

## Sharing videos and slides with WeLink cloud

WeLink provides 5GB of cloud storage for everyone, teachers can use that to share video clips and slides with students.

### I. Activating your account and downloading client software

#### 1. Activating your account (Skip this part if you already did this)

Please access <https://tac.fudan.edu.cn/thirds/welink.act> and log in with your UIS identity if prompted. After that, fill in your mobile phone number and email address (students also need to specify their grade, like 2018). Those information will be used to activate your WeLink account. After submitting the form, you will receive a notification email and SMS. Please follow the instructions to install the WeLink client software.



The image shows two screenshots from a web browser. The top screenshot is the 'WeLink 账户注册' (WeLink Account Registration) form. It has five input fields: '学/工号' (Student/Employee ID) with '学号12345' entered; '姓名' (Name) with '姓名' entered; '年级(如2018)' (Grade, e.g., 2018) with a dropdown menu showing 'Grade (necessary only for students)'; '手机号' (Mobile Number) with 'Phone number (necessary)' entered; and '电子邮箱' (Email Address) with 'Email address (necessary)' entered. A blue '提交' (Submit) button is at the bottom left. The bottom screenshot shows the success message '账户创建 成功' (Account creation successful) and a prompt to '请 >> 单击此处 << 下载客户端。' (Please click here to download the client software).

#### 2. Download and install client software

After activating your account, you can follow the instructions on the activation page, SMS or email to download and install the WeLink client.

【华为云WeLink】尊敬的[模糊]：复旦大学已为您开通WeLink帐号，请使用13[模糊]登录APP，首次登录请设置密码，下载地址：<http://t.cn/EZEvZWf>

(Example of SMS notification)

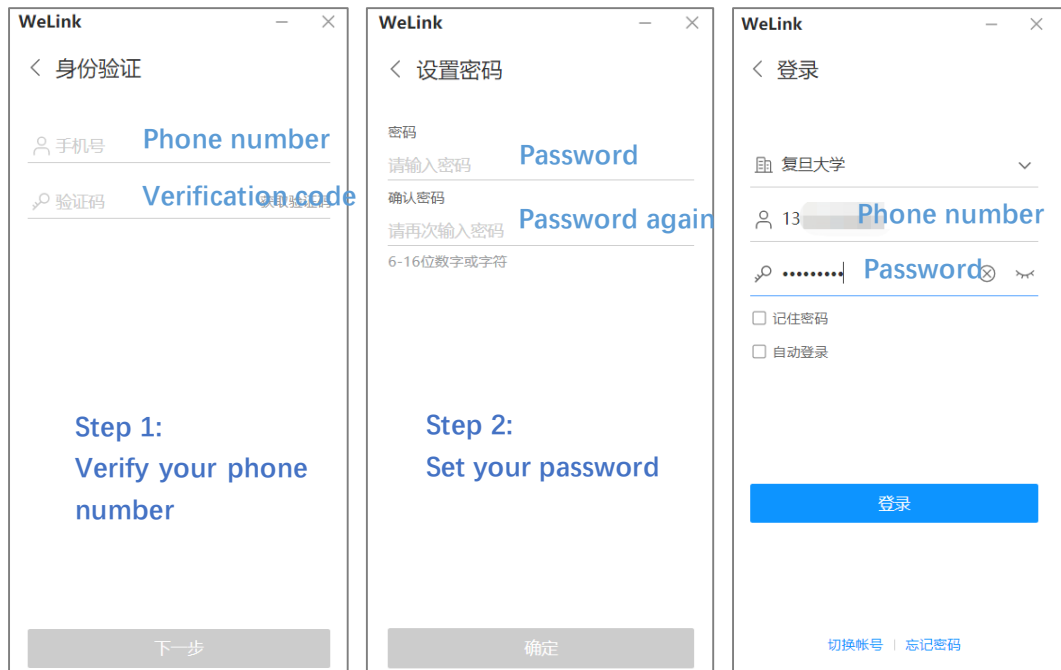
Download link for Windows client:

[https://welink.huaweicloud.com/download/WeLink\\_setup.exe](https://welink.huaweicloud.com/download/WeLink_setup.exe)

### 3. Login to the PC client

You can login using the mobile phone number that was used during activation. You'll need to set your password when you login for the first time. After that, you can login with your mobile phone number and the password.

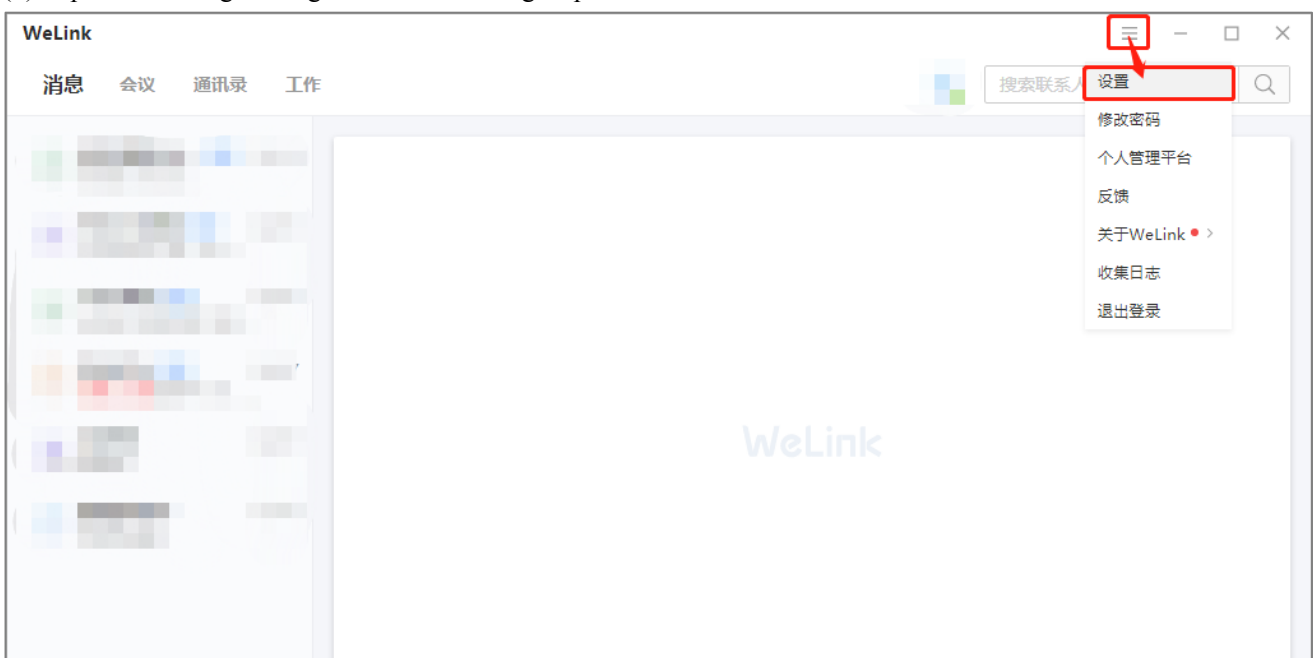
Note: currently, the language setting in WeLink cannot be changed before logging in.



### 4. Change the language in the client (Optional)

If the language of your WeLink client is still Chinese after logging in, you can change it to English (or other supported languages) with the following steps:

(1) Open the settings dialog with the following steps:

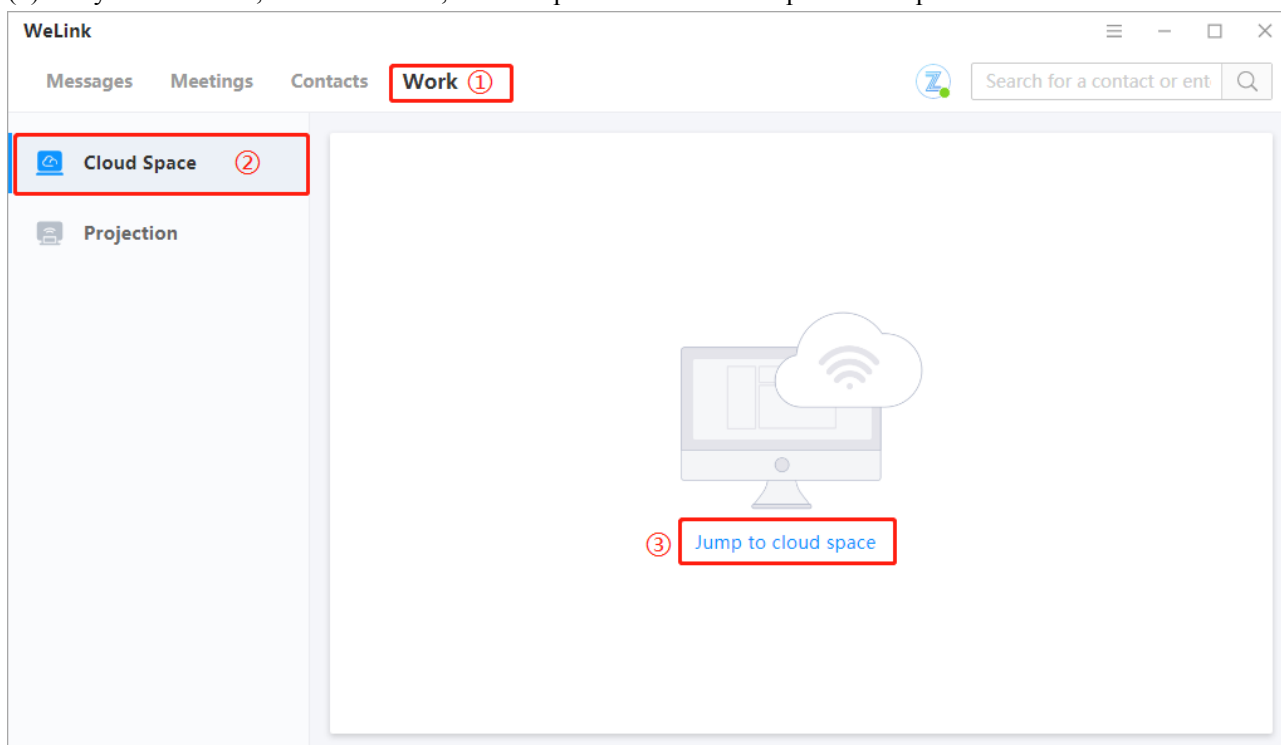


(2) Find “基本设置” -> “语言”, and change it to English or other languages you like.

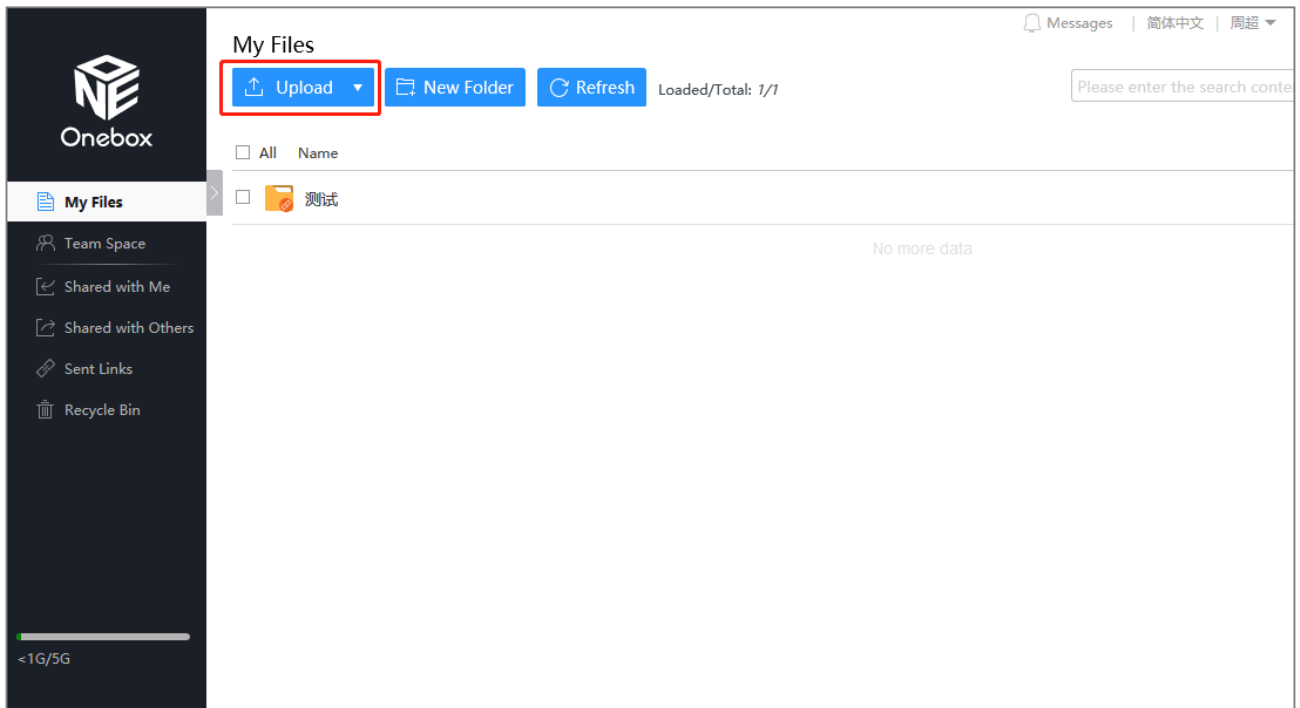


## II. File uploading and sharing

(1) In your PC client, choose “Work”, “Cloud space” and then “Jump to cloud space”.

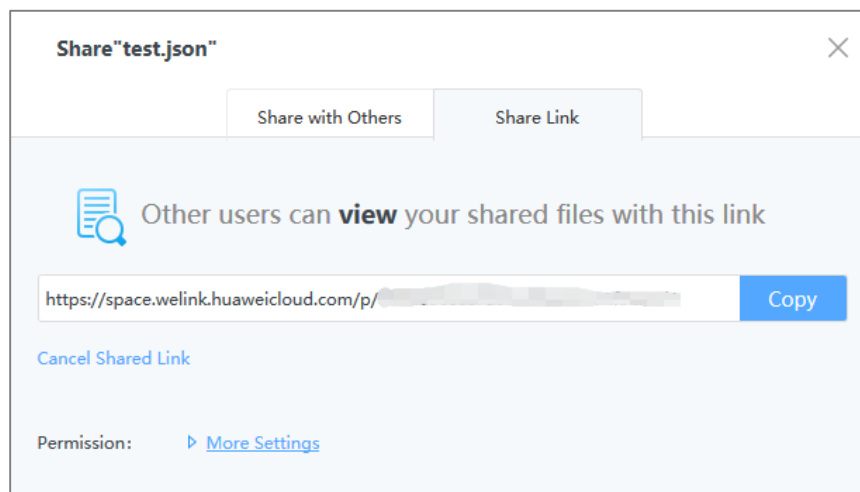
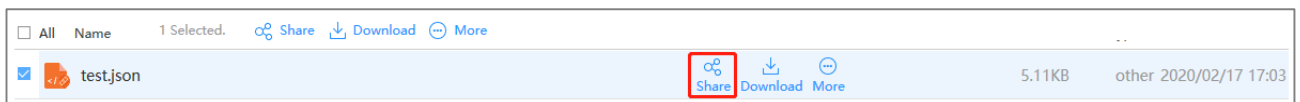


(2) In the prompted web page, you can upload files to your personal space and team-shared space.



(3) Move the cursor to the uploaded file and click the “Share” button, you’ll see a window for file sharing.

(5) Choose “Share link”, you can get a link to the shared file.



(4) When other people open the link, and fill in their phone number and password in WeLink, they’ll be able to download this file.

Video tutorial:

[http://tac.fudan.edu.cn/Welink\\_cloud\\_pc.mp4](http://tac.fudan.edu.cn/Welink_cloud_pc.mp4)