



CERNBox quick tutorial for beginners

Use CERNBox to store, access and share your files from any web browser. Anyone who has a CERN NICE account has a CERNBox.

This is a step-by-step tutorial for you to get started with the basics on using CERNBox. This tutorial is being done on a Windows desktop.

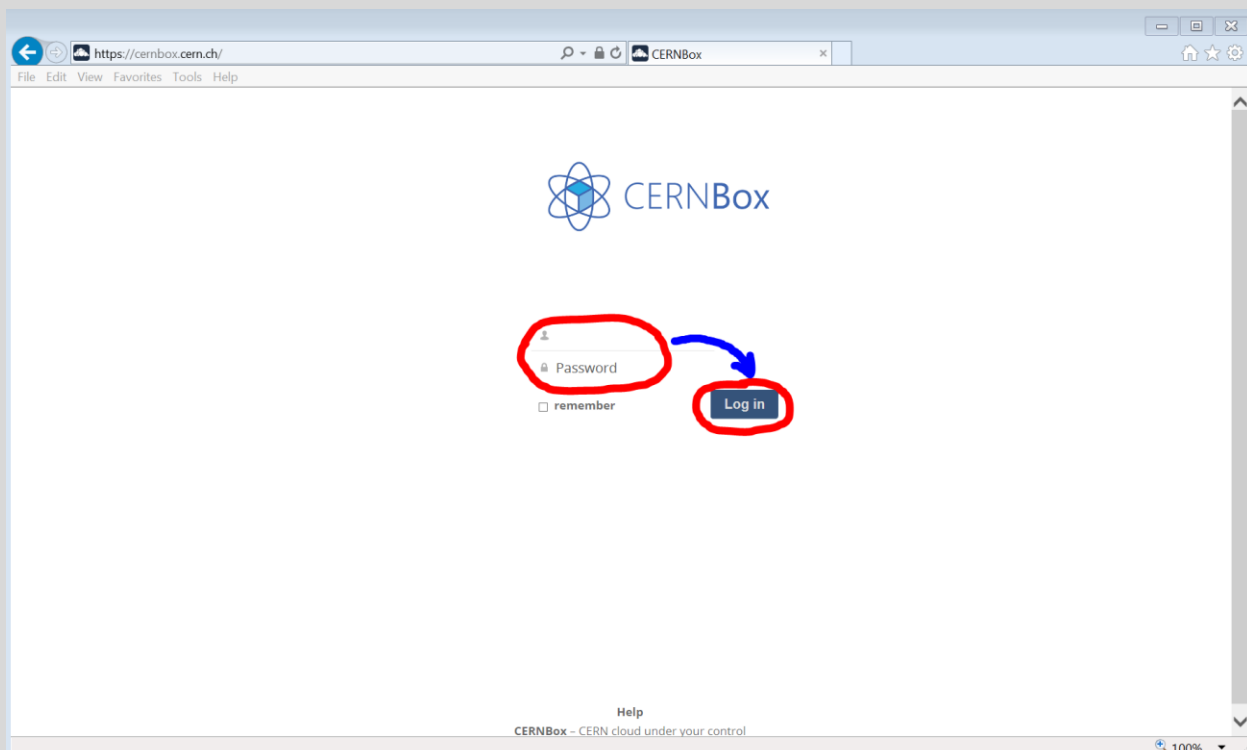
In this tutorial you will see how you can:

1. [Access your CERNBox via a web browser](#)
2. [Upload a file to your CERNBox via the web browser](#)
3. [Create a folder in your CERNBox](#)
4. [Upload a file in the folder that you have just created](#)
5. [Synchronise the files/folders in your CERNBox to your desktop](#)
6. [Share a file in your CERNBox with others](#)
7. [Share a folder in your CERNBox with others](#)
8. [\[Optional\] Check which folder on your desktop is being synchronised with your CERNBox](#)

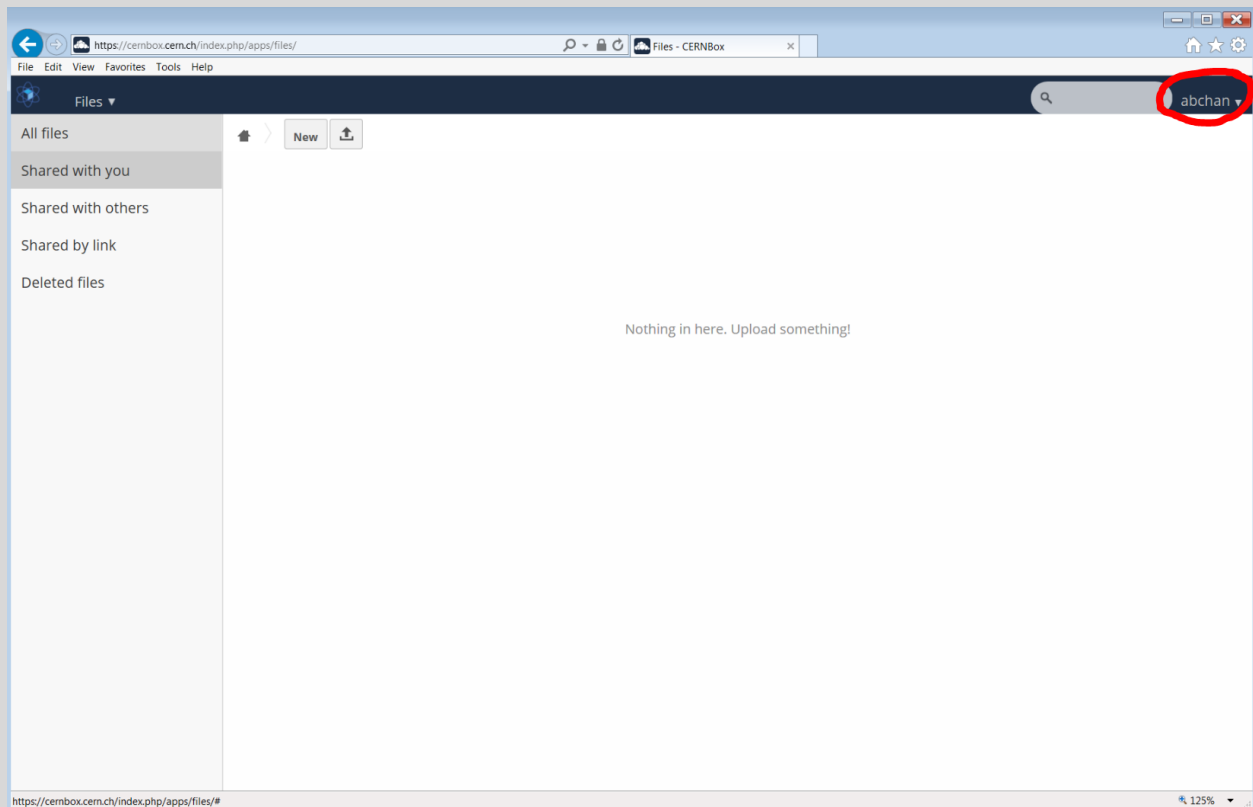
1. Access your CERNBox via a web browser

To get started with using CERNBox, go and see your own CERNBox.

In a web browser go to URL <https://cernbox.cern.ch/> and login using your CERN NICE account username and password:



Once logged in, you will see this window, your username is displayed at the top-right corner:



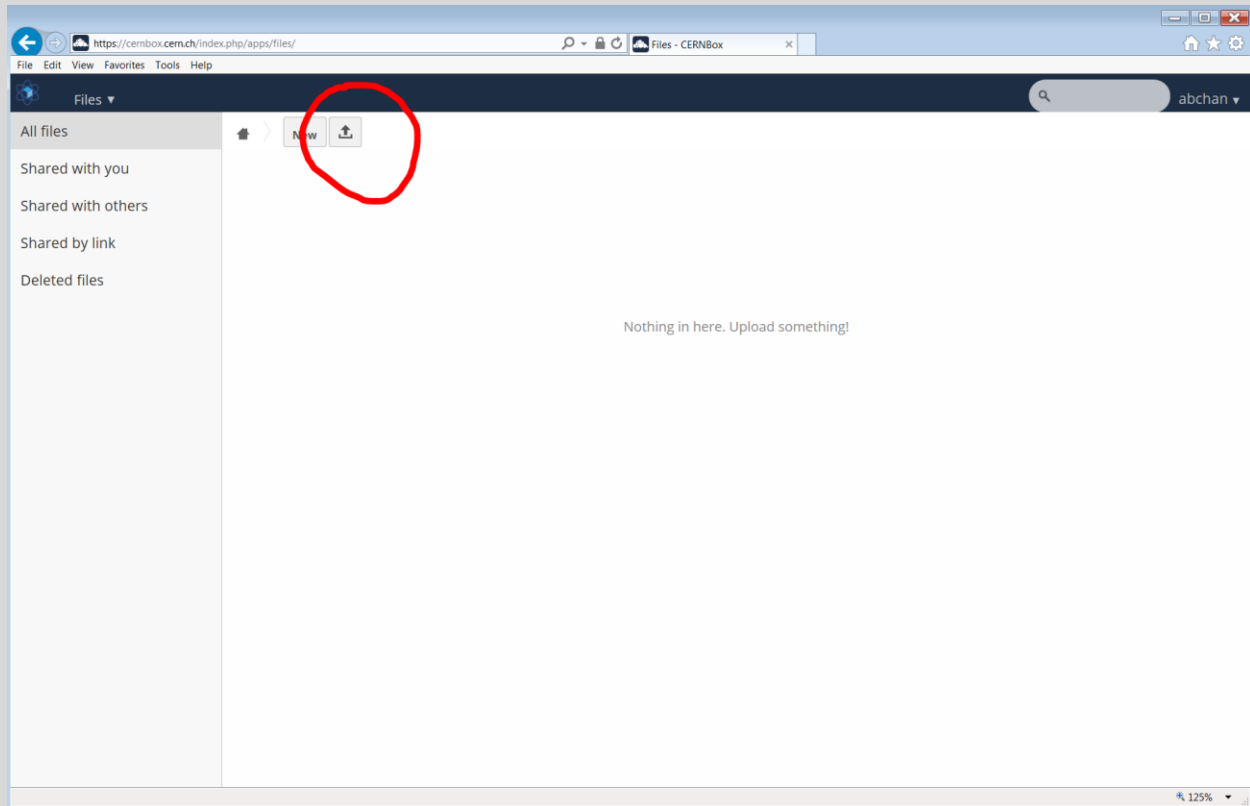
[Top](#)

2. Upload a file to your CERNBox via the web browser

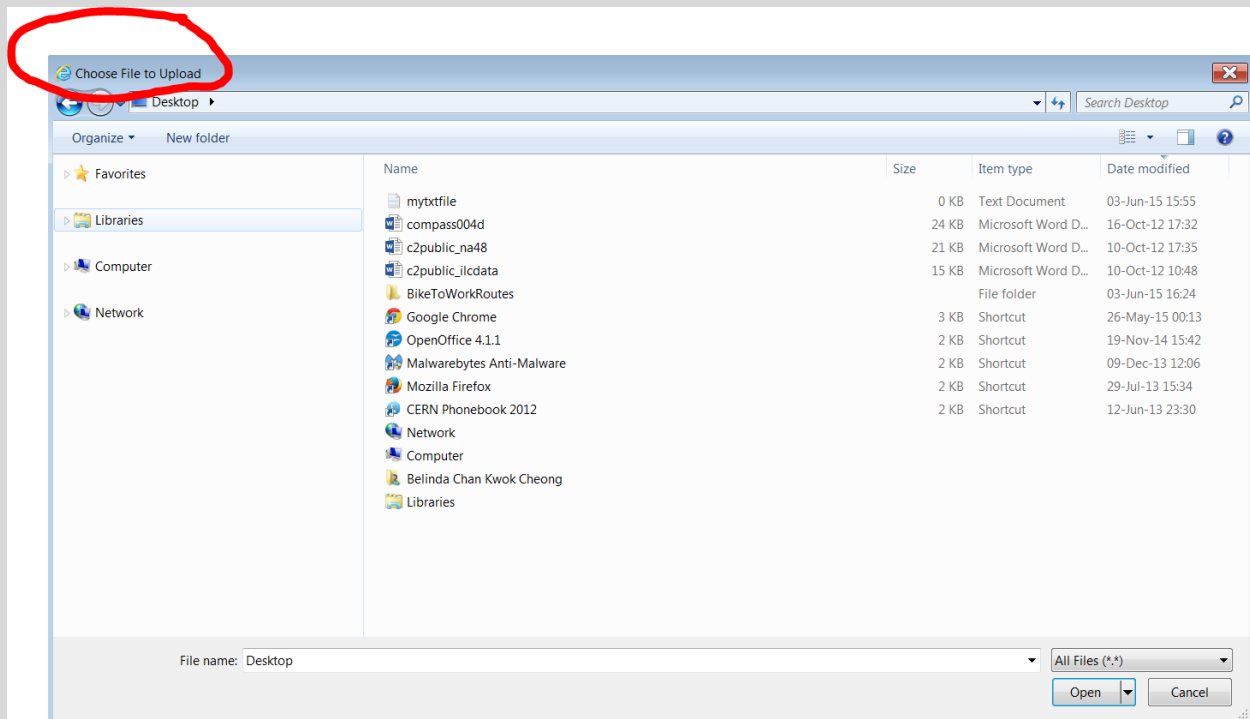
To find a file (on your desktop) that you want to copy into your CERNBox, click on the upload icon in the web browser:



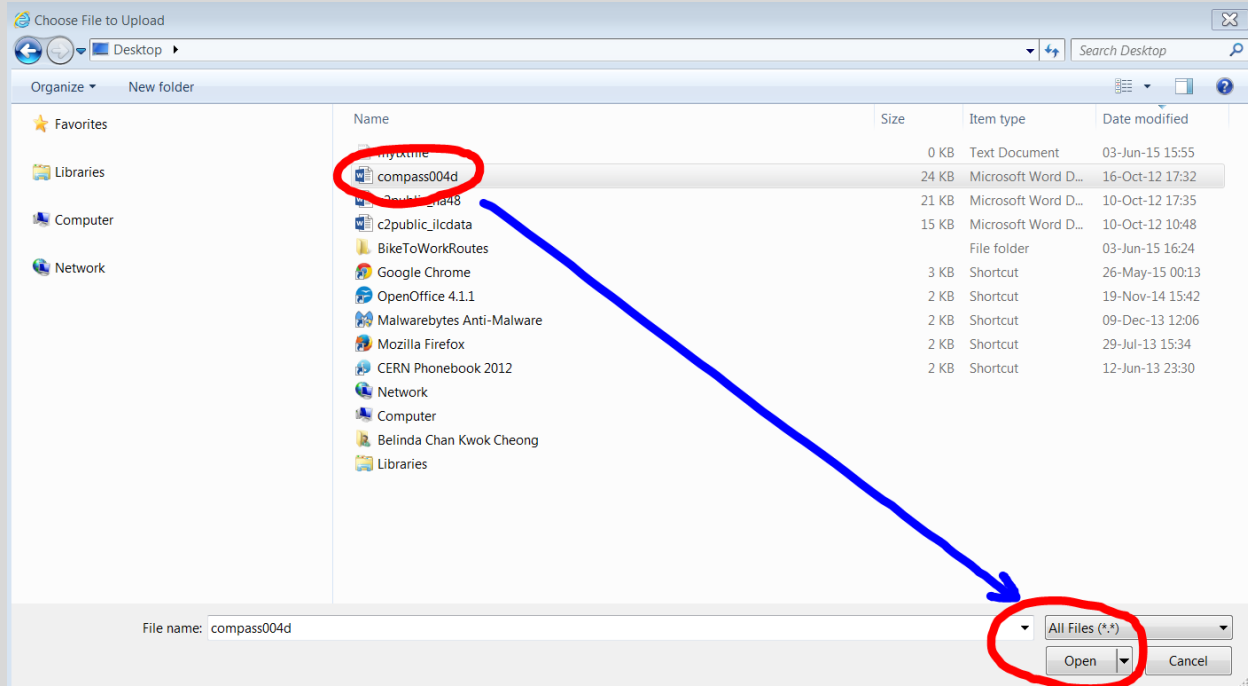
The icon is situated here:



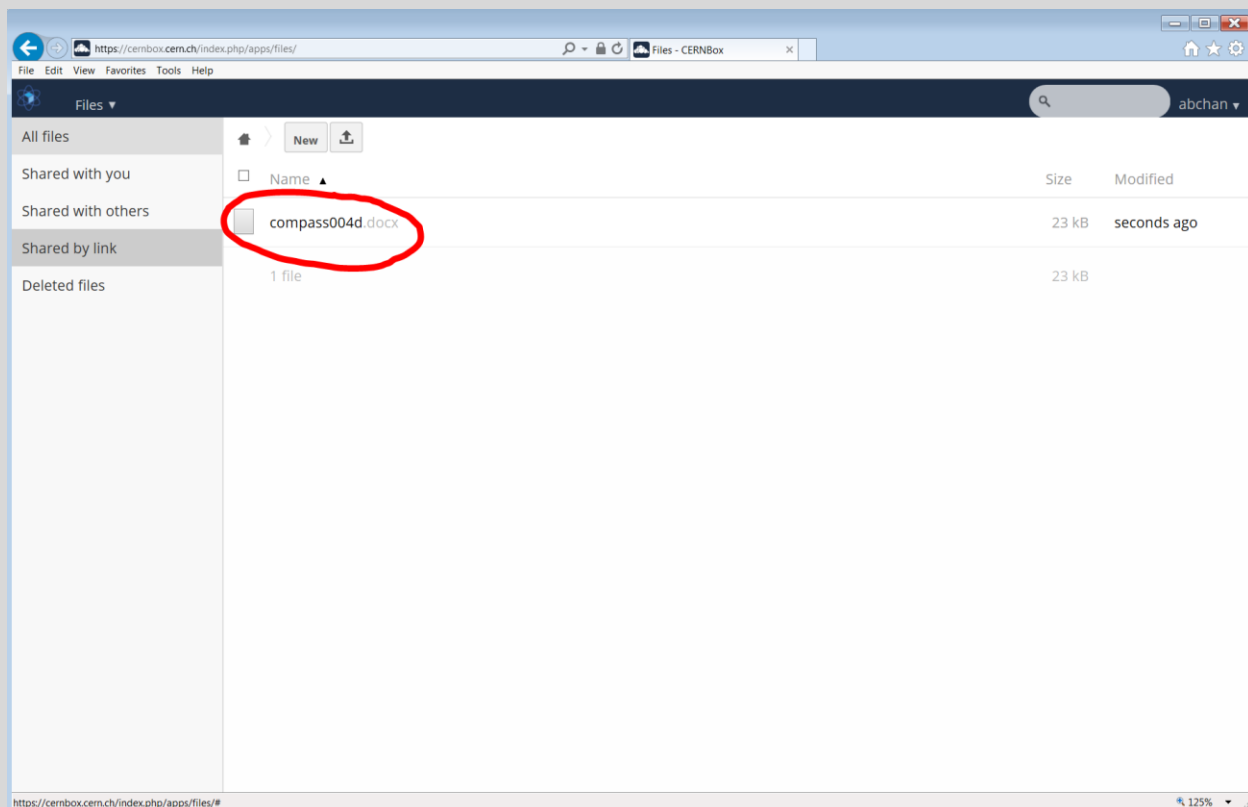
This brings up the window entitled 'Choose File to Upload' that shows you what you can upload from your desktop:



Click on the file that you wish to select, then click on the 'Open' button:



A copy of the file is then uploaded to your CERNBox. You can see this via the web browser:



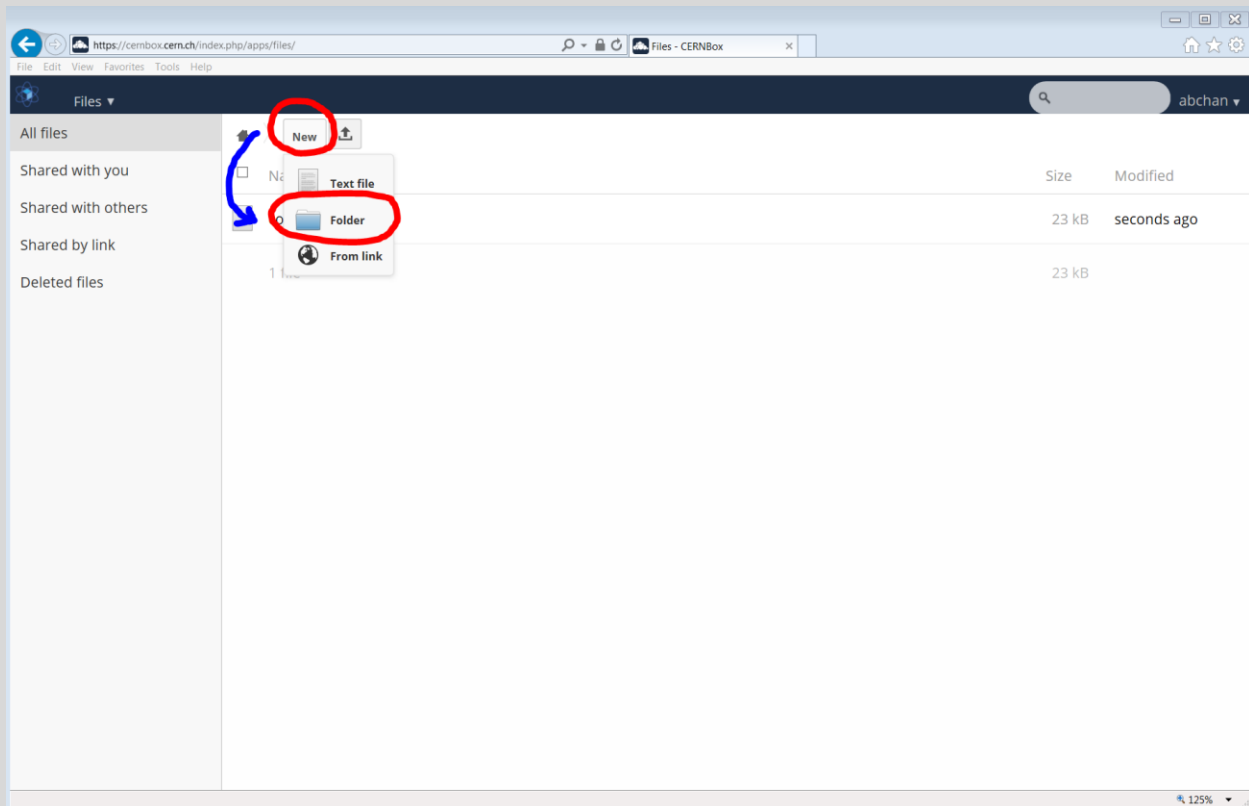
You can now access this specific copy of the file in your CERNBox (<https://cernbox.cern.ch/>) after you login on any web browser, anywhere.

[Top](#)

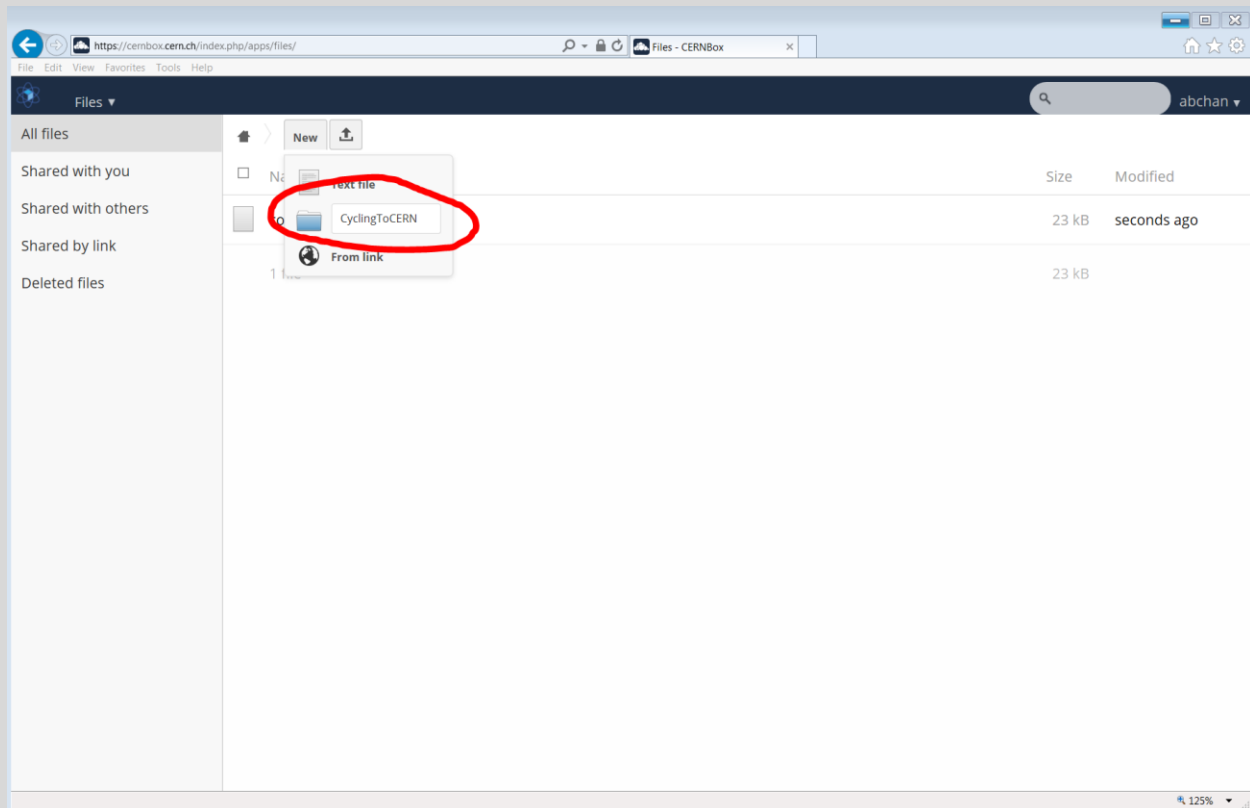
3. Create a folder in your CERNBox

In order to group similar files in your CERNBox, you would use a folder to put the files in there.

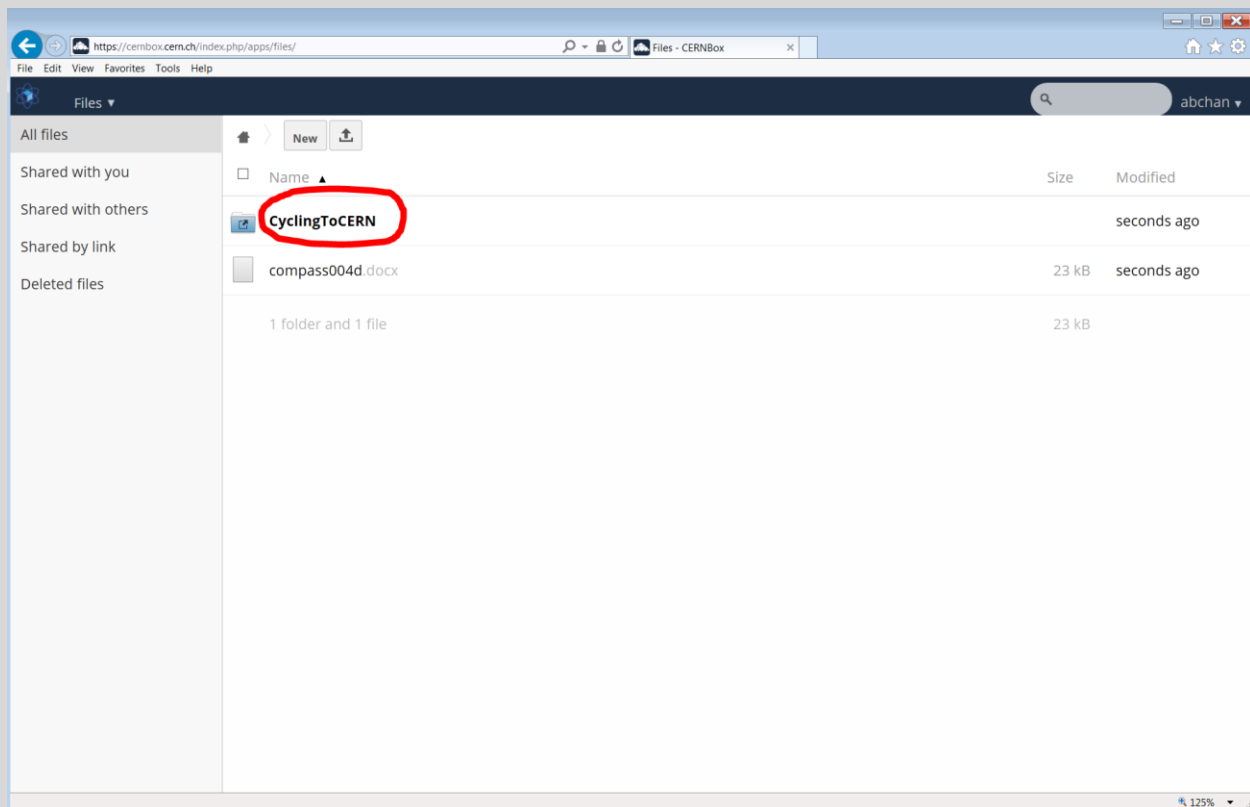
To create a folder in CERNBox, click 'New' and then select 'Folder' in the menu that appears:



Type the name of your folder and then press the enter key:



The folder is then created in your CERNBox:

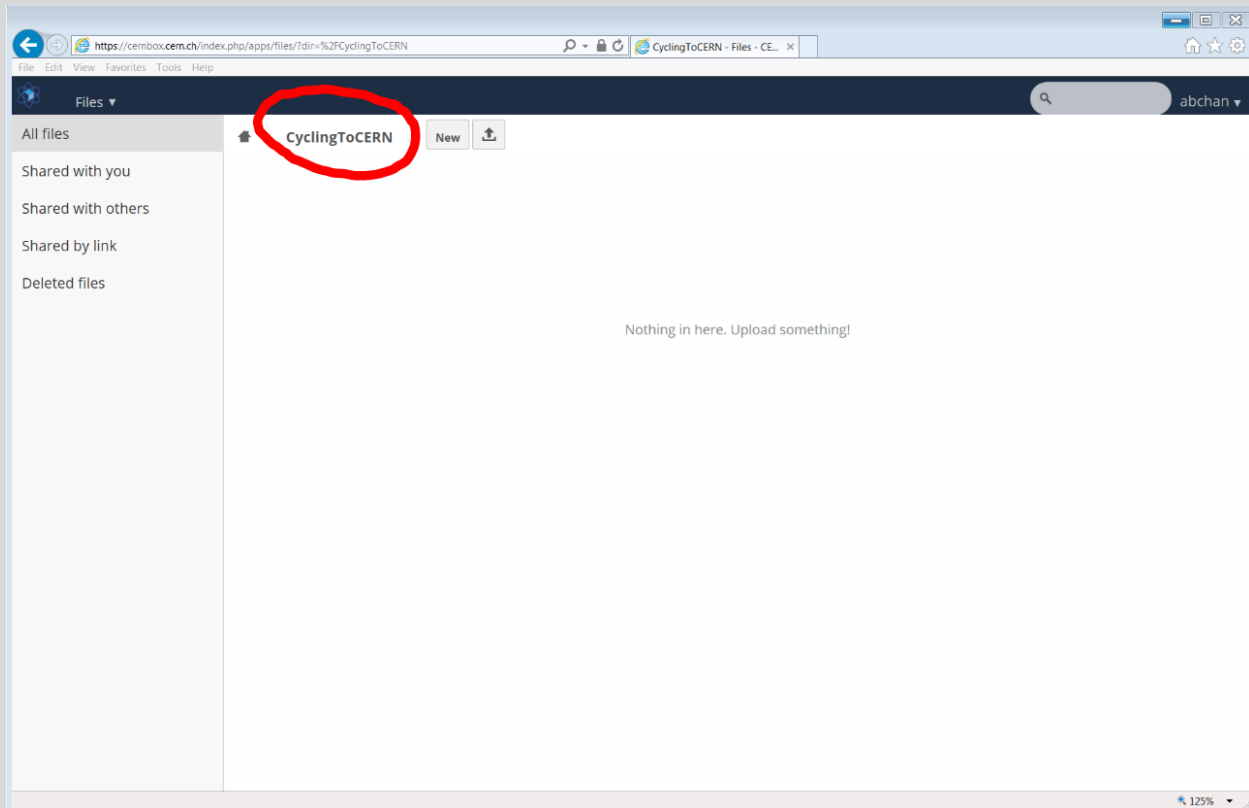


[Top](#)

4. Upload a file in the folder that you have just created

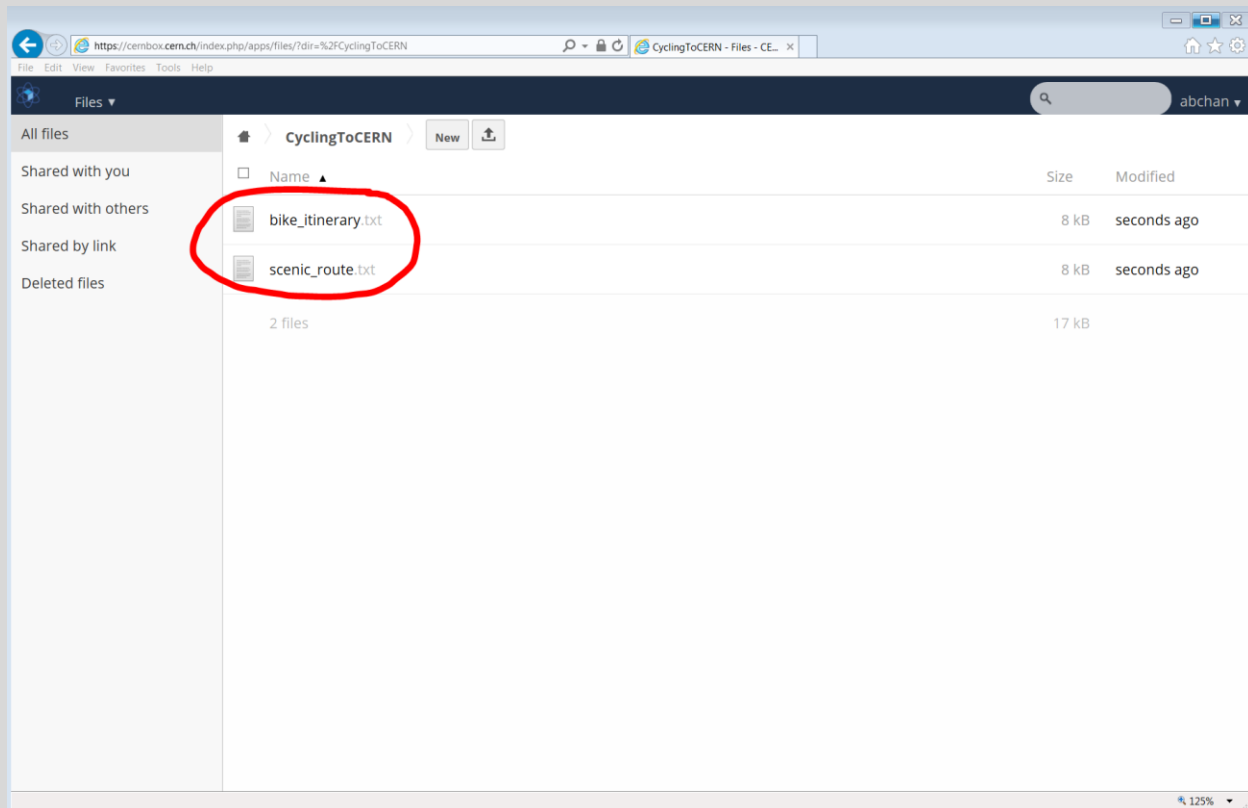
To put files into the newly created folder in your CERNBox, click on the folder's name, 'CyclingToCERN', this opens the folder which, for the moment, is empty.

The name of the folder appears at the top:



You can upload files into this folder as you did in '[2. Upload a file to your CERNBox via the web browser](#)'.

With 2 files (bike_itinerary.txt, scenic_route.txt) uploaded in the 'CyclingToCERN' folder of your CERNBox, the webpage looks like this:



[Top](#)

5. Synchronise the files/folders in your CERNBox to your desktop

Whether the host that you work on is a desktop or laptop (Linux or Mac or Windows) or mobile-device (Android or iOS or Windows) you can always access the latest version of your work files in CERNBox by making sure that your host is being synchronized to your CERNBox.

Before doing this step, think about how you want CERNBox to work for you. If you know that you do not need any local work folder to be kept constantly in sync with your CERNBox, you can skip this step of the tutorial.

As an example for this tutorial, if you are working on your desktop and you need the contents of a specific desktop folder to always be accessible in your CERNBox, you need to have your CERNBox synchronised with, in this case, that desktop folder. In order for this synchronisation to take place you should install the Desktop Sync Client:

<http://cernbox-resources.web.cern.ch/cernbox-resources/>.

This process will keep your specified local desktop folder synchronised with your CERNBox, and VICE VERSA!

After installing the Desktop Sync Client, you will see the CERNBox icon in the notifications area of your desktop taskbar (at bottom-right of screen):



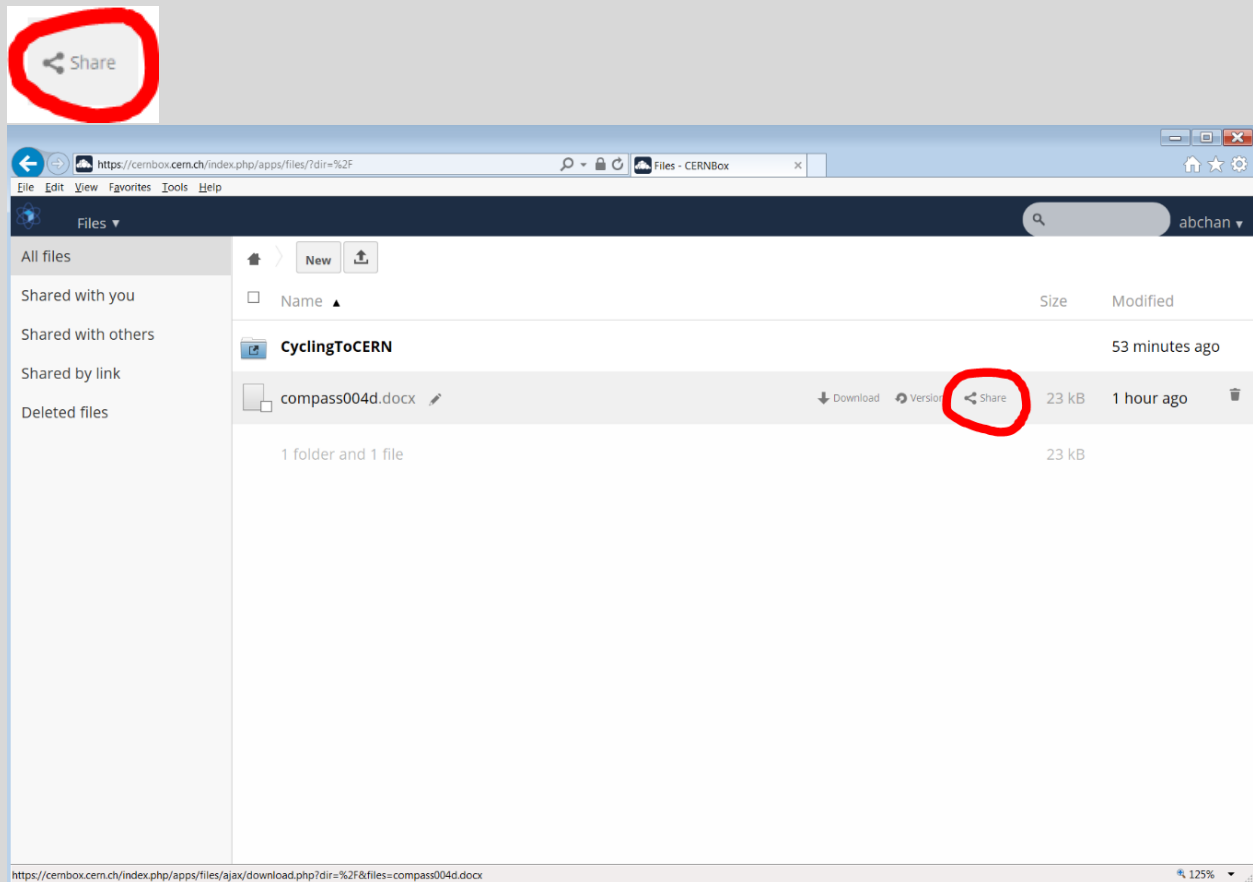
The green tick means that the contents of your local folder (that you specified during the Desktop Sync Client installation) are being synchronised with your CERNBox (the one you see via the web browser).

[Top](#)

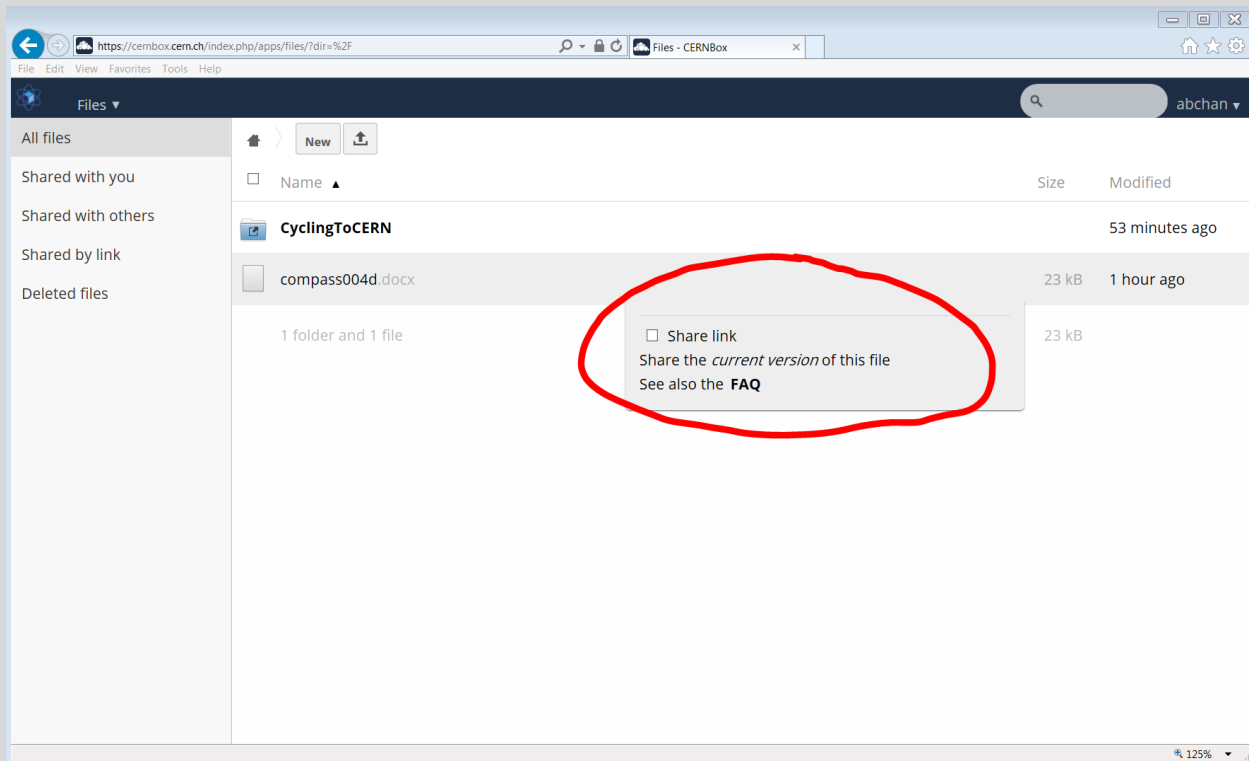
6. Share a file in your CERNBox with others

To share the CURRENT version of a file with someone you would send him/her a link to download the file. Go to your CERNBox via a web browser.

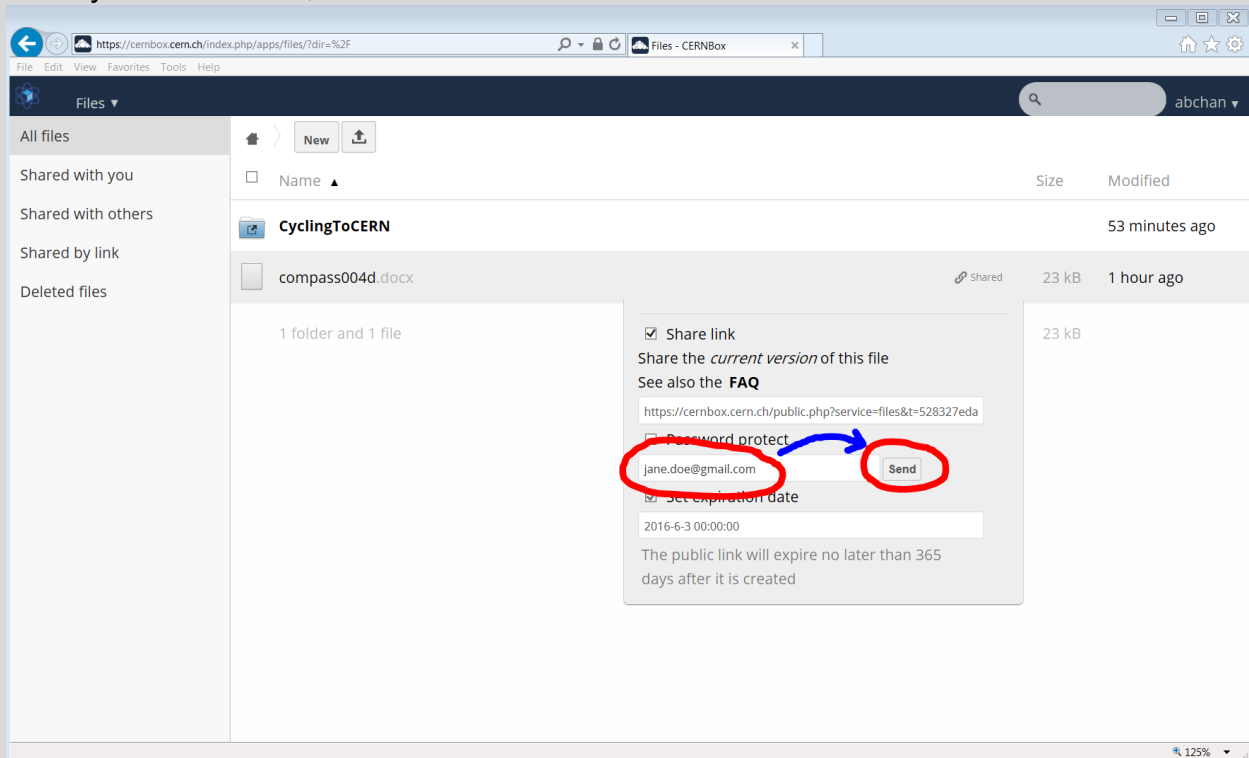
Hover over the file that you want to share, then click on the 'share' icon:



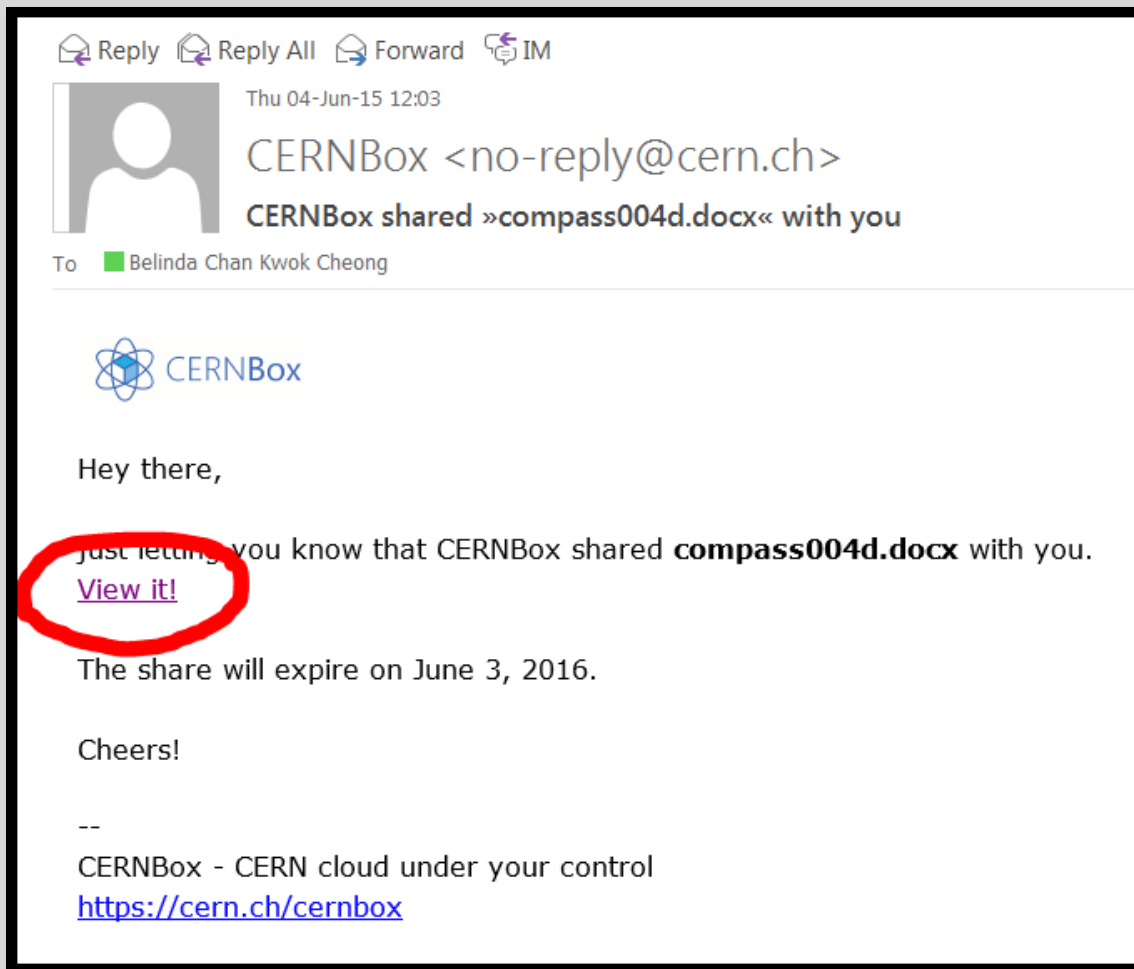
After clicking 'Share' you need to select 'Share link' in the pop-up:



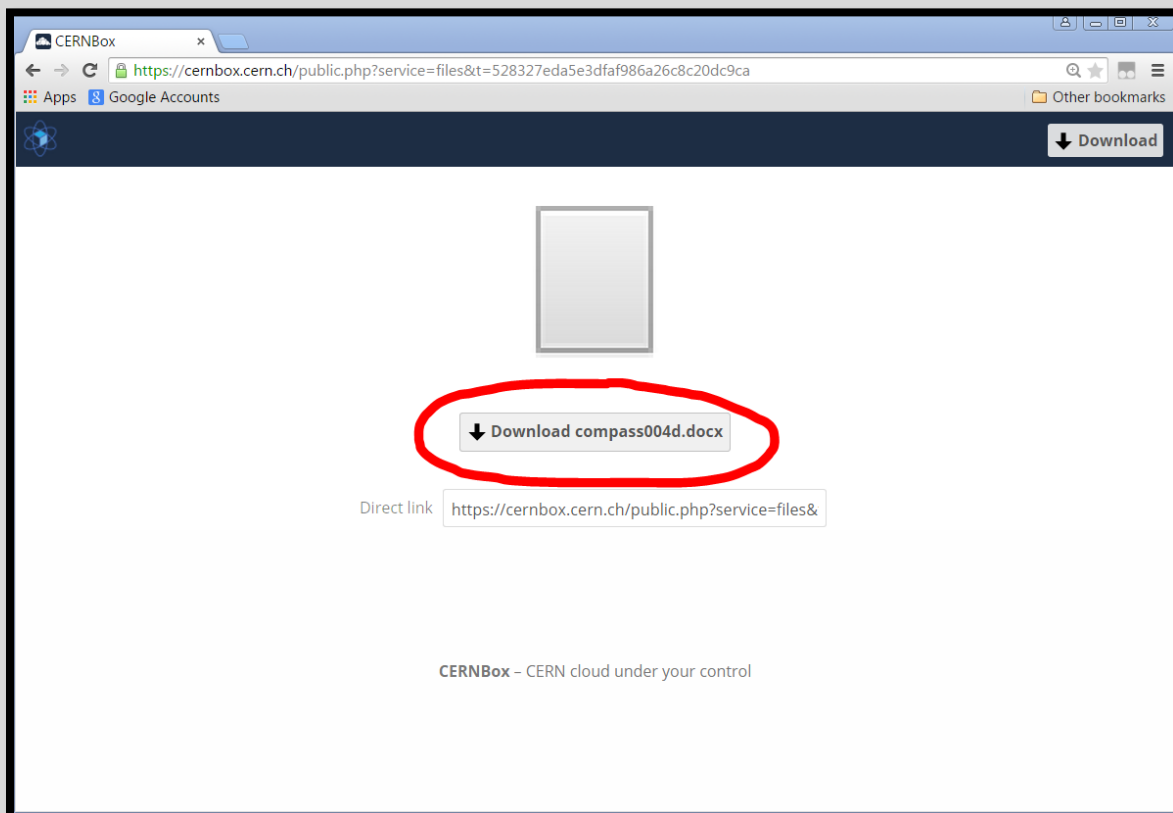
This expands the pop-up. Enter the email of the person who will receive the link to the file in your CERNBox, then click 'Send':



The person will receive an email containing a link, labelled 'View it!', to the file:



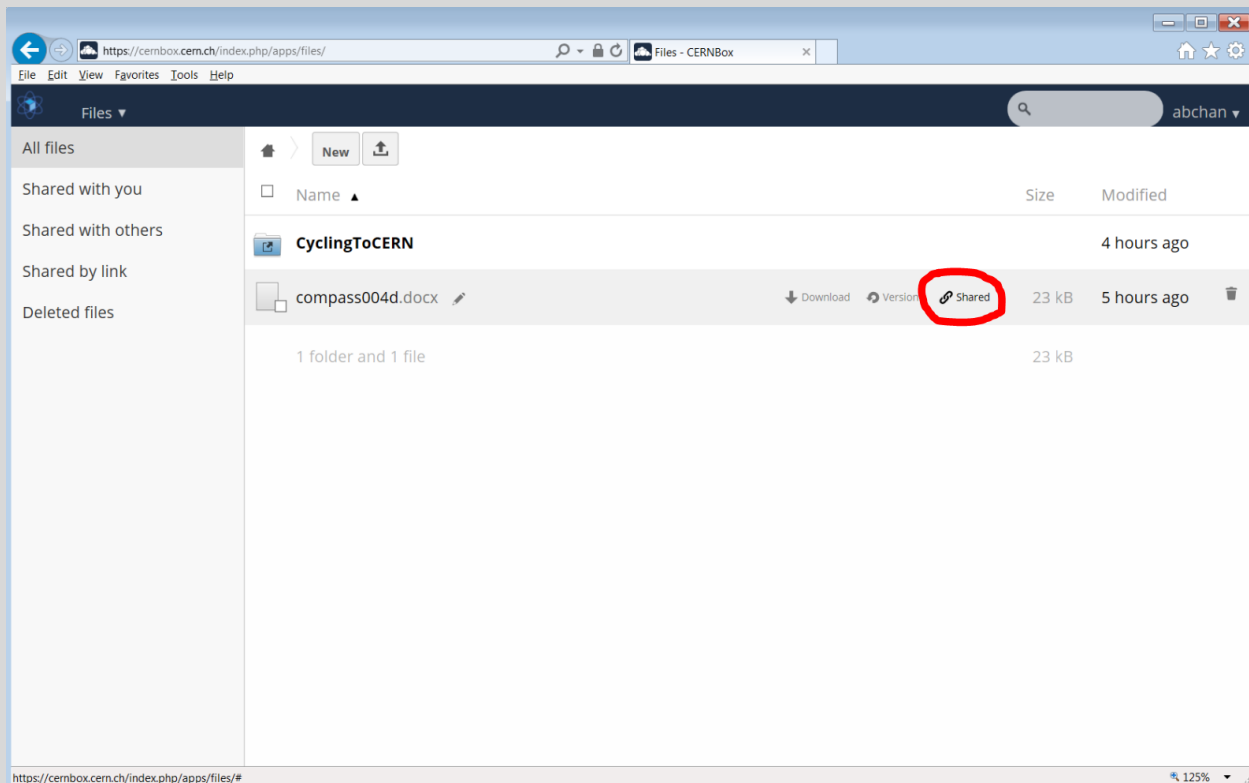
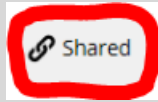
On clicking the link “View it!” a webpage opens and then he/she can download the file:



NOTE that the file that he/she downloads will be the version at that time.

If you change your file afterwards, the file that was downloaded by him/her will NOT change.

In your CERNBox, you will know that you have shared this file by the icon:

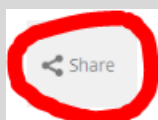


[Top](#)

7. Share a folder in your CERNBox with others

If you share a folder that is in your CERNBox with other people, ANY changes that you do in that folder will be seen by them.

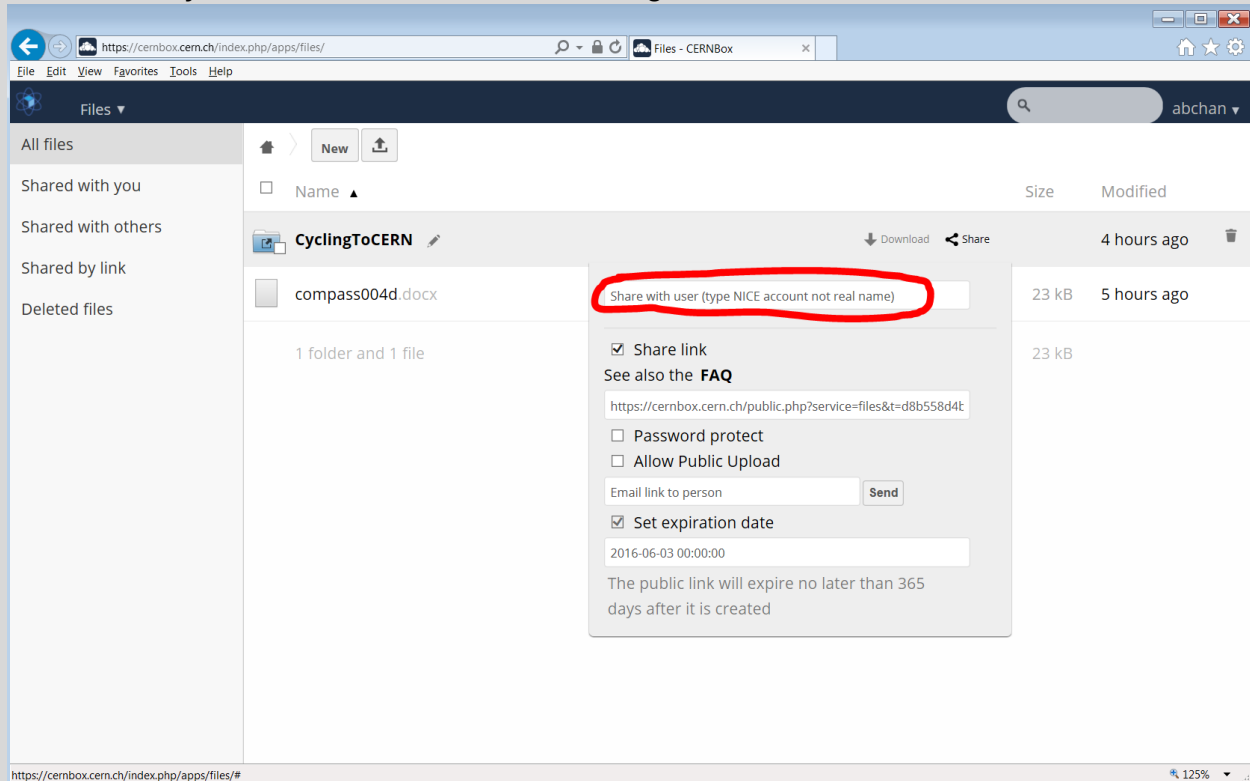
To share a folder with someone go to your CERNBox via a web browser. Hover over the folder that you want to share, then click on the 'Share' icon:



This will then expand a menu. You can share the folder with anyone using his/her CERN NICE account username OR using his/her an email address.

For the first case, fill in the field 'Share with user (type NICE account not real name)'. After completion of the username, an email is automatically sent to the person telling

him/her that your folder is available for sharing with him/her:



He/she receives an email with instructions to log in into his/her CERNBox:

From: abchan via CERNBox [abchan@cern.ch]
Sent: 04 June 2015 16:15
To: Luca Mascetti
Subject: abchan shared »CyclingToCERN« with you



Hey there,

just letting you know that abchan shared the folder **CyclingToCERN** with you.

To see the share log in **as Imascett** in [CERNBox](https://cernbox.cern.ch) and click the tab **Shared with me**.

Also, if you want to sync the share in your desktop sync client add a new folder with this path

/eos/user/a/abchan/CyclingToCERN/

Cheers!

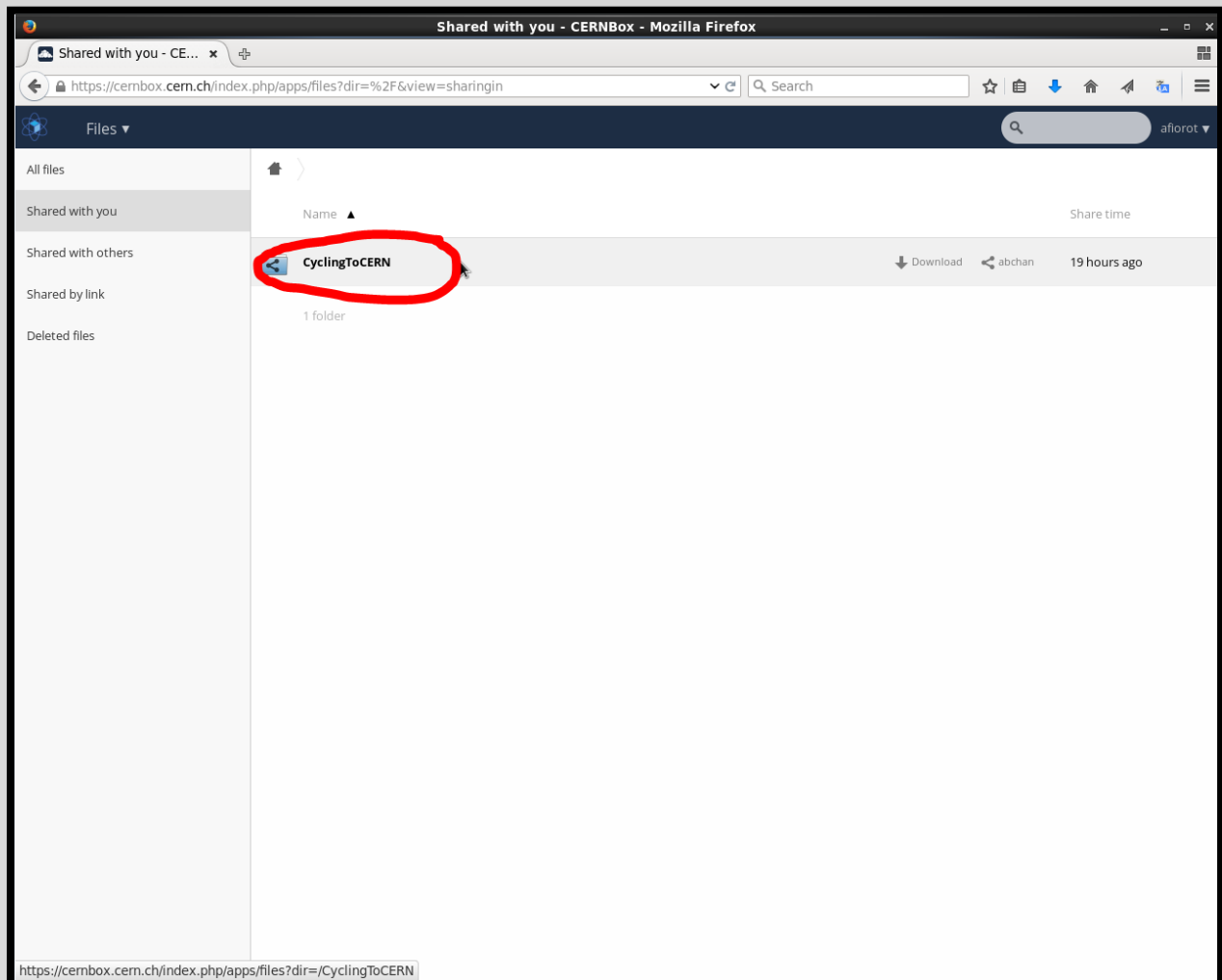
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CERNBox - CERN cloud under your control

<https://cern.ch/cernbox>

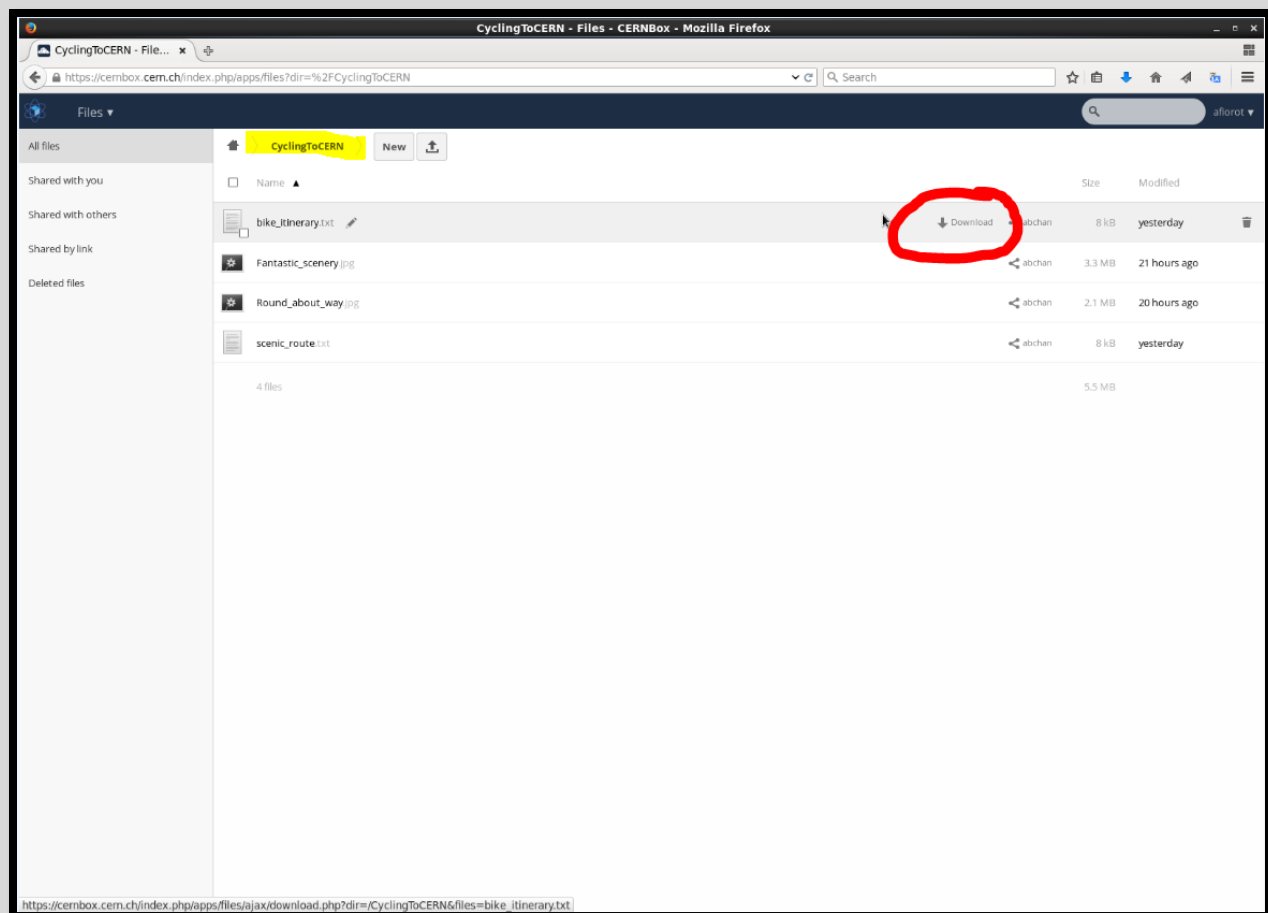
In his/her CERNBox (via webpage) he/she then needs to click on 'Shared with you' (in left column) to show the folders that are being shared with him/her.

To see the contents of the folder 'CyclingToCERN' he/she then clicks on the folder name:

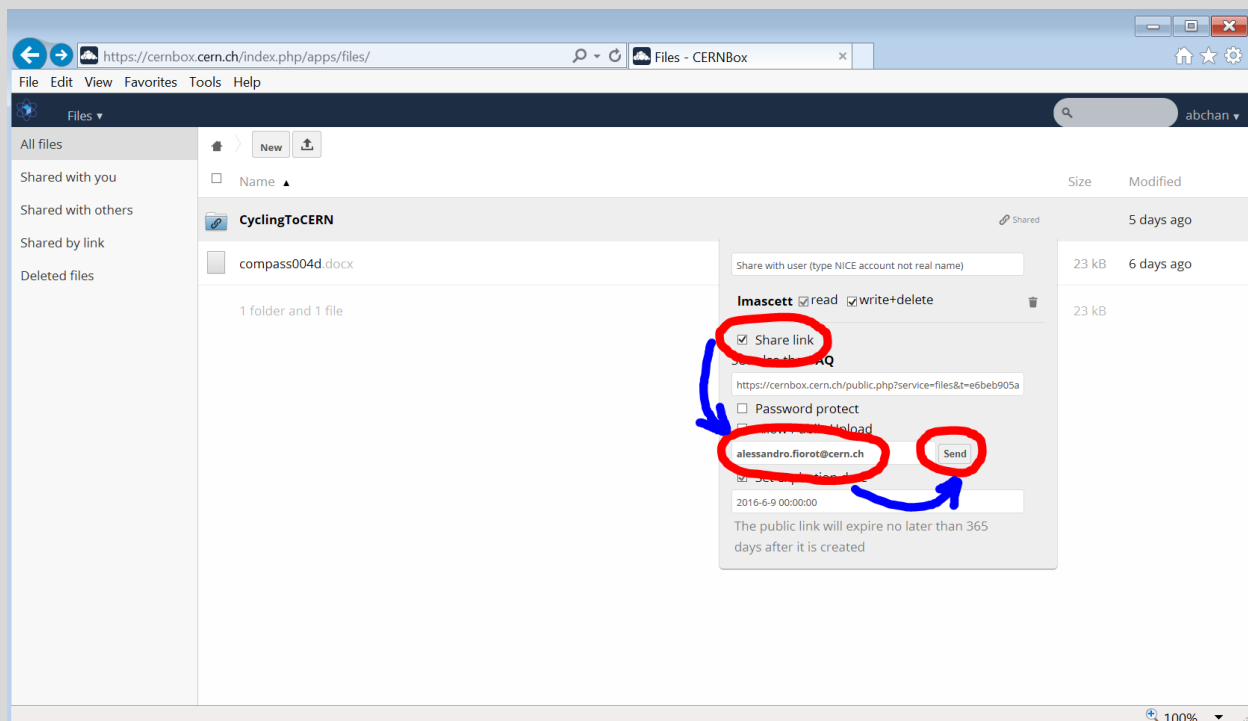


He/she can now see the list of files that are available for downloading, and he/she can click 'Download' to get the file.

If the contents of this shared folder are changed in any way he/she will see these changes too (after refreshing the webpage):

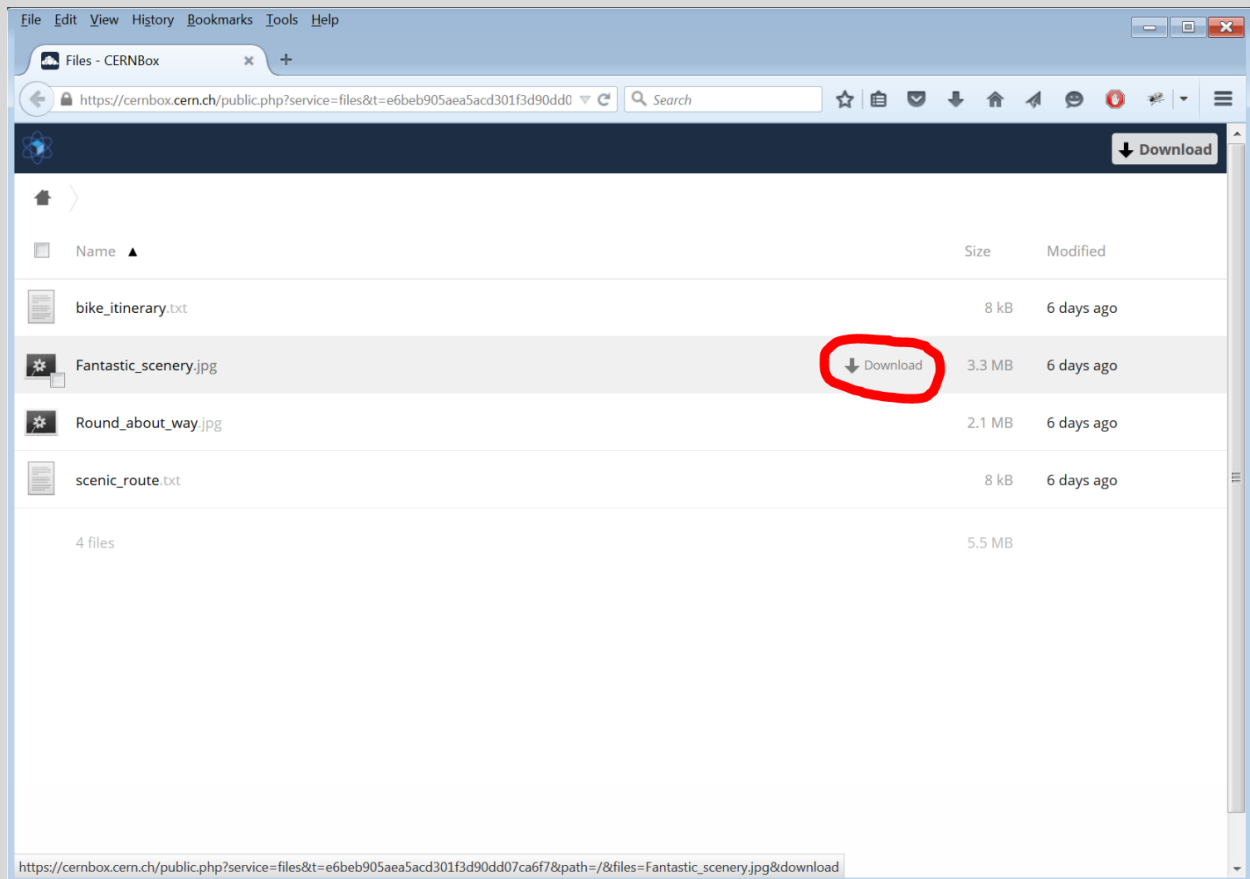


For the second case, whereby you want to notify someone using his/her email address, the procedure is similar to that in [6. Share a file in your CERNBox with others](#). Select 'Share link', enter the email address of the person, then click 'Send':



The person will receive an email with the link “View it!”. In a web browser this link then shows the contents of the folder ‘CyclingToCERN’ from your CERNBox.

He/she can download the file(s) required:



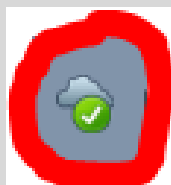
If the contents of this shared folder are changed in any way he/she will see these changes too (after refreshing the webpage).

[Top](#)

8. [Optional] Check which folder on your desktop is being synchronised with your CERNBox

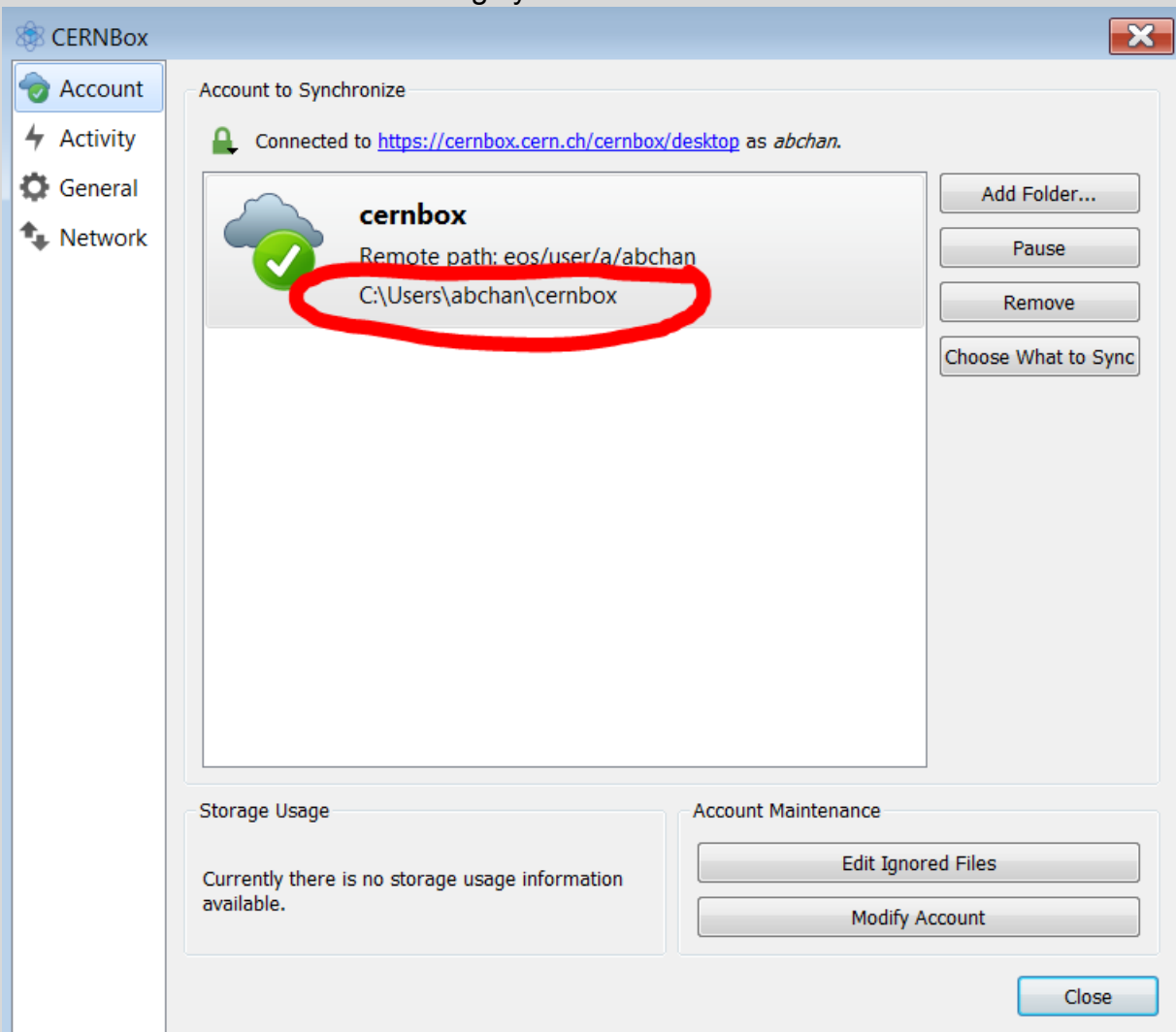
During the installation of the Desktop Sync Client you specified which local folder to synchronise with your CERNBox space folder.

If you need to verify which of your local folders is being synchronised, click on the CERNBox icon that is situated in the notifications area of your desktop taskbar (at bottom-right of screen):





The pop-up window that is displayed shows that the contents of the local folder “C:\Users\abchan\cernbox” is being synchronised with this user’s CERNBox:



Remember that the specified folders on your host (desktop or laptop (Linux or Mac or Windows) or mobile-device (Android or iOS or Windows)) are only synchronized to your CERNBox if a Sync Client is running on that host.

[Top](#)

CERNBox quick tutorial for beginners -- END--