



## USING NEXTCLOUD - ANDROID

**INTRODUCTION:** This guide will show you how to use Nextcloud across your Android devices.

**SYSTEM REQUIREMENTS:** Nextcloud access.

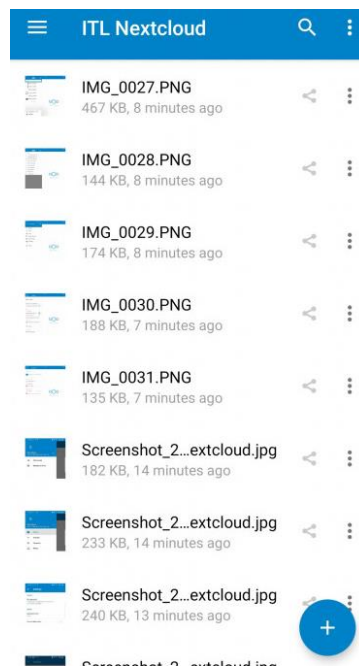
### WHAT YOU MAY NEED & OTHER CONSIDERATIONS:

- An internet connection.

## GETTING STARTED

There are two ways you can access Nextcloud on your Android device; the web portal and the application. We would recommend getting the application. It is free, easy to use and designed for the operating system.

Once logged in, you will be presented with the contents of your account.



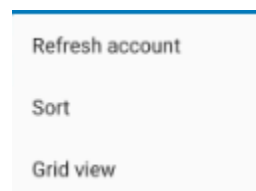
You'll get information on the name of your files, how big they file are and when they were uploaded.

## REFRESHING

If you've recently uploaded a file to Nextcloud but can't see it on your Android device, you can refresh through two ways.

The easiest way is to swipe down on the app.

The alternative way is to select the three dots in the top right corner and click "Refresh account".



## UPLOADING FILES

To upload files, the easiest way is to select the “+” in the bottom right corner.



You will be asked where you want to upload from.

You can also set up automatic uploads to a specific folder/s. To do this, swipe right and select “Auto upload”.



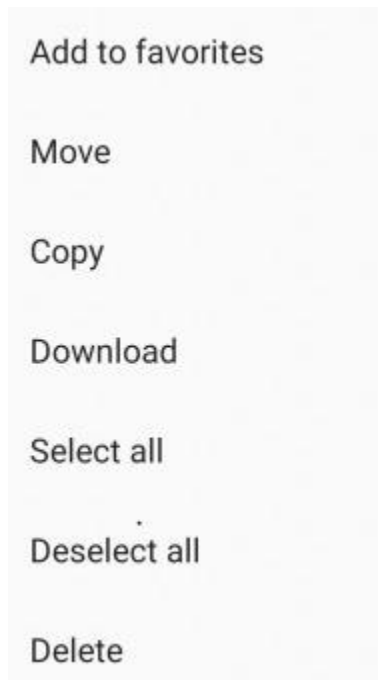
You'll be prompted to select which folder to auto-upload. This will sync this folder automatically.

## DOWNLOADING/DELETING FILES

To download a file, simply click on the three dots on the right hand side of it and select “Download”.



To download multiple files, hold down on one until you see check boxes on the right hand side. Then select all the files you want to download. Once done, click on the three dots on the top right and select “Download”. If you want to select all your files, you can also do this through the three dots menu to save time.



You can also use these steps to delete files.

## MANAGING ACCOUNTS

If you swipe right, you can see how much space you are using and how much you have.



On the top, you will see your account name with an arrow on the right. If you select on this, your options will change.





**Add account**



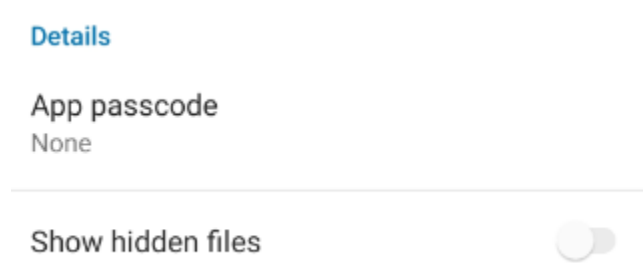
**Manage accounts**

From here, you can add and remove accounts.

## SECURING YOUR APP

You can secure your Nextcloud app by making it passcode protected. This means whenever you open the app, you are required to enter a passcode. This can be useful if someone has access to your phone and you don't want them looking through your data.

To do this, swipe right and go down to "Settings". Then look for "App passcode".



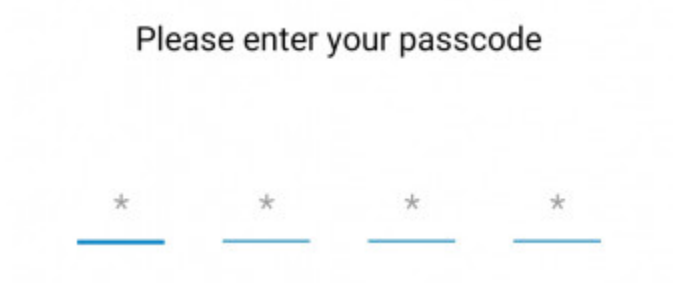
Select on it to enable it. You have the option to create a new passcode or use the passcode your phone uses.

### Protect app using

- None
- Passcode
- Device credentials

Cancel

When you next open the Nextcloud app, you will be prompted to login with a passcode.



## SUMMARY

These are just a few things you can do with the Nextcloud app that we thought you could benefit the most with. There are other things that you can do though. If you have any questions, do not hesitate to ask us by emailing in to [support@it-logik.com](mailto:support@it-logik.com) or calling us on 020 3740 1060.