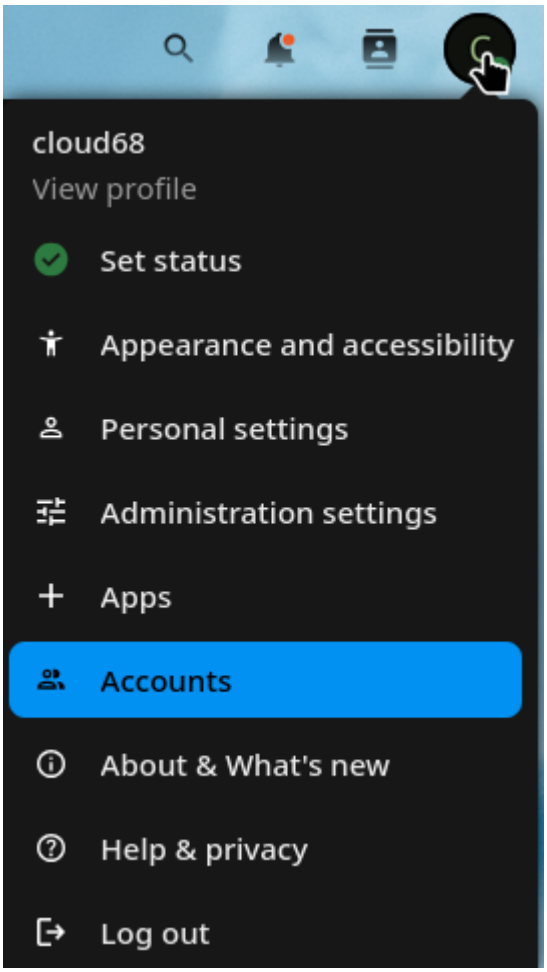
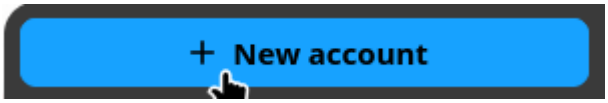
How to add a New User to Nextcloud

To create a new user in Nextcloud follow the steps below.

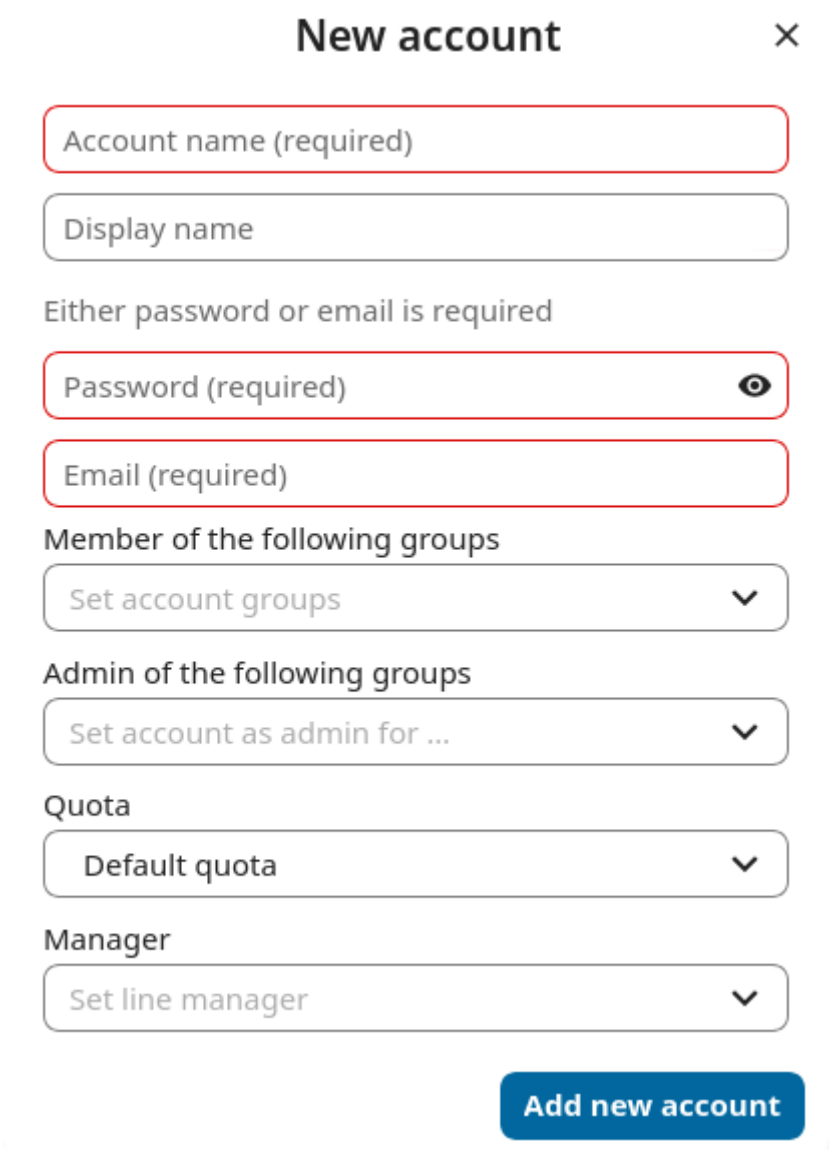
Go to Account by clicking on your profile icon on top right corner of your Nextcloud.



Click New Account.



- Enter the new user’s **Login Name** and their **Email.**
- Leave password empty so users can recieve an email to set up their own password.
- Optionally, assign **Groups** memberships
- Click the **Add new account** button



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