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For distribution to all BarNet users 4pages

BarNet Backup and File Sharing Service

We want to make sure that you make the best possible use of the many things which BarNet has to offer. This document describes BarNet's Backup and File Sharing Systems.

If you're looking for something and can't find it, please send us an email: info@barnet.com.au. You should find most answers at www.barnet.com.au. If you have any suggestions, please let us know. We'd love to hear from you.

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About BarNet's BackUp Services

BarNet offers its users a backup and file sharing service.

The BarNet backup service can be used for daily backups, for the storage of important documents, and for temporary storage while you are not in chambers. You can gain access to the backup service via a web browser (using secure HTTP), via Web Folders (using secure HTTP), via an FTP client, and via Windows Networking (when available from the client network).

Information with the backup service can be

stored encrypted or non-encrypted.

The BarNet File Sharing Service can be used to share your documents with a private group of people, either inside BarNet or outside BarNet (with a private username and password).

The amount of diskspace

Upon request, every user in a BarNet-connected chambers is allocated 500 megabytes of disk space at no extra charge. BarNet-connected users may purchase additional disks pace at AU\$15 per gigabyte.

Charges for additional diskspace will appear

on the monthly invoice issued by BarNet to your floor. We have set this pricing having regard to other services and allowing for BarNet's capital cost of offering the service.

Your floor may purchase additional disk space and allocate this to users on your floor. This is a way to create space for shared floor electronic information. For example, the storage of floor accounts or precedents.

Other BarNet users can purchase a pool of disk space and allocate a part of it. An example is where a BarNet user may share a secretary and each BarNet user can allocate disk space to that user.

Please note that the 500 megabyte basic entitlement cannot be transferred to any other user. Any allocated disk space in excess of the basic entitlement is accounted for on a daily basis and invoiced monthly.

Support for all operating systems

The Backup and File Sharing Service is based on Open Protocols and Open Standards, which means that most operating systems have by default support for accessing it.

The Backup Service has been tested with:

Microsoft Windows 2000 and Microsoft Windows XP. These support Web Folders, Windows Networking and virtual file systems via secure HTTP and FTP. Accessing the Backup Service directly with web browsers and FTP clients is also possible.

Earlier versions of Microsoft Windows These support only Windows Networking. Accessing the Backup Service directly with web browsers and FTP clients is also possible.

Apple MacOS X. This supports Web Folders, Windows Networking and virtual file systems via secure HTTP and FTP. Accessing the Backup Service directly with web browsers and FTP clients is also possible.

Earlier versions of Apple MacOS do only support accessing the Backup Service directly with web browsers and FTP clients.

Unix-based operating systems. These can access the Backup Service via the Samba (SMB) and FTP clients, via web browsers and file managers which support DAVFS.

The File Sharing Service has been tested with all modern browsers (including Gecko-based browsers: Mozilla FireFox and Netscape Navigator); Microsoft Internet Explorer for Windows, and Apple Safari for MacOS X). Internet Explorer for the MacOS X does not work properly and should not be used. See the Web browsing section at the BarNet FAQ (<http://docs.barnet.com.au/faq.php>).

BarNet's Backup Service Manual

Using the Backup Service for the first time

You need to know your BarNet username and password. Your username can be found on your red BarNet card, above the email address. If you don't know your password, you can ask your clerk to change it.

Getting started

Start your web browser and go to <https://backup.barnet.com.au/>. Login with your BarNet username and password.

At the welcome screen, click on the [My Disk](#) link. You will be brought to a new page which tells you that your disk has been created.

Creating an encrypted disk

If you want to have an encrypted disk, which we recommend, click on the [My Encrypted Disk](#) link. You will be asked for a password to create the encrypted disk. This password should be not easily guessable. **You must not forget the password you used for your encrypted disk.** If you cannot remember your password, BarNet *cannot* recover it. The information inside your encrypted disk cannot be accessed anymore.

The creation of the encrypted disk takes about 15 seconds. Once created, the Encrypted disk is open and you can access it via the [My Disk](#) link. To lock the encrypted disk after each use, you can close the disk via the [My Encrypted Disk](#) menu.

Purchasing additional disk space

You are entitled to 500MB of disk space. You can purchase more space at any time. You

are charged for additional space, whether or not you have used it. This is because we must make this space available to you.

If you want to purchase more disk space, then go to the [Purchase More Diskspace](#) menu.

If you want to purchase disks pace for other people, then go to the [Manage My Diskpools](#) menu.

Using the Backup Service

Once you have configured your disks, you can gain access to them by several different techniques which we will now describe.

FTP

Open your FTP client and connect to the server <ftp://backup.barnet.com.au>. Use your BarNet username and password to login. You are directly in your own directory. You don't have to change to it.

With your FTP client, you can create directories and upload or download files.

Web browser

Open your web browser and enter the address [https://backup.barnet.com.au/\[yourname\]/](https://backup.barnet.com.au/[yourname]/) in the address bar. Substitute your BarNet userid for [yourname]. You will be asked for your BarNet username and password.

If you use Microsoft Internet Explorer, and you open it via the control-O shortcut (or File -> Open in the menu), enter the address [https://backup.barnet.com.au/\[yourname\]/](https://backup.barnet.com.au/[yourname]/) and tick the box with Open as Web Folder, you will be able to double click on the files in your disk to start them and to drag-and-drop files and folders to and from your desktop.

Windows Networking

First, see the BarNet Documentation Website (at www.barnet.com.au) for more in-depth tutorials about how to connect using Windows Networking.

For:

Microsoft Windows 2000 and Windows XP: Click on the My Network Places icon.

Windows 2000: Click on the Add Network Place icon.

Windows XP: Click on the Add a Network Place link.

For the location of the Network Place, enter [\\backup.barnet.com.au\\[yourname\]](https://backup.barnet.com.au/[yourname]) and press the Next button.

For the name of this Network Place, enter something like "My BarNet Backup Folder" and press the Next button. It will ask you for an username and password, use your BarNet username and password here. You now should have a new icon in your My Network Places folder.

When you open the new network place, you will get an overview of the contents of your backup disk. You can drag-and-drop files from your desktop.

When you run an application and want to save documents on the Backup Disk, instead of choosing a disk from My Computer, choose a network place from the My Network Places menu within the application (such as Microsoft Word).

For Apple MacOS X, please call us.

Third party backup software

Microsoft Windows 2000 and Windows XP have a backup program supplied with the operating system. A tutorial on how to use it is available from the BarNet Documentation website (<http://docs.barnet.com.au>).

BarNet's File Sharing Service

When developing BarNet's backup service, users asked us if it was possible for other people to share some or all of their files as well. We call this alternative technique the "BarNet File Sharing Service".

The 500MB disk space allocation used for the Backup Service and the File Sharing Service is the same.

For your security and safety, BarNet recommends that you obtain professional assistance when setting up BarNet's File Sharing Service for the first time. The default

settings for the system are such that no one but you has access.

Getting started

To be able to use the File Sharing Service you must first have activated the BarNet Backup Service following the instructions above.

Access restrictions for directories are inherited from the access restrictions of the parent directory. This means that if the directory \parent is open for a user, so is the directory \parent\child unless the child directory has different access restrictions.

For your safety, the access restrictions on the root directory of your own disk on the BarNet Backup Server is not able to be changed. By default, you own the root directory and all directories below it are by default are not readable by others.

Assigning access to your directories goes in groups of users. A group of users is one or more users. These users can be from within BarNet, or you can create external users. The usernames for external users should be their email addresses (to prevent problems with conflicts between usernames and to be able to send those users access passwords).

Groups are owned by you and are unique. You can use any name for a group which makes sense to you. External users are owned by the person which created them.

For the users with whom you share your files, the shared directories are accessed using their web browser via [https://share.barnet.com.au/\[yourname\]/dir](https://share.barnet.com.au/[yourname]/dir). Replace "dir" with the name of the directory to which you wish that user to gain access. The user will be asked for their BarNet username and password (when they are BarNet users) or the email address and password you have assigned to them.

Shared directories are read-only for the users you open them for. You can save files into these directories via BarNet's Backup Service.

Granting Access to others

To enable others to access your files, use the following steps:

Go with your web browser to <https://share.barnet.com.au/> and login with your BarNet username and password.

If there are external users you have to define, go to the [Configure your users](#) link in the menu. Follow the instructions on screen.

If there are groups you have to define, go to the [Configure your groups](#) link in the menu. Enter the name of the group to create and press the Create button. On the left hand side of the form you have all the users who belong in this group. On the top right hand side of the screen, you have all the users in your chamber or all users within BarNet, depending on if you have pressed the Show All BarNet Users button. At the bottom right hand of the screen, you have all the external users in the system. Use the buttons in the middle with the arrows to add or remove users from your groups.

Now you are able to open a directory. Make sure you have at least one directory below your root directory. Go to the [Configure your directories](#) link in the menu and select the directory you want to open. On the screen on the left hand side, you'll have the groups which are allowed to read this directory. On the right hand side, you have the chambers within BarNet and below it the groups you have made yourself. Use the buttons in the middle with the arrows to add or remove groups from this directory. When you have added one or more groups to a directory you will see the group show up in the overview at the top.

To test it, ask a person in the group you have opened the directory for to access the directory in their web browser via the URL [https://share.barnet.com.au/\[yourname\]/\[s\]](https://share.barnet.com.au/[yourname]/[s]). Where [s] is the name of the directory you wish to share. They can access the files in this directory and in directories below (depending upon access restrictions), but the user cannot enter the parent directory. To test access, log in as the user and test it.

Questions and Suggestions

If you have questions or suggestions about this document, positive or negative experiences with the services provided, please let us know via an email to info@barnet.com.au or via the 1800 BARNET (1800 227 638) support line.