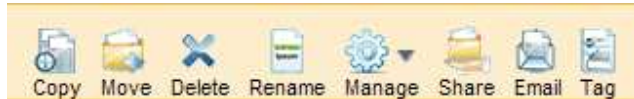




## File Management

The following Toolbar becomes available when a file or a directory is selected.



**Manage** – Manage and edit the details of this folder (or file).

**Share** – Share the folder or file with New School and Non-New School users.

**Email** – Send an email message with a link to a file or folder.

**Tag** – Enter keywords that associate with the file, these keywords make searching for a file faster and easier. *Note: This option becomes available when a file is selected.*



**Upload** – Upload files to your account.

**New Folder** – Create a new folder.

### **Add/Upload a file – Basic Upload:**

To add a new file from your computer to your web-based account, use the Upload button in the navigation toolbar.

1. After logging in, Navigate to your desired folder where you wish to upload files
2. Click the **Upload** button, in the top-right toolbar.



3. **Browse** to the file you wish to upload.
4. If you wish to upload more files, click **Add File** and **Browse** to the file. Repeat this step for as many files as you wish to upload.
5. Click **Start Upload**.

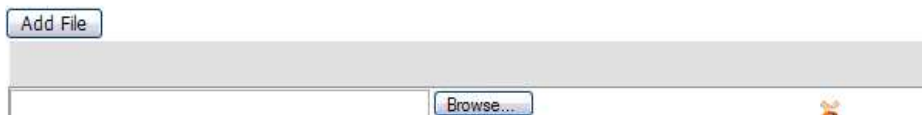
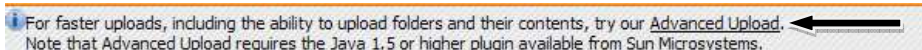
### **Drag-and-Drop Advanced Upload:**

Use the Advanced Upload feature to drag and drop files and folders. Note that the Advanced Upload requires the **Java 1.5 or higher** plug-in.

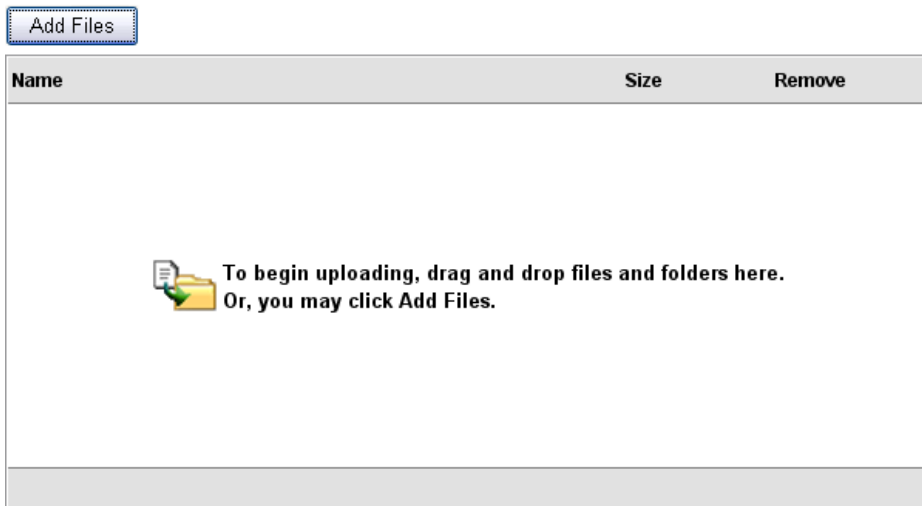
1. Click the **Upload** button, in the top-right toolbar.



2. Click **Advanced Upload**



3. Select your specific file/folder and drag and drop files here:



4. Click **Add Files** to upload more files.
5. Click **Start Upload**

**How to create a New Folder:**

1. Click New Folder



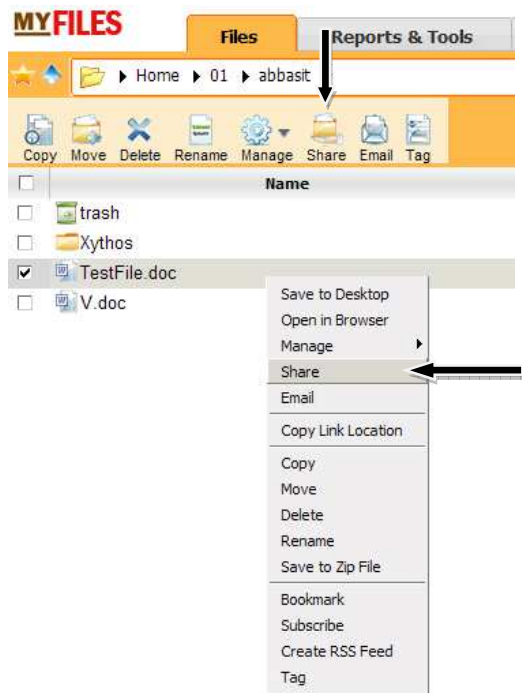
2. Enter Folder Name
3. Click **Finish** (**Note:** If you would like other users to have access to your folder, click **Next**. This will allow you to choose users and give them specific permission rights, follow the on-screen directions.)
4. Your newly created folder will not be available in your home directory, if you wish you may start uploading files in it.

**Sharing Files & Folders with The New School community:**

MyFiles allows you to share your files and folders with other users. Sharing your files makes it possible for multiple users to both view and edit your files without requiring you to maintain multiple copies of the shared files.

**Note:** Sharing of a file gives the recipient the option to subscribe or bookmark that file. **Subscriptions** automatically notify you when a file or folder has been viewed, changed, or commented. **Bookmarks** are shortcuts to folders and files within your MyFiles account. Using Bookmarks, you can conveniently create shortcuts to your most frequently accessed folders and files. You can also create shortcuts to other users' folders and files you have been allowed to access.

1. Within your MyFiles profile (Document Manager) put a checkmark in the box associated to the file or folder you would like to share.
2. Click the Share button, or right click on the file or folder and select the Share option.



3. Click **Search for Users**. Enter the user's full name or first/last name with whom you would like to share the file or folder. Click **Find**.



When you see your desired user in the results, select the user, and click **OK**.

Your recipients' names will now appear in the box. Click **Next**.

**Choose Users**

To share with users or groups, enter the user's or group's name or ID. To share with users outside of the system, enter that user's email address.

Talha Abbasi (abbasit)

Separate users by commas or semicolons.

Search for Users



4. Select your preferred sharing options; you may select the following options: **Viewer, Contributor, or Full Access**.

Name	Type	Viewer (Read-Only)	Contributor (Read, Write, Delete)	Full Access (Read, Write, Delete, Administer)
Talha Abbasi (abbasit)	User	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

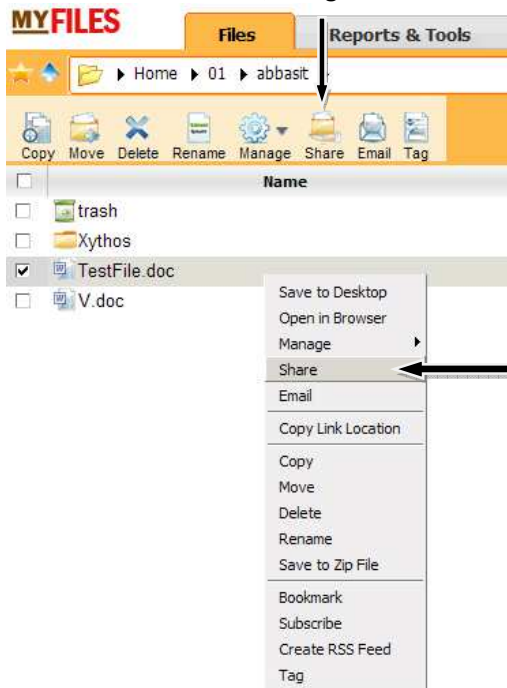
5. If you are sharing a folder, you will need to determine whether this access should apply to the current folder only, or this folder and all sub-folders by clicking on the appropriate radio button. Click **Next**.
6. The system will generate an email that will be sent to your selected recipient informing them about the shared resources. You may enter more text within the textbox if you choose to. Click 'Finish.' Your directory is now shared with the permissions specified.

**Sharing Files & Folders with non-New School users:**

Use tickets to provide non-NewSchool users with access to your shared MyFiles files and folders. To share files or folders with non-NewSchool people, use the **Ticket** feature (**Note:** Tickets can also be used for sharing within the NewSchool community as well).

By using the ticket functionality, you may allow specific access to your folders, their sub-folders, and the files within. There are several ways in which tickets can be created and used.

1. Within your MyFiles profile (Document Manager) put a checkmark in the box associated to the file or folder you would like to share.
2. Click the Share button, or right click on the file or folder and select the Share option.



3. Enter the **email address** of your desired non-New School recipient in the Choose Users input box. Click **Next**.
4. Select your preferred sharing options; you may select the following options: **Viewer, or Contributor**. Click **Ticket Options**.

Name	Type	Viewer (Read-Only)	Contributor (Read, Write, Delete)	Full Access (Read, Write, Delete, Administer)	Other...
Ticket for TestFile.doc					
• test@gmail.com	Ticket*	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	

\*Ticket Options

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5. Enter and confirm your Ticket Password. (You can also change the Ticket Lifetime if need be. By default, a 30-day ticket without a password will be created for non-New School users.)

Ticket Name:

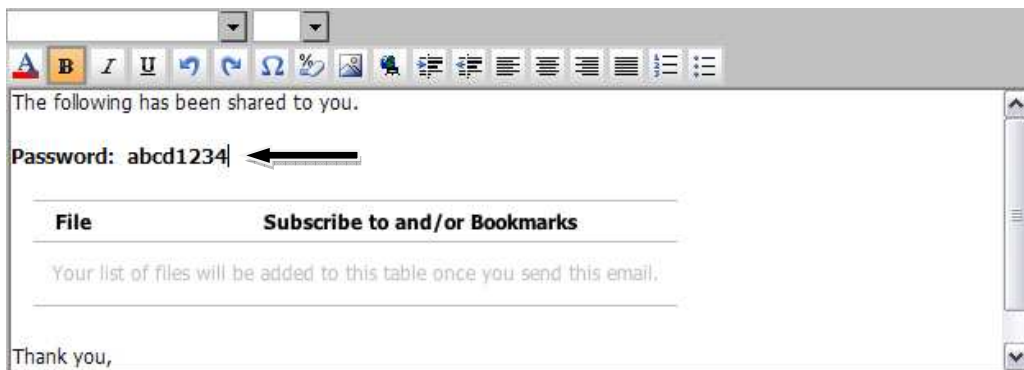
Ticket Lifetime:  Limited to     
 Unlimited

➔ Ticket Password  (Optional)

➔ Confirm Password

When you are satisfied with the values, click **Next**.

6. In the **Send Email** screen, you can enter additional text. Please note that if you specify a password when creating a ticket, once the user receives the e-mail, that user must enter the correct password before being granted access to the file. You'll have to notify your recipient of this password so they can view the file. You may mention the password as show below.



7. Click **Finish**. (To view and edit all your previously created Tickets, click on the main **Report & Tools** tab, and then click **My Tickets**).

### **Bookmarks:**

Bookmarks are convenient shortcuts to more commonly used directories (folders) within your MyFiles account, and they are links to other users' directories for which you have been granted permission to access.

In order to bookmark a file in your account, select the file, Right-click and select the **Bookmark** option. The system will allow you enter your custom name for the bookmark and provide you its full path.

**To quickly access all your bookmarks, click the yellow star icon in the upper-left area of the interface.**

### **Add a new Group:**

If you wish to make your files available to a customized *Group* of users rather than to individual users or to the entire "Public", groups are a convenient way for you to organize groups of users that need to access the same files. By granting the Group permission to access a file or folder, you allow every user in that group to access it.

1. Click the **Setup** link in the top right area of the interface.
2. Click **My Contacts** tab, click the **Groups** tab, and click the **New Group** button.



3. Enter a Name for the Group, and then click **Next**.
4. To locate users, use the **Find** feature. You may enter full name, first/last name of the user.

Find Users:

5. Select the users you wish to add, and click the Add Selected Users button. Repeat this process for each of the users you wish to add.
6. Click **Save** when you have completed configuring your Group.