

## OwnCloud, installed and operated by the Health Informatics Group (HIG) technical team

### What is OwnCloud?

Owncloud is a file synchronisation and sharing platform just like DropBox and Microsoft OneDrive, the difference being that OwnCloud is installed in Swansea University Medical School, instead of being hosted in the cloud by a third party company.

The HIG technical team offer and manage OwnCloud as a free service to users and members of Swansea University Medical School (SUMS), Data Science Building (DSB) occupants and users collaborating with SUMS/DSB users. The HIG technical team will manage the space and where needed, will allocate additional storage capacity to users on a case by case basis and subject to proper usage.

### How does OwnCloud work?

OwnCloud is a Swansea University hosted server which offers an allocated 'space' to each user. This space can be accessed through a web browser, mobile device app or a desktop client.

- The web interface and mobile device app allow you to access, open and upload files to your allocated space on the server.
- The desktop application creates a local directory on your PC and keeps its contents in synchronisation with the server at all times.

### Why would I use OwnCloud?

- **Synchronisation between multiple machines.** When using the desktop application you can have a synchronised directory between multiple machines, such as your desktop computer and your laptop or home computer. This allows you to have an offline space that you can open, alter and save documents to in the knowledge that these files will be synchronised as quickly as possible with your other devices when you reconnect to the internet.
- **Remote ad-hoc access to files.** When away from the office you can access files that you have synchronised on the desktop application of your office PC. By using a web interface or mobile device you can then access these files from anywhere.
- **Collaborative working.** You can temporarily grant permissions to share, access and work on files with other users or groups of users.
- **Sharing of large documents.** You can create publically accessible sharing links that you can set to expire once access is no longer needed. This allows you to send a link to a file or sub directory to other people who are not on OwnCloud without having to send the actual file. Given there is no restriction on the size of the file(s) then this is a great way to send large files to people. You can also create a file share that can be uploaded so that people can send you files that are too large to be sent by email. **Important: please contact the HIG technical team to discuss the security implications surrounding the transport of certain files using this system.**

- **File recovery.** The system will keep the last five versions of your file, so if you accidentally delete a file or overwrite it, it's possible to recover these files through the web interface.

### **How do I get OwnCloud?**

OwnCloud sits on the CHI network however you don't have to be on CHI to use it. Users who are not on the CHI network simply need to request a CHI login and you will then be able to access the service. Please contact [Helpdesk@chi.swan.ac.uk](mailto:Helpdesk@chi.swan.ac.uk) to request a CHI login.

Following receipt of your login visit <https://owncloud.org/install/> to install OwnCloud on your desktop. Select option 2 > Sync your data > Desktop clients. This will then install the client on your desktop and you are ready to use OwnCloud. In future you can either access OwnCloud using your desktop or login via the web interface at <https://cumulus.hiru.swan.ac.uk/>

### **Please note:**

**OwnCloud IS NOT backed up.** OwnCloud's purpose is to act as a synchronisation server so you should always save an additional copy of all data on at least one other device. Should your project require a bespoke solution that would be best served by OwnCloud, such as guaranteed data integrity, please contact the HIG technical team on [Helpdesk@chi.swan.ac.uk](mailto:Helpdesk@chi.swan.ac.uk) to discuss options subject to the recovery of cost.

For further information on using OwnCloud, gaining access to OwnCloud or security considerations around the use of OwnCloud please contact the HIG technical team on [Helpdesk@chi.swan.ac.uk](mailto:Helpdesk@chi.swan.ac.uk)