

# ownCloud - Downloading and Uploading Files

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This guide describes the process for downloading your files from the ownCloud onto your external drive for editing, and uploading them to be screened in class.

## Important Notes when Downloading from ownCloud

When downloading your files from ownCloud, keep in mind the following:

- You can download your files anywhere with an internet connection.
  - There's no need to visit the Post Production Center or TV Studios to get your files.
- Ensure you download your files to your storage **before the semester ends**.
  - All media on ownCloud will be deleted at the end of the semester.

## Logging into your Account:

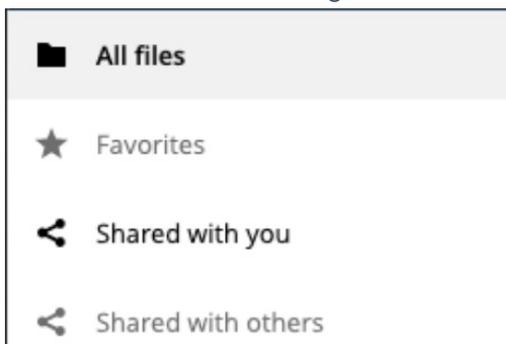
To create an account to access ownCloud:

1. Navigate to ownCloud ([nyuftv.navfile.net/nyulogin](https://nyuftv.navfile.net/nyulogin)) on your web browser.
2. Sign in to your ownCloud account using your Net ID and the password you set when logging into ownCloud for the first time.
  - a. If you are having difficulty logging in, please email [ftv-tvstudios-support@nyu.edu](mailto:ftv-tvstudios-support@nyu.edu).

## Downloading Files:

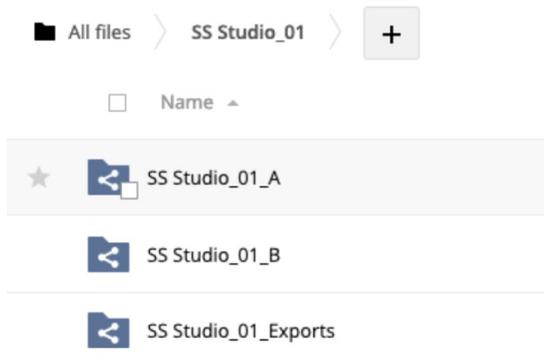
To download your files from ownCloud:

1. Use the left side menu to navigate to Shared With You.

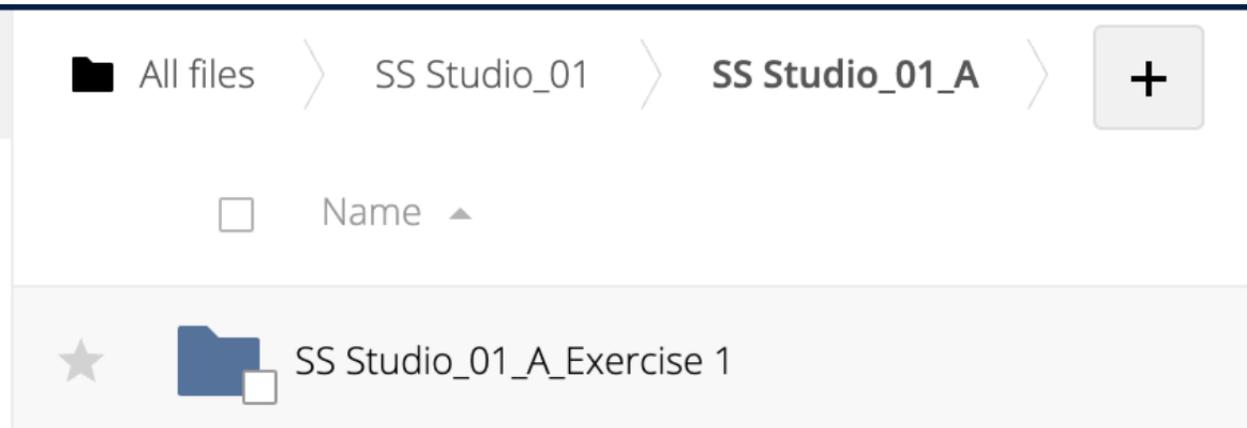


2. Select the appropriate folder for your section and studio.
  - a. Section 1
    - a. Studio A: SS Studio\_01\_A

- b. Studio B: SS Studio\_01\_B
- b. Section 2
  - a. Studio A: SS Studio\_02\_A
  - b. Studio B: SS Studio\_02\_B
- c. Section 3
  - a. Studio A: SS Studio\_03\_A
  - b. Studio B: SS Studio\_03\_B
- d. Section 4
  - a. Studio A: SS Studio\_04\_A
  - b. Studio B: SS Studio\_04\_B
- e. If the folders shared with you are not the correct folder for your section and studio, please email **ftv-tvstudios-support@nyu.edu**.



3. Open the folder for the appropriate exercise.



4. Select the folder with the appropriate student name and take.

All files > SS Studio\_01 > SS Studio\_01\_A > SS Studio\_01\_A\_Exercise 1 >

Name ▾

 New Student\_Take 1

5. Select the files you would like to download by checking the box next to the names of the files.

1 file

 New Student\_Take 1\_Ex 1\_QUAD\_2024-06-28\_04.07.11 PM.mov

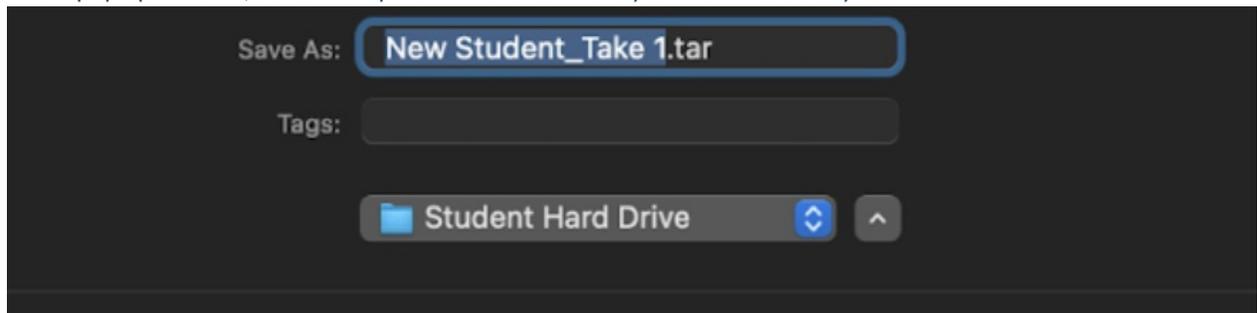
 New Student\_Take 1\_Ex 1\_PRGM\_2024-06-28\_04.07.09 PM.mov

6. Click the *Download* button in the top right corner of the page.

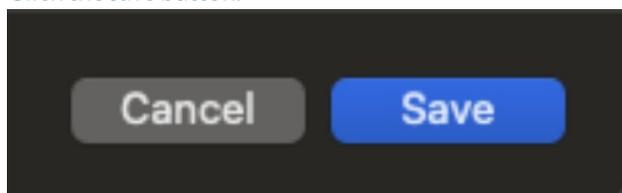
 Download 2.8 GB

 dnb308 ... 1.1 GB

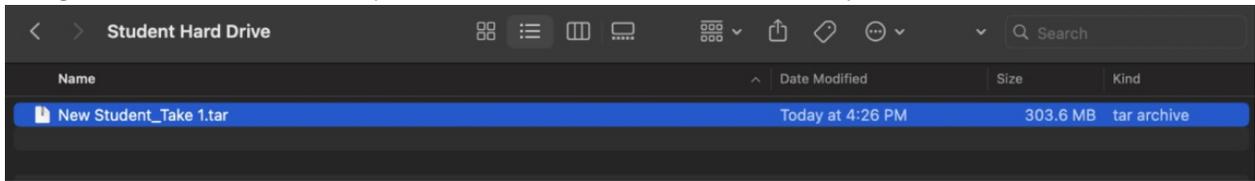
7. In the pop up window, use the drop down menu to direct your downloads to your hard drive.



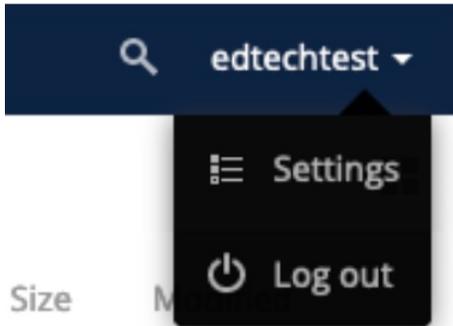
8. Click the *save* button.



9. Navigate to the .tar download on your external drive and double click to unzip it.

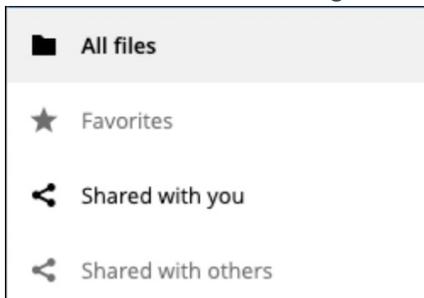


10. Return to the ownCloud in your web browser and click on your name in the top right corner of the page.

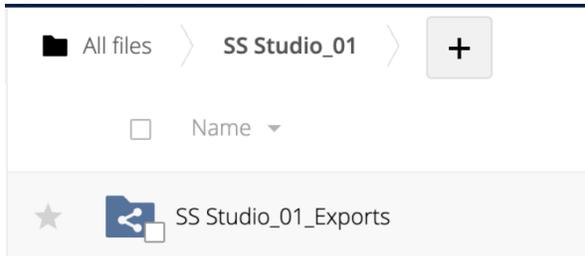


## Uploading Files to ownCloud

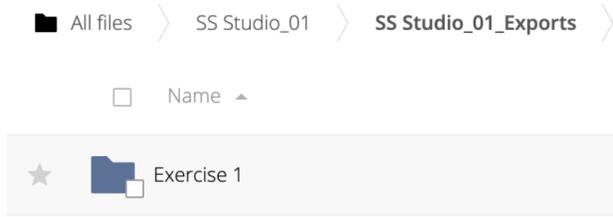
1. Navigate to ownCloud ([nyuftv.navfile.net/nyulogin](https://nyuftv.navfile.net/nyulogin)) in your web browser.
2. Sign in to your ownCloud account.
3. Use the left side menu to navigate to Shared With You.



4. Open the *Exports* folder for your selection.



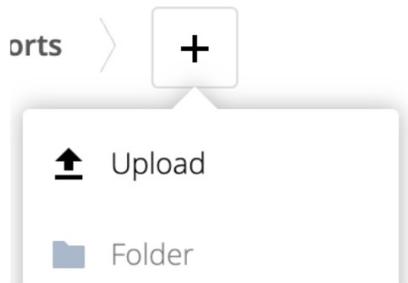
5. Open the *Exercise* folder for the appropriate exercise.



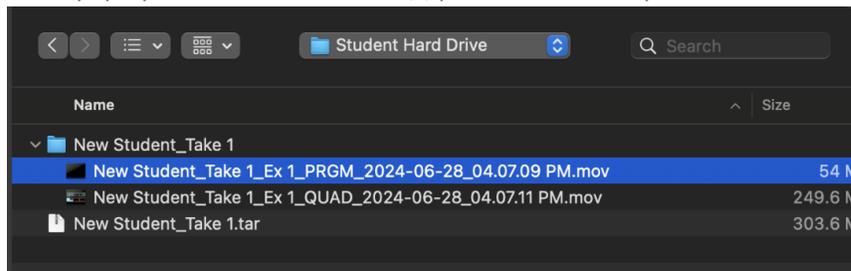
6. Click the *Plus* button.



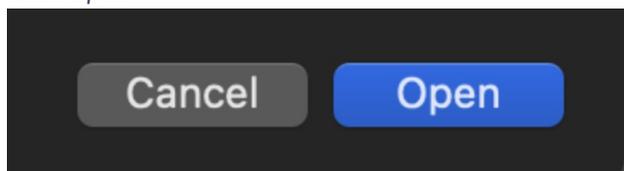
7. Select *Upload* from the drop down menu.



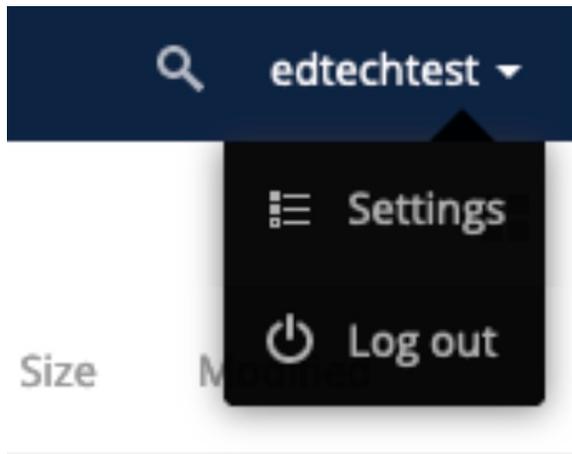
8. In the pop-up window, select the file(s) you would like to upload.



9. Click *Open*.



10. When your file has uploaded, in the top right corner of the page, click on your name.



11. In the drop down menu, select *Log Out*.

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