**HANDS ON -
LET'S START!**

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Demo environment

https://demo.data.surfsara.nl/

- Accounts:

- Username: demo1 / password: wachtwoord1 (for breakout room 1)

- Username: demo2 / password: wachtwoord2 (for breakout room 2)

- Username: demo3 / password: wachtwoord3 (for breakout room 3)

- ..

- ..

- Username: demo15 / password: wachtwoord15 (for breakout room 15)

Work in teams inside your breakout rooms!

How to start: play around

- **Create a folder or folder structure**

    ℹ️ https://wiki.surfnet.nl/display/RDRIVE/How+to+create+a+folder+structure

- **Upload and download a file**

    ℹ️ https://wiki.surfnet.nl/display/RDRIVE/How+to+upload+or+download+your+files

- **Copy or move a file or folder**

    ℹ️ https://wiki.surfnet.nl/display/RDRIVE/How+to+copy+or+move+files+or+folders

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Sharing files & folders: overview

- With an existing Research Drive user

- With a new person (e.g. from a company)

- With a group

- With a link

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Exercise 1a: Share with another Research Drive user

1. Select a folder or file that you want to share

2. Click at the share icon

3. Type the first letters of the name *.... choose one of your demo colleagues*

4. Choose how you want to share – set the permissions

⚠ You can only share a project folder or folder/file else if you have permissions to share further

ℹ https://wiki.surfnet.nl/display/RDRIVE/How+to+share+a+folder+or+file

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Exercise 1b: Share with an external person (e.g. from company)

1. Go to the dashboard of the instance and click on *User accounts*

2. Click on *Invite new user*

3. Fill in the name and email address of the user to be invited – the person will receive a notification by email

4. Go to the folder or file you want to share and click the share icon

5. Enter the name of the user

6. Choose how you want to share – set the permissions

https://wiki.surfnet.nl/display/RDRIVE/How+to+share+a+folder+or+file

Exercise 1c: Share with a group

Before you can share a file or folder with a group, you have to create a custom group.

1. To create a custom group, go to *Settings* in the right top corner

2. Click *Custom groups* in the left sidebar

3. Click *Create group* and enter a name for your group

4. On the right side you can now add members to the group – you can only select users with a Research Drive account

5. After creating your custom group, go back to your files in the menu (left top).

6. Click the share icon and enter the name of the group

   ⓘ https://wiki.surfnet.nl/display/RDRIVE/How+to+share+a+folder+or+file

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Exercise 1d: Share with a link

1. Click the share icon

2. Select the *Public Links* tab

3. Click on *Create new link* – a popup will appear

4. Choose the options how you want to share (see [wiki](#))

5. By clicking on the icons on the right side the link:

1. Copy symbol: copy the link to your clipboard

2. Cogwheel symbol: change the public link options

3. Share icon: share your link using social media

4. Trash bin icon: remove the link

(!) Create a drop zone where people can upload their files without viewing rights. Test this with your demo colleagues how it looks like.

(i) https://wiki.surfnet.nl/display/RDRIVE/How+to+share+a+folder+or+file

Setup your client: overview

- Generate a WebDAV password

- Connect to Research Drive via WebDAV

- Set up your desktop client

Exercise 2a: Generate a WebDAV password

You can access Research Drive as a network drive on your PC , laptop or mobile device.

To generate a WebDAV password:

1. Go to *Settings* in top right corner

2. In the menu on the left, choose *Security*

3. Scroll to WebDAV passwords and click on *Create new app password*

4. Store the generated username and password securely as it will only be shown once!

5. Copy the URL. You can use it to access your files through WebDAV

https://wiki.surfnet.nl/display/RDRIVE/How+to+upload+or+download+your+files

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Exercise 2b: Connect with Research Drive via WebDAV

After you've generated your WebDAV credentials, the next step is to connect with your Research Drive using the WebDAV protocol.

Because the steps are different for MacOS and Windows, look up here how to do so:

ℹ️ https://wiki.surfnet.nl/display/RDRIVE/How+to+upload+or+download+your+files

Exercise 3: Set up your desktop client

To easily collaborate on research, you can synchronize documents to your local workstation through the ownCloud Desktop Client.

The ownCloud Desktop Client is available for Windows, Mac OS & various Linux distributions.

1. Download: https://owncloud.org/download/#owncloud-desktop-client

2. Install the client and enter https://demo.data.surfsara.nl as server address to have access to the demo environment

    ⓘ   https://wiki.surfnet.nl/display/RDRIVE/How+to+install+a+desktop+application+for+Reseach+Drive

Bonus exercise: Add SURFdrive folder to your Research Drive

If you are using both SURFdrive and Research Drive, you can add a SURFdrive folder(s) to your Research Drive via Federated Sharing. In order to do this, you need to know your Federated Cloud ID.

1. Look up your SURF Research Drive Federated Cloud ID in *Settings > General*

2. Copy your Federated Cloud ID

3. Go to SURFdrive and select the folder you want to see in your Research Drive

4. Click the share icon and enter your Federated Cloud ID and set permissions

5. Go back to Research Drive, the folder is now visible

🛈 https://wiki.surfnet.nl/display/RDRIVE/How+to+add+a+SURFdrive+folder+or+Public+link+to+your+Research+Drive

END OF PART 1 -

HAPPY SHARING!

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