

CLCS Cloud Storage User Manual

What is CLCS Cloud Storage?

It is file storage server which is accessible within campus network. It will store our important files and documents. It can be good substitute of pen drive to store files.

How to Access?

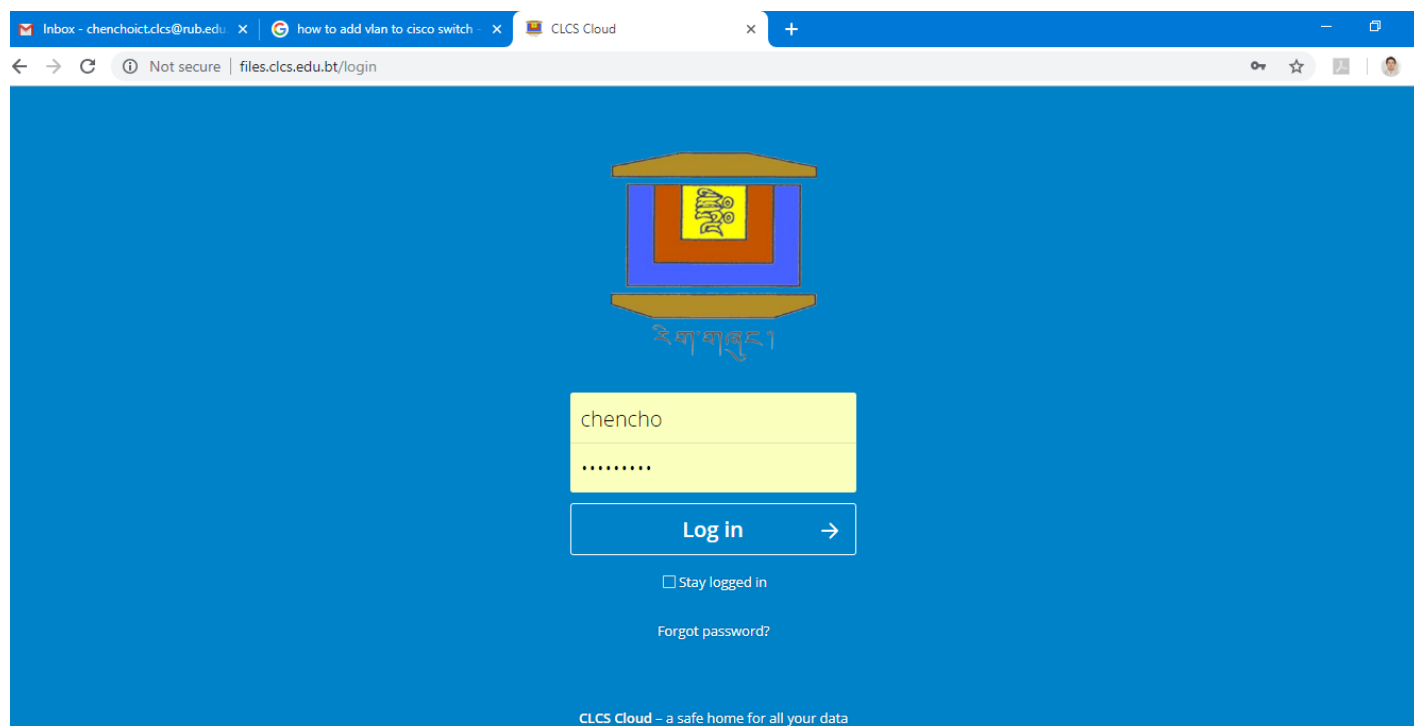
Visit this URL <http://files.clcs.edu.bt>. You will be prompt with following user interface. It will ask for username and password. For staff username is your employee ID and password is your CID. And student's username is student ID and password is their CID.

File size

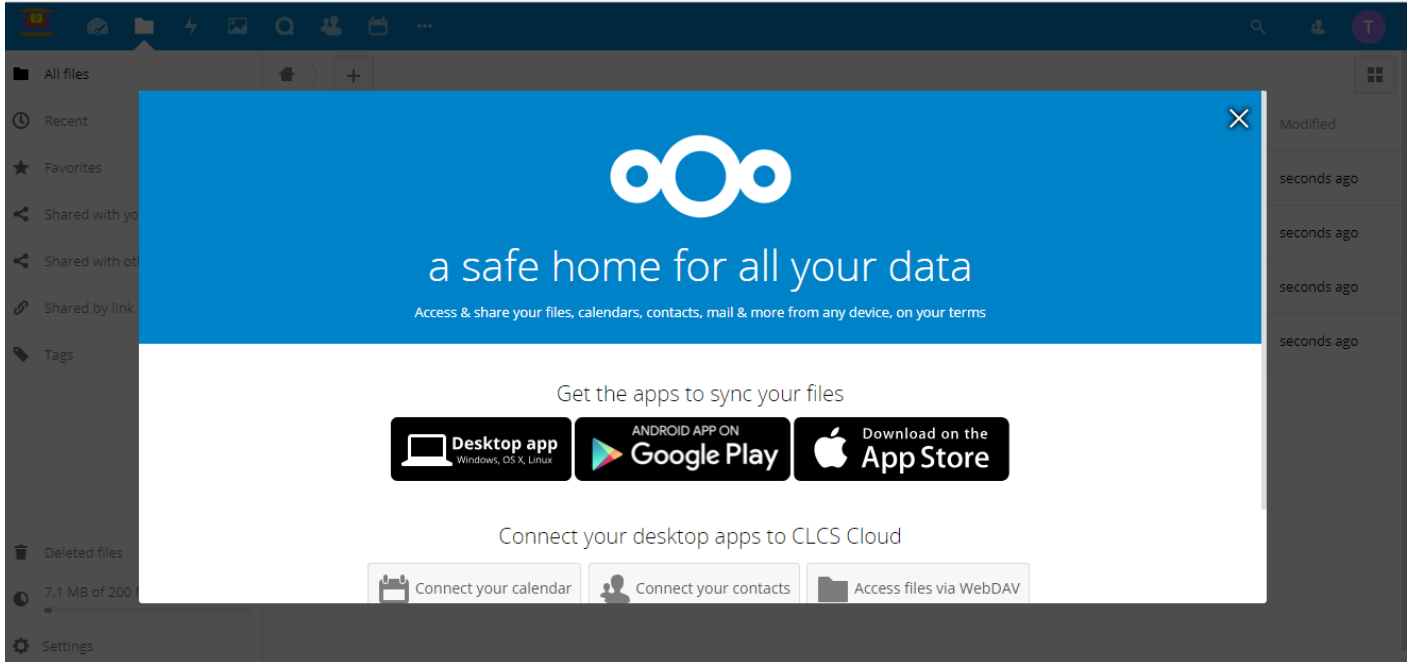
Staff are allocated with 5GB storage size and students are allocated with 200MB size.

User Interface

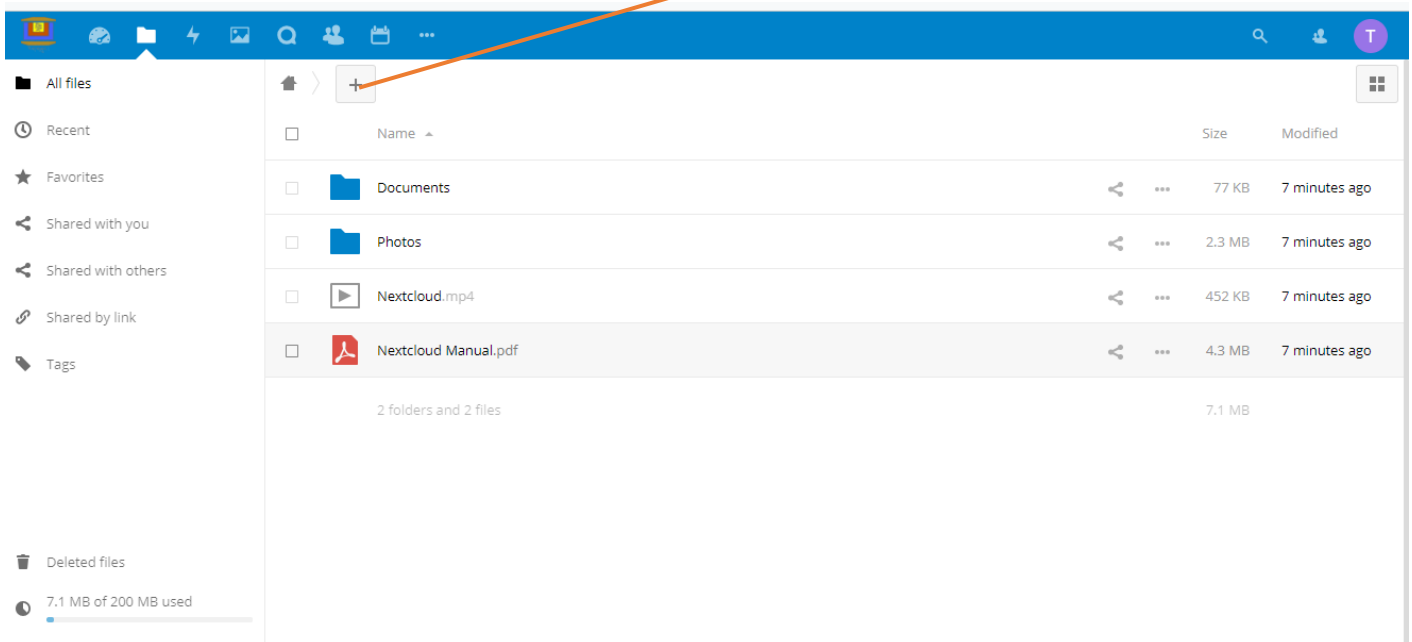
Login User Interface



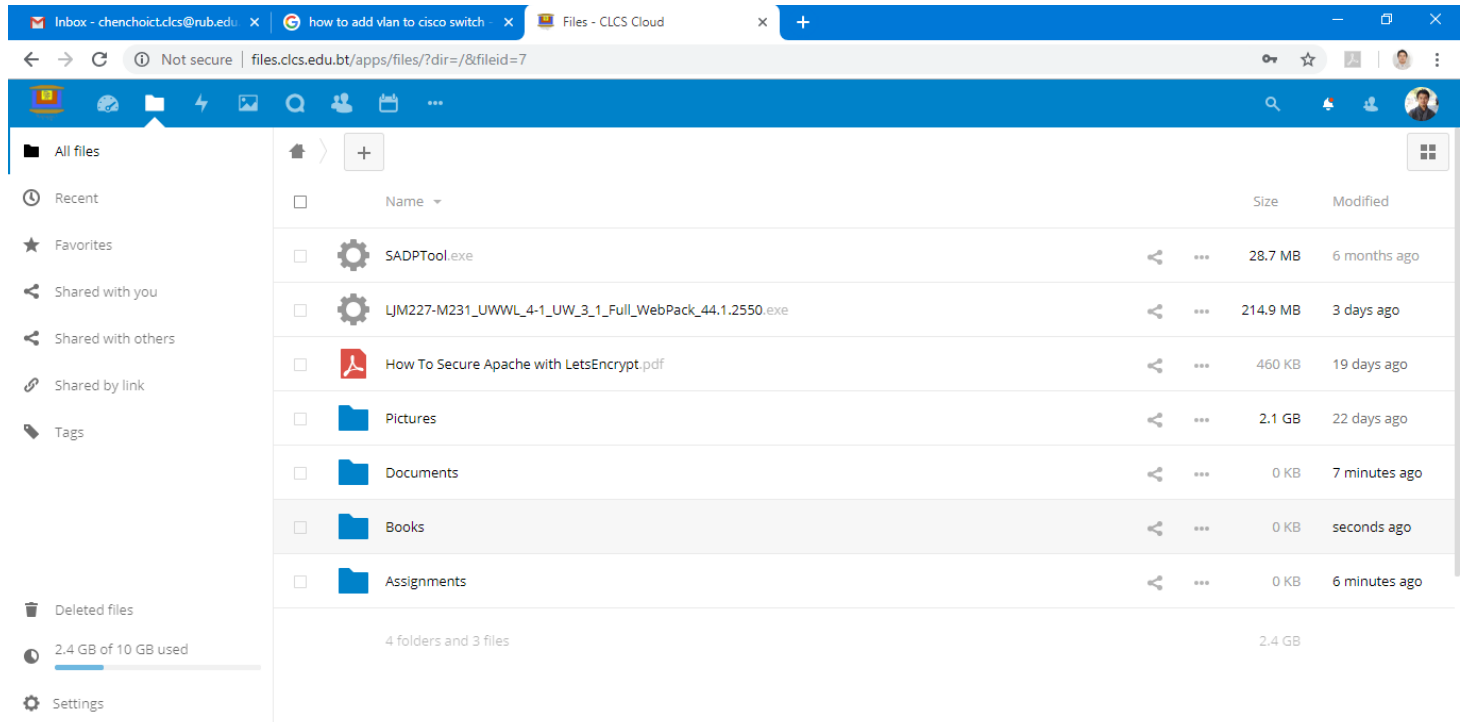
After logging in, you will prompt with following interface. You can access via mobile app and desktop app and files will be synchronized simultaneously. However, you can close down if it is not required.



Upon closing above interface, there are folders and files displayed by default. You can create any folder and files based on your requirements. It can be created by clicking plus sign icon shown below.



This is sample of my files and folders created.



These are basic information on using this sharing server or CLCS cloud. There are lots of features like chatting, sharing your files, connecting with mobile and desktop apps, gallery, editing personnel information and etc. So, in order to know more about those features, refer to file called Nextcloud Manual which is created by default. It has detailed information about how to use this system.

For further information and help contact any ICT personnel. Based on location of office students can contact technical associates and staff can contact ICT Officer.