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- On the User management page of your Nextcloud Web UI you can:

- The default view displays basic information about your users.

+ New account		☰ Display name	Account name	Password	Email	Groups	Group admin for	Quota	Manager
👤 All accounts	12	🟡 admin	admin		admin@example....	admin, Engineers		1 GB (29.1 MB u...	✎ ...
👤 Admins	1	🟡 alice	alice		alice@example.c...	Designers	Designers	10 GB (0 B used)	✎ ...
🔄 Recently active	1	🟢 bob	bob		bob@example.com	Designers		Unlimited (0 B us...	✎ ...
Groups	+	🟢 jane	jane		jane@example.co...	Engineers		Unlimited (0 B us...	✎ ...
👤 Designers	2	🟡 john	john		john@company.e...	Customers		256 MB (0 B used)	✎ ...
👤 Engineers	2								
👤 Customers	1								

The group filters on the left sidebar let you quickly filter users by their group memberships and create new groups.



User counts for certain groups, such as "All accounts," may not be visible when using certain backends such as LDAP/AD/SAML.

Click the gear icon on the lower left sidebar to set a default storage quota, and to display additional fields: **Show storage location**, **Show last log in**, **Show user backend**, **Send email to new users**, and **Show email address**.

Account management settings

×

Visibility

☐

Show language

☐

Show account backend

☐

Show storage path

☐

Show last login

Sorting

Group list sorting

☒

By member count

☐

By name

Send email

☒

Send welcome email to new accounts

User accounts have the following properties:

Login Name (Username)

The unique ID of a Nextcloud user, which cannot be changed.

Full Name

The user's display name that appears on file shares, the Nextcloud Web interface, and emails.

Admins and users may change the Full Name at any time. If the Full Name is not set, it defaults to the login name.

Password

The admin sets the new user's initial password. Both the user and the admin can change the user's password at any time.

Email address

You can set an email address for a user. This address can be used when you first set up an account so the user receives an email asking them to create a password if none is provided. This address can also be used for password reset requests.

Groups

You may create groups and assign group memberships to users. By default, new users are not assigned to any groups.

Group Admin

Group admins are granted administrative privileges for specific groups and can create and remove users from their groups. This means they can modify the username, password, email, quota, etc., of members of the group. Group admins are not allowed to add existing users to their groups.

Quota

The maximum disk space assigned to each user. Any user who exceeds the quota cannot upload or sync data. You have the option to include external storage in user quotas.

Manager

Every user can have one organizational manager. The manager property goes into the system address book card of the user and is used for the Contacts app's organization chart, for example. Setting a manager does **not** change any authorization level of the user or their manager.

Creating a new user

To create a user account:

- Enter the new user's **Login Name** and their initial **Password**
- Optionally, assign **Groups** memberships
- Click the **Create** button

New account



Either password or email is required



Member of the following groups



Admin of the following groups



Quota



Manager



Add new account

Login names may contain letters (a-z, A-Z), numbers (0-9), dashes (-), underscores (_), periods (.), spaces (), and at signs (@). After creating the user, you may fill in their **Full Name** if it is different from the login name, or leave it for the user to complete.

If you have checked **Send email to new user** in the control panel on the lower left sidebar, you may also enter the new user's email address, and Nextcloud will automatically send them a notification with their new login information. You may edit this email using the email template editor on your Admin page (see [Email](#)).

If you check the **Send email to new user** checkbox, you can leave the **Password** field empty. The user will receive an activation email to set their own password.

Reset a user's password

You cannot recover a user's password, but you can set a new one:

- Hover your cursor over the user's **Password** field
- Click on the **pencil icon**
- Enter the user's new password in the password field, and remember to provide the user with their password

If you have encryption enabled, there are special considerations for user password resets. Please see [Server-side Encryption](#).

Renaming a user

Each Nextcloud user has two names: a unique **Login Name** used for authentication, and a **Full Name**, which is their display name. You can edit the display name of a user, but you cannot change the login name of any user.

To set or change a user's display name:

- Hover your cursor over the user's **Full Name** field
- Click on the **pencil icon**
- Enter the user's new display name

Granting administrator privileges to a user

Nextcloud has two types of administrators: **Super Administrators** and **Group Administrators**. Group administrators have the rights to create, edit, and delete users in their assigned groups. Group administrators cannot access system settings or add or modify users in groups for which they are not **Group Administrators**. Use the dropdown menus in the **Group Admin** column to assign group admin privileges.

Group admin for	Quota
Engin 	1 GE
<div> <div>Set account as ... </div> <div> <div>Engineers</div> <div>Customers</div> <div>Designers</div> </div> </div>	10 GB (
	Unlimit

Super Administrators have full rights on your Nextcloud server and can access and modify all settings. To assign the **Super Administrators** role to a user, simply add them to the `admin` group.

Managing 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.

Setting storage quotas

Click the gear icon on the lower left pane to set a default storage quota. 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 standard abbreviations for your storage values, such as 500 MB, 5 GB, 5 TB, and so on.

You now have a configurable option in `config.php` that controls whether external storage is counted against users' quotas. This is still experimental and may not work as expected. The default is to not count external storage as part of user storage quotas. If you prefer to include it, then change the default `false` to `true`.

```
'quota_include_external_storage' => false,
```

“ ”

If an external storage is defined as root, the quota will not be calculable and will be **ignored**.

Metadata (such as thumbnails, temporary files, and encryption keys) takes up about 10% of disk space but is not counted against user quotas. Users can check their used and available space on their Personal pages. Only files that originate with users count against their quotas, and not files shared with them that originate from other users. For example, if you upload files to a different user's share, those files count against your quota. If you re-share a file that another user shared with you, that file does not count against your quota, but the originating user's.

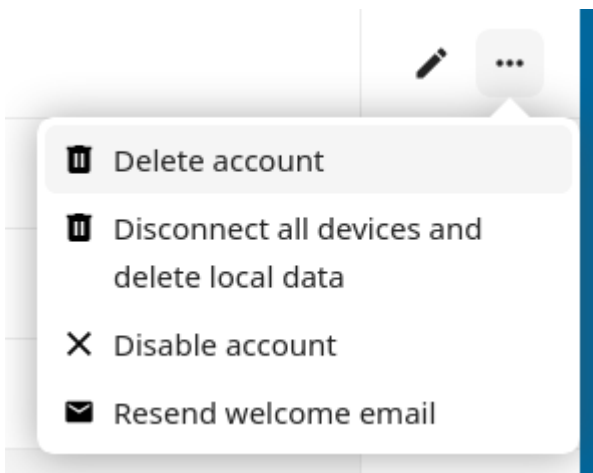
Encrypted files are a little larger than unencrypted files; the unencrypted size is calculated against the user's quota.

Deleted files that are still in the trash bin do not count against quotas. The trash bin is set at 50% of quota. Deleted file aging is set at 30 days. When deleted files exceed 50% of quota, the oldest files are removed until the total is below 50%.

When version control is enabled, older file versions are not counted against quotas.

When a user creates a public share via URL and allows uploads, any uploaded files count against that user's quota.

Disable and enable users



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

Hover your cursor over their name on the **Users** page until the "..." menu icon appears at the far right. After clicking on it, you will see the **Disable** option.

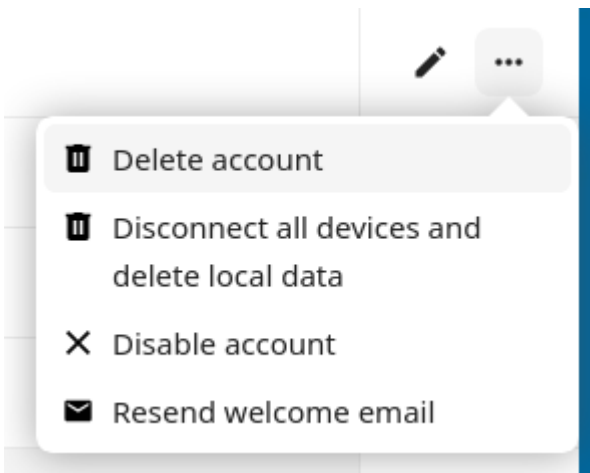
The user will no longer be able to access their Nextcloud until you enable them again. Also, all external shares, via public link or email, will not be accessible. Internal shares will still be working, so other users on Nextcloud can continue working.

If you wish for internal shares to be disabled as well when a user is disabled, activate the configuration option `files_sharing:hide_disabled_user_shares`:

```
occ config:app:set files_sharing hide_disabled_user_shares --value yes
```

You will find all disabled users in the **disabled** section on the left pane. Enabling users is as easy as disabling them. Just click on the "..." menu, and select **Enable**.

Deleting users



Deleting a user is easy: hover your cursor over their name on the **Users** page until the "..." menu icon appears at the far right. After clicking on it, you will see the **Delete** option. Clicking on it deletes a user with all their data immediately.

You'll see an undo button at the top of the page, which remains for a few seconds. When the undo button is gone, you cannot recover the deleted user.

All of the files owned by the user are deleted as well, including all files they have shared. If you need to preserve the user's files and shares, you must first download them from your Nextcloud Files page, which compresses them into a zip file, or use a sync client to copy them to your local computer. See [File Sharing](#) to learn how to create persistent file shares that survive user deletions.

Disabling the "Your email address [...] was changed" email

If an email address of a user is changed by an admin, then it triggers an email to the user that states "Your email address on [URL] was changed by an administrator.". In some cases this should not be triggered, because it was a normal maintenance change. To disable this specific email the appconfig option `disable_email.email_address_changed_by_admin` can be set to `yes`:

```
occ config:app:set settings disable_activity.email_address_changed_by_admin --value yes
```

To disable this behaviour change it to any other value or delete the app config:

```
occ config:app:delete settings disable_activity.email_address_changed_by_admin
```

📄 #3

📄 cocobook-sync 📄 2026-10-28 16:29:13 UTC

📄 cocobook-sync 📄 2026-10-29 01:09:23 UTC