



USING NEXTCLOUD - IOS

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

SYSTEM REQUIREMENTS: Nextcloud access.

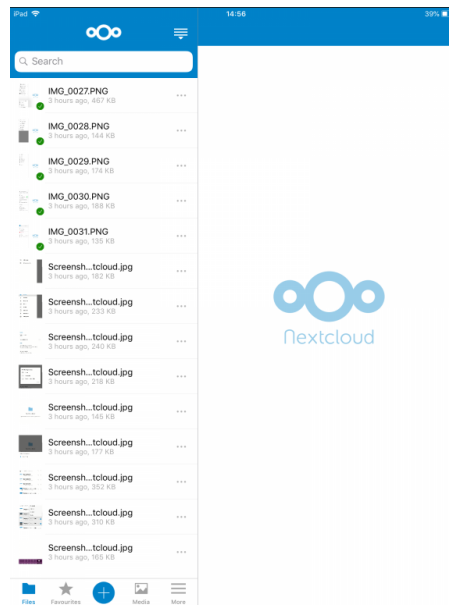
WHAT YOU MAY NEED & OTHER CONSIDERATIONS:

- An internet connection.

GETTING STARTED

There are two ways you can access Nextcloud on your iOS device; the web portal and the application. We would recommend getting the application. It's 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 iOS device, you can refresh by pulling down in the file list pane (left hand side).

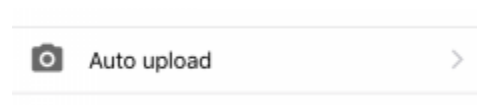
UPLOADING FILES

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



You will be asked where you want to upload from.

You can also set some files/folders to auto-upload. To do this, click on “More” at the bottom and then “Settings”. “Auto upload” will be at the very top.



DOWNLOADING/DELETING FILES

To download a file, simply click on the three dots on the right hand side of it and select “Open in...”. This will then begin the download to your device.

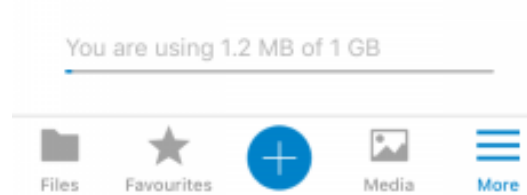
...

Alternatively, if you hold down on a file for a few seconds, it will begin the download of that file. You will see a little green tick when it is downloaded.

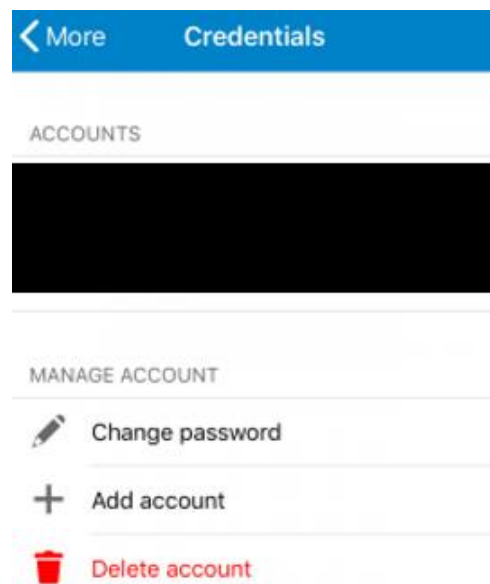
To delete the files, click on the three dots and select “Delete”.

MANAGING ACCOUNTS

If you go on “More” at the bottom left, 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.

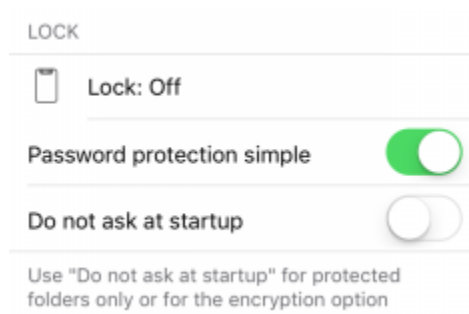


From here, you can add and remove accounts.

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, select “More” in the bottom left and go to “Settings”. Then look for “Lock”.



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

When you next open the Nextcloud app, you will be prompted to login with the 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 or calling us on 020 3740 1060.