

NextCloud Setup Manual for PC

Installation and Configuration of NextCloud

About NextCloud

Nextcloud allows you to store and share files online, as well as synchronize them with your internet-connected devices. This way, you can upload files to your Nextcloud server and access them from any device connected to the Internet. The files are automatically synchronized across all your devices.

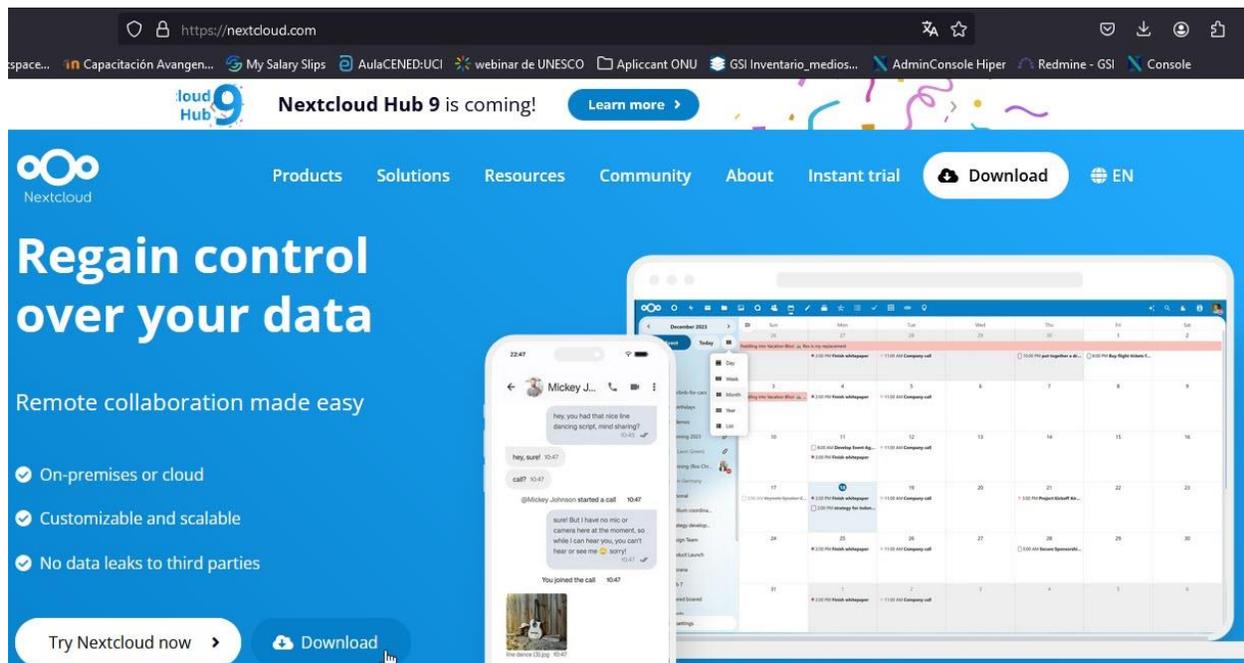
To synchronize information between NextCloud and our computer, we need to create a local folder on the PC where the information is stored and later synchronized.

To ensure successful synchronization of our files, the following recommendations should be considered:

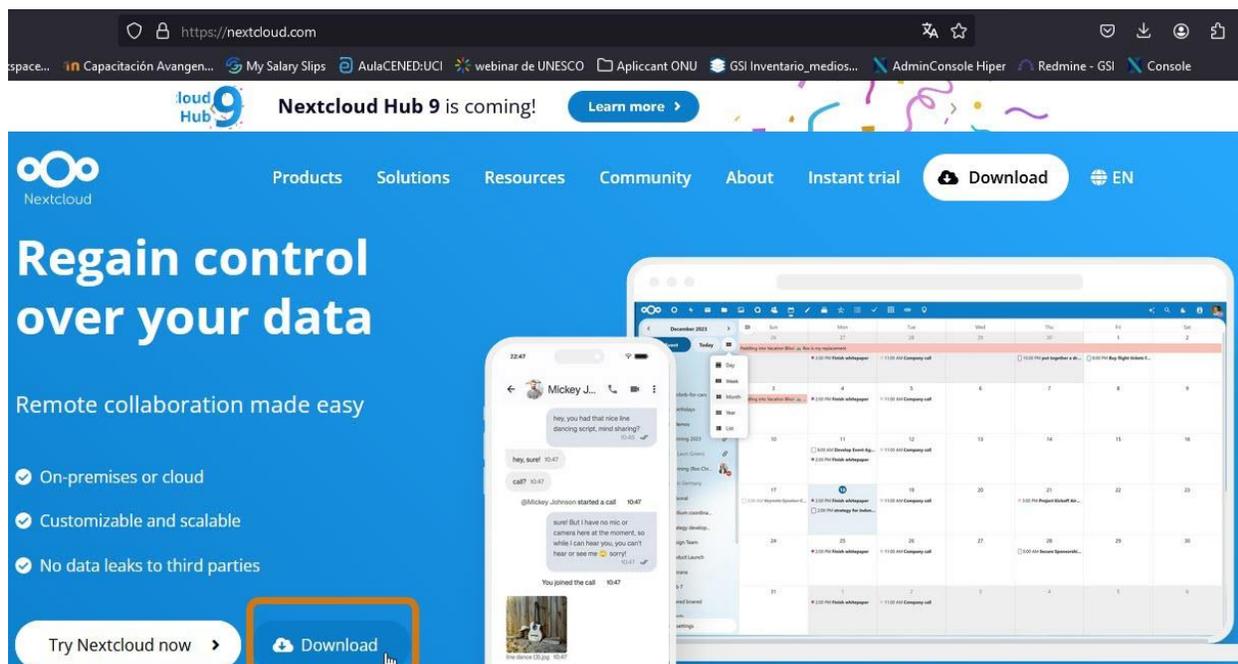
- Use short names for files.
- Never use a period (.) to name a file.
- Use a simple folder structure, avoiding nested folders (folders within folders).
- Avoid storing executable files, installers, or drivers.
- Avoid files with extensions *.git*, *.htaccess*, *.tmp*, *.temp*, or *desktop.ini*.
- If you delete a file or folder stored in the local NextCloud folder or in the cloud, when synchronization between the cloud and the device starts, the file or folder will be deleted from both environments.

1. On a secure partition of the PC (e.g., the D drive), create a folder for synchronizing and storing files between the PC and the cloud. We will call it “NextCloud Folder”.
2. Open your browser and go to the official NextCloud website: <https://nextcloud.com>.

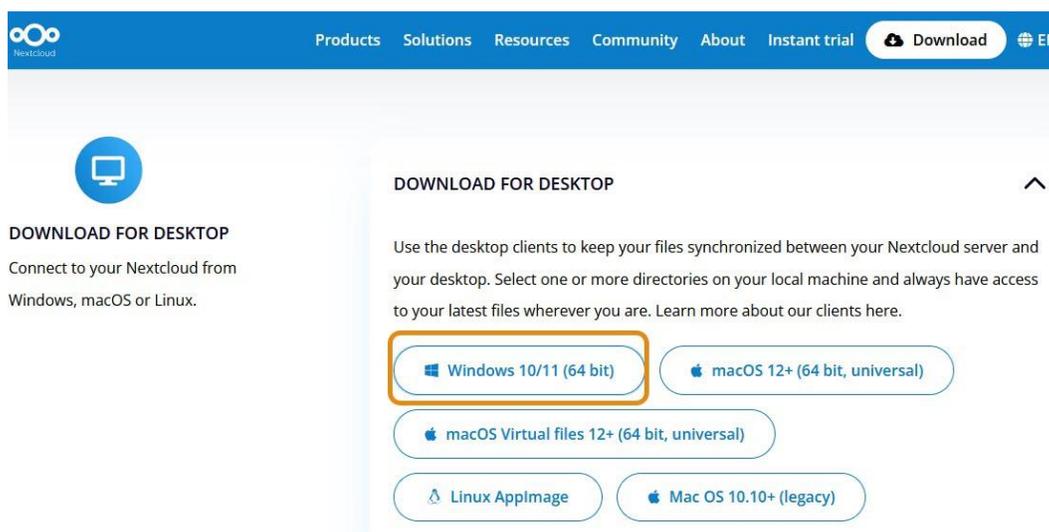
If a cookie usage notice appears, click on “Accept all cookies”.



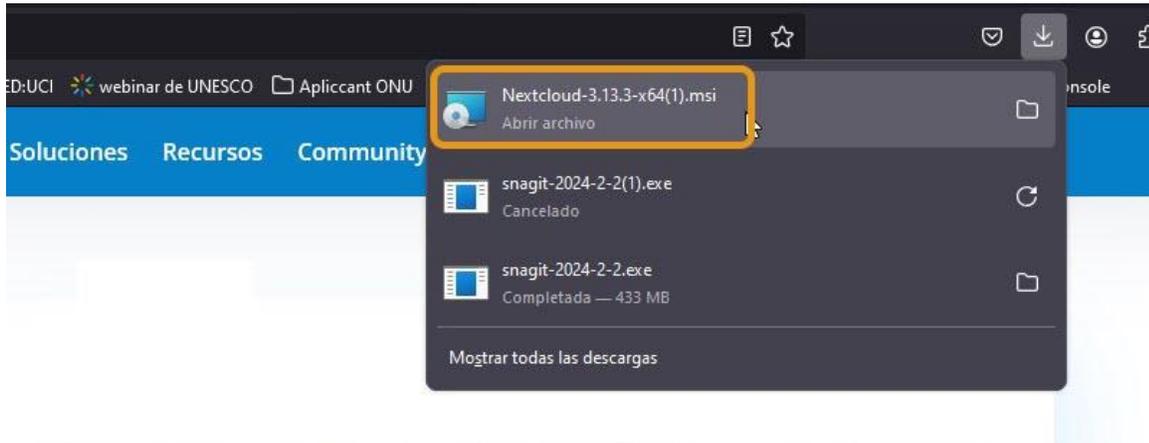
3. Click on the **Download** button.



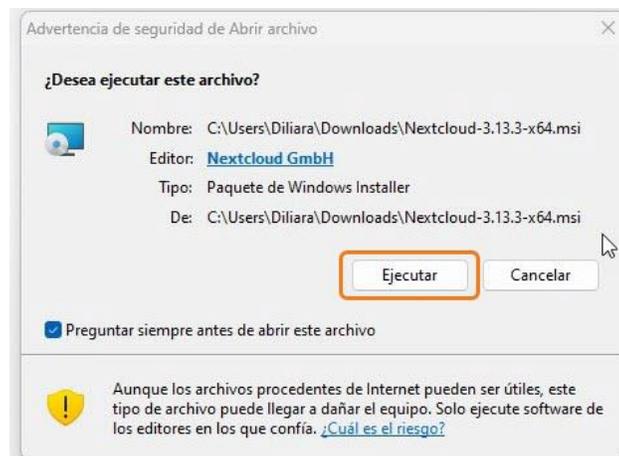
4. Click on **Download for Desktop** and select the version compatible with your computer's operating system (in this case, we select the Windows version).



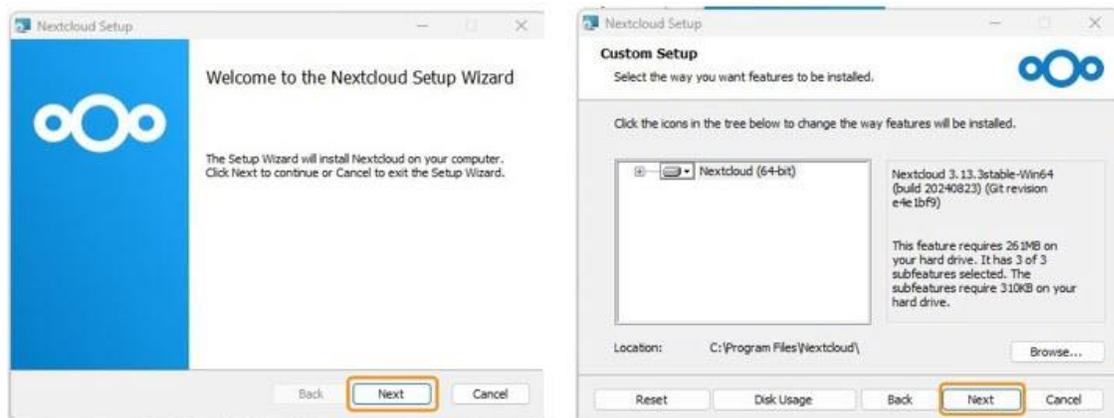
5. In the browser's Downloads section, click on the NextCloud file (version 3.13.3).



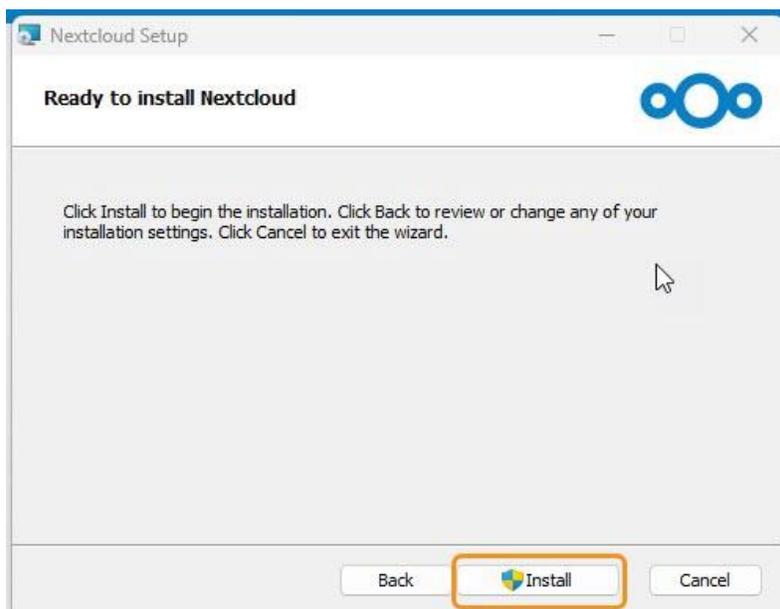
6. A box will display; click on **Execute**.



7. In the following dialog boxes, click on **Next**.

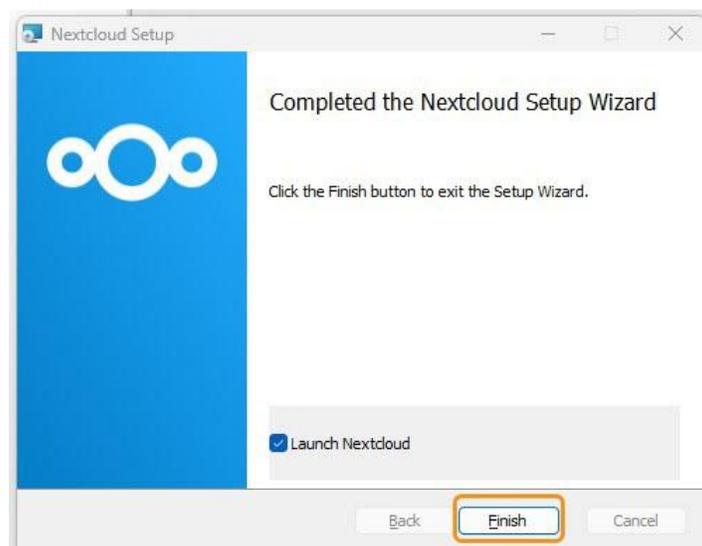


8. Click on **Install**.



9. When asked “Do you want to allow this app to make changes to your device?”, click on **Yes**.

10. Click on **Finish**.



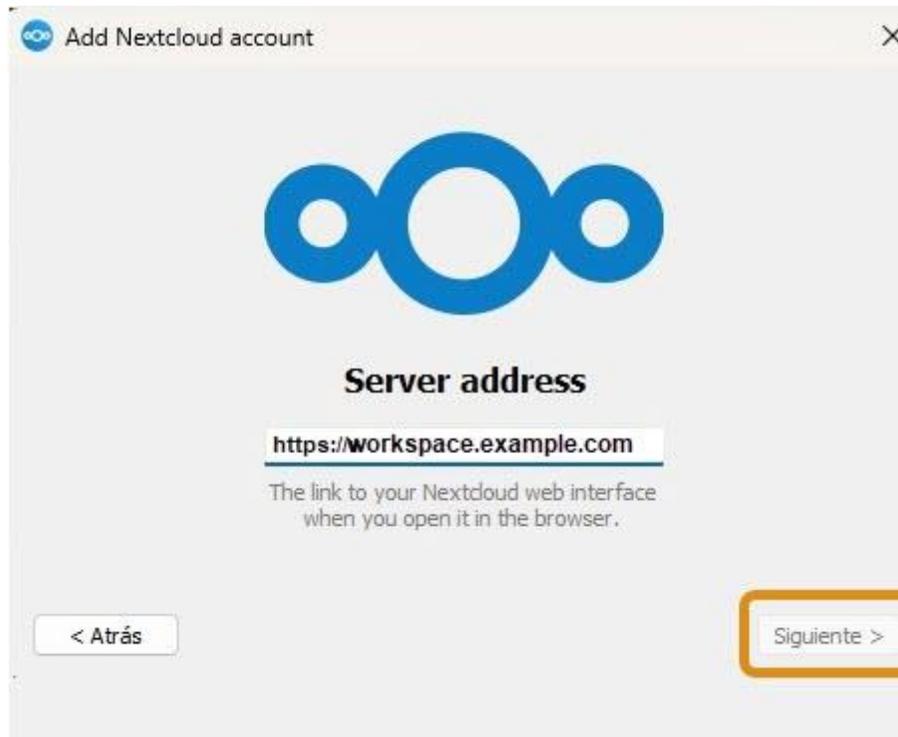
11. A prompt will suggest restarting the PC. Click on **Yes** to restart now, or **No** if you prefer to restart later.



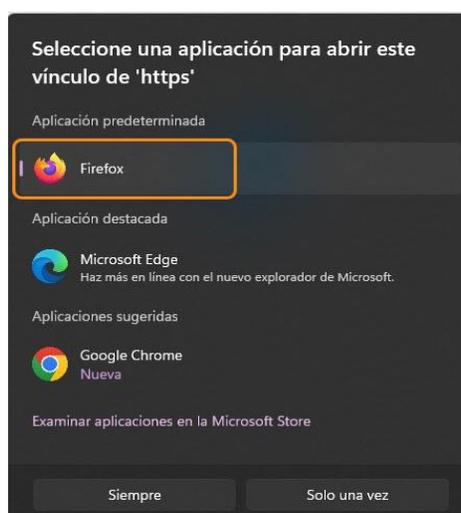
12. A NextCloud setup window will appear. Click on **Log in** to start the configuration.



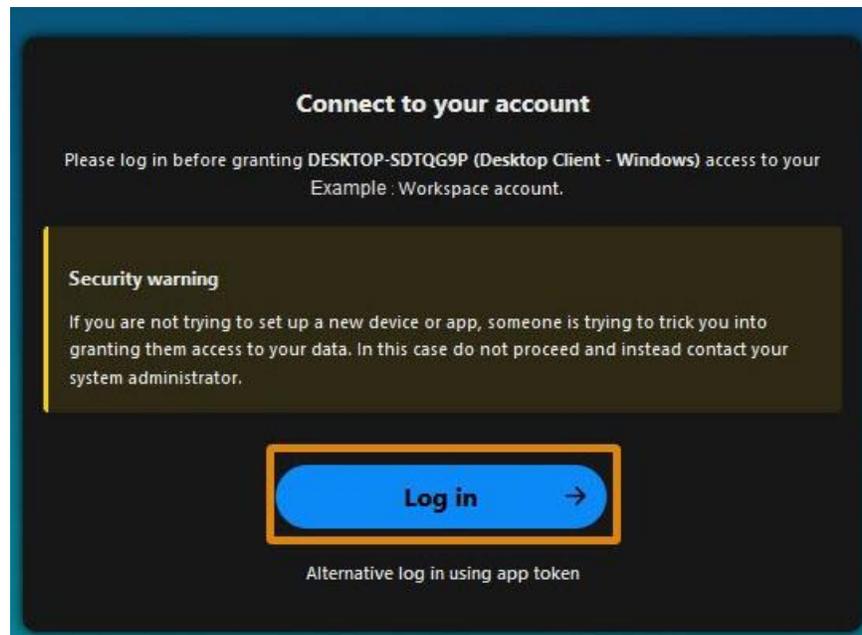
13. Enter the URL of the workspace to be synchronized.
14. Click on **Next**.



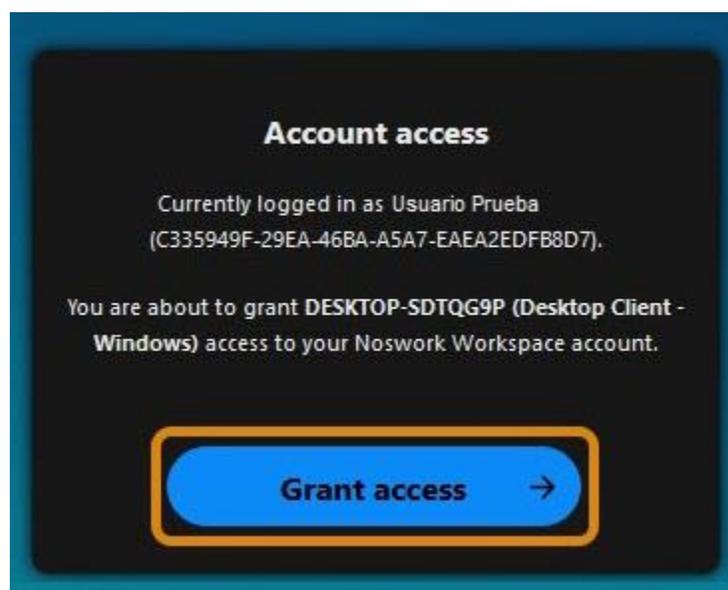
15. A box will display to select your preferred browser.



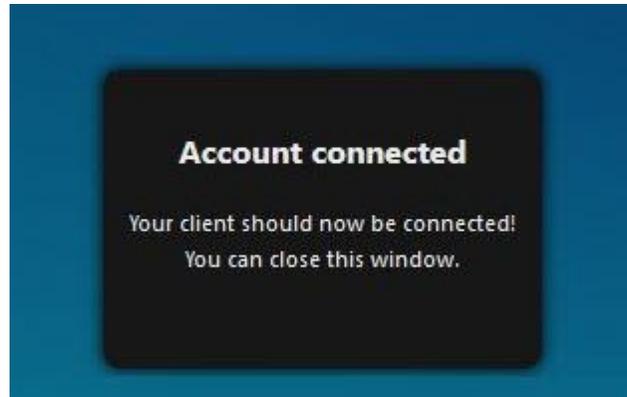
16. A dialog box will announce the connection to your NextCloud account. Click on **Log in**.



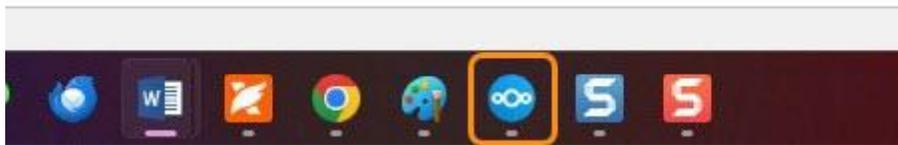
17. Click on **Grant access**.



A message will appear announcing that the account is connected.



18. After connecting the account, click on the NextCloud icon in the PC's status bar to access it.



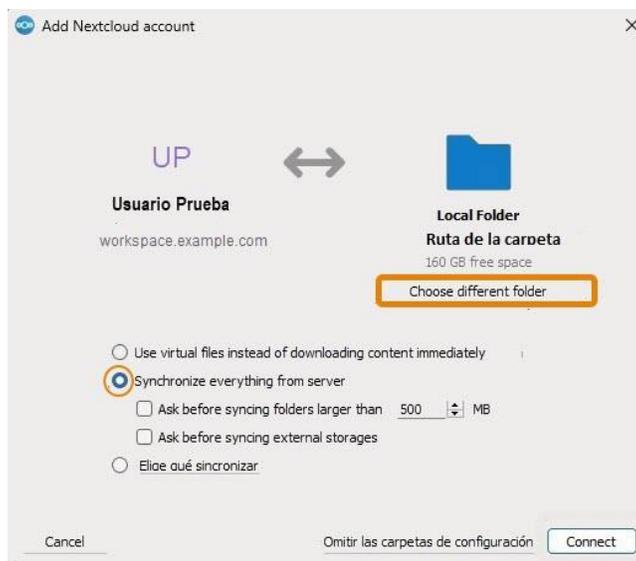
19. A window will display to configure the connection between accounts. Follow these instructions:

- i. Choose the option "Synchronize everything from server".
- ii. Uncheck the options:

"Ask before syncing folders larger than"

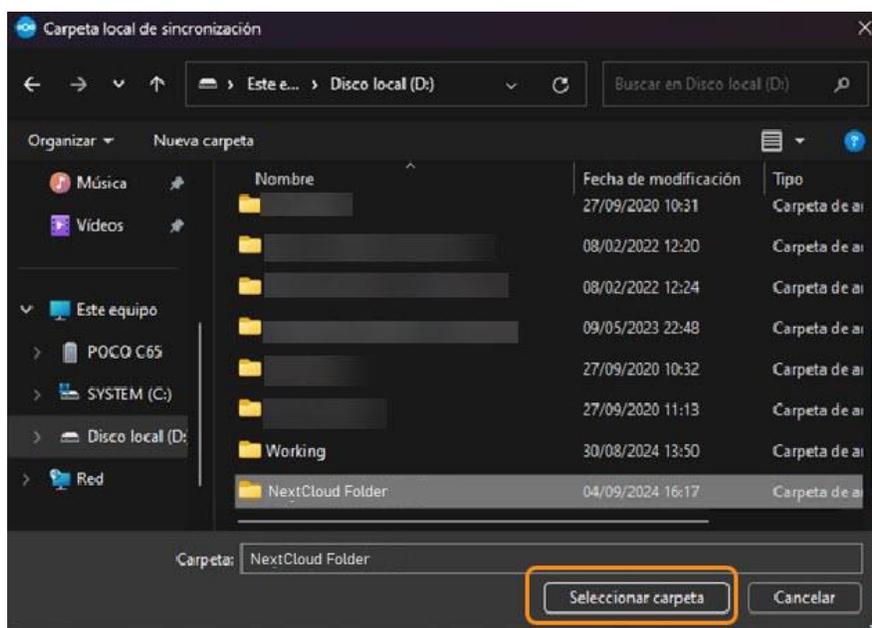
"Ask before syncing external storages"

20. Click on **Choose a different folder** and select the folder created in step 1.

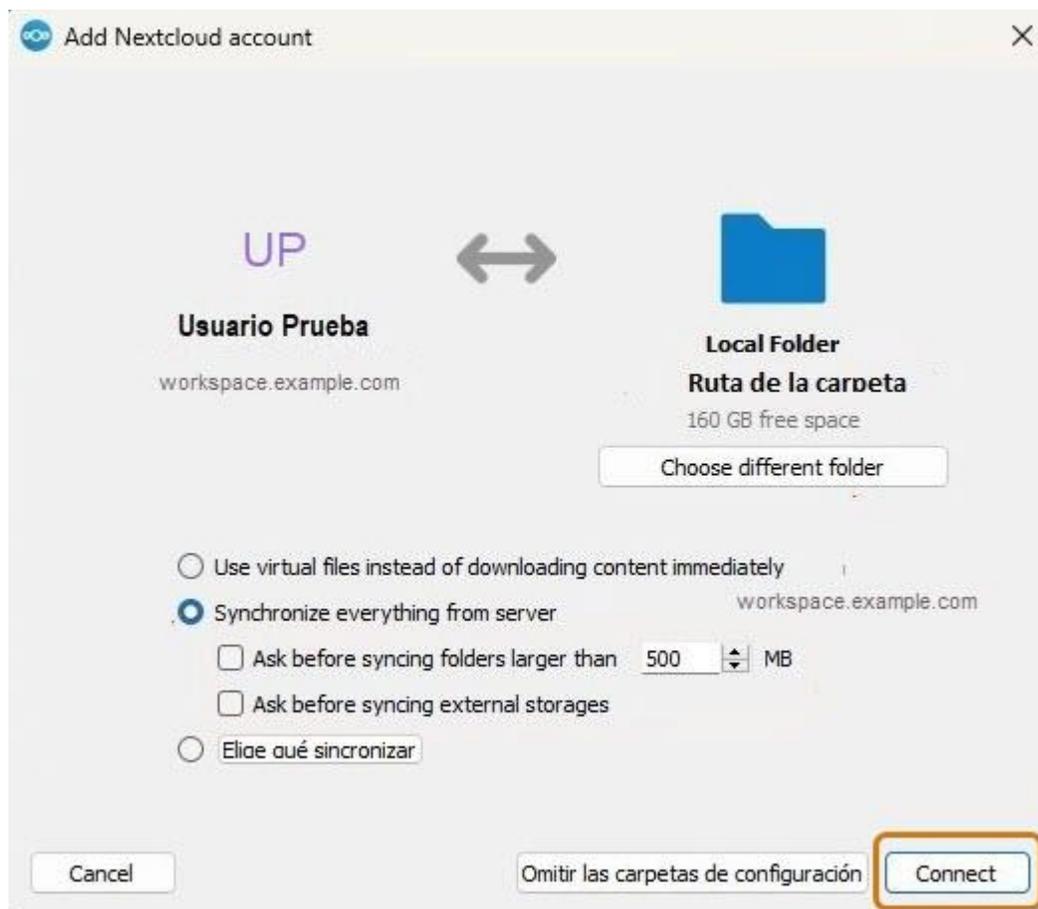


21. Locate the folder for synchronization and storage of files created in step 1.

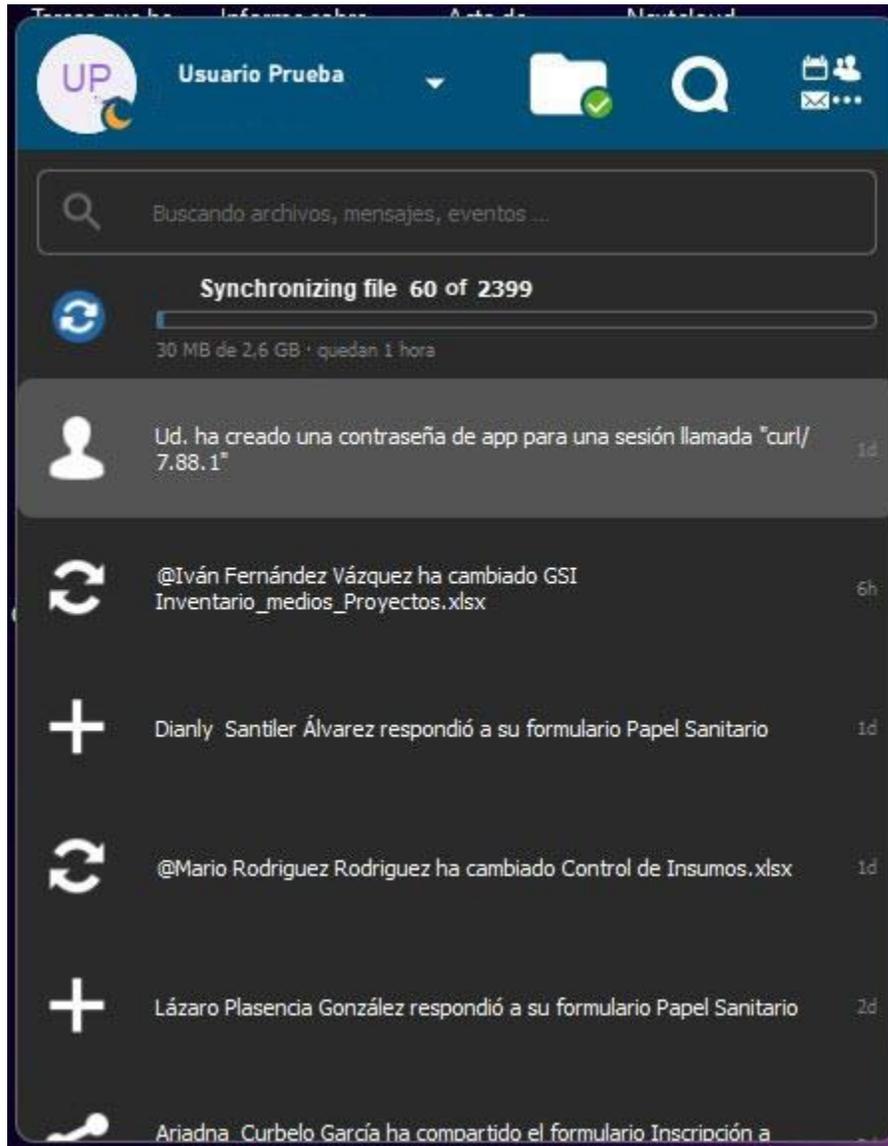
22. Click on “Select folder”.



23. After configuring the connection, click on “Connect”.



24. A dialog box will show the synchronization process between the folder on the hard drive and the NextCloud account.



You will notice that the folder initially created for synchronization with your workspace now appears with the NextCloud icon.

