

PAU CLOUD MOBILE APPLICATION USER GUIDE

This guide explains step by step the installation, interface overview, and file sharing features of the Pamukkale University Cloud (PAU Cloud) mobile application.

1. Installation and Login

When you download the application to your mobile device and launch it for the first time, follow the steps below to securely connect your account:

1. Start: On the application welcome screen, tap the "Log in" button.



Figure 1: Application Welcome Screen

2. Server Address: On the screen that appears, enter <https://bulut.pau.edu.tr> completely in the server address line and press the arrow (next) button next to it.

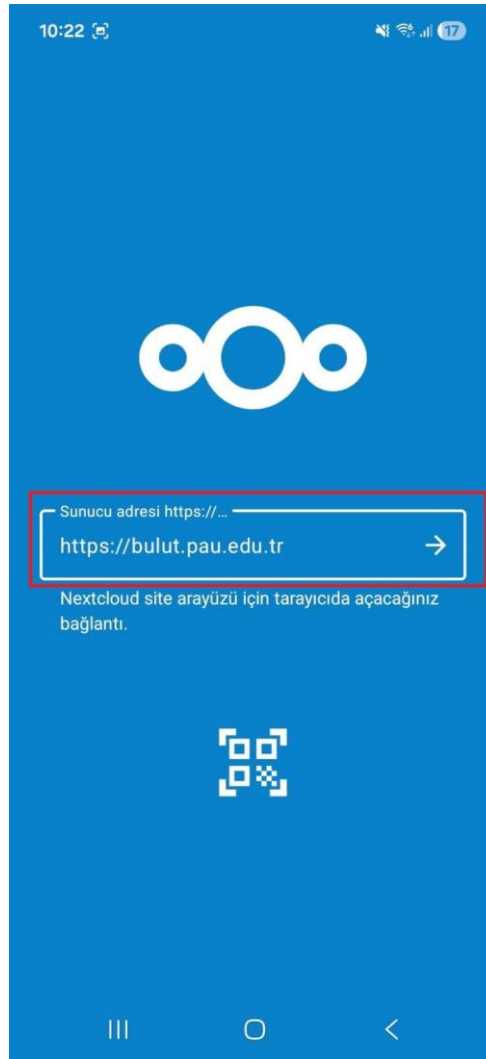


Figure 2: Server Address Entry

3. Account Connection Confirmation: When the screen with the security warning appears, click the "Log in" button again to continue, since you started the process.

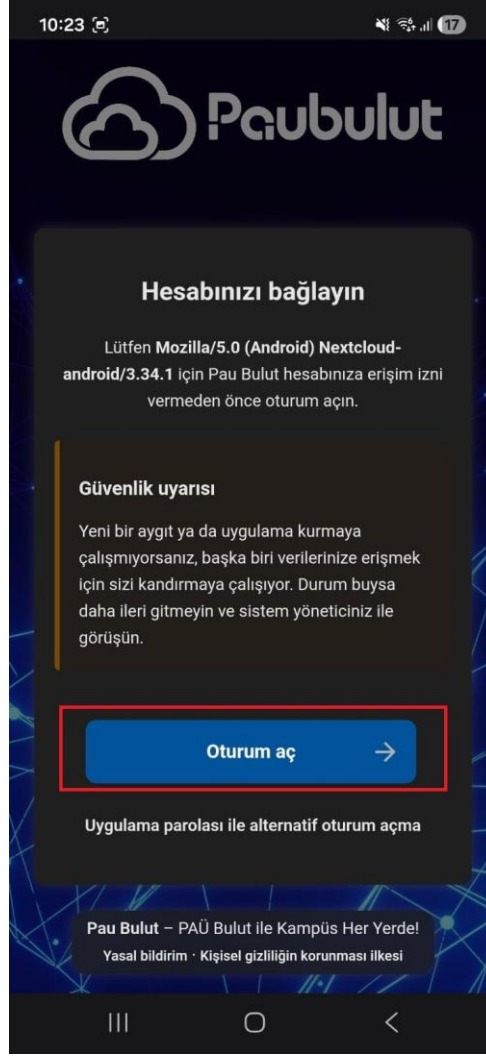


Figure 3: Account Connection and Security Confirmation

4. Authentication: On the page you are redirected to, enter your university email address (username@pau.edu.tr) and password in the relevant fields, then click the "Log in" button.

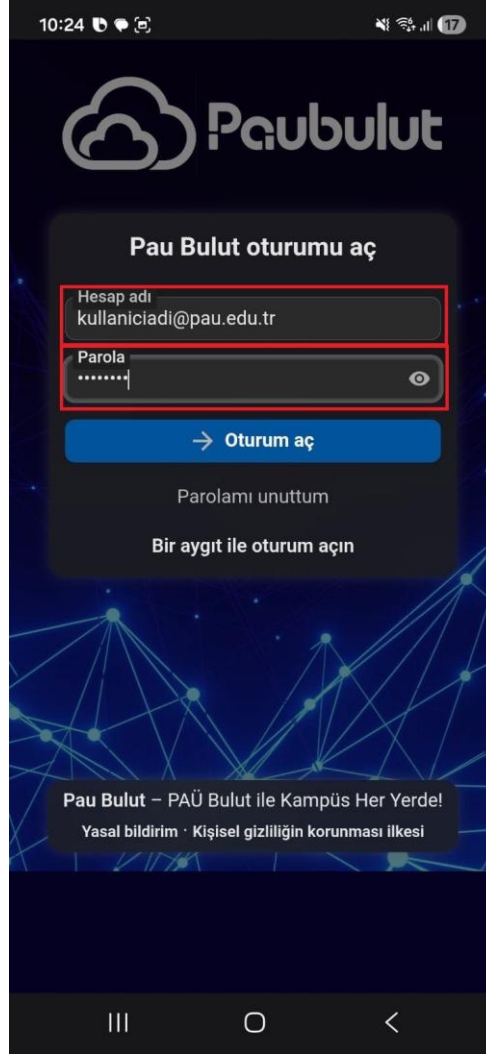


Figure 4: User Login Screen

5. Access Permission: In the final step, you must grant permission so that the mobile application can access your account; complete the setup by clicking the "Grant access" button.

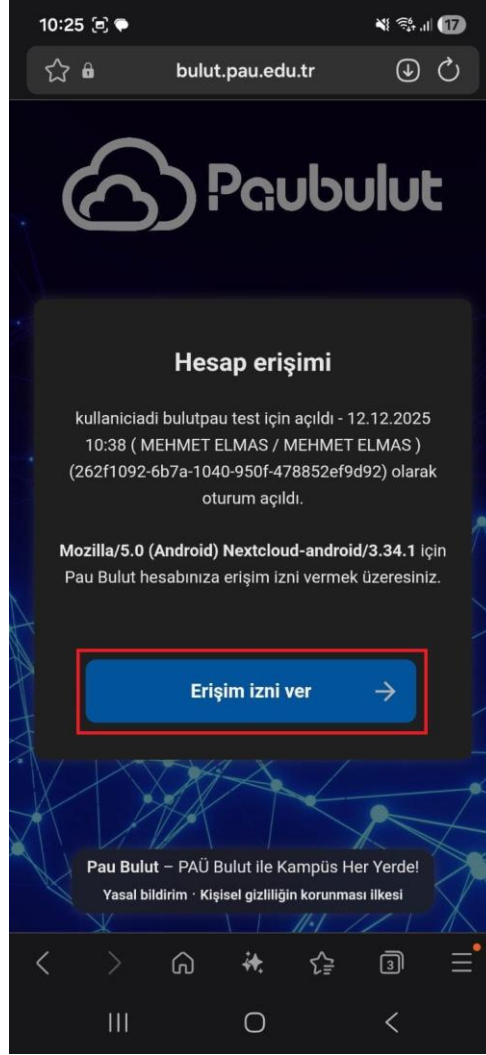


Figure 5: Granting Access Permission

2. Interface and Menu Usage

When the login process is completed, the main screen where you can manage your files appears.

- **Main Menu:** You can open the application menu by tapping the three-line (hamburger menu) icon in the upper-left corner.

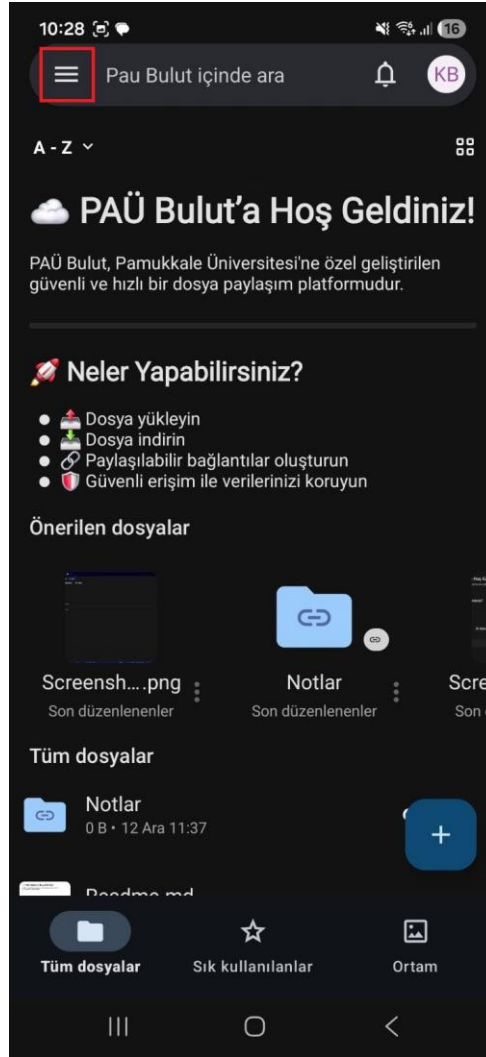


Figure 6: Side Menu Access

- **File Navigation:** In the menu, you can access the main directory with the "All files" option and use quick access areas such as "Favorites" if you wish.

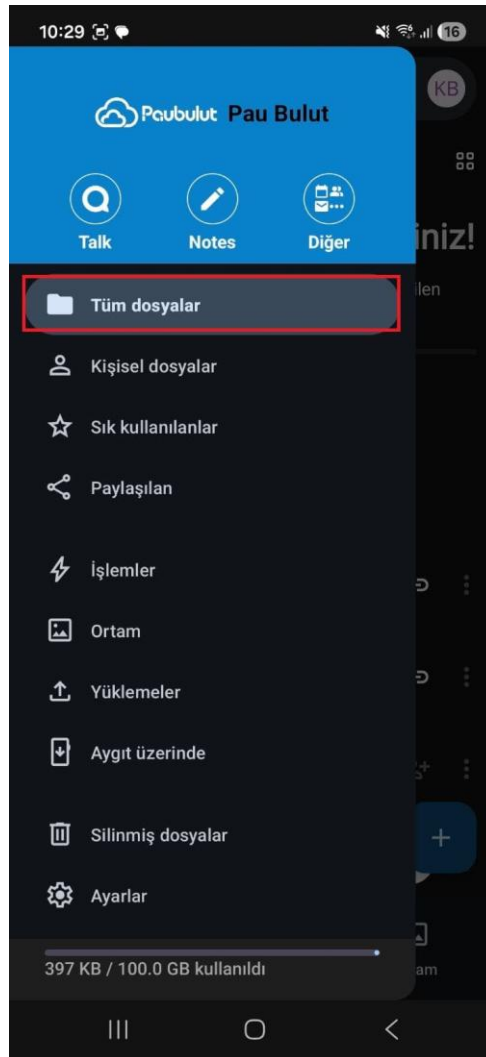


Figure 7: All Files Menu

- **Quota Tracking:** From the bar at the bottom of the menu, you can check how much storage space you are using and your total quota (e.g., 100 GB).

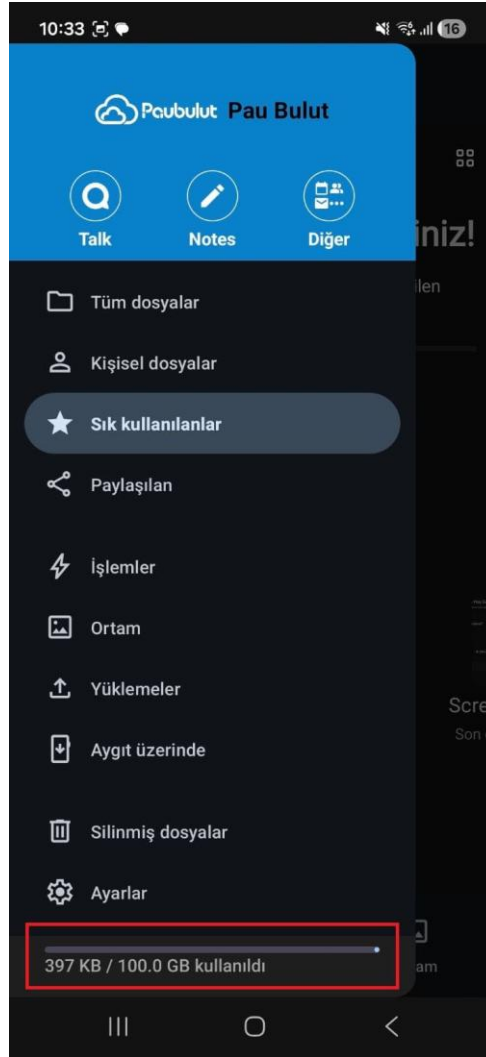


Figure 8: Storage Space and Quota Information

3. File Sharing

To share your files with colleagues or people outside the institution, open the sharing menu by tapping the link (chain) icon in the file list.

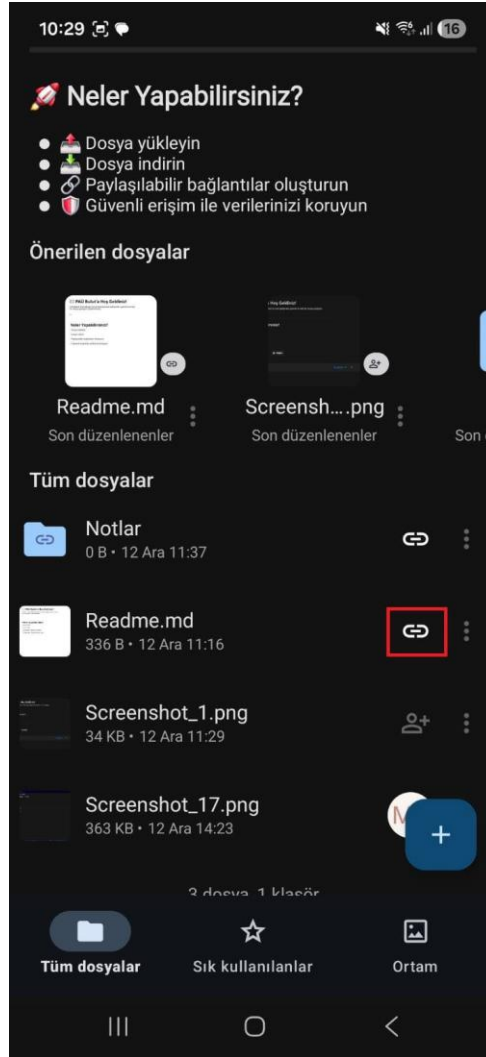


Figure 9: File Sharing Button

A. Sharing with People (Internal)

1. In the search bar on the screen that opens ("Add users and teams"), type the name of the person.

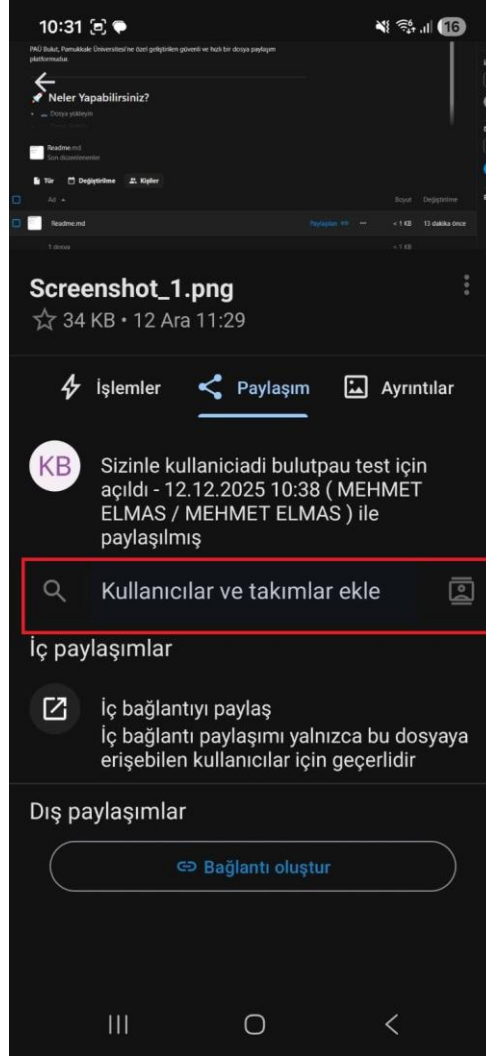


Figure 10: User Search Screen

2. After selecting the user, you can set the permission level (Can edit, View only, etc.), allow downloading, or assign an expiration date to the share.

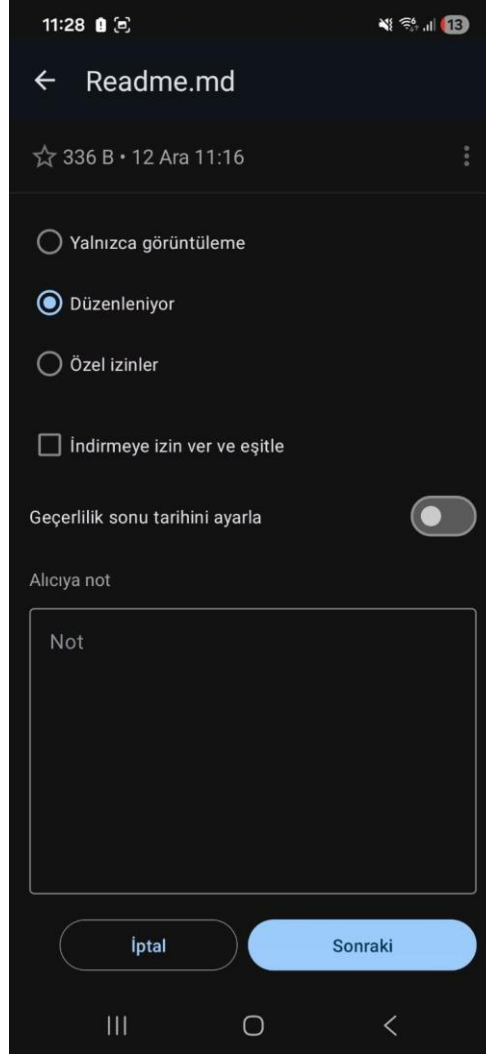


Figure 11: Sharing Permission Settings

B. Sharing via Link

If you want to send the file as a link (URL), you can use two different methods:

1. Internal Link: For a quick link that can only be opened by users within the institution who are logged into the system, use the "Share internal link" option.

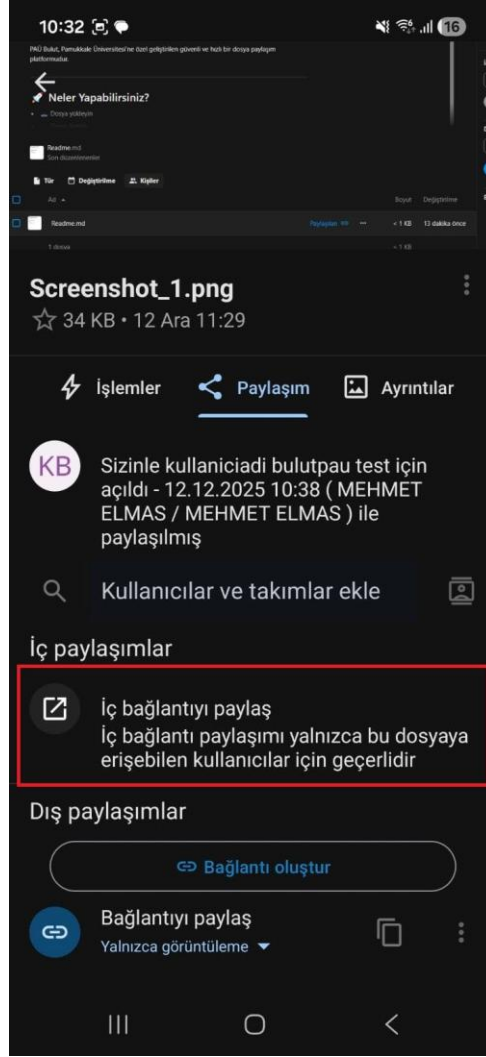


Figure 12: Internal Link Option

2. External Link: To share the file with external people publicly, use the "Create link" button under the "External shares" heading.

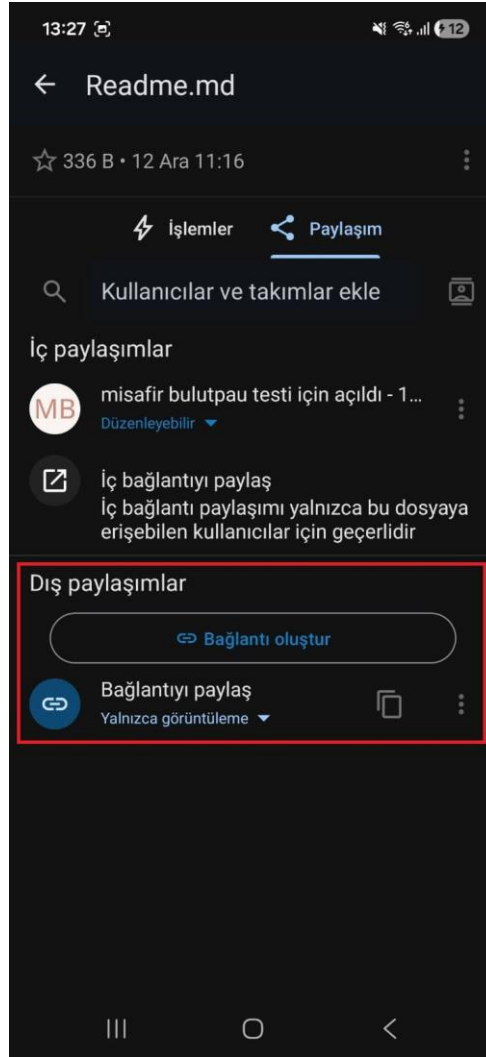


Figure 13: Creating an External Share Link

3. Sending the Link: You can use the "Share" or "Link" options to copy the link you created or send it directly through other applications (WhatsApp, Email, etc.).

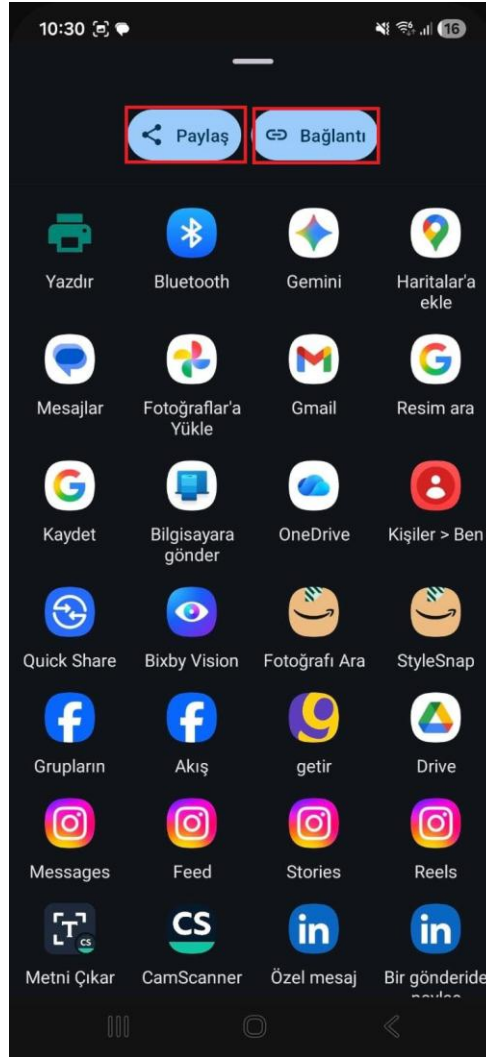


Figure 14: Link Sharing and Sending Options

4. File Details and Activity History

You can use the detail menus to track the actions performed on a file and view file properties.

- **Activity History:** To see by whom and when the file was edited, or to add a comment to the file, use "Activities"

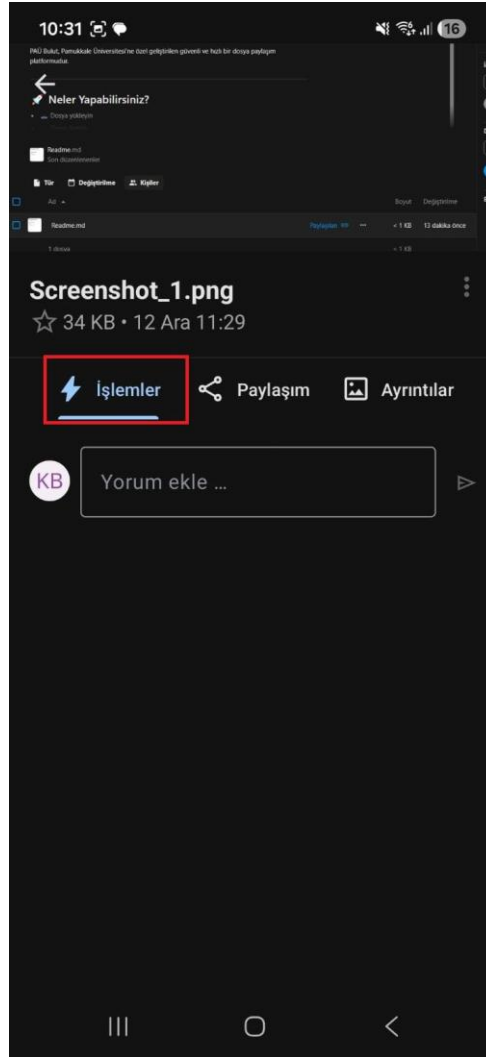


Figure 15: Activity History and Comments

- **Technical Details:** Switch to the "Details" tab to view technical information such as the file size, creation date, type, and full path.

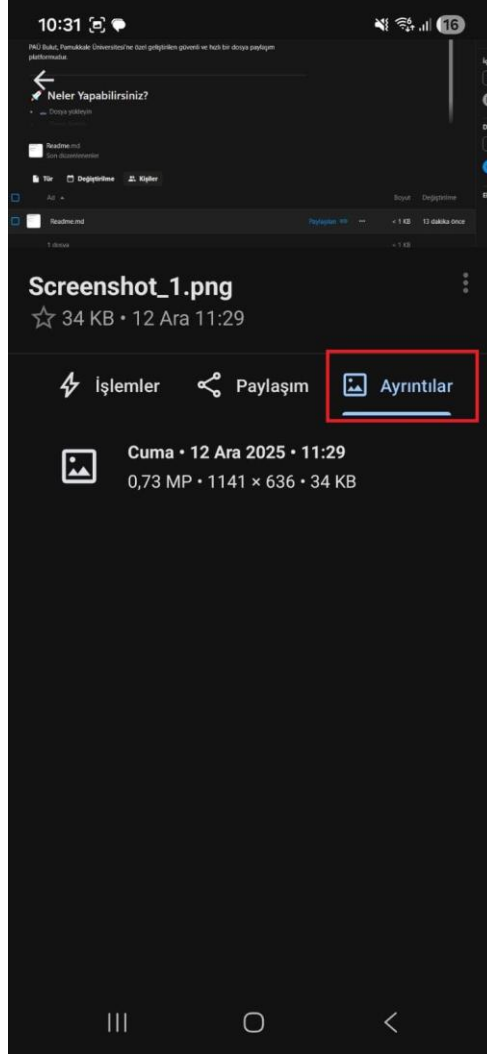


Figure 16: File Details