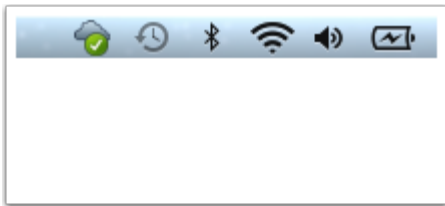


Introduction:

ownCloud is the software that we use to sync the files on your computer with our server. It is important to make sure that ownCloud is running and configured properly. If it is not you are not backing up your data and in the event that something happens to your computer you would be unable to recover your information.



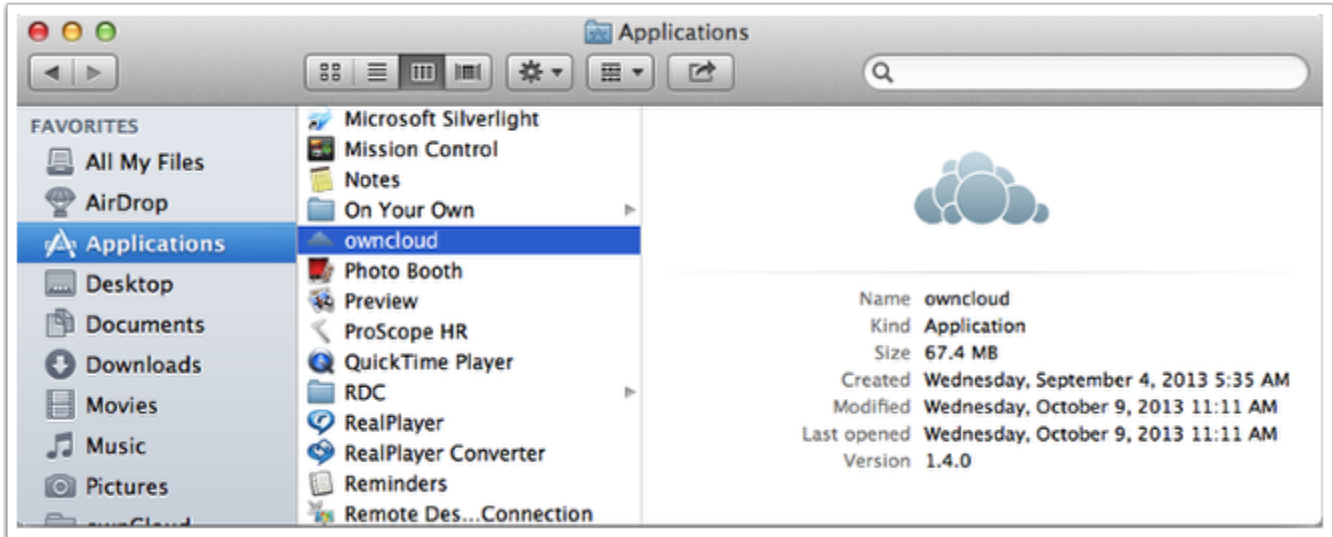
Step 1:

Verify that ownCloud is running. To do this look at your menu bar in the top right corner. You should see a icon of a cloud with a green checkmark. If you do not see the icon you need to launch ownCloud proceed to step 1a. If ownCloud is running then proceed to step 6.



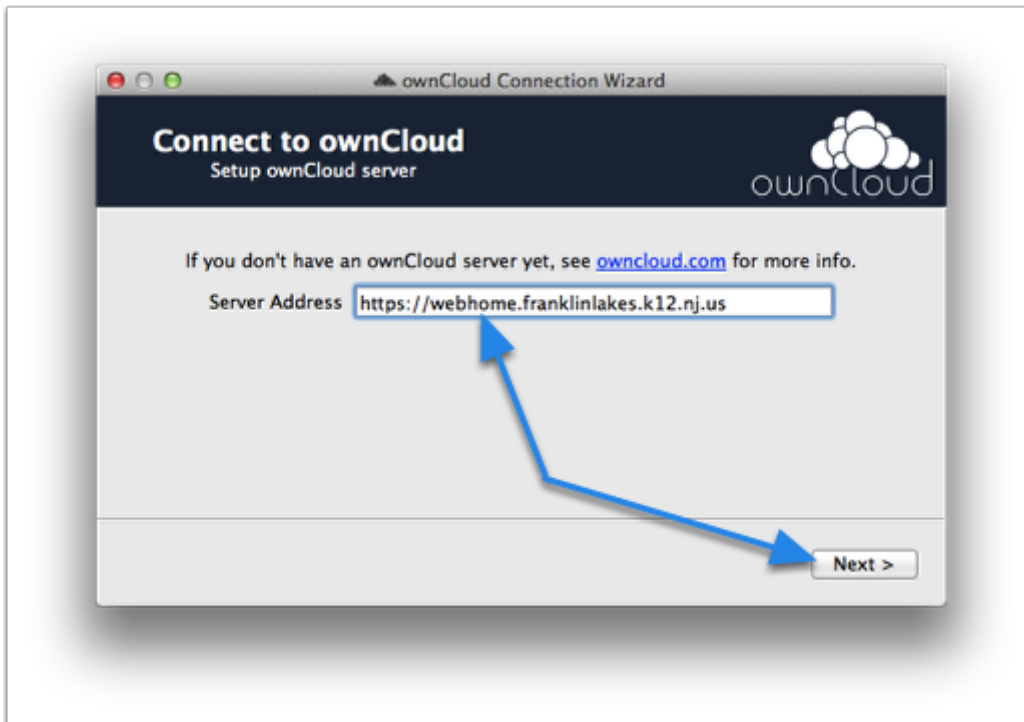
Step 1a:

If ownCloud is not running you will need to launch it. You can do this by double-clicking the owncloud icon in the Applications folder.



Step 2:

If you are prompted for the server address, the computer that you are using has never been setup for ownCloud. If you are not prompted go to step 6. Enter the address of the ownCloud server: <https://webhome.franklinlakes.k12.nj.us>



Step 3:

Enter your username and password for the network (the same username and password that you use to login to a computer), then click next.



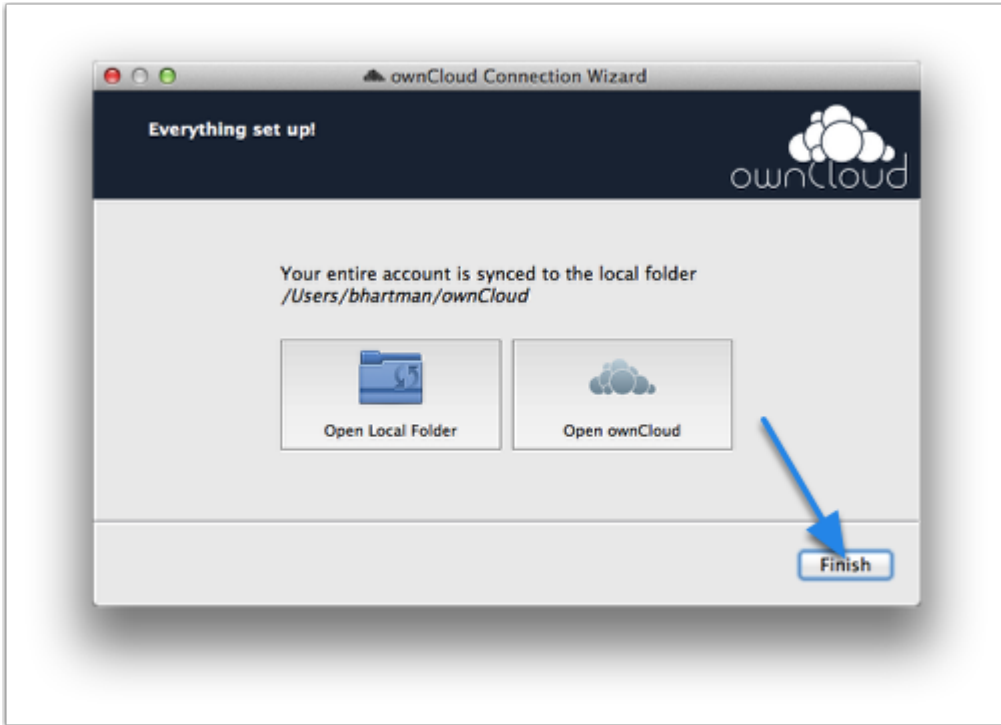
Step 4:

Click "Connect".



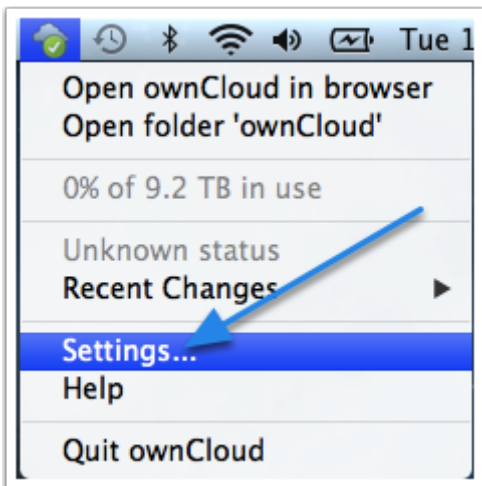
Step 5:

Just click "Finish", don't click anything else in the window.



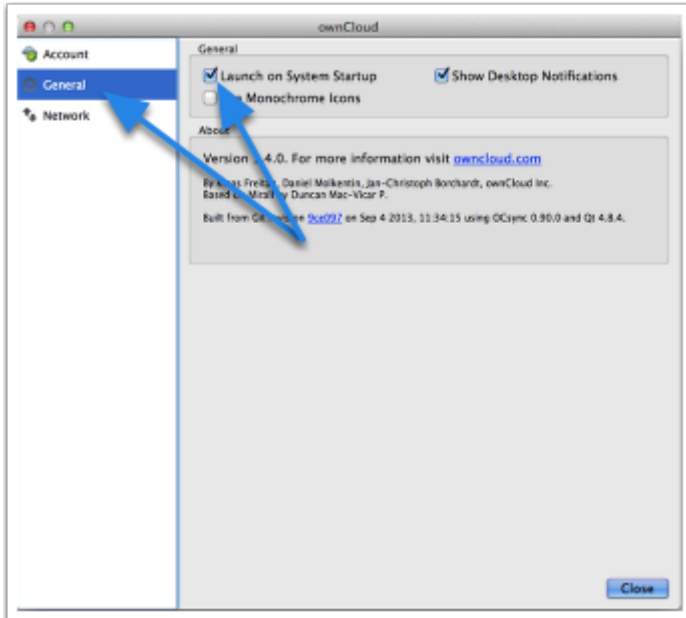
Step 6:

ownCloud is running, click the ownCloud icon and select "Settings..."



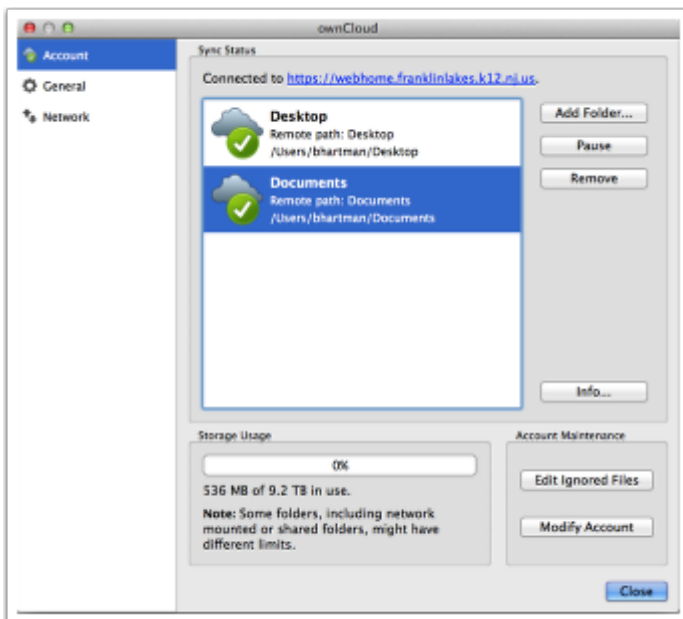
Step 7:

Click the "General" settings on the left and make sure there is a check in the "Launch on System Startup" setting.



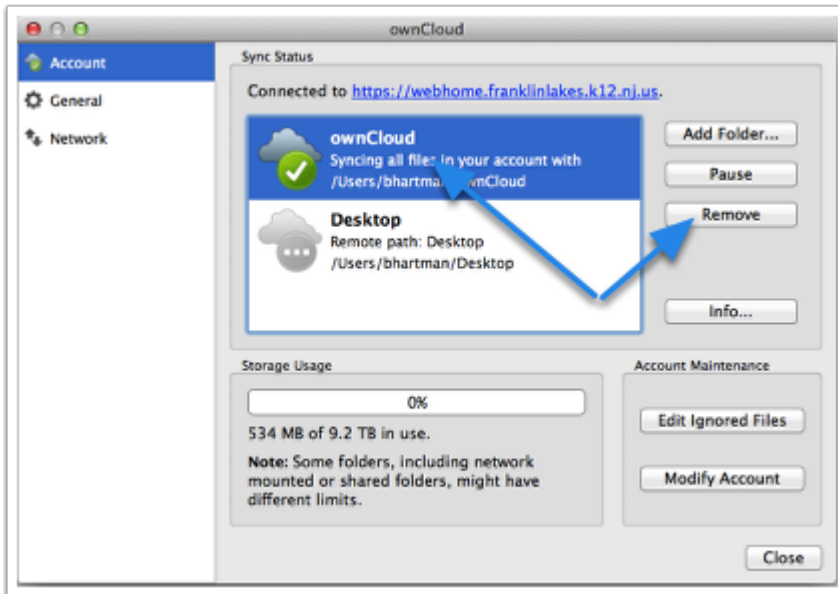
Step 8:

Click the "Account" settings and verify that the settings look exactly like the image below. If they do you are done and you are backing up successfully. If the settings are not identical to the image below, you will not be backing up your data correctly and need to follow steps 9 through 17.



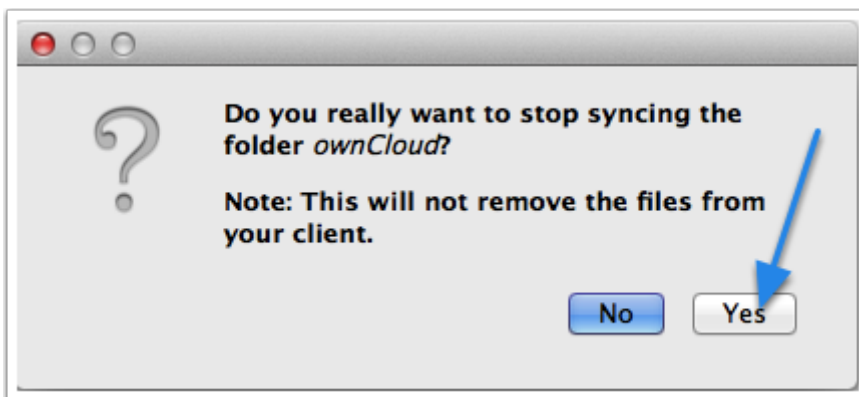
Step 9:

If the "ownCloud" folder is still syncing, please remove it. This will duplicate some data on your computer resulting in wasted space. To do this, click the "ownCloud" folder and click the "Remove" button.



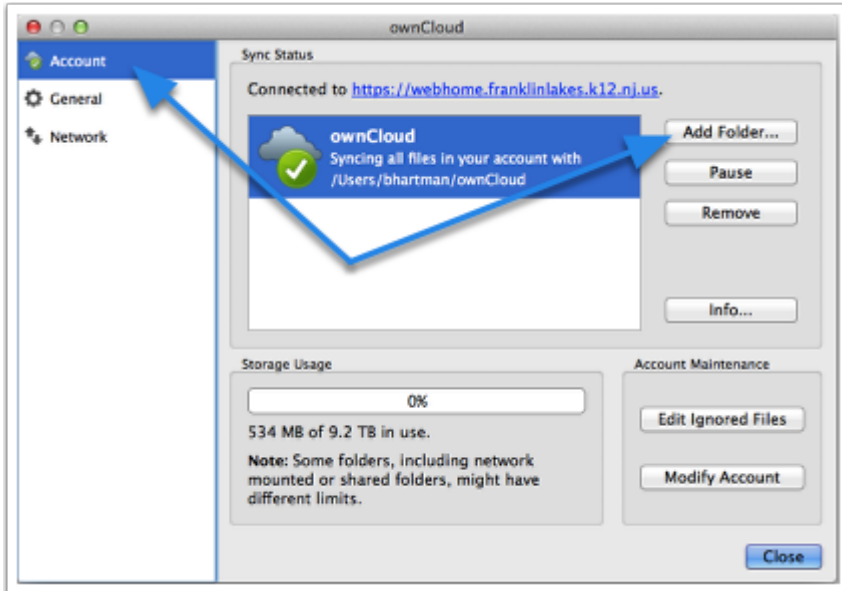
Step 10:

You will be prompted if you want to stop syncing the ownCloud folder. Click "Yes".



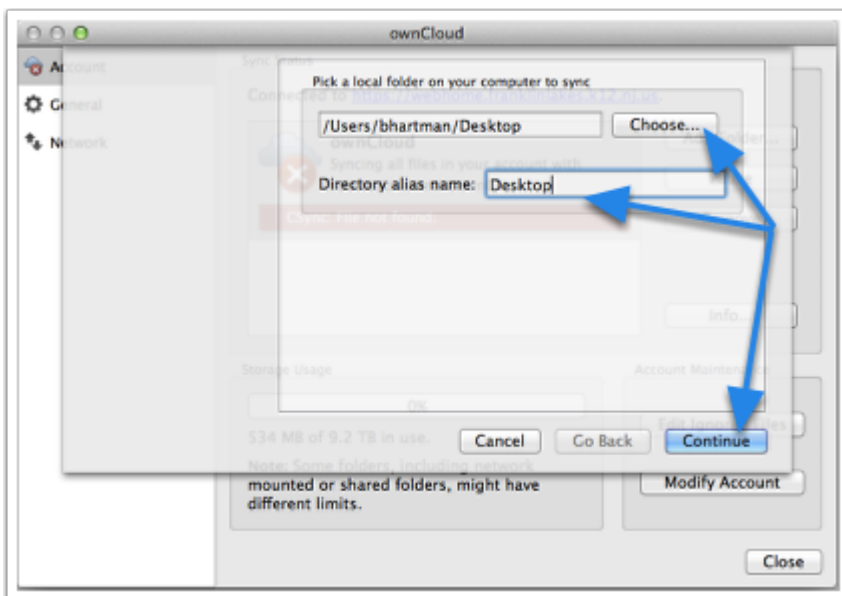
Step 11:

To sync your Desktop and Documents folder. Click the "Account" settings and then click "Add Folder..."



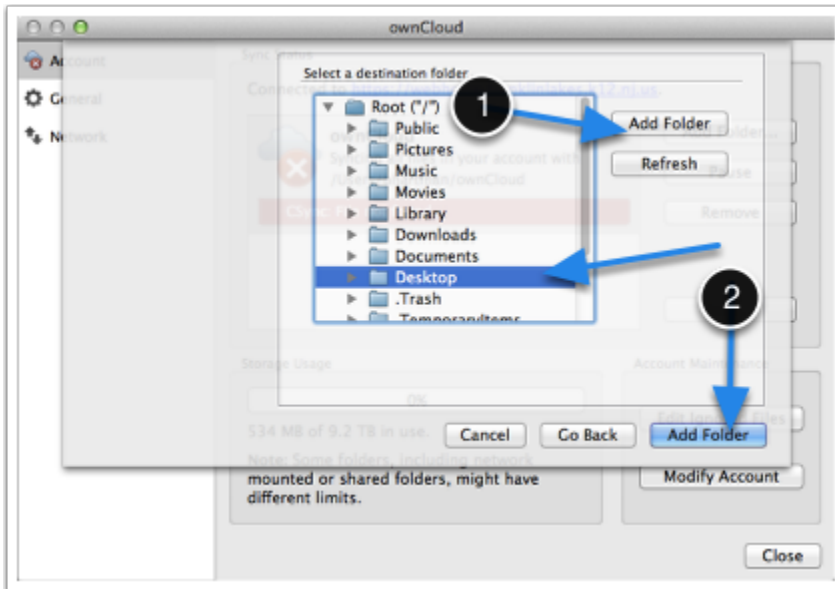
Step 12:

Click the "Choose..." button and select your Desktop folder. In the "Directory alias name" field enter the name "Desktop" without quotes. Click the "Continue" button.



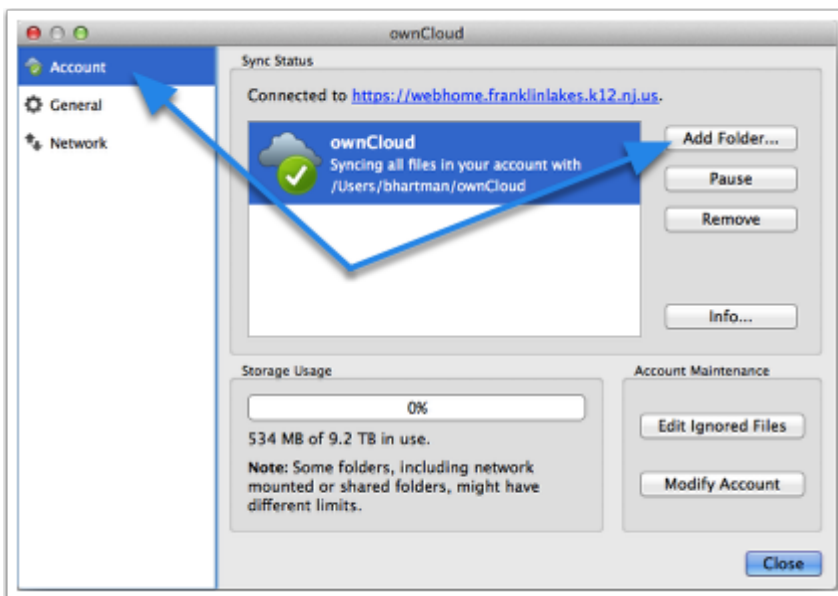
Step 13:

You will be prompted to select the destination folder. Select "Desktop" if it is in the list. If it is not click "Add Folder" #1 and add a folder called "Desktop" without quotes. When you are done, click "Add Folder" #2.



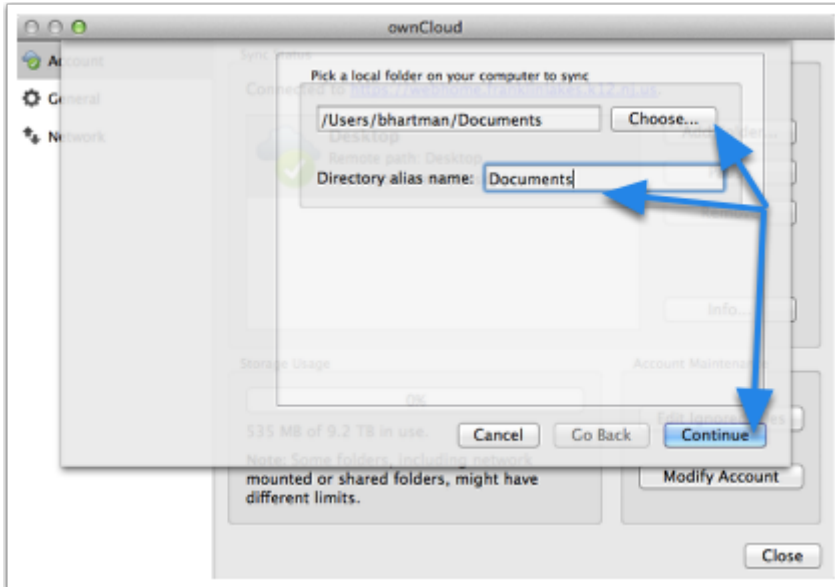
Step 14:

To sync your Desktop and Documents folder. Click the "Account" settings and then click "Add Folder..."



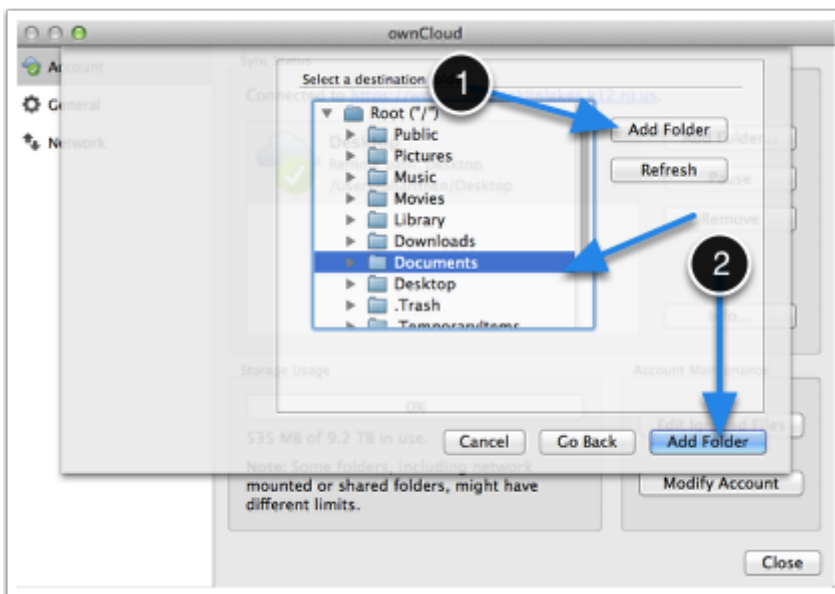
Step 15:

Click the "Choose..." button and select your Documents folder. In the "Directory alias name" field enter the name "Documents" without quotes. Click the "Continue" button.



Step 16:

You will be prompted to select the destination folder. Select "Documents" if it is in the list. If it is not click "Add Folder" and add a folder called "Documents" without quotes. When you are done, click "Add Folder".



Step 17:

When you are done, the Account settings should look like the image below.

