

OEG Nextcloud manual

1. About Nextcloud

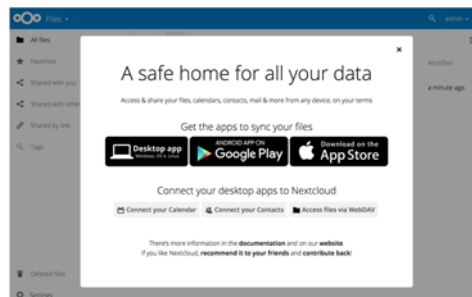
Nextcloud is a suite of client-server software for creating and using file hosting services. It is functionally similar to Dropbox, although Nextcloud is free and open-source, allowing anyone to install and operate it on a private server. In contrast to proprietary services like Dropbox, the open architecture allows adding additional functionality to the server in form of applications. Nextcloud is an actively maintained fork of ownCloud.

2. Installation and configuration

You can access here → <https://delicias.dia.fi.upm.es/nextcloud>



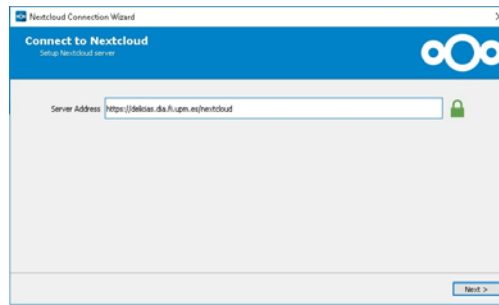
After login you will be prompted to install the Nextcloud client. You can install it or use the web version only, like Google drive or Dropbox.



In Desktop app there are clients for Microsoft windows, Mac OS and linux. Also mobile versions for Android and iPhone are available. Install the Desktop app with the default settings.

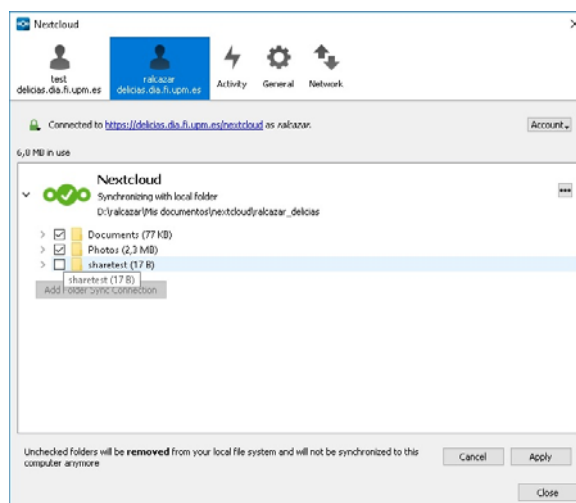
When you finish the setup you will be prompted to configure it:

Use the server address <https://delicias.dia.fi.upm.es/nextcloud>

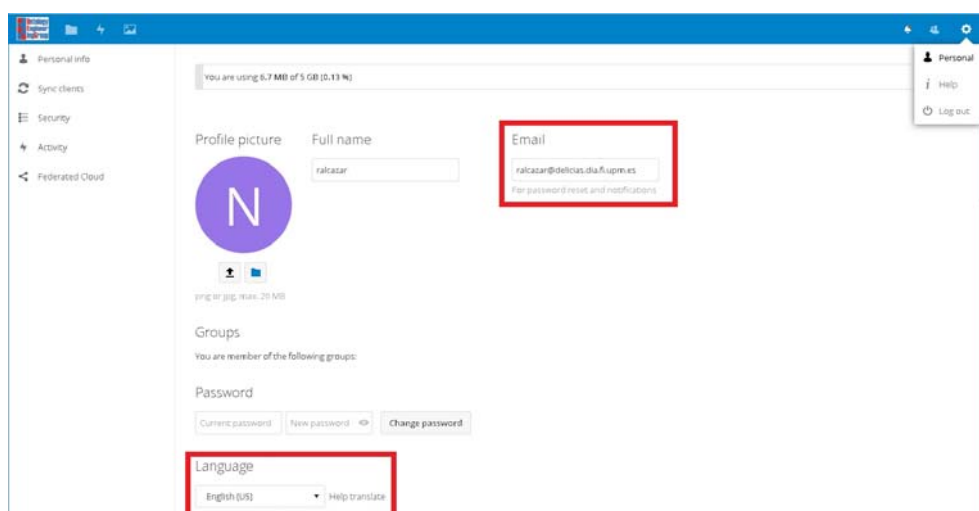


Set username and password. You can change the destination folder.

Configure which folders you want to have in the local storage and which ones you don't want to use space in your device and be stored in the server only. Check or uncheck them and apply changes.




In your personal settings, it is highly recommended to **set your email** to receive notifications. You can configure other features like language or change your password in the personal configuration (wheel icon located right up). Password policy requires minimal length 8, with upper and lower case and numeric character.



3. Accounts, groups and sharing

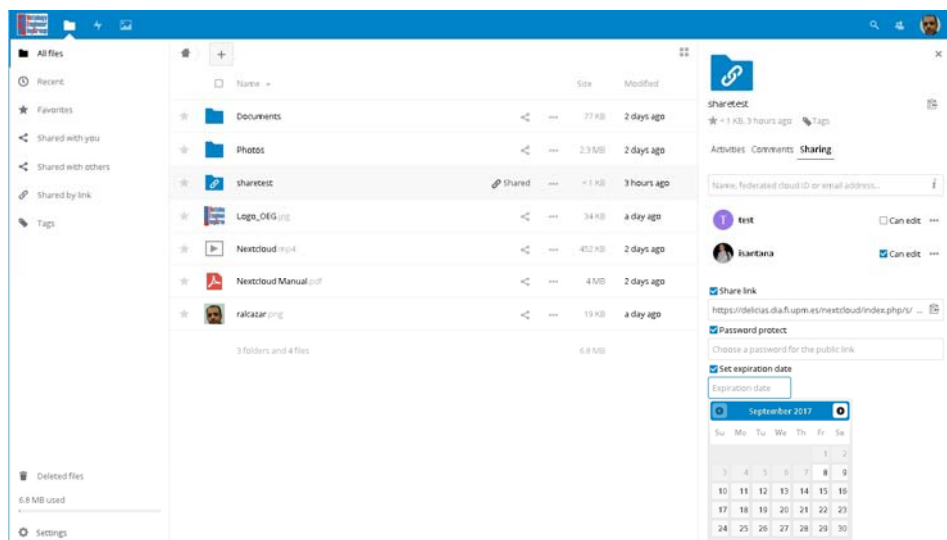
Each account has a disk quota **limited to 100 GB**. If you need more storage we can increase it if needed. By default, all users are added to the group oeg.

If you need a group you can request it, adding the users that you need. You can admin your groups. One user can be member of multiple groups. Also we can create accounts and group for external users (with limited storage and permissions, and custom permissions in the group that they belong to).

You can share files/folders with other users clicking the share icon 

Shared resources can be configured in multiple ways and combined in a single share (see image below). There are 2 sharing methods:

- Share with OEG_Nextcloud users.
- Share link. Additional features are password protect and/or expiration date.



In the left panel you can see your shares, divided in shared with you, shared with others and shared by link. As said above, it's important to configure your email account to receive notifications. You can configure your activity and notifications in your personal settings.



For any other issue do not hesitate to contact us to [soporte oeg](#).