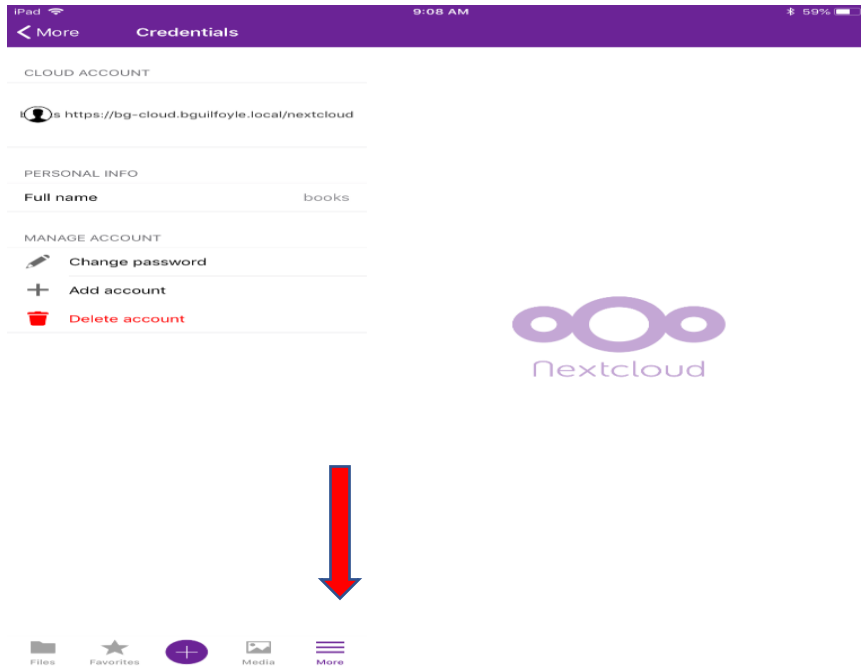


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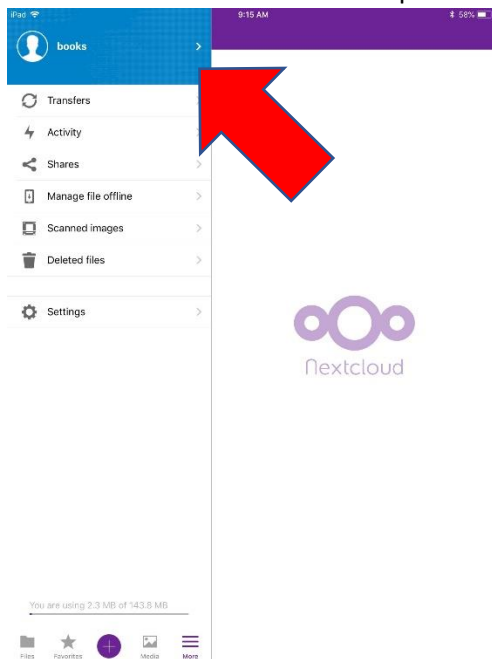
I. Sign Out of Nextcloud: (If already logged in, temporary with new server update as of 1.28.2019)

1) Launch the Nextcloud APP on the iPad

2) Click More at the bottom of screen.

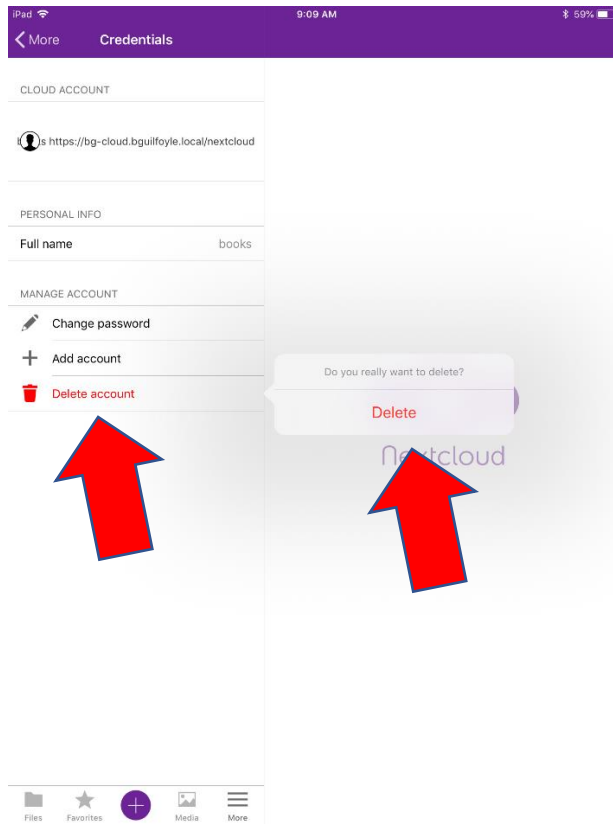


3) Then click the blue area at the top left of the screen



4) Click Delete account and Delete to confirm

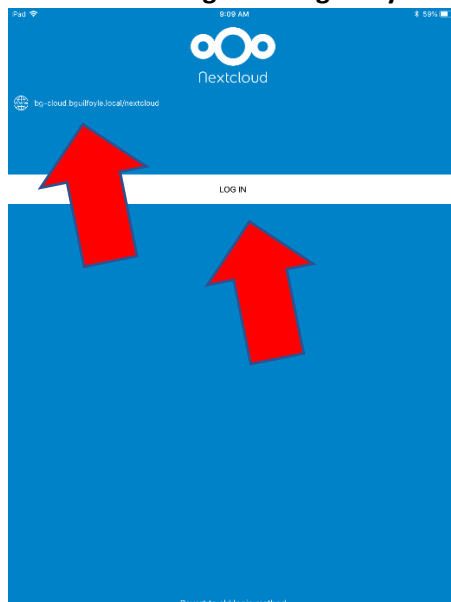
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5) Now double tap the iPad's home button and swipe up on the Nextcloud app to close it.

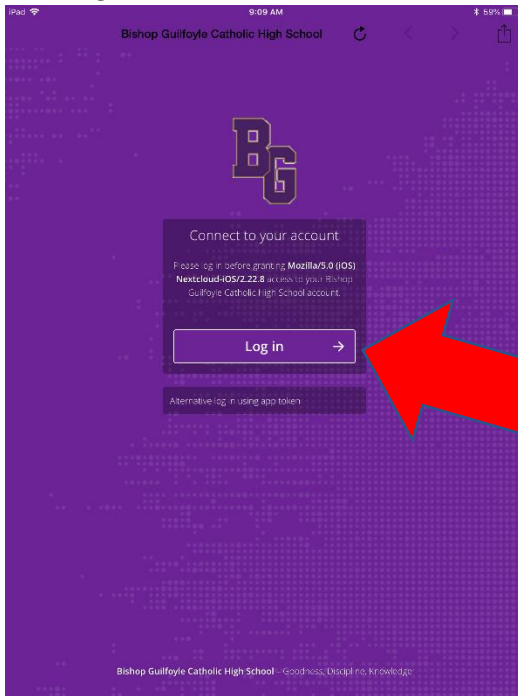
II. Sign into Nextcloud:

- 1) Now reopen the Nextcloud app
- 2) Enter the URL: **bg-cloud.bguilfoyle.local/Nextcloud** and click log in

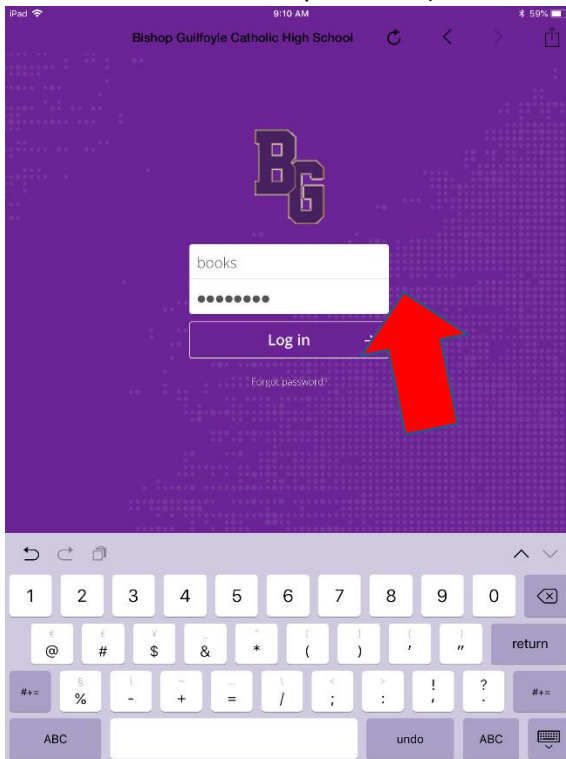


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3) Click Log in

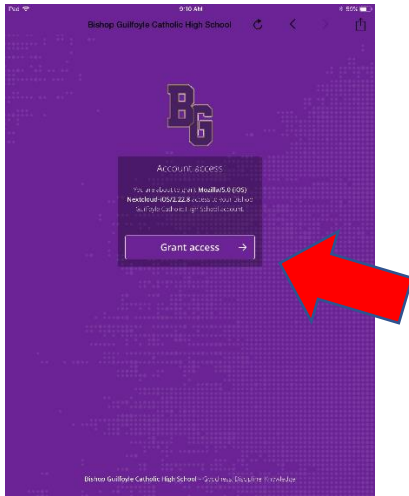


4) Enter the Username and password (Username: **books** password: **books\$\$\$**) and click log ins



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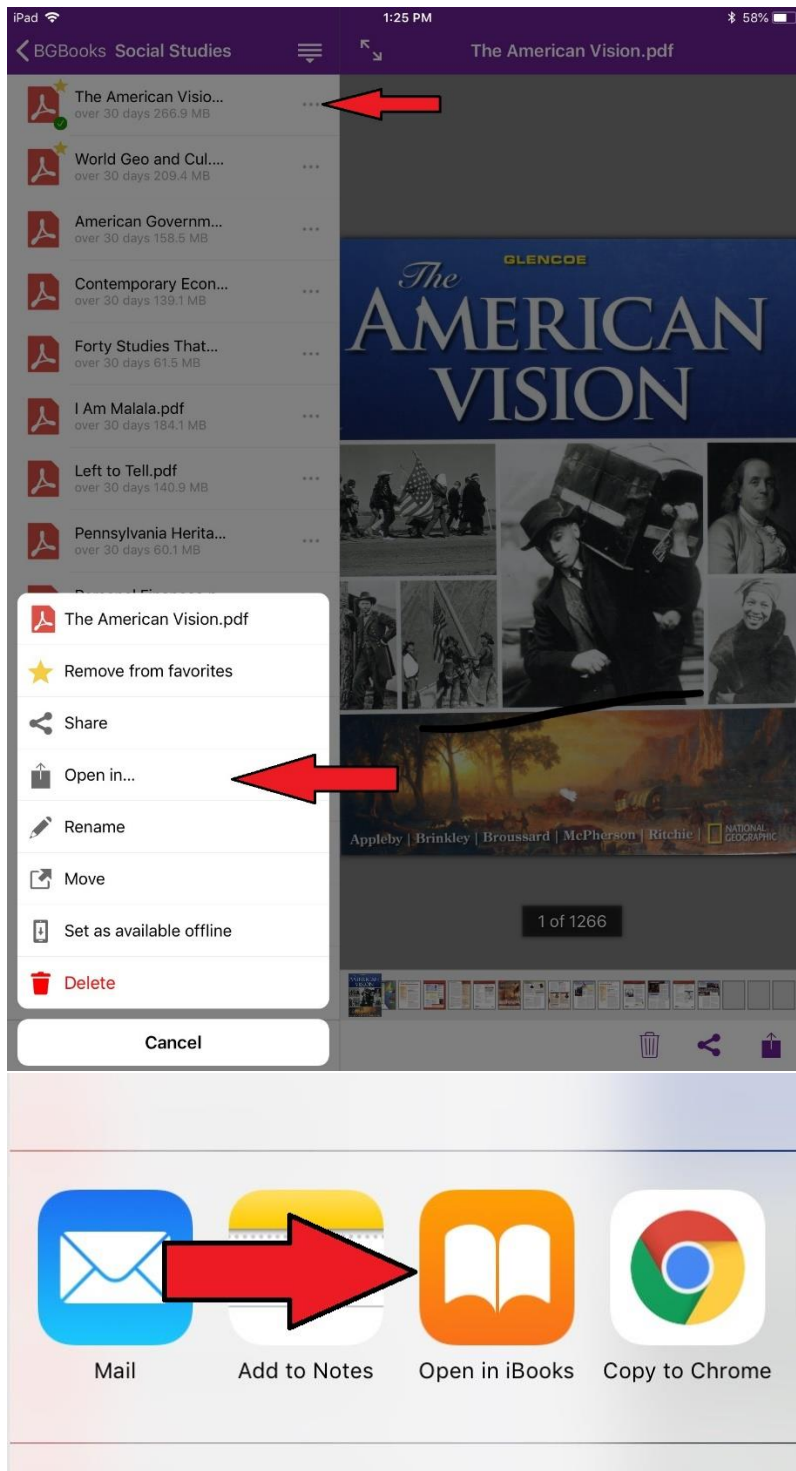
5) Click Grant access



III. Downloading books:

- 1) Go into **BGBooks**
- 2) Click the book to download
- 3) Once book is downloaded, **Click the 3 dots** next to the name of the book
- 4) Click **open in iBooks**

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- 5) Once the book is opened in iBooks, **click the square with the arrow** in it
- 6) A menu should open, Click **“Copy to iBooks”** in the menu.

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