

## HOW TO ACCESS DCP VIA IOS DEVICE

If you have iOS mobile phone or iPad and wish to have quick access to your DCP Account, we recommend Nextcloud app available at **Apple Store** 

1. Go to Apple Store and search for "**Nextcloud**" Once you have found "**Nextcloud**" tap on "**Install**" to install the app.

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2. Once the app has been installed, look for Nextcloud app, represented by its logo.





3. Tap on Nextcloud app and you will be brought to the log in page. You may be prompted with request for permission to send notification by Nextcloud. Make your option "Don't Allow" or "Allow" then tap on "**Log In**"







4. You will be asked to key in your DCP's server address, i.e. your DCP log in URL / link. In the example below, it is <a href="https://dcp.vo.my">https://dcp.vo.my</a> then tap on the arrow next to the link address.

<b>K</b> Back		
	000	
	Nextcloud	
https://dcp.vo.my		
	Log in	

5. When you see the following page, tap on "Log In"

	DoubleShield
	Connect to your account
P	lease log in before granting Mozilla/5.0 (iOS) Nextcloud-iOS/3.3.1 access to your DCP account.
If	you are not trying to set up a new device or app, someone is trying to trick you into granting them access to your data. In this case do not proceed and instead contact your system administrator.
	Log in $\rightarrow$
Alte	rnative log in using app token



6. Key in your username & password then tap on "Log In"

DoubleShield	
dcpdemo ●●●●●●●●●●●●●●●●●●●	
Forgot password? Log in with a device	

7. If you are prompted to log in your Username & Password, key in the information, accordingly, otherwise, tap on "**Grant access**" to access to your DCP Account.

< Back	
DoubleShield	
Account access	
You are about to grant Mozilla/5.0 (iOS) Nextcloud-iOS/3.3.1 access to your DCP account.	
Grant access →	



8. Once you have gained access to your DCP Account, by default you see your Files, i.e. all your folders / files on your DCP Account

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Ν	extcloud		
Q	Search		
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 If you tap on the 3 horizontal lines at the bottom right as seen above, it shall lead you to the settings menu and others (see Image 8 – A) and if you tap on the plus + symbol, it shall lead you to another menu where you can upload files, create folder, scanner feature and etc (see Image 8 – B).



More					
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## Image 8 – B

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	4	Demo Management Team 10 days ago	<	000
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	E	Scan document		
	Ţ	Create voice memo		
		Create folder		
	■	Add folder info		
		Create new document		
		Create new spreadsheet		
		Create new presentation		

The end.