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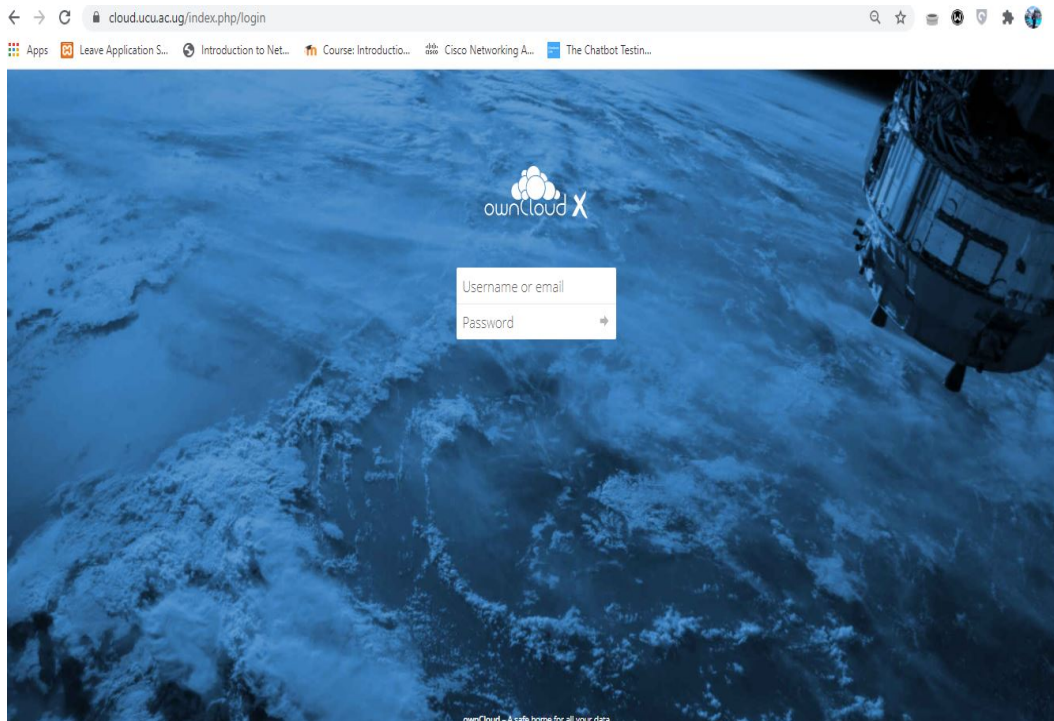


How to use the UCU Cloud to share content

UCU provides accounts in the Cloud for all staff and students to allow for easier file storage, sharing, and collaboration.

Accessing the Cloud

To access the UCU cloud, go to <https://cloud.ucu.ac.ug/> and login using your UCU email and password.



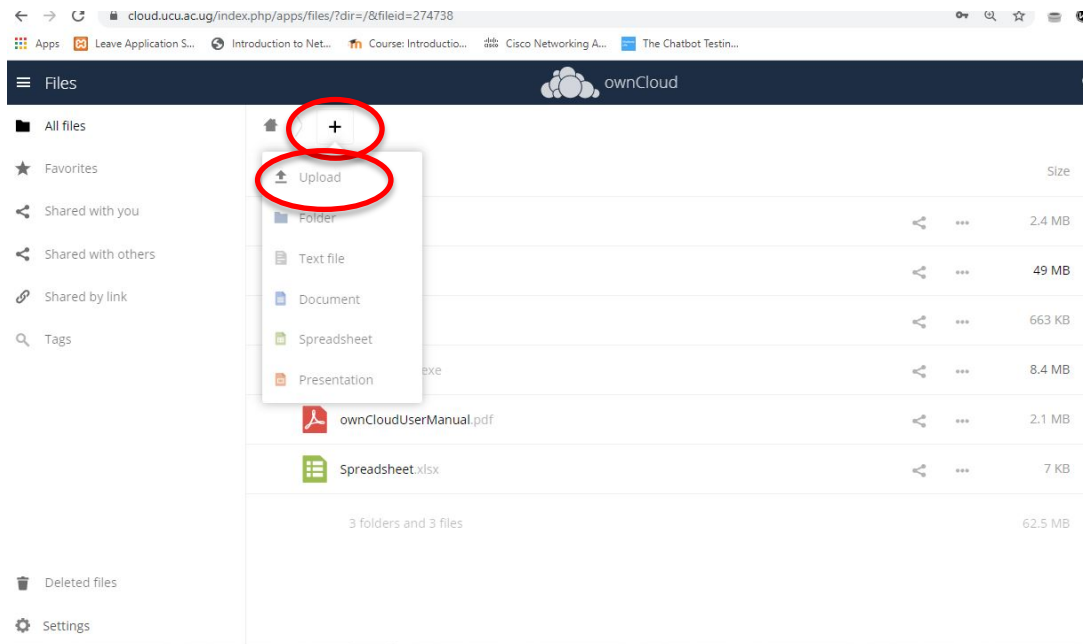
Create content on the UCU Cloud



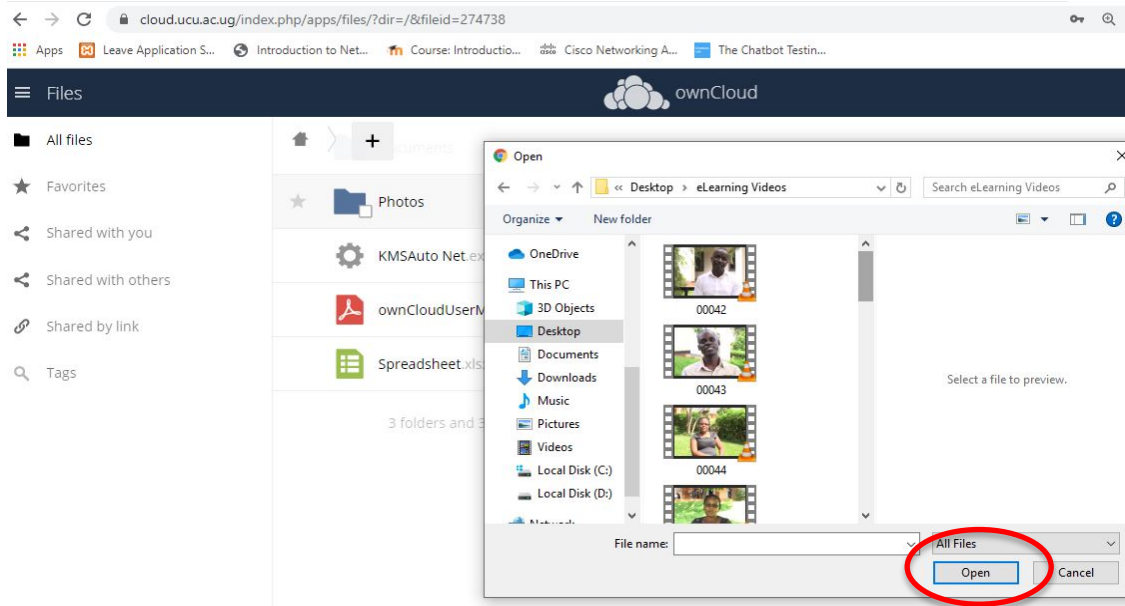
UCU provides storage in the cloud for all staff and students; go to <https://cloud.ucu.ac.ug> and log in with your user ID and password.

Uploading Files

1. Click the **plus sign** at the top of the window, then select **Upload**.



2. Find the file you need to upload, select it, and click **Open** or **Choose**. The size of the file and the network speed will determine how long it takes the file to load.



Creating Folders

1. Click the **plus sign** at the top of the window, then select **Folder**.
2. Name the folder, and you are ready to add files.

Sharing from UCU Cloud

1. Select the file you want to share.
2. Click the **Share** icon (the branch-like icon).






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eLearning

Home > +

Name ▲

 Reading  

  Research  



Creating public links to be shared with other users

Public links are a way to share a file, such as a video of a lecture that you upload to the cloud to be posted on the UCU eLearning YouTube channel. Anyone with the link can view the file.

1. Highlight the file or folder to be shared, and click the **Share** icon.
2. In the right column, under Sharing, click **Public Links**.
3. Click **Create public link**.

The screenshot shows the OneDrive web interface. On the left, a list of folders is displayed: Reading, Research, Shared, UCU, UNISA, and Web photos. The 'Research' folder is selected and highlighted in grey. A red circle highlights the share icon (two people) next to the 'Research' folder. On the right, the details for the 'Research' folder are shown, including its size (2.7 MB) and a link icon. Below this, there is a 'Collaborative tags' input field. Under the 'Sharing' tab, the 'Public Links' option is highlighted with a red circle. Below that, a button labeled 'Create public link' is also highlighted with a red circle. The text below the button states: 'There are currently no link shares, you can create one.' and 'Anyone with the link has access to the file/folder'.



4. You can enter the email address of a recipient (such as elarning@ucu.ac.ug for posting to the elearning YouTube channel). But this is not required.

Create link share: /Research

Link name
Research link

Download / View
Recipients can view or download contents.

Download / View / Upload
Recipients can view, download, edit, delete and upload contents.

Upload only (File Drop)
Receive files from multiple recipients without revealing the contents of the folder.

Password
Choose a password

Expiration
Choose an expiration date

Send link via email

Cancel Share

5. If you click **Share** without entering an email address, you will see the link posted on the right, with the icons to Copy to clipboard, Edit, Social share, or delete.

Research

★ 2.7 MB, a month ago

Collaborative tags

Comments **Sharing**

User and Groups **Public Links**

Research link