

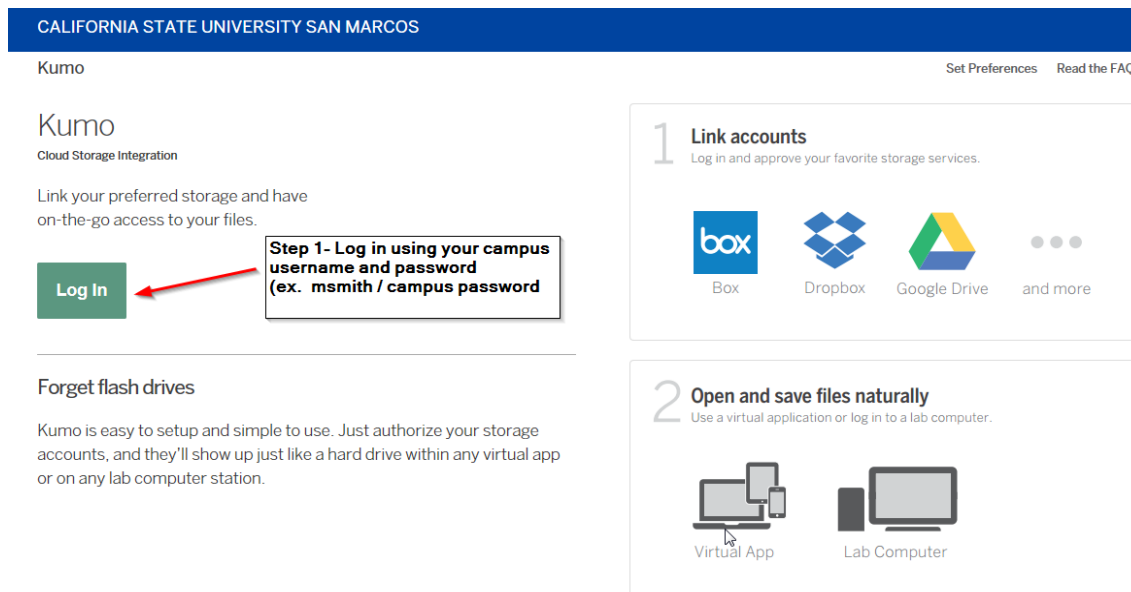
Good news!! As of fall 2015 you now have easy access to all of your cloud files when using **PC computers** in the campus labs, classrooms, instructor lecterns, or via a virtual environment such as CougarApps.

Say bye-bye to thumb drives and **connect directly to your files in the cloud.**

Why KUMO?? “Kumo” is a Japanese (hiragana) word that means both “cloud and spider.” A sister Box institution, Indiana University, developed the app to enhance your ability to choose files from Box, as well as, other cloud storage providers.

How to get started: Log into <https://kumo.csusm.edu> and [Follow Steps 1-4 below](#)

### **STEP 1 – How to Log into KUMO**



CALIFORNIA STATE UNIVERSITY SAN MARCOS

Kumo Set Preferences Read the FAQ

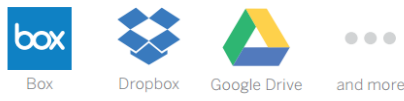

Kumo  
Cloud Storage Integration

Link your preferred storage and have on-the-go access to your files.

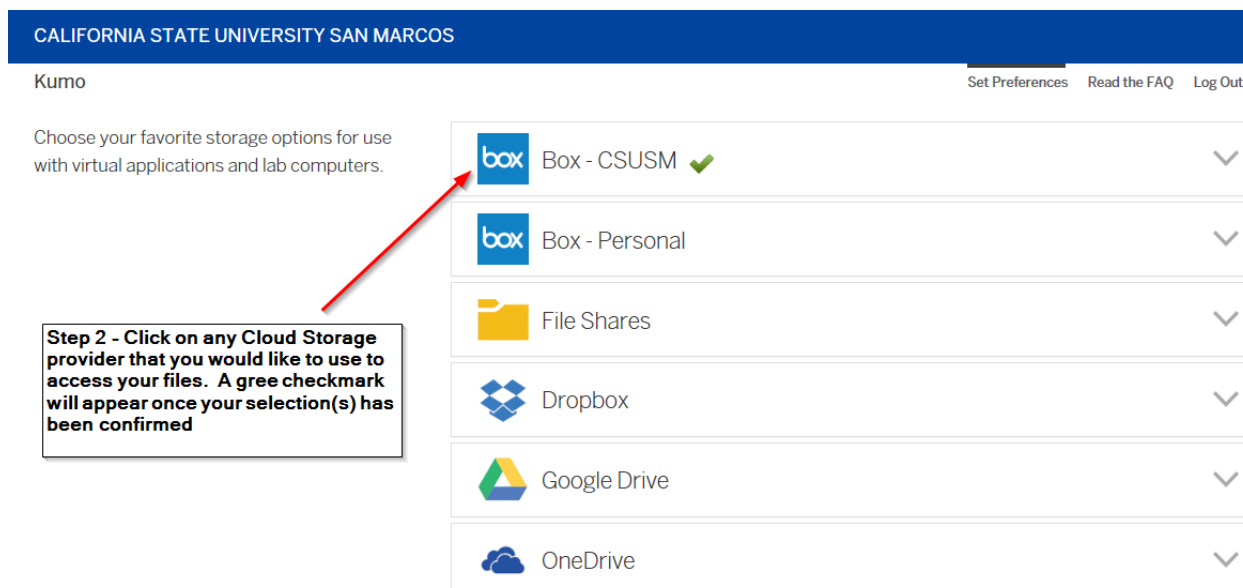
**Log In** Step 1- Log in using your campus username and password (ex. msmith / campus password)

Forget flash drives

Kumo is easy to setup and simple to use. Just authorize your storage accounts, and they'll show up just like a hard drive within any virtual app or on any lab computer station.

- 1 Link accounts**  
Log in and approve your favorite storage services.  

- 2 Open and save files naturally**  
Use a virtual application or log in to a lab computer.  


### **STEP 2 – How to add Cloud Storage provider(s)**









CALIFORNIA STATE UNIVERSITY SAN MARCOS

Kumo Set Preferences Read the FAQ Log Out

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

**Step 2 - Click on any Cloud Storage provider that you would like to use to access your files. A green checkmark will appear once your selection(s) has been confirmed**

-  Box - CSUSM ✓
-  Box - Personal
-  File Shares
-  Dropbox
-  Google Drive
-  OneDrive

## STEP 2.A – Authorizing your Cloud Storage provider

CALIFORNIA STATE UNIVERSITY SAN MARCOS

Kumo Set Preferences Read the FAQ Log Out

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


**Step 2.A - After click on an icon you will see a drop down screen requesting authorization from you to use Box - CSUSM**


**box** Box - CSUSM ^


Box provides a simple, secure way to store and share files and folders online. Box consolidates your data in a single location, easily accessible from anywhere, on any device. New users get 5 GB of free storage space.


This service has not been approved for storage of institutional data. Use of this service indicates your agreement to [the terms of use for Box - CSUSM](#).

**box** Box - Personal v


 File Shares v


 Dropbox v

 Google Drive v

 OneDrive v

## STEP 2.B – Granting Access





With access to your mkidd@csusm.edu Box account, **CSUSM Cloud Storage** can:

- Read and write all files and folders

[Deny access to Box](#)

**Step 2.B - You will see the following message - click to grant access**







### STEP 3 – Access Approved

CALIFORNIA STATE UNIVERSITY SAN MARCOS

Kumo Set Preferences Read the FAQ Log Out

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

**Step 3 - Access approved after authorization completed**

-  Box - CSUSM ✓
-  Box - Personal
-  File Shares
-  Dropbox
-  Google Drive
-  OneDrive

### STEP 4 – Log Out

CALIFORNIA STATE UNIVERSITY SAN MARCOS

Kumo Set Preferences Read the FAQ **Log Out**

Logged Out Click here to log out

**Step 4 - Look for confirmation of Log Out after your selection(s) has been made**

You have been logged out of the Kumo portal. For security reasons you should now close your browser.

### Step 5 – Log back in after initial set up

Once steps 1-4 have been completed; login to <https://kumo.csusm.edu>, and you will see the message below indicating your Cloud Storage files are available. Following steps 1-4, and using Box as your preferred cloud storage provider, you will see:

CALIFORNIA STATE UNIVERSITY SAN MARCOS

Kumo Set Preferences Read the FAQ Log Out

**Kumo**  
Cloud Storage Integration

Link your preferred storage and have on-the-go access to your files.

**Step 5 - Log in using your campus username and password**


**Log In**


---


Forget flash drives


Kumo is easy to setup and simple to use. Just authorize your storage accounts, and they'll show up just like a hard drive within any virtual app or on any lab computer station.

**1 Link accounts**  
Log in and approve your favorite storage services.


  
Box


  
Dropbox

  
Google Drive

  
and more

**2 Open and save files naturally**  
Use a virtual application or log in to a lab computer.

  
Virtual App

  
Lab Computer

## Step 5A – Log in Screen

CALIFORNIA STATE UNIVERSITY SAN MARCOS

Kumo Set Preferences Read the FAQ Log Out

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

- box Box - CSUSM ✓
- box Box - Personal
- File Shares
- Dropbox
- Google Drive
- OneDrive

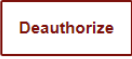

## STEP 6 – Authorize and deauthorize Cloud Storage providers

CALIFORNIA STATE UNIVERSITY SAN MARCOS

Kumo Set Preferences Read the FAQ Log Out

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

**Step 6 - You can authorize and deauthorize a Cloud Storage provider at any time by clicking on the green checkmark of the provider you want to add or remove. This example is to deauthorize Box**

- box Box - CSUSM ✓    
Box provides a simple, secure way to store and share files and folders online. Box consolidates your data in a single location, easily accessible from anywhere, on any device. New users get 5 GB of free storage space.  
This service has not been approved for storage of institutional data. Use of this service indicates your agreement to [the terms of use for Box - CSUSM](#).
- box Box - Personal
- File Shares
- Dropbox
- Google Drive
- OneDrive

## Step 6A – Set or change Cloud Storage provider(s)

CALIFORNIA STATE UNIVERSITY SAN MARCOS

Kumo

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

To add another Cloud Storage provider click on Set Preferences

Set Preferences Read the FAQ Log Out

- Box - CSUSM ✓
- Box - Personal
- File Shares
- Dropbox
- Google Drive
- OneDrive

This screenshot shows the deauthorization has been completed.

Suggest a Kumo service

## Step 7 – In the classroom - Logging in to Kumo

PC USERS from campus labs, classrooms, instructor lecterns, or via a virtual environment such as CougarApps will see the following message when they log on from a computer in one of the above computer rooms.

**Paw Print**  
Student Printing System

Introducing our new and easy way to print.

Add money to your Paw Print account at <http://pawprint.csusm.edu>

Use your student ID card to log onto to any of the Paw Print Stations.

Print from personal devices

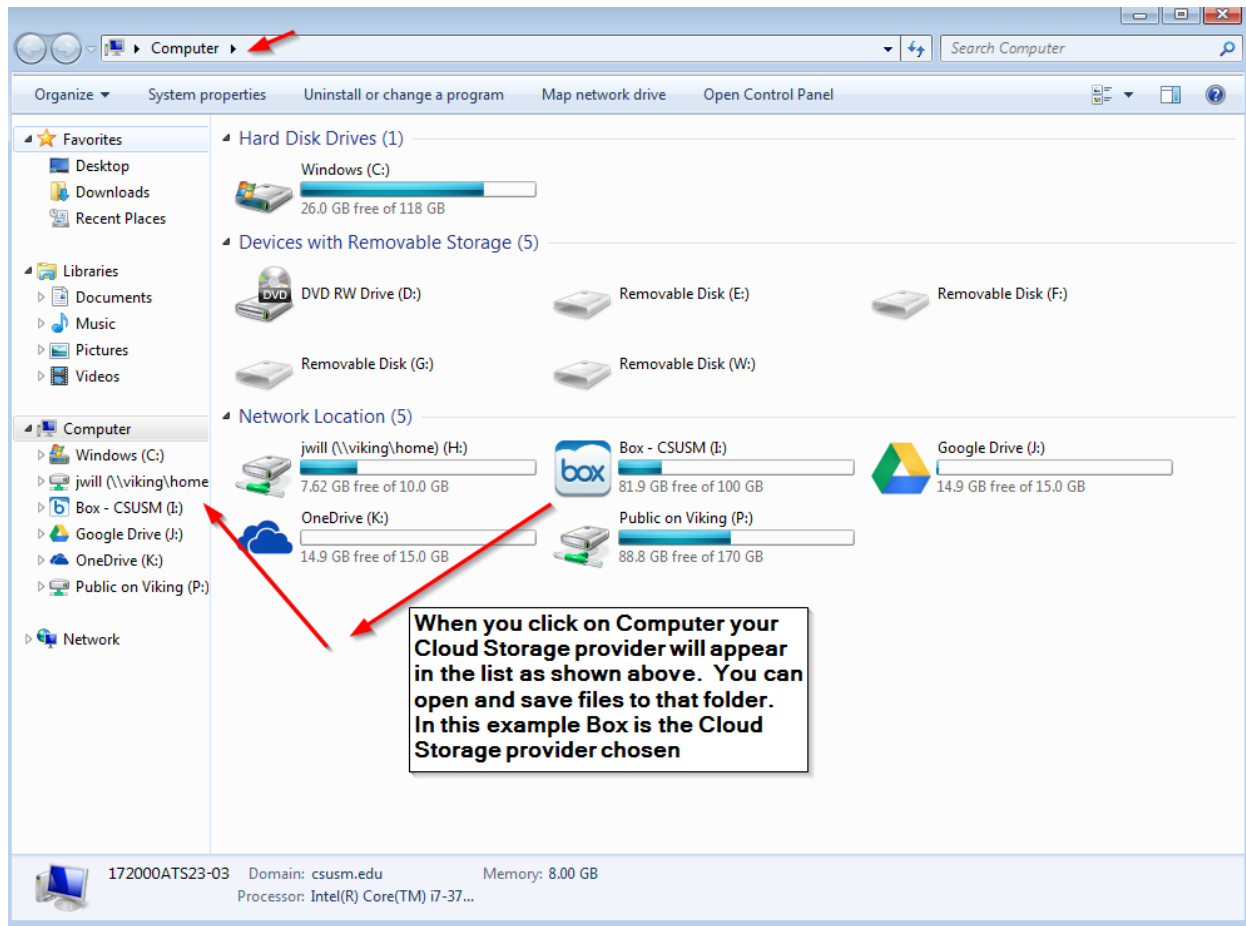
No more print cards!

Need Help? Contact the Student Technology Help Desk

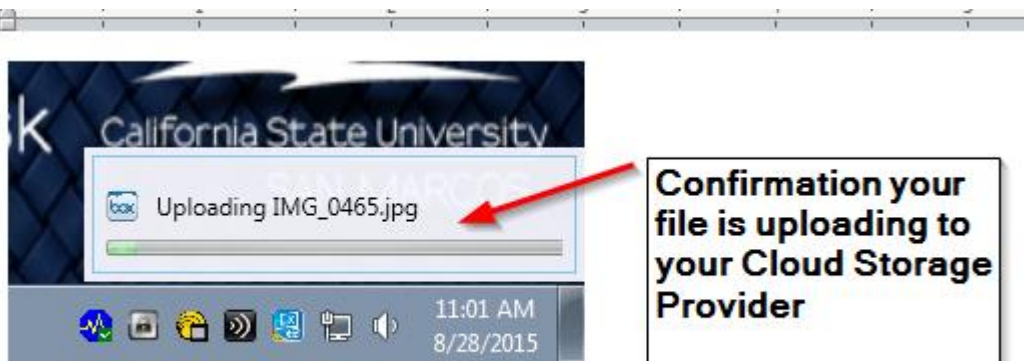
You will receive this message when you log in connecting you to your Cloud Storage Provider

Connecting to Your Files...  
Box - CSUSM

Open a file or create and save a new one by clicking on Computer. You will see you Cloud Service provider listed. Click on that icon and your file will open or click to save.



You will then see the confirmation that your file is uploading or downloading.



Any questions on using Kumo please contact the Fac/Staff Help Desk at 760-750-4790