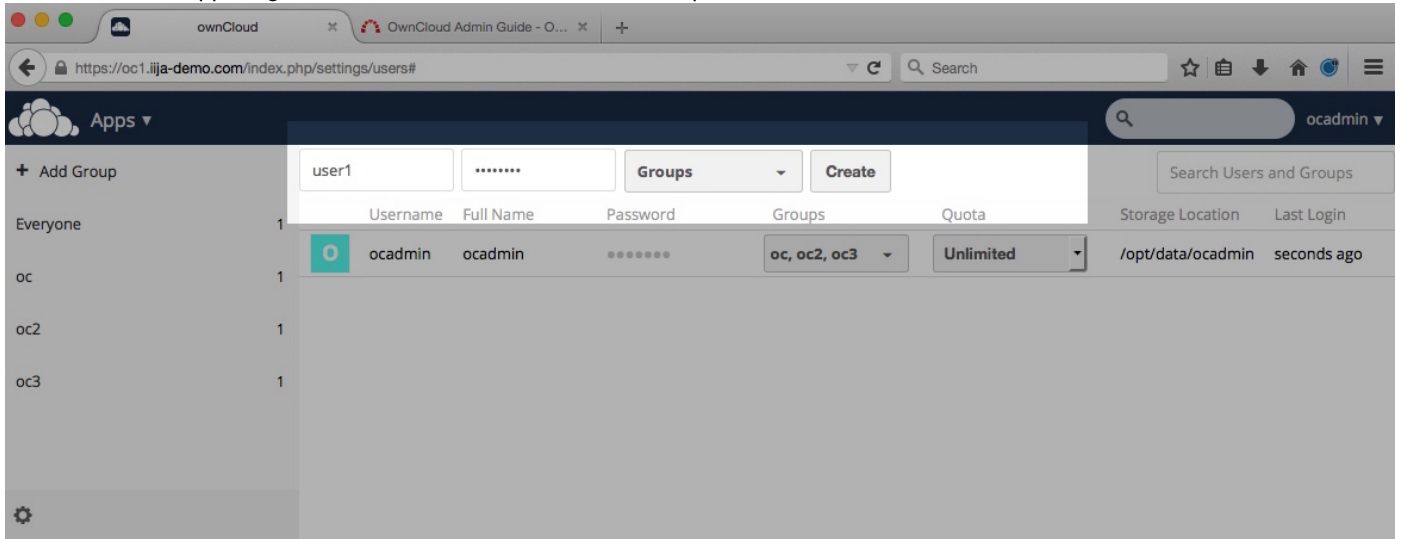


# OwnCloud Admin Guide

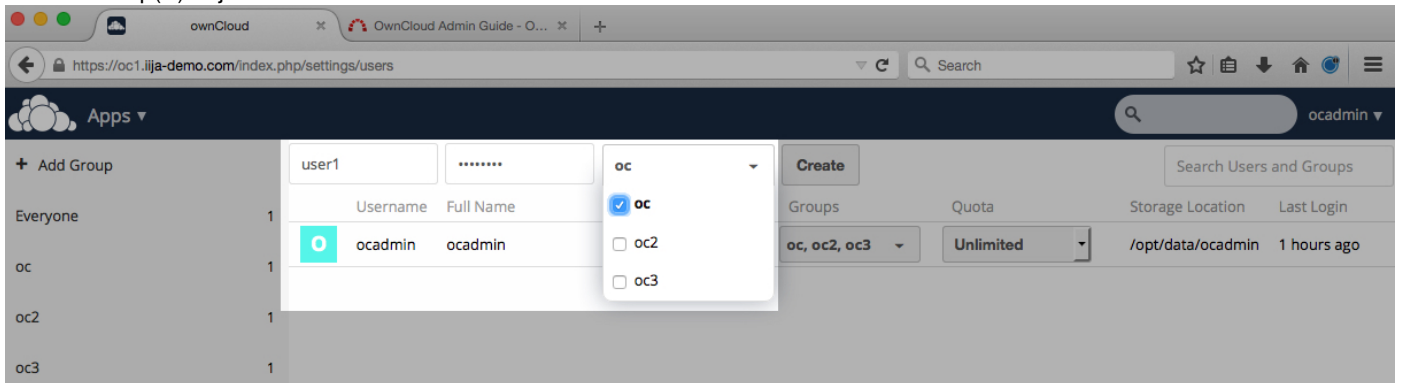
## 1 User Provisioning

### 1-1 How to create user

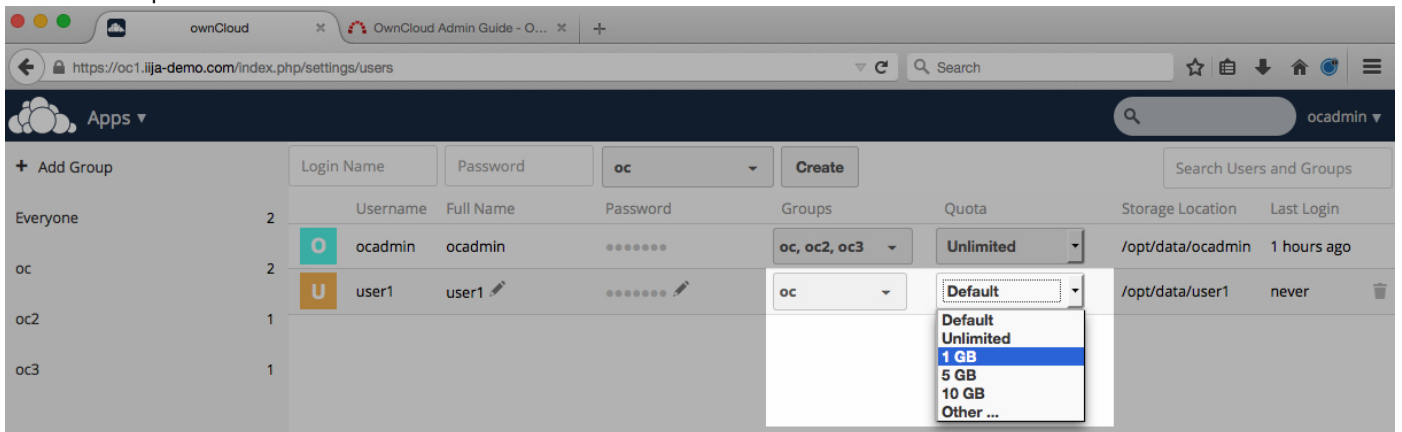
- Select users on upper right menu and enter new username and password



- Select Group(S) to join and click "Create"

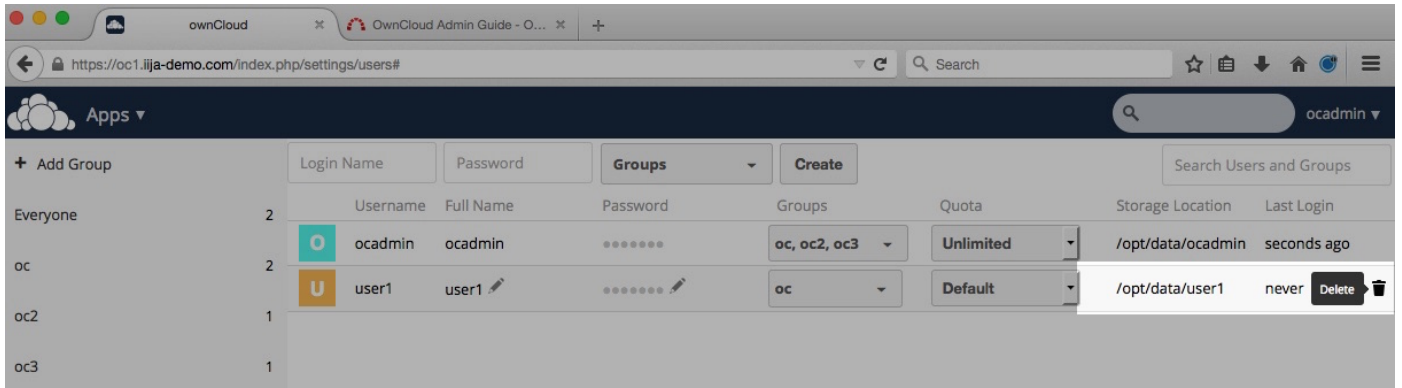


- Select Disk space to allocate for this user or choose Default.



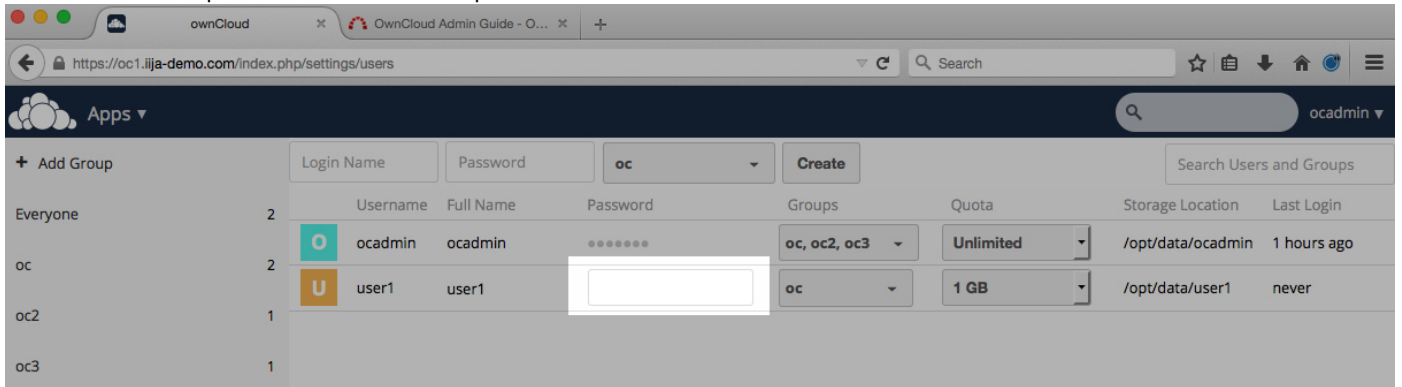
### 1-2 How to delete user

- Find user to delete and click "delete".



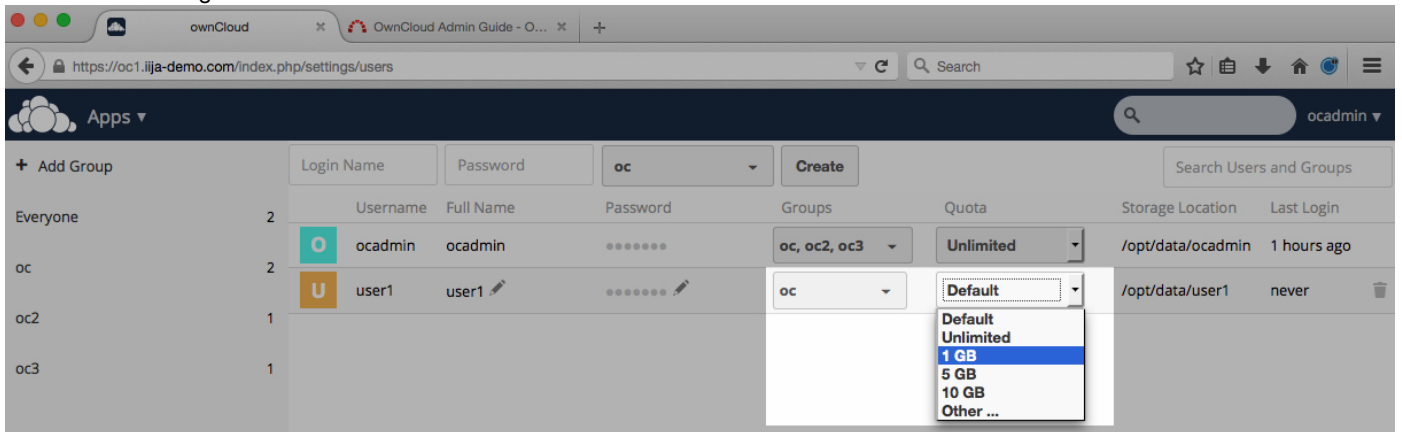
### 1-3 How to reset password

- Find user to reset password and enter new password.



### 1-4 How to change user's Disk space (Quota)

- Find user to change disk size and select or enter the disk size.



## 2 Group Provisioning

### 2-1 Create a New Group

You don't have a permission to create user group.

Please contact [support@iij-america.com](mailto:support@iij-america.com) or call 1-888-829-3207 (Mon-Fri 9:00 to 20:00 ET) for request new groups.

### 2-2 Assign-to or Delist-from Group



- Find a user to change group settings and choose assign or de-list from pull down menu.
- User must be belongs to at least one group.

ownCloud   OwnCloud Admin Guide - O...   +

https://oc1.ijja-demo.com/index.php/settings/users   Search

Apps   oadmin

+ Add Group   Login Name   Password   oc   Create   Search Users and Groups

		Username	Full Name	Password	Groups	Quota	Storage Location	Last Login
Everyone	2	 oadmin	ocadmin	.....	oc, oc2, oc3	Unlimited	/opt/data/ocadmin	1 hours ago
oc	2	 user1	user1	.....	oc, oc3	1 GB	/opt/data/user1	never
oc2	1							
oc3	2							

oc, oc3

- oc
- oc2
- oc3