



schul.cloud®

FIRST STEPS

DESKTOP & WEB

HAVE YOU RECEIVED YOUR ACTIVATION LETTER BY POST?

Follow the instructions in the letter and then continue from point 3.

HAVE YOU RECEIVED A KEY FROM YOUR COLLEAGUE OR TEACHER?

Then start from point 1.

1

2

3

4

1

INSTALL SCHUL.CLOUD

To install the desktop client, please download it at:
<https://schul.cloud/en>



LOG IN

Accessing schul.cloud with your browser

- Please visit the schul.cloud page and click on "Login schul.cloud".
- Enter your email address and password to log in.

Using schul.cloud with the desktop client

- Please open the desktop client.
- Enter your email address and password to log in.

COMPLETING REGISTRATION

- In your browser, open <https://schul.cloud/en> and go to "Login schul.cloud".
- Select "Have you received a registration key for schul.cloud?"
- Click on "Register".
- Please enter your registration key and follow the instructions

3



4

FIRST REGISTRATION WITH SCHUL.CLOUD

1st variation: enter the encryption password

If you are registering with schul.cloud for the first time, specify an encryption password. You can change it later in the settings under "Encryption".

- Please enter your encryption password.
- schul.cloud will indicate to you when this encryption password has been specified.



2nd variation: activation using another device

If you are already using another device that is logged in to schul.cloud, you can use it to activate another device.

- Log in to schul.cloud and make sure you have installed latest version of schul.cloud.
- Please agree that the already activated device can be used for activating the new device.
- Please enter the 6-digit code that will be displayed on the already activated device.
- Once entered, your device will automatically be activated.



INVITE OTHER USERS WITH REGISTRATION KEYS

(ONLY FOR TEACHERS)

- On the home page, click on "Invite users" below.
- Set the validity period and determine how many users will be able to register.
- Select the group (students, parents, or teachers) that you want to send invitations to.
- Please click on "Create registration key".
- You can then copy the displayed registration key and send it by email.
- At <https://app.schul.cloud/#/register> users can then register using the key.

5

MANAGE USERS (ONLY FOR TEACHERS)

Change user information

- Click on the small gear icon in the lower left corner.
- Then select "Organisation settings".
- Click on the "Users" tab.
- Then click on the three dots to the right of the username you want to change. Using the "Edit user" option, you can now make the desired changes.
- You can then change the user's name.
- Confirm your changes using "Edit".

Delete users

- Click on the small gear icon in the lower left corner.
- Then select "Organisation settings".
- Click on the "Users" tab.
- Then click on the three dots to the right of the username you want to delete. You can now remove the user using the option "Remove from organisation".

6



7

START CONVERSATIONS

Create conversations

- In the left section to the right of "Private chats", click the small "+" icon.
- Now you can create a conversation with one or more conversation partners.

Create a channel

- In the left section to the right of "Subscribed channels", click the small "+" icon.
- Under "New channel", you can give your channel a name and a description, and assign a password.

File sharing

Sharing with people within schul.cloud

- In the file storage, click the three dots next to the file and then click "Share".
- Now you can choose whether to share the file in a chat or in a channel.

Sharing with people outside schul.cloud

- Click the information icon to the right of the file or the three dots next to the file and then click "Details".
- Then click on "Generate link". Once you have generated it, click on the three dots next to the link and copy it.

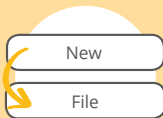


8

MANAGING FILES

Create folder

- Click on the small cloud icon in the top left corner.
- At the top right, select "New" and then "Folder".
- Give the folder a name and finish the action with "Create folder".
- By drag-and-drop using the "New" button, load the files into your file storage.



schul.cloud

More information on schul.cloud and mobile apps can be found at:
<https://schul.cloud/en/help>



heinekingmedia GmbH | Hamburger Allee 2-4, 30161 Hannover
+49 (0) 511 - 67 51 90 | hello@schul.cloud