Cloud Server Instructions

Step 1: Account Registration/Navigation

1. After creating an account, navigate to the Nextcloud domain by copy&pasting this link: https://10.0.0.46/index.php/login

*** If you have not created an account with Nextcloud yet, you can do so by filling out a general information form HERE. : http://10.0.0.46/Userform.html ***

Step 2: Login

1. Login to Nextcloud by entering the username and password that you input into the registration form. (Default pass: newpassword)

--Now that you're logged in, you now have access to upload files and using the built in applications.

Step 3: Change Password

1. Your Username will be the same as how you made it in the registration, but the default password will be "newpassword".
2. To change your password, navigate to the very top right of the page and find the user icon.
3. Select the icon and click "Settings".
4. Navigate to the left side of your screen and select "Security".
5. After doing so, you will see at the top of the page the option to change your password from the default.
6. Type in the default password along with your password that was filled out in the form which must be at least 10 characters.

Step 4: Upload a File

1. Navigate to the upper lefthand corner where you'll find a tool bar.
2. Two over from the left, you'll see a document icon, left click on it.
3. Here, you are displayed with all files that have been uploaded by default.
4. Click the "**+**" at the top of the page to upload a file, create a new folder, or create a new document.

Step 5: Misc. Tools

1. In the tool bar where the documents tab is located, you can explore the other tools of Nextcloud.

a. Includes, Calendar, Mail, Photos, Contacts etc.

Server Instructions ** OPTIONAL **

You are more than welcome to skip this section but can use both forms of storage if desired.

Here you will login to the server side of things to access your own database and files.

** If you choose both sides of storage, please send me an email at rausoeric5@gmail.com requesting a Linux option**

Step 1: Download PuTTy

1. Visit https://www.putty.org/ and download PuTTy.
   a. This will be used to SSH into the server.
2. After launching, type 10.0.0.46 into the text field and click enter.

Step 2: Access the server

1. Now login using your username and default password that was used for Nextcloud.
2. In the terminal, type mysql –u –your username-- -p –your password--
3. You now have access to your own databases and tables.
4. If you wish to store files within the physical server, type "exit".

Step 3: Create files within Linux

1. You can type "nano, vim or vi" and file name to create a new text file.
2. If you have files that were within Nextcloud that you also want to store in the server as a backup, you can safely SFTP them using WinSCP which can be downloaded here.