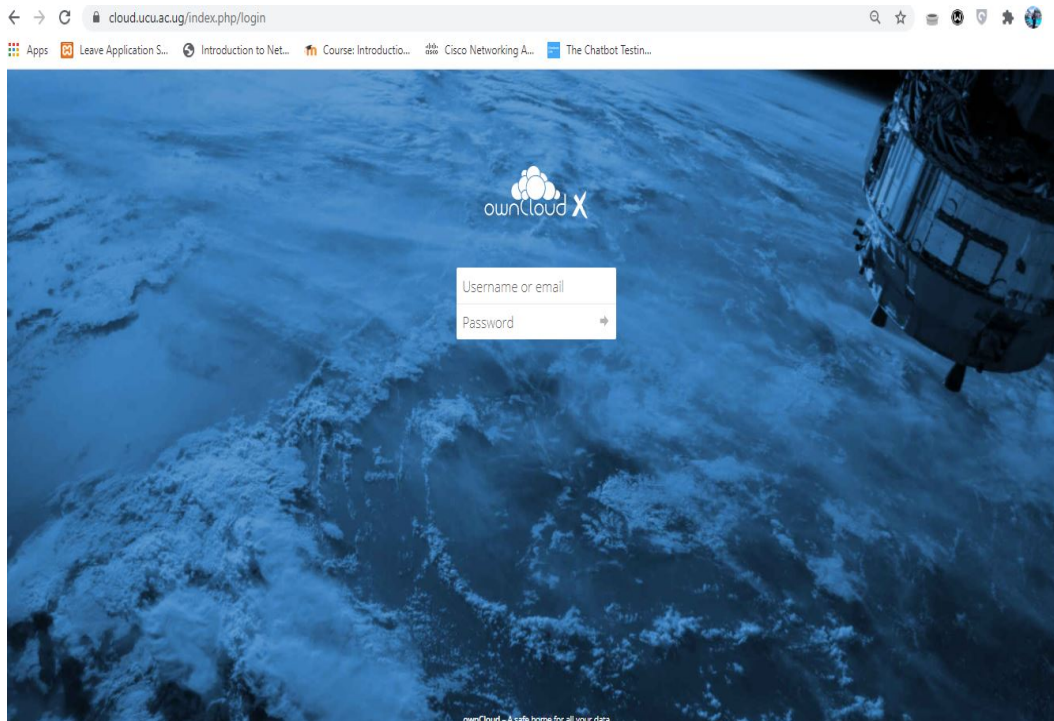# How to use the UCU Cloud to share content

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**.
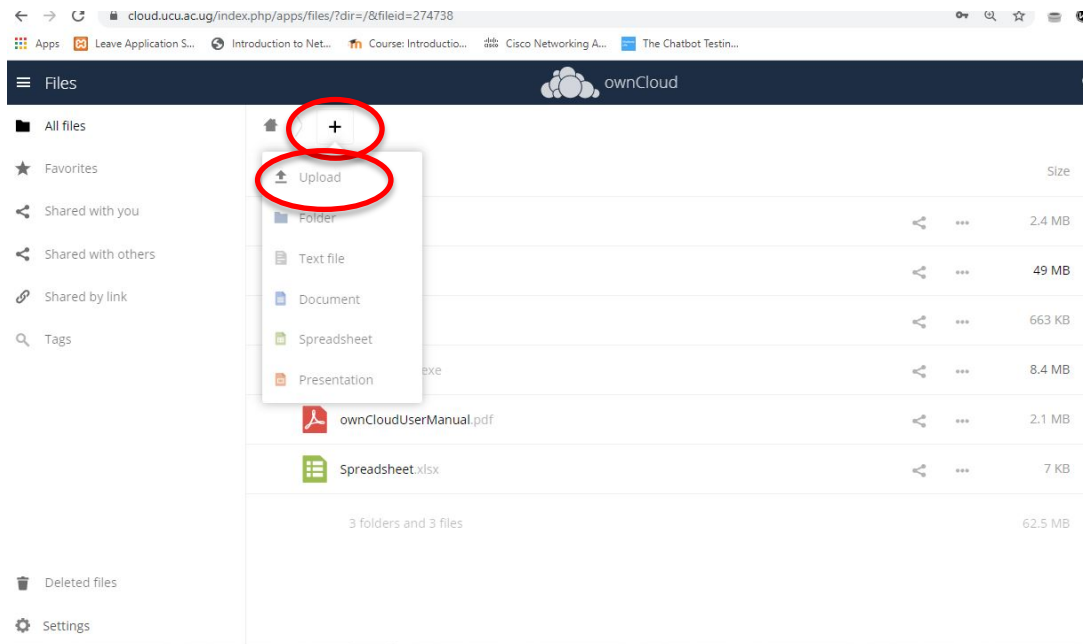
2. Find the file you need to upload, select it, and click **Open** or **Choose**. The size of the file and the network speed will determine how long it takes the file to load.
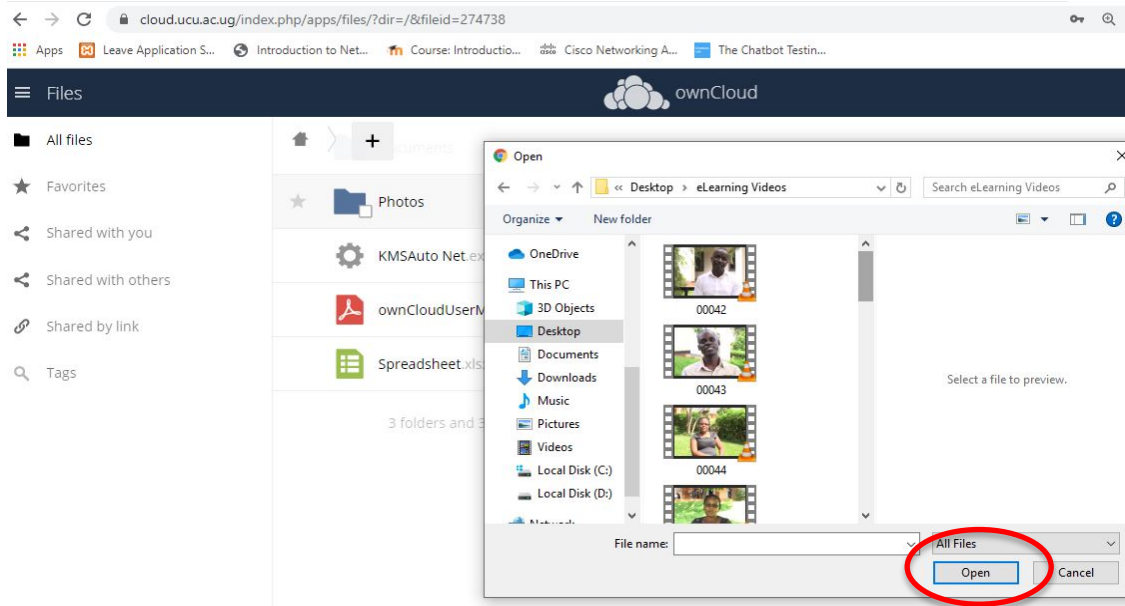
Creating Folders
1. Click the **plus sign** at the top of the window, then select **Folder**.
2. Name the folder, and you are ready to add files.

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

UGANDA CHRISTIAN UNIVERSITY

A Centre of Excellence in the Heart of Africa

eLearning

☐   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**.

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

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.