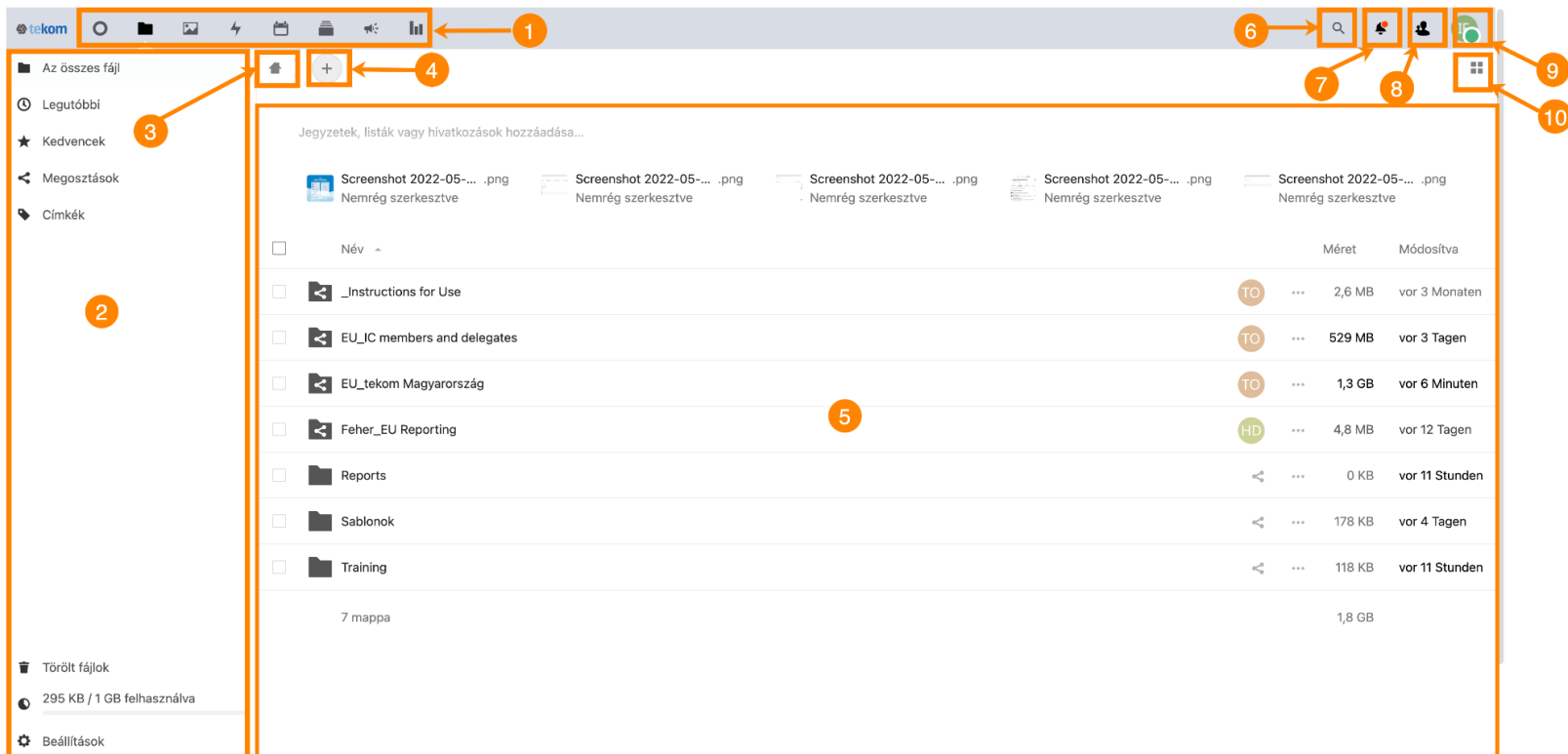


Navigating the main user interface

The Files page of the Nextcloud web UI:



In Files you can add, remove, and share files, and the server administrator can change access privileges.

The Nextcloud user interface contains the following fields and functions:

- **Toolbar (1):** Located in the upper left corner, you'll find all your actions which are available on your instance of Nextcloud. Clicking on an icon will invoke different actions.
- **Files (2):** Located in the left sidebar, this area provides filters and tasks associated with the selected action. For example, when you are using the Files action you have

a special set of filters for quickly finding your files, such as files that have been shared with you, and files that you have shared with others. You'll see different items for other actions.

- **Home** (3): Located over the main viewing window, this bar provides a type of breadcrumbs navigation that enables you to migrate to higher levels of the folder hierarchy up to the root level (home).
- **Add new** (4): Located next to the Home navigation bar, the NEW button enables you to create new files, new folders, or upload files.

Note: You can also drag and drop files from your file manager into the Files Application View to upload them to your instance.

- **Main area** (5): The main central field in the Nextcloud user interface. This field displays the contents or user features of your selected action.
- **Search** (6): Click the Magnifier in the upper right corner to search for files and entries of the current view.
- **Announcements** (7): An area for system notifications.
- **Users** (8): Gives you an overview about your contacts and users on the server. Depending on the given details and available apps, you can directly start a video call with them or send emails.
- **Settings** menu (8): Click your profile picture to open your Settings dropdown menu. Your Settings page provides the following settings and features:
 - Viewing your profile
 - Setting your status
 - General settings
 - About Nextcloud
 - Help
 - Logging out
- **Grid view** button (9): This looks like four little squares, which toggles the grid view for folders and files.