

# How to Use Nextcloud



Welcome to Nextcloud! This guide will walk you through how to use Nextcloud, a secure cloud storage platform that lets you store, sync, and share files across all your devices. Whether you're new to cloud services or an experienced user, we've made this easy to follow.

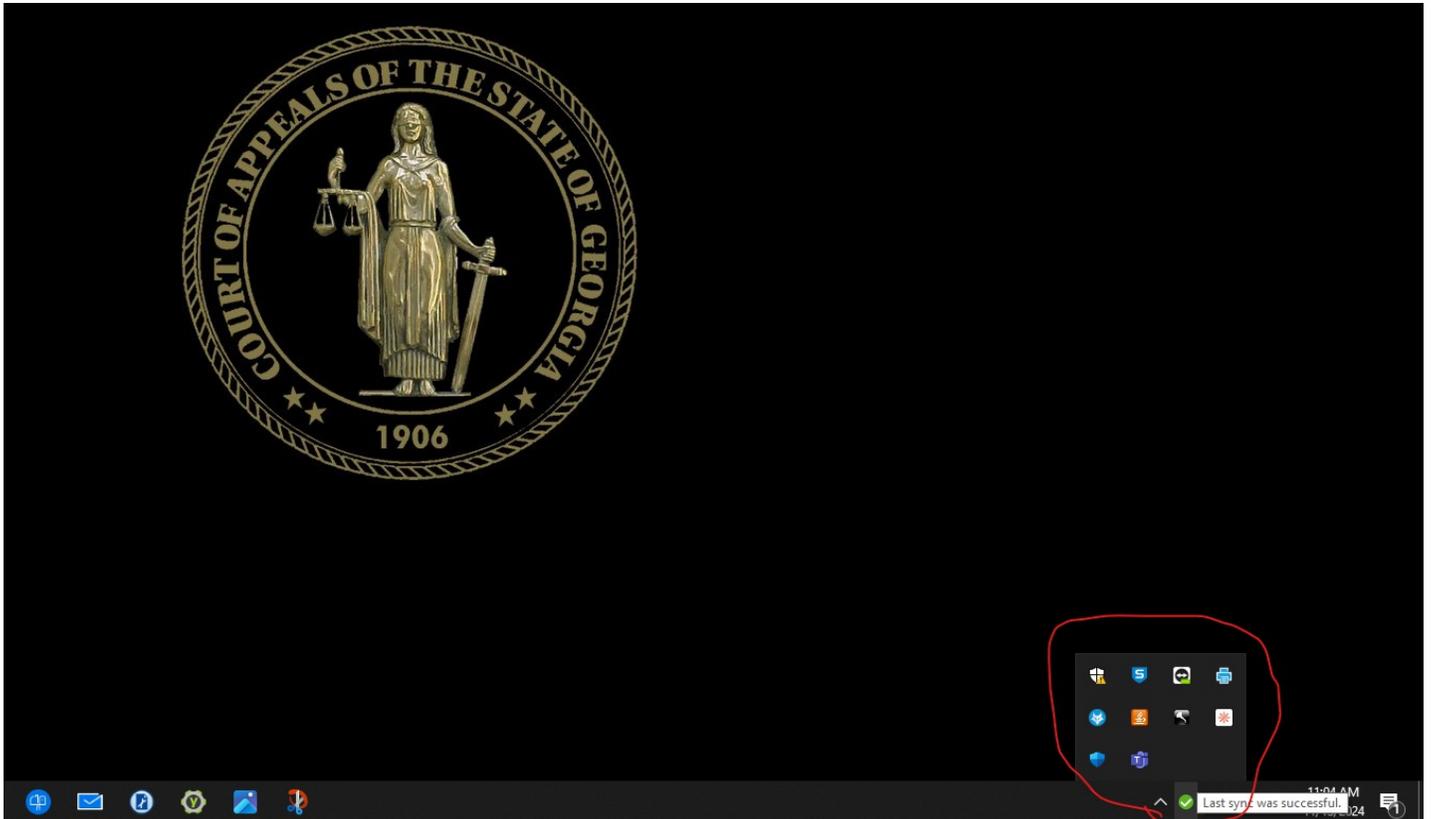
## **What is Nextcloud?**

Nextcloud is a cloud storage and file-sharing platform that lets you store and sync your files across multiple devices. You can access your files from anywhere, anytime — all you need is an internet connection.

## **Getting Started with Nextcloud**

Once you log into your computer, Nextcloud automatically starts and signs you in. You don't need to do anything extra to begin syncing your files.

The Nextcloud Desktop Client runs in the background and is visible as an icon in your system tray (bottom-right corner of your screen).



The status indicator uses icons to indicate the current status of your synchronization. See examples of the different status icons below:



The green circle with the white checkmark tells you that your synchronization is current and you are connected to your Nextcloud server.



The blue icon with the white semi-circles means synchronization is in progress.



The gray circle and vertical parallel lines tells you your synchronization has been paused. (Most likely by you)



The grayed Nextcloud icon means your sync client has lost its connection with your Nextcloud server (OFFLINE) and most likely needs you to sign back in.



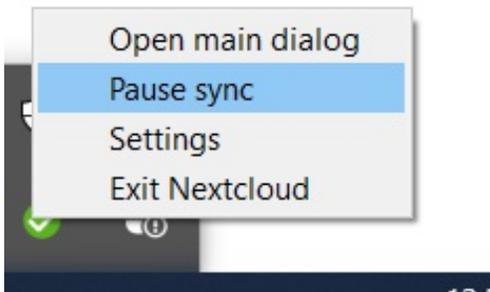
When you see a yellow circle with a white exclamation point, that is the informational icon, so you should click it to see what it has to tell you.



The red circle with the white “x” indicates a configuration error, such as an incorrect login or server URL.

### Using the System Tray Menu

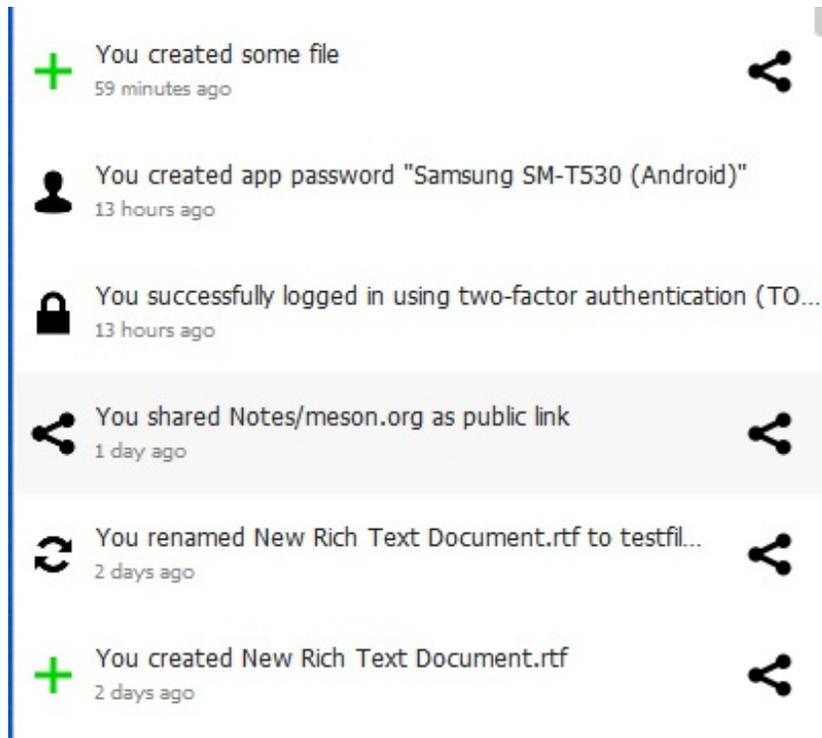
Nextcloud makes it easy to manage your sync settings from the system tray:



Right-click on the Nextcloud icon to open a menu with quick options, including:

- Open the Main Dialog (this shows your sync status and recent activities).
- Pause Sync/Resume Sync (pause or restart syncing as needed).
- Settings (access your settings to adjust preferences).
- Exit Nextcloud (log out and close the client).

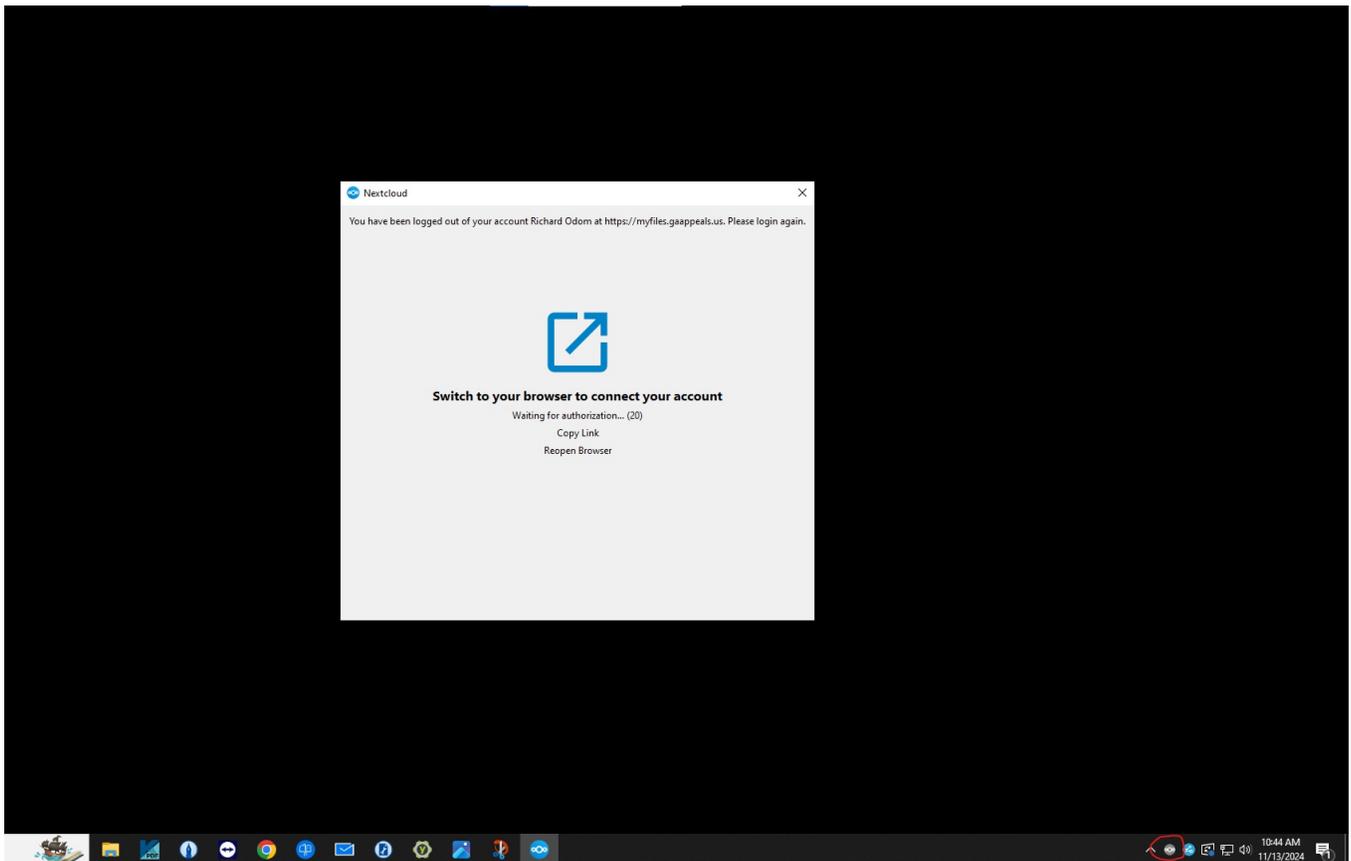
Left-click on the icon to open the Main Dialog, where you can see details about recent sync activities, errors, and server notifications.



**The main objective of this document is to inform you about Nextcloud and remind you to ensure you're signed into NextCloud at ALL TIMES to ensure your files are being synced.**

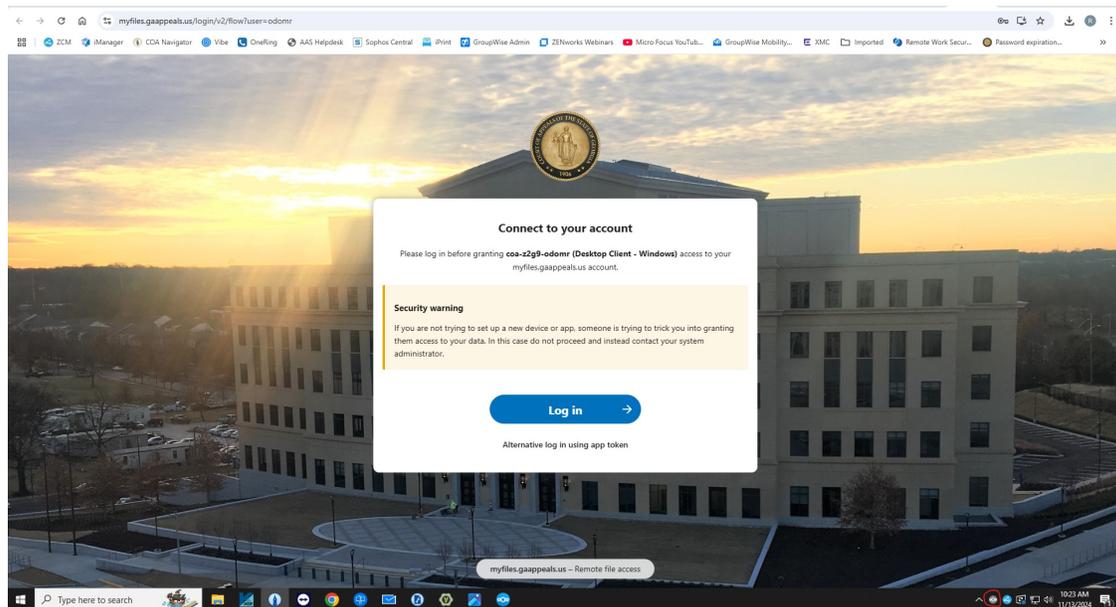
## What to Do If You Get Logged Out (Offline Mode)

If your Nextcloud syncing client is logged out/OFFLINE (indicated by greyed out icon), you'll see a pop-up notification window stating: "You have been logged out of your account John Doe at <https://myfiles.gaappeals.us>. Please login again."

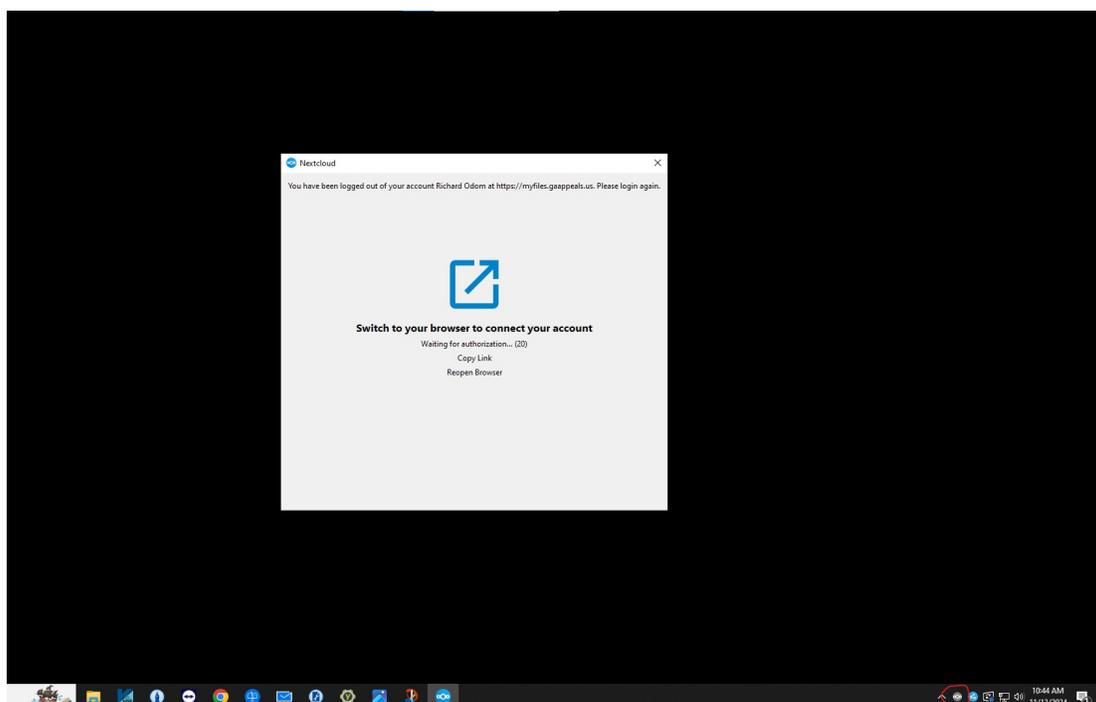


## Here's how to fix it:

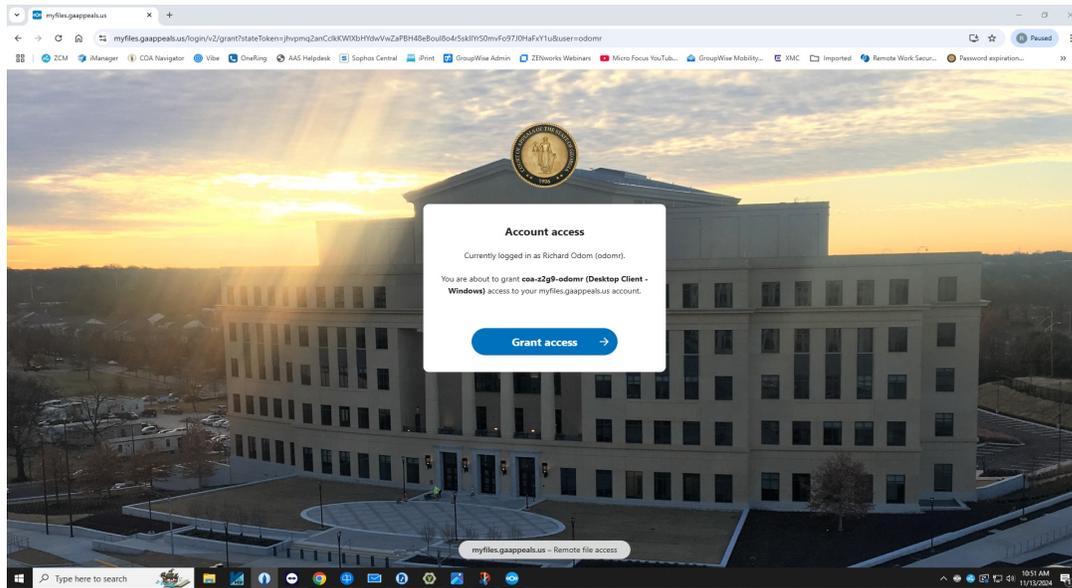
1. A web browser should automatically open to the Nextcloud login page at <https://myfiles.gaappeals.us>.



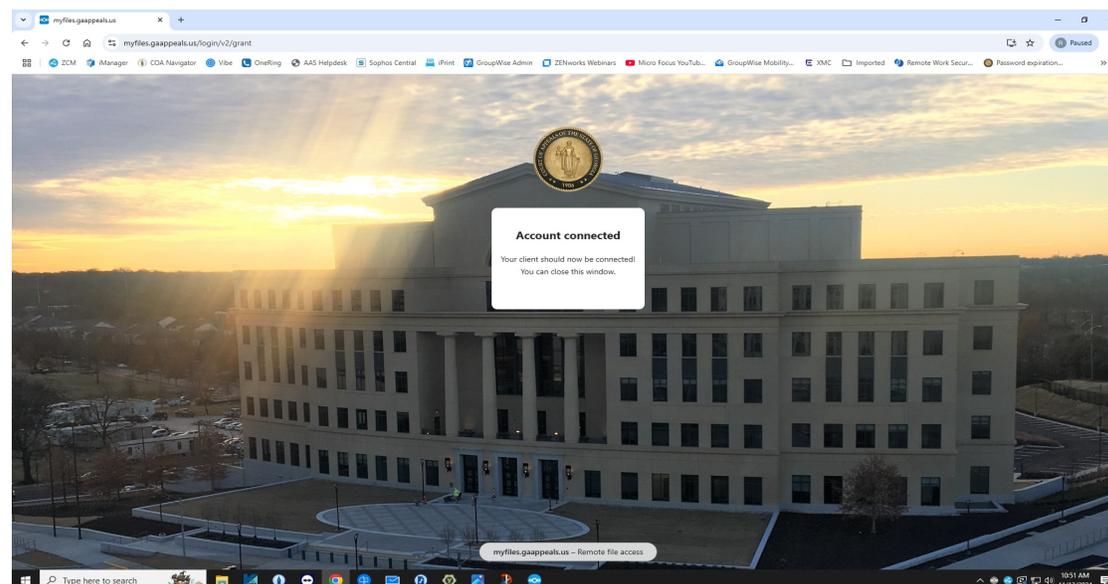
2. If the browser doesn't open, click the Reopen Browser button, or use the Copy Link option to copy the web address. Then, paste the link into your browser's address bar.



3. Log in with your username and password to authenticate your account. After successfully authenticating your account, you should see a screen prompting you to grant the device access to your <https://myfiles.gaappeals.us> account. Click Grant access.



4. After clicking Grant Access an "Account connected" notification window will appear next. Your Nextcloud client should update and sync successfully after closing the window. The Nextcloud client status icon should update to a green circle with a white check mark.



## **Your Nextcloud Client is Now Connected!**

### **Need Help?**

If you run into any issues or have any questions, feel free to reach out to our IT support team. We're here to help!

### **In Summary**

Nextcloud is a great tool for storing, syncing, and sharing your files. As long as you're signed in and connected (check for that green icon!), your files will stay up to date across all your devices. If you ever see a gray icon, just follow the steps to log back in, and you'll be good to go!

Let us know if you need any assistance — we're happy to help!