X" on the right will send the file or folder to the Deleted Files (see the section about Deleted Files and how to recover them if necessary).

If you wish to download the contents of an entire folder, simply move your cursor to the item you want to download, then click the “Download” that appears. You should see a pop up window asking what to do with this file and the default option of Save File should already be selected. On the top right of the browser window, there is a download indicator which will turn green once the download is completed.

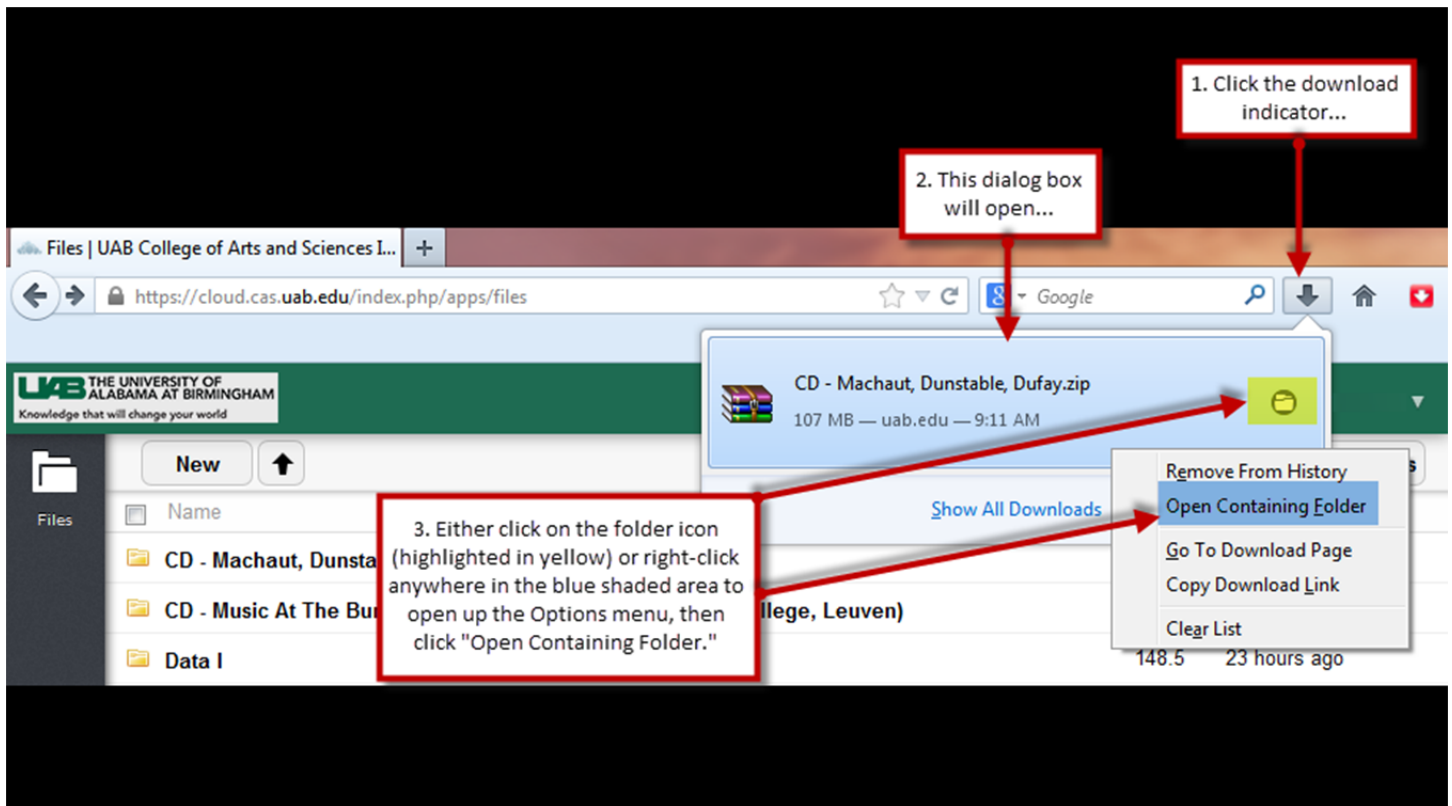


When the download is complete, you’ll see a larger green arrow fade into the download indicator which is also green, letting you know the download has completed. The length of time it takes to download the item is dependent on several factors (size of file, Internet speed, and so forth) so it may take a while for the download to finish.



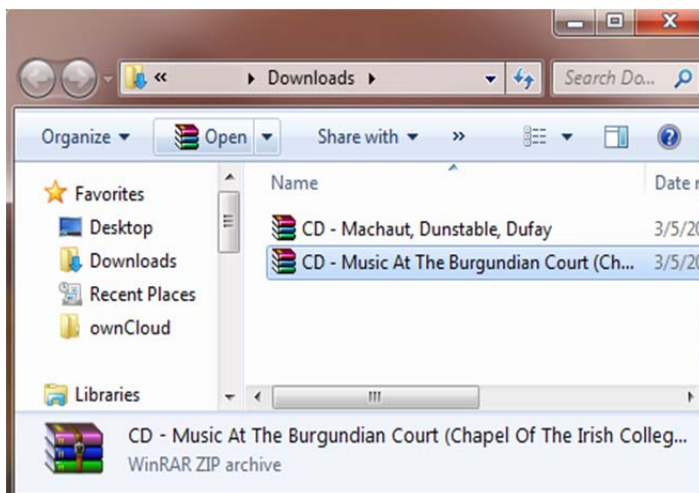


Click on the green arrow to display the information about the file you downloaded, then select the option you want:

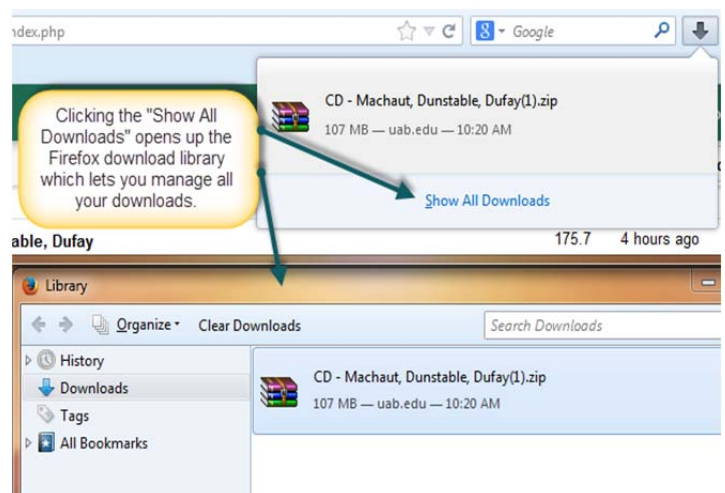


Note that clicking on the folder icon (highlighted in yellow) is the same as right-clicking and selecting Open Containing Folder.

Selecting Open Containing Folder will open up the Downloads folder on your local computer:



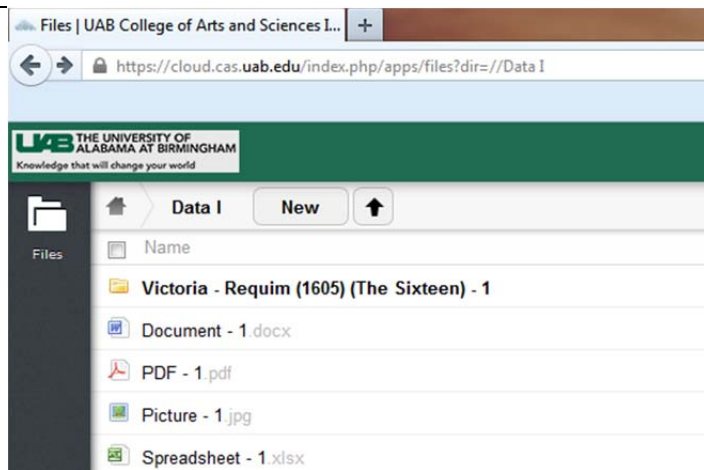
Clicking on the Show All Downloads link opens up the Download Library and lets you manage all your downloads:



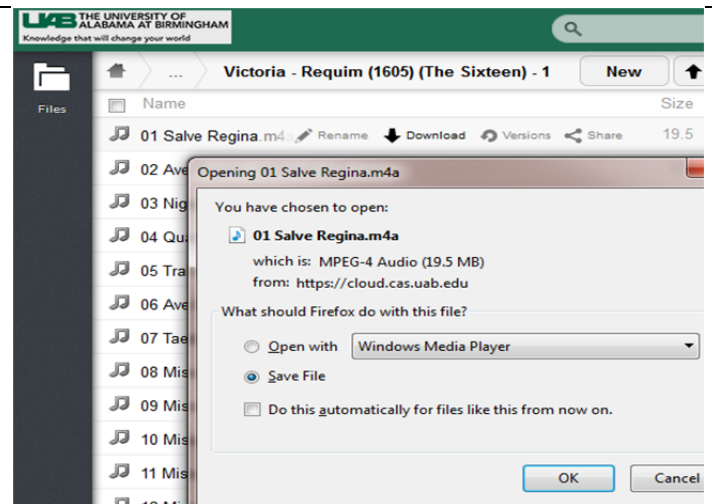
Once the compressed file is downloaded, use the unzip application of your choice to decompress the file, and you will then be able to access the content. The process for downloading individual files is the same, but instead of a zip file you will have a copy of the item in its regular format.

You can also open up your folder and download individual files rather than downloading the entire folder regardless of whether the folders are nested inside another folder.

In this example, inside the Data I folder, we want to download a file from the Victoria folder:



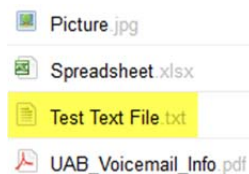
It's the same process – select the file you want, click download, and save the file.



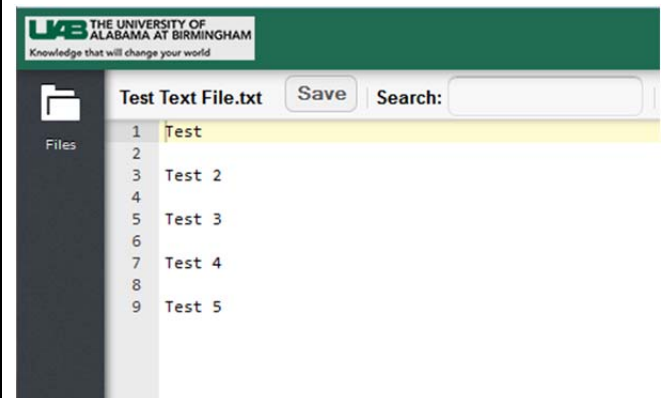
## Opening Files from the Web Interface

It is not necessary to download, save and then open every file; you can open them from within the web browser and they will open with the default application assigned to it (Text Editor for text files, Adobe Reader or Acrobat for PDF, Microsoft Word for documents, Excel for spreadsheets, etc.).

For example, a text file was created and then saved to CAS Cloud:



To open, just double-click the file:

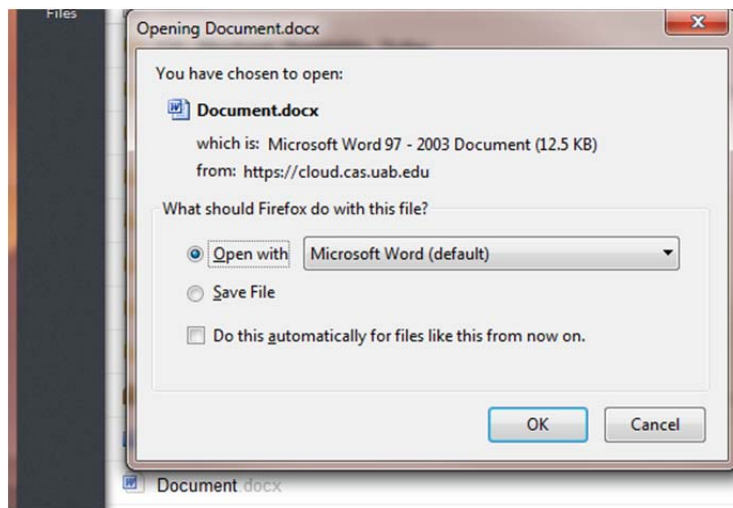


Once open, you can edit the file and save it back to CAS Cloud by clicking the Save button and the changes will be synced to your other computers that are running the client software.

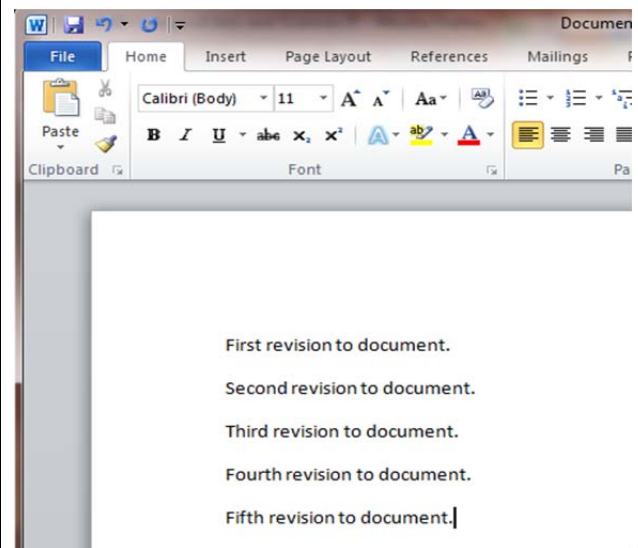


If you are opening a Microsoft Word document (or other Microsoft Office file), you will be prompted to either open or save the file:

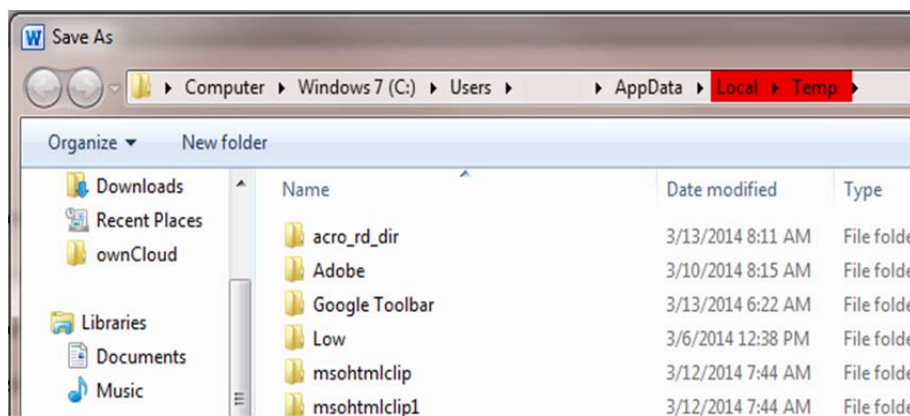
Take the defaults as shown....



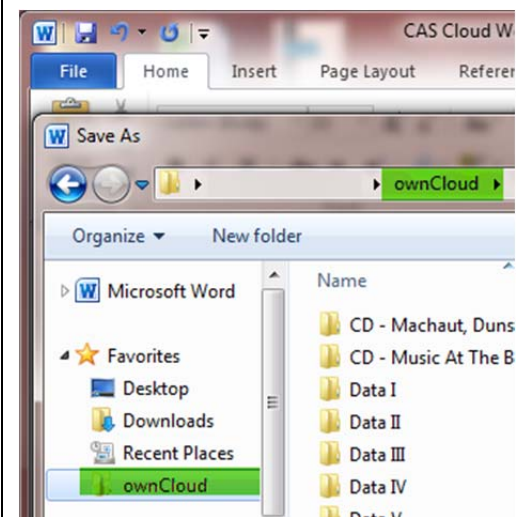
The document is now ready for editing.



When you're done with the document, you'll want to save it back to the local cloud folder rather than just click the Save button because Word will save it to a Temp folder since that is the default:



Make sure to go to File – Save As – then select your local cloud folder to save the document back to the correct folder.



The same process applies to any file that you open and edit directly from your Cloud storage; just make sure to save it back to the correct folder.

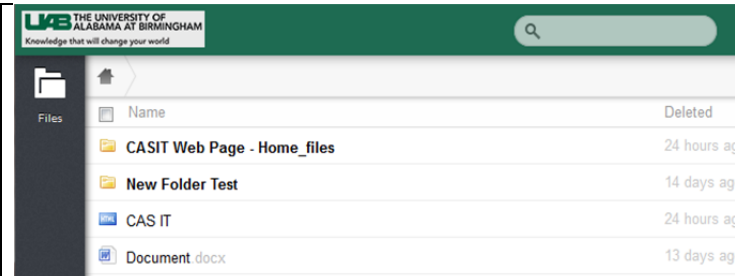
# DELETED FILES

When you delete a file or folder from the main page of the web interface, it is moved to the deleted files space that is part of your CAS Cloud storage. To manage the space, the deleted files application checks the size/space allocation of the deleted files for each user each time a new file or folder gets deleted. The default setting is 50% of your current free space. If the deleted files size exceeds this default limit, the application automatically deletes the oldest versions until it reaches the correct storage limit.

CAS Cloud checks the age of the files each time a new file or folder gets moved to the deleted files. Deleted files stay in that portion of the app for 180 days and after that, they are permanently deleted automatically.

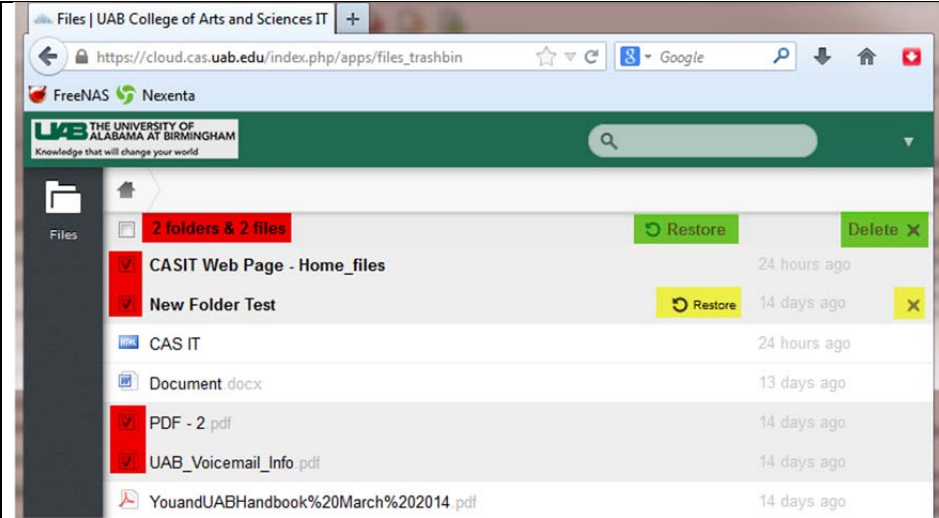
You may wish to manage deleted files on your own, or the case may arise where you need to recover a file or folder you accidentally deleted. You can access the deleted files by clicking on the Deleted Files button (item 6 as shown on the Web Interface layout).

## Deleted Files & Folders Options



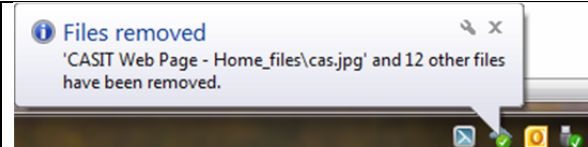
Name	Deleted
CASIT Web Page - Home_files	24 hours ago
New Folder Test	14 days ago
CAS IT	24 hours ago
Document.docx	13 days ago

The interface is very similar to the main workspace page. A list of deleted files and folders is shown, along with a time stamp of when they were deleted. To navigate back to the main page, you can either click the Files icon on the left, or the “home” icon just to the right of the Files. Note that clicking on either of those will clear out any selections you may have made in the list of deleted items.



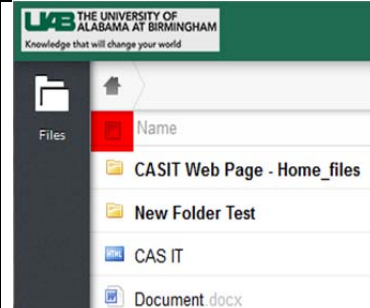
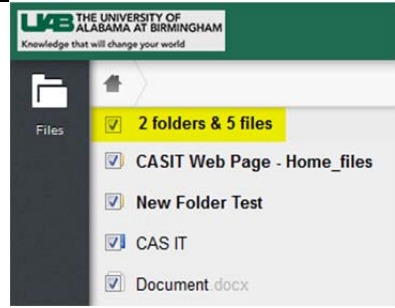
2 folders & 2 files		Restore	Delete
<input checked="" type="checkbox"/>	CASIT Web Page - Home_files	24 hours ago	
<input checked="" type="checkbox"/>	New Folder Test	14 days ago	X
<input type="checkbox"/>	CAS IT	24 hours ago	
<input type="checkbox"/>	Document.docx	13 days ago	
<input checked="" type="checkbox"/>	PDF - 2.pdf	14 days ago	
<input checked="" type="checkbox"/>	UAB_Voicemail_Info.pdf	14 days ago	
<input type="checkbox"/>	YouandUABHandbook%20March%202014.pdf	14 days ago	

To either delete or restore files or folders, use the checkboxes on the left side (highlighted in red) to select which file(s) or folder(s) you want; a summary at the top of the list will tell you how many items were selected. To either restore or permanently delete the selected items, choose either the Restore or Delete (X) item. The items highlighted in green at the top will perform the desired action for all items selected; the Restore or Delete (X) items highlighted in yellow only apply to that one particular file/folder. Note that you cannot open items from this area; you will have to restore them first.

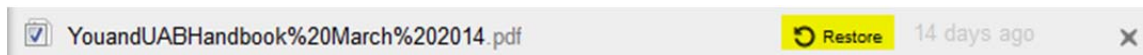


**Files removed**  
'CASIT Web Page - Home\_files\cas.jpg' and 12 other files have been removed.

You will also see a notification pop up in your tray icon which notifies you that the item has been removed. If a file or folder is being restored, you will see a notification for this action as well.

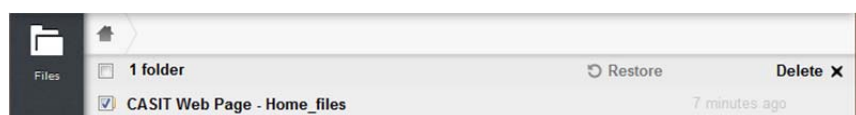
	<p>If you wish to delete everything that is in the Deleted Files portion, just check the box that is directly under the “home” icon (highlighted in red).</p>		<p>Once checked, it will toggle the box and will now display the number of files/folders selected. To delete everything, click on the “Delete X” at the very top.</p>
---	---	---	---

To restore individual files/folders, just check the item (or use the select all checkbox) and then click on the individual file/folder restore icon.

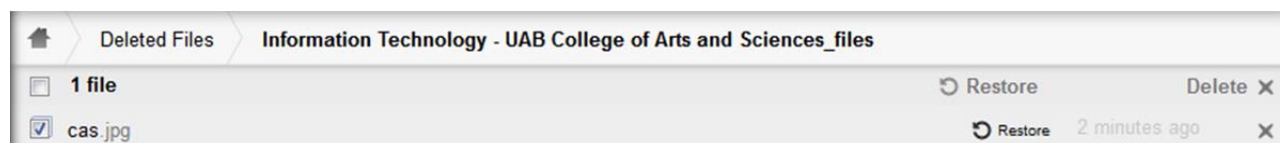


You can also restore individual items from within a folder without having to restore the entire folder. The steps are the same as described above, but note that the item being restored will then show up in the list of files rather than in its folder.

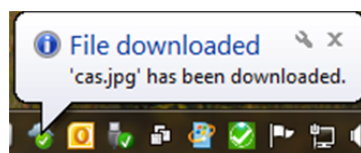
We'll delete the CAS IT Web Page folder and will get the tray notification that it has been removed:



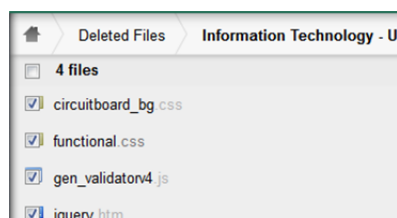
Next, go to the Deleted Items page and click on the folder to open it up, check the box next to the file you wish to recover, then click Restore.



The file is then restored to the main page and can be accessed there – again, note that the file will show up as a single file, not in the folder that it was originally in.



You'll see a tray notification about the file being added back in.



You can opt to restore multiple files from a folder as well; they will appear individually on the main page.

# VERSIONS

CAS Cloud has a feature known as Versions which creates backups of some files, allowing you to revert to different version of a file. Versioning will remove old versions automatically to make sure you don't run out of free space, and will not use more than 50% of the available free space that is associated with your account. If the saved versions exceed this limit, then the software will automatically delete the oldest versions until the storage limit is met. Please note that for versioning to work, you must be saving your information back to the original CAS Cloud folder and use the same file name.

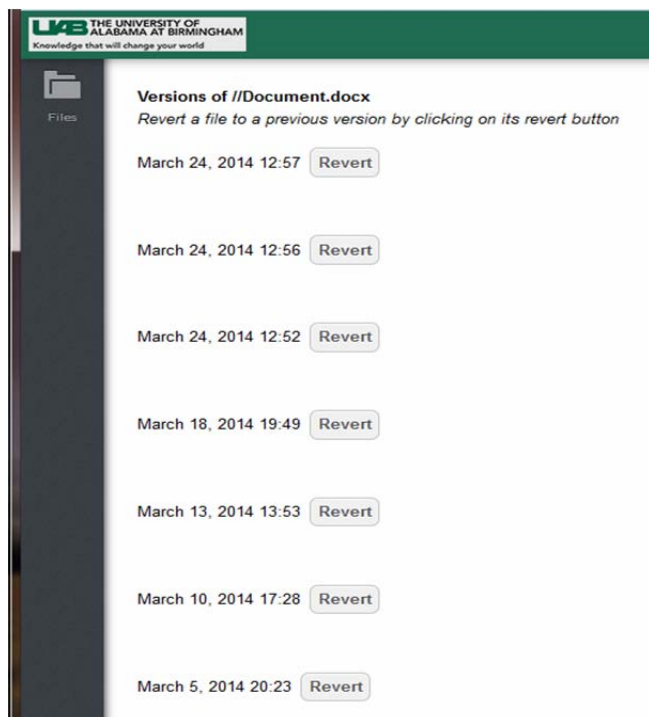
To access Versions, move your cursor to the item you wish to revert; you will see a number of options shown for it and simply click on Versions.



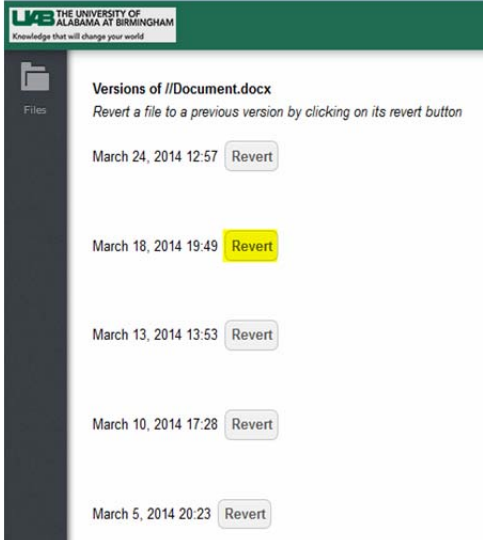
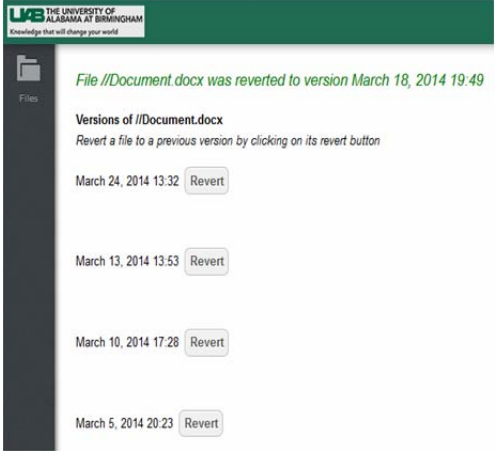
You will have two options – you can click on the drop-down menu to display the last 5 versions of the item:



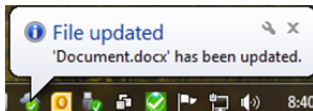
Or you can click on the All Versions button to see all available revisions.



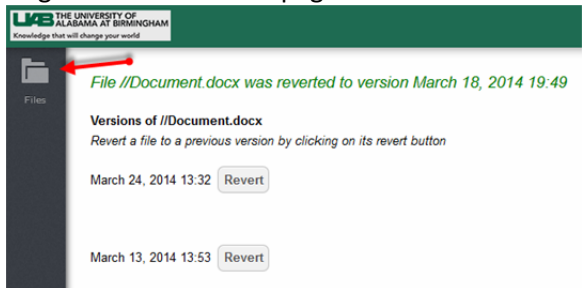
When you open a document, you'll get the last version that was saved, so in this instance a document was created and edited with 10 lines of text and saved to CAS Cloud periodically during the editing process.

<p>This is the the latest version:</p> <p>First revision to document.</p> <p>Second revision to document.</p> <p>Third revision to document.</p> <p>Fourth revision to document.</p> <p>Fifth revision to document.</p> <p>Sixth revision to document.</p> <p>Seventh revision to document.</p> <p>Eight revision to document.</p> <p>Ninth revision to document.</p> <p>Tenth revision to document.</p>	<p>With the document closed, click on Versions, then All Versions, and select the one you want – in this case, we're selecting March 18<sup>th</sup> and will click on Revert:</p> 	<p>You'll see at the top of the page a message telling you that the document was reverted to March 18<sup>th</sup>; also notice that the March 18<sup>th</sup> Version no longer appears in the list.</p> 
--	--	---

You will also see a notification message in the taskbar:



Click on the Files icon at the top left of the page to go back to the main page:

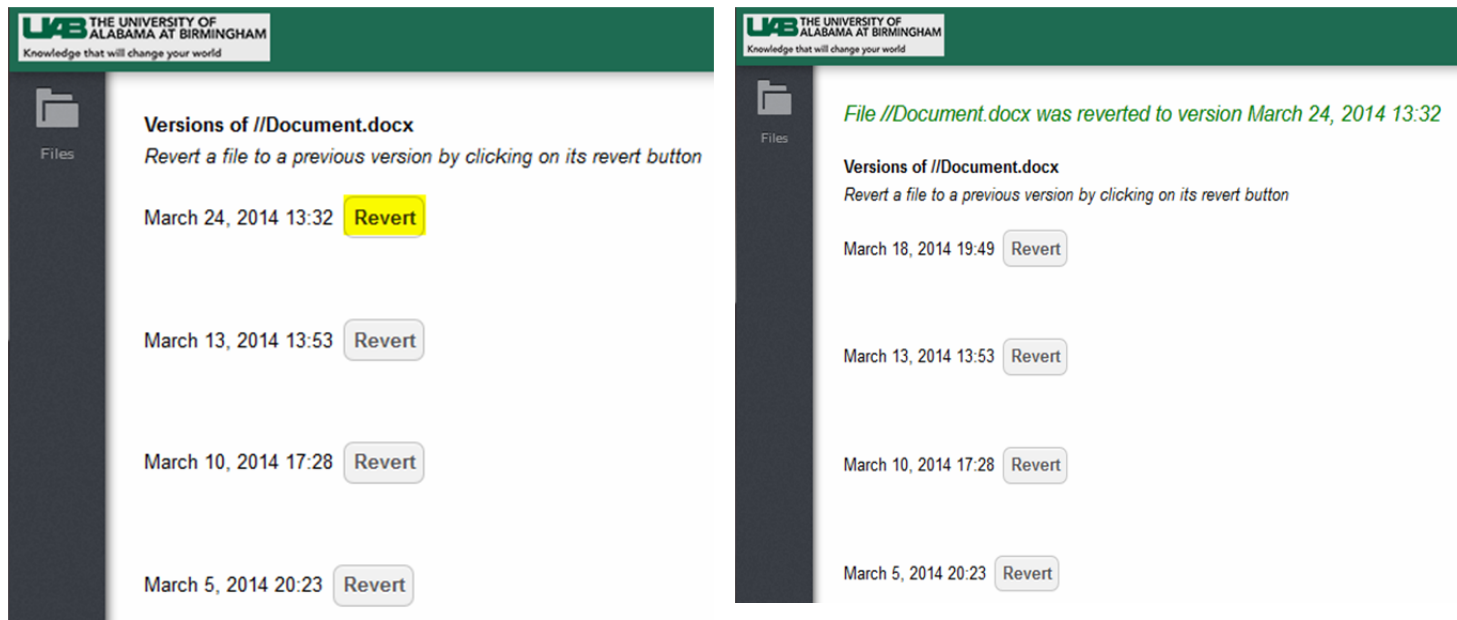


When you open up the document, you will see that it has reverted back to that version:

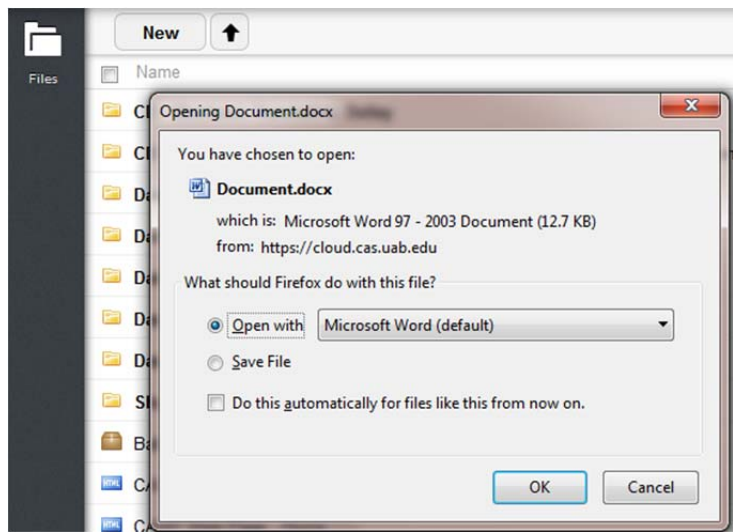
- First revision to document.
- Second revision to document.
- Third revision to document.
- Fourth revision to document.
- Fifth revision to document.
- Sixth revision to document.



To change back to the version you were originally working on, you would repeat the process; put the cursor on the correct line, click on All Versions, then select the most recent one. You see at the top what version you selected, and will get the taskbar notification again; also note that the March 18<sup>th</sup> version now shows up in the list and March 24<sup>th</sup> is no longer there.



Click on the Files icon to return to the main page and then click on the document and open it; it is now in its most recent version.

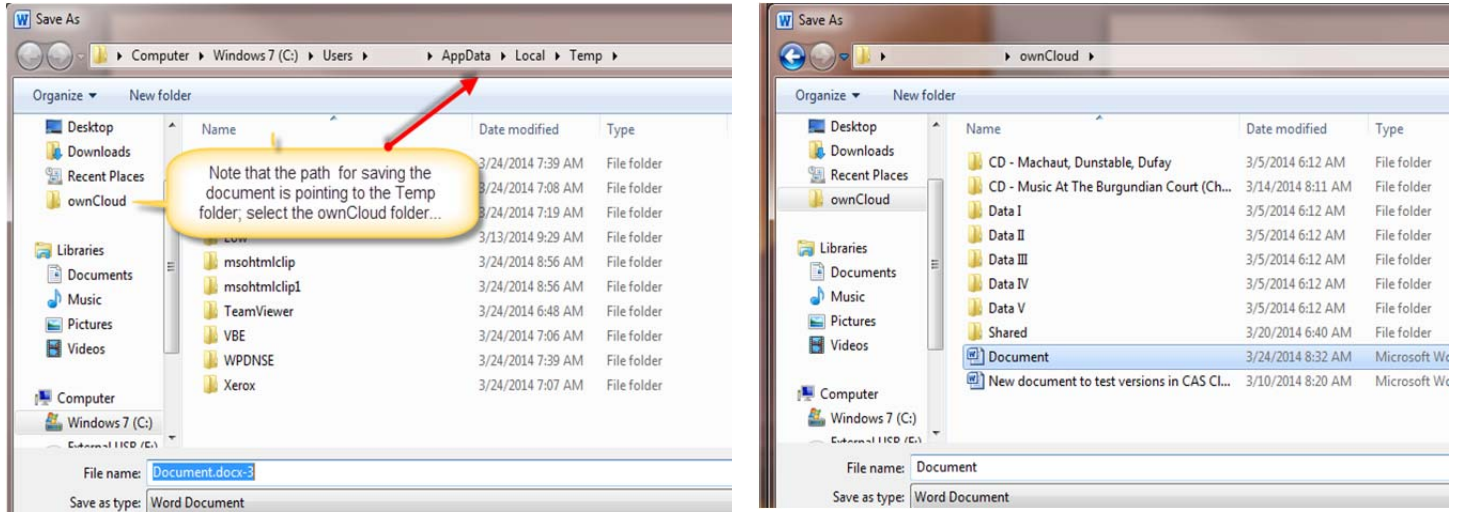


- First revision to document.
- Second revision to document.
- Third revision to document.
- Fourth revision to document.
- Fifth revision to document.
- Sixth revision to document.
- Seventh revision to document.
- Eight revision to document.
- Ninth revision to document.
- Tenth revision to document.

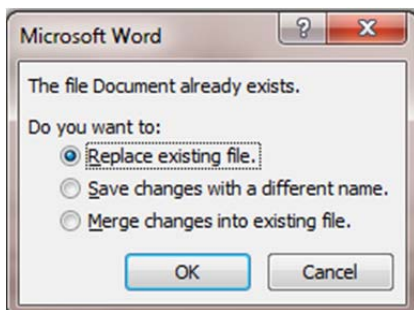
If a file does not have different versions, or does not support it, you will see this message:



Again, make sure you are saving your file back to the CAS Cloud by clicking on File-Save As, and then selecting the correct folder on the left and overwriting the existing document.



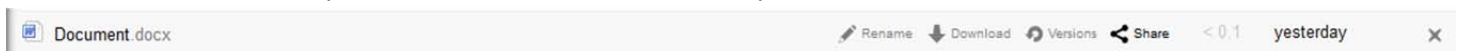
If prompted to overwrite the existing document, select yes, then click OK.



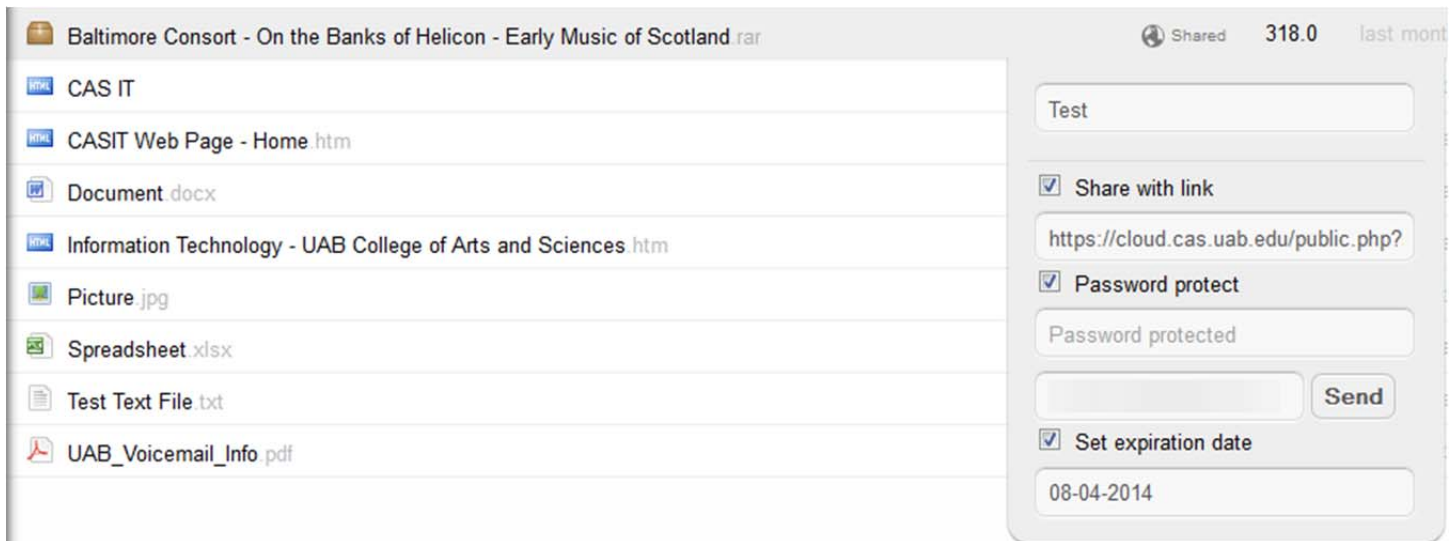
## SHARING FILES AND FOLDERS

CAS Cloud has the ability to share files and folders with other people who can access the file or folder via a link you send to them. You can also set up a folder, share it out and allow public uploads to it (handy for collaboration on a project). You can also share a single file from within a folder (without sharing the entire folder out) for granular control.

To share an individual file, place the mouse cursor on the item you wish to share out and then click on the Share icon:



You will be presented with the options for sharing; first is entering who you want to share it with. You can share it with whoever you like regardless of whether they are within the UAB network or are external.

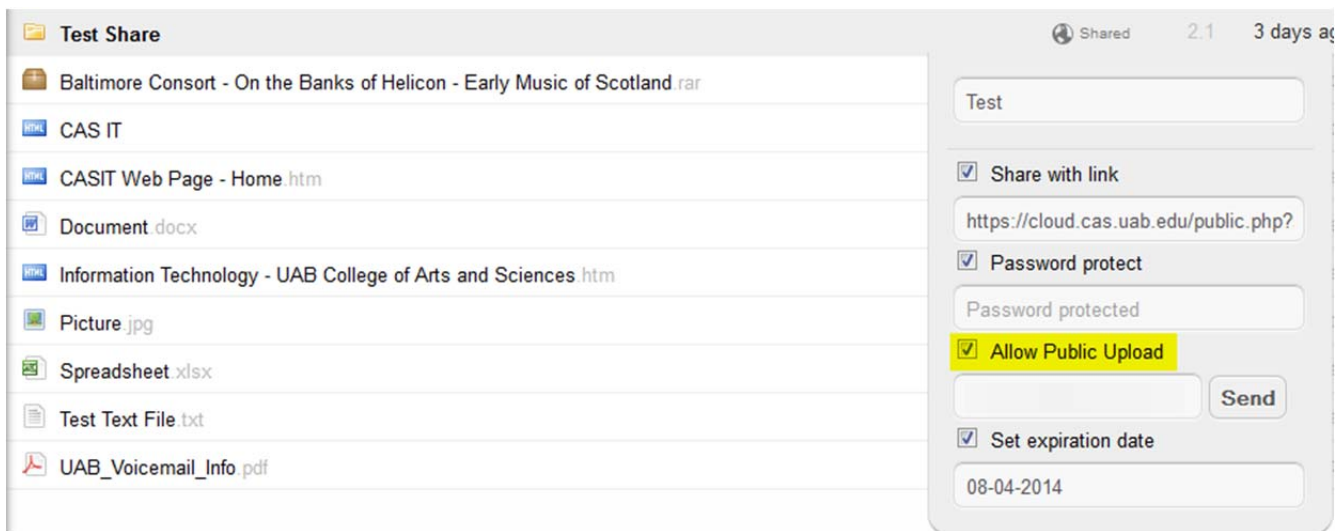


Share with – either type the BlazerID in the box, or any name you choose – we’re going to share this via a link so the email address is what will be the critical piece.

Share with link – provides a clickable link to the recipient.

Password protect – assign a password that has to be entered to access the shared information.

Allow Public Upload – allows anyone to upload a file to the shared folder. Note that this option only appears when sharing a folder, and not with a file:



Email link to person – enter the recipient’s email address in this box. To send the link to multiple people, make sure there is a space between each email address.

Set expiration date – limits how long a file can be accessed by someone.

Once a file or folder is shared, the file/folder will indicate that it is shared on the main page of the web interface.





 <b>Test Share</b>	 Shared 2.1
 <b>Baltimore Consort - On the Banks of Helicon - Early Music of Scotland.rar</b>	 Shared 318.0

To send the sharing notification to people, fill out the necessary information, set your options accordingly, enter the email address and click the “Send” button. You can share individual files, entire folders, or individual files that are inside a folder; the process is the same no matter what you want to share.


## Accessing Shared Files and Folders

Once you share out a file or folder, an email is sent to the email address you entered.


<input type="checkbox"/> ☆  sharing-noreply	<b>User shared a file with you</b> - User shared the file "Baltimore Consort - On the Banks of Helicon - Early Music of Scotland.rar"
<input type="checkbox"/> ☆  sharing-noreply	<b>User shared a folder with you</b> - User shared the folder "Test Share" with you. It is available for download here: <a href="#">https://</a>

Inside the email is the link to the shared folder or file:

User shared a folder with you

 Inbox x

---



sharing-noreply@cloud.cas.uab.edu

to me

User shared the folder "Test Share" with you. It is available for download here:

<https://cloud.cas.uab.edu/public.php?service=files&t=bc6031248a6d1df9238d24d7447313>

UAB College of Arts and Sciences IT

By logging in and using the CAS-IT cloud storage, you agree to the UAB Information Technology Policies listed at <a href="http://www.uab.edu/policies/Pages/Results.aspx?k=uabPolicyUnitGroups:Information%20Technology" target="\_blank"><http://www.uab.edu/policies></a>

Clicking on the link will redirect you to a login page where you’ll need to enter the password that was assigned to the shared item:



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Knowledge that will change your world

UAB College of Arts and Sciences IT Cloud Storage

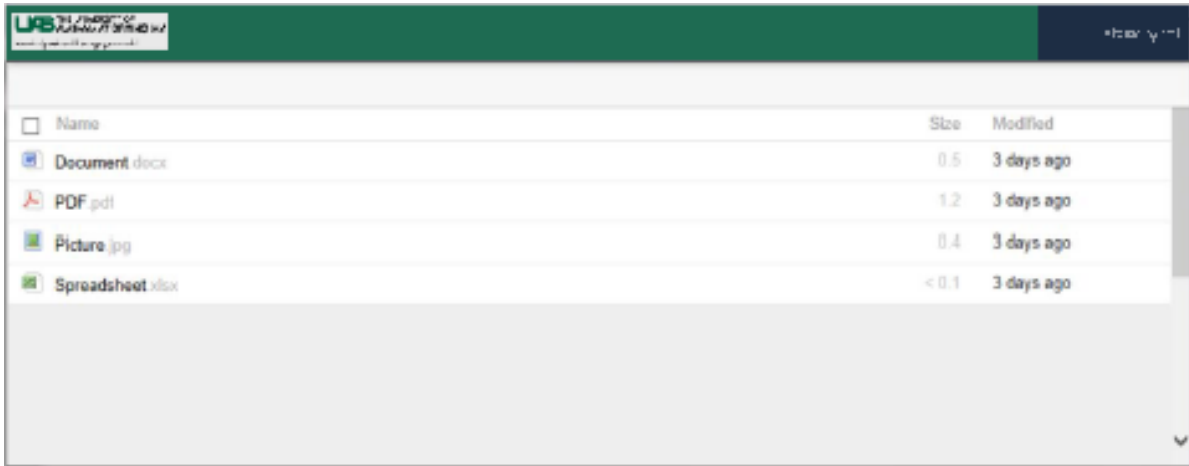
Password

Submit

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By logging in and using the CAS-IT cloud storage, you agree to the UAB Information Technology Policies listed at <http://www.uab.edu/policies>

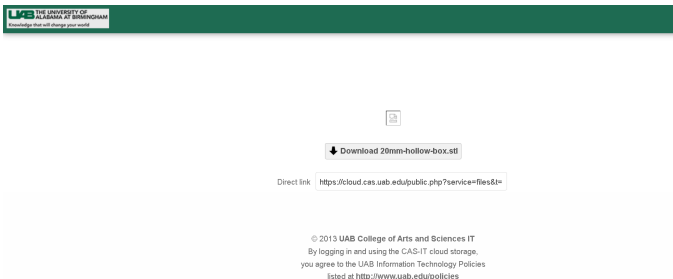
Enter the password and click on Submit; the password will be verified and then the contents of the shared item (folder, in this example) will be displayed. If a file is being shared, you have two options that appear in the upper right – Download and Upload.



The screenshot shows a web interface for a shared folder. At the top, there is a green header with the UAB logo and the text 'UAB COLLEGE OF ARTS AND SCIENCES IT'. Below the header, there is a table with three columns: 'Name', 'Size', and 'Modified'. The table contains four rows of files, all of which were modified '3 days ago'. The files are: 'Document.docx' (0.5), 'PDF.pdf' (1.2), 'Picture.jpg' (0.4), and 'Spreadsheet.xlsx' (< 0.1). In the top right corner of the interface, there are two buttons: 'Download' and 'Upload'.

Name	Size	Modified
Document.docx	0.5	3 days ago
PDF.pdf	1.2	3 days ago
Picture.jpg	0.4	3 days ago
Spreadsheet.xlsx	< 0.1	3 days ago

If a file is shared, you will only have the option to download it.



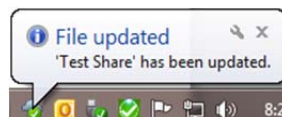
To download the file or folder, click on the Download button and a dialogue box will open; save the file where you would like and it will be downloaded as a zip file automatically.

## Uploading to a Shared Folder

To upload a file or folder back to the Shared folder, click on the Upload button located in the upper right. You'll be prompted to select the file(s) to upload – and again, there is a 2 Gig limit on the upload size. To select multiple items, use the Control key and then click on the individual files you would like to upload. If you wish to upload the contents of a folder, you'll either have to create a zip file of the folder and upload that, or open up the folder and upload the contents. When you have the items selected, click the Open button on the lower right of the Upload window to start uploading the files. When it is done, they will appear in the person's shared folder.



<input type="checkbox"/>	Name	Size	Modified
	Document.docx	0.5	3 days ago
	PDF.pdf	1.2	3 days ago
	Picture.jpg	0.4	3 days ago
	Spreadsheet.xlsx	< 0.1	3 days ago
	Test Upload Document.docx	0.5	2 minutes ago
	Test Upload File.zip	1.9	2 minutes ago



They will also see a popup notification in their taskbar:

Once you upload something to the shared folder, you will have the ability to open and modify the items, but you will not be able to delete them as the person who shared the folder originally has effective ownership of the files and only they can delete them. Therefore if you upload the wrong file by mistake, the folder owner will have to delete that file. You can modify a file by opening it and then saving it back to the shared folder however.

## Conclusion

This concludes the CAS Cloud Web User Guide. As new features are introduced, this document will be updated accordingly to include any changes. If you run into any problems, please contact the CAS IT helpdesk at (205) 975-4500 or go to our website <http://www.cas.uab.edu/it> and open up a support ticket; we'll be happy to help you with any problems or questions you may have. For a guide to the client application that runs on the local computer, please consult the CAS Cloud Client User Guide, which covers the installation and configuration of the client software.