

How to Use the Kappa Cloud

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WHAT IS THE KAPPA CLOUD?

The Kappa Cloud is a shared file storage (similar to Dropbox or Google Drive) that is for volunteer use. Its purpose is to provide a safe place where volunteers can store and share electronic files among themselves, their subcommittees, special task forces and staff. Organization is key to properly using the Kappa Cloud. We suggest organizing folders by committee and year.

HIGHLIGHTS:

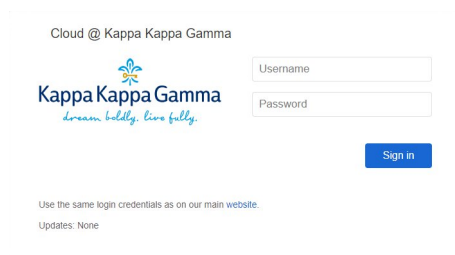
- Permissions are assigned based on the Yellow Pages committee assignments. As people come in and out of committees, they automatically obtain—or are removed from—access to the appropriate folders
- The Kappa Cloud can hold any file type (e.g., Word, Excel, PowerPoint, pdf, jpg, etc.).
- You can only see the folders you have permission to view or edit. (Everyone does not see the same folders.)
- Chapter reports that are not submitted through *KeyReports* are saved in a chapter reports folder and organized by district.
- You may organize the folders for your committee (e.g., create folders, add files, delete documents, etc.).
- You are given a personal storage area to save files that only you can see. These are located under “My Files.”

WHERE TO FIND THE KAPPA CLOUD:

The Kappa Cloud can be accessed by going directly to cloud.kkg.org or by logging into www.kappa.org/members, and then navigating to All Resources > Kappa Cloud.

HOW TO LOG IN TO THE KAPPA CLOUD:

Your username and password for the Kappa Cloud are the same as your login information for the Kappa [website](http://www.kappa.org).



The screenshot shows the login interface for the Kappa Cloud. At the top left, it says "Cloud @ Kappa Kappa Gamma". Below this is the Kappa Kappa Gamma logo with the tagline "dream. build. live fully." To the right of the logo are two input fields: "Username" and "Password". Below these fields is a blue "Sign in" button. At the bottom left, there is a small note: "Use the same login credentials as on our main website." and "Updates: None".

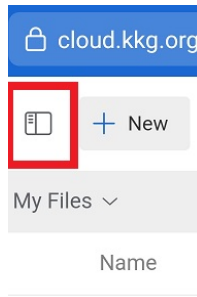
HOW TO UPLOAD A DOCUMENT:

1. To see all of the folders you have access to...

Computer/Laptop
Click “**Kappa Kappa Gamma**”

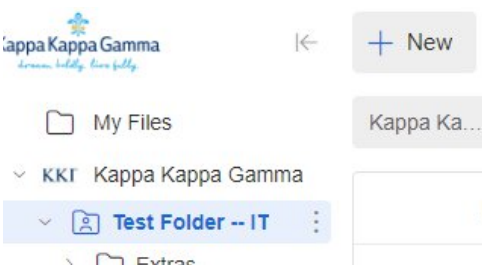


Phone/Tablet
Click on the folder icon in the toolbar and then click on “**Kappa Kappa Gamma**”

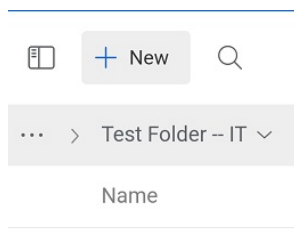


2. Navigate to the folder you wish to upload a file to...(the example below displays the “Test Folder — IT” folder open).

Computer/Laptop
(Select “+ New”)

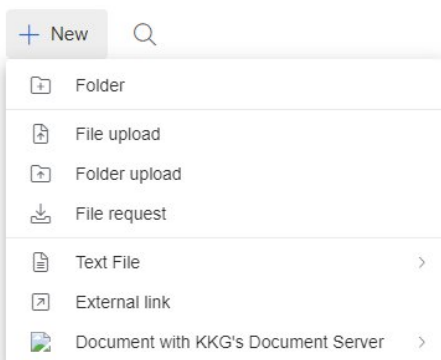


Phone/Tablet
(Select “+ New”)

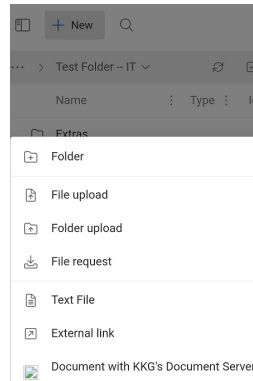


3. Click “**File upload**” and another window will appear, allowing you to browse for the file you want to upload.

Desktop/Laptop

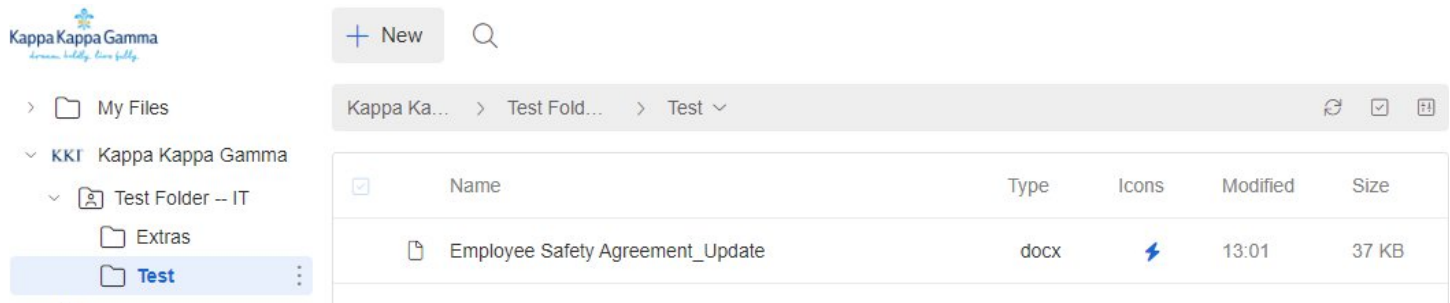


Phone/Tablet



4. From the File Upload window, find the file you wish to upload. Highlight the file and click “**Open.**”

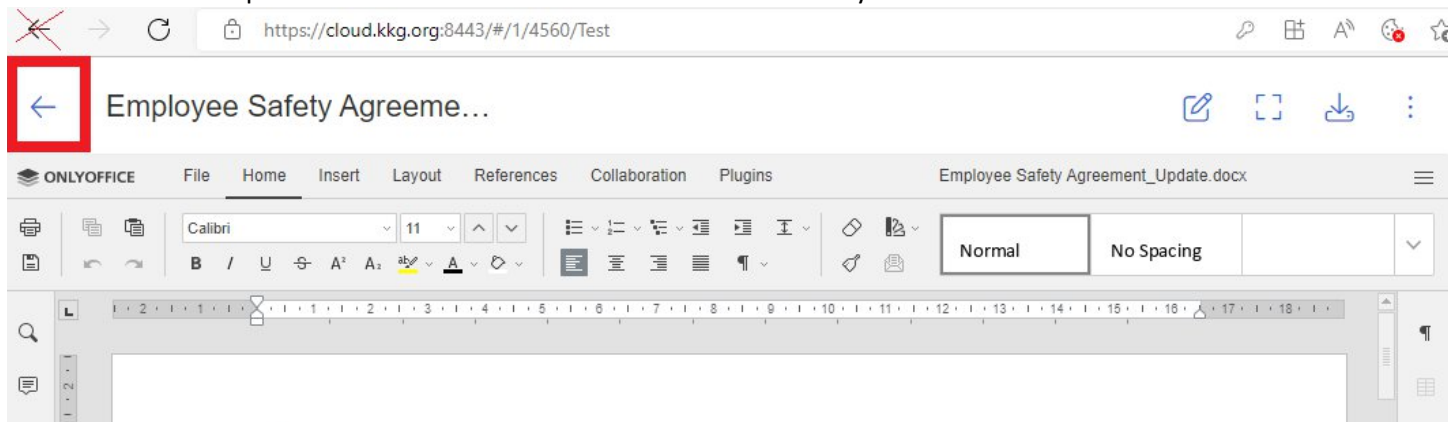
- The screen will then show that the file has been uploaded. Files that have been uploaded or changed since your previous log-in will show up with a lightning bolt. This includes documents your peers have uploaded or changed.



HOW TO OPEN A DOCUMENT:

Common file types like images, documents and music have a previewer built specifically for them. There are multiple ways to open a file, including downloading the file to your device.

- Double-click** for computers/laptops and **tap** for phones to open the file. When you open a file, it opens as an overlay to the Kappa Cloud. To return to the Kappa Cloud, click the left blue arrow next to the title of the document on the top left. Be careful not to click the left back arrow on your browser window.

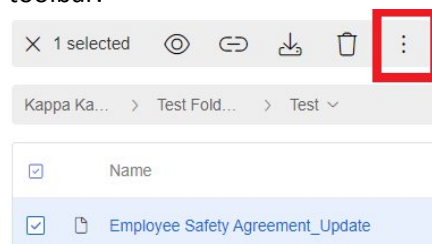


- To reveal a full menu of choices for a file...

PC **Right Click**
on File

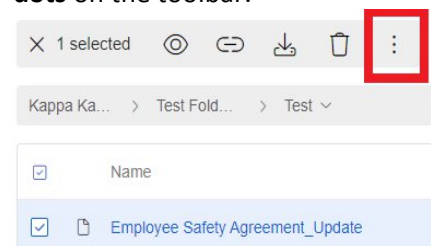
Macintosh

Single Click on File and then **Click** on the **3 vertical dots** on the toolbar.



Phone /
Tablet

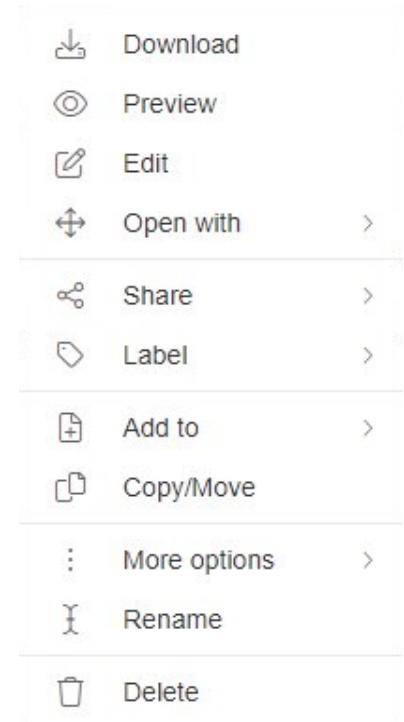
Tap & Hold on File to it highlights and then **Click on the 3 vertical dots** on the toolbar.



FILE OPTIONS:

From the full menu of the file, you may select:

- a. **Download:** saves the file to your device for offline use or open in your device's application (e.g., Microsoft Office, Adobe Acrobat Reader, etc).
- b. **Preview:** opens the document from within the Kappa Cloud.
- c. **Open with:** multiple choices for other third-party viewers.
- d. **Share:** *DETAILS BELOW*
 - i. **Web link:** provides an easy-access link to the file or folder.
- e. **Label:** tag the file with a label of your choice. Choose from 4 premade labels or create a custom label.
- f. **Add to:** *DETAILS BELOW*
 - i. **Starred:** adding a star to a file or folder is like adding a bookmark or favorite to a web page. All of your starred documents can be viewed from the starred-menu item.
 - ii. **Zip archive:** create a compressed zip of the file or files.
- g. **Copy/Move:** use to copy or move to another folder. ** Moving files can also be done by dragging them to another folder.*
- h. **More options:**
 - i. Versioning:
 1. Previous versions: go back to a previous version of the file. Any time someone changes a file or uploads a file with the same type and name overwriting this file, it will save a copy of the old version. you can restore to a previous version.
 2. Lock: lock files to prevent others from editing them.
 3. Unlock: unlock files to allow others to edit. only the user that locked the file can unlock.
 - ii. Activity Log: the history log of file or folder.
- i. **Rename:** Rename the file.
- j. **Remove:** Option to permanently delete. Otherwise, it goes to the recycle bin.



SHARE > EMAIL:



Email: Send a link or file to someone. Useful for sending files to those that do not have an account on the Cloud. You cannot modify the from field, this will use your email account. If this email address is wrong then you need to update your profile on the kappa.org website and re-log into the Cloud.

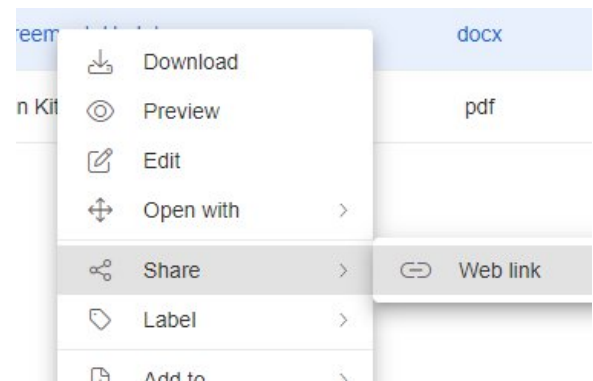
If you want to send them a link to the file or folder instead of an attachment then check the box for “Send Weblinks instead of attaching files.”

**** This is currently disabled for security reasons.**

SHARE > WEB LINK:

Web Link: Create a link that people can access the file with. **This is useful for those who do not have an account for the Cloud.** You can specify the date the link will no longer work, establish a limit on how many times it can be downloaded, create a password to protect it—can be left blank—and receive notifications for when someone downloads it. Reveal menu of file and navigate to Share > Web Link.

* If a web link already exists, you can change or remove it.



1. Copy and paste the link address. It will be the direct link to the file or folder. You will 4 options for the guests when accessing the file:

- With preview - This option gives them viewing ability. Great if you don't want them to change it.
- Open in browser - This option is useless, just use with preview.
- Force download - Forces the guest to download the file.
- Editable - Allows the guest to edit the file. Must be an editable document. Also remember that anyone with this link can also edit it. Maybe you should set a good expiration and password?
- You can create a short URL to use if you desire. Click the scissors to “Shorten” and copy and paste the provided URL. This is not a long term solution. It relies on bit.ly.
- To remove a web link, click “Remove Link.”

You may want to check out the “Advanced” here. This will provide some security like a password.

2. Advanced (Options):

- Expiration dates are 7 days out by default. You can change this if needed.
- Download limit is the limit of downloads allowed before it expires.
- Passwords will prevent unauthorized access to the file. Please keep in mind, web links will not ask for a password unless the “set a password” is set.
- Require visitors to be signed in will only allow user accounts on the cloud to access the link.
- Allow visitors to download this file, if unchecked if just allow them to view the document and not save a copy locally to their machine. Unchecking will make it more secure.
- Allow visitors to edit this file, if unchecked they will be read only. When checked then they can edit.
- Receive e-mail notifications, alerts you via email everytime someone opens the link.

Don't forget to “save changes” if you make any changes.

Employee Safety Agreement_Update.docx ×

Options Restrictions Download Terms

Expiration date: 08/01/2022 ⓘ

Download limit: ⓘ

Set a password: ⓘ

☐ Require visitors to be signed in. ⓘ

Save changes Cancel

Employee Safety Agreement_Update.docx ×

Options Restrictions Download Terms

☒ Allow visitors to download this file.

☐ Allow visitors to edit this file.

☐ Receive e-mail notifications. ⓘ

☐ Share the file comments with the visitors.

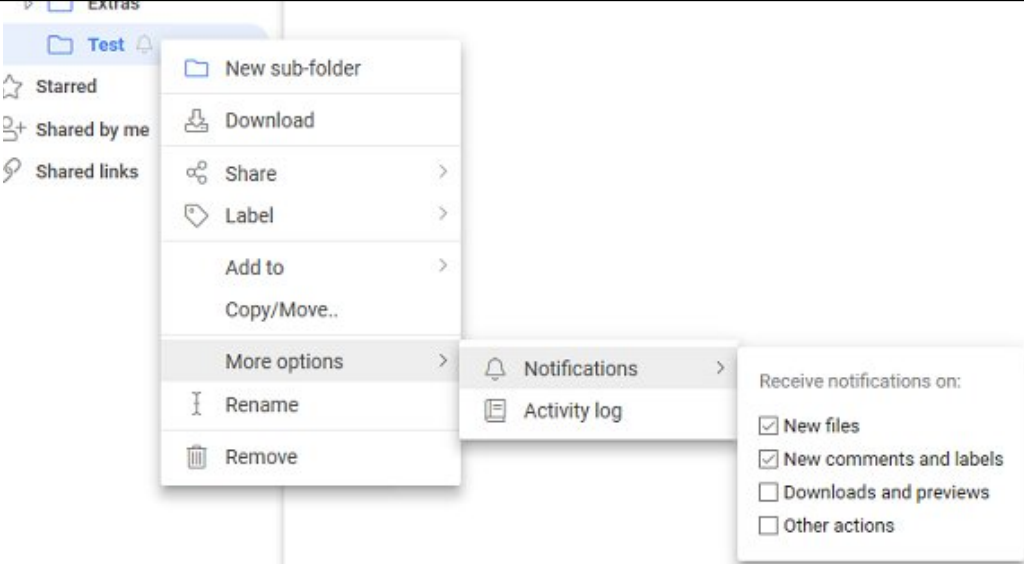
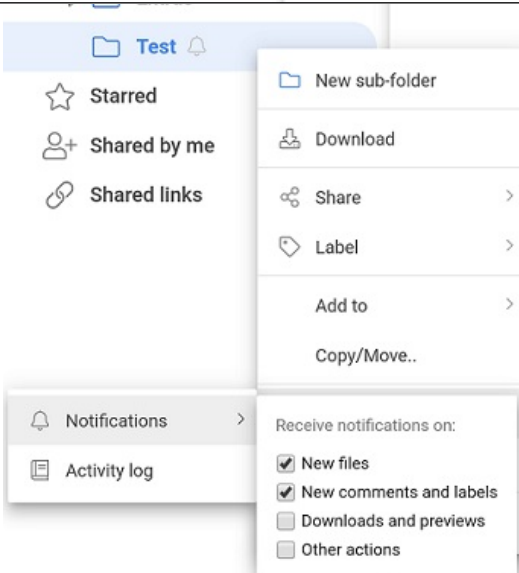
☐ Share the metadata with the visitors.

Save changes Cancel

3. Advanced (Download Terms):

- This is a message the person as to accept before they can download the file. This is for legal reasons if you need to give the person a message understanding how important the file is.

The Kappa Cloud allows users to enable notifications when changes have been made to specific folders. Navigate to the folder and [bring up the menu](#). Click “**More options**” > “**Notifications**”. “**New files**” & “**New comments and labels**” are the only ones I recommend using if you want notified.

<p>Computer/Laptop (Right click, 3 dots on toolbar for Macs, on the folder to get the menu)</p>	
<p>Phone/Tablet (Tap and hold on folder, then click the 3 dots on toolbar to get the menu)</p>	

Once enabled you will now see a bell next to the folder indicating you will be alerted of the change anywhere in that folder. With notifications enabled, your account is set to be notified of any actions you selected.

“**New Files**” will notify when someone add’s or modifies a file.

“**New comments and labels**” will notify when comments are added or labels are changed or created.

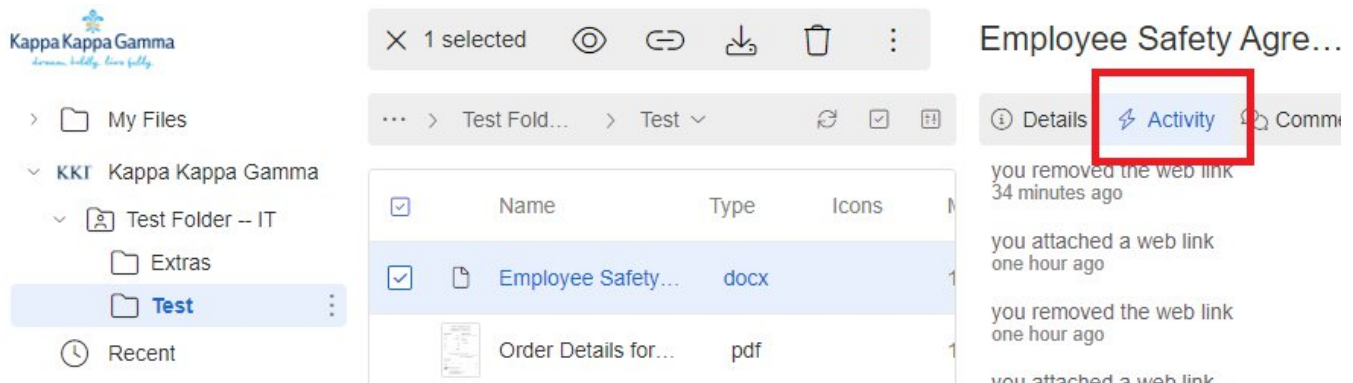
“**Downloads and previews**” will notify anytime someone opens the file.

“**Other actions**” is only used for home folders.

All notifications are set to go to your email listed on Kappa's website.

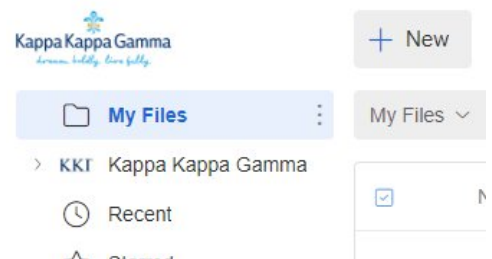
HISTORY OR ACTIVITY OF FILE OR FOLDER:

1. Click onto the file or folder you want to check the history of.
2. Click the "Activity" tab on the sidebar. ** Only the last 60 days will show.*



PERSONAL STORAGE AREA:

Your account has a personal storage folder where you may upload Kappa files. You may share these documents with specific people or keep them private. Your personal storage can be found at the top left of the folder list under "My Files."

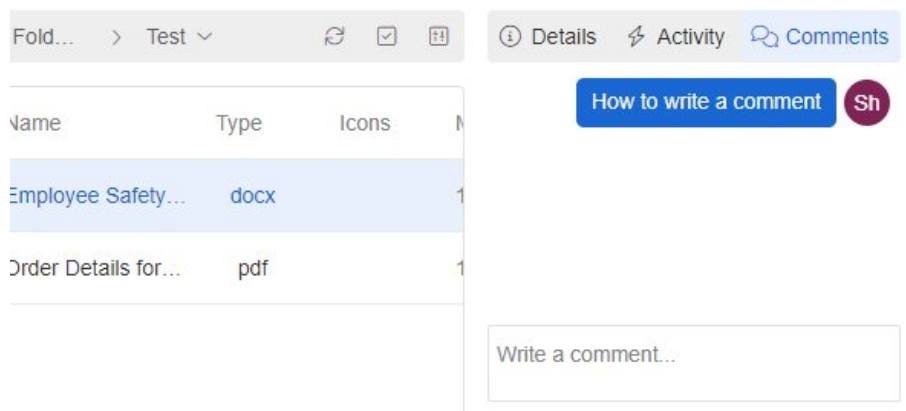


SEARCH:

The search function is currently under construction.

COMMENTING:

Add comments to the file, folder or view comments from others. To add a comment or view them, click on the file to highlight (phones/tablets will need to tap and hold), then click on the Comments tab on the sidebar. Place your thoughts about the document in the comment box.



EDITING A WORD, EXCEL, OR POWERPOINT DOCUMENT:

For this section, the word “document” will be referring to any office document like Word (doc,docx,dotx,odt), Excel (xls,xlsx,xltx,ods), & Powerpoint (ppt,pptx,ppx,ppsx,odp) files.

By default if you open a document, you will be able to edit the document right inside the cloud. If you have used Sharepoint or Google Docs then you'll be familiar with how this works. Documents save on the fly and when the last person leaves a final copy will save to the cloud.

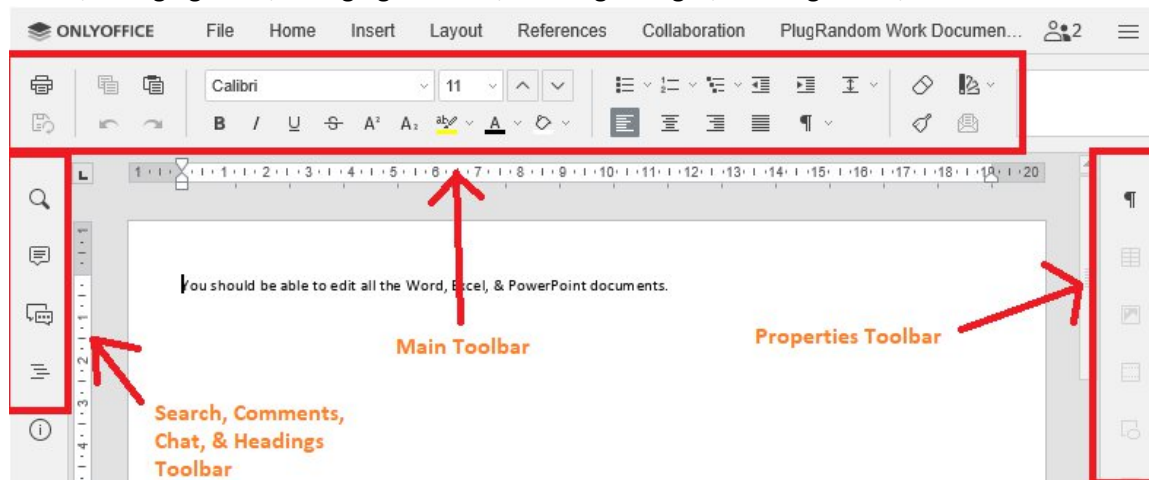
* If you don't have write permissions to this file, it will open in read only mode.

Find the document and open it...

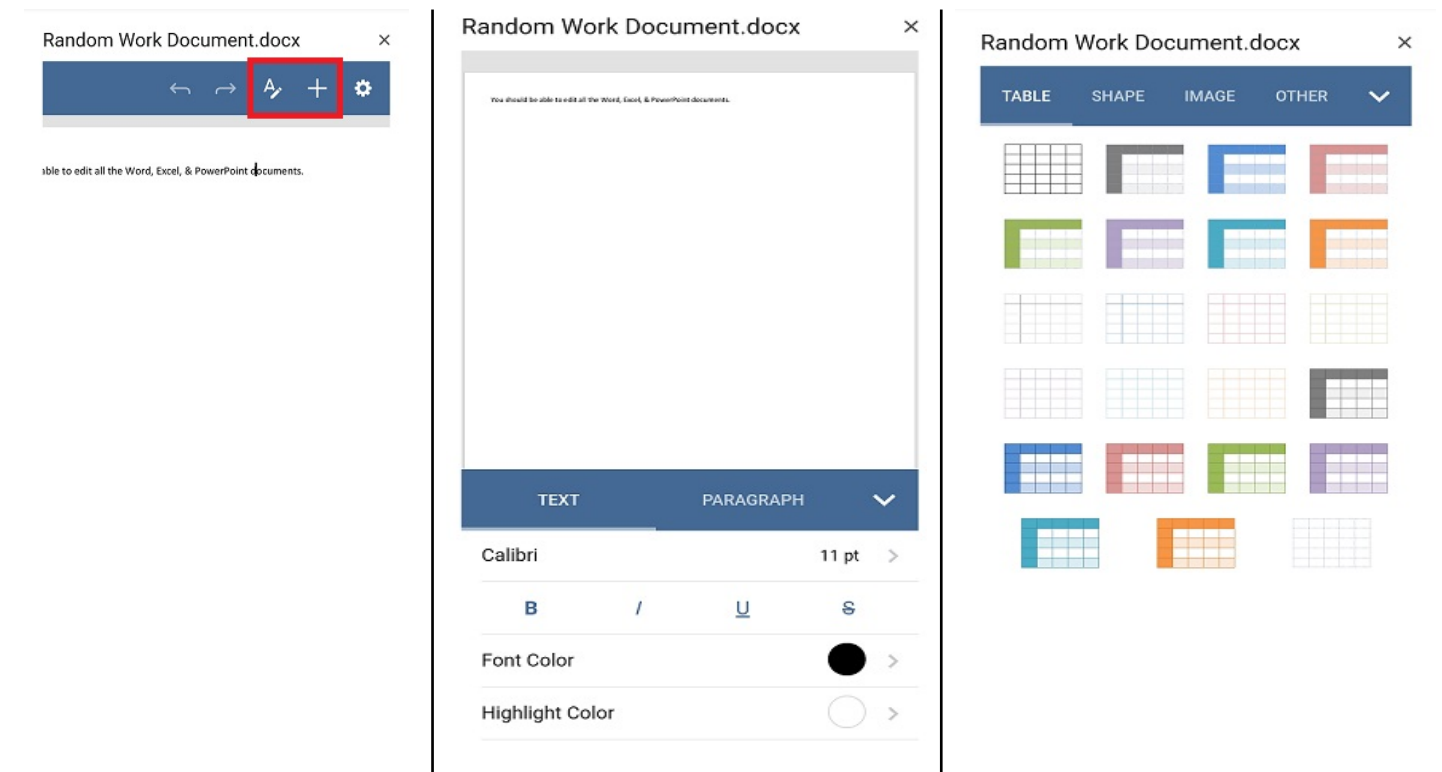
Computer/Laptop	Phone/Tablet
Double click to open document.	Tap on document to open.

EDITING > FEATURES ON DOCUMENT EDITOR:

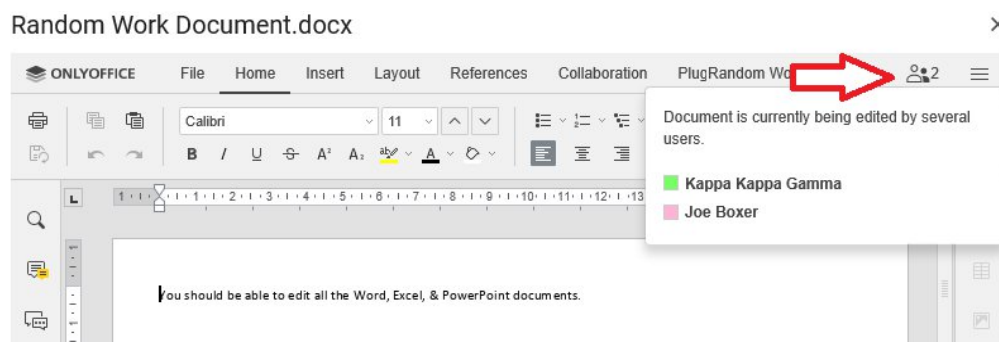
1. Toolbars (*Computer/Laptop Only*) - The main toolbar is used for most things needed in the document. Adding tables, changing fonts, changing font size, tracking changes, text alignment, etc.



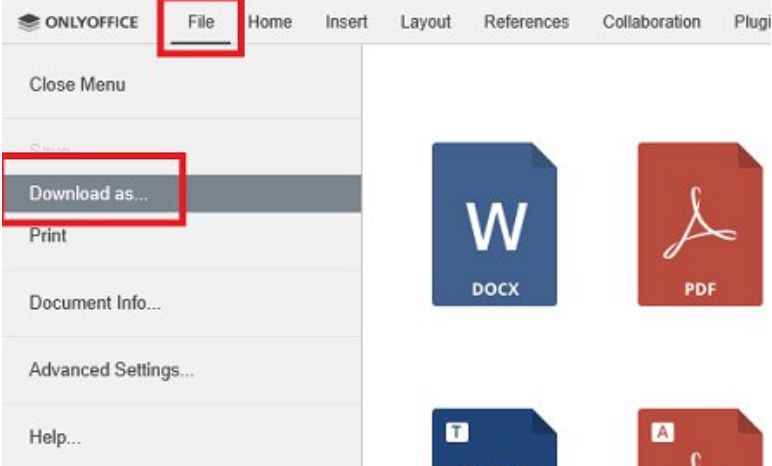
2. Toolbars (*Phone/Tablet Only*) - Phones don't have as much editing power as a regular computer but basic functionality still exists.
 - a. Click on the "A" pencil icon to edit text and paragraph settings. The middle image shows what it looks like on a phone.
 - b. Click on the "+" icon to add tables, images, etc. The image to the far right shows what it looks like on a phone.

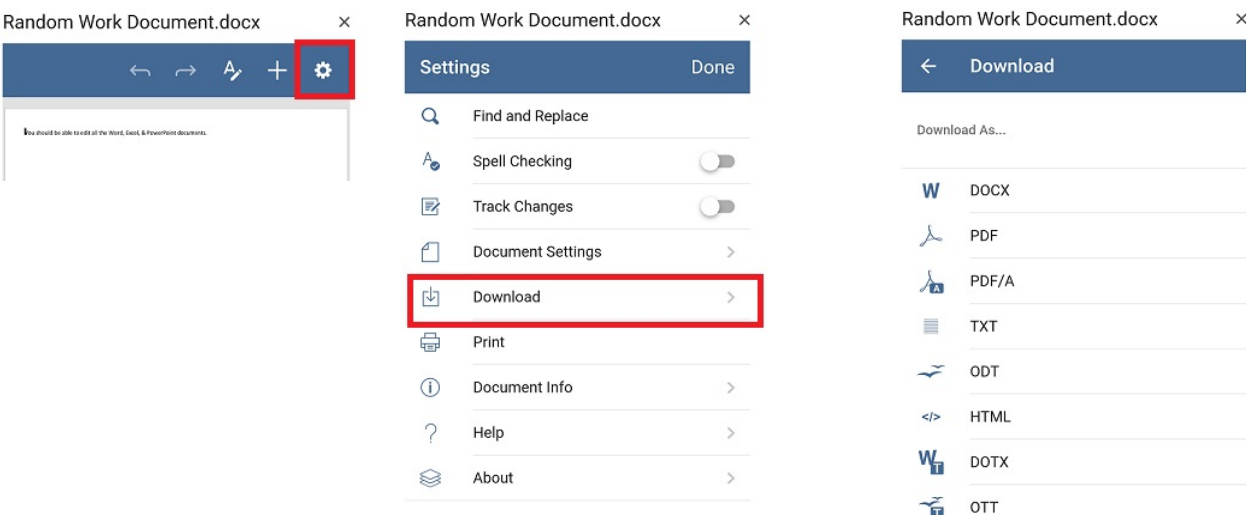


3. How to see who's on the document? (*Computer/Laptop Only*) - Click on the user icon to the right.

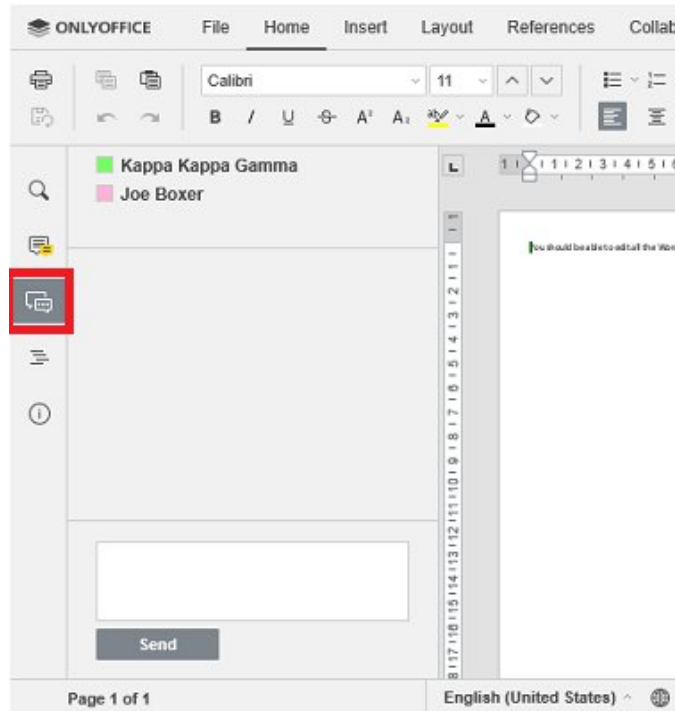


4. How to download the document to my computer or convert document

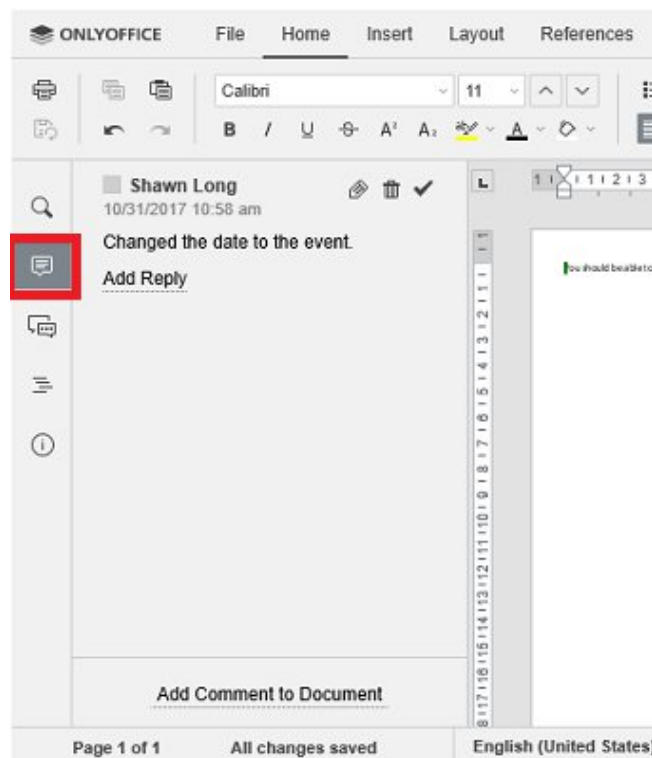
Computer/Laptop	Click on the "File" tab and then "Download as..." You then can select what format you want.
	

Phone/Tablet	Tap the gear icon, then tap on "Download" , then select the format you want to download as.
	

5. Chatting with other individuals in the document. On the leftside toolbar click on the chat icon. ** Phones do not have this feature.*

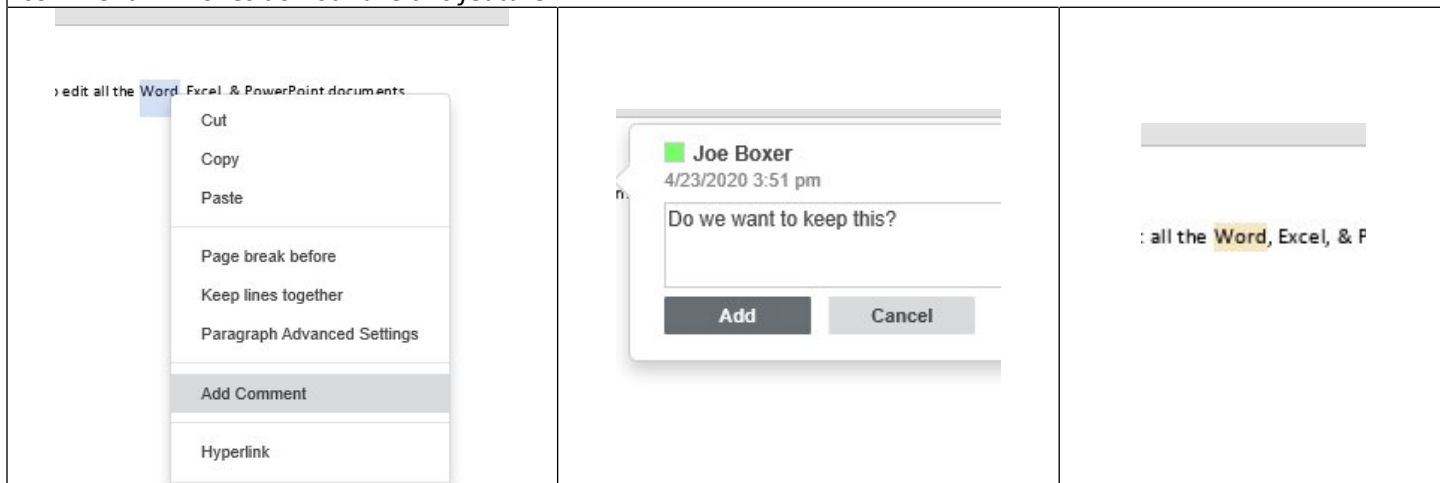


6. Adding comments to the global document. Click on the comment icon to the left. You will also see any comments added to parts of the document.



7. Adding comments to the a specific area in the document.

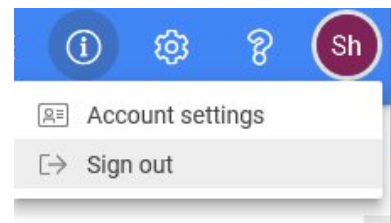
Highlight the part you want to comment on and right click, then select “**Add Comment**”. Once you add the comment it will appear in yellowish brown. If you don’t have a right click after you highlight, click on the insert tab and then add comment. ** Phones do not have this feature.*



HOW TO LOG OFF:

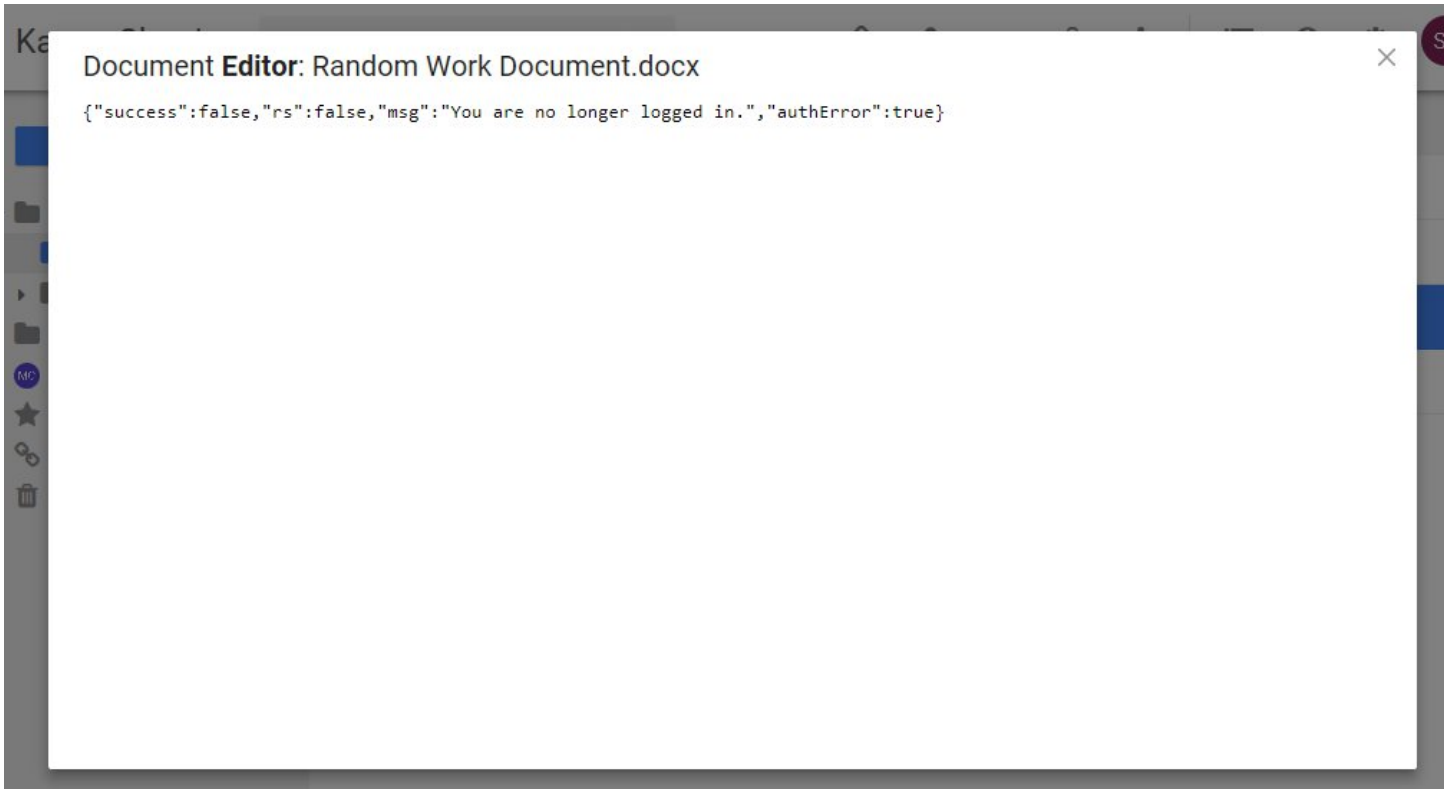
Note: Your account will automatically log off after if you are idle for 30 minutes.

1. Click on your avatar icon in the upper right corner.
2. Select “**Sign out.**”



TROUBLESHOOTING

Q. I GET A "YOU ARE NO LONGER LOGGED IN." ERROR.



A. Your session has timed out for security reasons and will need to close this window, re-login, then go back into the document.

Q. WHEN I EXITED THE DOCUMENT, THE CLOUD DOESN'T SHOW THE FILE HAS BEEN MODIFIED.

A. When the last person in the document leaves, the document server will then save a final copy to the Cloud.

1. If there is other people in the document, this is by design and will update whenever the last person leaves.
2. If you were the last person to leave but you were in the document for a long time, your Cloud session has timed out and you need to re-login to the Cloud. Open the document back up and then close it. This is common for those that spend hours on a document.

Q. DO YOU HAVE ADDITIONAL HELP OR HELP NOT LISTED IN THIS DOCUMENT.

A. You can visit the official documentation [here](#).