



ENABLE USERS ON NEXTCLOUD

INTRODUCTION: This guide will explain how to enable users on Nextcloud via CCP.

SYSTEM REQUIREMENTS: NA

WHAT YOU MAY NEED & OTHER CONSIDERATIONS:

- DO NOT touch any other setting of the “owncloud_access” or “nextcloud_access” security group. Doing so will cause irrecoverable data.
- It is the responsibility of the company’s manager or account holder to backup any data that you wish to keep.

STEP ONE

Open up a web browser and paste <https://ccp.it-logik.com/>

STEP TWO

Once you have signed in select the domain you wish to manage go to distribution lists and put the members within the group called “**owncloud_access**” or “**nextcloud_access**”

STEP THREE

Once a member has been added they can now sign into Nextcloud

STEP FOUR

If you want to remove access to Nextcloud simply remove them from the owncloud_access / Nextcloud_access group – Nextcloud will remove and purge all this users’ data within 1 hour with no chance of recovery from us.