




WOODPOP CLOUD

A User Guide

 **Forest Fund**
Republic of Austria

An initiative by the Federal Ministry
of Agriculture, Forestry, Regions
and Water Management

European Wood Policy Platform

Version 1, 2025

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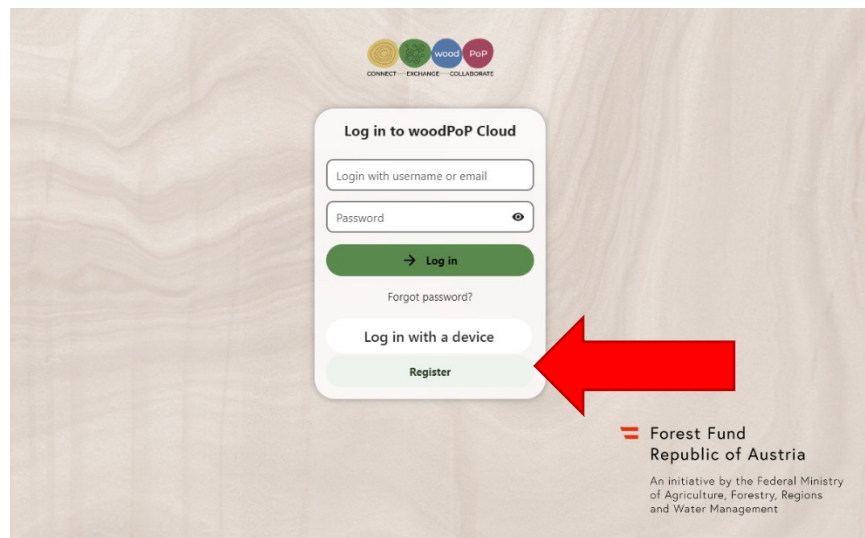
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I. Introduction

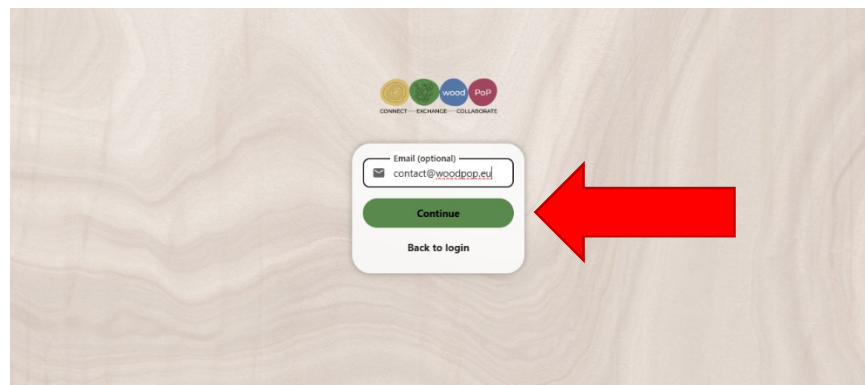
The WoodPoP Cloud is our secure cloud-based server hosted within the [Nextcloud](#) platform. It was created to facilitate easy file sharing, collaboration, and communication within the European Wood Policy Platform (WoodPoP). This user guide will walk you through how to use and get around the features of the Cloud.

A. Creating an account

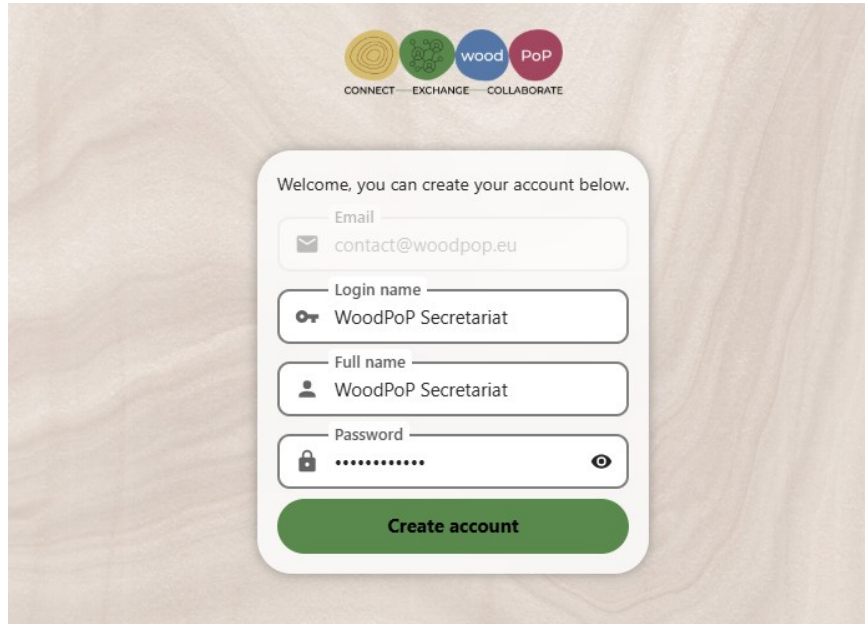
1. Access the WoodPoP Cloud by accessing the URL: <https://cloud.woodpop.eu/>
2. Click **Register**



3. Type in your email and click **Continue**

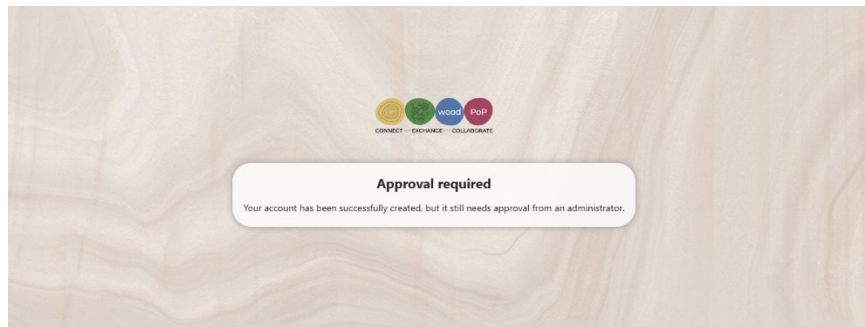


4. New input fields will appear, fill it out and then click **Create account**

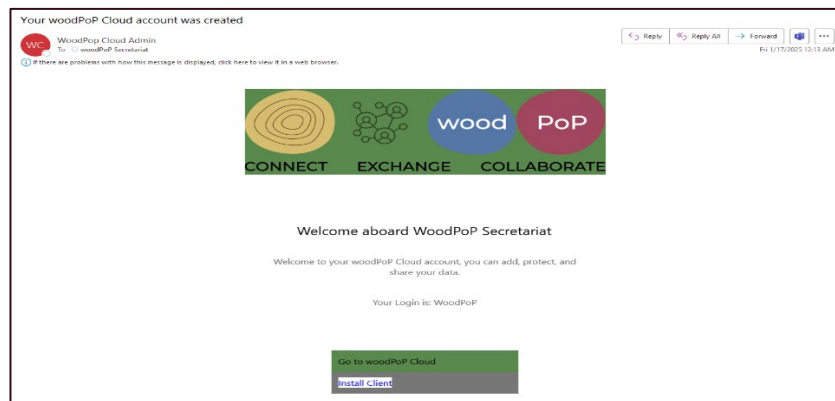


B. Manual approval of account and welcome email

Upon finishing the registration process, you will see **Approval required** on the screen.

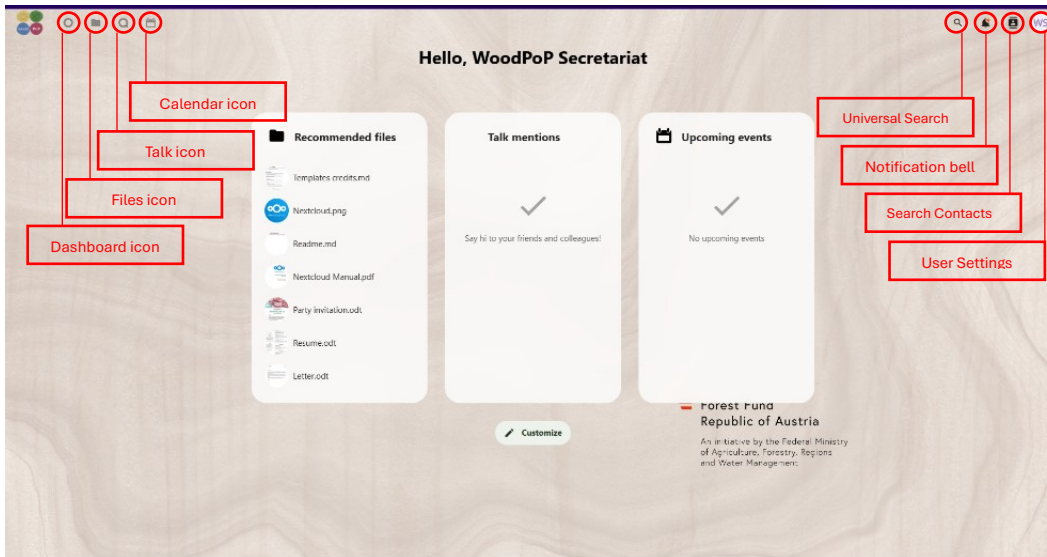


Please note that we need to activate your account manually. When your account has been activated, the email you used to create an account will receive a welcome email with the subject title “Your woodPoP Cloud account was created”. Login again to access the WoodPoP Cloud.



II. Dashboard

A. WoodPoP Cloud Dashboard



B. Glossary/List of Icons in the Dashboard

- Dashboard icon: Clicking this icon will return you to the dashboard
- Files icon: Clicking this icon will direct you to the files within the WoodPoP Cloud. You will find here the Technical Working Group folders, EGM and HLM folders among the other folders that contain files shared within WoodPoP. (More on **III. Files**)
- Talk icon: Clicking this icon will direct you to the Talk- the chat/messaging feature of the WoodPoP Cloud. You will find chat channels for each Technical Working Group and chat messages here. (More on Chapter **IV. Talk**)
- Calendar icon: Clicking this icon will direct you to the Calendar feature of the WoodPoP Cloud. This may feature important dates for the Platform. (More on **V. Calendar**)
- Search icon: Clicking this icon will bring up a 'Unified search' window. You can search the WoodPoP Cloud for files and chat messages visible to you as a user.
- Notification bell icon: Clicking this icon will show you notifications.
- Search Contacts icon: Clicking this icon will show you users that are registered within the platform. Click any of the usernames to view their WoodPoP Cloud profile.
- User settings icon: Clicking this icon will show you a drop-down menu containing different settings to customise your profile, change your password, set the notification behaviour, and more

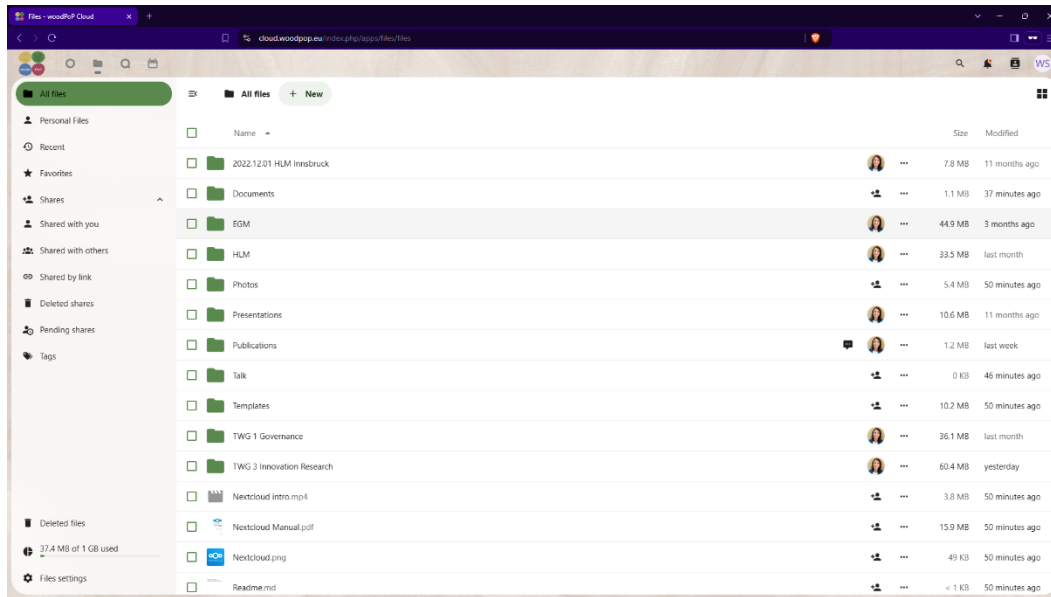
III. Files



A. Files

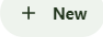
The Files portion of the WoodPoP Cloud contains all the folders and files shared within WoodPoP.

1. All files




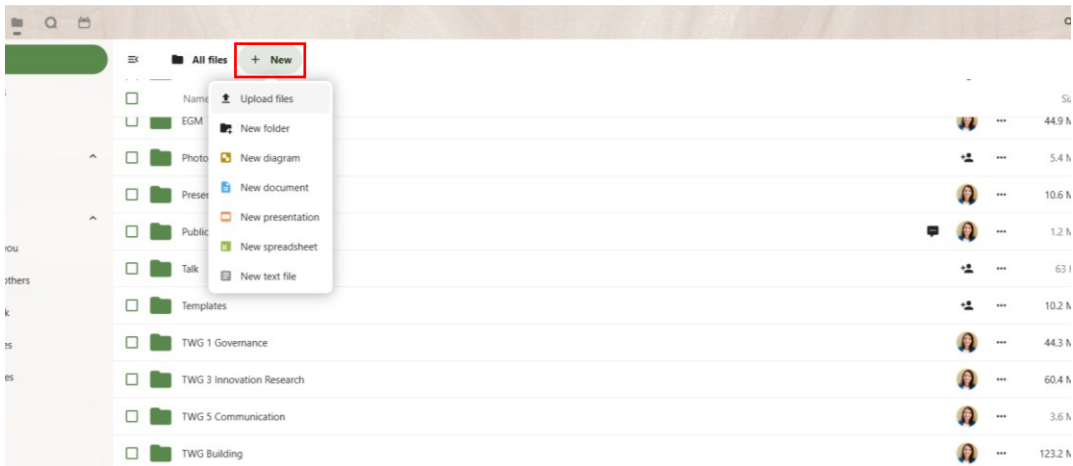
All files view gives you an overview of all the files and folders that you have uploaded and given access to in the WoodPoP Cloud.

2. Uploading Files

There are two ways to upload files on the Cloud: via the 1)  or the 2) dragging the file in to the Cloud.

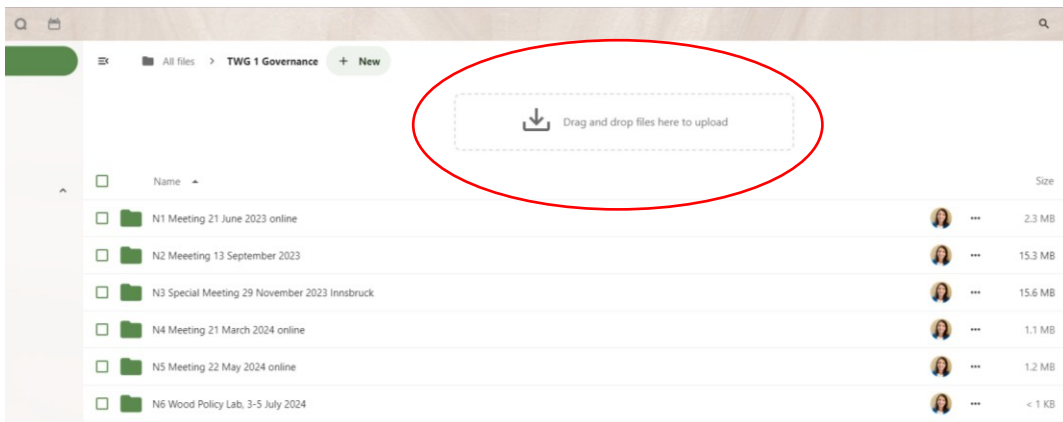
a. The “+New” icon

- Click the  and from the drop-down menu that will appear, choose **Upload files**. A window will appear, choose the files that you wish to upload.

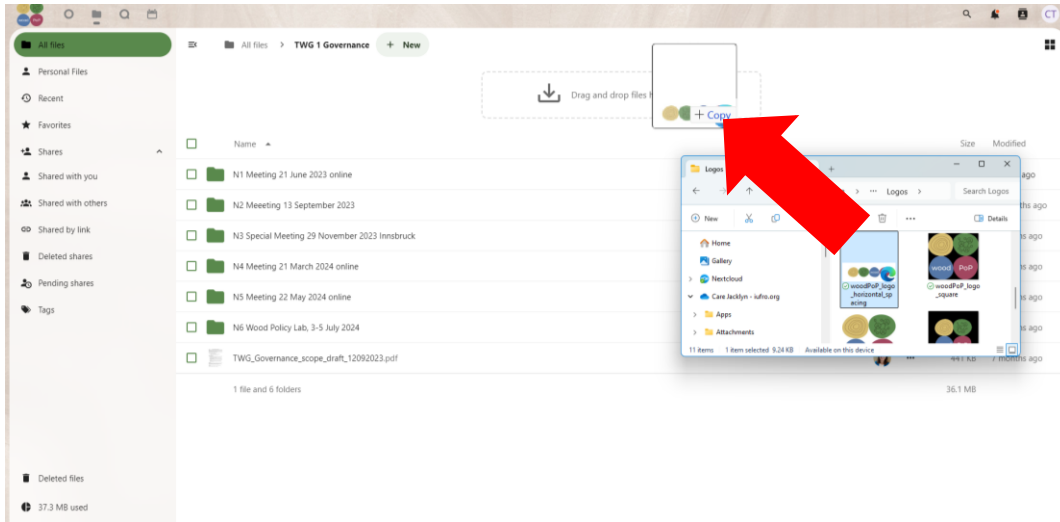


b. Dragging the file in to the Cloud

- Drag the file that you would like to upload, and a square will appear

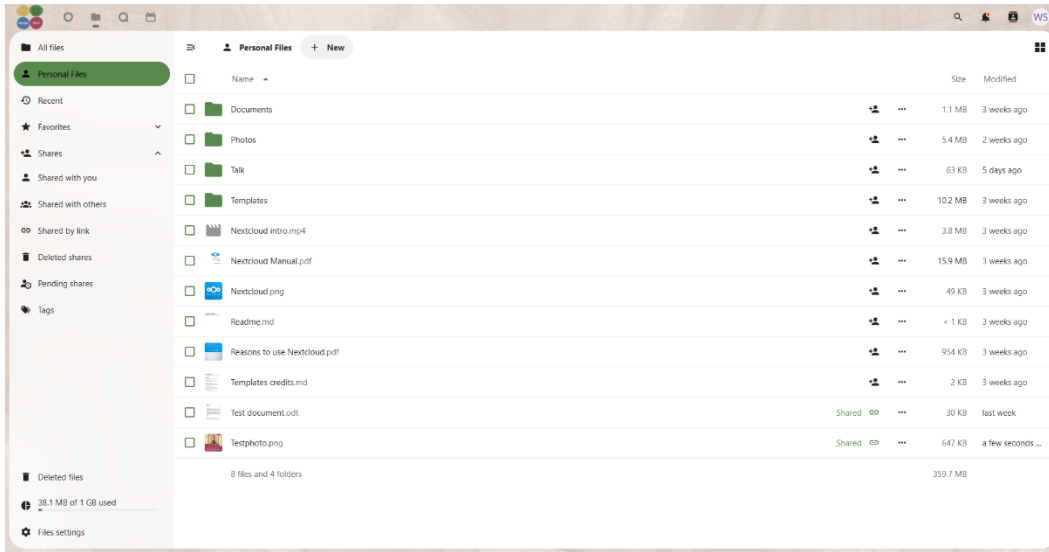


- Make sure to drop the file within this square



Important: Please note that within the TWG Folders and other folders that you do not own, you will not be able to delete files once it is uploaded. Only folder administrators have deletion rights. Kindly exercise caution when uploading files.

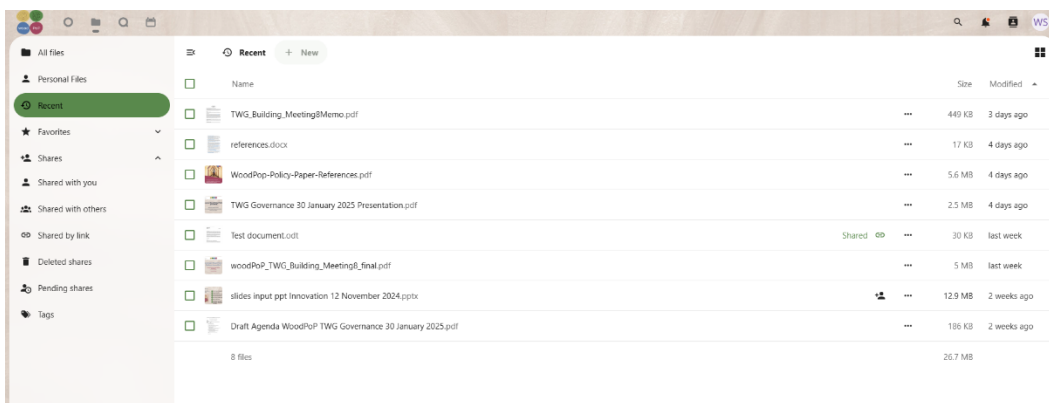
3. Personal Files



Personal files view gives you a look at all the files and folders that you uploaded to the cloud. The default files in this view are the Nextcloud default folders (Documents, Photos, Talks, and Templates) and files (Nextcloud intro video, Nextcloud manual, readme document, Reasons to use Nextcloud, and Template credits).

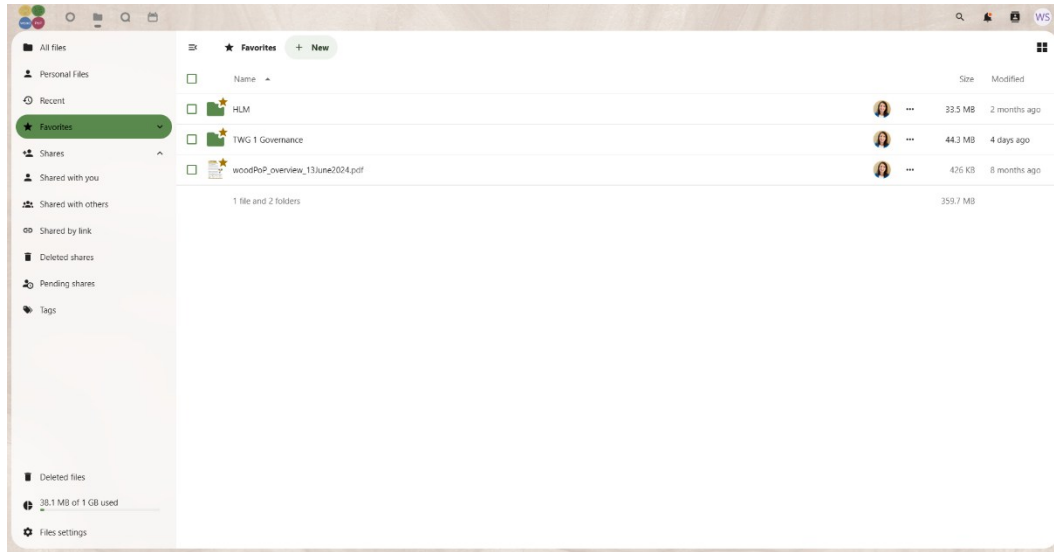
***Important:** You can delete the files you have uploaded in this view and from the All files view. This is not the case when you upload files in folders that you do not own (e.g. Technical Working Group folders). Only folder owners can delete files once uploaded – please exercise caution!*

4. Recent



Recent shows an overview of the most recent files and folders that you have uploaded or you are given access to.

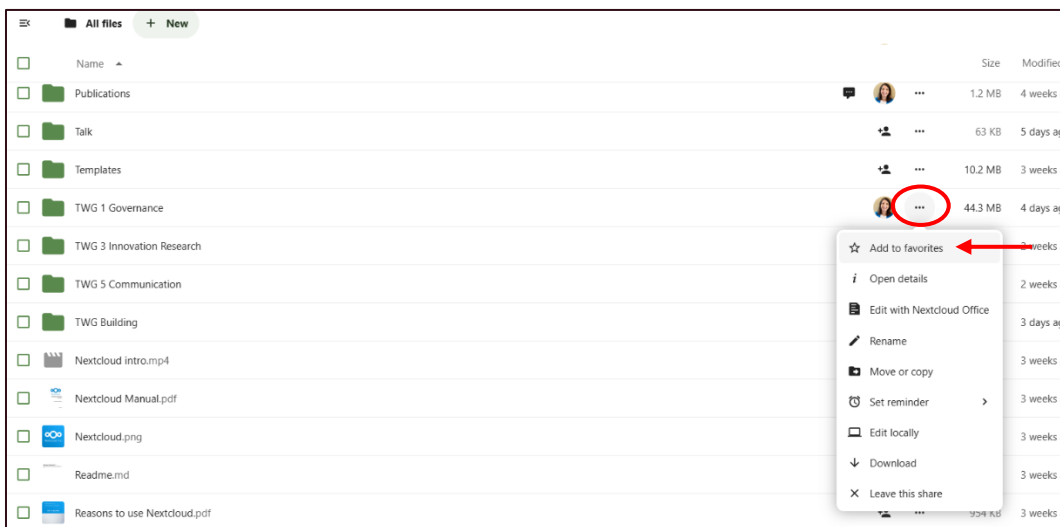
5. Favorites



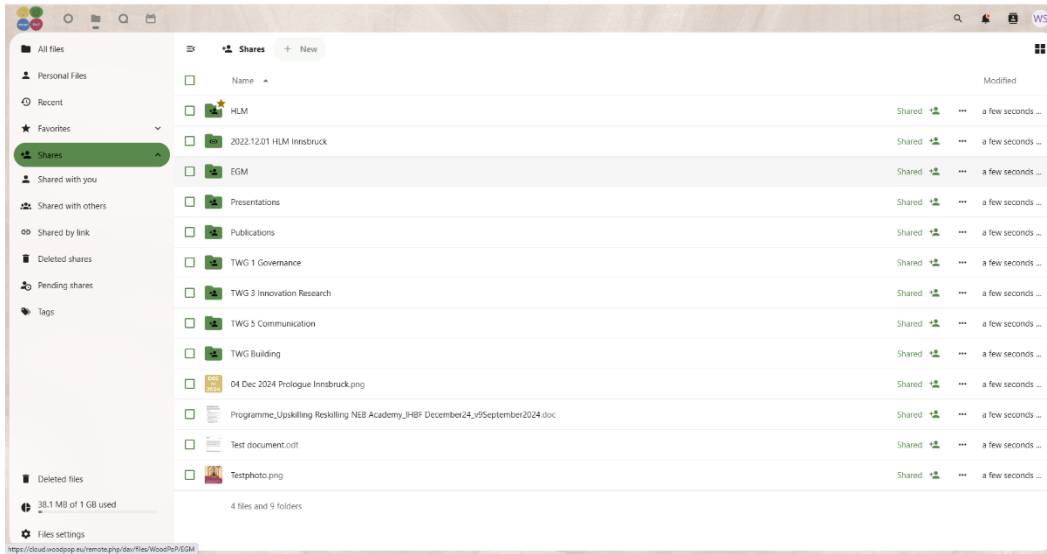
Favorites view shows the files and folders that you have “added to favorites”.

Adding files/folders to favorites

- Click the **meatballs menu icon** *insert icon here* of the file/folder that you wish to add to the favorites view. A dropdown menu will appear and from that, click **Add to favorites**.

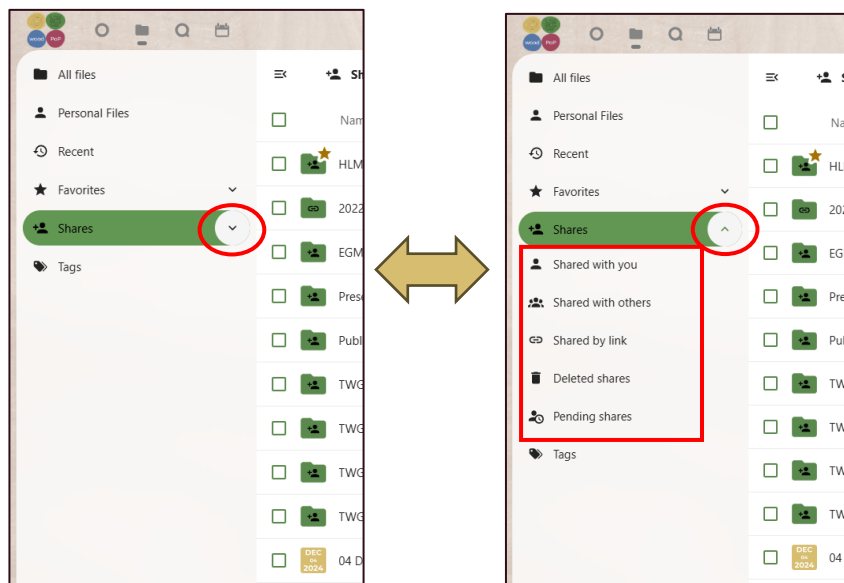


B. Shares

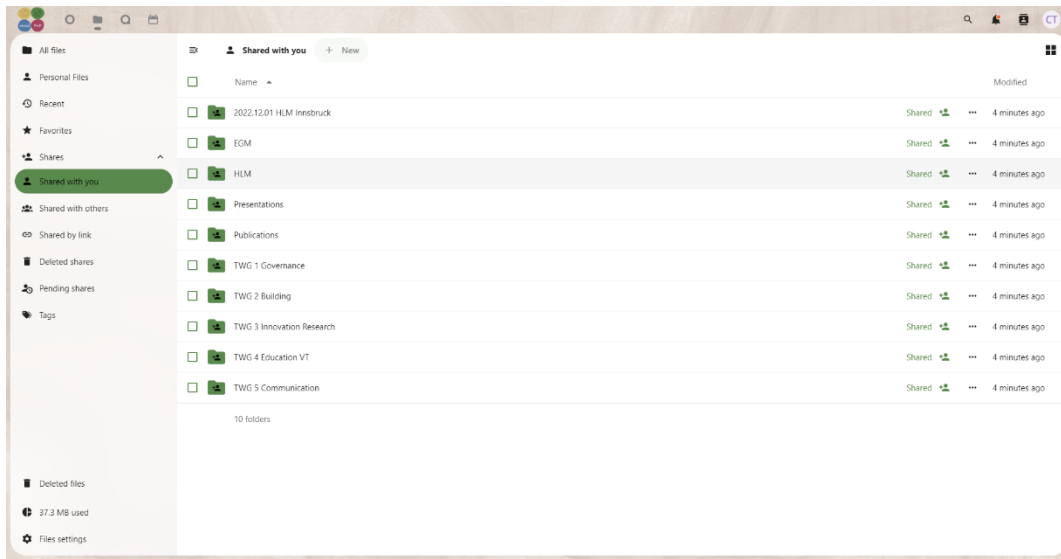


Shares view shows the files and folders shared with you by other user accounts and you shared with other user accounts and/or others (i.e. external entities/individuals).

- Click the expand/collapse menu icon beside **Shares** to reveal/hide all the specific Shared views (Shared with you, Shared with others, Shared by link, Deleted Shares and Pending shares).



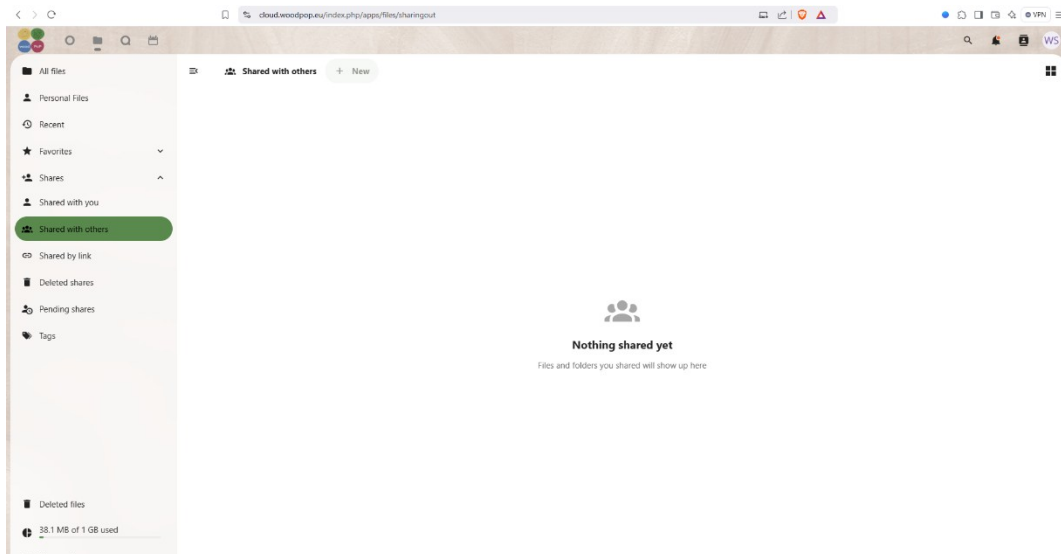
1. Shared with you



This view shows files and folders shared with you by other user accounts.

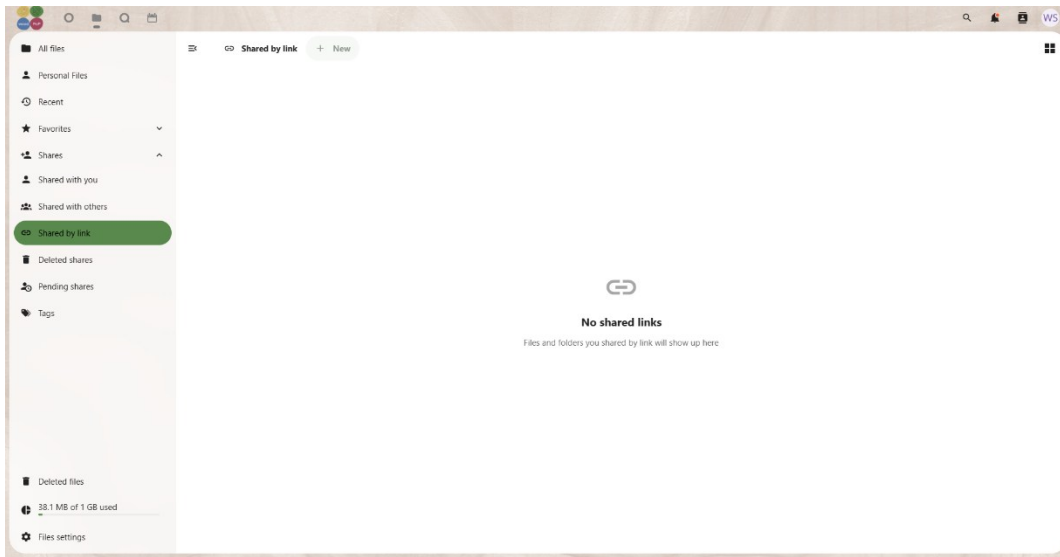
Examples of folders you can see in this view are the **Expert Group Meeting (EGM) folder**, the **High Level Meeting (HLM) folder**, and the **Technical Working Group (TWG) folders**.

2. Shared with others



This view shows all the files and folders you have shared with others, either by specifying user accounts and emails or through a share link. (More about file sharing at **File Sharing Protocol**)

3. Shared by link



This view only shows the files and folders you have shared with others via a **share link**. (Learn more about sharing files via share link at **File Sharing Protocol**)

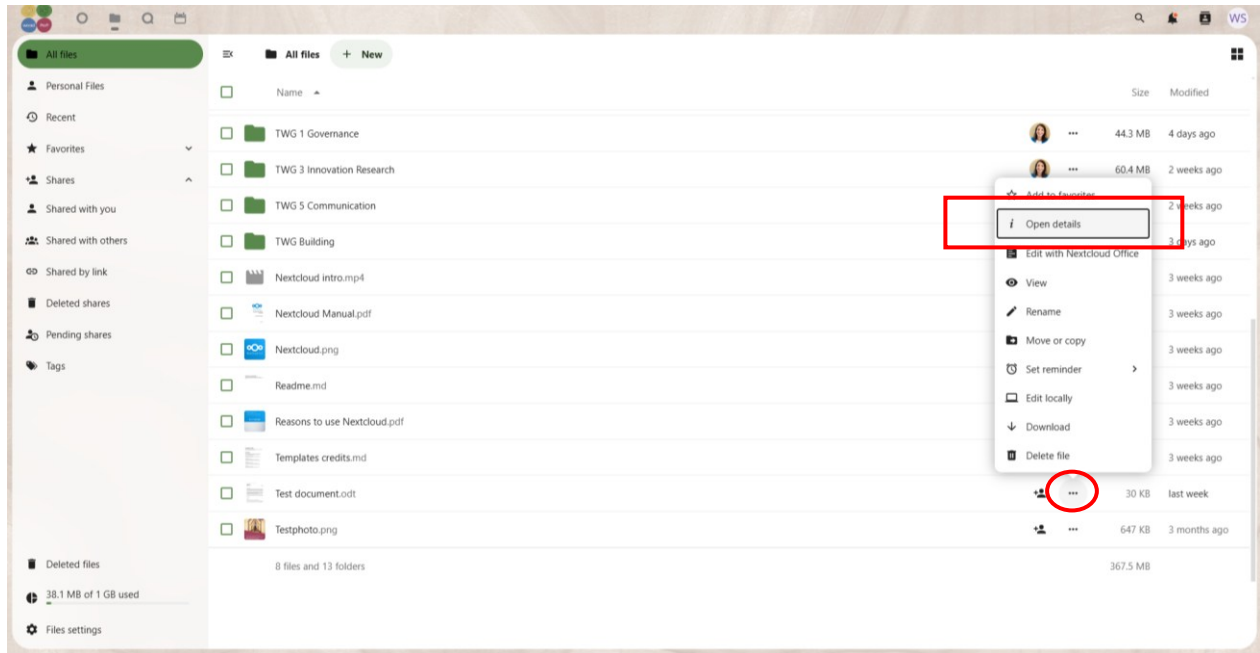
4. File Sharing Protocol

File sharing could be especially useful when you need to share files hosted within the WoodPoP Cloud for discussions with colleagues, disseminating information to government representatives, or other communication or awareness-raising work, or if you are using email clients that do not allow attachments of a specific file size (e.g. 25 MB and above).


a. Sharing Files Externally

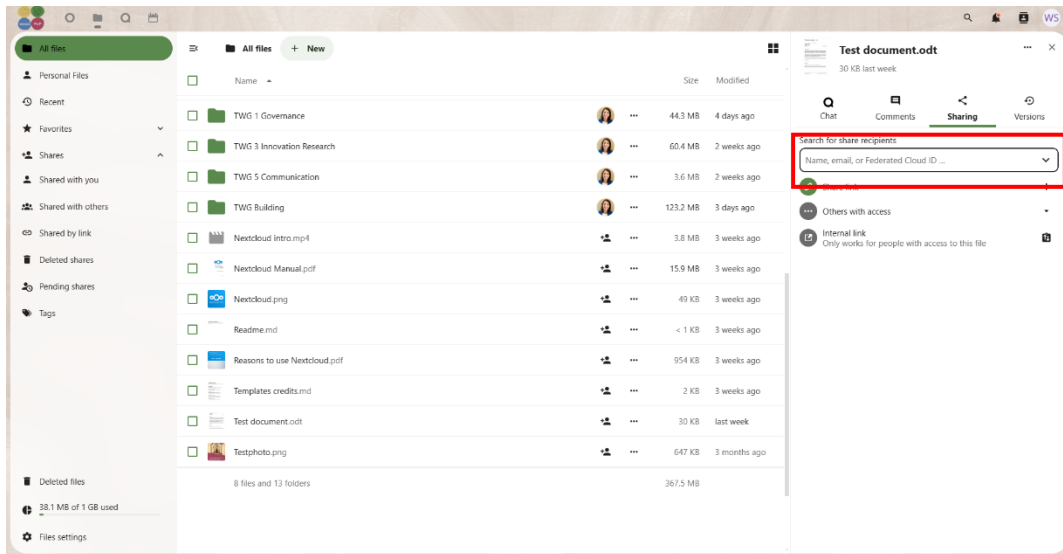
Generally, folders and files such as the HLM, EGM, and when you are given access, the files within the TWG folders can be shared by standard users of the WoodPoP Cloud.

- Both ways start by clicking the **...** **meatballs menu icon** of the file or folder that you wish to share. A drop-down menu will appear and from that, click **Open details**

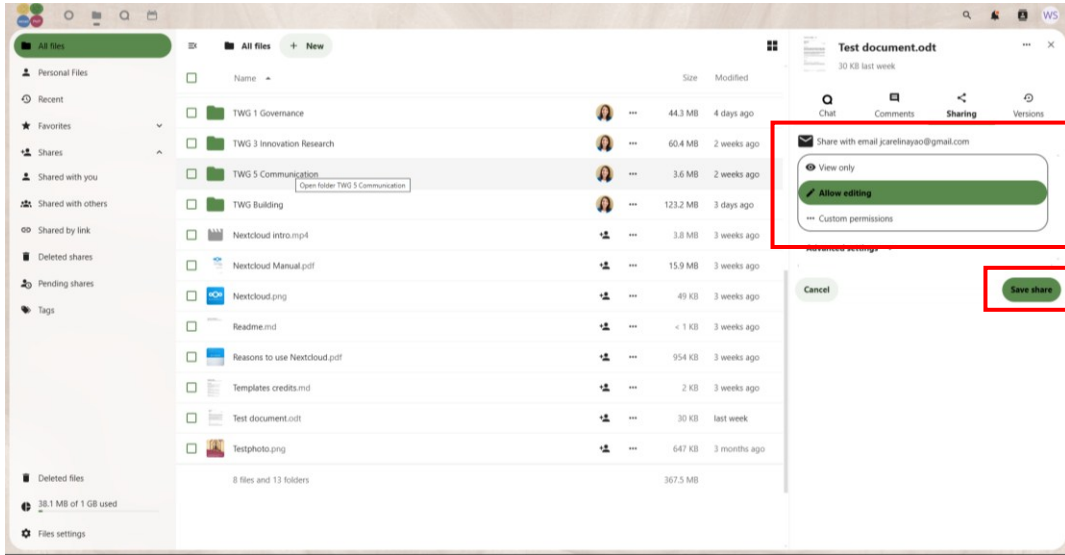


i. Sharing Files externally: specifying a user or sending it through email

- A menu will appear on the right side. Under **Sharing** , type the WoodPoP username or the external email address you wish to send the file/folder in the empty field under **Search for share recipients**.

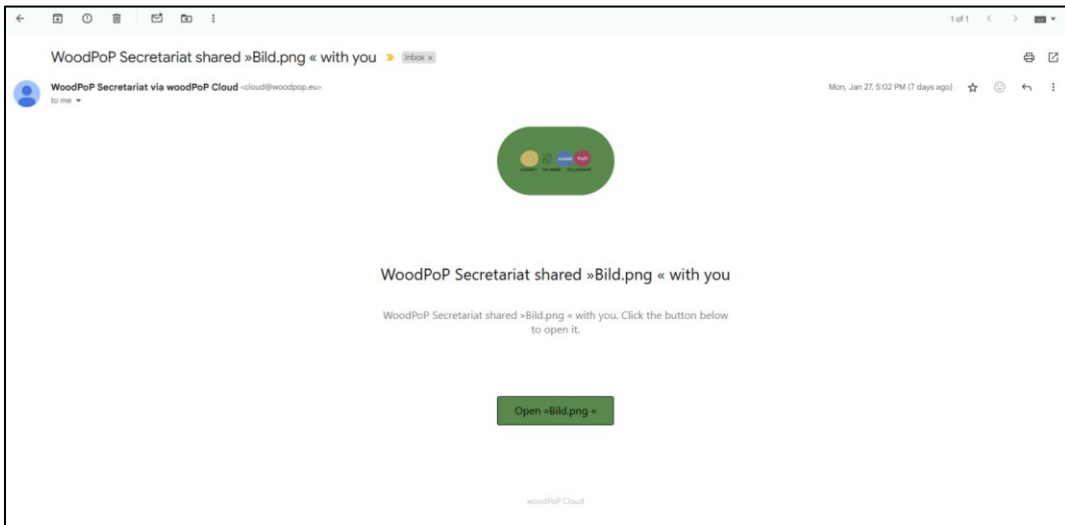


- A drop-down menu will appear with options to give read-only or write access to the WoodPoP user account/s or the external user/s with whom you will share the file/folder. If you are happy with the permissions you have granted, click **Save Share**.



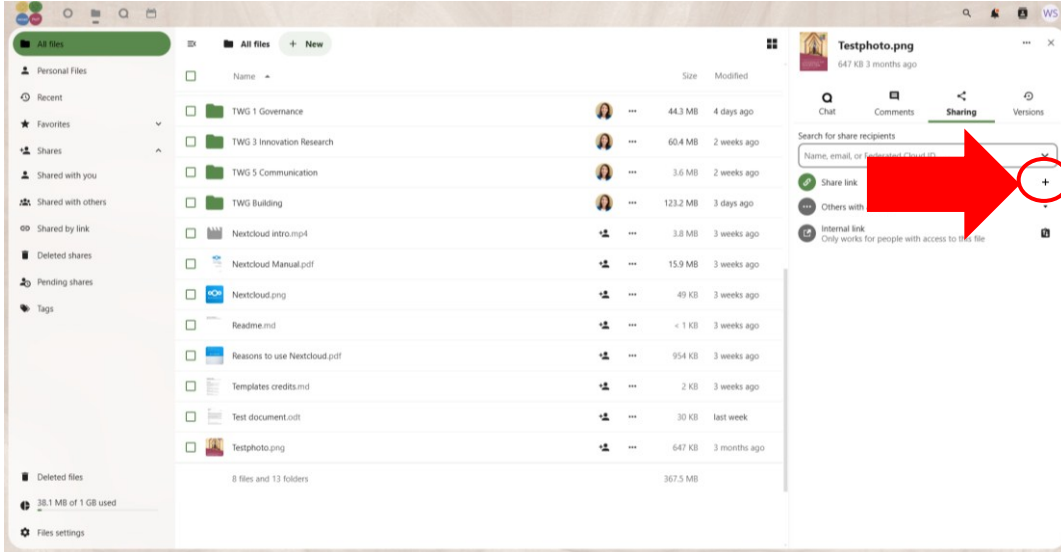
Note: Explore the insert Custom permissions for more options on sharing permissions (i.e. setting an expiration date, allowing download of file/folder, etc).

- The recipient of the file/folder will receive an email about the file you shared with them with a link that will direct them to the shared file/folder.

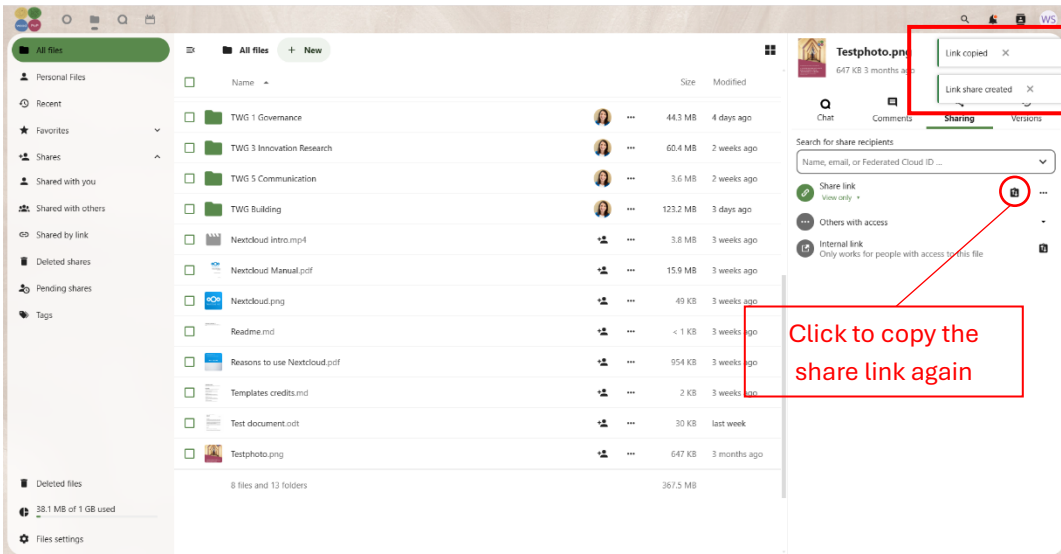


ii. Sharing Files externally: through a share link

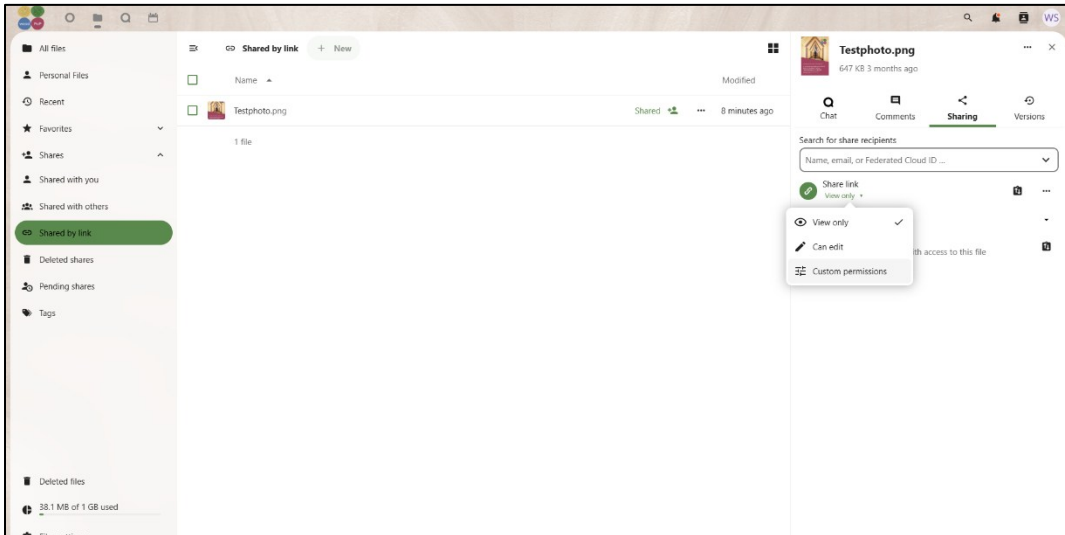
- Generating the share link: A menu will appear on the right side. Under **Sharing** ^{Sharing} click the “+” icon at the tail end of the **Share link** to create a link share and to copy the link at the same time.



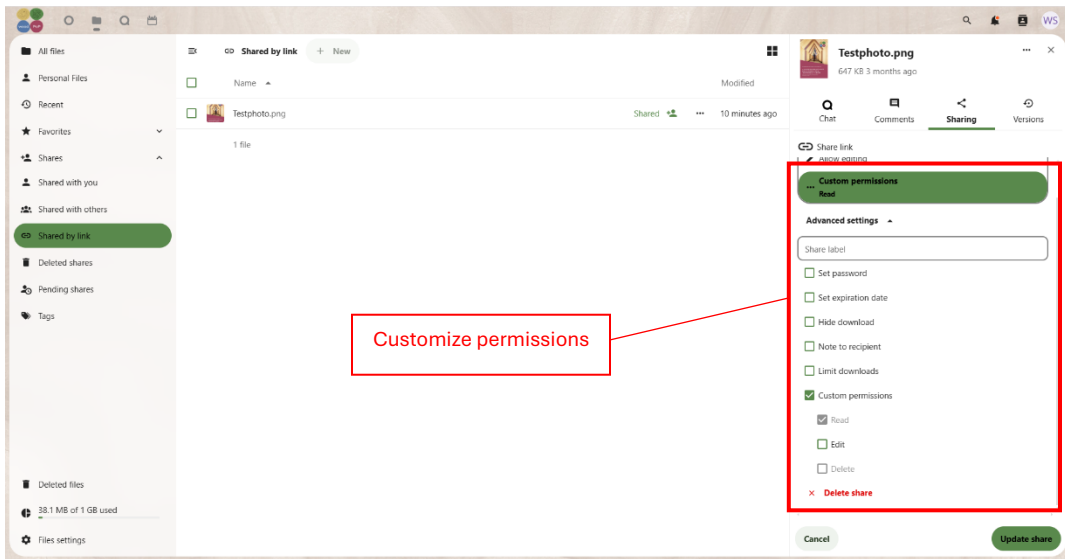
- The share link is automatically copied, and you can copy and paste it. In case you want to copy the share link once again, click the **clipboard icon**.



- The default permission when sharing via a link is “View only” but you can change accordingly by clicking it and clicking Custom permissions.




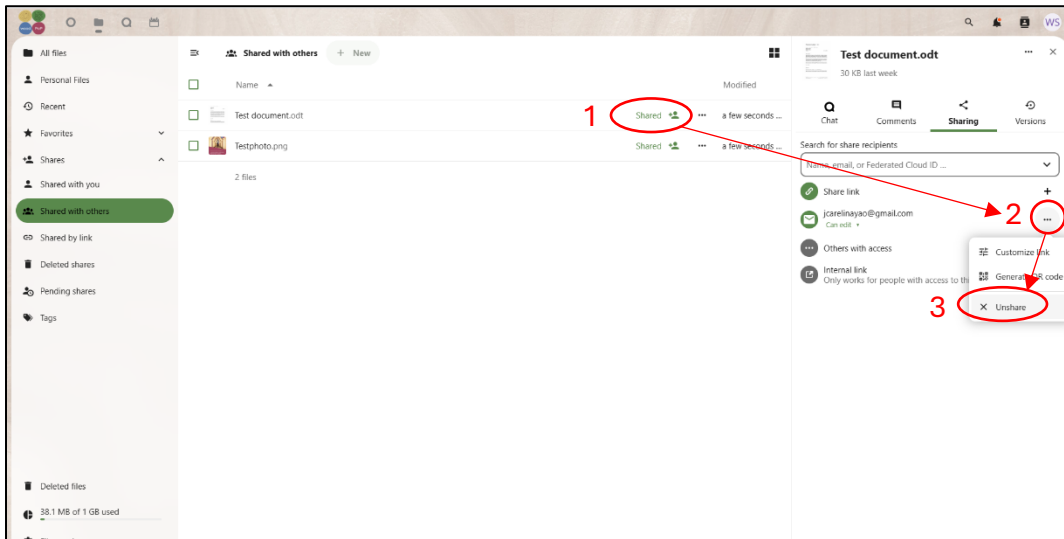
- A new menu will appear with options to give read-only or write access to the WoodPoP user account/s or the external user/s with whom you will share the file/folder. If you are happy with the permissions you have granted, click **Update Share**.




b. Unsharing Files

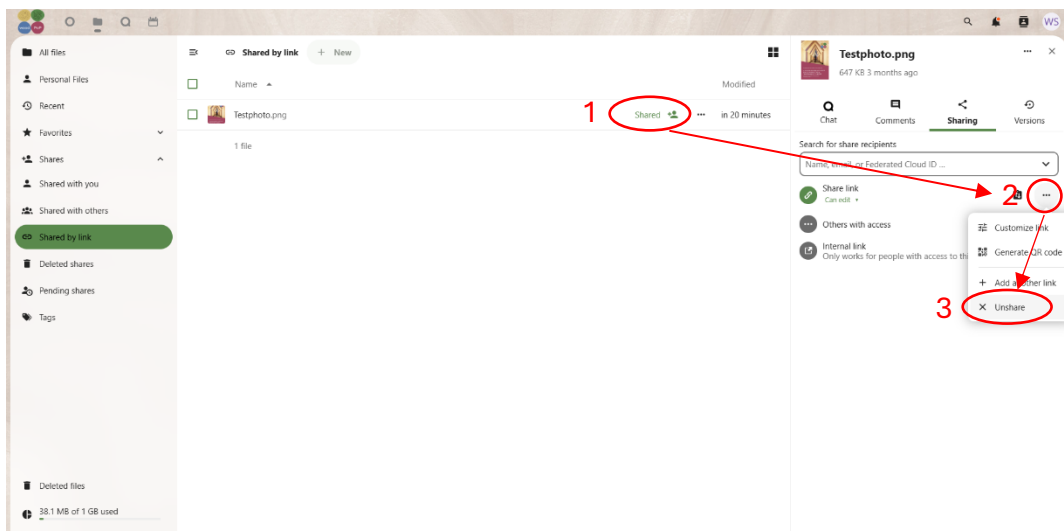
i. Unsharing files/folders: specified user accounts or via email

- From the left side panel, go to **Shared with others** and on the file or folder you wish to unshare, click 
- On the **Sharing menu** that will appear on the right, click the **meatballs menu icon** and in the drop-down menu that will appear, click **Unshare**

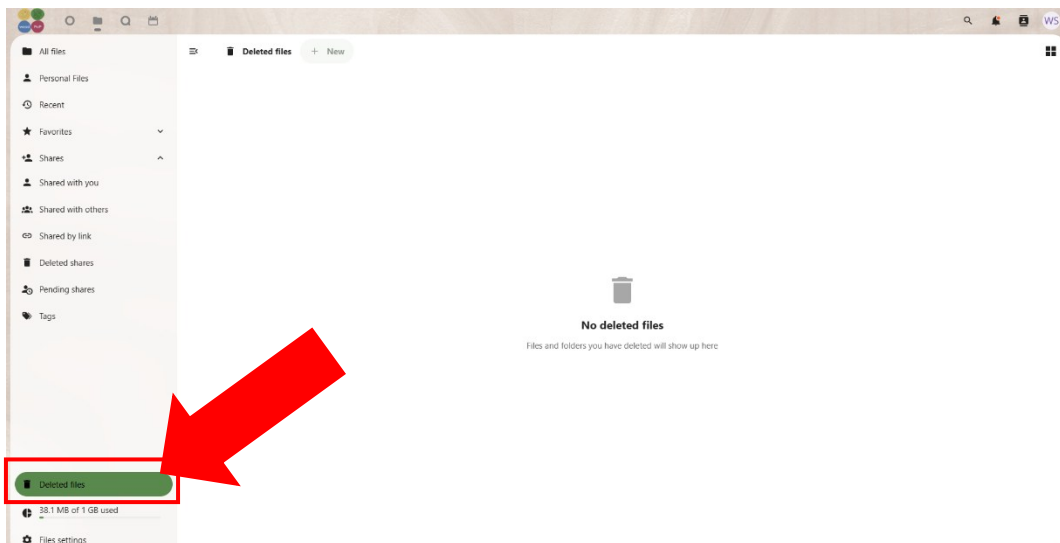


ii. Unsharing files/folders: disabling the share link

- From the left side panel, go to **Shared by link**. Look for the file/folder that you have shared via a link that you wish to unshare and click 
- In the Sharing menu that will appear on the right, click the **meatballs menu icon** opposite the **Share link**. From the dropdown menu that will appear, click **Unshare**

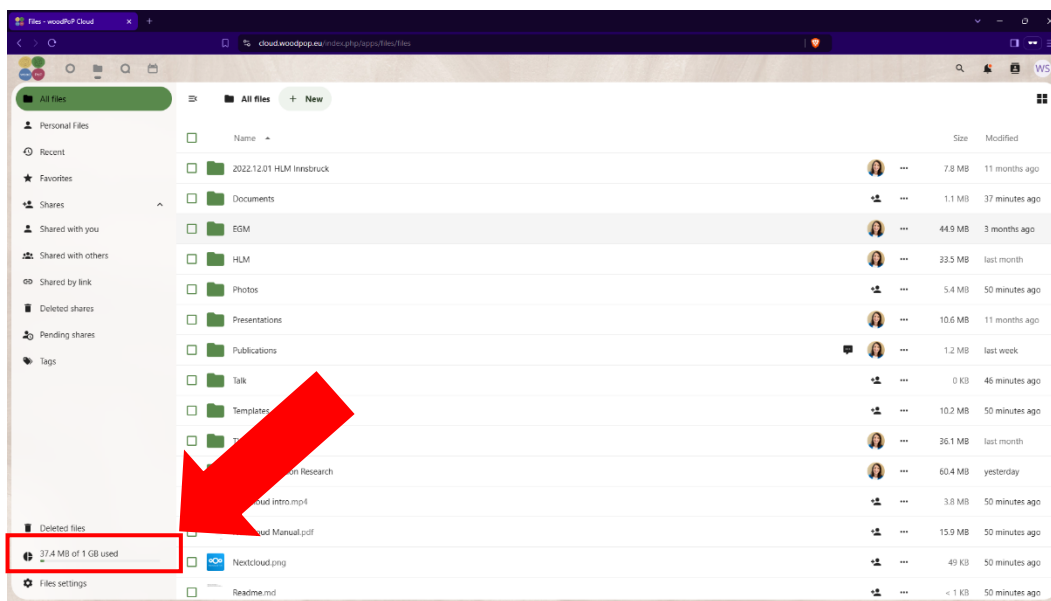


C. Deleted Files



Files and folders that you have deleted will appear here.

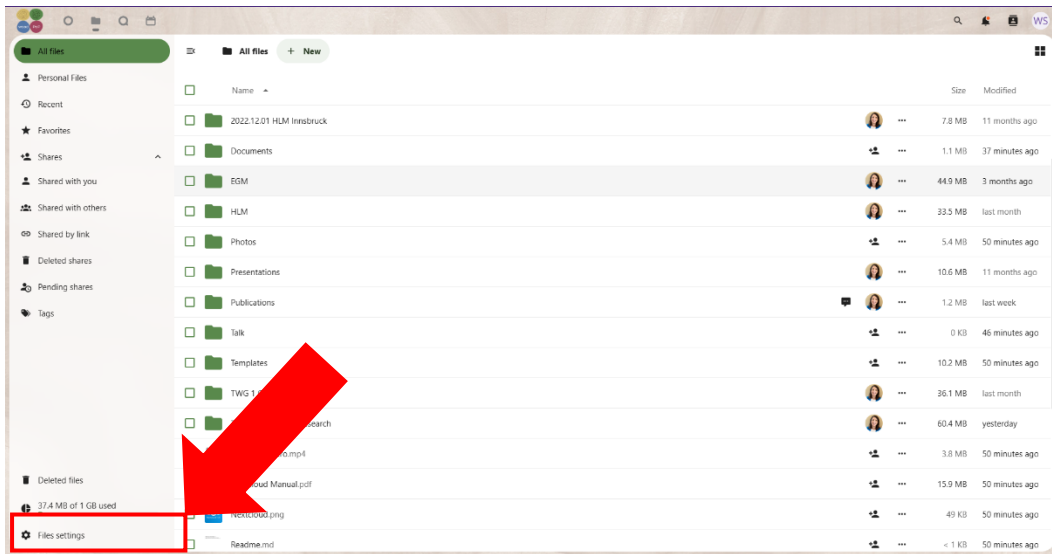
D. Storage capacity



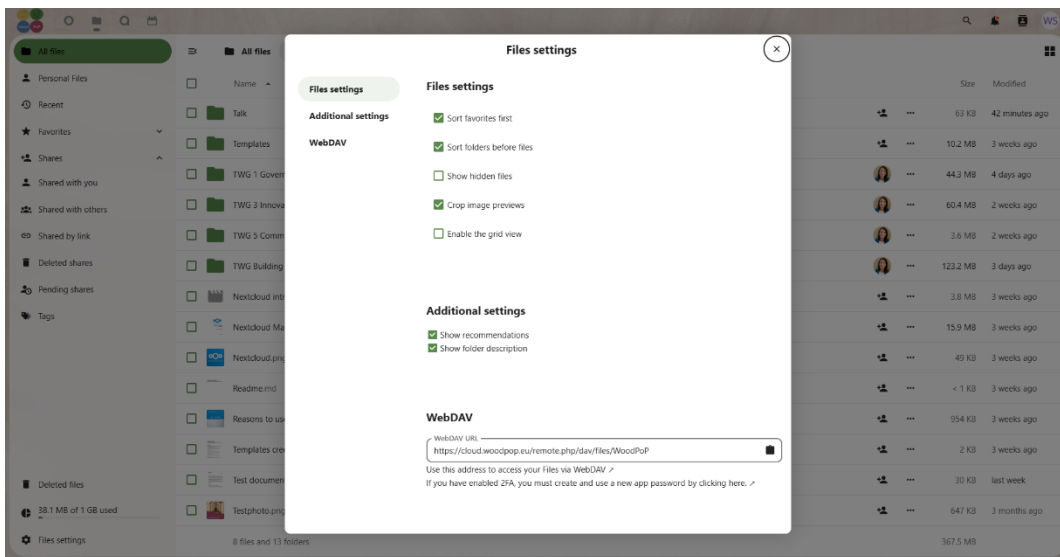
This gives you an overview of how much file storage is available in your user account within the WoodPoP Cloud.

Note: Standard users of the WoodPoP Cloud are allocated 1 Gigabyte of file storage

E. Files settings

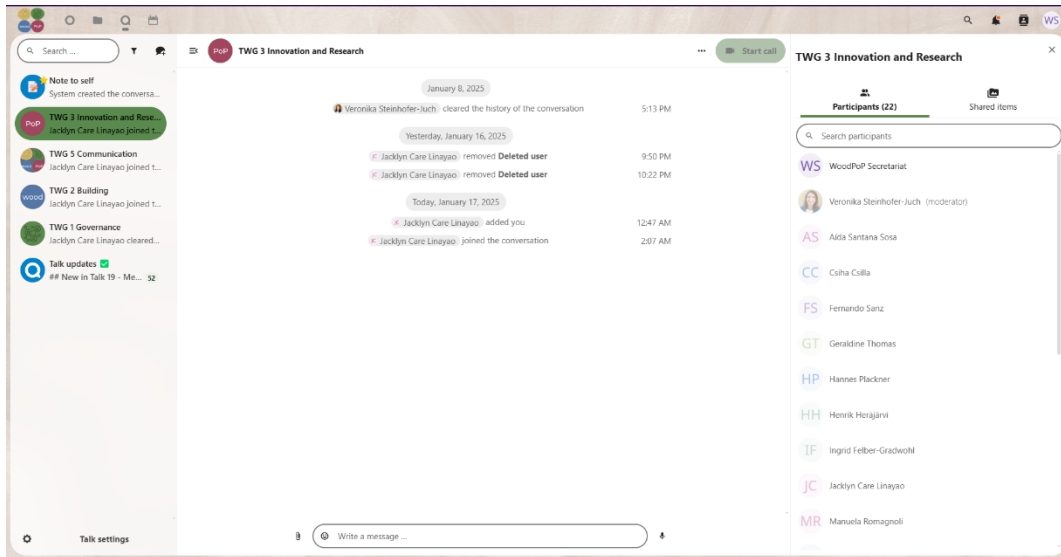


This gives you control over how you want files and folders to be arranged and sorted in your WoodPoP Cloud user account.



IV. Talk

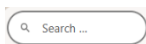
A. Talk Overview



Talk is the Nextcloud’s online messaging platform. It is available in the WoodPoP Cloud server and is intended to be WoodPoP’s virtual communication space for each Technical Working Group.

B. Messages Pane

1. Search and Filter




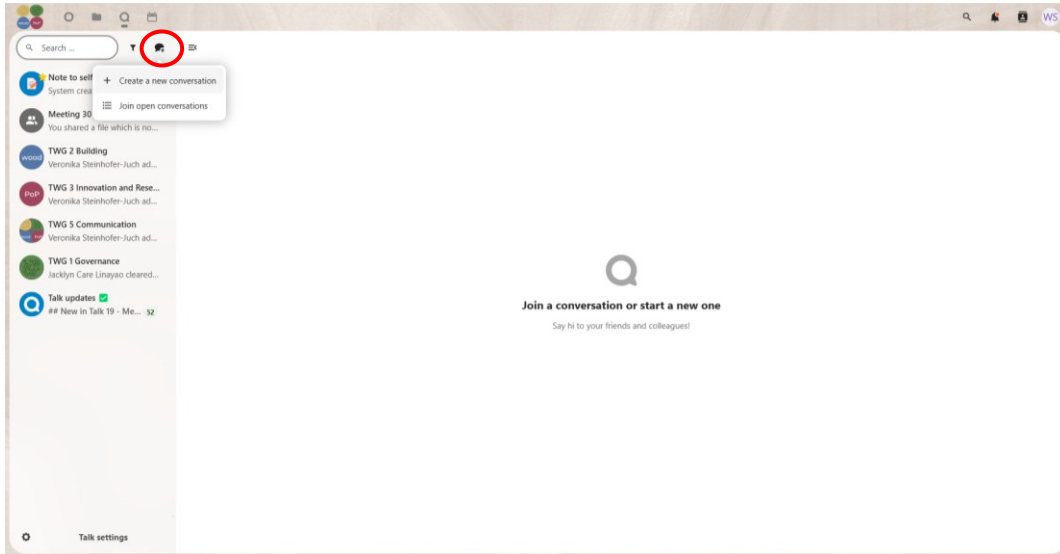
You can use the **Search bar** to look for specific conversations, User Accounts or Groups that you would like to send a message



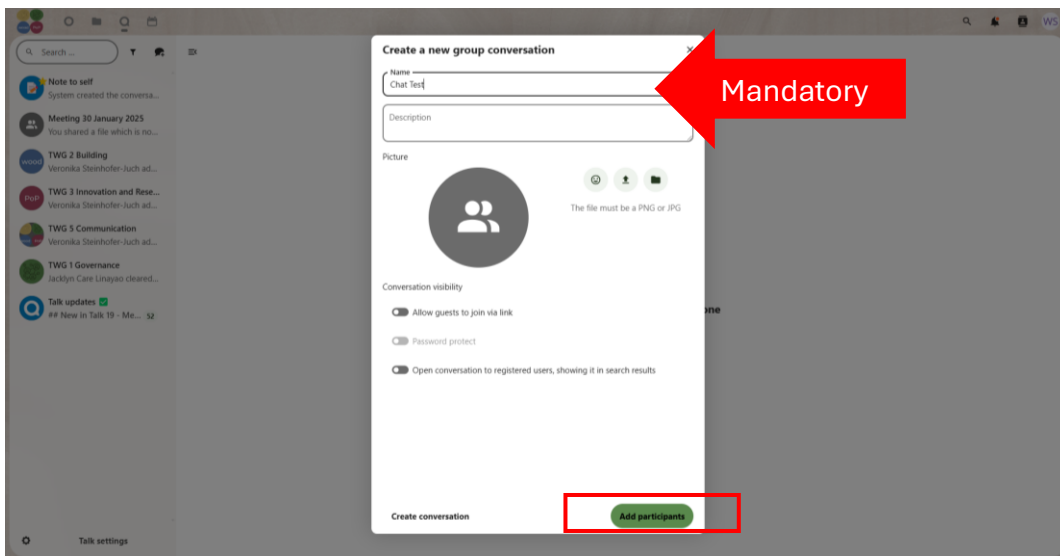
You can use the ***insert icon*** filter option to highlight messages that mention you directly or highlight any unread messages or conversations.

2. Sending a new message

- If you wish to create a new message, click  It will show a dropdown menu and choose **Create a new conversation**

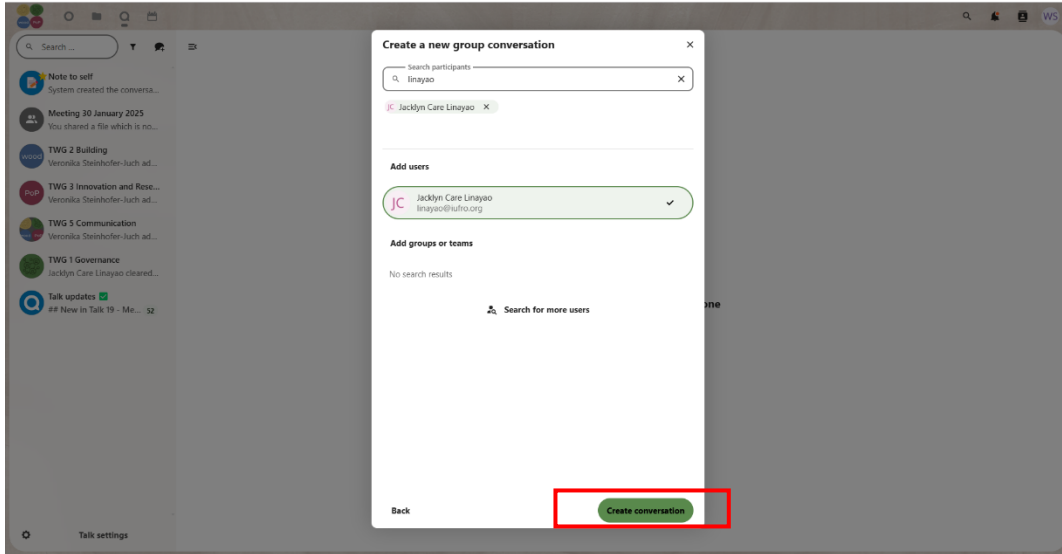


- A window will pop up that will prompt you to create a new group conversation. **Naming the conversation is mandatory**, the rest of the fields (e.g. Description, Picture) are optional.

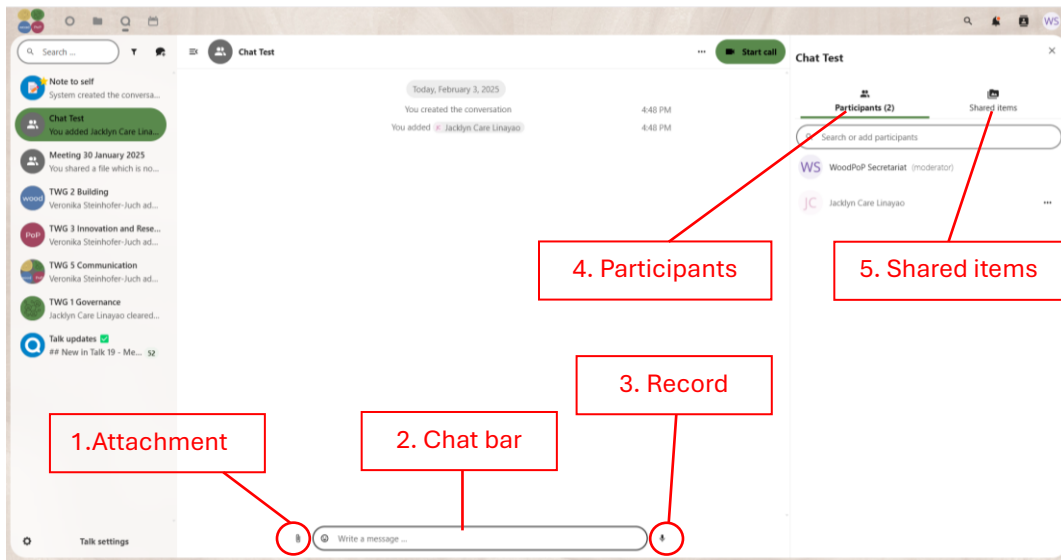


Click **Add Participants**

- You will be redirected to a directory of WoodPoP Cloud users, add one user for a direct message or many users to make it a group chat and when you are done, click **Create conversation**. A chat session has been created, and you can now start by sending your very first message.



C. Chatting/Messaging



1. Attachment Function

Collaboration is made easier with Talk: send a file, document, spreadsheet, presentation, or a new poll through the attachment function.

2. Chat bar

Type your messages here and add emojis if you wish.

3. Record

The record function allows to send recorded messages.

Note: you cannot use the attachment function and chat bar when recording.

4. Participants

This provides an overview of users included in the chat.

5. Shared items

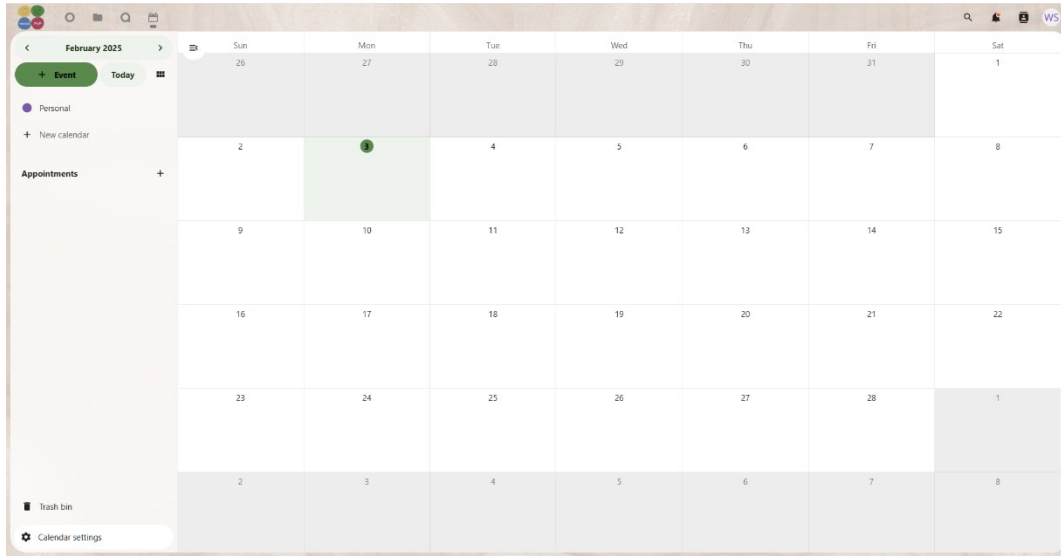
This provides an overview of the files and media that were sent to the chat.

V. Calendar



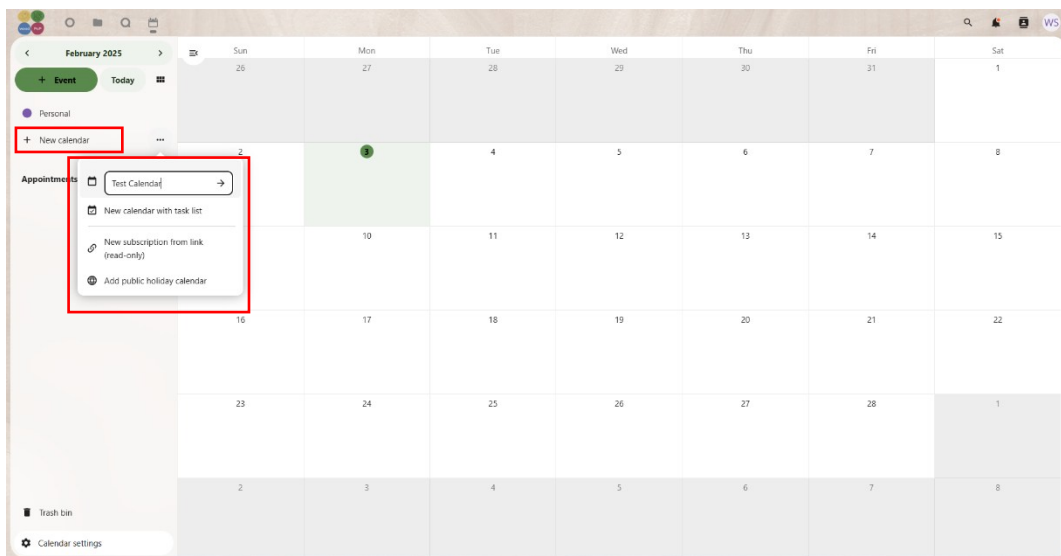
The Calendar feature is similar to other popular calendar applications, and you can sync your existing calendars and events with this. This guide will include some features of the Calendar. A full comprehensive list of features and how-to's are available in [the Nextcloud user manual](#)

A. Managing the Calendar feature



1. Create a calendar

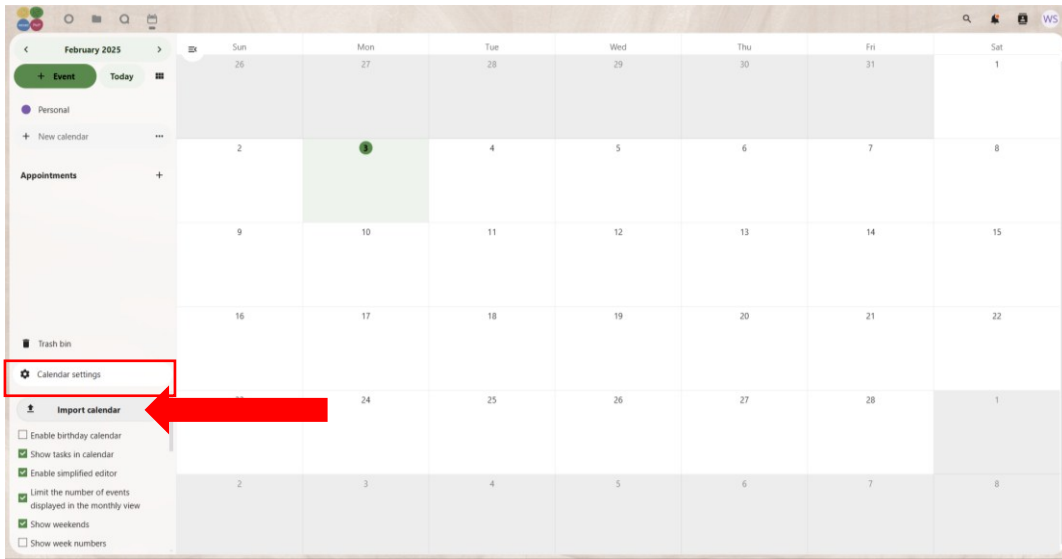
- Click **+ New calendar** in the left panel and give the calendar a name. After you have created a calendar, this will sync in devices that you have installed the Nextcloud client (PC, laptop, or mobile).



2. Import a calendar

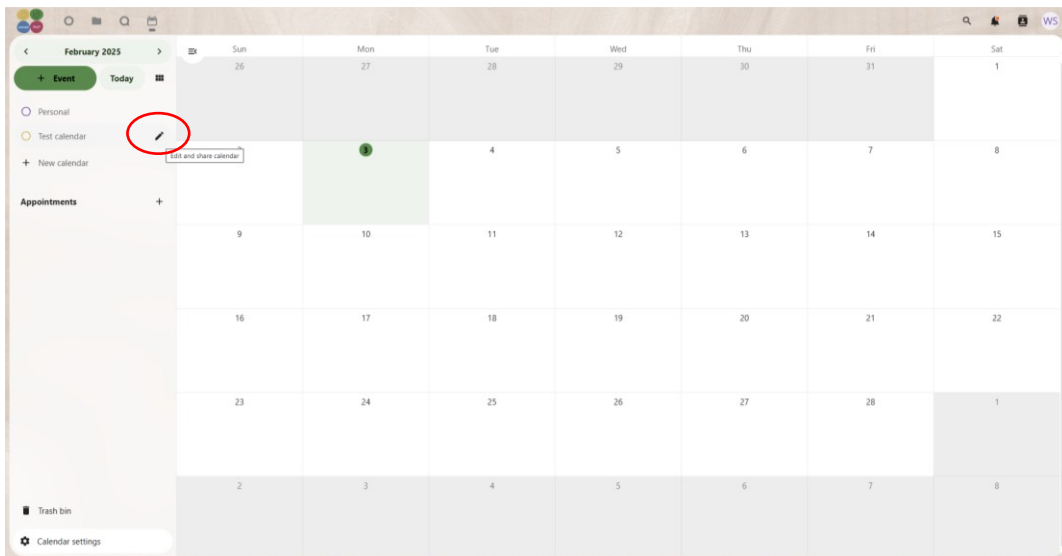
- From the **Calendar Settings** on the lower left side of the left panel, click **Import Calendar** and select one or more calendar files (.ics) from your local device to upload.

Note: Importing a calendar may take some time. A blue progress bar will appear below Calendar settings to update you on the importing process.



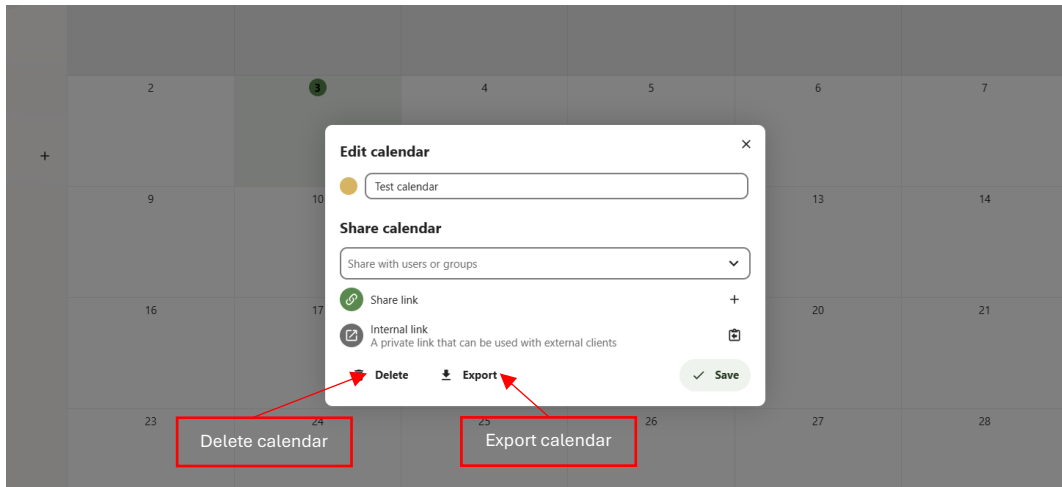
3. Edit, export or delete a calendar

- In the left-side panel, click the **pen icon** beside the calendar name.



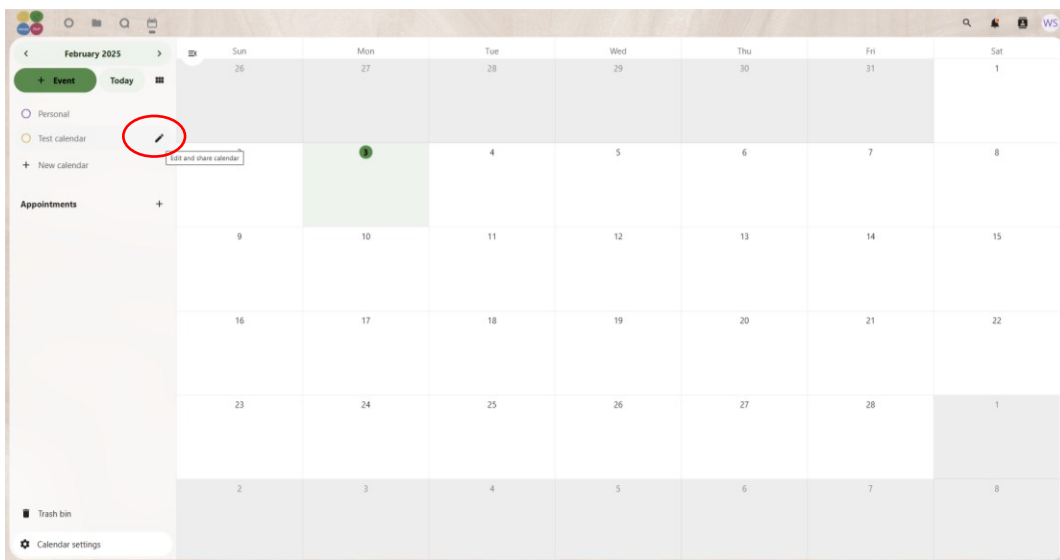
- A popup window will appear with options which will allow you to edit the calendar name and colour and have **buttons** to **delete** or **export** the calendar. Sharing

options for the calendar can also be found here (More about **Sharing Calendars** in the next part)



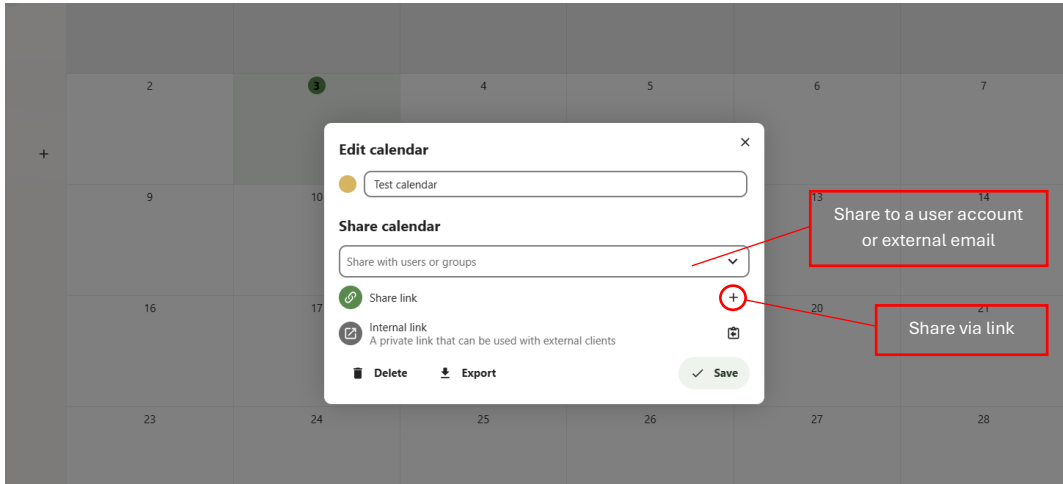
4. Sharing the calendar

- In the left-side panel, click pen icon beside the calendar name.



- A popup window will appear with options that will allow you to share your calendar (via specified users/external emails or via a share link). Calendars may be shared with read-only or write access.

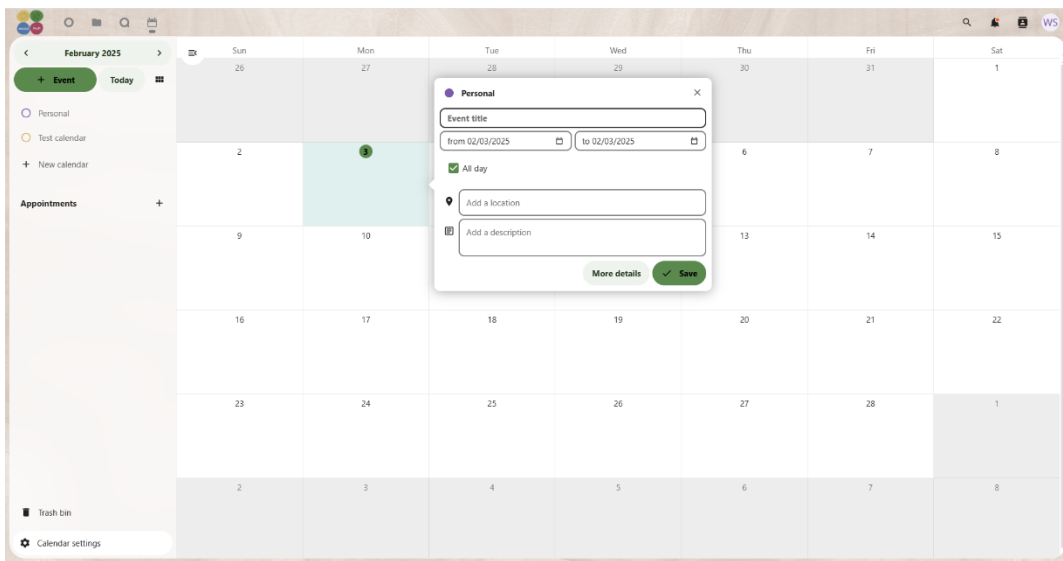
Note: When sharing a calendar with write access, users with whom the calendar is shared will be able to create new events into the calendar as well as edit and delete existing ones



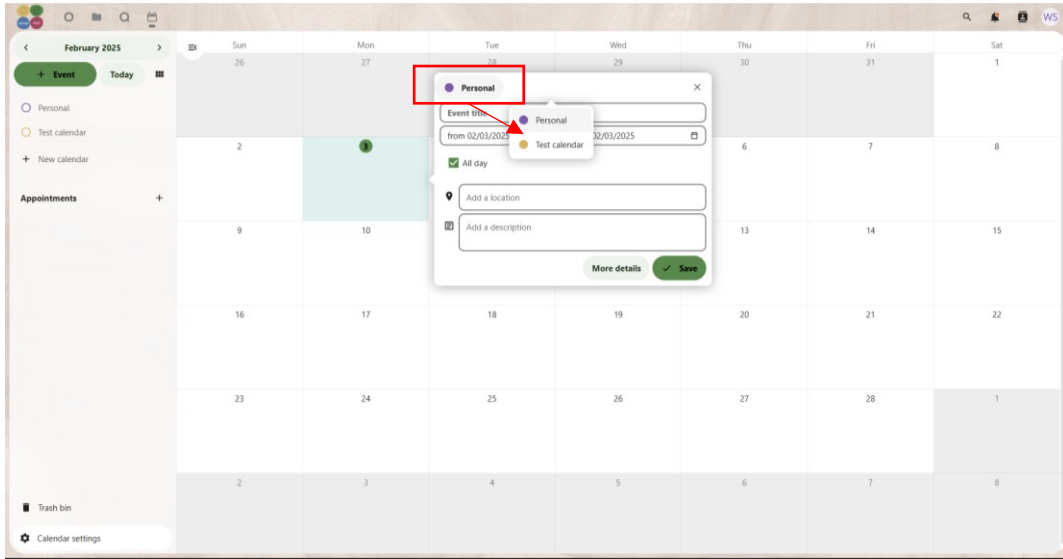
B. Managing Calendar Events

1. Create a new event


- Adding an event is very similar to popular calendar apps (Google Calendar, Apple Calendar, Outlook Calendar). When on month-view, **double-click the day** you wish to put an event/meeting reminder, and **a popup window** will appear where you can fill out the relevant info.

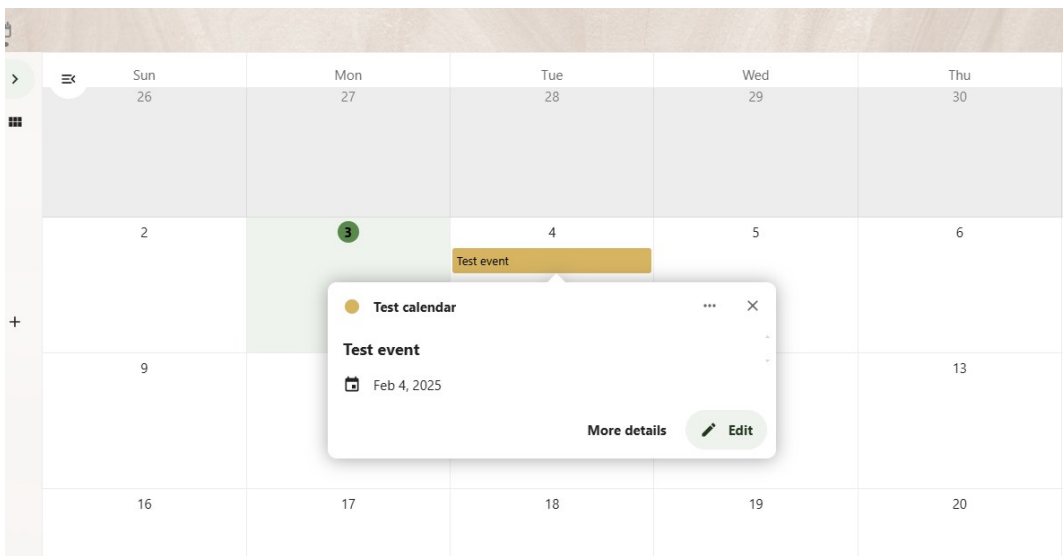


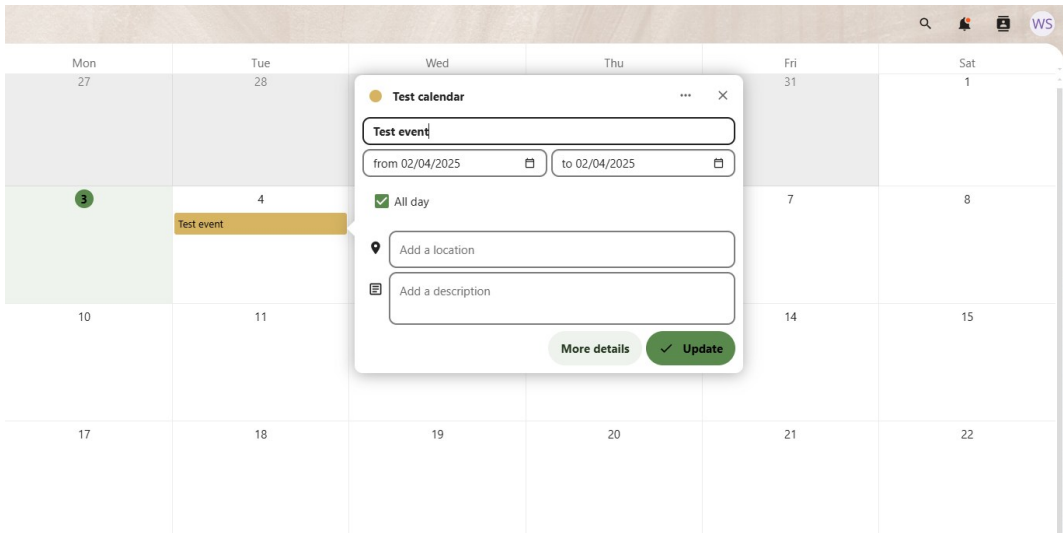
- Before saving the event, make sure you are putting the event in the right calendar. **Click on the calendar name** and **a dropdown list** with the different calendars that you have will appear, choose the appropriate calendar.



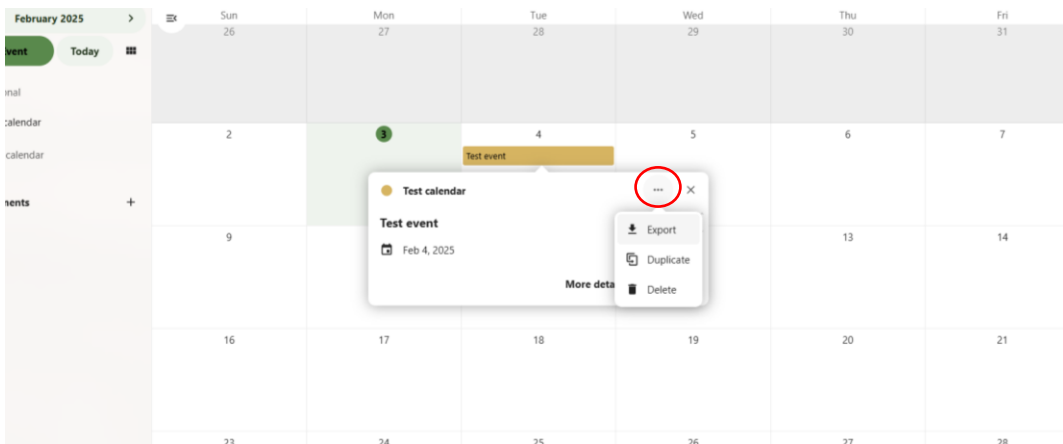
2. Edit, duplicate, or delete an event

- Editing an event: click the event and a small window will appear containing the event details. Click  **Edit** to edit the event.





- Duplicating and deleting an event: click the event and on the small window, click the **meatballs menu button** on the upper left to find the Export, Duplicate, and Delete options.



VI. FAQs and Support

- I am in the WoodPoP Cloud’s Folders portion, and I cannot see the Technical Working Group folders.
 - If you cannot see the Technical Working Group folders, your account may not have been assigned to your respective Technical Working Group. Like the account activation, assignation to a Technical Working Group is also a manual process. **Kindly email the WoodPoP Secretariat to assign you to the Technical Working Group folders that you wish to access.**
- I forgot my password. What should I do?
 - There are two ways. The first way is via the “Forgot password?” route on the log-in page of the WoodPoP Cloud. If this does not work, send an email to contact@woodpop.eu for assistance.
- Is it possible for my group to work on Word documents and slide presentations directly/in real time on the WoodPoP Cloud?
 - In theory, working and editing files in real-time in the cloud is part of the abilities of the WoodPoP Cloud. However, upon testing this capability at the Wood Policy Laboratory in Traunkirchen last July 3 – 5, 2024, it was found that working on the Cloud in real-time with a big group slows down the Cloud. This may lead to server crashing or file corruption.
 - It is also not ideal to upload Microsoft Office Files (MS Word/.docx, MS PowerPoint file/.pptx, MS Excel file/.xlsx) to the Cloud and work on it because of system incompatibilities that lead to formatting disruption. Using and uploading files created from another office software suite called “OpenOffice”. OpenOffice Files (OpenOffice Text Document/.odt, OpenOffice Presentation/.odp, OpenOffice Spreadsheet/.ods) seem to work best but rarely anyone works using the OpenOffice software.