



# NextCloud web interface

NextCloud's web user interface comes with a revamped design to better suit the needs of each company and allows you to set a corporate background and logo.



## Info

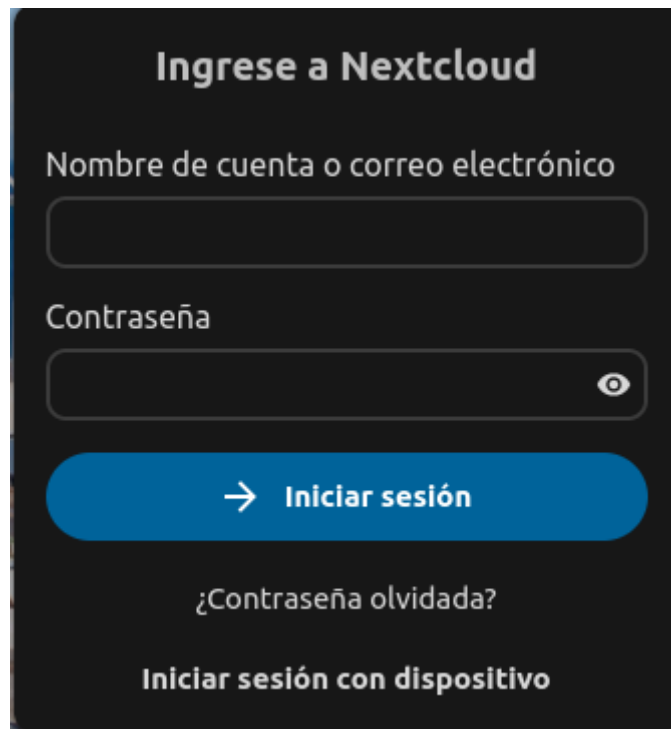
From here you can access your files, as well as: create, preview, edit, delete, share and re-share files.

## Note

Your NextCloud administrator has the option to disable some features. If you see any of the following missing from your system, please ask your NextCloud administrator directly.

## Logging in from the web interface

We will need to log in with our ITER credentials at the following url: <https://nextcloud.iter.es>

The image shows a dark-themed login interface for Nextcloud. At the top, the title "Ingrese a Nextcloud" is displayed in white. Below it, there are two input fields: "Nombre de cuenta o correo electrónico" and "Contraseña". The password field includes a toggle icon for visibility. A prominent blue button with a right-pointing arrow and the text "Iniciar sesión" is centered below the fields. At the bottom, there is a link for "¿Contraseña olvidada?" and a text option "Iniciar sesión con dispositivo".

**Ingrese a Nextcloud**

Nombre de cuenta o correo electrónico

Contraseña

→ **Iniciar sesión**

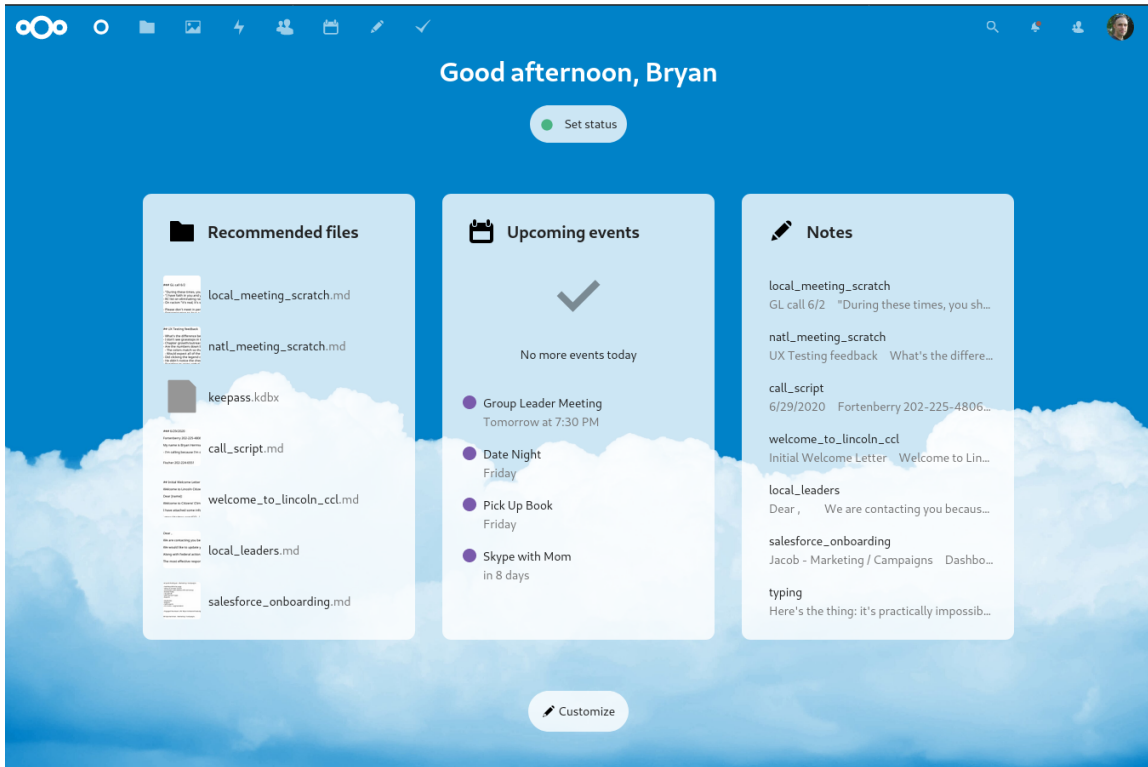
[¿Contraseña olvidada?](#)

**Iniciar sesión con dispositivo**

**Info**

Currently NextCloud uses LDAP for user authentication so we only need to log in to be registered.

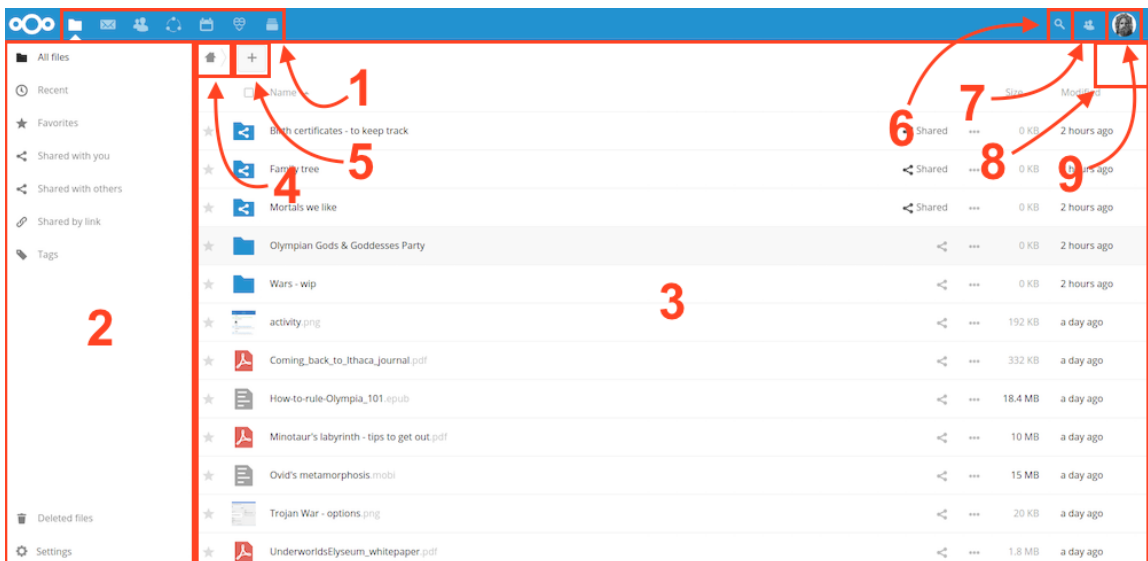
Once we have logged in we will find the following screen:



## Info

By default, the NextCloud web interface opens in the control panel. Here you can get the latest notifications and changes.

## Navigating the main user interface



Under "files" we can add, delete and share files, and the server administrator can change the access privileges.

The NextCloud user interface contains the following fields and functions:

- **Select Apps menu (1):** Located in the top left corner, you will find the applications that you have available on your NextCloud instance. Clicking on the icon of an application will redirect you to it.
- **Application information field (2):** Located in the left sidebar, it offers filters and tasks associated with the current application. For example, in the Files application, a number of filters appear to find files easily, such as files that have been shared with you, and files that you have shared. Each application will have different elements.
- **Application view (3):** The central and main field of the NextCloud user interface. This field displays the content or features of the selected application.
- **Navigation bar (4):** Located above the main window (the application view), this bar shows the current path, allowing you to move quickly to higher folders, up to the root level (the main folder).
- **New button (5):** Located on the navigation bar, the New button allows you to create new files or folders, and upload files.

#### Info

It is also possible to drag and drop files from your file manager to the Files application view to upload them to your instance (if your browser supports "drag and drop").

- **Search field (6):** Click on the magnifying glass in the top right corner to search through your files.
- **Contacts menu (7):** Gives you an overview of your contacts and users on your server. Depending on the details and applications available, it is possible to start a video conference with them or send them an email.
- **Grid view button (8):** This button is made up of four small squares, and toggles the grid view for folders and files.
- **Settings Menu (9):** To open the Settings drop-down menu, click on your profile picture, located to the left of the Search field. Your Settings page offers the following features and settings:
  - Links for downloading desktop and mobile applications.
  - Server usage and available space.
  - Password management
  - Configuration of your name, email and profile picture

- Management of your browsers and browsers settings
- Manage your browsers and connected devices
- Group memberships
- Group memberships
- Interface language settings
- Manage notifications
- Federated cloud identifier and social media sharing buttons
- SSL/TLS certificate manager for external storage
- Two-step verification settings
- SSL/TLS certificate manager for external storage
- Two-step verification settings
- NextCloud version information

*For more information, please see the [official guide](#)*