
WebApp Files Manual

Release 1.0.0

Kopano

Dec 23, 2019

Contents

1	User Manual	2
1.1	Opening Files	2
1.2	Add an Account	3
1.3	Working with Files	3
2	Admin Manual	5
2.1	Installation	5
2.2	Configuration	5
2.3	Setup accounts for users	6
3	Legal Notice	7

Edition 2.0 - The Kopano Team

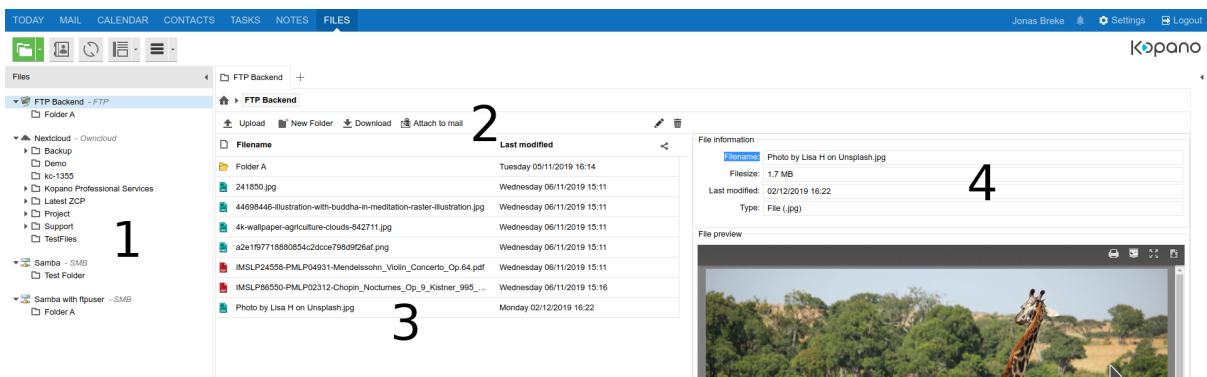
This manual describes how to install, upgrade, configure and maintain the Files Plugin with Kopano WebApp on your system. The usage of the plugin itself is also covered.

In WebApp, you can access files stored in your network storage using Kopano Files. In this manual, you will learn how to open Files, add your account and share files with your colleagues. For more information on using WebApp, please consult the [WebApp User Manual](#).

1.1 Opening Files

To access Kopano Files, select the *Files* button in the Main Toolbar. The Kopano Files tab consists of the following areas:

1. **Folder Tree** Allows you to browse through the hierarchy of your files accounts.
2. **Action Bar** Contains buttons to manage your files and folders as well as sharing or attaching them to your mail.
3. **File Navigator** Provide a preview of the files contained inside one folder.
4. **File information** File information, such as filename, size, modification date and sharing status can be found here.



Note: If the button is not available in the Main Toolbar, the plugin must first be enabled in the Settings menu.

1.2 Add an Account

Follow the steps below to add your Network Drive or account to WebApp:

1. Go to the *Settings* menu
2. Select *Files*
3. Click on *Add Account*
4. Fill all required fields as introduced by your Administrator
5. Save the Settings

Note: The ownCloud type allows you to add both an ownCloud as a Nextcloud account.

Once set up, a colored dot will appear to tell you if Kopano Files managed to connect to your accounts or not.

Status	Name	Backend	Features
1	ownCloud Backend	ownCloud	🔗 📁 📧
2	Invalid Account	ownCloud	🔗 📁 📧

1.3 Working with Files

Working with Files allows you to manage your online accounts, such as adding new folders, upload files and to attach your to your mail. If working with an ownCloud account, the option to share the file without leaving WebApp.

1.3.1 Uploading to Files

You can upload files either by dragging & dropping your files into the folder you are currently in or using the *Upload* button.

1.3.2 Add a file to a mail

You can either attach a file to a new mail using the *Attach to mail* button or while writing it using the *Attachment* button.

1. Write a mail
2. Open the Attachment sub-menu next to the *Paperclip* button

1.3.3 Share Files (Only for ownCloud)

Within ownCloud/Nextcloud, it is possible to share files and folders to other ownCloud/Nextcloud accounts. From Kopano Files, you can use this function within having to login to the service:

1. Go to your ownCloud account in *Files*
2. Select the file/folder you want to share
3. Click on the *Share* button, then on *Add*
4. Type the name of the person (or group) to give permission
5. Set the wanted permissions

6. Click on *Save*

The file/folder will be available on your colleagues account.

Note: The sharing you set in Files will also be visible in your ownCloud/Nextcloud account.

In this manual, instructions are provided to the Administrator in order to install and configure Kopano Files on a working WebApp server. It is assumed all network drives to which Files will connect to, are accessible from the WebApp server.

2.1 Installation

The Kopano Files plugin can be installed through the packages below. These are available through the Kopano Files repositories.

- `kopano-webapp-plugin-files`
- `kopano-webapp-plugin-filesbackend-smb`
- `kopano-webapp-plugin-filesbackend-owncloud`

kopano-webapp-plugin-files adds Files as a WebApp plugin and is mandatory in order to use this functionality. By default, it allows the connection to WebDAV and FTP folders. The following two packages extends the functionality to, respectively, Samba shares and ownCloud/NextCloud accounts.

2.2 Configuration

Upon installation, the file *config-files.php* is created under */etc/kopano/webapp*. The plugin can be configured by editing this file. Any change will be taken into account on-the-fly.

Warning: The file is a php-file. Make sure to maintain the used syntax to not break the plugin.
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In this file, settings such as enabling Files by default or logging verbosity are available.

Note: Keep in mind, that adding networks accounts must be done by users in their WebApp setting page.

2.3 Setup accounts for users

By default the accounts must be setup by the users. However the Files admin toolbox allows these network accounts to be injected in the WebApp Settings. This toolbox is available on the Kopano [Stash](#).

1. Select the configuration file corresponding to the account type you want to add
2. Fill in all fields
3. Inject the file using the command: `python3 files_admin <username> -file <account-type.cfg>`

Note: Make sure python 3 is installed in order to run this toolbox.

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