

Nextcloud

This book covers access and use of Nextcloud via <https://cloud.firehawk-systems.com>

- [First-time Login](#)
- [Sharing](#)

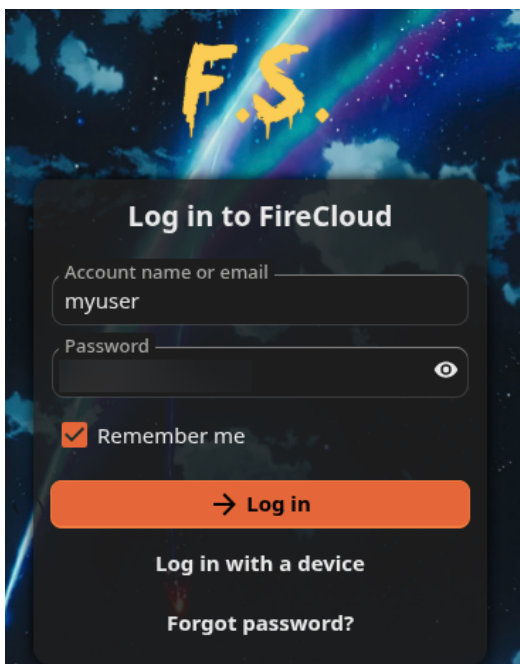
First-time Login

Logging In

Access to Nextcloud requires a Firehawk-Systems account

If you don't have a Firehawk-Systems account, follow this process <https://knowledge.firehawk-systems.com/books/managing-your-account/page/requesting-an-account>

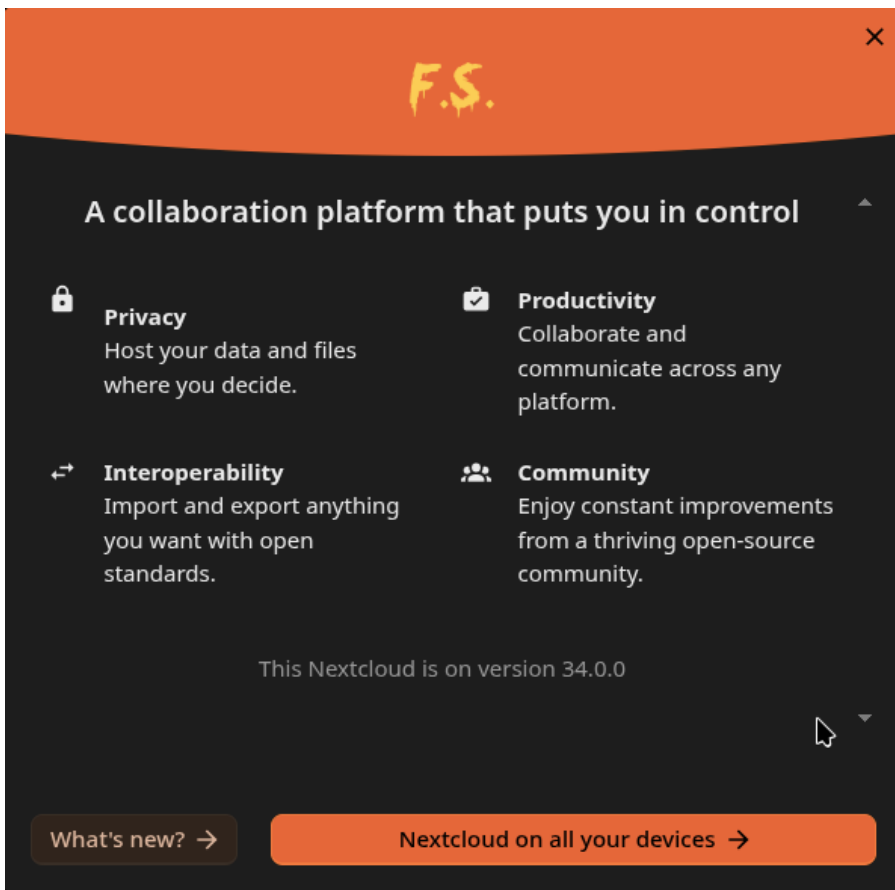
To login to Nextcloud, navigate to <https://cloud.firehawk-systems.com>, and use your Firehawk-Systems account credentials



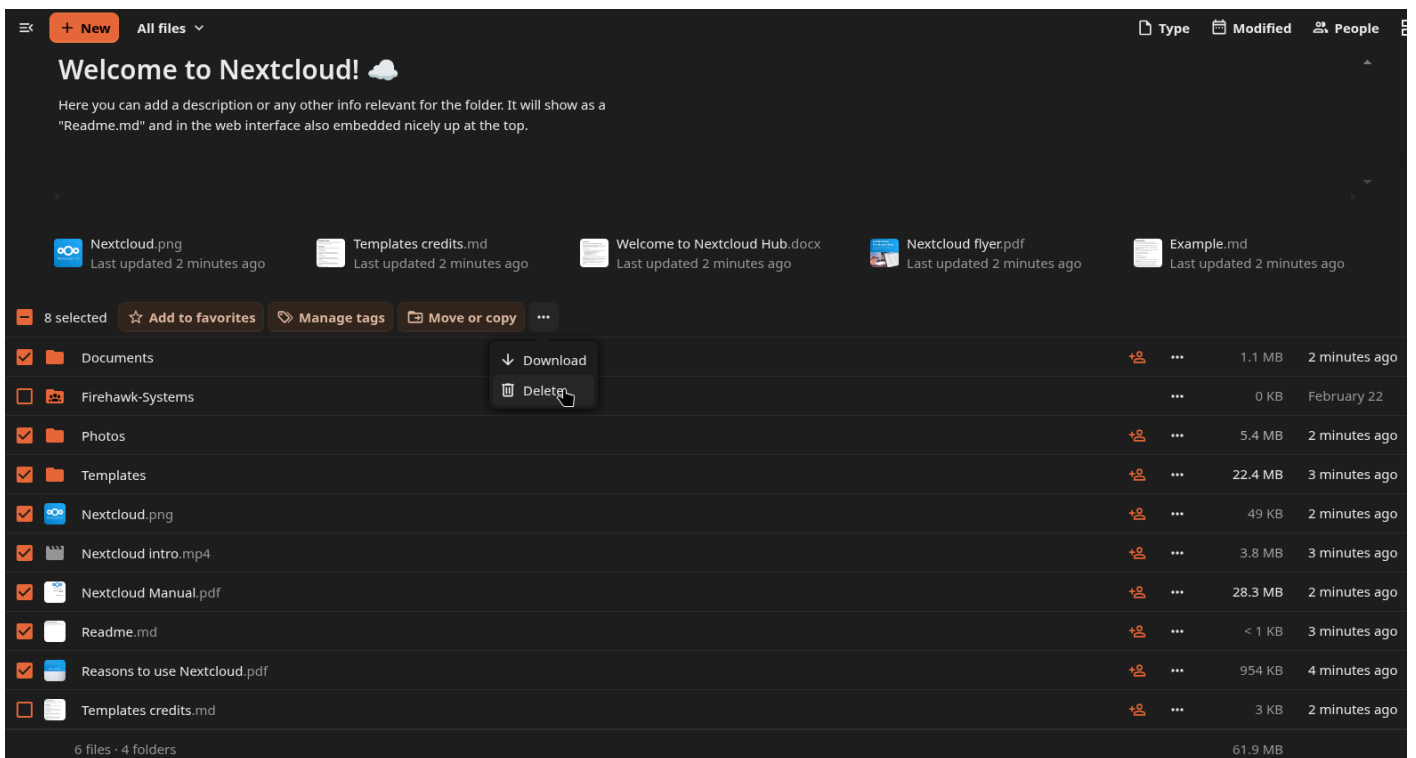
When logging in for the first time, it may take several minutes for your account to be set up

If you cannot login, email support@firehawk-systems.com with the title "REQUEST - Nextcloud Access: <my username>"

When your account is ready, you'll be greeted with a intro popup. You can just close it.



You initial set of files will include numerous template files. You can delete them as shown below

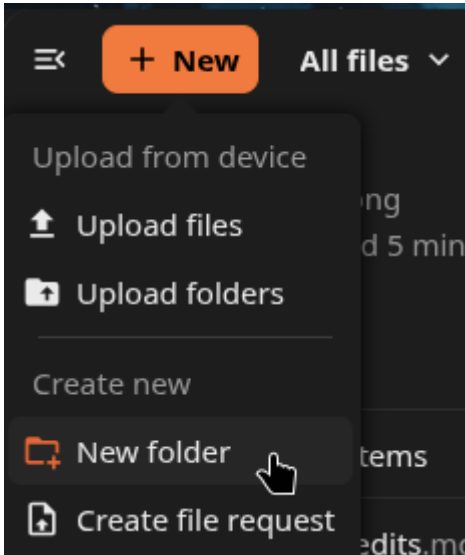


Creating Folders

To avoid future confusion, do the following now:

- Create a Documents folder
- Create a Downloads folder
- Create a Pictures folder
- Create a Videos folder

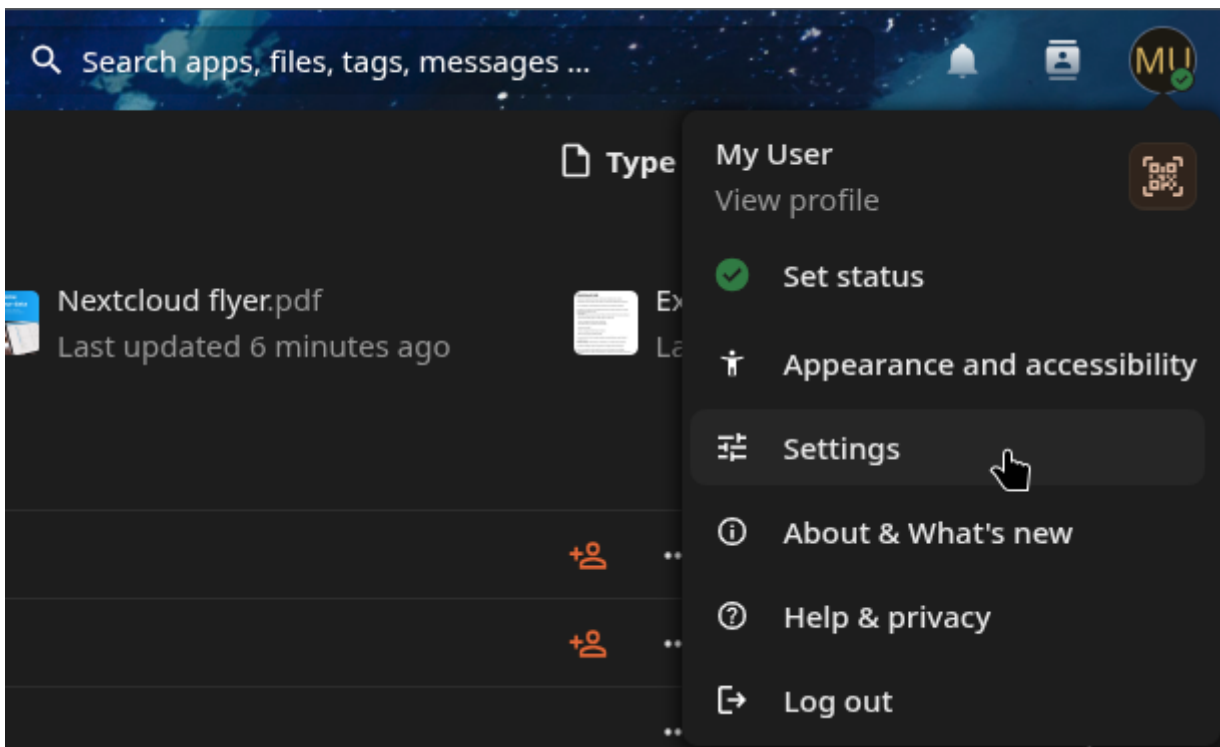
Folders can be created by clicking the "+ New" button then selecting "New Folder"



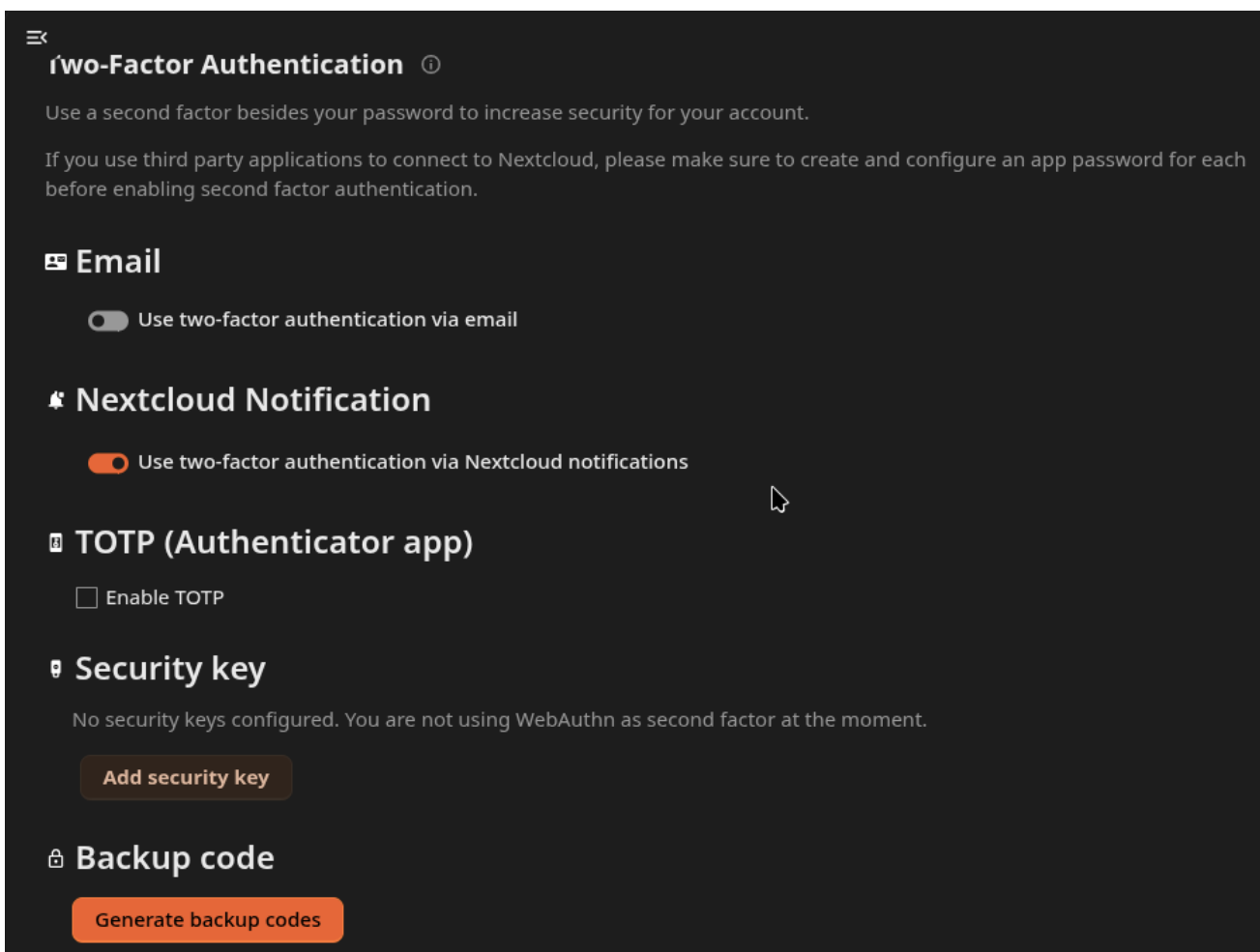
Configuring Two-Factor Authentication (TFA)

As Nextcloud may contain your private data, you should always secure it with TFA

Click on your user icon then click "Settings"



From the Settings menu, click on "Security"



Always check "Use two-factor authentication via Nextcloud notifications". Once you set up Nextcloud on your mobile devices, you can use that to approve new logins to Nextcloud.

Email TFA

To use email as your TFA method, click on the "Use two-factor authentication via email" button. An email containing a link will be sent.

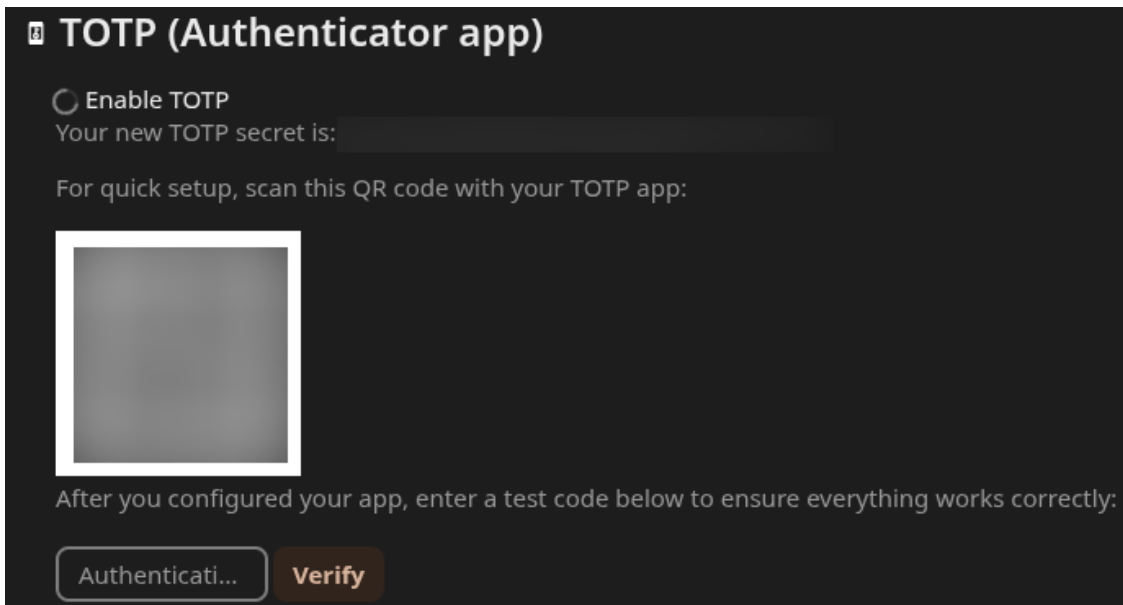
When the link is opened, email TFA will be complete.

TOTP TFA

We recommend using Firehawk-Systems Bitwarden for TOTP, see here:

<https://knowledge.firehawk-systems.com/books/bitwarden/page/account-setup>

To use TOTP as your TFA method, click on the "Enable TOTP" button. A QR code will be created, which you can scan with your TFA app, then input the 6-digit code it generates to complete the setup.



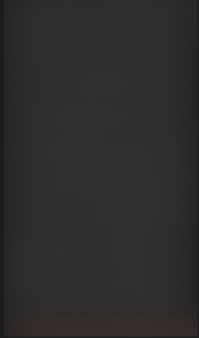
TFA Recovery Codes

Recovery codes for TFA always important, save them in a safe place

To set up TFA Backup/Recovery codes, click the "Generate backup codes" button. Save the generated codes with the "Save backup codes" button, or copying them manually.

🔒 Backup code

These are your backup codes. Please save and/or print them as you will not be able to read the codes again later.



Regenerate backup codes

Print backup codes

Save backup codes

If you regenerate backup codes, you automatically invalidate old codes.

You have completed the Nextcloud First-time Login

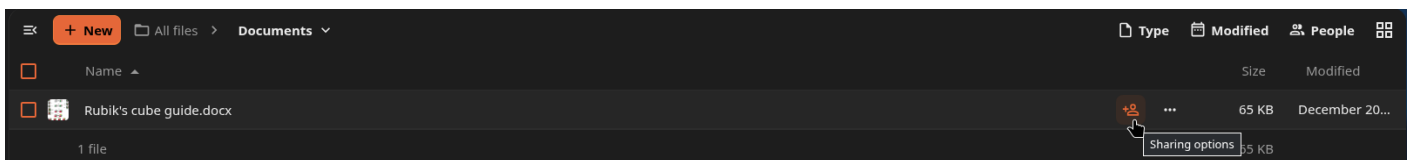
Sharing

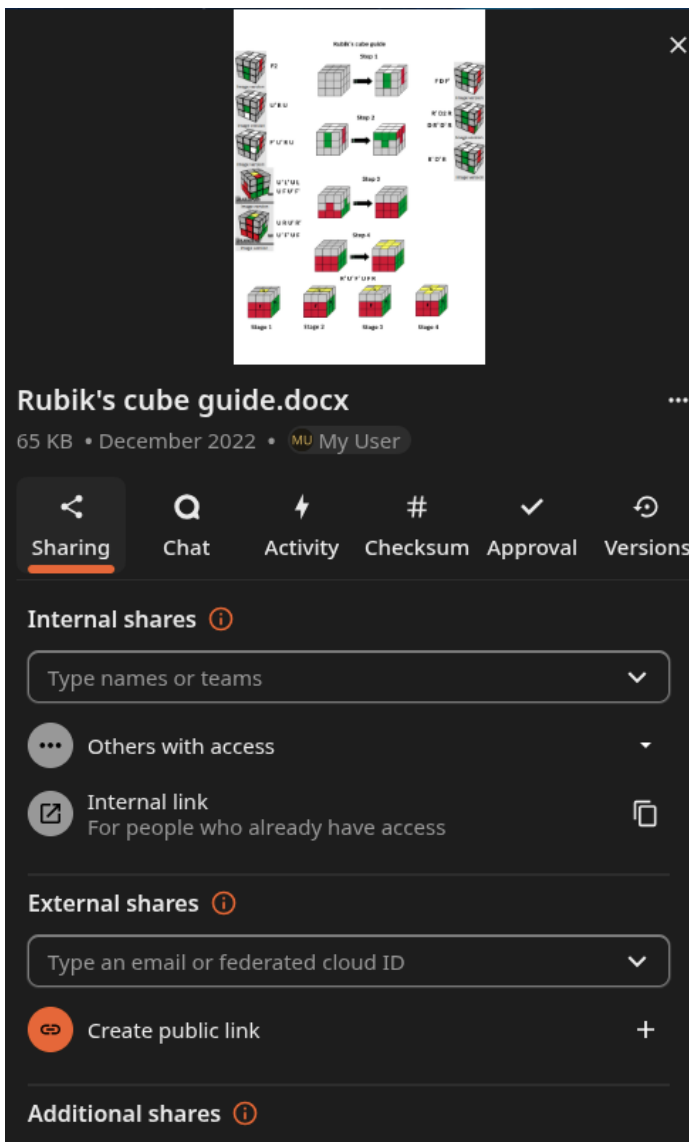
Nextcloud is particularly powerful because it provides a mechanism to share content without the recipient needing an a Firehawk-Systems account

Creating a Share

Shares from Nextcloud can take two forms. A user share, or link share. User shares must specify another Nextcloud user, while link shares can be sent to anyone.

To create a share, target a file or folder and click the share icon. This will open the share management menu for that file/folder.

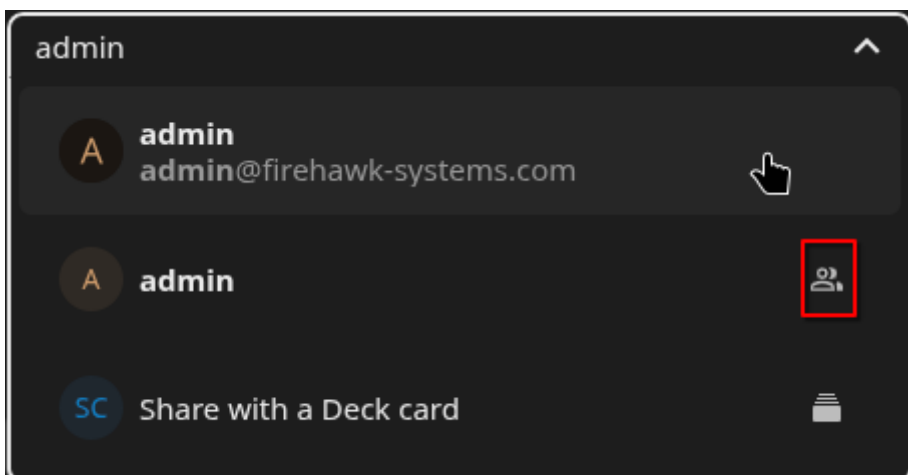




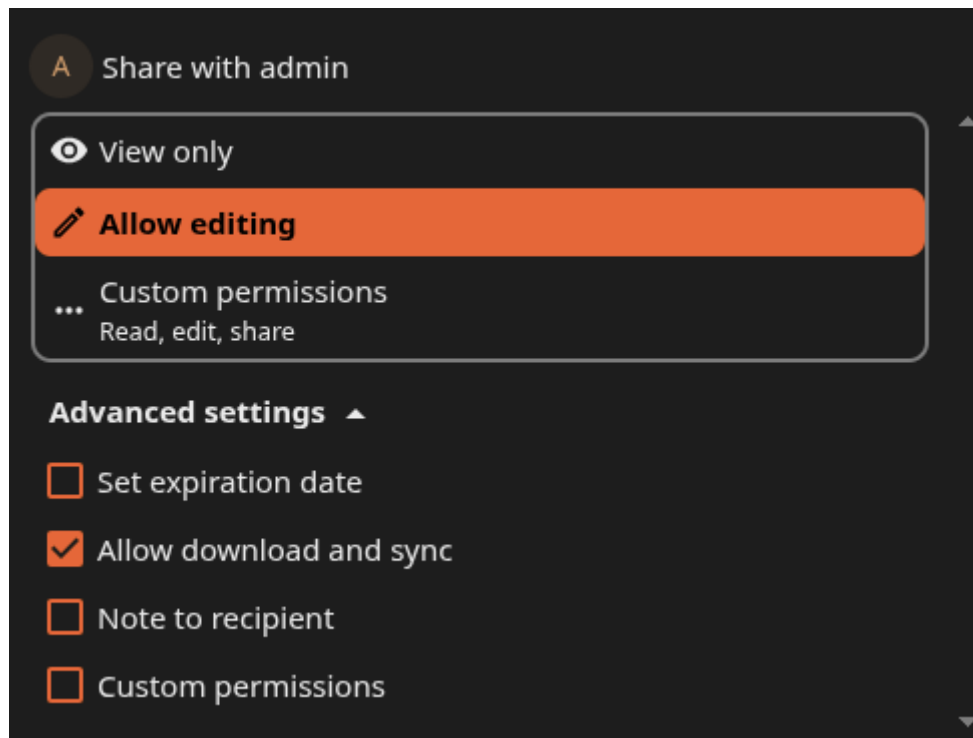
User Shares

User Shares can be created by typing a user or group name in the text box under "Internal shares".

Entries with the highlighted icon are groups, those without the icon are users

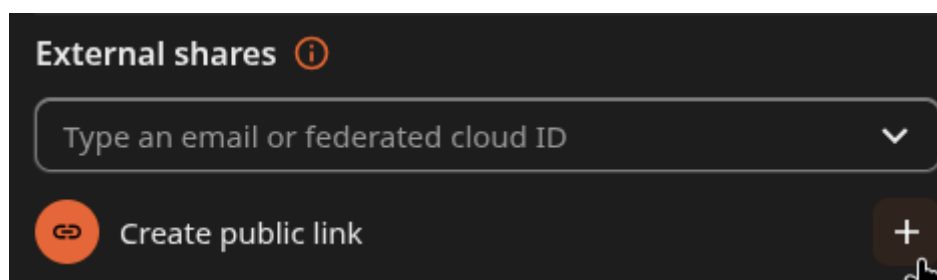


The permission of the share (Edit or read-only) can be selected with either the "View only" or "Allow editing" presets. More granular options are available by clicking on "Custom permissions". The "Advanced settings" button exposes other options like expiration of the share, allowing download of the file (as opposed to only viewing it in the website/app), or attaching a note.

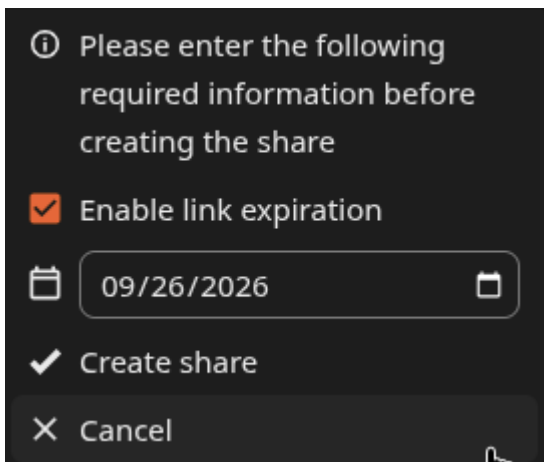


Link Shares

To create a publicly accessible share, click on the "+" next to "Create public link" under "External shares"



Share links have a default expiry of 14 days. You may change it, but it shouldn't be disabled unless you know what you're doing



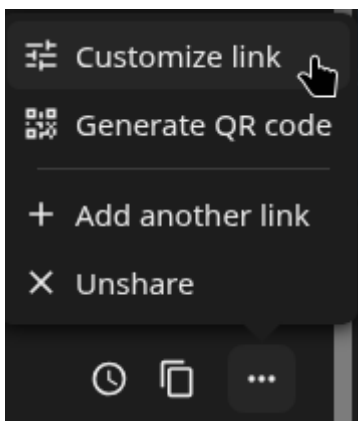
Click "Create share" to finalize the share or customize it further. When successfully created, a tick will show and the random share link will be automatically copied to your clipboard.



Customize Link Share

Link Shares support more customization options than User Shares, multiple share links can be created via hamburger menu

Click on the hamburger menu then "Customize link". The same permission presets as User Shares will show, but "Advanced settings" contains the interesting options.



Under "Advanced settings" , the share can be customized with the following:

- Share label
 - Arbitrary annotation for the share creator
- Share link token
 - This is unique identifier that will be part of the share link
 - Setting it to `myshare` would make the link <https://cloud.firehawk-systems.com/s/myshare>

- Share links are global, so duplicate link tokens will be rejected
- Set password
 - Requires a password to be entered before anyone with the link can view the content
- Set expiration date
 - Expiry of the share link
- Hide download
 - Only allow the user to view the content through the website, not download onto their device
- Note to recipient
 - Same as User Shares, deliver a note to the viewer when they open the share
- Limit downloads
 - If downloading of the content is intended but only to a extent, apply a download limit to the share

Advanced settings ▲

Share label

Share link token — MTG7nn6HWaQGEGL ↻

Set the public share link token to something easy to remember or generate a new token. It is not recommended to use a guessable token for shares which contain sensitive information.

☐ Set password

☒ Set expiration date

09/26/2026 📅

☐ Hide download

Cancel × Delete share Update share

You have completed Sharing with
Nextcloud