

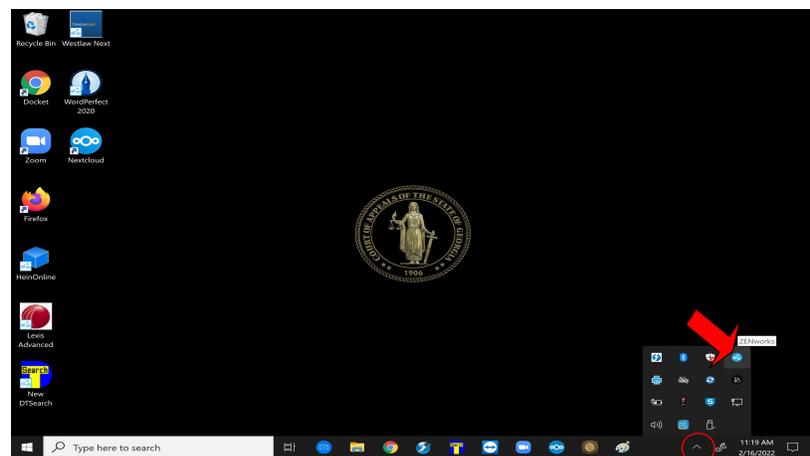
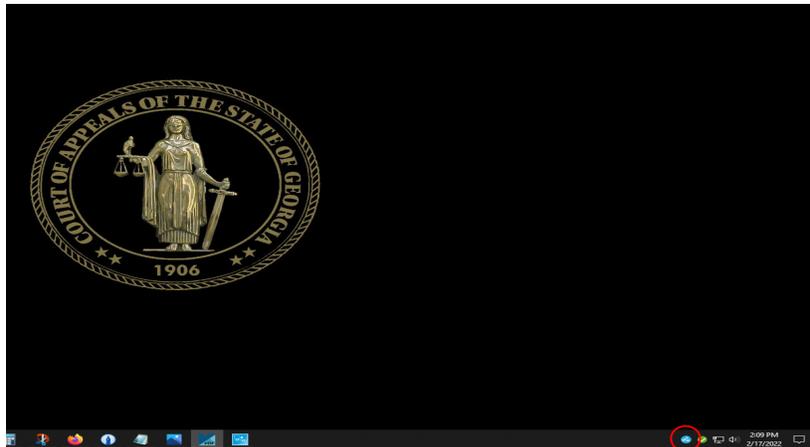
Updating Next Cloud

Requirements: Connect computer to power and the Internet. Ensure any open documents are saved because a restart is required.

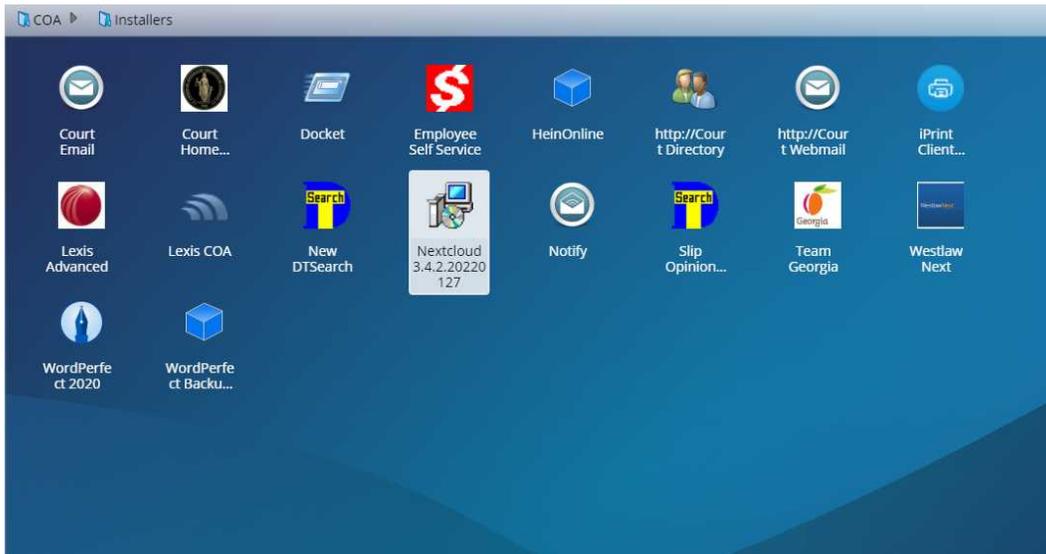
Next Cloud is the software application that syncs files that are currently saved to your computer to a server, in order to make the files accessible from any of your work laptops, tablets, and/or desktops.

1. To update NextCloud, start off by opening the ZENworks application. ZENworks can be opened in a multitude of ways, however, this guide will show you how to open Zenworks by clicking the ZENworks icon in the bottom right corner of your computer screen (See below).

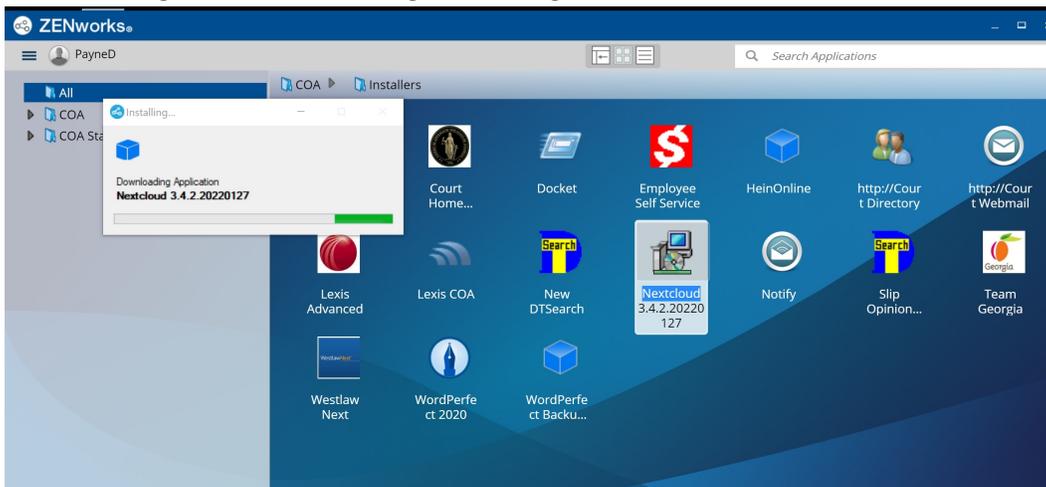
*****If the ZENworks icon is NOT in the bottom-right corner of your task-bar (see pic), you may have to click the up arrow in the bottom-right corner (see pic) to view the system notification tray area.*****



The ZENworks application should open to a home screen that looks like a computer desktop, similar to the image below.



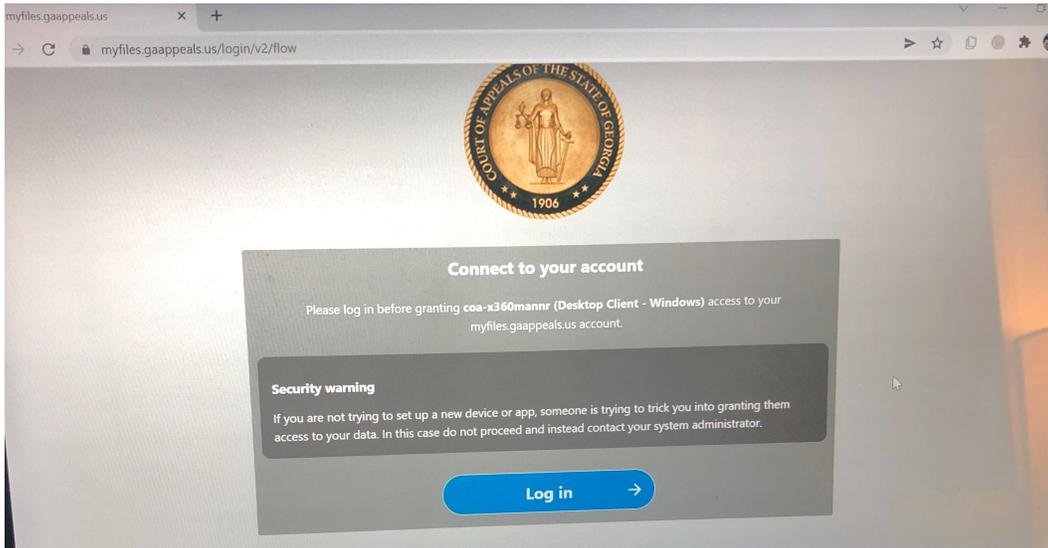
- Next, locate the NextCloud icon in ZENworks, then double-click the icon to initiate the downloading of the newest NextCloud version, you should see a pop-up notification indicating the download has begun (see image below).



The download is quick and should take less than a minute (depending on the internet connection). Once the download is complete, the pop-up notification window like the one in the image above will close.

- Next, restart your computer in order to install the updated version of the NextCloud application. Once your computer has booted up and you're signed in, check your NextCloud status icon in the bottom right-corner of your screen OR in the system notification tray area. Your NextCloud status icon may be a yellow circle with the "!" sign , that is the informational icon, so you should click it to see what it has to tell you. Because your NextCloud client version was updated, you will need to log back into

NextCloud account to re-gain access to the NextCloud server (See pic). You can also access your NextCloud account at <https://myfiles.gaappeals.us/login>.



After granting access to the NextCloud server, your NextCloud status indicator icon should change to  indicating that your synchronization is current and you are connected to your Nextcloud server. The update of NextCloud is now complete.