User Manual
Unibox
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1. Introduction
Inter-institutional and interdisciplinary science and research requires team-oriented work. Thus, the demand for suitable products that support such collaboration increases. Working together and simply exchanging documents flexibly in this context is an important prerequisite. With Unibox, the University of Rostock provides such a service to students and employees of the University of Rostock. With the online storage service, it is possible to exchange, edit, save and synchronize data between users, desktop computers and mobile devices. The data access takes place cross-platform via a web browser or via the Unibox clients for the operating systems Windows, Max OS, Linux, Apple iOS and Android. Each user has 10 GB of storage space available. Frequently asked questions, as well as for one or other important settings we have documented on our websites in the FAQ (as well as at the end of the document) (https://www.itmz.uni-rostock.de/onlinedienste/clouddienste/unibox/faq/). Furthermore, you will find on our websites currently known problems and related workarounds (https://www.itmz.uni-rostock.de/onlinedienste/clouddienste/unibox/aktuelle-probleme/), as well as video tutorials on individual functions (https://www.itmz.uni-rostock.de/onlinedienste/clouddienste/unibox/videoanleitungen/)

2. Installation of the Client
Before you can use the client installed it on your desktop or mobile devices first. Below are the installation instructions for the various operating systems.

2.1. Installation on Windows
2. Run the setup and follow the installation instructions.
3. Agree to the license agreement.
4. Selection of the installation type:
   4.1. Automatic
       Select the installation type „Automatic“. The software will installed in the default directory with standard links and settings.
4.2. Customized

Alternatively, you can choose the installation type „Custom“ If required, you can edit the destination directory here. Furthermore, you have the possibility to select shortcuts, the automatic start, system expansions.

5. After successful installation, the computer can restarted directly or later.
6. Then start the client and log in with your user account.

7. In the client, you have the possibility to make standard settings. By default, logging should be enabled. If errors occur, these log files can contribute to faster problem solving.

8. Via the Windows File Manager, you have the possibility to create and edit data.

9. Now you can work with the client, store data, synchronize and work on common projects.
2.2. Installation on Linux

1. Download the Client under „Clients“ on the web interface „https://unibox.uni-rostock.de/download_client“.

2. Complete the installation of the package:

3. Then start the client and log in with your user account.

4. In the client, you have the possibility to make standard settings. By default, logging should enabled. If errors occur, these log files can contribute to faster problem solving.

5. Via the Linux file manager, you have the possibility to create and edit data.
6. Now you can work with the client, store data, synchronize and work on common projects.

7. 2.3. Installation on Mac OS X
1. Download the client under „Clients“ on the webinterface „https://unibox.uni-rostock.de/download_client“.
2. Run the setup.
3. Follow the installation instructions.
4. Install the software in the preselected directory or select another one.
5. After successful installation, start the client.

6. Log in to the client with your user account.

7. In the client, you have the possibility to make standard settings. By default, logging should enabled. If errors occur, these log files can contribute to faster problem solving.

8. The Finder (File Manager) allows you to create and edit data.

9. Now you can work with the client, store data, synchronize and work on common projects.
2.4. Installation on Android

1. Download the client „Unibox Rostock“ in the Google App Store or Play Store.

2. The installation of the clients starts automatic.

3. After successful installation, the app can executed.

4. Then start the client and log in with your user account.
5. In the app, you have the possibility to make standard settings.

6. The Android File Manager allows you to copy files to the Unibox. Select a file and choose “Share”. The Unibox offered to you as a possibility and the file is stored there.

7. Now you can work with the client, store data, synchronize and work on common projects.
Please note:
With Android 8, there are currently still difficulties in using the app. Until the problem is solved by the software manufacturer, there is the following workaround.
Open "Settings" on your Android smartphone and go to the installed apps. Find the "Unibox Rostock" app in this list and open the settings menu / app info. Select "Permissions" or "Permissions" and enable access to the memory of your smartphone. Then the upload / download and work with the mobile app should work.
2.5. Installation on iOS

The client is currently not available in the App Store. There will be an app in the new design, expected from February 2019.

1. Download the client „Unibox“ in the Apple App Store.

2. The installation of the client starts automatically.

3. After successful installation, you can run the app.

4. Then start the client and log in with your user account.

5. In the app, you have the possibility to make standard settings.
6. Via the file manager, you have the possibility to copy files into the Unibox. Select a file and choose “Share”. The Unibox offered to you as a possibility and the file is stored there.

7. Now you can work with the client, store data, synchronize and work on common projects.
3. Login

3.1. Web interface

3.1.1. User of the University of Rostock

To access your data via the web interface, you must log in there. To do this, you use your university login data with the user name and the corresponding password. Open a web browser and open the website: https://unibox.uni-rostock.de

After a successfully login, you will be automatically forwarded to the Unibox and can use the service.

3.1.2. External users

A user of the University of Rostock has the possibility to invite external users to a folder. This external user then works on the quota of the internal user and does not receive its own quota. This external user works on the quota of the internal user and does not receive its own quota. If a user of the university has invited an external user to Unibox, this one will receive to emails. The first e-mail is used for account activation and the second e-mail informs the user about which folder has been shared with him/her.

Before the user can accept the invitation to a folder, the account must be activated. To do this, the recipient of the e-mail clicks on the link “Accounts activation” and follows the instructions for registration. Subsequently, the external user can log on via the website: https://unibox.uni-rostock.de with the self-set password.
Activation E-Mail:

Willkommen, Nutzer@email.de!

Ein neues PowerFolder Benutzerkonto wurde für Sie angelegt.

Benutzername: Nutzer@email.de

Account-Aktualisierung

Halten Sie Ihre Daten ständig auf allen ihren Geräten aktuellen und jederzeit im Zugriff.

Installieren Sie die Apps

Hilfe und Dokumentation

Diese E-Mail wurde automatisch von PowerFolder erzeugt. Falls Sie den Eindruck haben, dass diese E-Mail die Sicherheitseinstellungen überschreitet oder Sie Sie nicht senden sollten, kontaktieren Sie uns bitte unter:

https://uni-box.uni-rostock.de/
3.2. Client

To access your data via the client, you must first start it and then log in there. To do this, you use your university login data with the user name and corresponding password.

After successful login, the login window closed automatically and you can work with client and access or synchronize your data.
4. Account Overview

4.1. Account settings

Under „My Account“ you have the opportunity to view your accounts information and to modify some of the information. You get to your account information by clicking on the  -icon and selection „My Account“.

You will show four tabs for your account. The overview tab provides general user account information, such as username, name, phone number, e-mail address and current quota usage. In this view, you have the possibility to change the following information:

Changing the profile picture:  Adding further e-mail addresses via manage next to the e-mail:

In the tab „groups“ you can see the groups to which you have added:
In this tab, the groups to which you are assigned are displayed and you can create and manage groups. Information can be found under 5.5. Creating and use groups.

In the „Organizations“ tab, you can see the organization to which you have been assigned. However, this isn’t used at the University of Rostock, which is why this tab is empty.

In the „Devices“ tab, the devices are displays with which device, which software version you have authenticated against the Unibox and when the last logon of this device took place.
5. Working with the web interface

5.1. Create a folder

Folders can be used to structure the data. Invitations can be generated for each folder. Thus, the access rights for other people can be limited to certain areas. At the top level, at least one folder must be created to upload data. Invitations and permissions can only be assigned to top-level folders.

New folders can be created on the top level Home and as subfolders in existing folders via the 'folder icon'. This followed by the assignment of a folder name and the folder is created.

5.2. Right Management

In the Unibox there is a rights administration at folder level as well as link release level. If you would like to share a folder with one or more persons, you have the opportunity to assign a corresponding right per user.

With the read right, the members of the folder can read but not modify or delete the contents of the folder.

With the right to read and write, the members of the folder can read, modify and delete the contents of the folder.

With the administration right, the members of the folder can read, modify, delete and share the contents of the folder as well as add other users to this folder or delete the folder. This right should only be distributed to some extent.

If you release a folder via link, two rights can be assigned for the link release.

With the read right users who have received this link can download the contents of the folder or the file.

With the upload right, users who have received this link can download the contents of the folder or file, as well as upload additional files to the folder.

5.3. Manage folder/file

5.3.1. Download

Through the web interface, files and folders can be downloaded from the server. To do this, mark the folders or files by selecting the checkbox of the folder. This checkbox appears as soon as you move the mouse over the folder.
After selecting all desired folders or files, you can download the folders using the *download icon*.

If you select one or more folders for download, the folders will be downloaded with all their contents. If you select one or more files within a folder, only the selected files will be downloaded.

### 5.3.2. Upload

Files can be stored on the server via the web interface. Navigate to the folder where you want to save new files. Click on the "+" field and select "Upload file" and then "Add file" to select the desired file(s) from the computer. Then click on "Upload" to upload the file(s). After completing the upload, you can close the dialog box.

You also have the option of uploading entire directories. To do this, place the folder / subfolder and click on the "+" field again and select "Upload file" and then "Add directory".
to select the folder containing the desired file(s). All contained files will be added to the upload dialog and can be uploaded.

Alternatively, you can drag and drop the file into the web interface.

Another way to upload the files is to drag the files to uploaded to the folders. As you drag the file over a folder, the line turns green and you can upload the file. This is then loaded into the folder.

If it turns red, an upload is not possible. For example, this case may occur if you try to drag a file within a folder to another file to upload it. This is not possible.

5.3.3. Changes
File names and folder names can be renamed via the web interface. To do this, click on the Rename-Icon and enter a new in the corresponding dialog box for the folder or file.
5.3.4. Clear
Each Folder with its contents as well as individual files can deleted via the web interface via the delete-symbol.

When using the desktop client at the same time, please note that the data you delete via the web interface will also deleted by the automatic synchronization with the desktop clients on the local computer!

5.3.5. Restore
Files that have been accidentally deleted can be restored via the website. So you are also able to access previous versions of the files.

To restore files, go to the menu item Recycle Bin. It contains the same folder structure as in folders as soon as you have deleted one or more folders or files in the respective folders.

Navigate to the respective folder from which the file is to restored. Select the appropriate file or folder in it and click the Restore-icon to restore the deleted file.

This is followed by the Restore dialog, where you can see the version levels of the files and decide which file to restore.
Under the menu item **Recycle Bin**, the previous versions for selected or all folders can be deleted. If one selects one or more folders, one can delete these and their contents by means of the **Purge-Symbol**.

This followed by a dialog box to confirm the deletion.

Please note that this will permanently delete the previous versions and restore older versions and deleted files is no longer possible.

**5.3.6. Moving files**

Within a folder, you have the option to cut the files from one folder at the file level and paste them into another folder, thus moving them.

To do this, select one or more files and select the **cut-symbol**. Then navigate to the folder where you want to move the file. In this folder you will be offered the **paste-symbol**. This will insert the file into the folder and move the file.

Another possibility, as far as the file to be moved only to a folder level below, is to drag the file to the new folder.

This file will be moved to the subfolder.

**5.3.7. Copy files**

Within a folder, you have the option of copying files within the same folder at the file level.

To do this, select a file and select the **copy-icon**. This is followed by a dialog box in which you can assign a new name for the copied file.
5.3.8. Leave folder/delete folder
If you have shared one or more folders with other users, you can adjust this share at any time by removing the members from the share or adding more. If you delete the shared folder, it will also be deleted for all other members.

If you have been invited by another user to a folder and thus only a member of a folder, you cannot delete the folder. You have the option to leave the folder. If you leave a folder, you no longer have access to the folder and its contents. The folder will remain with the folder owner and the other members.

If you have read and write access to a folder, you can delete the contents of the folder. These are deleted then also with all other members and the owner of the folder.

5.4. Sharing folders/files
5.4.1. Sharing by adding members to folders
You can share folders and files with users of the University of Rostock and external users.
Click on the share-icon for the file or folder and add the email address of the user you want to invite. You can also give the user a right to the folder or file. There is the possibility that the user can read, read and write or administer the file or the contents of the folder. The user is added via the „+“-symbol.

You can also register multiple users and collect the same rights for all. To do this, enter the e-mail address of a user in the field and press "Enter", then enter the next e-mail address and
press "Enter" again. Repeat this until all desired users have been entered. Then select the permission and select the "+" icon to add the users.

5.4.2. Release via link

It is possible to provide the files or folders directly for download via a link release. To do this, click on the share-icon and select the "Create link" button. Then a link will be created. Furthermore, you have the option to assign rights: Users who have this link can read the contents of the folder or upload something to the folder. Via the dialog window, you can remove the link with “Remove”.

In addition, other settings for the link release via “Settings” are possible. It can be an expiration date, the maximum number of downloads, as well as a password set.
The advantage of this is that the folders and files can be provided without registration. **Please note**, however, that the link can be passed on and it is not comprehensible who downloads the data.

### 5.4.3. Make public

Another way to make files available to users is to make public. To do this, also click on the share icon and select the button "Make public". Then a link will be created.

You can email the link created with it and the user has the option to select the files to be downloaded and does not have to download all the documents contained in the folder. If there are Word, Excel or PowerPoint documents in the folder, the user has the option of displaying the file on the Web with OnlyOffice. The user receives only read rights and can not make any changes to the documents.
The advantage of the "make public" function is that the folders and files can be made available without registration and individually downloaded at will. Please note, however, that the link can be passed on and it is not comprehensible who downloads the data.

5.5. Administration of quota

All your deleted data will be moved to „Recycle Bin“. This does not delete a file directly and will continue to occupy your quota. So that your memory is not occupied by old versions or deleted files, you can delete these data under “versions”. Switch to the menu item Recycle Bin. It contains the same folder structure as in Folders as soon as you have deleted one or more folders or files in the respective folders.

Under the menu item Recycle Bin the previous versions or deleted data for selected or all folders can be deleted. If one selects one or more folders, one can delete these and their contents by means of the purge-symbol Purge.

This is followed by dialog box to confirm the deletion.

Purge

Do you really want to purge test and remove all versioned content?

Save No
Please note that this will permanently delete the previous versions and restore older versions and deleted files is no longer possible.
5.6. Management of created link releases
As soon as you have released a file or a folder via link, these appear under the menu item “Links”. In this area, you have the possibility to manage and delete the link shares, as well as how often the files were downloaded via the link. If you mark a link share, you can call up the link in your web browser via the visit-icon. There you have the possibility to download the file or the folder or to copy the link to the clipboard via the clipboard-icon in order to pass it on.

Using the settings-icon, you can edit link sharing and set the expiration date, the maximum number of uploads, upload and set or change the password.

The link release can be permanently deleted by the delete-symbol. This will prevent users who have the link from downloading the file or folder or uploading files to the share.

5.7. Create and use Groups
It is possible to create user groups that have access to the same folders. This feature helps you to share many files with user groups.

To create a group, open the user account overview "My Accounts" and switch to the “Groups” tab.
Click the "Create group" button to open the group creation dialog.

Give a meaningful name to the group. Optionally, you can specify a description of the group.

Then switch to the "Folders" tab in the dialog box.

Here you can directly re-create a folder on which the group should have access or you specify an already created folder. This will be suggested to you when typing the initial letters. Either choose the suggested existing folder or select "Create new" to create a new folder.
After you select or create the folders, they will be displayed in the "Folder" tab. Clicking on any of these folders will open a drop down menu where you can customize the group's permissions for these folders or remove the folder for that group's access.

Please note that currently only the input of user IDs is supported. Entering email addresses or names is currently not supported. Furthermore, you can only add users to the group who already have an account in the Unibox Rostock.

More information:
If you would like to add additional users to a group, open the user account overview, switch to the "Groups" tab and select the group to be edited. The dialog box opens and you can add more users in the "Members" tab.

If you want to share additional folders with this group, open the user account overview, switch to the "Groups" tab and select the group to be edited. The dialog box opens and in the "Folder" tab you can add further folders for this group.

Users who can access folders via group sharing can not leave the folder on their own, they must be removed from the group by the group administrator.
You can not add groups through the share dialog at the folder level. All group changes must always be made through the user account overview.

5.8. Create an upload form
A feature is the creation of an upload form. This feature allows you to create your own web page within the Unibox, which gives external users a way to upload files without having a user account.

Navigate to a top-level folder that you want to use as the upload destination and click the Share-icon and select Create Upload form.

Enter information about the upload form. Enter a title and a description. Optionally, you can create a validity date up to which an upload is possible and provide an e-mail address.

After you have created the form, a link to the upload form appears in the share dialog. There you can also change the expiration date or delete the upload form. Copy the link and send it to the
users who should upload files there.

If the user opens the link you have sent, he will receive the following input mask. Specifying a username and an e-mail address is required. Entering a password is optional. If a password is entered, the created file link is protected with the password.

If the user subsequently clicks Upload, the user receives a dialog box for uploading the files. The user has the option to upload directories or individual files by selecting "Add file" or "Add directory" and uploading the files via "Upload".
Subsequently, a subfolder of Max Mustermann has been created in your shared folder, in which the files uploaded by him are located.

5.9. News
The News section gives you the option to see when the files and what type of file have been uploaded, updated or deleted in the folders. Newly uploaded files are blue, updated files orange and deleted files red.

5.10. Clients
In the Clients section, you can directly download the desktop clients and visit the websites of the mobile apps.
5.11. View mode and sort option

5.11.1. Change view

In the web interface, there are various view options at the folder level. You can switch between three different views using the view-icon.

- **List**: This is the default view mode. This shows all subfolders and files in the current directory and shows most information about the files and subfolders.

- **Grid**: This view mode displays all icons next to each other and gives the name under each object.

- **Gallery**: This view only works for folders containing images. This view opens the images in a slider.
5.11.2. Sorting options
The list of contents can be sorted by clicking on the name of the section to be sorted. Click again to change the sort option. A small arrow indicates the direction in which the sort option is being used.

5.12. Language
The web interface is displayed depending on the web browser and the operating system in the respective installation language. If the display language of the web browser is set to English, the web interface of the Unibox will also be displayed in English. The language can be changed depending on the operating system in the web browser settings. This setting applies to all web pages that are subsequently called.
6. Edit documents online together

At the University of Rostock Box, documents are stored in the cloud and are thus available everywhere and at any time. Thanks to the integrated editor of OnlyOffice, it is possible to process documents directly in the Unibox. Simply click on the relevant document (presentation, document or table) and OnlyOffice will automatically start in the Unibox. Multiple users online from different locations can edit the documents simultaneously. The changes are marked in different colors depending on the user. The integrated comment and chat function also facilitates collaboration.

6.1. Web interface

By clicking on the document in the Unibox, this opens via OnlyOffice in the web browser. Here the document can be edited together. The editor is built in the same way as other word processing programs, such as Microsoft Office or Open Office. By default, the editor opens in the "Home" tab. In this tab you will find all editing options, such as fonts, paragraph settings and styles.

The File tab automatically open the „Download as ...“ menu. This allows you to download the document different formats.

The document can be saved and printed under the same menu item. In addition, settings can be made. Furthermore, there is a help with useful information on handling OnlyOffice.

In the Insert tab, illustrations, comments, headers and footers can be inserted into the document.
In the **Layout** tab, general document settings for the layout, such as Size, margins, columns, paragraphs, etc. are made.

<table>
<thead>
<tr>
<th>ONLYOFFICE</th>
<th>File</th>
<th>Home</th>
<th>Insert</th>
<th>Layout</th>
<th>References</th>
<th>Collaboration</th>
<th>Plugins</th>
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</table>

In the **References** tab, the table of contents and footnotes can be created and updated, and links can be created and customized.

<table>
<thead>
<tr>
<th>ONLYOFFICE</th>
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In the **Collaboration** tab you can set the synchronization of the document for collaboration, make comments, view changes, monitor, accept, reject, or edit.

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In the **Plugins** tab various additional contents can be integrated, like e.g. Macros, clip art, OCR, voice memos, icons, translator, youtube videos and embedded images.

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In the column on the left side it is possible to comment on certain text passages, to respond to existing comments or to talk in real time in the chat, for example to better vote on changes.

**Comment on text passages**: The comments throughout the document are displayed in the left comments column. In the document itself, the comments are displayed as a speech bubble. Via the comment column it is possible to jump to the place of the comment within the document. Click on the comment and you will get directly to the page where the comment is written.
Entertainment in real time:

Within the Online Editor, the users of the document can chat with each other and thus make arrangements and discussions. The chat history is deleted as soon as the document is closed.

Anyone who has access to this document can edit it online. In this case, a parallel work of multiple users is possible. Each user is assigned a separate color, which clearly indicates which user made which change. The other users have the opportunity to accept or undo these. To see clearly what has been changed you can record the changes at the bottom under the button "Track Changes".

While the document is being edited there are further options for the respective action on the right side. If you write a text, for example, you can change the line spacing or adjust the background color. If you create a table, you can adjust the table colors, change frame, adjust row and column sizes.

There is also this option menu for pictures, headings, footers and headers, as well as diagrams. In addition, advanced settings can be displayed for each menu, which opens a dialog box with further options.
Advanced settings:

![Advanced settings panel with various settings options]

If several users are working on a document, a number of users appears in the upper right corner. It shows how many users are working on the document in parallel. If you click on the user icon, the currently working users are displayed.

![User icons with names]

Toolbars can be switched on and off, the page size is adapted to the window and the settings are opened via the icon "View Settings":

![View Settings icon]
It is possible to upload password-protected documents into the Unibox and to work together in OnlyOffice online. Open the document via the Unibox, followed by the call for password entry before displaying the content of the document in OnlyOffice. Enter here the password with which the file has been protected. Then you can work with the document as usual.
7. Working with the desktop client

By default, the desktop client automatically synchronizes all changes at the same time as the Unibix Server.

7.1. Notification window

In the notification window (System Tray) you will find an icon of the Unibox Client. This icon shows the current status of the synchronization and you have a right mouse click on the icon a menu.

By right clicking on the symbol, you have the following options:

- open the desktop client
- Open your folder in the web interface
- Open the Unibox folder on your local hard drive
- Pause/Stop all synchronization processes
- Look at the latest changes
- Open the settings of the client
- Let the client finish the synchronization and then shut down the PC automatically
- Stop the client from synchronizing and then terminate the client automatically
- Stop the client

When you start the client, you are prompted to log in. All you have to do is enter your username and password. After starting, you will see the overall status in the notification window:

- The circle with the check mark means the Unibox is fully synchronized.
- The circle with the hourglass means that the Unibox is waiting to synchronize your folders, e.g. when the client is waiting for a connection to the internet.
- The circle with the rotation means that the Unibox is currently being synchronized.
- The circle with the two bars (pause sign) means that the synchronization has been stopped.
- The circle with the exclamation mark means that the Unibox requires your attention. Expenses reasons are that you are not yet logged in, your hard disk is full, you have lost permissions to a folder, or your storage quota has exceeded.

7.2. Settings in the desktop client

The desktop client can used in two different modes. By default, it will installed in “Beginner Mode”. However, the “expert mode” can selected by the user.

7.2.1. Beginner Mode

After installation, the client runs in entry-level mode by default. In this mode, only the synchronization status, the synchronized folders and the default settings can viewed.
The following functions are possible in entry-level mode:

1. The upper part of the client shows the synchronization status, the time stamp of the last synchronization check, and the name of the logged-in account.
2. By clicking on a folder from the client, it is called up in the local file manager. There, local data can be copied, created, edited or deleted.
3. There are several buttons on the top right corner:
   3.1. Web
       This opens the website of the Unibox in the Internet browser and it is possible for you to work directly on the web.
   3.2. Explore
       It opens the file manager on your PC and it is possible to edit, create and delete files.
   3.3. Pause
       The synchronization will pause until your start it again. During this time, no data is synchronized from the server/web or other clients to your PC and no files from your PC to the server/web or other clients.
   3.4. Preferences
       This opens the settings menu. Further information on the settings will follow.
   3.5. Create Folder
       It is possible for you to create further folders via the client interface on your PC, which are also synchronized. You can create the folder via the wizard or with the classic file manager.
4. In the settings, you will find minimalistic settings.

It is possible for you to change the default path for the folders. You can also log out of the client or switch accounts if multiple users are working with one client. Below this, you will see the name of your PC and you can set the language for the client. It is also possible for you to set how many backup versions and how long to keep your folders and their contained files. Underneath it is possible to specify that the client start with Windows startup. Furthermore, you can set the closing behavior of the client. Here you select whether the client should be terminated or minimized when clicking on the Red Cross. If it is minimized, it will continue running in the background and continue to synchronize your files. Finally, it is possible for you to turn on the logging, which we highly recommend, should it come to an error case and check on new updates on or off. If you deactivate this option, you have the option at any time to update the client manually via the “Update” button.
7.2.2. Expert mode

After installation, the client runs in entry-level mode by default. In order to switch to the „expert mode“ the advanced mode has to be activated in the settings. Then the client has to restarted.

The following functions are possible in „expert mode“:

1. The upper part of the client shows the synchronization status, the time stamp of the last synchronization check, and the name of the logged-in account.
2. Click on the folder icon to call it up in the local file manager. There, local data can be copied, created, edited or deleted.

   If you click on a folder name in the client, the display expands and the contents of the folder are displayed. In addition, the details can displayed per file. There you can look at the size of the file, the location, when and by which PC the file was last edited, the versions of the file and the synchronization status.

There are also two more tabs „Members“ and „Settings“. Under „Members“ the members can be displayed with their permissions of the folder and further users can be invited via the client.

Settings for the folder can made under „Settings“.
Transmission modes can be selected, you can decide whether the data should be synchronized automatically, manually, once a day, when sharing/sending etc. Furthermore, a separate transfer mode can be created with its own rules via the pen-icon.

A separate name can be assigned for this transfer mode. For easier configuration, the rules can be copied and adjusted from another transmission mode. Furthermore, it can be selected whether new and changed files as well as deleted files should be synchronized. You can also set the interval or hour and day to check for changed or new files.
Furthermore, the local folder path can be changed in the settings, as well as the file flow can be adjusted. Files with certain endings can be excluded from synchronization. There are already given some endings, which can be edited or deleted and added new endings.

Via “Stop Online Backup” the folder on the server/web can be deleted.

![Stop Online Backup](image)

Via „Stop sync“ the synchronization for the folder is stopped. Furthermore, it can be decided whether the folder should be deleted locally.

![Stop sync](image)

3. On the left side you can see more information in the extended view for the respective folders. It will be displayed when the last time the folder was synchronized. The synchronization can be started again via the arrow. The Sync Status indicates if the synchronization process for this folder is complete. Furthermore, the number of files, the largest and the deleted files can be displayed. “Permissions” open the tab “Members” to manage the rights of the folder.
4. Several buttons can be found on the upper right edge.

4.1. Web
This opens the website of the Unibox in the internet browser and it is possible for you to work directly on the web.

4.2. Explore
It opens the file manager on your PC and it is possible to edit, create and delete files.

4.3. Pause
The synchronization will pause until you start it again. During this time, no data is synchronized from the server/web or other clients to your PC and no files from your PC to the server/web or other clients.

4.4. Preferences
This opens the settings menu. Further information on the settings will follow.

4.5. Logging
Current LOG-Inscriptions are displayed in the client and from here, it is possible to open the folder in which the log-files are stored on the PC.

4.6. Transfers
In the transfer overview, the download and upload transfers can be viewed up to the last 30 days. The files, the synchronization status, the size, the folder in which the file is located and from which client or server the file was synchronized are displayed.

4.7. Create Folder
It is possible for you to create further folders via the client interface on your PC, which are also synchronized. You can create the folder via the wizard or with the classic file manager.

5. In the settings, you have different settings. These are divided into several tabs.

5.1. General
It is possible to change the default path for the folder. Next, you can unsubscribe from the customer or change the account, more users will work with a client. Below this you will see the name of your PC and you can set the language for the client.
It is also possible for you to set how many backup versions and how long to keep your folders and their contained files. Underneath it is possible to specify that the client start with Window startup. Furthermore, you can set the closing behavior of the client. Here you select whether the client should be terminated or minimized when clicking on the red cross. If it is minimized, it will continue running in the background and continue to synchronize your files. Finally, it is possible for you to turn on the logging, which we highly recommend, should it come to an error case and check on new updates on or off. If you deactivate this option, you have the option at any time to update the client manually via the “Update” button.

5.2. Advanced

The server URL specifies the server you are connecting to. This should not be changed. Furthermore, you can check the following options:

- By default, backup new folders to the cloud
- Show hidden files in the internal file browser
- Lock user interface at startup
5.3. Warnings & Notification
The following options can set by ticking:
- Show duration of pause
- Show alerts when the cloud space is exceeded
- Display warnings if no direct connection is possible
- Display warnings if the synchronization is still running when the client exits
- Show warnings about possible file name problems
- Display warnings when the folder is out of sync
If this option is activated, a period for the warning can be set.

Furthermore, settings for the desktop notifications can made. If the option for notification is enabled, the transparency of the window color as well as the delay in seconds can specified.

5.4. Information
In the information, you will find details about the client version, as well as system information. Furthermore, you will find links to the web interface (homepage) and this documentation.

5.5. Expert Settings
In the expert settings, you can set or remove further options.
- automatically detect new folders in the folder base path
- Allows synchronization of folders outside of the base path
- Enable conflict handling
- Automatically sync available folders
- Enable ZIP-Compression
- Delta-Sync in the Internet and/or in the LAN (synchronization of computers with each other in their own network)
- Multi-source Download on the Internet and/or LAN (Download from multiple sources (server, clients)
- use the managed directory program icon

5.6. Network
Here you can configure network settings. In the first step, it is possible to specify the connections. It specifies whether the data should transmitted via the server, server and LAN or server, LAN and internet. We only recommend servers.

Furthermore, direct connections to other PCs can enabled, which throttled internet and LAN speed (if you only have a slow internet connection). The option “Automatically determine a suitable port” can be enabled/disabled. Under Network Interfaces, all interfaces or specific interfaces can selected. Furthermore, certain LAN IPs can be specified, edited and deleted. If necessary, the proxy server and port as well as an authentication with user name and password can specified in the proxy settings.
5.7. DynDNS
DynDNS is a paid service that allows a dynamic IP address to act as a static IP address. If you have configured a DynDNS account on the client in the past, using DynDNS improves your connectivity. This shorten the time the client goes online. This makes it easy for your device to found either on the PowerFolder network or on a privately invited device.

5.8. Plugins
Plugins show the activated and deactivated plugins. These can be configured and de/activated here.

7.3. Download and Upload files
When the client is first started, the program creates a new folder namen “Unibox Rostock” just below the user profile (default data path). It is, like any other, a folder on the disk. Here, the client automatically detects when new files are filed or existing files are changed and synchronizes them. If you click on a folder in the client again this directly in the file manager of the PC opened and you can change the files in it or add new ones.
If another folder is also to be synchronized outside the "Unibox Rostock" folder, this can be done via the context menu. Open the context menu on the folder to be shared in the file manager with a right mouse click and select "Unibox Rostock" > "Share folder".

This opens a configuration wizard for this folder. Here you can choose a directory, which is already done in this case and if necessary set two hooks: "Backup online" and "Invite Members". This allows you to specify that the folder should be moved to the server and whether you already want to invite users to this folder.

Click "Next" to configure the folder for sharing.
If you have selected "Invite Members", a window will follow to send the invitations. Here you can add the users via their e-mail address and assign rights for these users.

Then the invitations are sent to the invited users and the setup for the folder is complete.
Then the folder appears in the client and can be managed. For example, other users can be invited to this folder, settings can be made.

7.4. Working with the context menu

The following steps worked in expert mode.

7.4.1. Context menu of the Client

Via the context menu of the order in the client it is possible to jump faster to certain points and to carry out further actions.
With **Explore**, the folder can be opened in the local file manager. **Show Contents** changes to the content overview of the folder in the client. **Recent Changes** displays new or changed files in the folder. With **Mark files as read**, all files are marked as read, so the folder and the files it contains are no longer displayed as new or edited. It is possible to jump directly to the invitation wizard via **Invite** and other members to the folder. **Permissions** jumps to the tab “Members” and displays the current members and their permissions for the folder. With **Settings** you jump directly to the folder settings. With the help of „Move” it is possible to move a folder on the PC without undoing the synchronization. If you no longer want to synchronize and / or delete a folder, this is done via **Stop sync**. If you delete a folder, it will remain in the client as a “gray” and empty folder. It can then be permanently deleted from the client via “Delete Folder” (the folder has already been deleted locally). It is also possible to stop the online backup via “Stop Online Backup”. Then the files are not synced to the server and backed up.
7.4.2. Context menu in Windows Explorer

Using the context menu of the folder in the Explorer, it is possible to interact with the folders and files. In the context menu of the Windows Explorer there is a point Unibox Rostock over which you can locally perform further actions of an already synchronized folder.

- You can open the folder in the web browser (Open file location in web), to work there with the folder.
- You can add more users to the folder and grant them permissions (Share folder).
- You can move the folder (Move folder).
- Synchronization can be stopped for this folder (Stop sync).

All these functions work in the same way as in the client, since the corresponding wizards are also opened here.

In a synchronized folder, you have additional options for the files contained in it via the context menu of the explorer.

- The file can be opened in the web browser (Open with Unibox Rostock) and edited there in the online editor.
- The folder containing the file can be opened in the web browser (Open file location in web).
- Using the wizard of the client, previous versions can be restored (Previous Version)
- A download link (Share link) can be created for the file. The client then receives a notification that a link has been created for the file and copied to the clipboard. At the same time it is possible to undo this.
- The file can be marked as used (Mark as in use). This will indicate to all other users who can also access the files of the folder that the file is currently being edited / used and cannot be modified by them.
- If you have finished editing the file and want to give the other users of the folder back to the file, you can mark the file as unused (Mark as not in use). This will allow other users to re-access the file and modify if the right has been granted.

7.5. Move a folder

The location of the folder in the local system can be changed using the desktop client. This preserves the correct synchronization mapping between the local folder and folder on the Unibox server. The folder can be moved via the context menu in the client or in the local file manager. In the context menu choose Move.

You can only select the Move folder option for a folder that has been previously enabled for synchronization.
The folder to be moved (source folder) be marked in the directory. Select the destination folder. Please note that the contents of the folder will be moved, not the folder itself. If the destination folder is not empty, the contents of the original folder will be overwritten after a warning message.

Create a new directory / folder with the name of the source folder in the destination folder.

Click Move, and then confirm the new location with Continue.
The synchronization is moved with the folder. The destination folder is not included in the synchronization. If you also want to synchronize the level of the target folder, release it for synchronization using the context menu.

7.6. Clear
To delete a folder, it is recommended to stop the synchronization first.
Stop synchronizing a folder, you have two options.

- **Delete local metadata**
  Deleting local metadata will leave the folder intact. Only the connection between the server and the local computer is interrupted. Both on the server and on the local PC, the folder remains. Changes are no longer transferred. After the synchronization is stopped, the folder will be displayed without the congestion icon.

- **Delete local files**
  Deleting local files will delete the folder locally. In addition to the connection abort, the local folder is deleted. The folder and the files it contains will also be deleted on the server.
7.7. Restore
In entry-level mode, deleted files can be restored from the local Recycle Bin, depending on the setting of the desktop. In expert mode, it is also possible to restore files from the history file. The Unibox stores deleted and old files in a file history. The storage space for previous versions is at the expense of your storage volume. (You can set the number of versions yourself).
There are two ways to recover files in the folder.
In the folder information on the left there is the item Deleted files. Click on it to see the deleted file and use Restore to see the file history of the file.
Deleted files and previous versions of this file are displayed here. There are also two recovery options. The option original location overwrites the visible version with the restored one. The alternative name option creates an additional file in the folder with the different name.

Select the desired version and restore. Afterwards the file will be in the original path and will be displayed again in the client.

Only files (one or more at a time) can be recovered. Unfortunately, this is not possible for folders.
7.8. Enable delete protection

If a folder on a device is accidentally deleted, there is a risk that the deletion will be forwarded to other members of the folder. If you have build-erase protection enabled, the client prevents forwarding the deletion to other members of the folder.

**Activate the delete protection:**

1. Click Settings
2. Click Expert Settings
3. Activate the checkbox “Activate protection against deletions”
4. The default value for the deletion-warning threshold is 95%.
8. Android-Client
After logging in, the Android client connects to the server. The folders and files can / must be downloaded.

8.1. Folder Actions
To open a folder, tap the folder name. Use the arrow icon to access the options for the folder or file.

8.1.1. Download
With a click on the folder or file name or with the selection of the option Download this starts. The download saves a local copy to the device.

8.1.2. Invite
Use the Invite action to invite more users to the folder and give them appropriate permissions.

8.1.3. Link
A link can be shared via another app on the mobile phone or by directly scanning the QR-Code.
8.1.4. Delete
When deleting the folder, you can decide whether to delete the folder only on the device or on the server.

8.2. Context-Menu at home level
In the home level, further actions can be called via the context menu:

- A **new directory** can be created and a descriptive name assigned.
- **Start Sync** will currently download the data from the server.
- With **Download all**, all folders are stored locally on the mobile phone.
- In the **settings**, the client can be configured for the mobile phone.

8.3. Context-Menu at folder level
In a folder, further actions can be called up via the context menu:

- A **new directory** can be created, which then represents a subdirectory.
- **Upload here** offers the possibility to load data into the folder from the mobile phone.
- Additional members can be added to the folder to **invite to the folder**.
- **Start Sync** will currently download the data for this folder from the server.
- **Download all**; all contents of the folder are stored locally on the mobile phone.
- In the **settings**, the client can be configured for the mobile phone.
8.4. Upload
Each file must be placed in a folder. To create a new folder, select at the folder level in the selection menu New Directory. To upload files, select Upload here from the drop-down menu in the folder.

8.5. Settings
Under settings, you will find minimalistic settings options for the client on the mobile phone. The following settings are possible.

- Use code lock, you can only access your data after entering a four-digit code. This ensures access to unauthorized persons.
- It is possible for you to group directories, i.e. directories starting with the same word are automatically grouped.
- If you would like to receive system notifications for upload and downloading, this can be activated by displaying sync notifications.
- If you want to use a different language in the client, you can select a language.
- You can log out of the client at any time.
- Furthermore, you can clear the cache of the app on your device.

8.6. Hints
If you are using the Unibox Android Client on Android 8 or Android 9, you may not be able to download files and receive an error message. This is related to a still existing functional limitations in the mobile app. Currently there is the following workaround until the problem on Android 8 solved by the software manufacturer:

Open the settings of your Android smartphone and go to the installed apps. Look for the "Unibox Rostock" app in this list and open the settings menu. Select "Permissions" or "Permissions" and enable access to the memory of your smartphone. Afterwards, working with the mobile app, as well as downloading files with it on Android should work.
9. iOS-App
After logging in, the iOS app will connect to the server. You can download files or upload them using the app.

9.1. First Start
After logging in, you see the folder overview. This will display existing folders and their information. The folders can be downloaded, shared and edited here.

9.2. Create a folder
In the folder overview, you have the possibility to create further folders. Click on the **plus symbol** and select “**New Folder**”. This opens a dialog box for creating a new folder and assigning a folder name.

9.3. Folder Actions
To open a folder, tap the folder name.

Use the **arrow icon** to download, delete and rename folders or files.

The **Share icon** lets you view the members of the folder and the links you have already created, add new members, and create a link.

9.3.1. Rename a folder
If you select **Rename** under the arrow symbol, the dialog box for renaming opens. Enter the new or changed name of the folder here.

9.3.2. Delete a folder
If you select **Delete** under the arrow symbol, the dialog box for deleting opens. If you delete the folder on your iOS device, it will also be deleted on the server and on other synced devices.

9.3.3. Download a folder
The folders and files are available live from the Unibox and are always synchronized between the device and the server. With the option **Load**, it is possible to download the data to the device and to use it locally.
During download, a loading bar will be displayed next to the folder or file. After downloading the folder or file, there is a check mark in front of the folder icon. This means that the data is available locally on the device.

If a folder or a file was loaded locally on the device, the folder or the file can be deleted locally at any time via the app. The menu below the arrow icon then changes and now offers the option **Remove from device** instead of Load. Selecting this option will result in a dialog box confirming deletion of the folder or file. The folder or file is only removed locally from the iOS device, and the folder or file remains on the server and thus on all other synchronized clients.

9.3.4. **Members**

Select members below the **share icon** to open a new page. This will show all members with their permissions to this folder. Groups are represented by the **group icon** and individual users are represented by the **user icon**.

Here you also have the option to add new members to the folder.

To do this, select the plus symbol and select **Add user** or **Add group** (if you have already created your own groups via the web interface).

When adding more users or groups, you have the option to grant them **"Read"**, **"Read & Write"** or **"Admin"** permissions.
Please note: The users have to be entered individually. An enumeration of several users is currently not possible.

9.3.4.1. Change or remove members permissions
You can change the permissions for each user and group at a later time, make the owner the owner, or revoke the permission.
If you choose Change authorization, you receive the authorization dialog and can choose between the "Read", "Read & Write" or "Admin" permissions.

9.3.5. Links
If you select links below the share symbol, a new page opens. This will show you the links created for this folder or file. You can also see how often the folder or file has already been downloaded via the link.

9.3.6. Share Links
If you select Share link below the share icon, a new page opens. On this you can create a link for the selected folder or file.

Here you can optionally specify an expiration date, a password and a maximum number of downloads. Furthermore, you can enable the option Uploads by activating the switch.
The link can also be deleted at any time in this menu. At the bottom of the page you will find "delete link".

After you have made all the settings for the link, you can use the share icon to share the link via an app of your choice or copy the link to your clipboard and paste it into a desired application.

9.4. Work with folders and files
If you switch to a folder, all contained subfolders and files are displayed.

With the plus symbol + you can create subfolders, take photos or upload photos.
Select "New subfolder" will open the dialog box for creating a subfolder. Select "Take a photo" launches the camera app to take a photo. You can load and save this directly into the folder using "Use Photo".
Select "Upload Photo" launches the Photo Gallery app. Here you can select and upload the photos you want.

For every file and subfolder, you will also find the sharing menu and the download menu within the folder.
If you select the arrow symbol for a file, you can download or delete the file. Please note that deleting will also delete the file on the server and all other synchronized devices.

If you select the share icon for a file, you will be directed to a new window for creating a link, as already known at the folder level from the "Share Link" menu item.

If you have already downloaded a file or subfolder locally to the device, you can use it locally. Downloaded files and subfolders will get a check mark on the file / folder icon within the app. The menu below the arrow icon changes and offers more options. The subfolders and files can be renamed, moved, copied, deleted or removed locally from the device.

If you choose Rename for the file or the folder, the dialog window for renaming the folder opens, assign a new name here, then correct the name. When moving or copying, the process is identical. You select a file and choose move. Then navigate to the folder where you want to move the document and choose "save". The file is then moved to the selected folder and is now available in the new folder. When copying, you also navigate to the folder in which the document is to be copied and select "Save". The dialog box for renaming follows.

If there is already a file with an identical name in the folder where you move or copy the file, the app asks if you want to replace or rename the file. If you choose "Replace", another question will ask if you really want to replace the file. If you choose "Rename", the dialog box for renaming follows.
If you select Delete, the dialog box for deleting opens. If you delete the folder on your iOS device, it will also be deleted on the server and on other synced devices.
If you select Remove from device, the folder or file will be removed locally from the iOS device, and the folder or file will remain on the server and thus on all other synchronized clients.
Swiping to the left within a folder also gives you the option to delete a subfolder or a file.

9.5. Share and deploy files outside the app via the Unibox
You can also download files and photos to the Unibox app directly from your iOS device. On iOS you have various options to load files into the Unibox app.

9.5.1. iOS option “Share”
The "Share" option is available through the menu by holding a file longer, as well as the share icon.

The files are prepared for upload and the Unibox app is opened. In the Unibox app, select the folder where the files are to be saved and uploaded using "Save".

Then the Unibox app closes and you are back in the folder where you previously selected the files.
9.5.2. iOS option “Move”

If you would like to load files into the Unibox app using the "Move" option, you must allow this beforehand in the iOS file manager. To do this, open the iOS file manager and select "Storage locations" (if you are in portrait mode, the menu is automatically displayed in landscape orientation).

Select "Edit" for the Location list. This will give you the option to enable additional locations, allowing you to select the Unibox app and add it to the menu.

Confirm the setting with "Done".

Now you can load files into the Unibox.

The "Move" option is available through the menu by holding a file longer.

After selecting the option "Move" a new window opens to select the folder in which the file should be copied. Here you can now select the Unibox and navigate through the existing folder structure and select the appropriate folder. Confirm the operation with "Move" and the file will be put into the Unibox. You can also copy files into the Unibox, the procedure is identical.
By adding the Unibox to the locations, it is now also possible for you to navigate the folders locally on the device and edit, delete or share the files with other apps.

10. **FAQ**

Here are answers to the most frequently asked questions. If you have further questions, please contact the support. You will also find the FAQ on our website at: [https://www.itmz.uni-rostock.de/onlinedienste/clouddienste/unibox/faq/](https://www.itmz.uni-rostock.de/onlinedienste/clouddienste/unibox/faq/)

10.1. **Cloud memory occupied**

When the memory is used, the user receives an e-mail with a message about the high memory usage. In some cases, this notification occurs even though the user is using less than the 10 GB he has at his disposal. This issue then occurs because of the saved file versions that must be cleared to free memory.

If one uses the Unibox service exclusively over the Web, the file run is deleted there also only. This can be found under "Versions". With the "Purge-Button" all content can be deleted or individual folders and files can be marked and also deleted via the separate symbol.

When using the Unibox client, both the online as well as the local file history can be deleted. This can be found in the "Advanced Mode" of the client per folder under "Settings" > "local file history / online file history". The adjacent cross-button deletes the current existing file history for the selected folder.
Webinterface:

If the client is not operated in "Advanced Mode", the file history can also be deleted via the general client settings. However, the entire history for all folders is deleted there!
10.2. Copy entire folder to the Unibox
In the event that a folder with all its contents and structures (even subfolders) is to be copied into the Unibox, this is unfortunately not possible via the web interface. In the web interface, only the contents of the parent folder are copied, but no subfolders. In order to be able to copy further structures of the folder we recommend to solve this via the desktop client.
To do this, proceed as follows:
After installing the client, start it. On the left edge your already created folders are displayed. Create a new folder or use an existing folder for the data to be copied. If you now click on the folder icon of the corresponding folder in the client, this folder opens on your computer. Here you have the possibility to copy the entire folder including all contents and structures. This structure is then also accessible from the Web, as well as other clients.

10.3. Copy Link in the Edge Browser
Copying a created link in the Edge Browser does not work on Button or on the selection of the line. Here is a problem with the Edge Browser version 42.17134.1.0 (Windows 10 Version 1803). This has been fixed by Microsoft in the new version 44.17763.1 (Windows 10 Version 1809). This update makes it possible to copy the link of the share in the Edge Browser to the clipboard. The Edge Browser is updated with the Windows Update.
10.4. Enable logging in the client
To ensure fast problem solving in the case of an error, we recommend enabling logging in the client. Logging is activated in the settings of the client.
Activate logging:
1. Start the Client
2. Open settings
3. Mark the checkbox “Activate logging”
   Subsequently, the current log file can be viewed in the client, as well as other log files can be displayed locally on the PC.

10.5. Using the Unibox client on the terminal server
The desktop client of the Unibox can not be found on the terminal server, as it is not recommended to use the client on terminal servers. The client monitors the base data path. If you use the client on the terminal server, the base path is monitored by several clients, provided that you also use the client on your computer in the university. This will write to and delete from the same directory. In the worst case, this can lead to data loss.

10.6. Folder and file names with special characters
When assigning folder and file names, it should be noted that only permitted special characters are used if necessary.
Using invalid special characters can cause problems both in the web browser and in the client. The illegal characters are reserved for operating system internal purposes and therefore should not be used.
These characters include: \ / ? : * " > < |
Folder and file names may contain a period ("."), but the name must not start with a dot!

10.7. Proxy settings
Also via the client it is possible to make proxy settings, if necessary.
To do this, open the settings in the client and add the advanced settings. (Checkmark “Show advanced setting”). After restarting the client, you now have a "Network" tab in the settings. There you will find a button "Proxy Settings" under which it is possible to specify the proxy server and the port. Furthermore, a username and password, if this is set to your proxy.
10.8. Why does the upload take even though the bar is green?
If you load a larger document into the Unibox, it may happen that there is no "Close" for the dialog window in the upload dialog window despite the green bar and 100% display. This is due to internal mechanisms that it takes a moment for the document to be uploaded to your area. This problem is known and is being worked on.

10.9. Windows Phone App
The client is currently not supported for the Windows Phone.

10.10. Two users on a PC
If a user is logged on to the PC and has the desktop client running in the background and another user has to log in to the same PC and also wants to run the client, you get the error message that the client is already running.
To avoid this and to run multiple clients with multiple users, you must specify the -z parameter when you run it.
To do this, create a shortcut of the Unibox Client on the desktop and select "Properties" (right mouse click on the icon). Now switch to the "Shortcut" tab and enter the parameter -z in the "Target" field after the path. ("C:\ Program Files (x86) \ University of Rostock \ Uni_Rostock_Box \ Uni_Rostock_BOX.exe" -z)

Then two users can run the client on the same PC.

Please note that each user can start several instances of the client in parallel and this should only be used in the case described.
11. Terms of Use

11.1. Performance and user circle
The Unibox service is an online storage service available to employees and students of the University of Rostock. This allows authorized users to synchronize their data between the desktop computers, mobile devices and the storage system of the IT and Media Center (ITMZ) of the University of Rostock. The transmission is encrypted. Furthermore, the user has the option of making stored data accessible to other users by assigning the appropriate access rights.
To synchronize the data between user terminals and the storage system of the ITMZ, client software is provided for download free of charge for the various operating systems. Access to the data can also be cross-platform via web browser. The service is not suitable for storing personal and private data. Please note that this service is intended for official data exchange only and should not be used as a backup destination. All data of the service is stored on a redundant storage system of the ITMZ and secured with several versions. For this reason, recovery of the backup data can only be done administratively. In the future, the user will be able to independently restore versions of individual files via the web interface of the service. Furthermore, the privacy policy and the terms of use of the IT & Media Center apply.

Please note that registration with function accounts is not possible for licensing reasons.

External users who have not subscribed to the service within one year will be automatically deleted without any further notification.
For each invited user, a user account is automatically created in the Unibox. Invited university and external users who have not logged into or registered with the Unibox within 90 days will automatically be removed from the Unibox without any further notification.

11.2. Memory
The amount of disk space a user can have is limited to 10 GB. This can be extended on request in exceptional cases.

12. Contact details and contact persons
If you have any questions or problems concerning the Unibox, please contact the ITMZ staff.
You can reach us via the e-mail address: unibox.support@uni-rostock.de
Please refrain from contacting the software manufacturer directly.
We are also available by phone:
Josephin Tschakste +49 381 498-5347

Representative:
Jörg Zerbe +49 381 498 5320