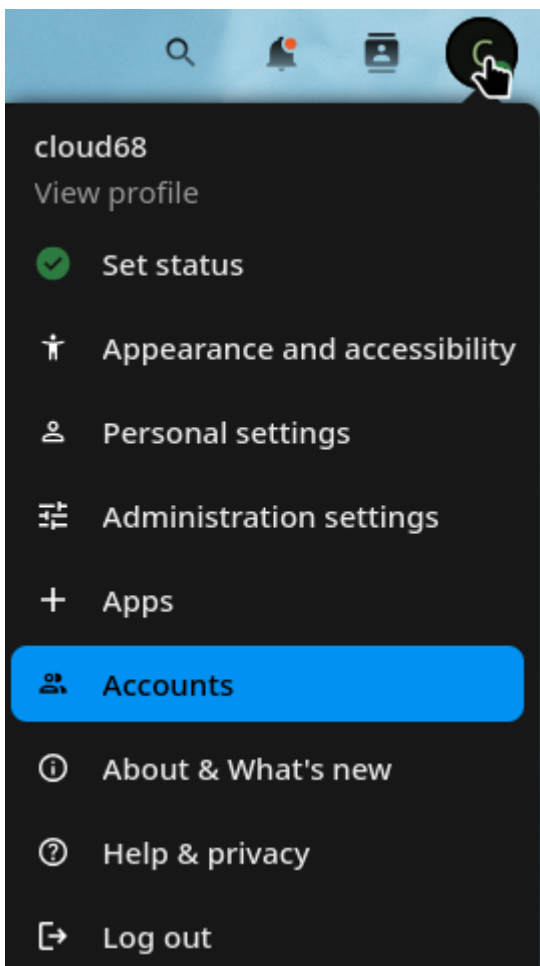


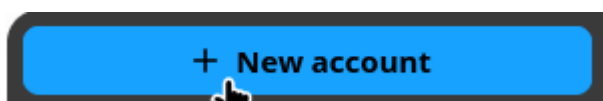
How to add a New User to Nextcloud

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 receive an email to set up their own password.
- Optionally, assign **Groups** memberships
- Click the **Add new account** button

New account

×

Account name (required)

Display name

Either password or email is required

Password (required)

👁

Email (required)

Member of the following groups

Set account groups

▼

Admin of the following groups

Set account as admin for ...

▼

Quota

Default quota

▼

Manager

Set line manager

▼

Add new account

Revision #2

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