KUMail Storage Service User Manual

URL : https://fsv.iimc.kyoto-u.ac.jp/



*Online storage building package Proself Ver.5

You can share files and folders between members on-campus and off-campus under the network environment. Please refer to the following instructions about the basic operation.

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1. Introduction

This is a manual for users of the KUMail storage service. Only users who has a SPS-ID (except for Limited SPS-ID for Financial Accounting System) can use this system.

2. Function Overview

The basic functions of the KUMail storage service is below.

• You can share several files by using these functions.

No	function description		
1	Web publishing function	You can publish files or folders to your partners.	
2	Incoming folder function	You can receive files from your partners.	
3	Shared folder function	You can share folders with your partners who has a	

• Each users get users' folders(2GB).

• You can share several files safely with researchers by several security measures (authenticating mails and protecting password).

3. Access to My Folder

Click "My Folder", you can go to the list of My Folder.

京都大学 kyoto UNIVERSITY	Home	
 ✦ Home ☆ My Folder ☆ File Search ♥ Web Publication Management ▶ Delivery Folder 		My Folder This folder available to access only you.
Delivery Folder		

4. Create a folder

Click "Create Folder", enter a folder name and click "Make".

豪京都大学 KYOTO UNIVERSITY	◆ TOP →	
📌 Home	Create Folder 🕜 Upload	-
My Folder	Create Folder	
E File Search	Place TOP >	
👝 Web Publication	Folder Name	
	Make	

5. Upload a file

Г

Open a folder to upload a file and click "Upload" .

京都大学 kvoto UNIVERSITY	◆ TOP → test3			
A Home	Create Folder 🕜 Upload			
Home My Folder	Name ^			
	Parent Folder			
- Web Publication				
Management				

Clicking "Upload" causes the following screen to be displayed.

Drag and drop the file inside the red border. Then, click the Upload button to start uploading.

Proself	◆ TOP → kato	🕨 🌲 Kato 👻
File List	Back to List	OD
Client Download	the file here. or Choose File	Powered by <u>Proself Ver.5</u>

Click the button named "Choose File" within the Upload screen, so that you can select a file location and then upload it.

→ ~ 个 🧧 > Th	is PC > Documents > 1	Jpload			Ö	Search Upload
rganize 👻 New folde	er					III • 🗆 🛛
ConeDrive	Name ^	Date	Туре	Size		
This PC	🗹 🖬 sunset.JPG	7/10/2017 12:57 PM	JPG File	119 KB		
Desktop						
Documents					1	
🖶 Downloads						
J Music						
E Pictures						
					-	
-						
A Makanada						
- Network						
File ni	ame: sunset.JPG				~	All Files (*.*)

After uploading is completed and the list-of-files screen is displayed again, it is found that the file has been saved.

6. Web Publication setting (in case of file sharing)

You can set an expiry date of web publication and a security password to access.

When you check the box of a file to make public, "Share" will appear on the top screen, so click "Web Publication".

Caution:

• If you update the file after you made public, the address for web publication will change.

• If you select a folder for web publication, the address for web publication will not change even if you add, delete, or update some files in the folder.

Hama	Create Folder 🕜 Upload 🛐 File Operation	💌 🌐 Share 🔍
	✓ Name ∧	🜐 Web
My Folder	Parent Folder	Publication
E File Search	Student manual.docx	
Web Publication Management		
Delivery Folder		
Shared Folder Management		

Web Publication setting

Web Publication	
Source	
Address https://fsv.iimc.kyoto-u.ac.jp/public/LsMowARVgo9ANIwB8mhaAUYS 8sdlSwTjSAwzLCS_WXdn	
Send E-mail after	
3 Use E-Mail Authentication	
4 Cimit the E-Mail Address of User which Send Files	
E-Mail Address of User w	
Limit of download times	

① Address for Web Publication

2 When you check the box of "Send E-mail after", an email sending screen will appear after web publication. You can enter a destination email address and inform an address for Web Publication by email.

- ③ E-mail Authentication • In case of using E-mail Authentication, a receiver enter his/her emailaddress and get one- time password. Turn off if you don' want to use it.
- ④ Turn on and enter an email address of user to whom you want to send files if you want to limit it. If you turn off, all users who you send the URL can access it.

6	Web Publication Expiry Date 2017 / 3 / 7
6	✓ Web Publication Password
	Password Policy
	you must input the publication password by8 characters or more. You need to use at least three types from lowercase letter, uppercase letter, numeral and special character such as '-' in the password.
7	Send E-mail after downlod
	Public Comment
	~
	\sim
	Create

- 6 Files will be made public until web publication is stopped when web publication expiry date is not set.
- 6 Web publication password is not automatically notified a receiver by email. Inform it by yourself.
- O You can receive an email which notifies the completion of downloading files.

Setting and Security Level		Sender operation	Receiver operation	
	No setting	Inform a URL to receiver	Access to the URL and download it	
Low	Web Publication Password	Inform a URL and We Publication Password	Access to the URL and download the file by entering Web Publication Password	
	E-mail authentication	Inform a URL by email	Access to the URL and get One-time Password by entering receiver's email address. Then you can download the file.	
High	Web Publication Password + E-mail authentication	Inform a URL and We Publication Password	 Access to the URL and enter Web Publication Password, Then get One-time Password by entering receiver's email address and download the file, 	

*4 ways of setting web publication password

7. Inform a URL to Receiver

Check the box of a file to share and select "Send E-mail" from "Share" on the top or right-click and select "Send E-mail".

Create Fo	older 🕜 Upload	eration 👻 🌐 Share 👻
Nam	e ^	Send E-mail
Pare	nt Folder	
🔽 🗏 Stud	ent manual.docx	
Move		
🛐 Сору		
m Delet	e	
🗹 Send	E-mail	
🥏 Show	/ Web Link URL	
i Deta	1	

Enter a destination email address and correct "Subject" and "Text" etc. if necessary.

☑ Send E-mail	
Send one by one The copy is received.	Address book
то :	I.I.
cc :	13
BCC :	51
Subjec [KUMailストレージ]アップロ-	ードのお知らせ/[KUMail stora
KUMailストレージ上にファイルをアッ 下記のアドレスにアクセスしてダウンの There are files uploaded on KUMail Please access to the following addre	プロードしました。 ロードしてください。 storage. ess to download them.

Destination (TO/CC/BCC)	Enter a destination email address. You can enter directly or
	choose it from the Address book.
Subject	Enter a subject of email
Text	Enter the text. Web Publication Address is included in the text
	in advance.

(Another way to inform)

Right-click a file to share and select "Detail". Copy "Web Publication Address" and paste it in the text of email.

Name A	Size Modified Date Attribute Size 175KB(178,450Byte
Nulle A	Created Date 2017/02/06 16:38:
Parent Folder	Modified Date 2016/12/15 17:02:
Student manual.docx	175KB 2016/12/15 17:02:33 🖮 Uploaded Date 2017/02/06 16:38:
Move	Attribute None
Copy	Expiry Date to reserve
III Delete	File Expiry Date/
Send E-mail	MD5
Show Web Link URL	5e24a0618568d95ac7222995fc09b09e
🕡 Detail	Comment
	Log Download
	Opened
	Publication (Web 🌐 Publication)
	Web Publication Address
	https://fsv.imc.kvoto-u.ac.jp/public/astQwAo 89AvIIBrOJaeooXS2sw5_de6N9FCPEjeT3R
	Web Publication Expiry 2017/03/08 Date

8. Download a file

(1) Without "Web Publication Password"

(1) Without E-mail authentication

Click an informed Web Publication Address, and you can access to a file.

*You can log in and access to a file by only this operation.

With E-mail authentication (Authentication with One-time Password)

The following screen is displayed when accessing to an informed Web Publication Address.

	京都大学 KYOTO UNIVERSIT	≥ Y		
Web F	Publication E-Mail Auther	ntication		
This page has been loc Please get a password a file.	ked with password by a sen according to the following p	der. rocedure and download		
1. Get Password				
Please enter your email Please note that if you e will receive the mail as	address you want to receive enter a group address, other well.	password. members of the group _{II} I		
To receive password vi	a e-mail, please click "Get P	assword".		
E-Mail Address	<u> </u>	Get Password	ן	

	。 「 」 「 」 「 」	京都大学 YOTO UNIVERSITY			
	Web Publication	E-Mail Authenticati	on		
This page Please get a file.	has been locked with pas t a password according to	sword by a sender. the following procedu	ure and download		
2. Submit	t Password				
Please ent Password	ter the password you record and be used only once.	eived in your e-mail.			
Password		Subr	nit Password		

(2) With "Web Publication Password"

①Without E-mail authentication

Enter a Web Publication Password informed in advance in the following screen after accessing a URL informed by email.

*You can log in and access to a file by only this operation.



②With E-mail authentication

The following screen is displayed after logging in with a Web Publication Password as above. (The following operations are the same as ones of @With E-mail authentication in (1) Without "Web Publication Password".

	京都大学 KYOTO UNIVERSITY	
Web Public	cation E-Mail Authentication	
This page has been locked w Please get a password accor a file.	vith password by a sender. ding to the following procedure and download	esi yad tha UDU and slight "Cat Descriverd"
1. Get Password	The following screen is display	red.
Please enter your email at Please note that if you ent will receive the mail as we	ldress you want to receive password. er a group address, other member s of th e group ell.	
To receive password via e-m	ail, please click "Get Password".	
E-Mail Address	Get Password	

京 Kyoto	邓大学 UNIVERSITY	
Web Publication E-M	ail Authentication	
This page has been locked with passwo Please get a password according to the a file.	rd by a sender. following procedure and download	
2. Submit Password		
Please enter the password you received Password can be used only once.	in your e-mail.	
Password	Submit Password	
	Get password again	

CNECKDOX, users accessing the delivery rolder will be able to see the name of the uploaded file.)

9. Incoming Folder Function

Incoming folder function is the function which enables users to use the folder as an incoming box by notifying the set URL to partners.

There are chances using the capacity of the incoming box to receive tons of mails with the attached files from adinistritive headoffice to department or from administratibe office to teaching staffs in inquiries. In using this function, users can get files without any oppression in incoming box.

Explanation movie

http://www.iimc.kyoto-u.ac.jp/services/mail/kumail_fsv/7034e34b25de454daa6eb6f05a5b980 4.mp4

Designation of Delivery Folder

Check the box of a folder that you want to use as "Delivery Folder" and choose "Delivery Folder" by right-click or from "Share" at the top screen.



Delivery Folder setting screen



① Web Publication Address for Delivery Folder

2 When you check the box of "Send E-mail after", an email sending screen will appear after web publication. You can enter a destination email address and inform an address for Web Publication by email.

③ E-mail Authentication • • • In case of using E-mail Authentication, a receiver enter his/her emailaddress and get one- time password. Turn off if you don' want to use it.

④ Turn on and enter an email address of user to whom you want to share a folder if you want to limit it. If you turn off, all users who you send the URL can access it.

Celivery Folder	×
Web Publication Expiry Date	^
Web Publication Password	
Password Policy vou must input the publication password by8 characters or more.	
 You need to use at least three types from lowercase letter, uppercase letter, numeral and special character such as '-' in the password. 	
Send E-mail after downlod	
✓ Upload file is not visible (Please note that If you uncheck the checkbox, users accessing the delivery folder will be able to see the name of the uploaded file.)	
Public Comment	~
Create	

- ⑤ Delivery Folder will be made public until web publication is stopped when web publication expiry date is not set.
- 6 Web publication password is not automatically notified a receiver by email. Inform it by yourself.
- O You can receive an email which notifies the completion of uploading files.
- If you check the box of "Upload file is not visible", Everyone can't see uploaded files(only you can do is uploading).

Settir	ng and Security Level	Sender operation		Receiver operation
	No setting	Inform a URL to receiver		Access to the URL and upload a file
Low	Web Publication Password	Inform a URL and Publication Password	Web	Access to the URL and upload a file by entering Web Publication Password
	E-mail authentication	Inform a URL by email		Access to the URL and get One-time Password by entering receiver's email address. Then you can upload a file.
High	Web Publication Password + E-mail authentication	Inform a URL and Publication Password	Web	Access to the URL and enter Web Publication Password. Then get One-time Password by entering receiver's email address and upload a file.

*4 ways of setting web publication password

The way of informing URL (Web Publication Address) is the same as page6-7.

10.Inform a URL of Delivery Folder (Web Publication Address)

Check the box of a folder to share and select "Send E-mail" from "Share" on the top or right-click and select "Send E-mail".

Create Folder	r 🕜 Upload 🕔 Batch Dow	nload 🛛 🛐 File Operation	👻 🌐 Share 🔍
Name 🗸	X		Send E-mail
🖸 📙 test			Shared
test3	Move		Folder
🔲 🚺 ਟਰਟ	Copy		
- 	III Delete		
1 1 25	U Batch Download		
🔲 ⊨ テスト	Send E-mail		
🔲 🎦 全学機	Shared Folder		

Enter a destination email address and correct "Subject" and "Text" etc. if necessary.

Addr	ess book		^
Send one by one			^
The copy is received.			
го :	12		
CC :		2	
BCC :	11		
Subjec [KUMailストレージ]受取フォル	ダ設定のお知らせ/[KUMail s	1	
KLIMailフトレージトに受助フォルズを制	空宝しました		
下記のアドレスにアクセスしてアップロ	xたしょした。 Iードしてください。	^	
The receive folder is set on KUMail s	torage.		
Please access to the following addre	ss to upload files on it.		
アドレス/Address: \${publicaddress}	`	~	
			~

Destination (TO/CC/BCC)

Subject Text Enter a destination email address. You can enter directly or choose it from the Address book. Enter a subject of email Enter the text, Web Publication Address is included in the text in advance.

(Another way to inform)

Right-click a folder to share and select "Detail". Copy "Web Publication Address" and paste it in the text of email.

Name ^	Size Modified Date Attribute	
2 test 1 test3 1	2016/07/21 13:25:17 7 2017/01/05 16:55:18 (a) 2017/01/24 12:14:46 (a) 2016/12/28 10:38:42 (a) 2015/07/02 14:40:01 (a)	Last Upda Size Created Date 2016/07/21 13:25:13 Modified Date 2016/07/21 13:25:13 Uploaded Date 2016/07/21 13:25:13 Expiry Date to reserve Folder Expiry Date Folder Expiry Date /
□ 全字版 「」 Shared Folder ② Show Web Link URL ■ 共有te ③ Detail ■ 軟句実験e-Learning時報	2015/10/23 08:15:49 2017/01/18 13:43:40 2016/12/19 11:43:59	Comment
・ ・ ・	2016/12/26 11:17:08 2016/12/22 09:17:24 2014/08/25 13:46:11 6	Depend Publication (Delivery Folder)
提出用 数第コン一時利用アカウント交付票	2016/04/13 13:57:23 2015/10/26 14:54:08	web Publication Address https://fsv.iimc.kyoto-u.ac.jp/public/6s_0wAJV s9A280BZIRa7hcgYVLD51-NJVt29f-gGY3b

11.Upload a file to Delivery Folder

You can access to Delivery Folder in the same way as page 7-8.

- (1) Without "Web Publication Password"
 - 1) Without E-mail authentication

Click an informed Web Publication Address, and you can upload a file.

2 With E-mail authentication (Authentication with One-time Password)

Access to a URL and get One-time Password after entering your email address in the webpage. You can log in to the folder with the One-time Password and upload a file.

- (2) With "Web Publication Password"
 - ①Without E-mail authentication

Access to an informed URL and enter "Web Publication Password" which is informed by the sender, and you can upload a file.

2With E-mail authentication (Authentication with One-time Password)

Access to an informed URL and enter "Web Publication Password" which is informed by the sender. Get "One-time Password" after entering your email address in the webpage. You can log in to the folder with the One-time Password and upload a file.

	Select Files HTML5 Version
No files to upload	
厚 参照	
Comment	
Ĵ	
Upload Back to List	

Select files to upload with "Add File" and click "Upload". (You can upload files with D&D (Drag and Drop) as well. Please refer to page 3 for switch for upload mode.) Close the browser after the operation.

12.Shared Folder Function

Shared folder function enables users to share the folder with Faculty and Staff with SPS-ID and exchange files freely uploading, downloading and deleting files. Therefore it's effective in exchanging files between departments and editting files in the committee.

Don't you hace any cases that attached files come and go for revision or amendment of application documents? There is an oppression of mail server capacity due to the attached files for transceiving in this case. If you use the shared folder function, the capacity of the server will be saved because all we should do is to contact that the files are updated.

Also, we can share the folder specifying users and we can receive and deliver the files secure by incoming folder function without setting password in folder.

Explanation movie

http://www.iimc.kyoto-u.ac.jp/services/mail/kumail_fsv/2660e9a87081e4603e5a61cf775ebbe2 .mp4

How to set a shared folder(1)

①Check a folder you want to share

2Click "Shared floder"

③In the Shared folder screen, enter KUMail address of the person you want to share with and "Search"

*Search by username is not available.

⇒Find a user and "Add"

*Mailing list Unavailable

*Non-SPS-ID user Unavailable

*Limited SPS-ID user for Financial Accounting System Unavailable

(4) After adding all users and click "Create".

- Adding users later is also available.
- You can't delete a shared folder.

(In case of deleting it, stop sharing and delete it.)

┣₀ 新規フォルダ 🚯 アップロ	ード 🕚 一括ダウンロード 🛐 ファイル操作 👻 🌐 共有設定 👻
名前へ	Web公開
🦳 🏹 e-Learing研修支援サー	ビス 受取フォルダ
test	大有フォルダ
test3	
🔲 🏹 アンケートシステム	
📄 🏹 全学機構ガイダンス関係	
P Hatest	
💙 移動	
🔽 コピー	
前前	マニュアル
● 一括ダウンロード	学生証関係
() Web公開	[申請
受取フォルダ指定	
📷 共有フォルダ	人态付重
WebリンクURLを表示	
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	

	^
共有元 TOP 〉	
ユーザー検索	
メールアドレスを入力してください。	
検索	<u>8.3</u>
アクセス可能なユーザー	
アクセス可能なユーザーが登録されておりません	Ú.
作成	
作成	
作成	

Please tell the authentication users about a shared folder by telephone or email etc. (Notification function is unavailable.)

*Notification function in the manual of Help is unavailable.

How to set a shared folder(2)

①Click "Details" of a folder you want to share

- **2**Click "Shared Folder Setting"
 - \Rightarrow In the Shared Folder Setting screen, register authentication users.



A shared folder is displayed in the folder list of an authentication user's KUMail Storage. (Creator's name is displayed after the folder name.)

Stop sharing etc.

Check a folder you want to stop and click "Details" in the right side.

The following details screen is displayed. (Only shared folder creator can use the following functions.)



13. (Ref1 : Useful function) Address book

奈东都大学	Address List		
Home	Add 🛃 Add 🤅	Group 🖳 Import 🔃 Export	
My Folder	Name	Furigana 🔨	Mail Address
File Search			The address registered does not exist.
Web Publication Management			
Delivery Folder Management Shared Folder Management		 Choose "Addre You can add er 	ess book" mail addresses with "Add"
Address book			

14. (Ref 2: Useful function) Synchronize between the client PC and KUMail Storage folders

It is recommended for users who frequently use this service to synchronize between the client PC and KUMail Storage folders.

Delivery Folder	ECS-ID申請書受取フォルダ	
Shared Folder	🔲 🍡 ECS-ID申請(名誉教授)	
Management	ECS-ID通知書のみ	
Address book	ECS-ID通知書受取用	
	ECS-ID通知書等受領	
	🔲 🎦 ECS-ID(学生アカウント)関係	
	🔲 🍢 H27全学機構ガイダンス(大学院生向け)	
	── H27支援機構ガイダンス資料	
	🔲 📷 ICカード関係	
	□ ID二重発行	
	□ ID二重発行 <確認用>	
	ID通	
	(1) Choose "Client Download	ud"
Client Download	🗌 📔 KUINS與建業有	
		@Click "Download" to
		get" proselfclient.exe"
S Downloa	ad Client	
Downloa	d Proself Client	Download
Vou con	download from boro and install Propolf	Client if you have not
You can o		Client, il you nave not
installed	yet.	
*Proself (Client can be used only since Windows	Vista.
Downloa	d Client Configuration File	Download
	5	



Proself Client - InstallShield Wiza 同期ツールオプション	rd			×
同期ツールインストール時のオン	クションを選択してください。	>		
☑同期ツールをスタートアップは	登録する			
InstallShield		< 戻る(B)	次へ (N)>	キャンセル











ログイン ログイン	
ユーザル:	⑦ Double click the folder with your
パスワード:	SPS-ID and log in with your SPS-ID and
OK キャンセル	the password.



15. (Ref 3 : Useful function) Set File Expiry Date / Set Folder Expiry Date

Allows setting an expiry date for a file or folder stored.

When the specified expiry date is reached, the file or folder is automatically deleted.

Clicking the pen icon next to File Expiry Date or Folder Expiry Date shows a dialog. Make changes as appropriate, then click the "Set" button.

Proself					🕨 🌲 User1 👻
1.1GB/45GB used		ration 👻 🌐 Web Publication			II Q 🕖
A Home	Name ^			Created Date	09/09/2020 15:40:28 ^
ette stat	Parent Folder		^	Modified Date	07/18/2019 14:10:26
File List				Uploaded Date	09/09/2020 15:40:28
🔶 Favorite	wordA-renamed.docx	Set File Expiry Date		Attribute	None 🎤
E File Search		File Expiry Date		Expiry Date to reserve	\frown
剩 Send File				File Expiry Date	//
File Receive				MD5	
🕞 Template List				Comment	1844ea9e378709bd0b1
Web Publication Management		Set		comment	

The Set File/Folder Expiry Date dialog

The following describes each setting.

Setting name	Description
File Expiry Date /	When checked, you can specify a date. Unchecking the
Folder Expiry Date	box removes the time limit.
	Note: Administrator settings can prevent unchecking
	this box.

If an expiry date is set, the attributes in the File List show an alarm clock icon.

Proself			۱.	🔔 User1 👻
1.1GB/45GB used	🔺 🍗 Create Folder 🚯 Upload 🛐 File Operation 👻 🌐 Web Publication			II Q 🕖
📌 Home	Name ^	Size	Modified Date	Attribute
File List	Parent Folder			^
🔶 Favorite	wordA-renamed.docx	14KB	07/18/2019 14:10:20	Q
E File Search				

The File List screen