

# How to use Nextcloud

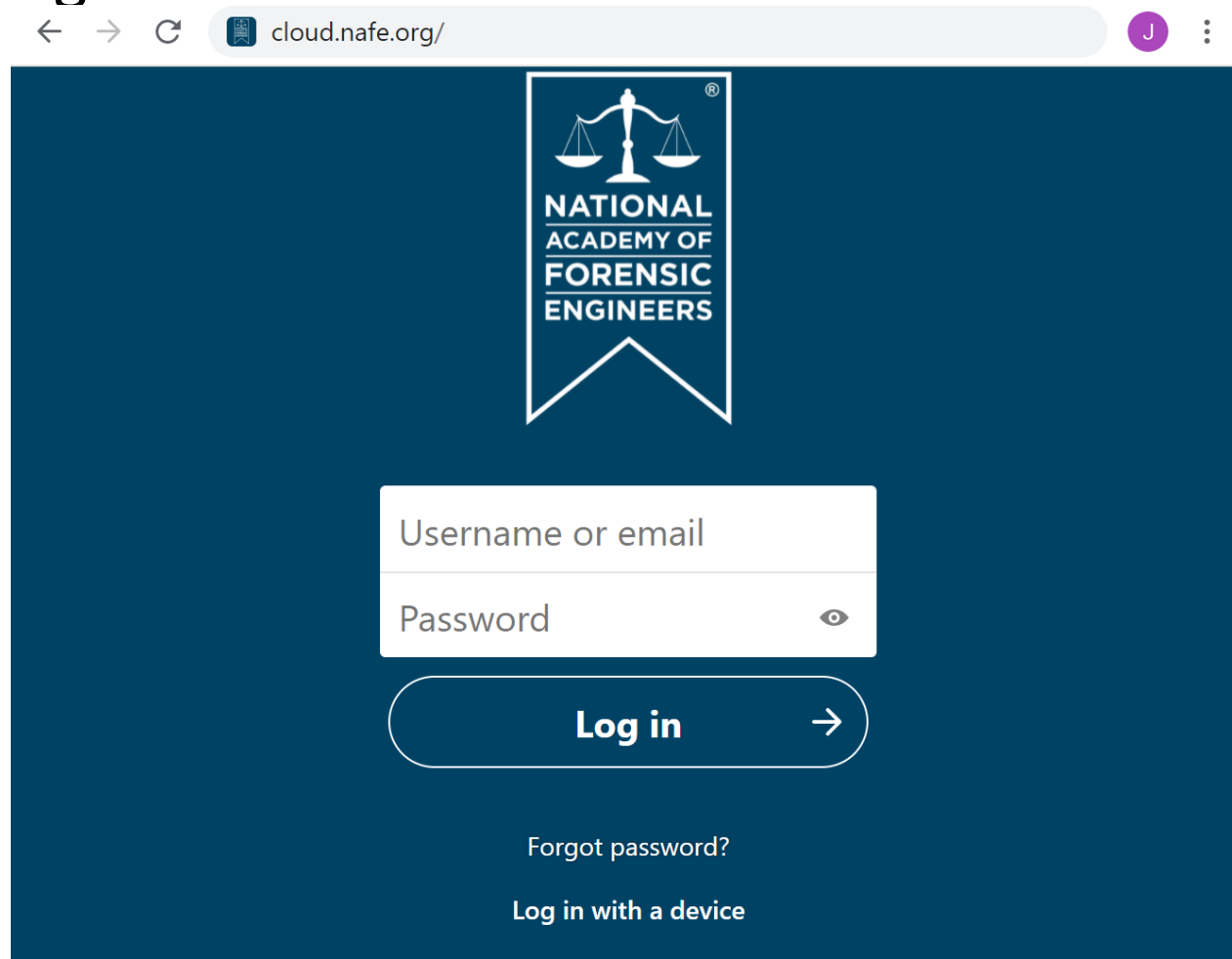
Nextcloud is a private NAFE groupware service

# Member login vs. Admin login

- Use an alternate browser when using your **admin login**, so it does not get confused with your regular **member login**.


# cloud.nafe.org

Use your admin login to access the NAFE cloud





The screenshot shows a web browser window with the address bar displaying "cloud.nafe.org/". The page features the logo of the National Academy of Forensic Engineers, which includes a scale of justice icon and the text "NATIONAL ACADEMY OF FORENSIC ENGINEERS". Below the logo is a login form with two input fields: "Username or email" and "Password". The "Password" field has a toggle icon (an eye) to the right. Below the form is a "Log in" button with a right-pointing arrow. At the bottom of the page, there are two links: "Forgot password?" and "Log in with a device".

cloud.nafe.org/



Username or email

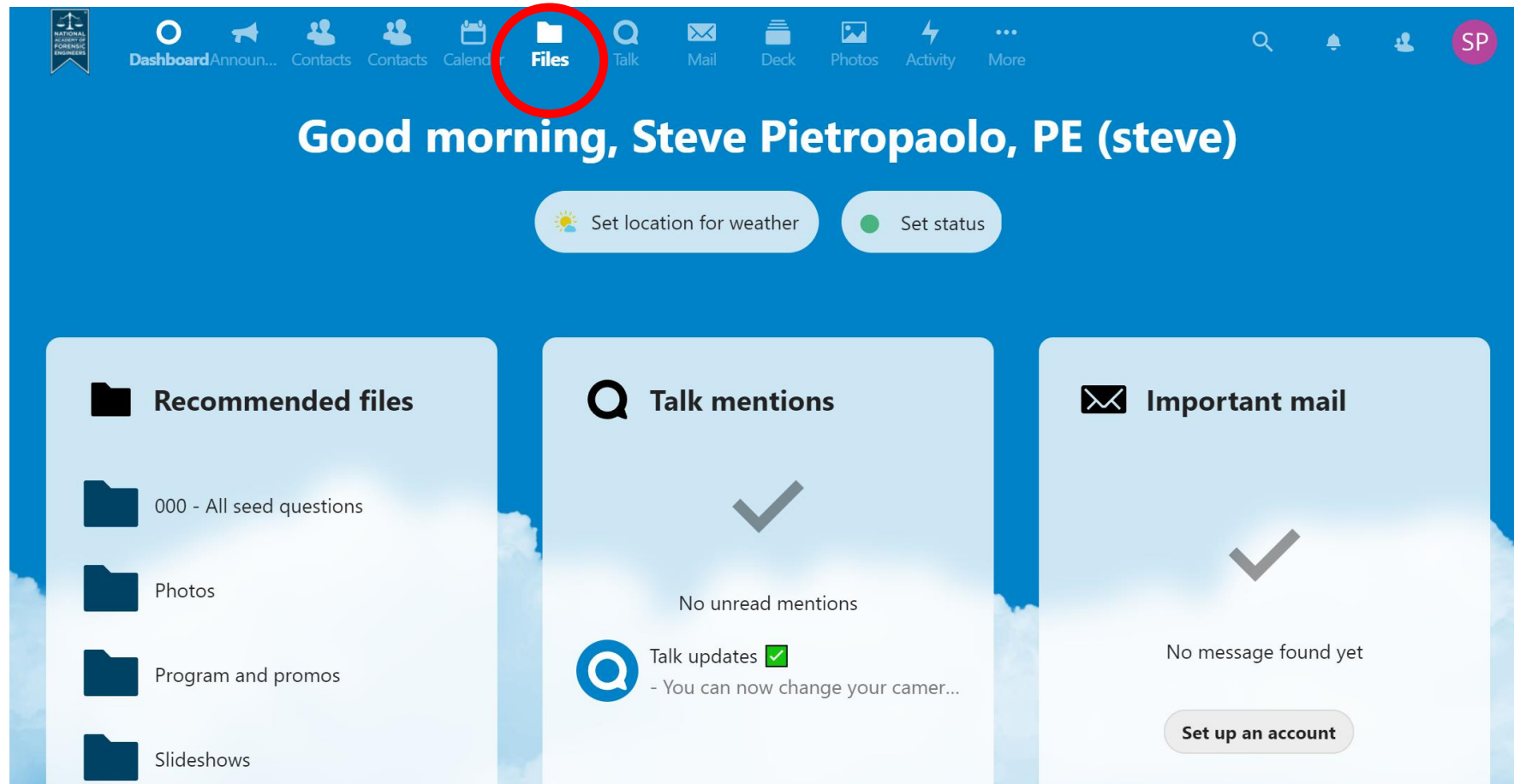
Password 

**Log in** 

[Forgot password?](#)

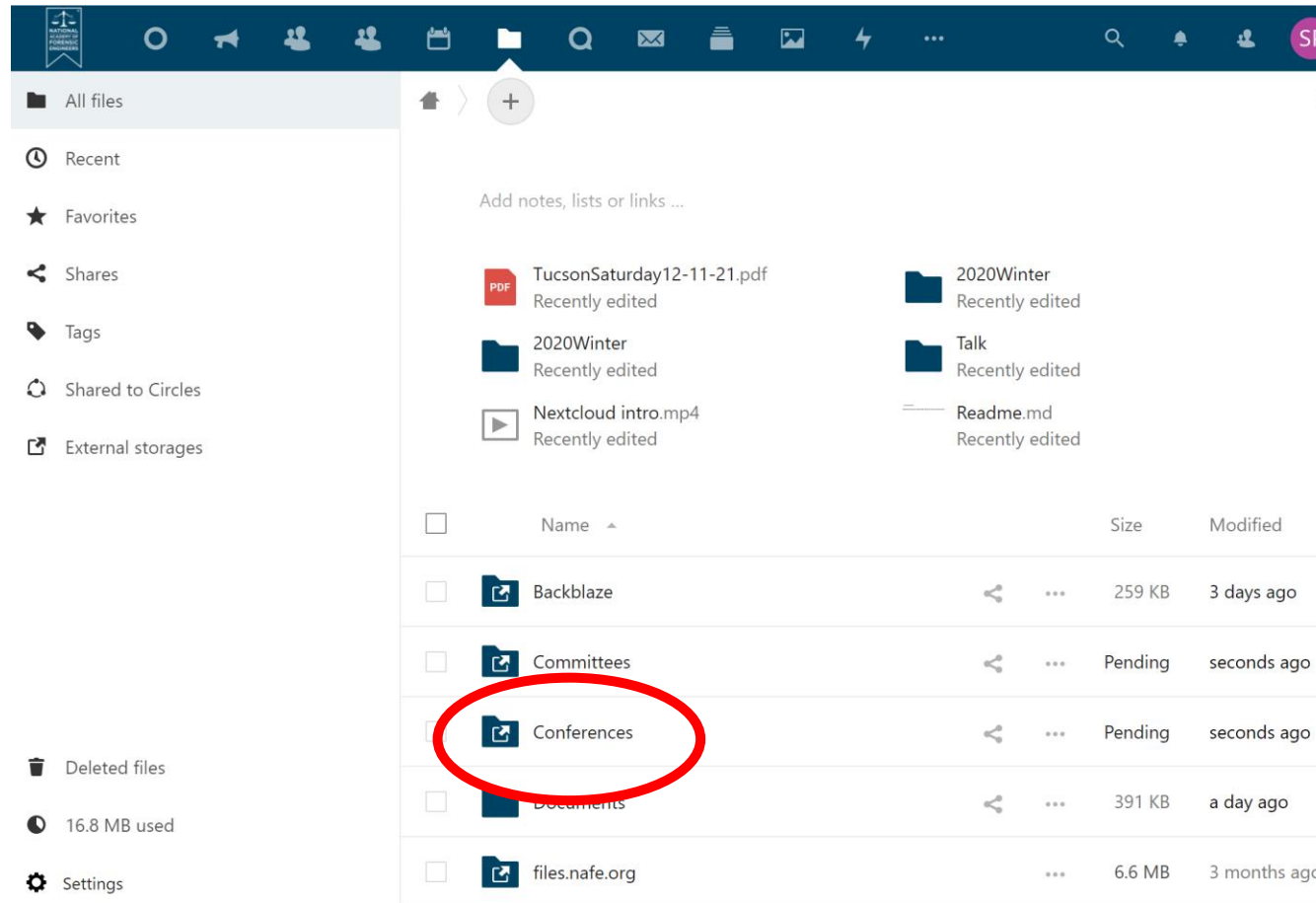
[Log in with a device](#)

# Go to Files



The image shows a user dashboard interface. At the top, a navigation bar contains several icons: a logo for the National Academy of Forensic Engineers, a home icon, an announcement icon, two contact icons, a calendar icon, a folder icon labeled 'Files' (circled in red), a search icon, a mail icon, a deck icon, a photos icon, an activity icon, and a 'More' icon. To the right of these icons are search, notification, and user profile icons (labeled 'SP'). Below the navigation bar, the dashboard greets the user: 'Good morning, Steve Pietropaolo, PE (steve)'. There are two utility buttons: 'Set location for weather' and 'Set status'. The main content area is divided into three panels: 1. 'Recommended files' with a list of folders: '000 - All seed questions', 'Photos', 'Program and promos', and 'Slideshows'. 2. 'Talk mentions' showing 'No unread mentions' and a 'Talk updates' notification with a green checkmark and the text '- You can now change your camer...'. 3. 'Important mail' showing 'No message found yet' and a 'Set up an account' button.

# Find the appropriate folder



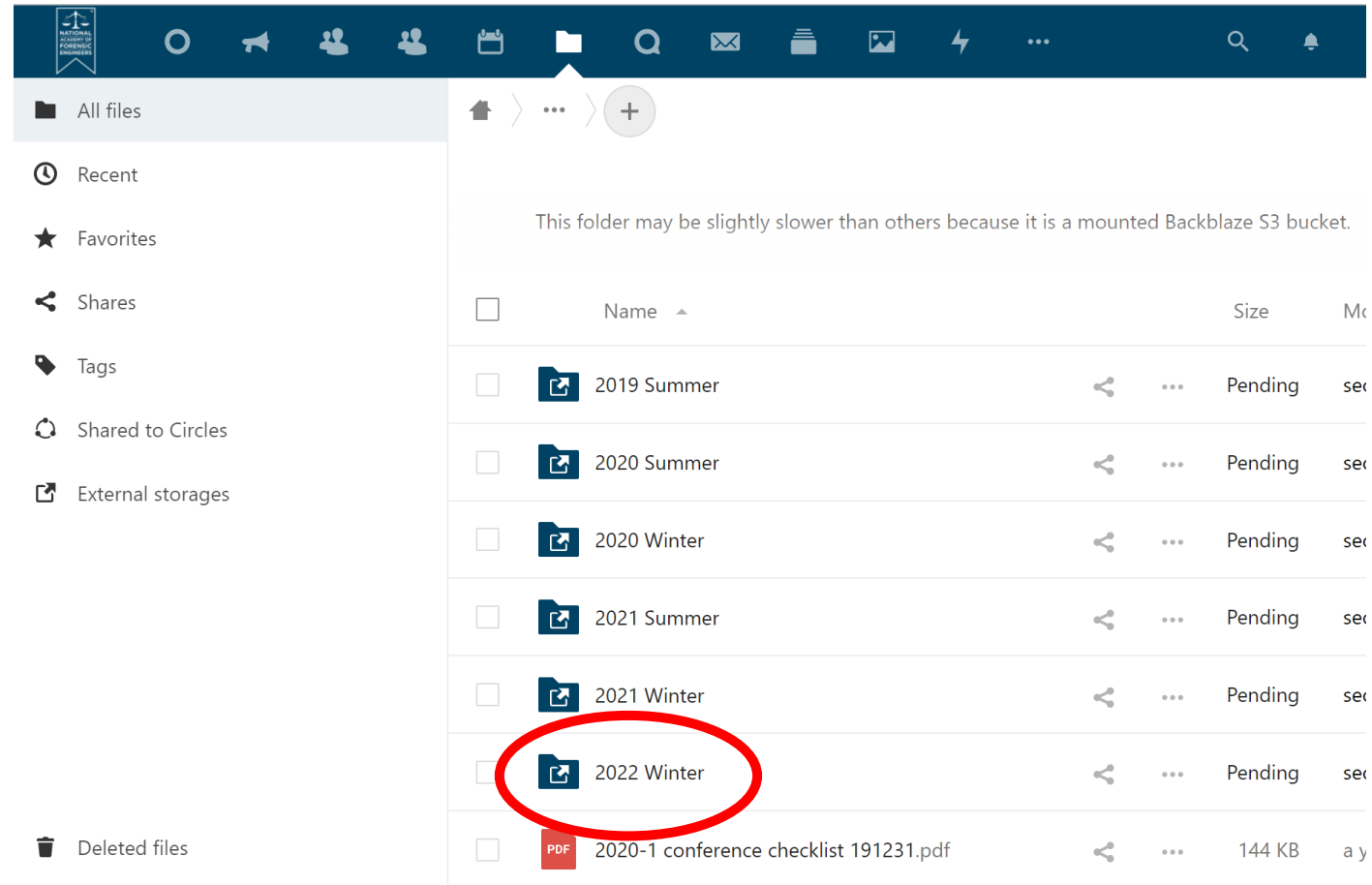
The screenshot shows the Nextcloud file manager interface. The left sidebar contains navigation options: All files, Recent, Favorites, Shares, Tags, Shared to Circles, External storages, Deleted files, 16.8 MB used, and Settings. The main area displays a list of files and folders. A red circle highlights the 'Conferences' folder in the list.

	Name	Size	Modified
<input type="checkbox"/>	Backblaze	259 KB	3 days ago
<input type="checkbox"/>	Committees	Pending	seconds ago
<input type="checkbox"/>	<b>Conferences</b>	Pending	seconds ago
<input type="checkbox"/>	Documents	391 KB	a day ago
<input type="checkbox"/>	files.nafe.org	6.6 MB	3 months ago

Additional files and folders visible in the main area:

- TucsonSaturday12-11-21.pdf (Recently edited)
- 2020Winter (Recently edited)
- Nextcloud intro.mp4 (Recently edited)
- 2020Winter (Recently edited)
- Talk (Recently edited)
- Readme.md (Recently edited)

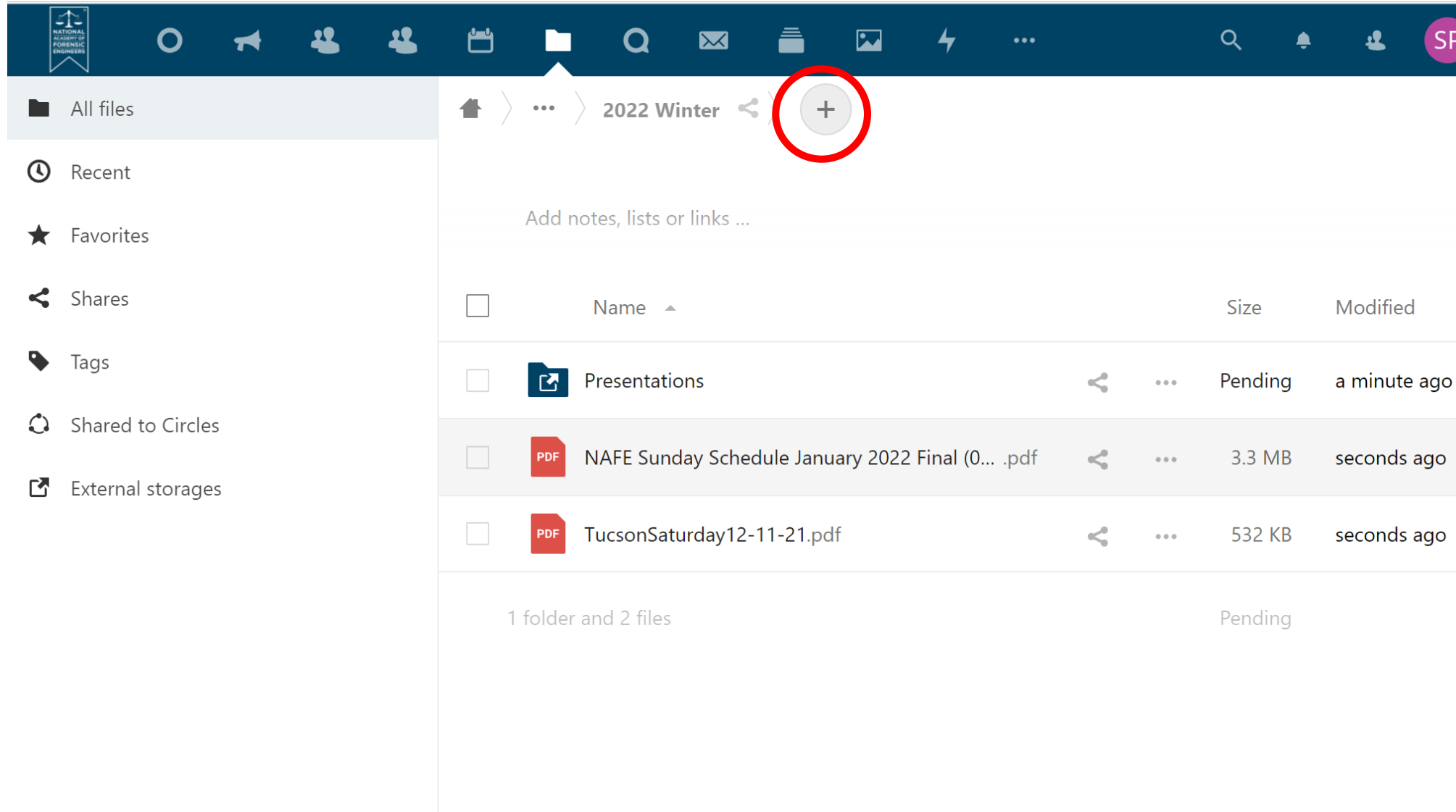
# Find the appropriate sub-folder






The screenshot shows a file explorer interface with a dark blue header bar containing various icons. On the left, there is a sidebar with navigation options: All files, Recent, Favorites, Shares, Tags, Shared to Circles, External storages, and Deleted files. The main area displays a list of folders and files. A message at the top of the main area states: "This folder may be slightly slower than others because it is a mounted Backblaze S3 bucket." The list has columns for Name, Size, and Metadata. The folder "2022 Winter" is circled in red.

	Name	Size	Metadata
<input type="checkbox"/>	2019 Summer	Pending	sec
<input type="checkbox"/>	2020 Summer	Pending	sec
<input type="checkbox"/>	2020 Winter	Pending	sec
<input type="checkbox"/>	2021 Summer	Pending	sec
<input type="checkbox"/>	2021 Winter	Pending	sec
<input type="checkbox"/>	2022 Winter	Pending	sec
<input type="checkbox"/>	2020-1 conference checklist 191231.pdf	144 KB	a y

# Uploading files – Drag and drop



The screenshot shows a file management interface with a dark blue header bar containing various icons. The main content area displays a folder named "2022 Winter" with a red circle around the plus icon in the top right corner of the folder view. Below the folder name, there is a text input field for adding notes, lists, or links. The folder contains one sub-folder and two files, all of which are in a "Pending" state.

<input type="checkbox"/>	Name ▲	Size	Modified
<input type="checkbox"/>	 Presentations	Pending	a minute ago
<input type="checkbox"/>	 NAFE Sunday Schedule January 2022 Final (0... .pdf	3.3 MB	seconds ago
<input type="checkbox"/>	 TucsonSaturday12-11-21.pdf	532 KB	seconds ago

1 folder and 2 files Pending

# Sharing files

The screenshot displays the OneDrive web interface. On the left, a navigation pane lists 'All files', 'Recent', 'Favorites', 'Shares', 'Tags', 'Shared to Circles', and 'External storages'. The main area shows a folder named '2022 Winter' containing one folder and two files. A context menu is open over the folder 'Presentati...', with the 'Details' option circled in red. The context menu includes options: 'Add to favorites', 'Details', 'Rename', 'Move or copy', 'Download', and 'Delete folder'. On the right, a sharing panel for 'Presentati...' is visible, showing tabs for 'Activity', 'Comments', and 'Sharing'. The 'Sharing' tab is active, displaying a search box for 'Name or email address ...' and several sharing options: 'Share link', 'Others with access', 'Internal link', and 'Add to a project'.

Item	Type	Status	Time
Presentati...	Folder	Shared	Pending
NAFE Su...	PDF		3.3 MB, 3 hours ago
TucsonS...	PDF		532 KB, 3 hours ago



# For speakers and others to upload their files Create the link here

The image shows a OneDrive interface with a sharing settings menu open. The menu is overlaid on the right side of the screen, showing various sharing options. The option 'File drop (upload only)' is circled in red, indicating it is the selected or recommended setting for allowing file uploads.

The background shows a OneDrive folder named '2022 Winter' containing one folder and two files. The files are:

Name	Size	Time
Presentations	Pending	4 minutes ago
NAFE Sund... .pdf	3.3 MB	3 hours ago
TucsonSat... .pdf	532 KB	3 hours ago