



CIIMAR Cloud Storage for all users

CIIMAR has a cloud drive server, also known as box.ciimar.up.pt. This server is like a Dropbox or Onedrive service but also has online editing tools, like Google Docs or Microsoft 365. You can share with internal or external users.

To access this resource, just open a web browser (Chrome, Firefox, Edge or Safari), and write on the URL bar the address <https://box.ciimar.up.pt>



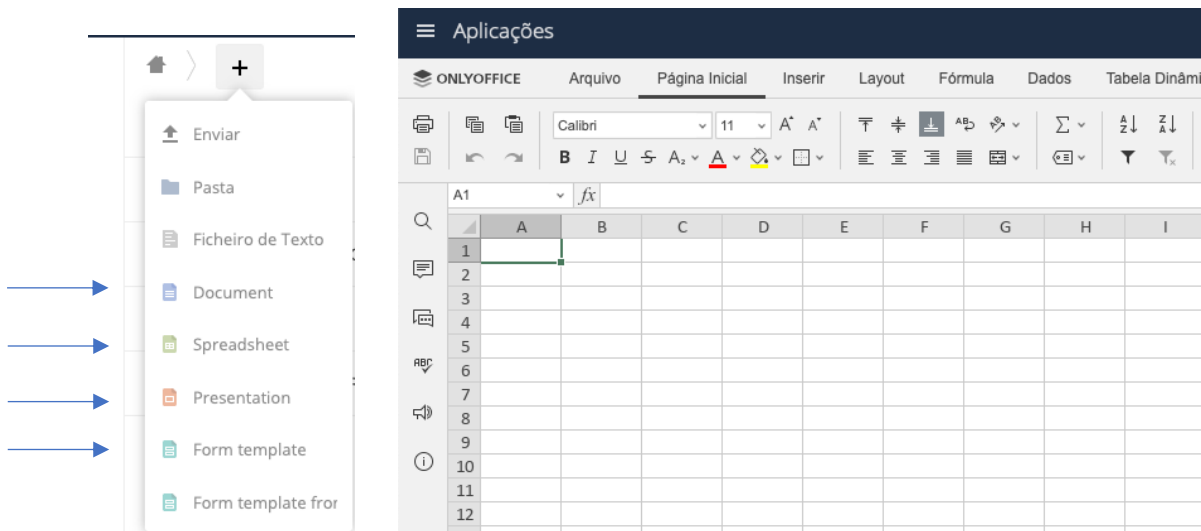
You should use your CIIMAR credentials (only username without @ciimar.up.pt and password) to access this server. Users without a CIIMAR e-mail should use your Human Resources Platform (HRP) credentials.

After the first login, you'll get a popup window with a helpful tutorial to install the optional local sync software (if you like to use those tools, after downloading and installing, in the server address of the app, use <https://box.ciimar.up.pt/owncloud>). If you are already registered in BOX-CIIMAR and want to install the desktop synchronization app, please check the instructions bellow (page 3 and 4).

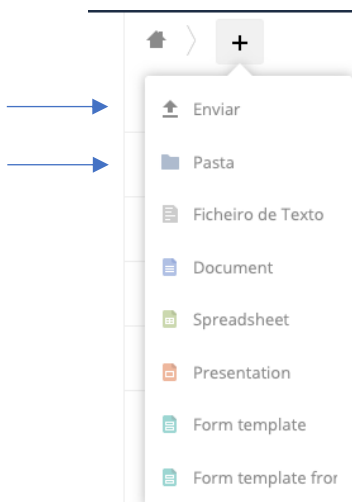
ONLYOFFICE (editing files in BOX-CIIMAR)

To create a new file (docx, xlsx and others), just click on the Plus sign and select the type of file, write the file name and hit Enter.

To open or edit the file, just click on it and the app will automatically load on your browser.

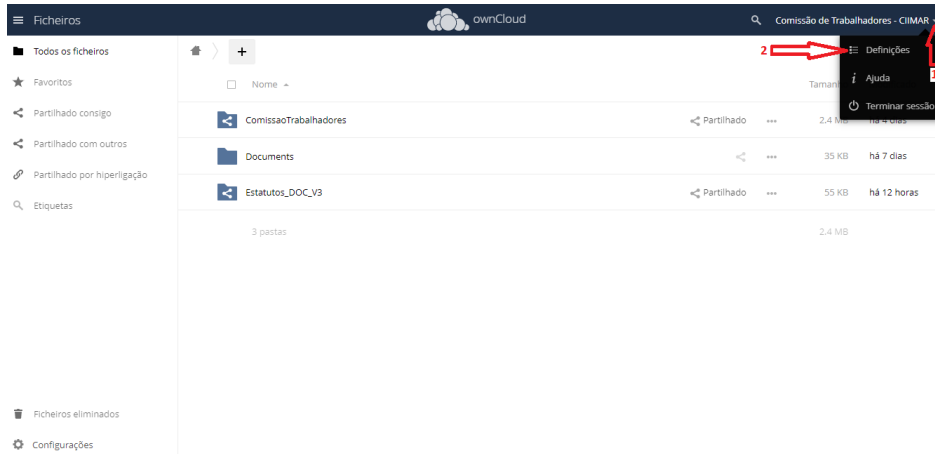


To send files or create folders, click in the Plus image and select the correct option.



OWN CLOUD DESKTOP SYNCHRONIZATION APP

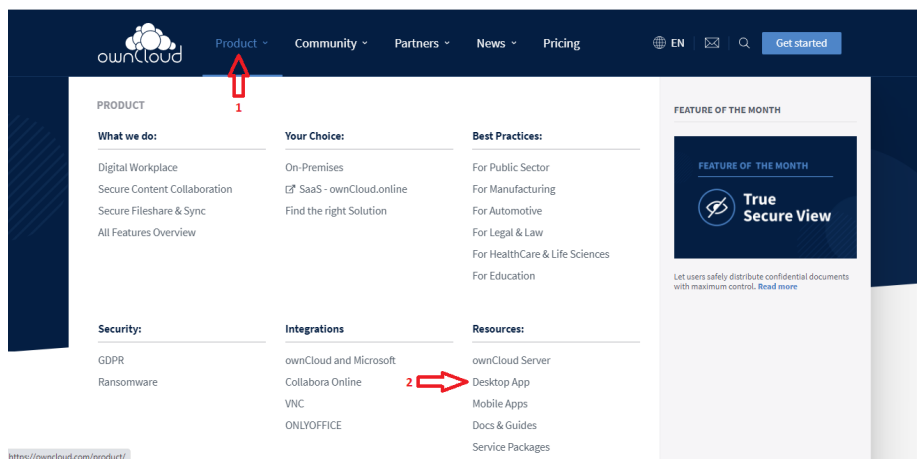
- Step 1 – Click on the down arrow next to your name and select “Definições”.



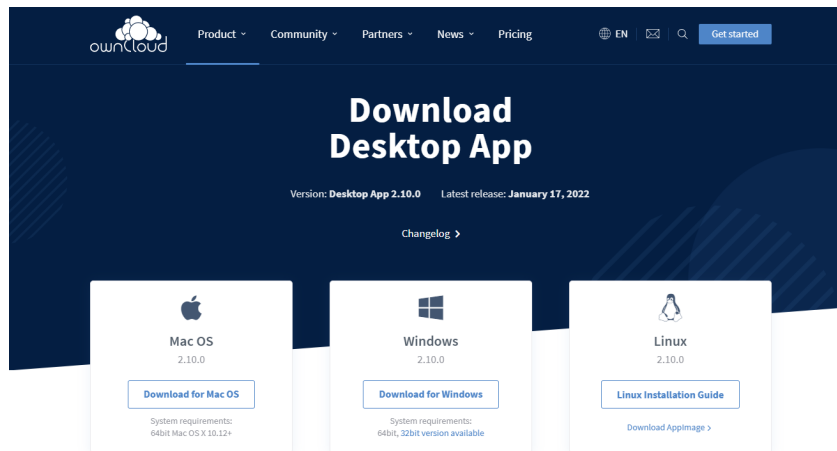
- Step 2 – Scroll down until the end and double click desktop app logo.



- Step 3 – In the Own Cloud page, select “Product” and the option “Desktop App”.



- Step 4 – Select your option, wait for download and install the app in your PC.



- Step 5 – After install, the app will request a server address:
<https://box.ciimar.up.pt/owncloud>
- Step 6 – Insert your credentials and you will have access to the BOX.