# Keeper MPDL booklet

**Max-Planck-Institut
für Marine Mikrobiologie**



**A free service for all Max Planck employees and project partners with more than 1TB of storage per user for your research data.**

- Benefit from confidential data storage, seamlessly regulating the research process.
- You are doing exactly the right thing - by storing your data in Keeper, you can be sure that you are complying with the archiving regulations of the Max Planck Society and complying with the rules for safeguarding "good scientific practice"
- MPDL Documentation: **https://keeper.mpdl.mpg.de/accounts/login/?next=/**
- Seafile uses "libraries" to organize your files. A library is a top level container for a set of files and folders. You can create a library for each project you work on



## Getting started

- Select and Download Client **https://www.seafile.com/en/download/**
- Server: **https://keeper.mpdl.mpg.de**
- Email: your-account@mpi-bremen.de
- Password: Your Password
- Computer Name: MPIMM Your Account (up to you)



## Managing Files with Libraries

- When you log in into Seafile`s web app for the first time, a library with the name **My Library** will be automatically created
- Create new libraries by using the button **+New Library**
- You can navigate into a library and manage your files and folders. You can upload, download, rename, move, copy and delete files.
- After syncing a library with desktop client, you can do any file operations inside the local library folder. The operations will be uploaded to the server.
- Sync a library with a local folder by clicking the **Sync this library** button
- Then you add some files into the library. They will be automatically synced with the cloud platform