

Accessing 'My Files'

'My Files' allows students and staff to access their files saved to their personal storage area (U:Drive) from the Southampton Solent University network.

Students and staff have the ability to download, upload, rename and delete files in their U:Drive from their personal computers from home using an internet connection.

How to connect to 'My Files'



In order to access 'My Files' you must first log onto the Portal <http://portal.solent.ac.uk>

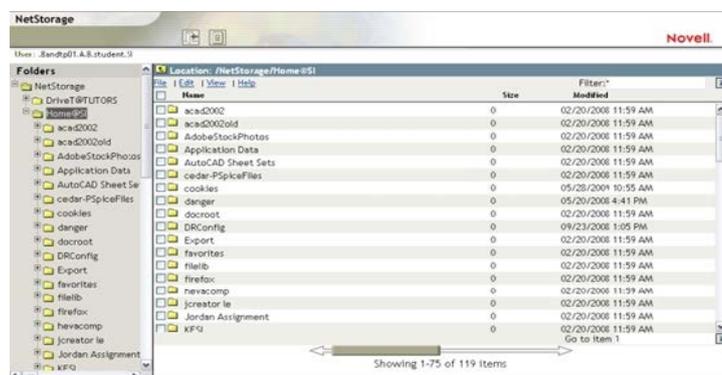
Once logged in click on the Apps icon and select the 'My Files' App. Then click on the link to 'My Files'.

You will be prompted for your username and password to access 'My Files'.

You can also connect to 'My Files' with the URL <https://myfiles.solent.ac.uk/oneNet/netstorage/Home@Solent>

You will now be able to access your personal files from the following screen:

- ▶ Tutors personal files will be displayed as DriveT@TUTORS
- ▶ Students' personal files will be displayed as Home@SI
- ▶ Other users may see other drives (DriveS, etc) depending on access rights



To view files, folders and sub-folders click the + sign next to

Indicates folders

Indicates files

the appropriate drive to expand the list.

In the Location section of the screen you have four headings. File, Edit, View and Help.

- ▶ **File:** This section enables a user to upload, download, delete and rename files as well as creating new folders
- ▶ **Edit:** This section allows you to move, copy, paste, select all and invert selection
- ▶ **View:** Here you can view your folders in order on name, size and modified, you can also refresh and show deleted files
- ▶ **Help:** This section will give you further information on these four headings

When using the File, Edit and View functions you will notice that not all of the options listed underneath them are active. Functions that are not active will be in grey text. The 'Download and Lock' and 'Mail' functions are also unavailable.

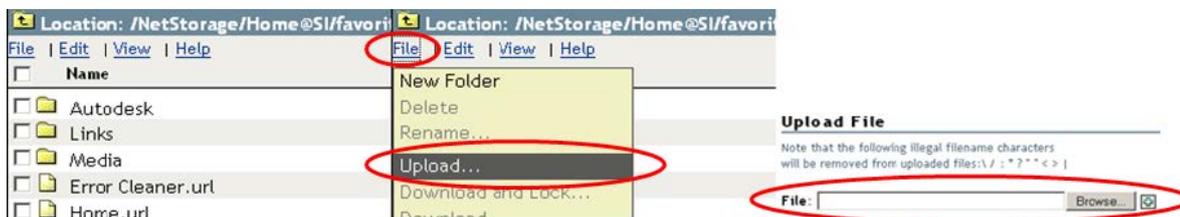
Downloading files to your personal computer



Select a file by browsing the folders and subfolders.

Once you have identified the file or files you wish to download, place a tick in the tick box next to the appropriate file, then choose **File** and select **Download...**

Select an area on your computer where you wish to save your document and click **OK**.



Uploading files from your personal computer

Select a folder that you wish to upload your file to, then choose **File** and select **Upload...**

Click the **Browse** button and locate the file or files you wish to upload. If you are uploading an updated file and you do not wish to overwrite the original file then un-tick the tick box named 'Overwrite existing files'.

Who can use the service?

Anyone with a University Username/Password and an Internet connection, you do not need to register only login.

What can I do with this service?

You can move files ("upload" or "download") between your home PC or Mac computer and the central University servers.

You can create, rename or delete files on the servers.

When is the service available?

The service is normally available 24 hours 7 days a week.

What do I need to use the service?

No special software is required on your home computer - just a Web Browser and Internet Access.

How much storage space do I have on my U:Drive?

You are allocated 1GB on your U:Drive.