

Cloud Storage Drive mapping for University student computers

What is Kumo?

Kumo was developed by Indiana University and is designed to map your cloud storage (eg, Google Drive, OneDrive, Dropbox) to your University Windows student computer as a drive in Windows Explorer. This removes the risks with using a USB drive to transport your files and allows better use of your University Google Drive which has free, unlimited storage (even once you leave the University).

Kumo is available in most University computer labs and Information Commons computers, so when you login your cloud storage will be available as a mapped network drive in Windows Explorer.

You need to select and authorise your cloud storage accounts before they will be available in Kumo.

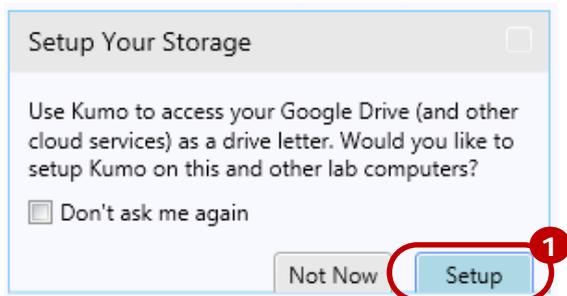
NOTE

- Kumo is only available for Windows computers.
- Google Drive, OneDrive, and other cloud storage services are not approved for storing institutional data.

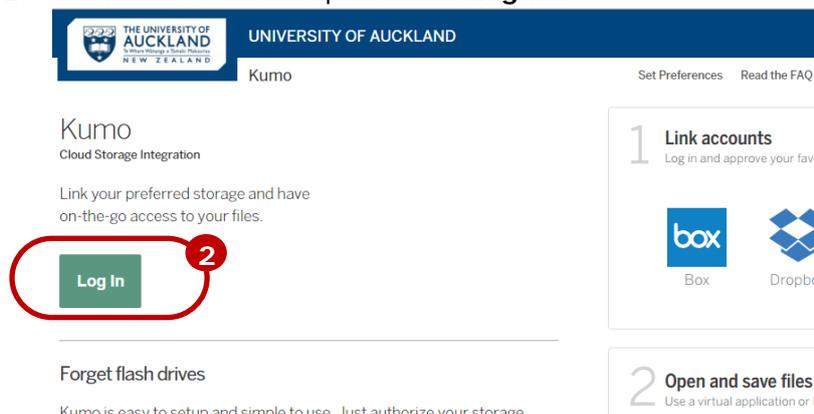
Getting started - how to authorise your cloud storage

You only need to do this once and it will be remembered for any University computer with Kumo installed.

1. You will see the following message at the bottom right of your computer. Click **Setup**



2. The Kumo Portal will open. Select **Log In**.



3. Use your University username and password to **Sign in**. This is the same username and password you use to log in to a University computer.



The University of Auckland

Sign in

Username or Email

Password

Sign in

3

The following Cloud storage choices will be displayed:



UNIVERSITY OF AUCKLAND

Kumo [Set Preferences](#) [Read the FAQ](#) [Log Out](#)

Choose your favorite storage options for use with virtual applications and lab computers.

 AucklandUni Google Drive **4**

 Personal Google Drive

4. Select the down arrow next to **AucklandUni Google Drive**

The following information will be displayed.

Please read 'Note the following' before authorising the drive.



AucklandUni Google Drive

AucklandUni Google Drive

- AucklandUni Google Drive is a free storage service offering unlimited cloud-based storage on Google for all students
- Your student Google drive is available even if you are no longer enrolled at the University of Auckland

Note the following:

- The University of Auckland has no control or management of this service or any files stored on it - the service is provided and managed by Google
- You are unable to restore any files that you accidentally delete or overwrite
- Google drive is a cloud service (files are not stored at the University) so it is not recommended for the storage of confidential or sensitive files
- Unlimited storage is subject to a fair usage policy

5. Select **Authorize**

Use of this service indicates your agreement to the [terms of use](#) for AucklandUni Google Drive.

5

Authorize

6. To continue select **Allow**

▾ Kumo - The University of Auckland would like to:



View and manage the files in your Google Drive

By clicking Allow, you allow this app and Google to use your information in accordance with their respective terms of service and privacy policies. You can change this and other [Account Permissions](#) at any time.

6

Deny **Allow**

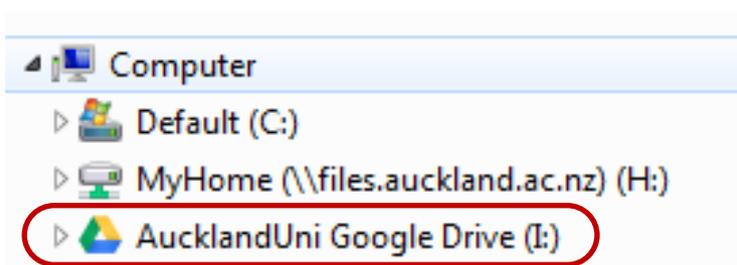
7. A green tick will now show next to the 'AucklandUni Google Drive'



Once you have authorised the Google Drive, you need to log out of the computer and back in before the drive will appear in Windows Explorer.

Using a Kumo Drive

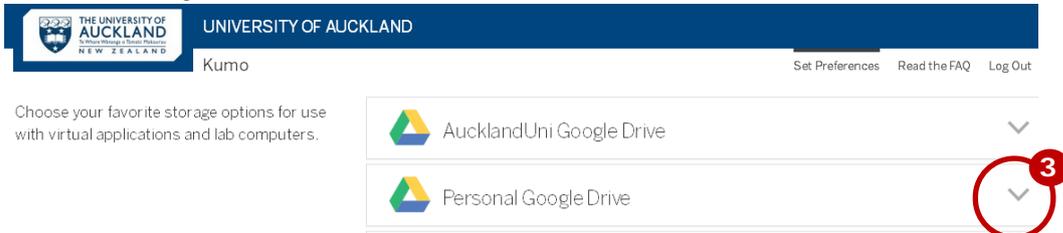
Once you have authorised the drives and logged out of the computer and back in again, open Windows Explorer, and they will be displayed as shown below. Note that Kumo will choose an available drive letter so yours may not be I: drive.



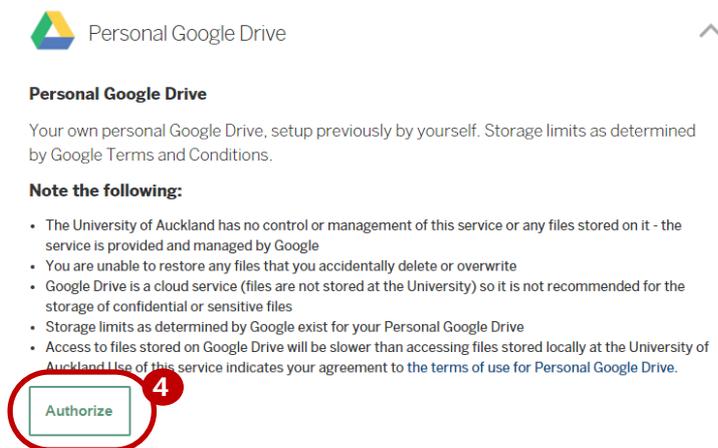
You can use this drive like any other Windows drive – copying files to and from it, moving files, creating folders and opening documents directly. Note that whilst it appears that your Kumo drive is the same as the H: and other University drives the Kumo files are all being accessed directly from your cloud drive on the internet, so they will be noticeably slower.

Authorising other cloud storage (eg, personal Google Drive, OneDrive, Dropbox)

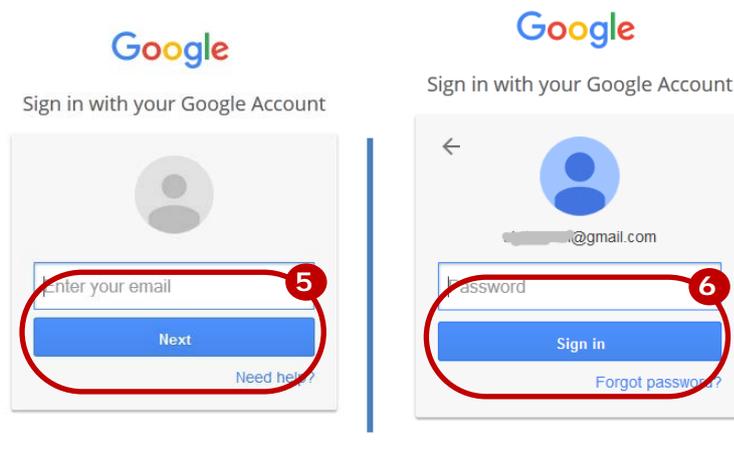
1. Access the Kumo Portal by going to **Start\All Programs\Kumo\Kumo Portal**
2. Log in to the Kumo Portal using the instructions in section A. Getting started - how to authorise your cloud storage
3. Select the cloud storage you require, eg, Personal Google Drive or Personal OneDrive, by using the arrow to the right:



4. Click on **Authorize**



5. You will now need to log in to the cloud service with your log-in details that you usually use to access it. For the Personal Google Drive enter your personal @gmail.com email address and click **Next**

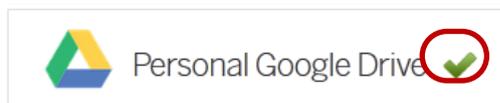


6. Enter your @gmail.com password and click **Sign in**

7. Click **Allow**

It will now setup the connection – this may take a minute.

Once completed your Personal Google Drive or OneDrive will now have a green tick next to it.



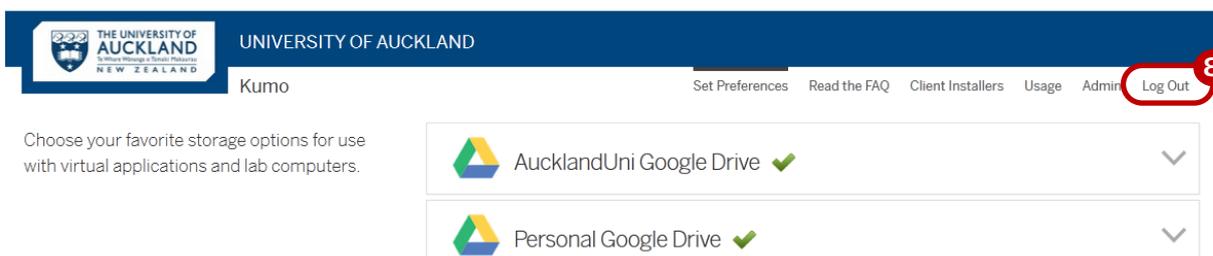
- **Kumo - The University of Auckland** would like to:

 View and manage the files in your Google Drive ⓘ

By clicking "Allow", you allow this app and Google to use your information in accordance with their respective terms of service and privacy policies. You can change this and other [Account Permissions](#) at any time.

Deny **Allow** ⁷

8. You can now log out from Kumo by clicking **Log Out**



De-authorising a Cloud Storage Service from Kumo

You can remove (deauthorise) a Cloud Storage service from Kumo. This stops it appearing as a drive letter on the lab computers but doesn't delete any files you may have stored on the cloud.

1. Go to **Start\All Programs\Kumo\Kumo Portal**. Select Login.
2. Locate the service you would like to deauthorise and click on the down arrow.
3. Click on the **Deauthorize** button.



4. You may need to wait up to 2 minutes for it to deauthorise.

FAQs

Do I need to install Kumo on each University computer I use?

No, the student lab and Information Common computers will have Kumo installed. Once you have authorised the required cloud storage they will be available when you log in to any other computer that has Kumo.

Can I use Kumo at home?

No, the Kumo application is only available for use in the University student labs and on the Information Common computers.

I just uploaded/deleted a file from another device. How long does it take for things to sync up?

Your change will be synced within 30 seconds. You might need to refresh the window in order to see it. You can do this by clicking on the window and either pressing the F5 key or right-clicking and selecting *Refresh*.

What cloud storage services can I use with Kumo?

Currently you can authorise the following:

- University provided Google Drive
- Personal Google Drive
- Personal Dropbox
- Personal OneDrive

Why is Kumo slower than other drives?

Kumo effectively provides a shortcut to your cloud drive files on the Internet; it doesn't keep any files at the University. Accessing files on the Internet will be noticeably slower than accessing files stored at the University.

Are you going to look around in all my stuff?

Nope. We don't know what you're storing and we don't want to.

How safe is this?

Very. All file transfers to and from the storage providers are encrypted. And at no time do we ever see or store your cloud storage usernames and passwords. When you authorise us to access your files, we get a few bits of information from the storage provider that we later use to confirm that authorisation. This is the only thing we store. You can revoke our authorisation at any time at the website of the storage provider or by clicking the 'Deauthorize' button.

Are you recording any information about me?

We do record some usage data, including the file size and begin/end times of the transfer. This data is recorded strictly for internal reporting of aggregate usage so that we can monitor and improve the service. We do not record the names of your files, nor do we record anything about their contents (other than the size.) We are not at all interested in what it is that you're moving around. The full list of what we record is as follows:

1. Your University username (but not your Google ID)
2. The ID of the storage provider to which you were uploading or downloading.
3. The amount of data transferred, in bytes.
4. The start and end times of the data transfer.
5. Whether the transfer was an upload or a download.
6. Whether the transfer succeeded.