

KHM-Wolke / Nextcloud – manual

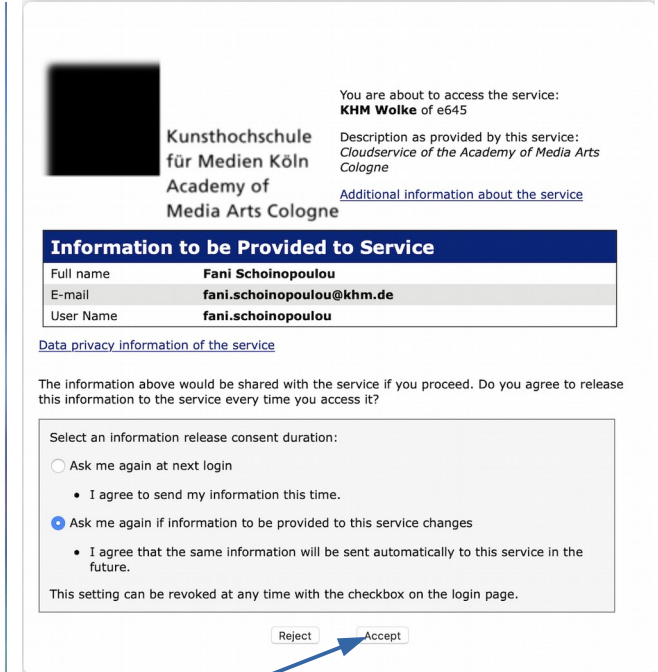
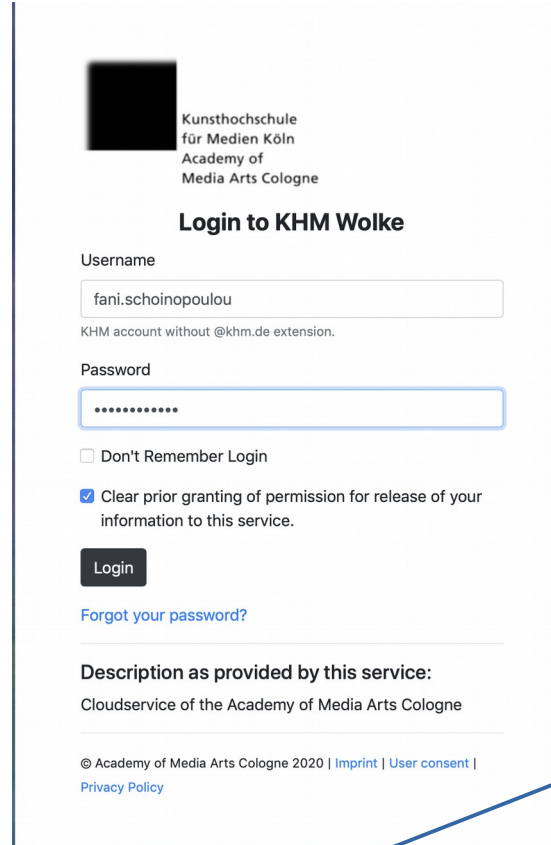
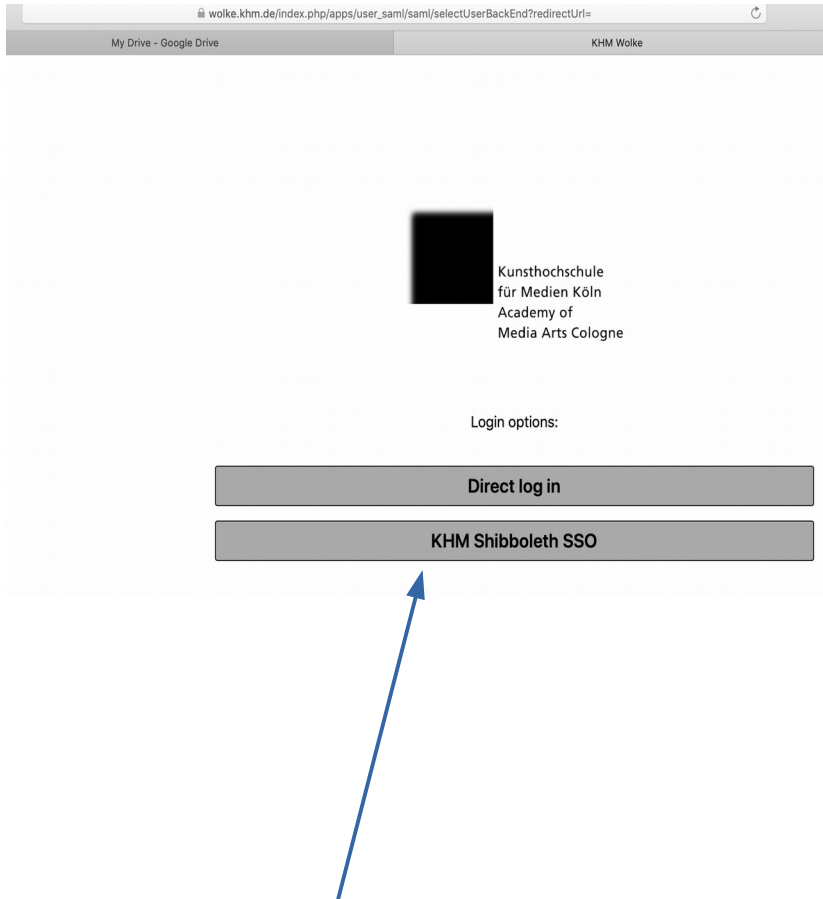
 wolke.khm.de

With the Nextcloud application via wolke.khm.de you can work mobile, connect and communicate with other colleagues and complete many tasks – regardless of where you are currently working.

No matter if you use a smartphone, tablet, laptop or a computer ... PC, Mac, Android... at home or at the other end of the world – you have many possibilities of mobile collaboration as long as there is an internet connection.

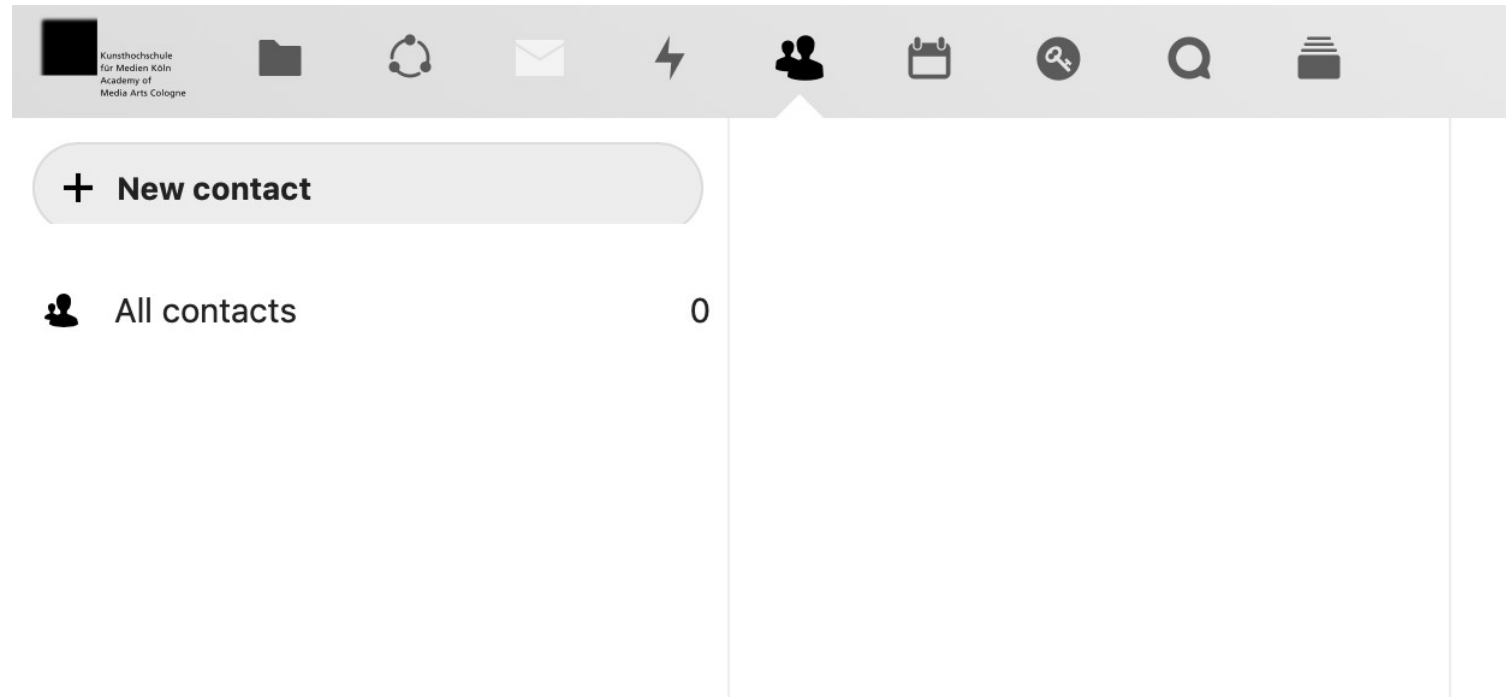
- Connection to KHM Webmail
- File storage up to 5GB per user
- Form circles / groups for joint organization
- Calendar (can be shared with other people)
- Talk = Chat with telephone or video conference function
- Deck = To Do lists with task stacks (you can work on with other people)

1. Log in via any internet browser



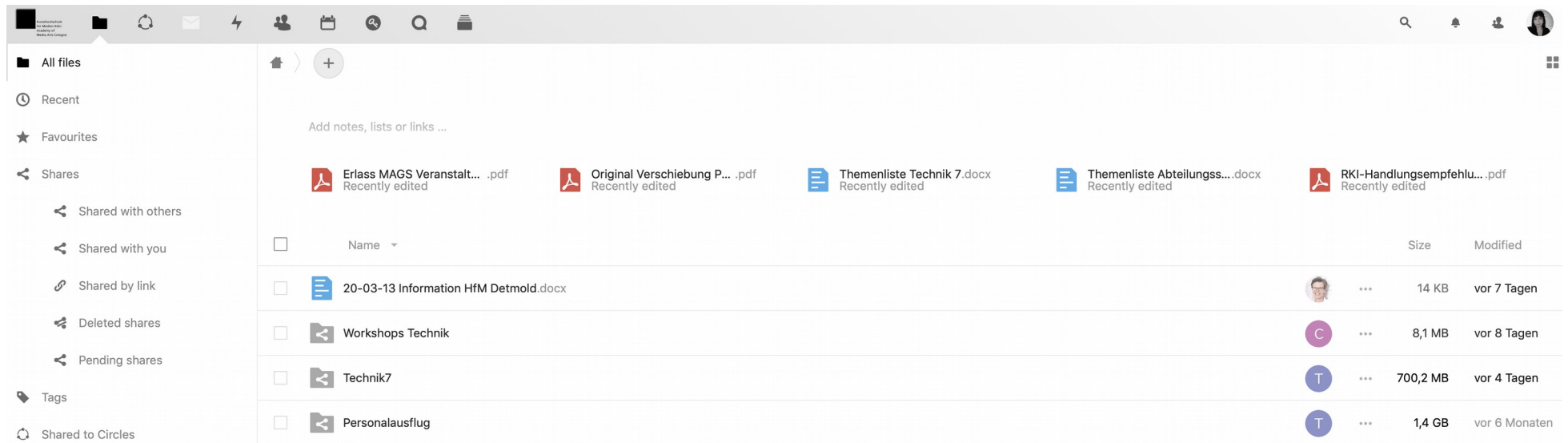
- Go to „wolke.khm.de“ and click on the option „KHM Shibboleth SSO“ (enables the connection to KHM Webmail)
- In the log in mask enter as username the KHM email address without „@khm.de“ and your KHM email password
- And accept the transmission of information

- The buttons at the very top of the page show most of the functions – just click on them and try them out!



- File storage up to 5GB per user
- You can form circles / groups to organize together
- Connection to KHM Webmail
- Calendar (can be shared with other people)
- Talk = chat with telephone or video conference function
- Deck = to-do lists with task stacks (you can work on with other people)

2. Upload, save and share files



- Simply drag and drop files onto the surface
- Up to 5 GB storage per user possible
- Files and folders can easily be shared with KHM colleagues

3. Build circles / groups for joint organization

The screenshot shows a web application interface for managing circles. On the left, there is a sidebar with the following elements:

- Buttons: "Create a new circle", "Select a circle type", "Creation"
- Text: "Joining a closed circle requires an invitation or confirmation by a moderator. Anyone can find and request an invitation to the circle; but only members will see who's in it and get access to it's shared items."
- List of circle types: "Personal circles", "Public circles", "Closed circles", "Secret circles", "All circles"

The main content area displays a list of circles:

- Brandschutz**: Closed (Unknown, Not a member), Owner: Sven Feyh
- exLabIII_alle**: Closed (Unknown, Not a member), Owner: Karin Lingnau
- SFÜ2_DANACH**: Closed (Unknown, Not a member), Owner: Marketa Polednova
- kinetic stage seminar**: Closed (Unknown, Not a member), Owner: Karin Lingnau
- Rektorat Ablage**: Closed (Unknown, Not a member), Owner: Sabine Schulz
- SBV**: Closed (Unknown, Not a member), Owner: SBV
- Schwerbehindertenvertretung**: Closed (Unknown, Not a member), Owner: Schwerbehindertenvertretung
- Monatsrunde**: Closed (Unknown, Not a member), Owner: Sabine Schulz

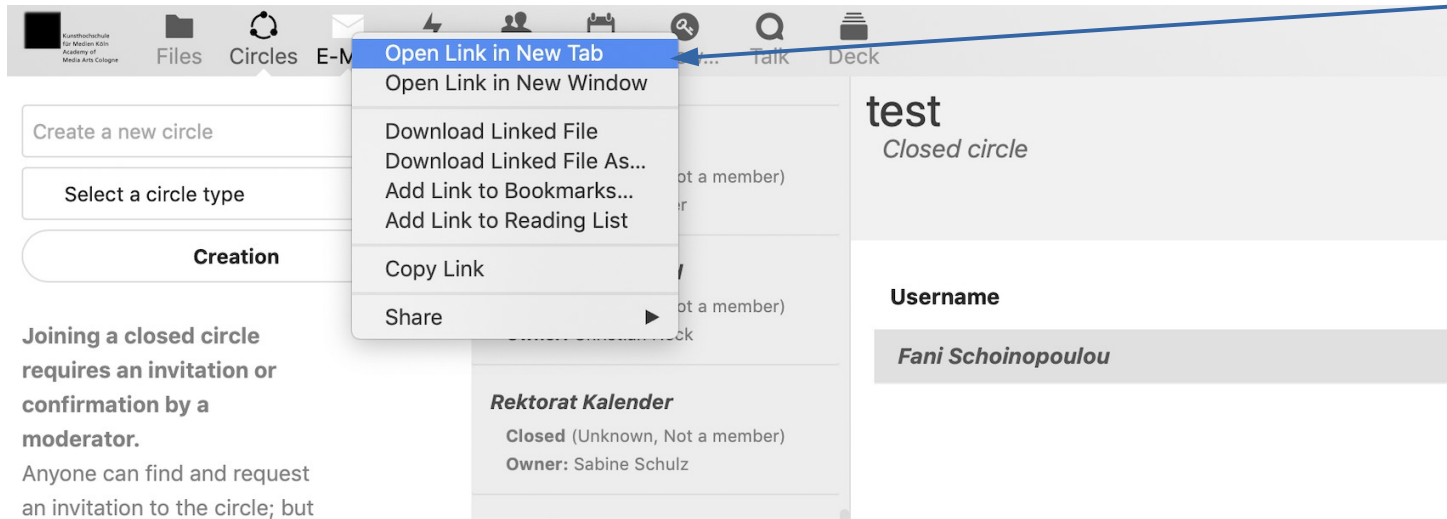
The main area also shows a detailed view of a circle named "test" (Closed circle). It includes a table of members:

Username	Level	Status	Joined
Fani Schoinopoulou	Owner	Member	2020-03-20 21:35:31

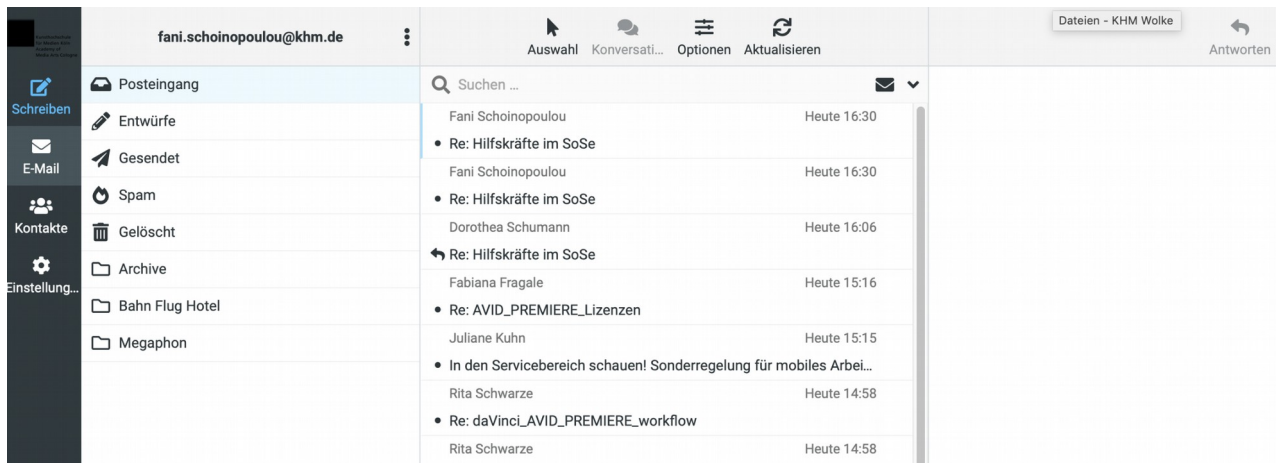
A blue arrow points to an "invite" icon in the top right corner of the circle view, with the text "Click here to invite other users!"

- Work groups can be built in various forms – personal, secret, closed or public
- The moderator can invite other colleagues

4. Connection to KHM Webmail



Click on the right mouse button and open in a new tab.

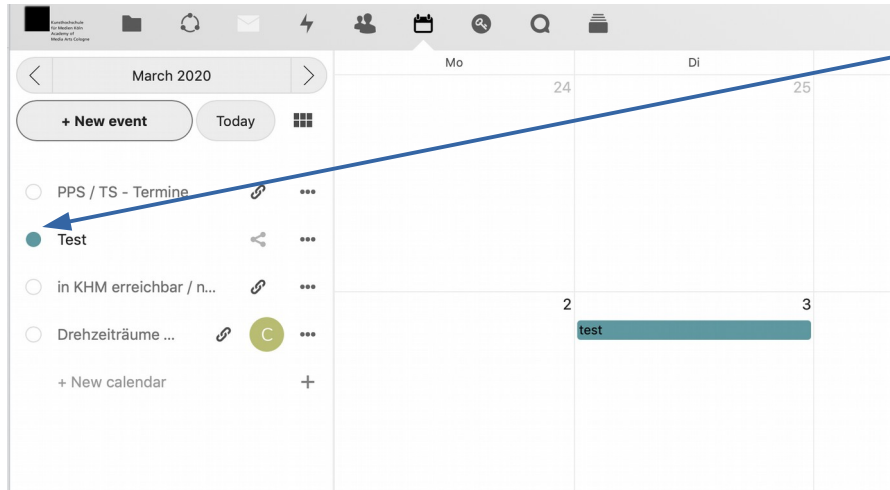


- KHM Webmail is a separate application, which is only linked in the Nextcloud / Wolke.
- If you have not used the webmail application before, a separate log in may be necessary.

Translation by Ruth Weigand

Fani Schoinopoulou 03/2020

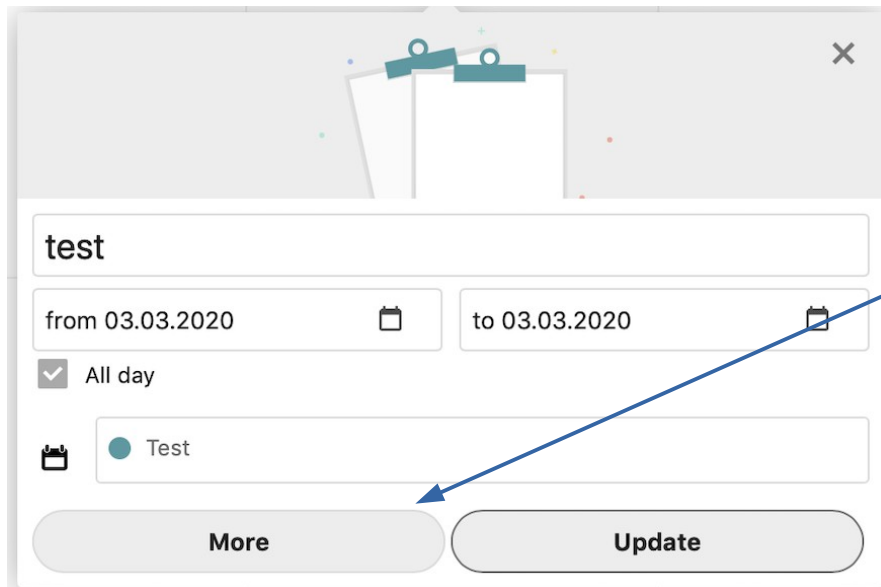
4. Calendar – can be shared with other people



After having created a new calendar, you first have to activate it – therefore click the small dot in the left column.

If the dot is green = active, events appear!

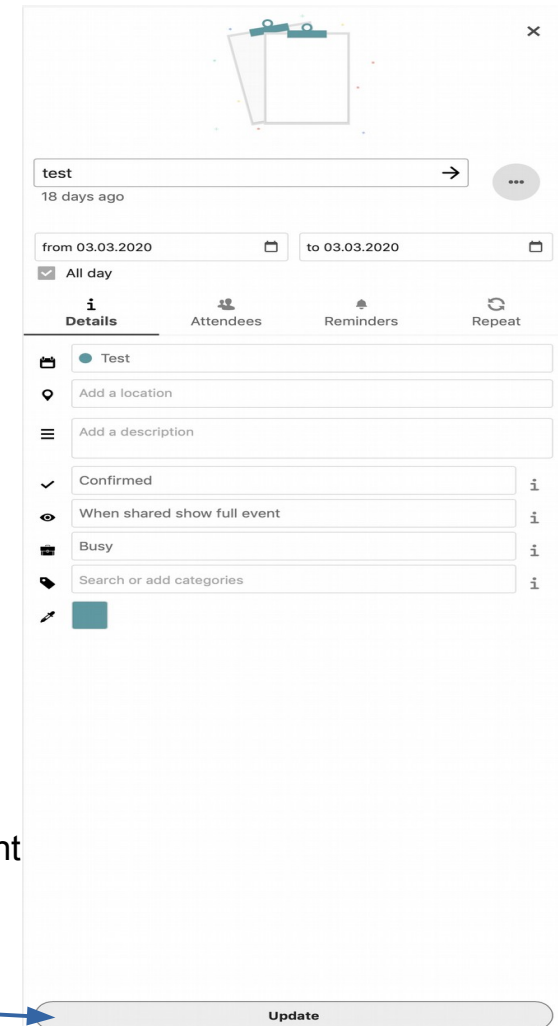
Please share it with other colleagues!



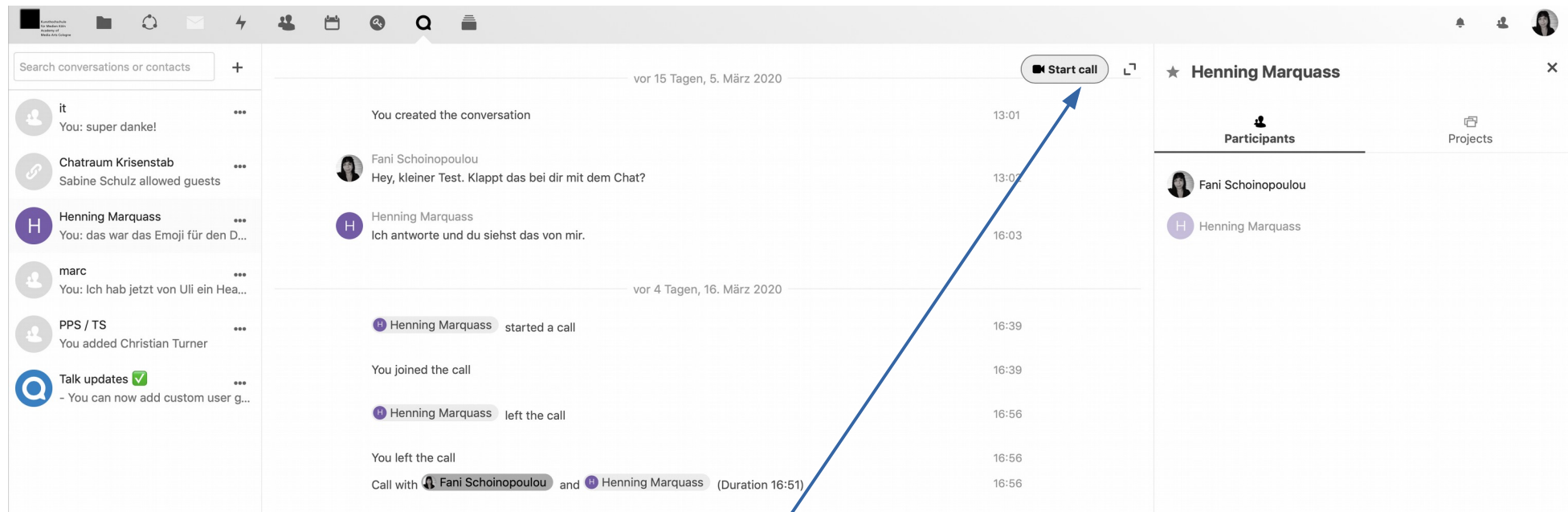
Click into a day field to create a new appointment!

Go to „More“ in the short info to enter all details. Here you can also assign the appointment to another calendar.

Don't forget to update!



5. Talk - chat with colleagues in twos, in groups or with telephone and video conferences



- Start a conversation and invite colleagues
- Chats with large groups possible
- Experience shows that video conferences with up to 4 participants are stable
- If the internet connection is unstable or the conversation has too many participants, you can deactivate camera and hold a telephone conference

6. Deck = to create to-do lists and sort by processing status

The screenshot shows the Trello interface with a sidebar on the left containing the following boards:

- Alle Boards
- Archivierte Boards
- Geteilte Boards
- Aufgaben in der Technik
- Corona/ Klärungs- u. Entsch...
- Persönlich
- Neues Board

The main area displays a list of boards with columns for 'Titel' and 'Mitglieder':

Titel	Mitglieder
Aufgaben in der Technik	A, A, C, C, E, F
Corona/ Klärungs- u. Entscheidungsbedarf	S, A, A, B, C, C
Persönlich	[User Profile]
Neues Board	

- With a new board you can create a to-do list and invite other colleagues as moderator

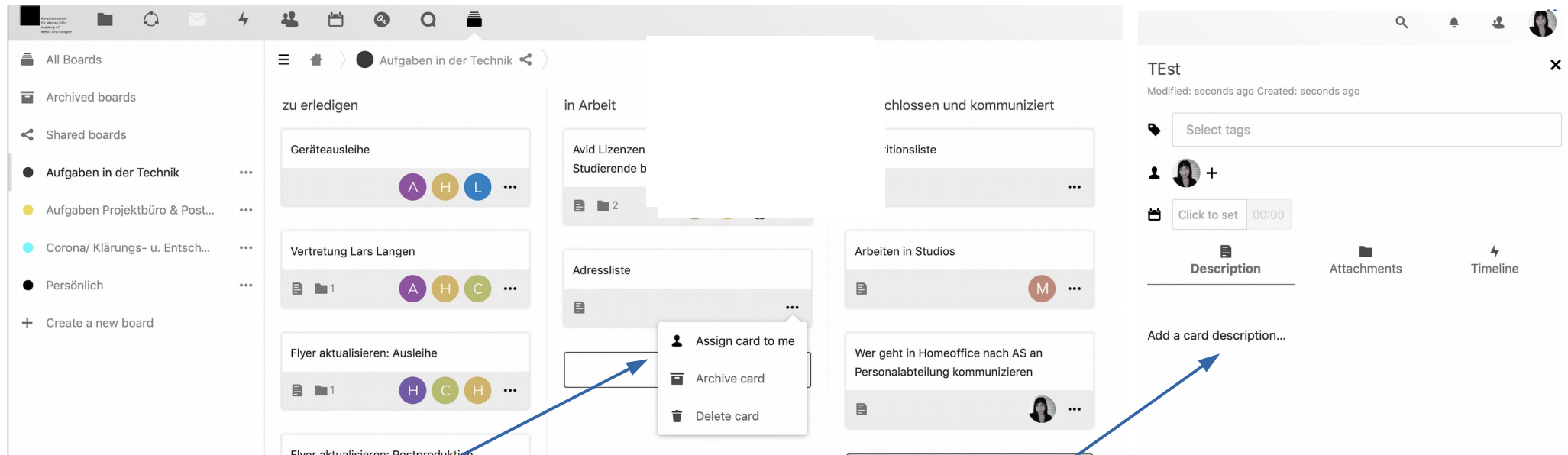
The screenshot shows the Trello interface with a board named 'Aufgaben in der Technik'. The board is divided into three columns: 'zu erledigen', 'in Arbeit', and 'abgeschlossen und kommuniziert'. A sharing menu is open on the right side of the board, showing a list of users and their roles.

The board content is as follows:

- zu erledigen:** Investitionsliste, Arbeiten in Studios, Geräteausleihe
- in Arbeit:** Wer geht in Homeoffice nach AS an Personalabteilung kommunizieren
- abgeschlossen und kommuniziert:** [Empty]

The sharing menu on the right shows the following users and their roles:

Benutzer oder Gruppen zum Teilen auswählen	Bearbeiten	Teilen	Verwalten
A Axel Autschbach	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A Arne Strackhol...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C Christian Eller	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C Claudia Trekel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E Ewald Hentze	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
F Fabiana Cardalda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Fani Schoinopou...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



- By creating different stacks, you can sort your cards = tasks by their processing status, e.g. in to-do, in progress or finished - just drag them to the next column
- If you have taken over the responsibility for a task, you should assign the card to your profile
- By clicking on the card description opens on the right
- There are no limits to mobile collaboration regarding documents and lists that can be attached, the timeframe, deadlines, keywords and detailed descriptions

If you have further questions do not hesitate to ask!
 Fani Schoinopoulou (fani.schoinopoulou@khm.de)

Translation by Ruth Weigand

Fani Schoinopoulou 03/2020