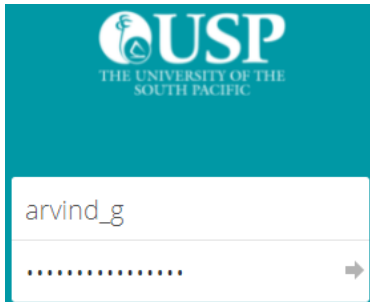


# MANA SHARE USER GUIDE

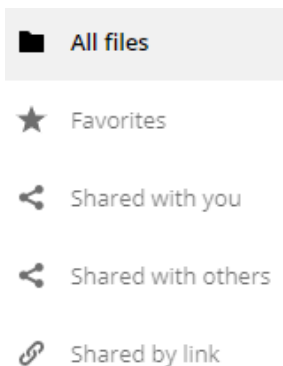
1. The University of the South Pacific offers free cloud storage in a share called MANA where staff can upload/download/share documents.

Go to <https://mana.usp.ac.fj/index.php/login> and login with your domain credentials.

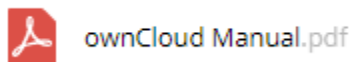


Username is accepted in the format of either ARVIND\_G or goru.arvind@usp.ac.fj

2. Once logged in, you will find the below options.

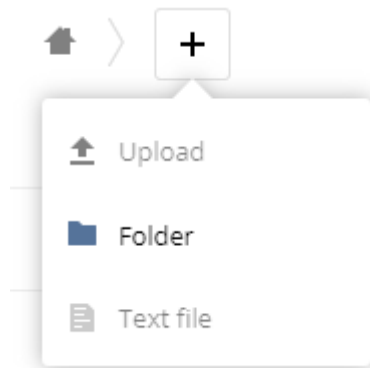


3. Under *All Files*, there is a default user manual for all users which you can refer to if required. MANA cloud storage works in the same way as *Google Drive* and *Dropbox* and is easy to get acquainted to.












The *ownCloud Manual* contains additional details to complement this guide.

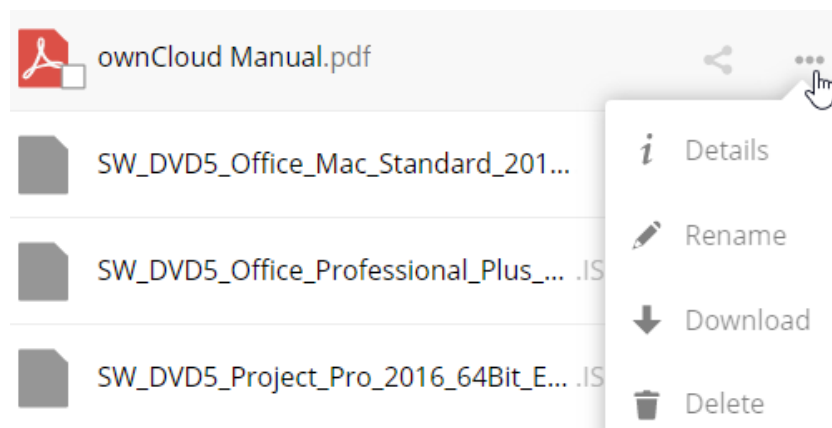
4. In the *All Files* menu, clicking on the '+' sign gives us options to *Upload* a file, *Create a Folder* and a *Text Document*.




Feel free to explore these options. Files can be uploaded inside a folder or directly on the root as shown.

	Windows 10 Build 2004	 	5 GB
	ownCloud Manual.pdf	 	5.8 MB
	SW_DVD5_Office_Mac_Standard_2016_MultiLang_-....ISO	 Shared 	1.6 GB

5. Next to any uploaded file or folder, clicking on the **...** symbol will allow you to view *Details*, *Rename*, *Download* and *Delete* the selection.



Mana Cloud Storage is secured by our USP domain credentials such that no unauthorized person will be able to access files unless they are shared by a USP staff from their account.

6. Next to any uploaded file or folder, clicking on the  symbol will allow you to *Share* them with a *Public Link* where a password can be used to secure it.

Activities Comments **Sharing**

User and Groups **Public Links**

There are currently no link shares, you can create one

Create public link

Anyone with the link has access to the file/folder

- a) Select *Create Public Link*.

Link name

Files to Share with Germany

**Download / View**

Recipients can view or download contents.

**Download / View / Upload**

Recipients can view, download and upload contents.

**Download / View / Edit**

Recipients can view, download, edit, delete and upload contents.

**Upload only (File Drop)**

Receive files from multiple recipients without revealing the contents of the folder.

You can choose the appropriate option to allow *Download/View*, *Download/View/Upload*, *Download/View/Edit* or *Upload only (File Drop)* as appropriate.

When creating the share, think well on the level of access which you need to allow from the above list.

*Upload only (File Drop)* allows others to upload files for you to view.

- b) Set a *Password*, *Expiration Date* (for security) and *Send Link via Email*. **Do not forget the password as it will be useful later.** Add email addresses of people you wish to share link with.

You can also TICK *Send Copy to Self* and type a *Message*. Click *Share* to activate.

Password

Expiration

Send link via email

Send copy to self

Cancel

Share

The recipients will receive an email with a link to the share which you created. If there is a password, you can include it in the message or email them separately.

**From:** Goru Arvind via USP Mana Storage [mailto:mana@usp.ac.fj]

**Sent:** Monday, April 26, 2021 12:03 PM

**To:** Goru Arvind <goru.arvind@usp.ac.fj>

**Subject:** Goru Arvind shared »Special Apps« with you

Hey there,

just letting you know that Goru Arvind shared **Special Apps** with you.

[View it!](#)

The share will expire on May 31, 2021.

Personal note from the sender:

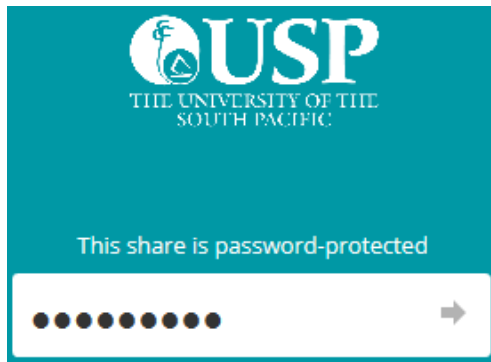
MANA Share files from USP IT Staff..

Clicking on the link to *View It* will lead the user to what is shared. They will be prompted for a password if it is set by the sender.

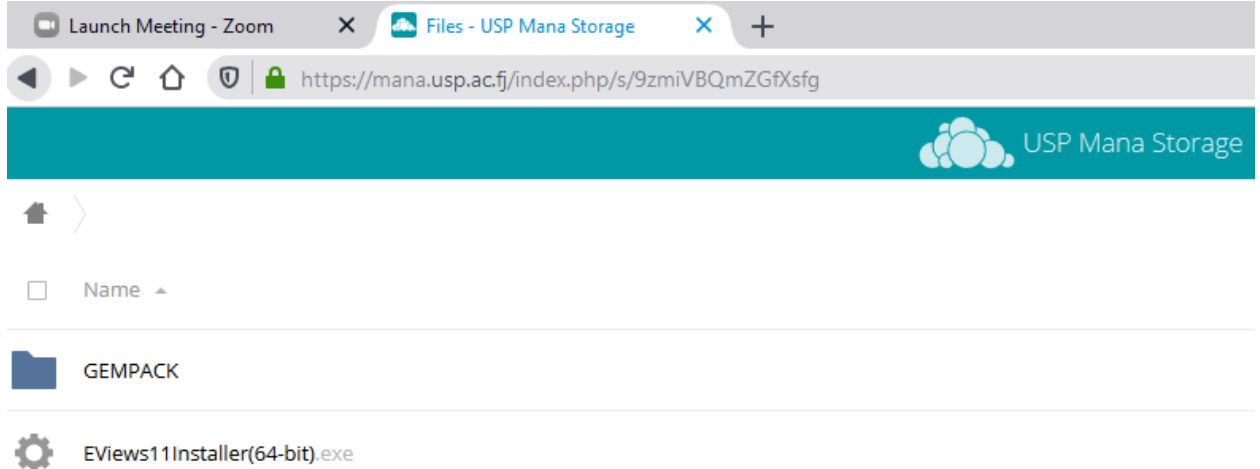
Note that if a Public Link is created correctly, it will end with the word *authenticate* when we click on *ViewIt!*

Users will only need to enter the password to proceed.

(e.g. <https://mana.usp.ac.fj/index.php/s/m0irGrD7s2w1YEm/authenticate>)



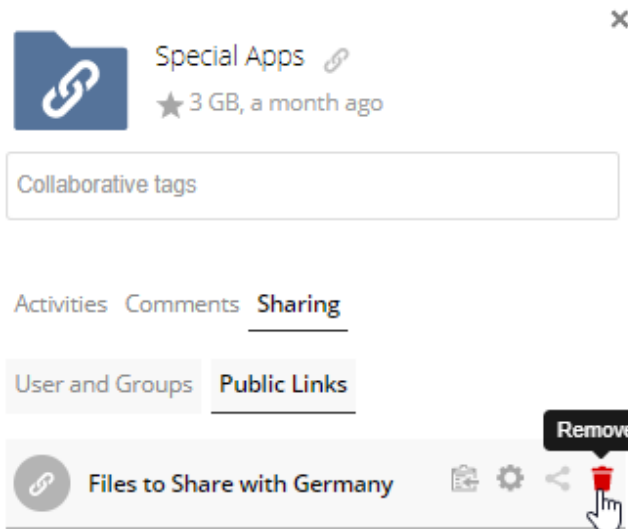
The link will contain everything that was shared by the sender.



From this point, users will be able to download what is shared from Mana simply after they enter the password for the link.

Links that end with the word *authenticate* can be shared with students in Moodle.

- c) If a link is no longer needed to be *Shared*, the sender can *Remove* it. Hint: The second icon allows the sender to *Edit* the link.



7. Under *Shared with you*, there is a list of files and folders that other MANA accounts have shared to your account.



8. Under *Shared with others*, there is a list of files and folders shared by the account that is logged in.



9. Under *Shared by link*, there is a list of files and folders shared by the account via direct link (this is when the email is left blank during sharing and the user emails the *Public Link* manually).



10. Should you need any further assistance with the MANA Cloud Share for USP staff, please feel free to email [helpdesk@usp.ac.fj](mailto:helpdesk@usp.ac.fj)