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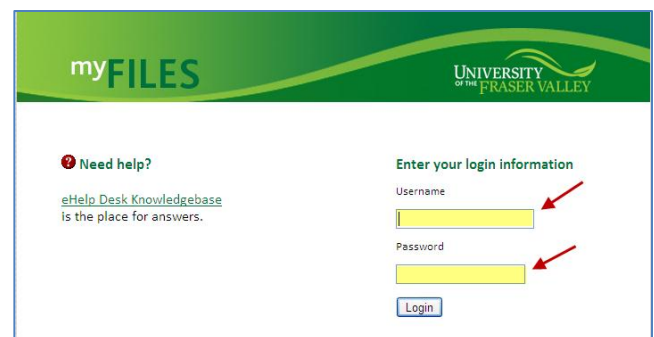
What is myFILES?

myFILES enables you to securely access and manage the UFV network folders and drives which you have been given remote access.

Log into myFILES

1. Choose an appropriate browser - myFILES supports the following browsers:
 - Internet Explorer 6.0 and up (Windows)
 - Netscape Browser 8.0 and up (Windows)
 - Firefox version 1.5 and up (Macintosh and Windows)
 - Safari 3.0 (Macintosh and Windows)
2. While not on campus, you have access to your UFV network drives at these locations:
 - gateway.ufv.ca
 - my.ufv.ca, choose **Online Services** page tab and **UFV Network Files**
 - my.ufv.ca, choose **My Courses** page tab, **My Courses** channel, and the link for **UFV Network Files**
3. Enter your **Username** and **Password** and select the **Login** button.

myFILES responds differently depending on which browser you use. An example is when selecting files to add for uploading. Internet Explorer only allows for a single click selection. Firefox allows for a multiple click selection.

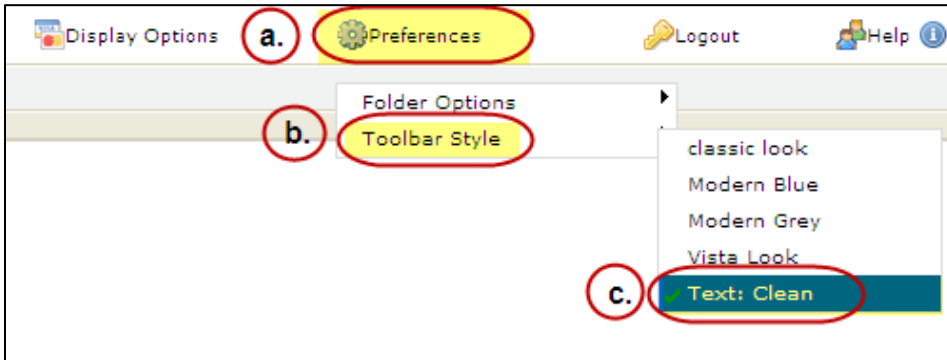


The screenshot shows the myFILES login interface. At the top, there is a green header with the 'myFILES' logo on the left and the University of the Fraser Valley logo on the right. Below the header, there is a 'Need help?' link with a red question mark icon and a link to the 'eHelp Desk Knowledgebase' with the text 'is the place for answers.' To the right, there is a section titled 'Enter your login information' containing two input fields: 'Username' and 'Password'. Red arrows point to these fields. Below the fields is a 'Login' button.

How to set your file view preferences

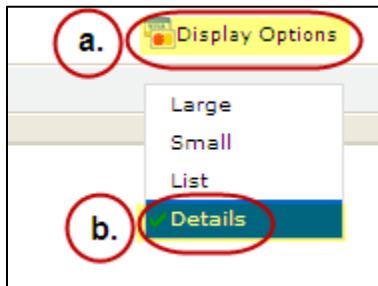
1. Set Preferences – Toolbar Style

- a. Preferences
- b. Toolbar Style
- c. Text: Clean



2. Set Display Options


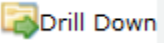

- a. Display Options
- b. Details



How to open folders

NOTE: Once you open a folder, **DO NOT use your browser back button** to return to previous location. If you do click the back button by mistake, try using **F5** and **Retry** to restore your internet session.

You can open a folder by either:

1. **Double-clicking** on the folder
2. Using the **Up** or **Drill Down** buttons to go up or down in the hierarchy of folders  
3. Using the **Address** pull down to pick an already opened folder 

Employee Folder Structure

UFV employees have access to the following network drive areas:

- **Departments** gives access to **G: drive** (employees own department storage)
- **HomeDIR** gives access to **F: drive** (employees own personal storage)
- **Public** gives access to **H: drive** (employee campus-wide storage)
- **Groups** – *additional network drive access for some employees*

→ **Departments**

→ [your department]

→ Dept

→ **HomeDIR**

→ [your username]

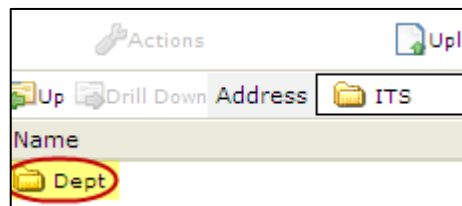
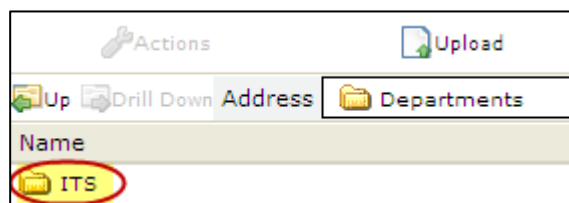
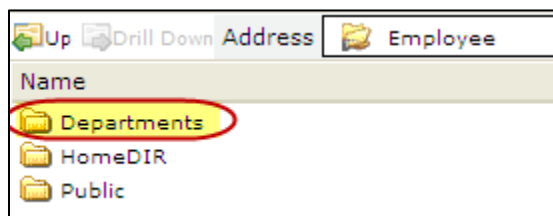
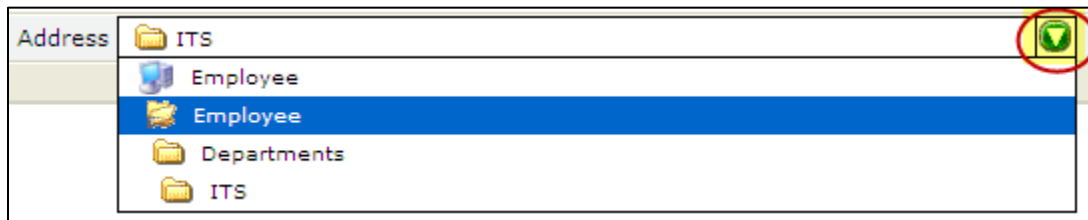
→ **Public**

→ [UFV campus-wide storage]

→ **Groups** – *additional for some employees*

→ [your additional network drives]

Example of what an employee sees in the Departments folder:



Instructor Folder Structure

UFV instructors have access to the following network drive areas:

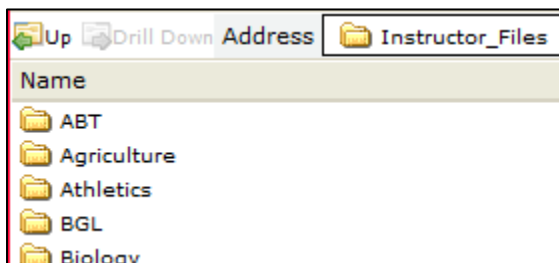
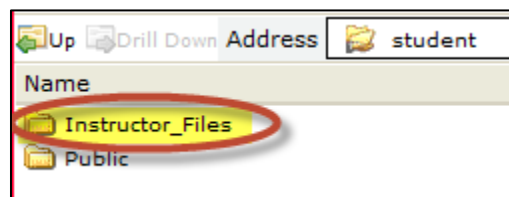
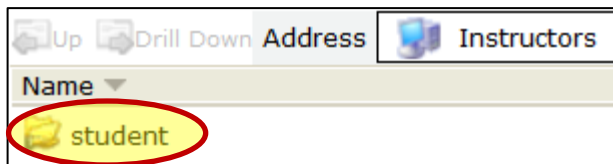
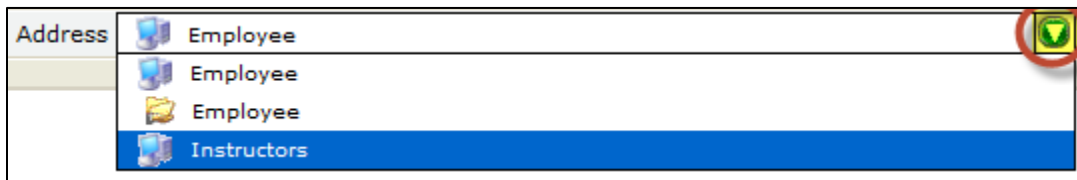
- **Instructor_Files** gives access to **Q: drive** (instructor network drive for teaching files – student read-only access)
- **Public** gives access to **H: drive** (UFV campus-wide storage)

→ **Student**

→ **Instructor_Files** [listing of folders with instructor files]

→ **Public** [UFV campus-wide storage]

Example of what an instructor sees in the Student / Instructor_Files folder:



Using and viewing files

When you double-click to open a file in myFILES, it only allows you to view the file in the web browser. You cannot make any changes or download the file from this view. See: **Download a file or folder.**

Setup a shortcut to a file or folder

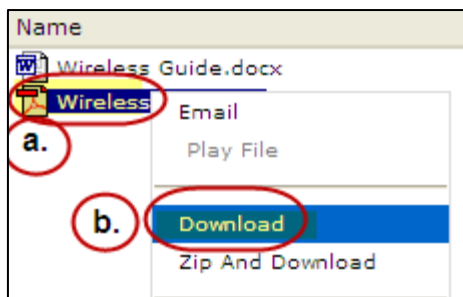
Use shortcuts to access your files in one step instead of “drilling down” and opening multiple levels of folders.

- Navigate to the folder where the file or folder you need is stored
- Single right-click on file or folder
- Click **Create Shortcut**

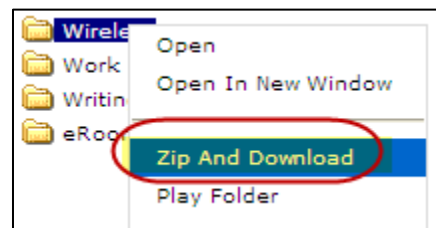
Download a file or folder

How to transfer files from a remote network drive to the computer you are using:

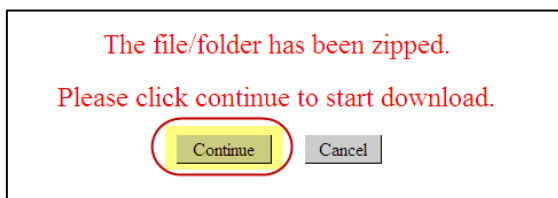
- Right click on the file or folder to download
- Choose **Download** from pull down menu



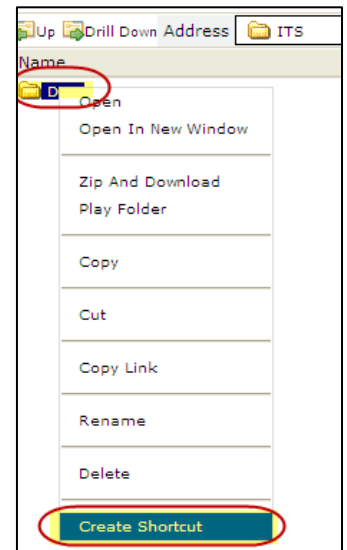
Folders: If it is a folder, you will be asked to **Zip And Download.**

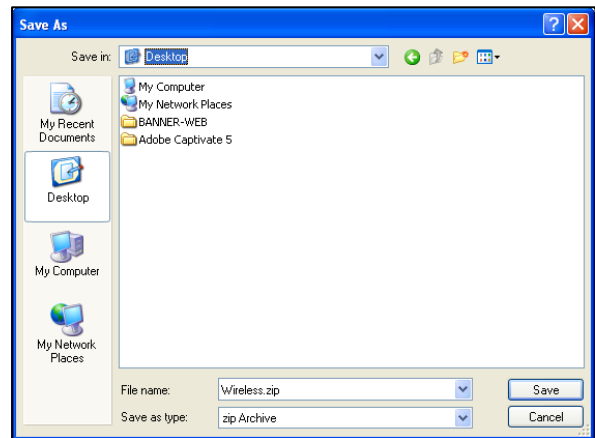
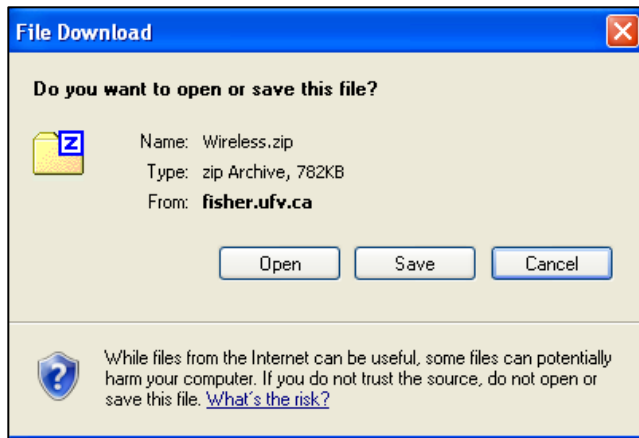


Use the **Zip and Download** feature to transfer large files or a large number of files. The files are compressed on the remote network drive before they are downloaded.



After you select **Continue**, you will have the option of either **Open** or **Save** or **Save as** your file to a location you specify. Opening a file allows you to view the files from a temporary file location.





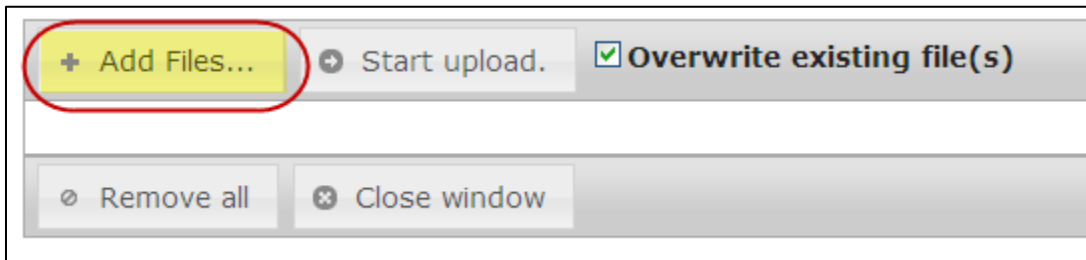
Upload a file or folder

How to transfer files from the computer you are using to a remote network drive:

- First go to the network folder location where you want the files to be uploaded.
- Click on **Upload** on the main toolbar



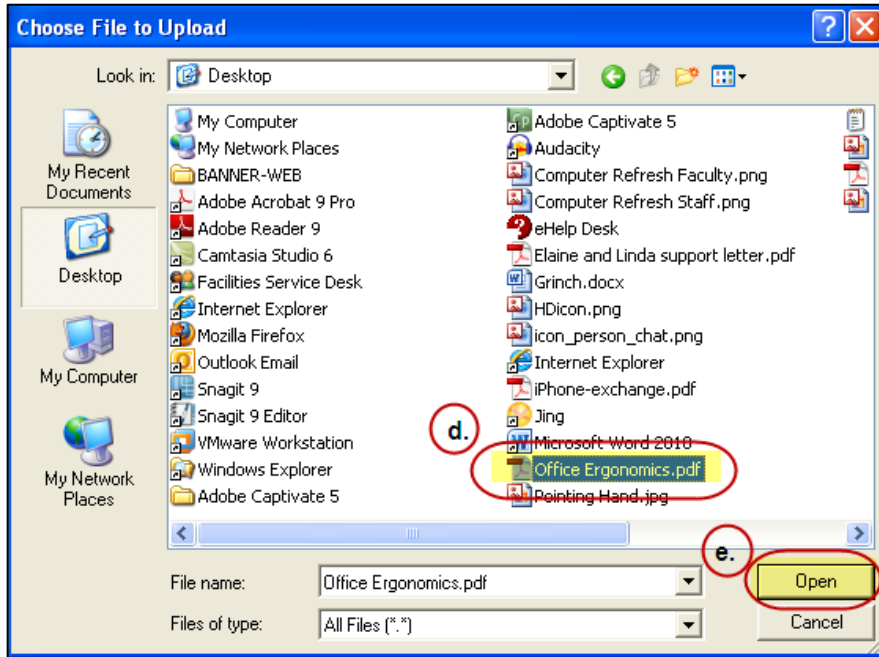
- Click on **+ Add Files...**



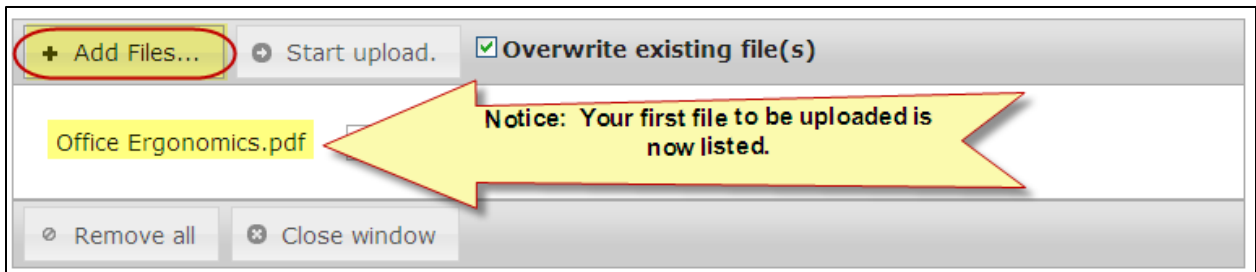
- When the **Choose File to Upload** window opens, single click to select the file you want to upload.

NOTE: myFILES responds differently depending on which browser you use. Internet Explorer only allows for a single click selection. Firefox allows for a multiple click selection. In Firefox, use your **CTRL** key to select multiple files that are not grouped together. Use your **SHIFT** key to select multiple files that are grouped together.

e. Click **Open**.

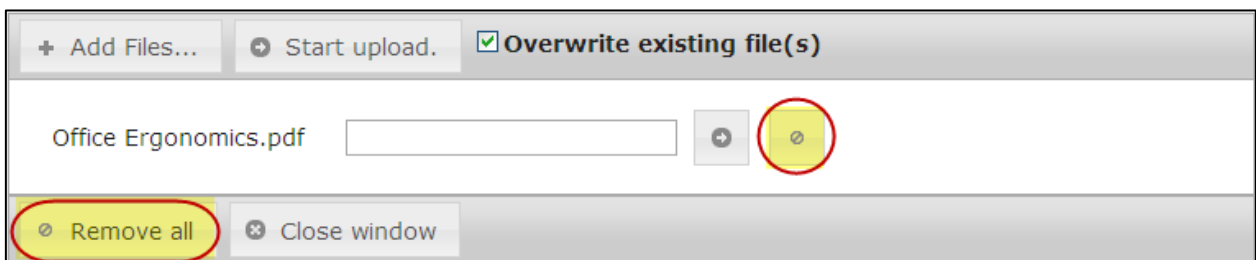


f. To include another file for upload, click the **Add Files** button.

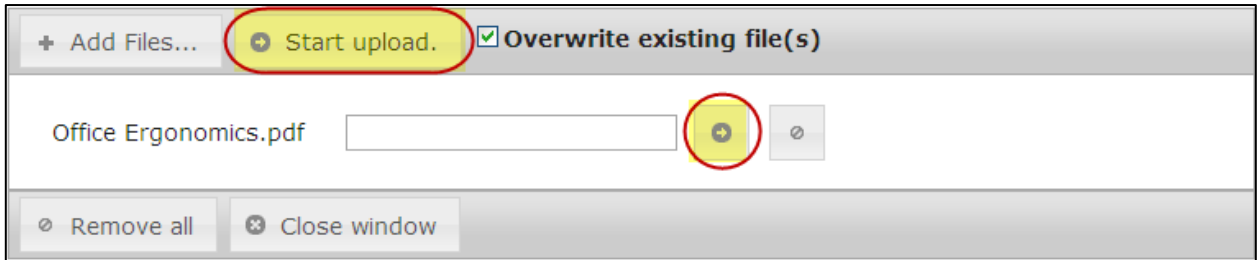


g. When the **Choose File to Upload** reappears, you can select another file.

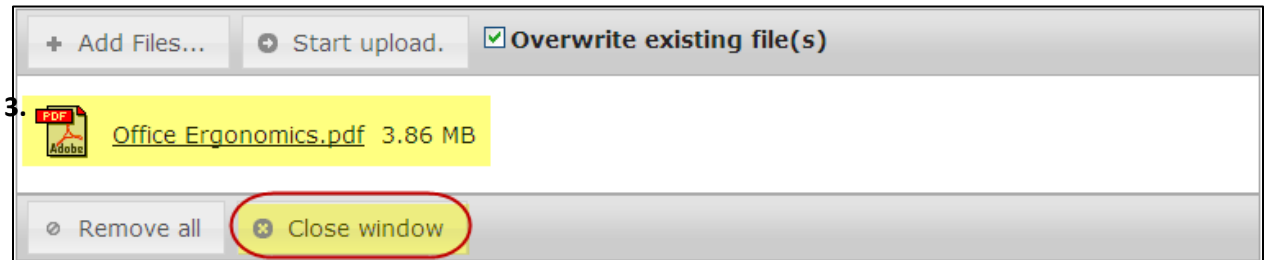
h. Remove a **single selected file** or remove all selected files using the **Remove all** button.



- i. Once you have selected all the files you want to upload, click either the **Start upload** to upload all files at once or use the **⇒button** to upload each file individually.



- j. When the files have been successfully uploaded, you can choose to **Close window**.



- 4. For additional help, please refer to myFILES online **Help**.

Logging Off of myFILES

For security reasons, remember to log off of myFILES when you are finished.

