

User Management

Upstream Docs: <https://nextcloud.com/usermanagement/>

Admins can create, modify, search and view user accounts using Nextcloud built-in user management. Name, disk quota, mail addresses and group membership can be handled and users can be given administrator privileges if needed.

Groups

You can assign new users to groups when you create them, and create new groups when you create new users. You may also use the **Add Group** button at the top of the left pane to create new groups. New group members will immediately have access to file shares that belong to their new groups.

There are two groups by default on OurCompose installs, the `admin` group, and the `users` group. By default, the initial user is placed into both of these.

Group Admins

The administrator can delegate some work by elevating some accounts to group administrator over specified groups. This allows them to create new users as members of these groups as well as delete and modify them.

Setting Storage Quotas

https://docs.nextcloud.com/server/latest/admin_manual/configuration_user/user_configuration.html#setting-storage-quotas

This is automatically applied to new users. You may assign a different quota to any user by selecting from the **Quota** dropdown, selecting either a preset value or entering a custom value. When you create custom quotas, use the normal abbreviations for your storage values such as 500 MB, 5 GB, 5 TB, and so on.

More about storage quotas here:

https://docs.nextcloud.com/server/latest/user_manual/en/files/quota.html

Disable users

https://docs.nextcloud.com/server/latest/admin_manual/configuration_user/user_configuration.html#disable-and-enable-users

Sometimes you may want to disable a user without permanently deleting their settings and files. The user can be activated any time again, without data-loss.

The user will not longer be able to access their Nextcloud until you enable them again. Keep in mind that the files, which were shared by this user will not longer be accessible.

Guests (app)

<https://github.com/nextcloud/guests>

Allows for better collaboration with external users by allowing users to create guests account.

Guests accounts can be created from the share menu by entering either the recipients email or name and choosing "create guest account", once the share is created the guest user will receive an email notification about the mail with a link to set their password.

Guests users can only access files shared to them and can't create any files outside of shares, additionally, the apps accessible to guest accounts are whitelisted.

Impersonate (app)

<https://github.com/nextcloud/impersonate>

By installing the impersonate app of your Nextcloud you enable administrators to impersonate other users on the Nextcloud server. This is especially useful for debugging issues reported by users.

To impersonate a user an administrator has to simply follow the following four steps:

1. Login as administrator to Nextcloud
2. Open the user administration interface
3. Select the impersonate button on the affected user
4. Confirm the impersonation

The administrator is then logged-in as the user, to switch back to the regular user account they simply have to press the logout button.

Note:

- This app is not compatible with instances that have encryption enabled.
- While impersonate actions are logged note that actions performed impersonated will be logged as the impersonated user.
- Impersonating an user is only possible after their first login.

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