

KUMail Storage Service User Manual

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

京都大学
KYOTO UNIVERSITY

■ユーザーID

■パスワード

ログイン

Powered by Proself Ver.5

Login with SPS-ID and the password

※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.

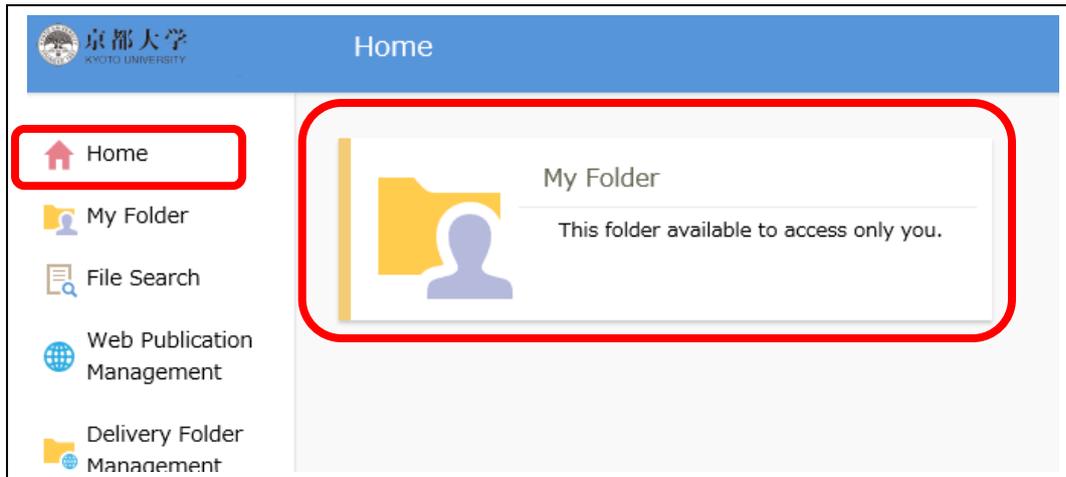
- You can share several files by using these functions.

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 SPS-ID.

- Each users get users' folders(2GB).
- You can share several files safely with researchers by several security measures (authenticating mails and protecting password).

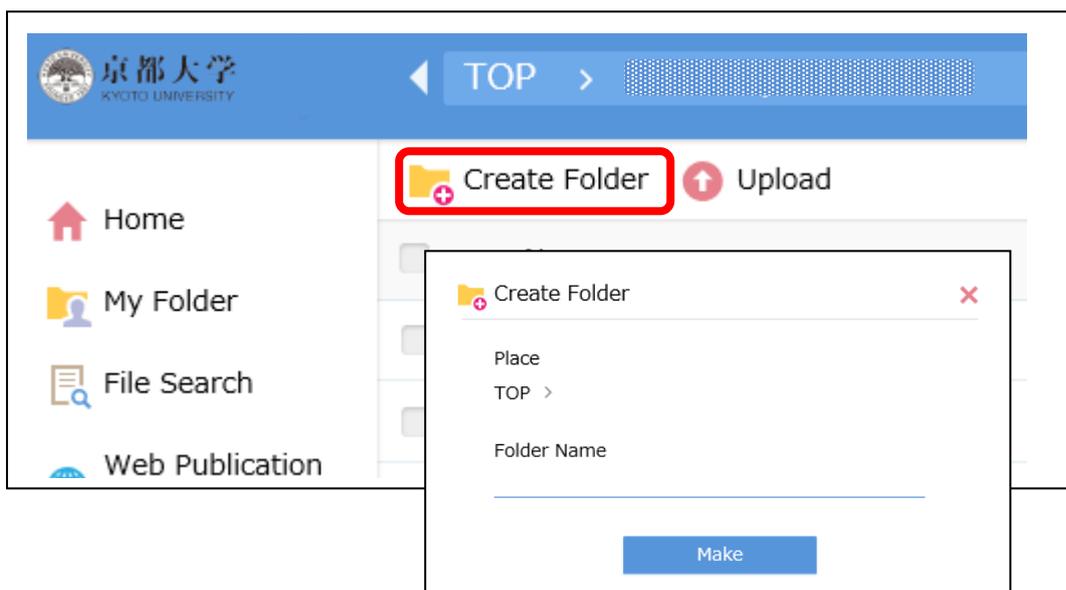
3. Access to My Folder

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



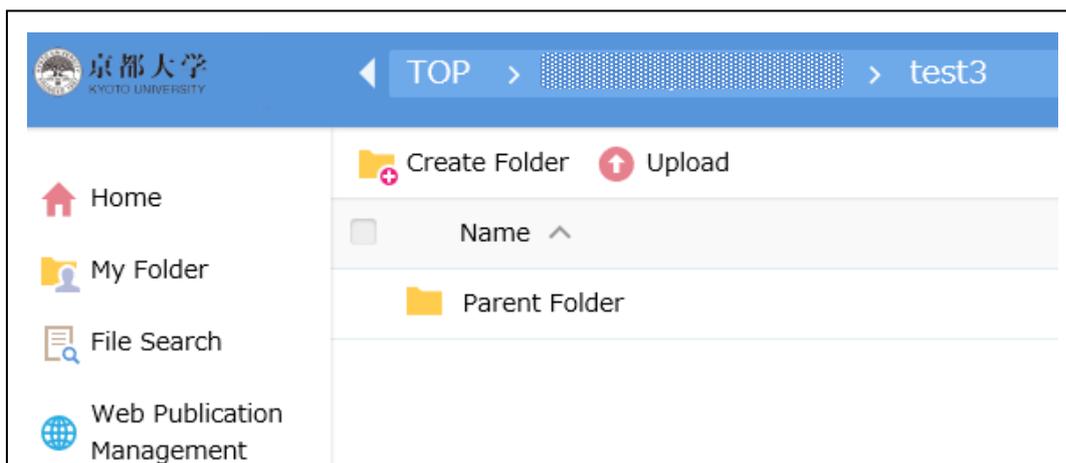
4. Create a folder

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



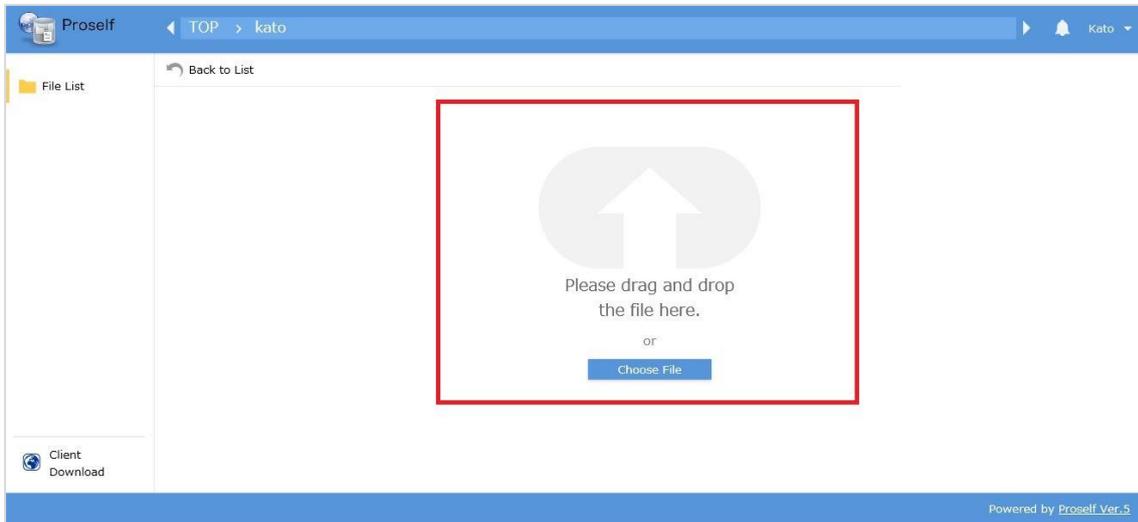
5. Upload a file

Open a folder to upload a file and click “Upload” .

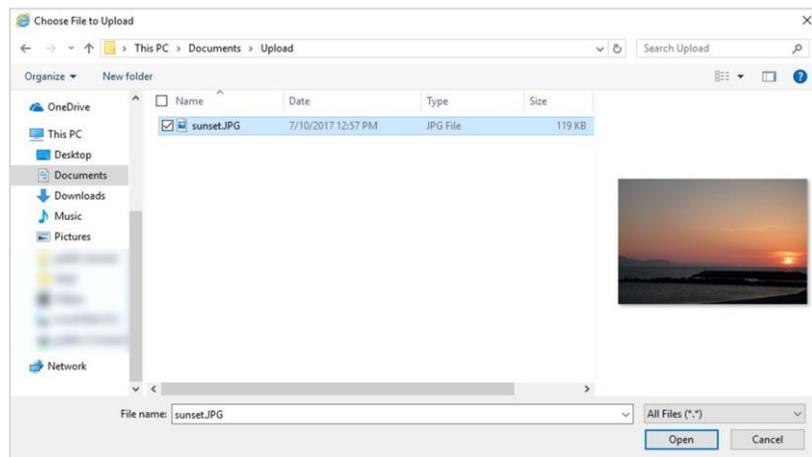


Clicking “Upload” causes the following screen to be displayed.

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



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



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

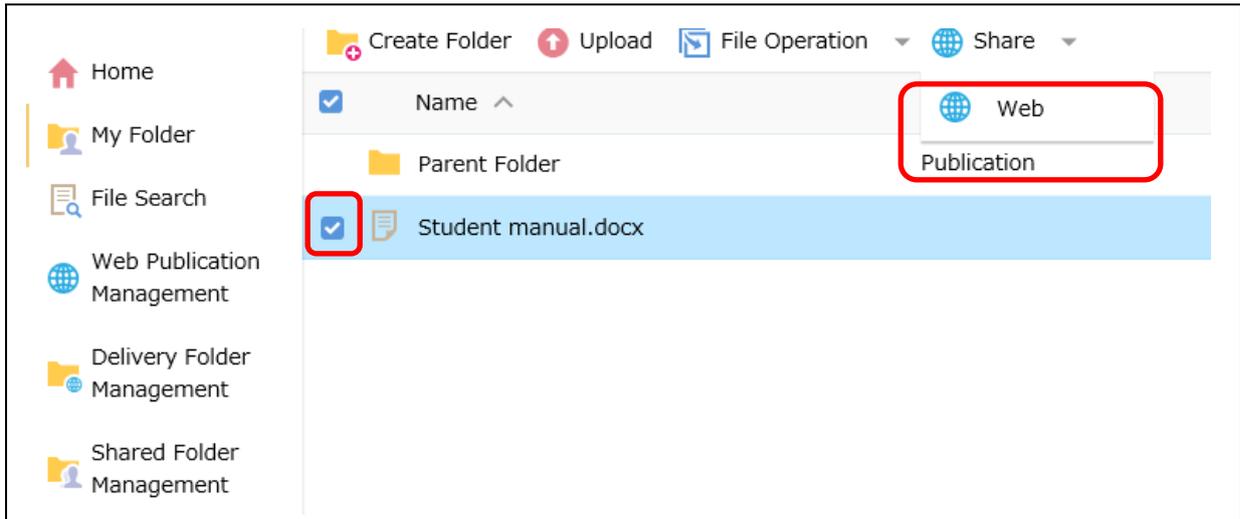
6. Web Publication setting (in case of file sharing)

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

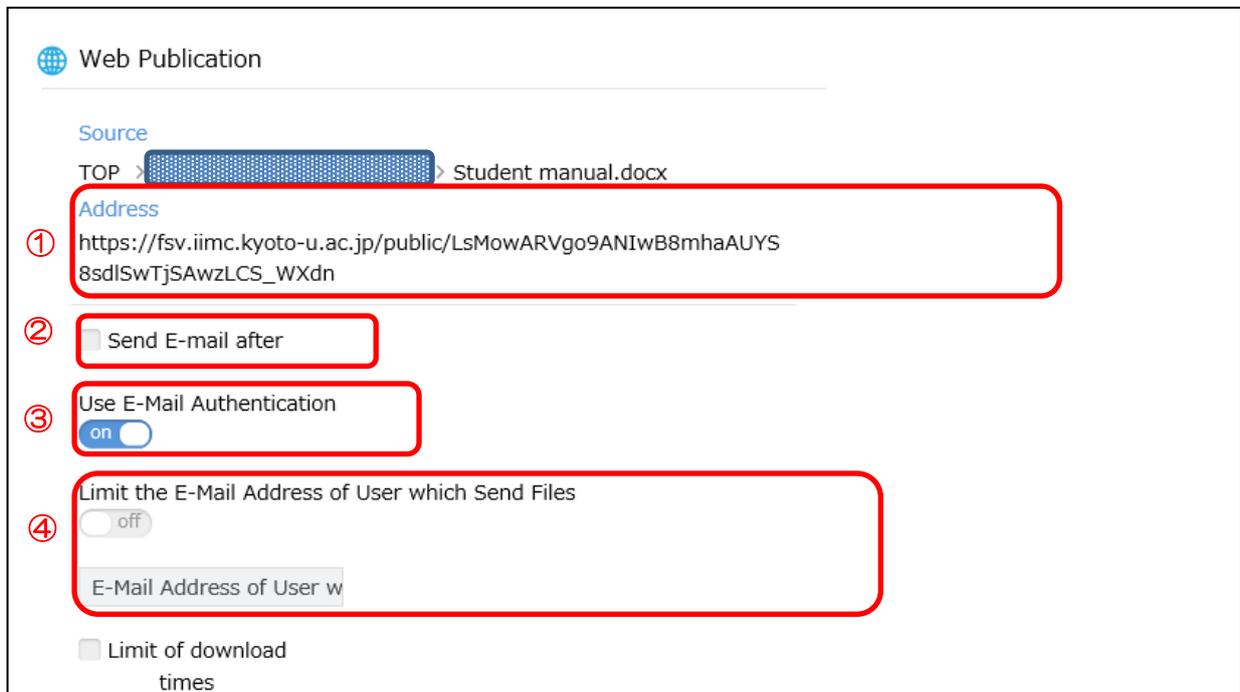
When you check the box of a file to make public, “Share” will appear on the top screen, so click “Web Publication” .

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.



Web Publication setting



- 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.

⑤ 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 download

Public Comment

Create

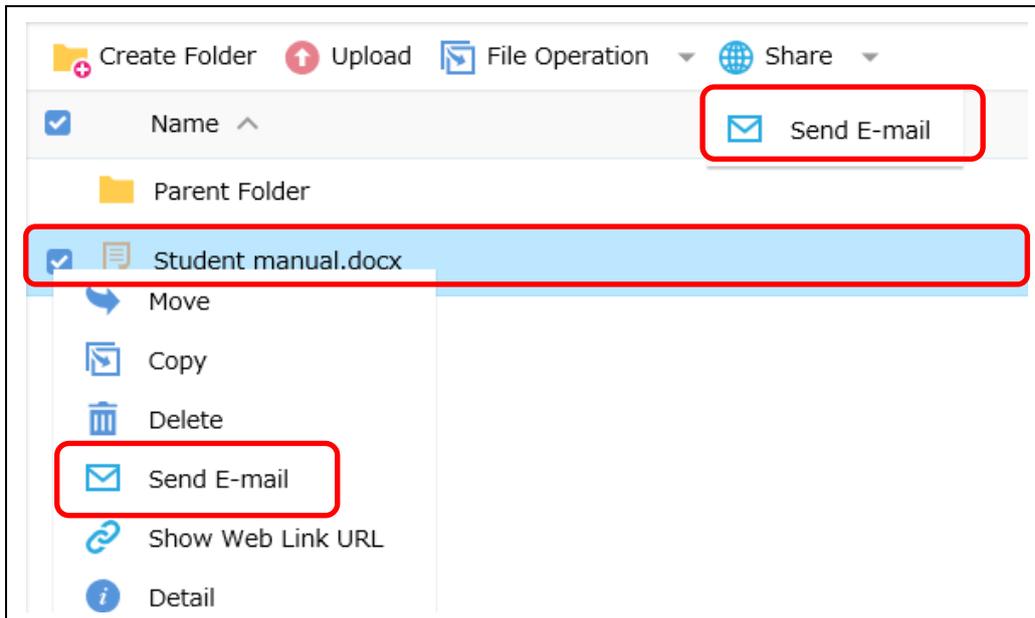
- ⑤ Files will be made public until web publication is stopped when web publication expiry date is not set.
- ⑥ Web publication password is not automatically notified a receiver by email. Inform it by yourself.
- ⑦ You can receive an email which notifies the completion of downloading files.

***4 ways of setting web publication password**

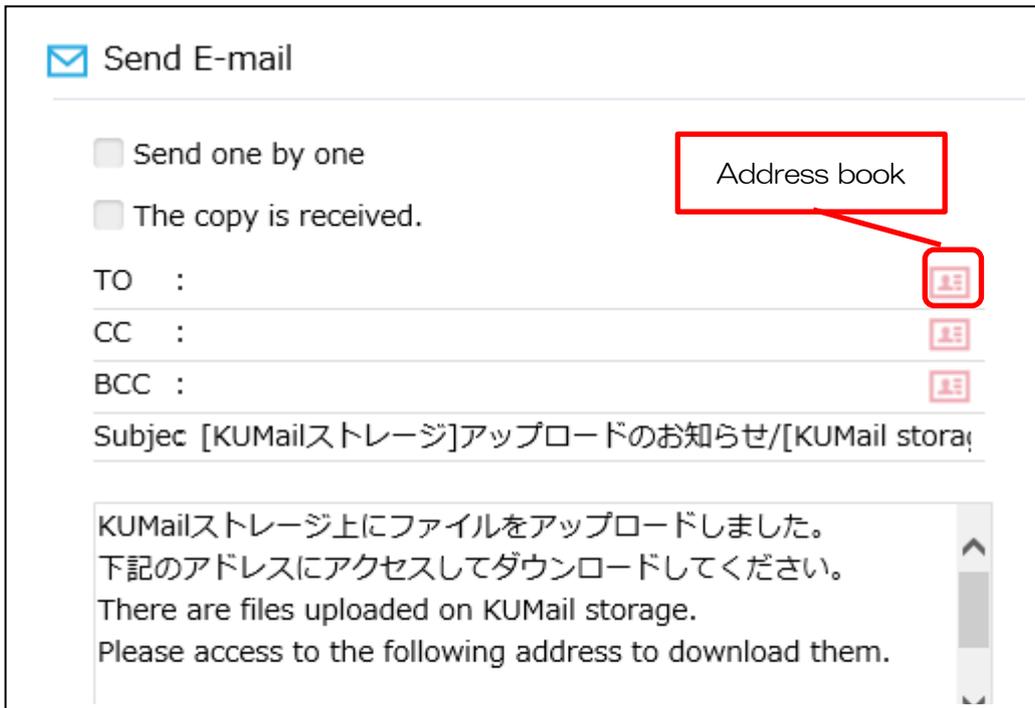
Setting and Security Level		Sender operation	Receiver operation
Low High	No setting	Inform a URL to receiver	Access to the URL and download it
	Web Publication Password	Inform a URL and Web Publication Password	Access to the URL and download the file by entering Web Publication Password
	E-mail authentication	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.
	Web Publication Password + E-mail authentication	Inform a URL and Web 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.

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” .



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



Destination (TO/CC/BCC)

Enter a destination email address. You can enter directly or choose it from the Address book.

Subject

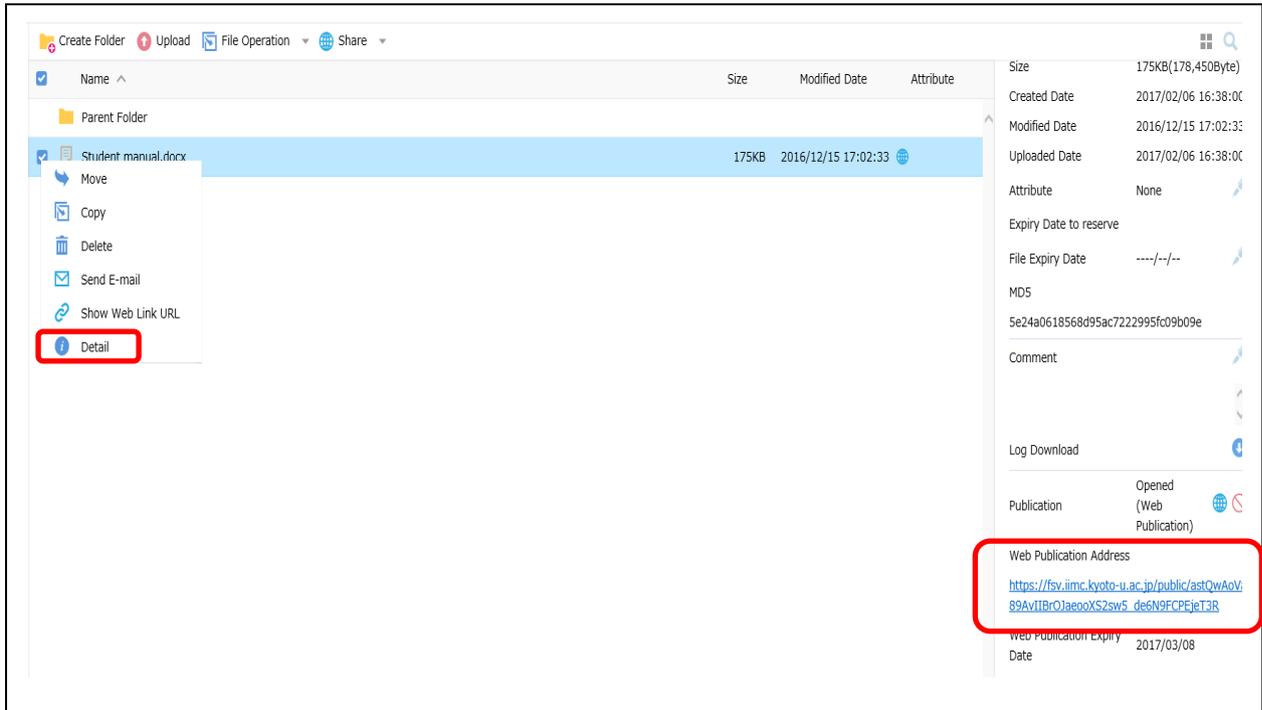
Enter a subject of email

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.



8. Download a file

(1) Without “Web Publication Password”

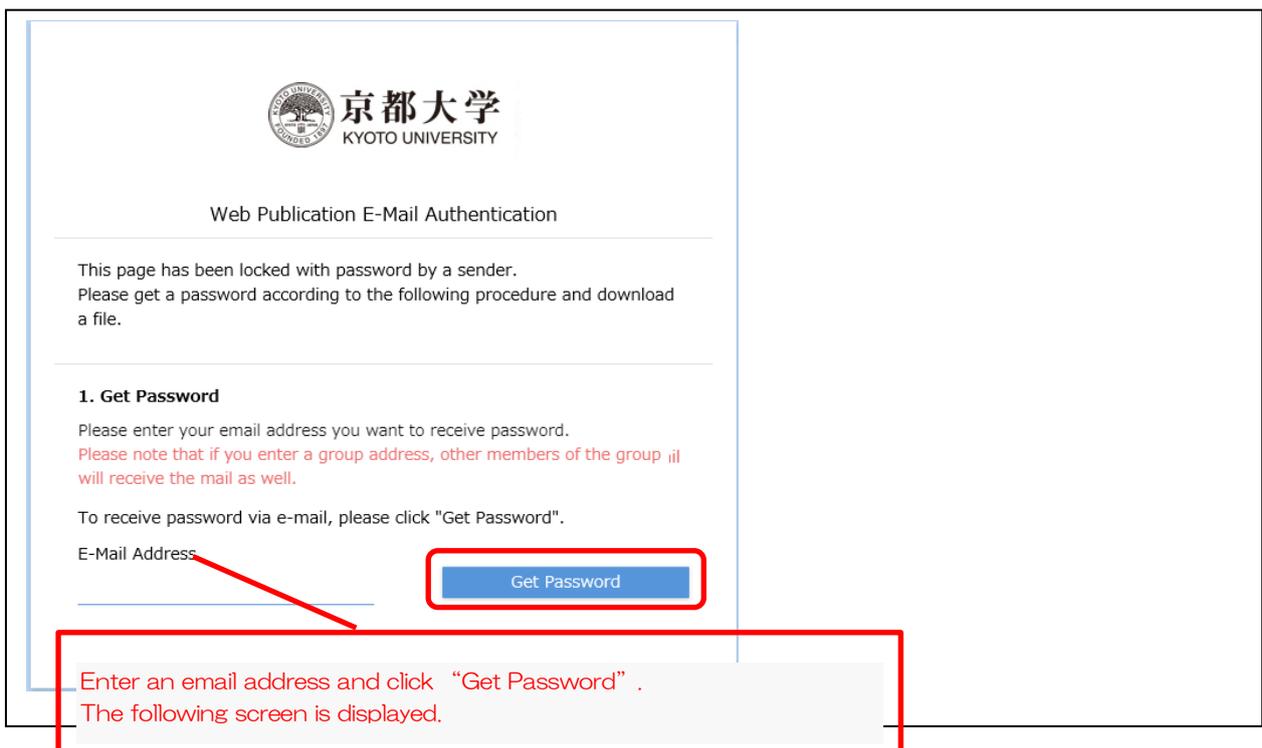
① Without E-mail authentication

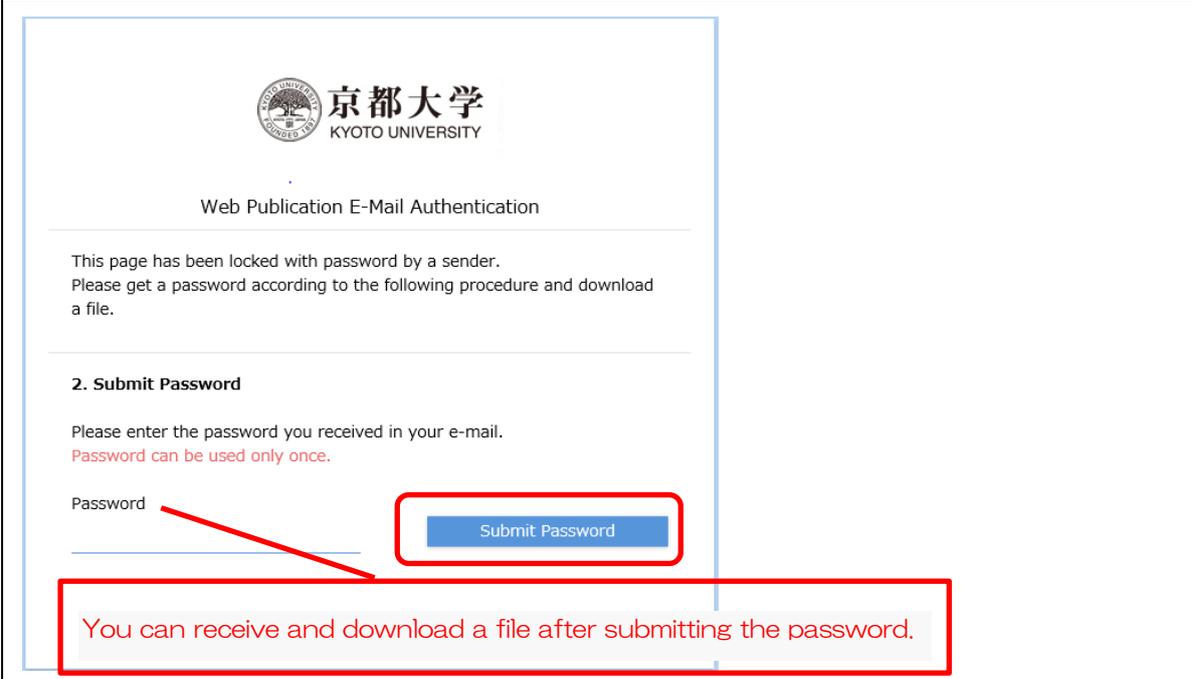
Click an informed Web Publication Address, and you can access to a file.

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

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

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






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Web Publication E-Mail Authentication

This page has been locked with password by a sender.
Please get a password according to the following procedure and download a file.

2. Submit Password

Please enter the password you received in your e-mail.
Password can be used only once.

Password

You can receive and download a file after submitting the password.

(2) With “Web Publication Password”

① Without 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.



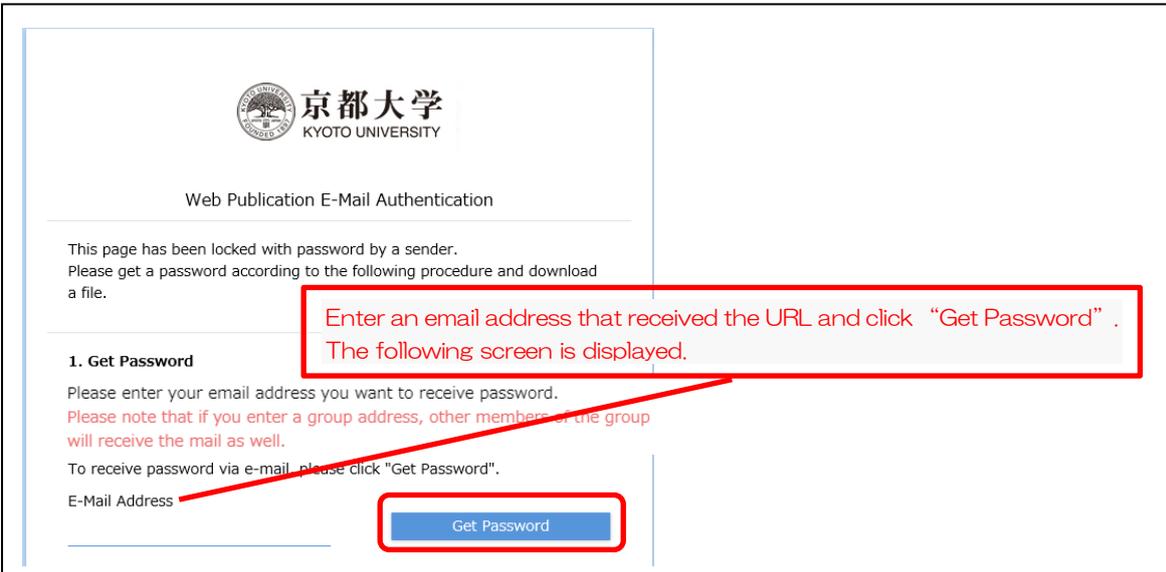

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Login

* Password

② With 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 ②With E-mail authentication in (1) Without “Web Publication Password” .




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Web Publication E-Mail Authentication

This page has been locked with password by a sender.
Please get a password according to the following procedure and download a file.

1. Get Password

Please enter your email address you want to receive password.
Please note that if you enter a group address, other members of the group will receive the mail as well.

To receive password via e-mail, please click "Get Password".

E-Mail Address

Enter an email address that received the URL and click "Get Password" .
The following screen is displayed.



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Web Publication E-Mail Authentication

This page has been locked with password by a sender.
Please get a password according to the following procedure and download a file.

2. Submit Password

Please enter the password you received in your e-mail.
Password can be used only once.

Password

[Get password again](#)

checkbox, users accessing the delivery folder 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.

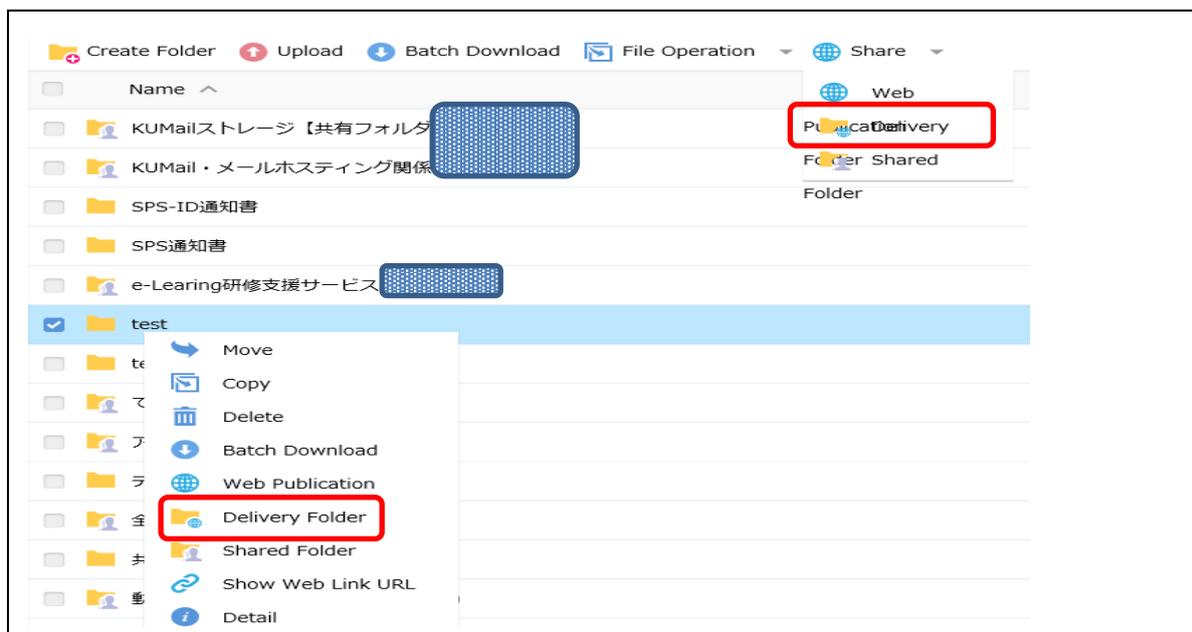
There are chances using the capacity of the incoming box to receive tons of mails with the attached files from administrative headoffice to department or from administrative office to teaching staffs in inquiries. In using this function, users can get files without any oppression in incoming box.

Explanation movie

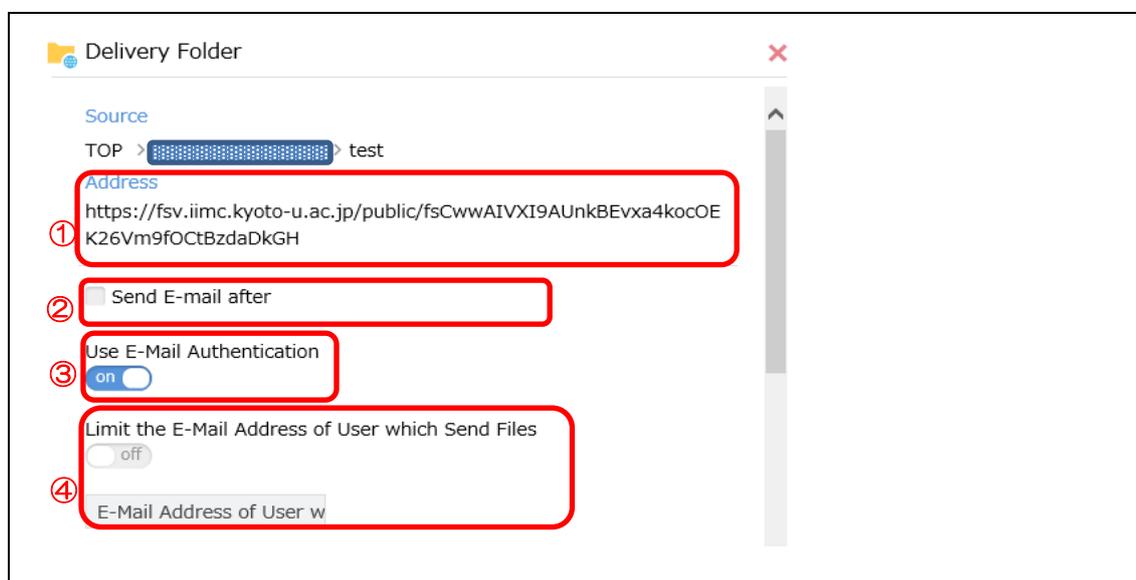
http://www.iimc.kyoto-u.ac.jp/services/mail/kumail_fsv/7034e34b25de454daa6eb6f05a5b9804.mp4

Designation of Delivery Folder

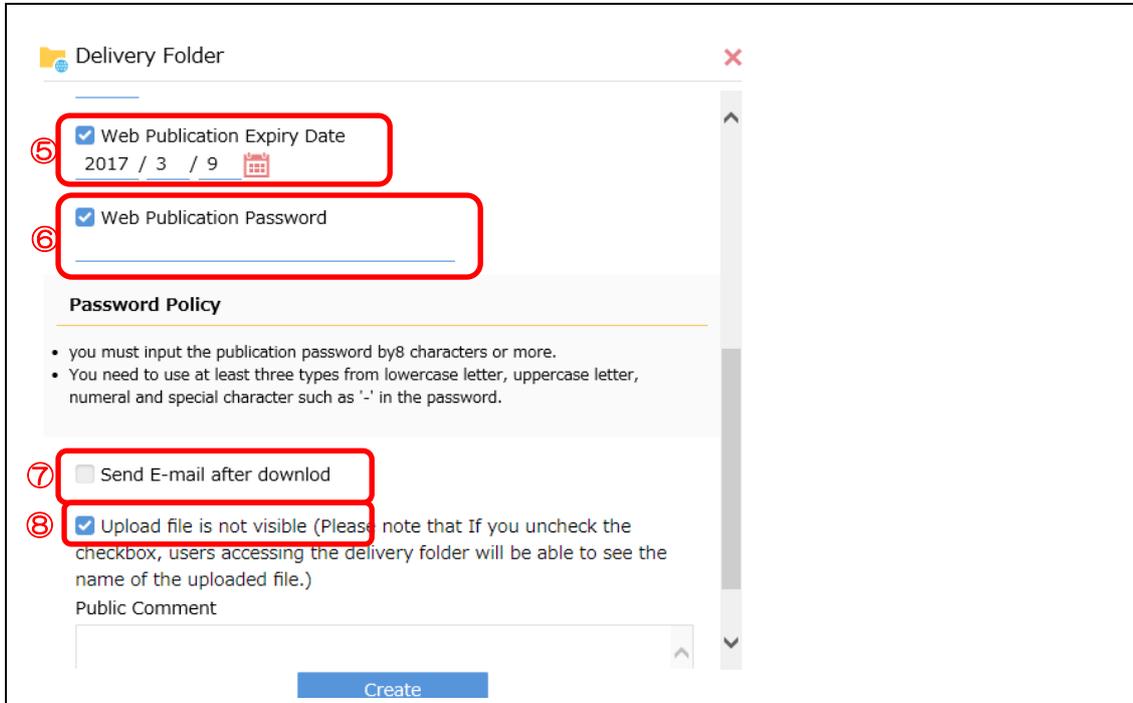
Check the box of a folder that you want to use as “Delivery Folder” and choose “Delivery Folder” by right-click or from “Share” at the top screen.



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.



- 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.
- ⑦ You can receive an email which notifies the completion of uploading files.
- ⑧ If you check the box of “Upload file is not visible” , Everyone can’ t see uploaded files(only you can do is uploading).

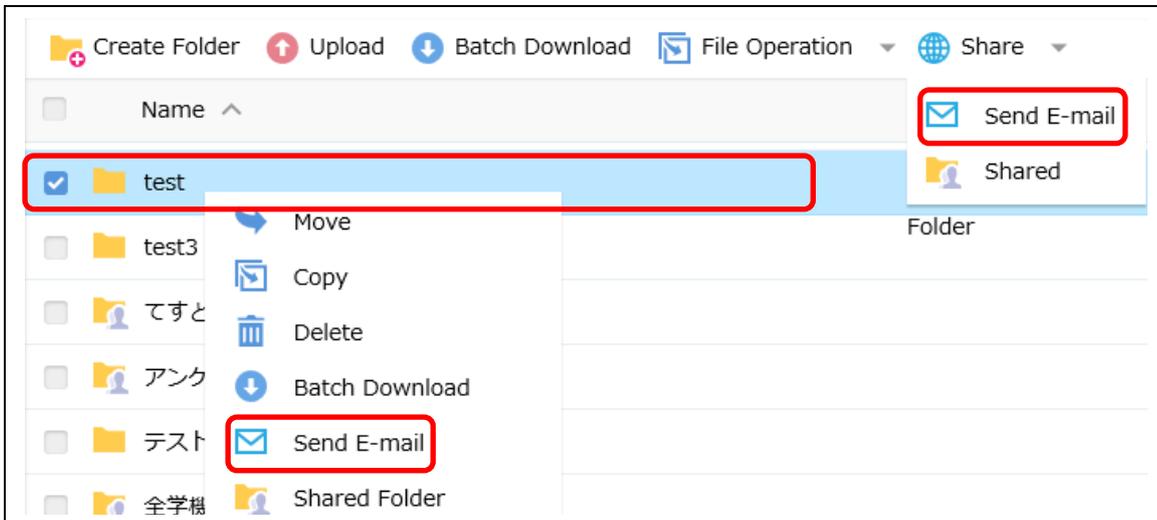
***4 ways of setting web publication password**

Setting and Security Level		Sender operation	Receiver operation
Low 	No setting	Inform a URL to receiver	Access to the URL and upload a file
	Web Publication Password	Inform a URL and Web Publication Password	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 Web Publication Password	Access to the URL and enter Web Publication Password. Then get One-time Password by entering receiver’ s email address and upload a file.

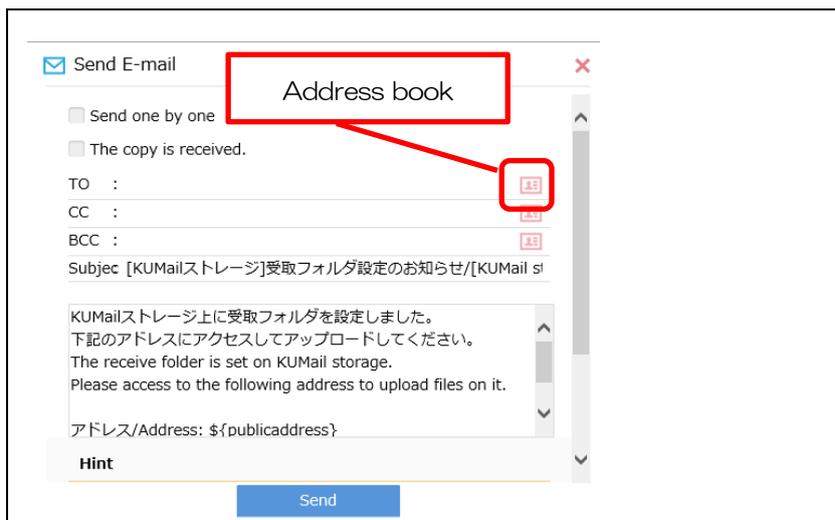
The way of informing URL (Web Publication Address) is the same as page6-7.

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” .



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



Destination (TO/CC/BCC)

Enter a destination email address. You can enter directly or choose it from the Address book.

Subject

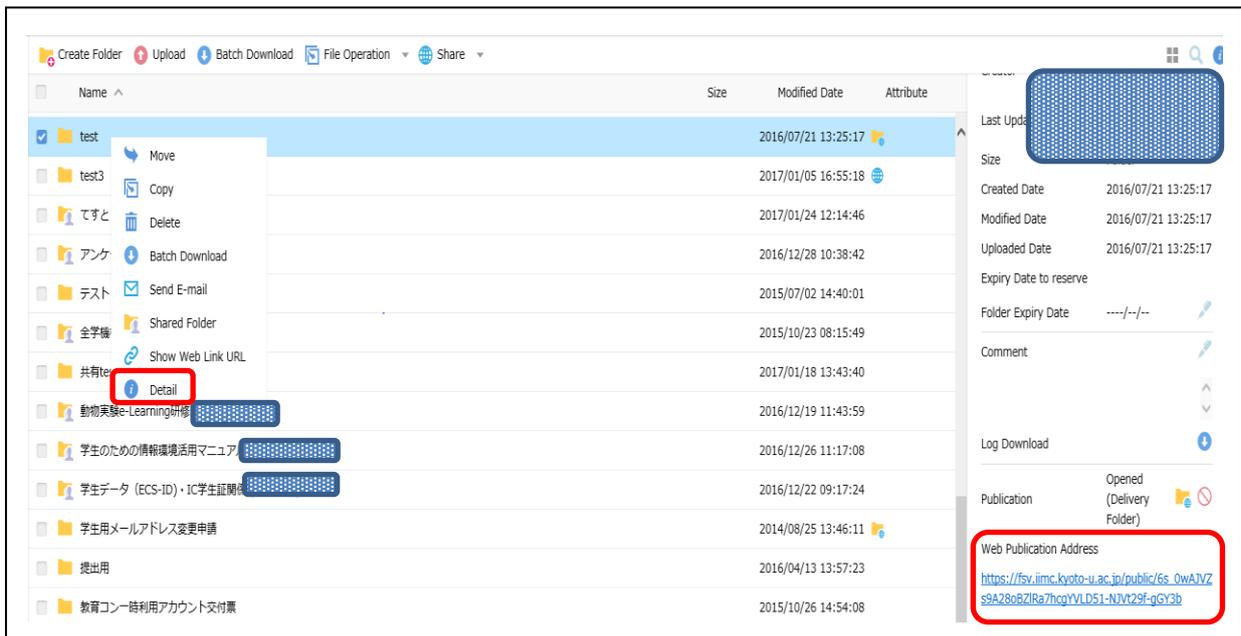
Enter a subject of email

Text

Enter the text. Web Publication Address is included in the text in advance.

(Another way to inform)

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



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”

①Without E-mail authentication

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

②With 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 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 editing files in the committee.

Don't you have 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 folder”
- 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

- ④After 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.)



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

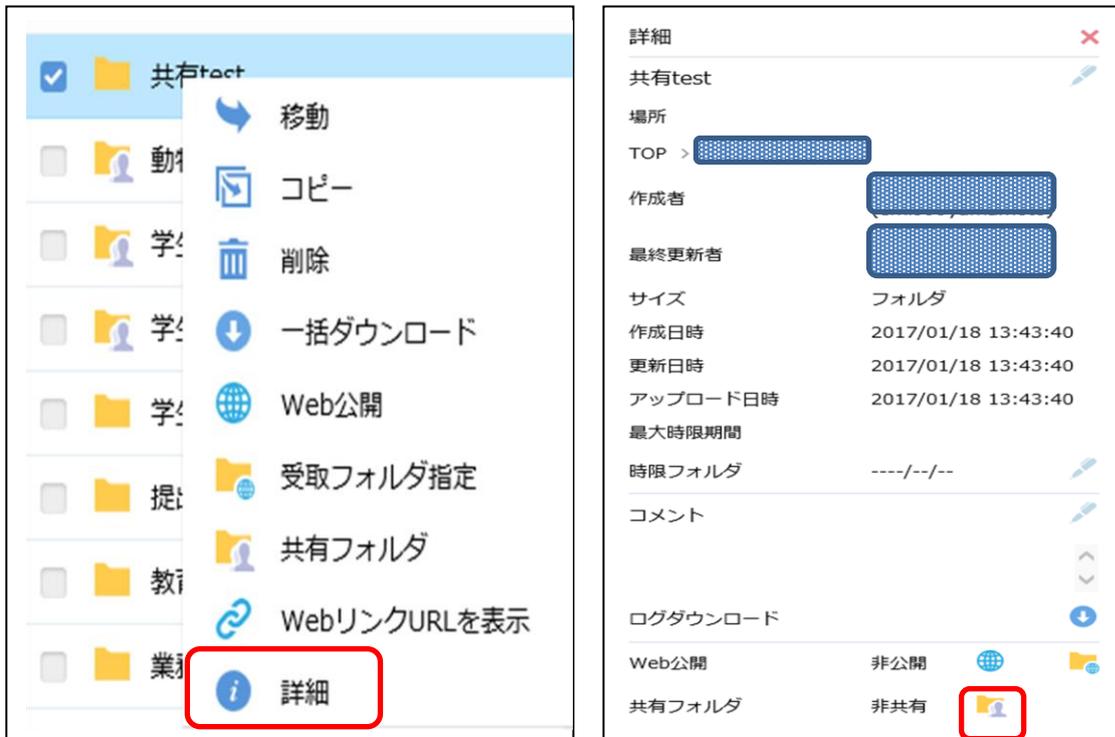
※Notification function in the manual of Help is unavailable.

How to set a shared folder(2)

①Click “Details” of a folder you want to share

②Click “Shared Folder Setting”

⇒ 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.

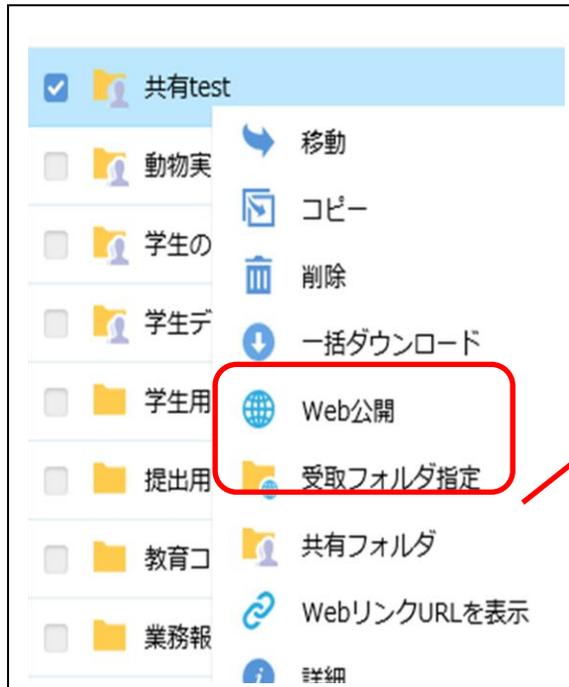
Check a folder you want to stop and click “Details” in the right side.

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



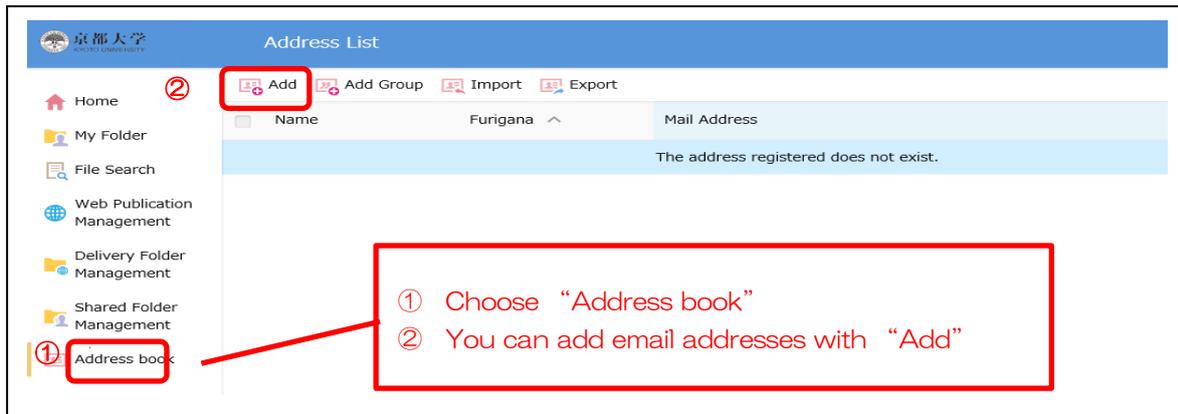
You can check the log of downloading and uploading.

Choose when you want to stop sharing



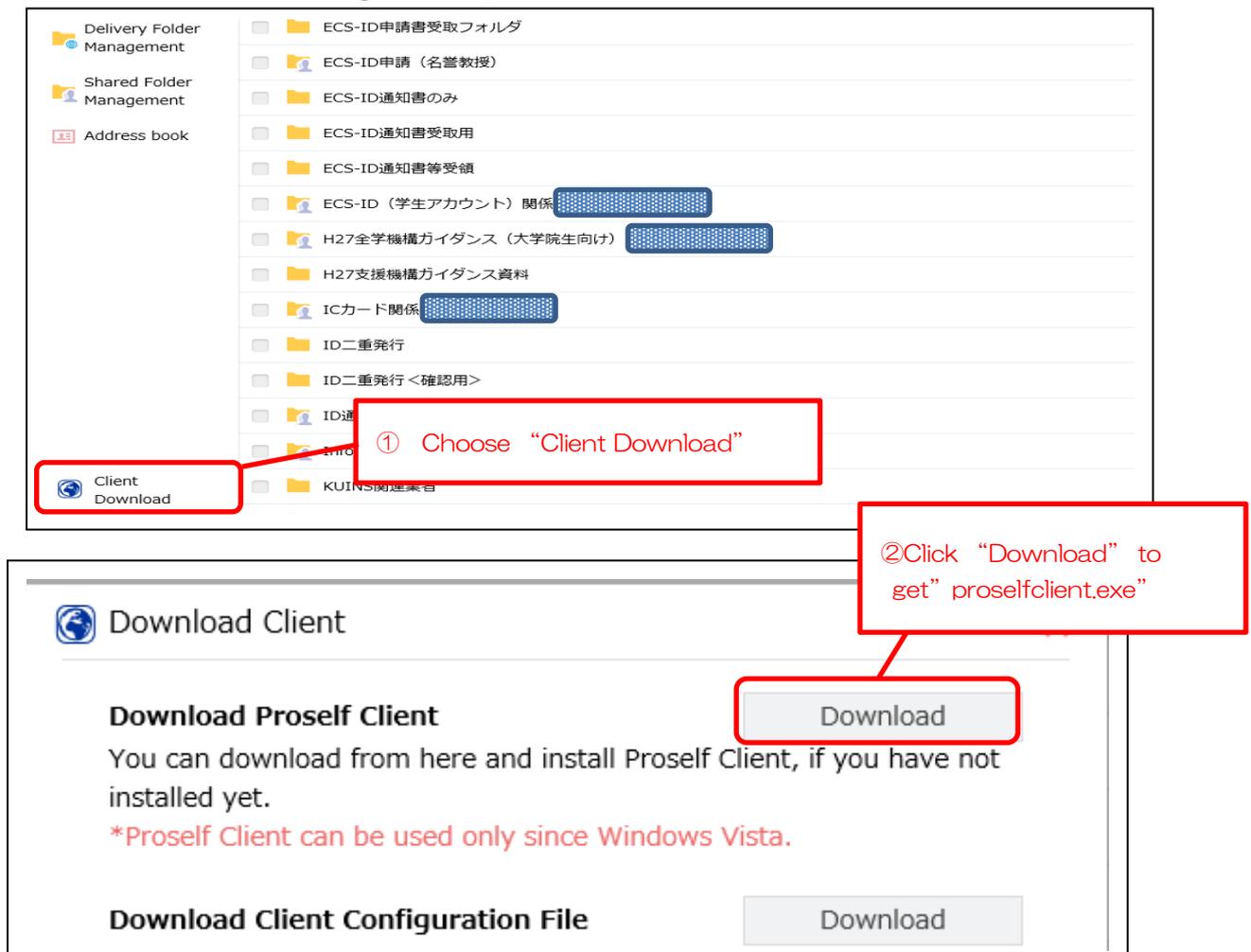
Delivering files is available by telling the URL to the persons on/off-campus who are not registered as an authentication user.
 Download (Web Publication)
 Upload (Receiving Folder)
 Setting both at the same time is unavailable.
 You can't set a receiving folder when the folder is web published. You can't web publish a folder when it is set as a receiving folder.

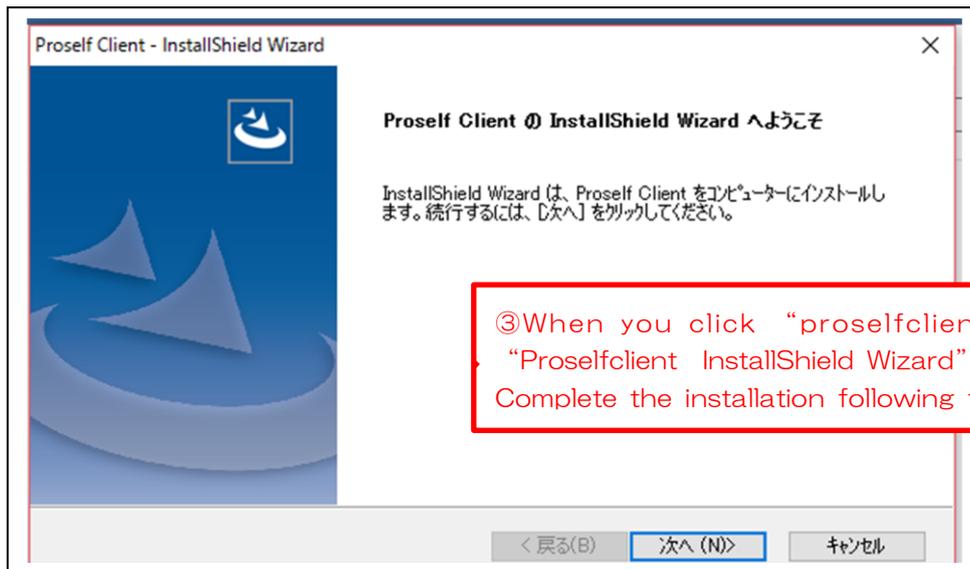
13. (Ref 1 : Useful function) Address book

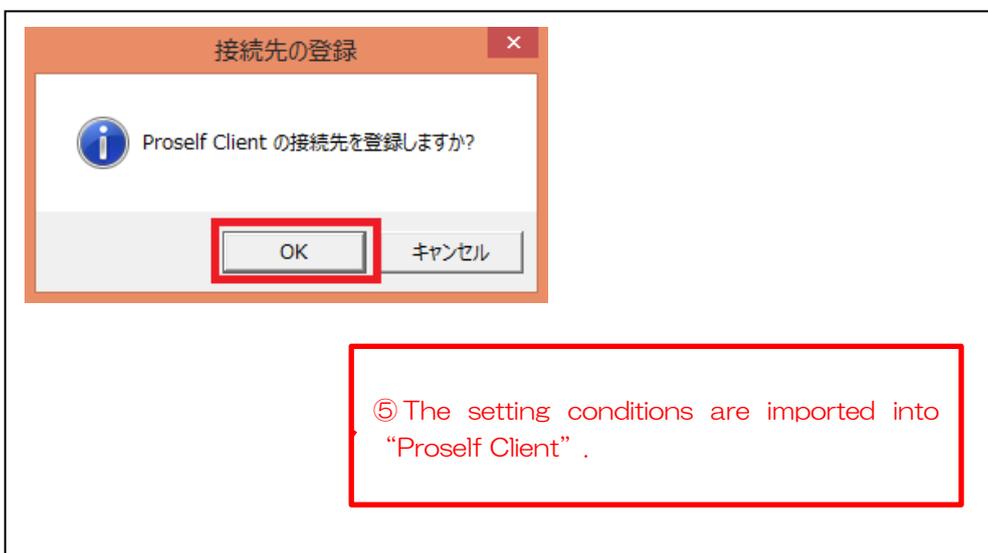
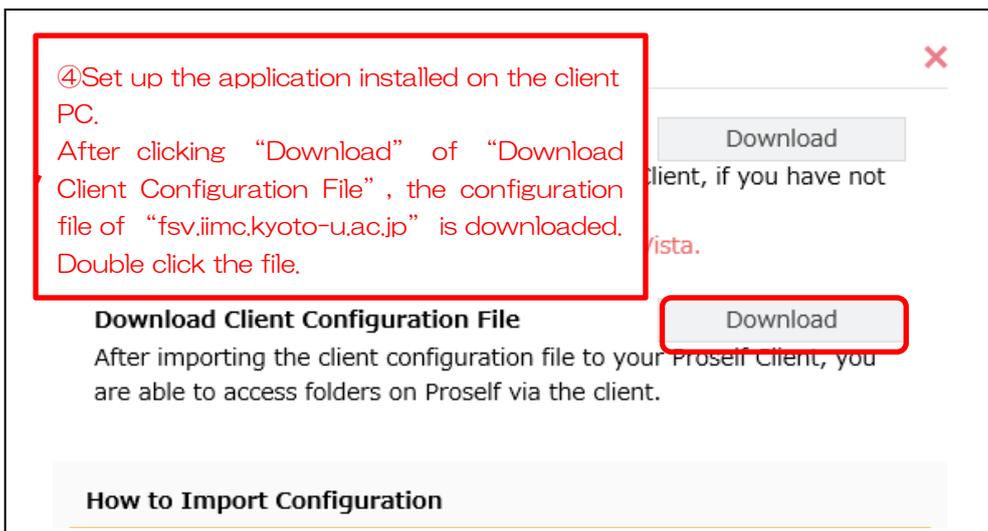
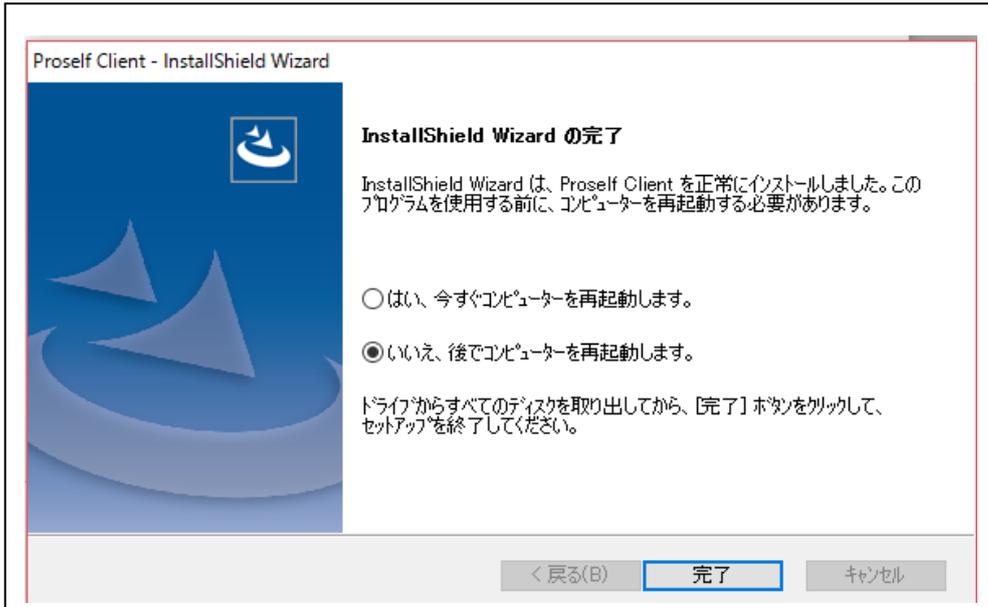


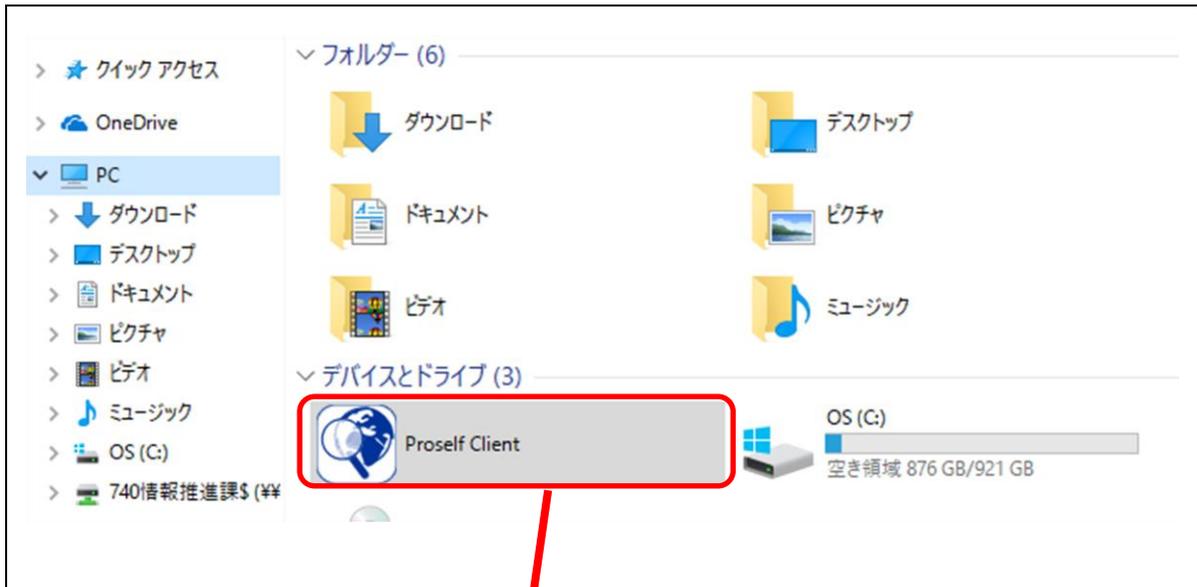
14. (Ref 2 : Useful function) Synchronize between the client PC and KUMail Storage folders

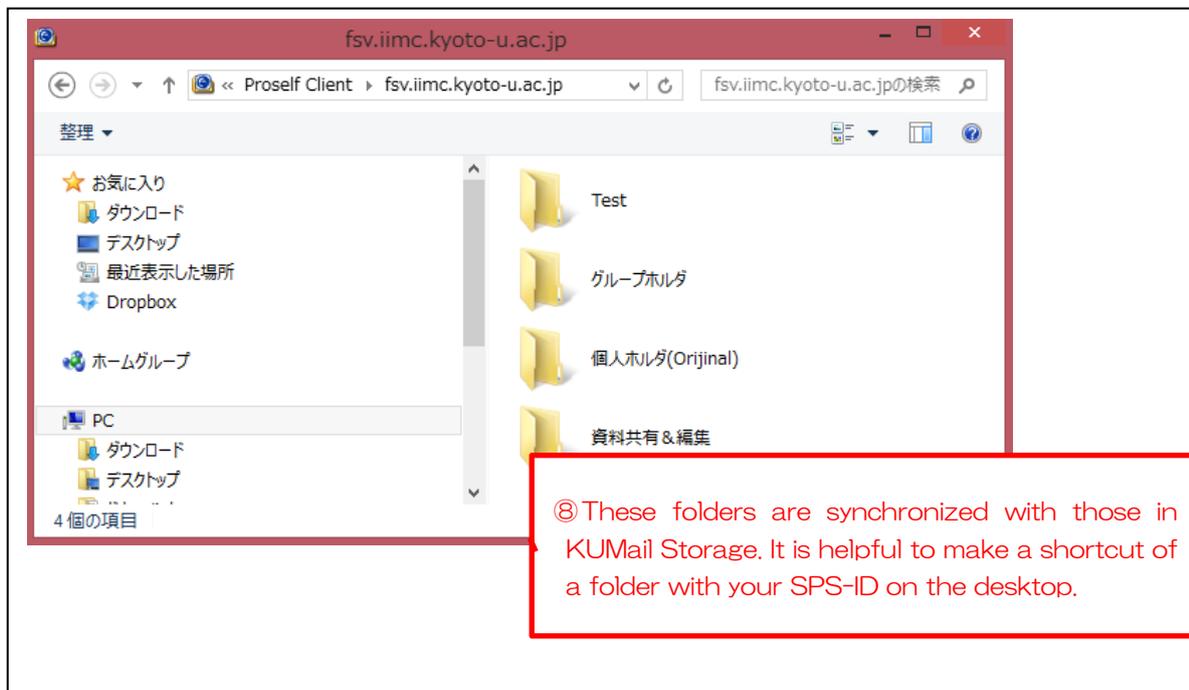
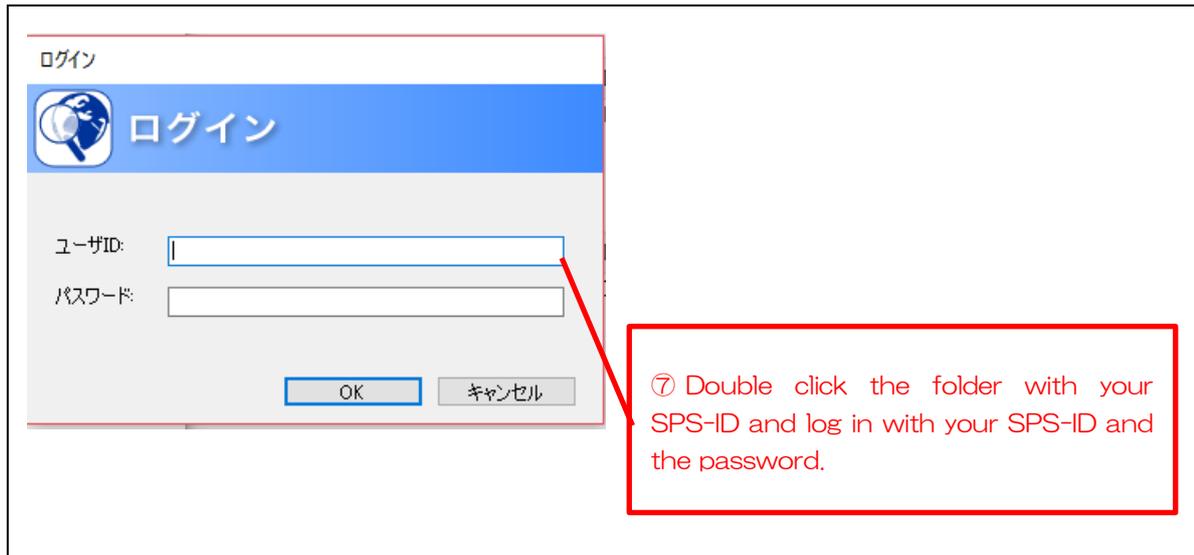
It is recommended for users who frequently use this service to synchronize between the client PC and KUMail Storage folders.









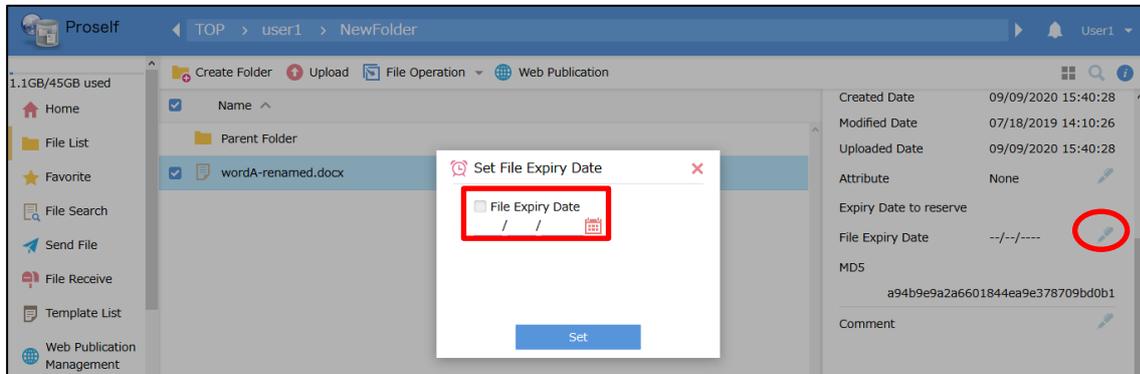


15. (Ref3 : Useful function) Set File Expiry Date / Set Folder Expiry Date

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.

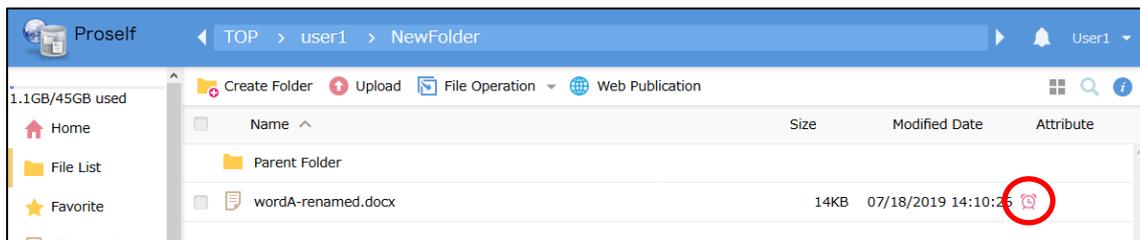


The Set File/Folder Expiry Date dialog

The following describes each setting.

Setting name	Description
File Expiry Date / Folder Expiry Date	When checked, you can specify a date. Unchecking the 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.



The File List screen