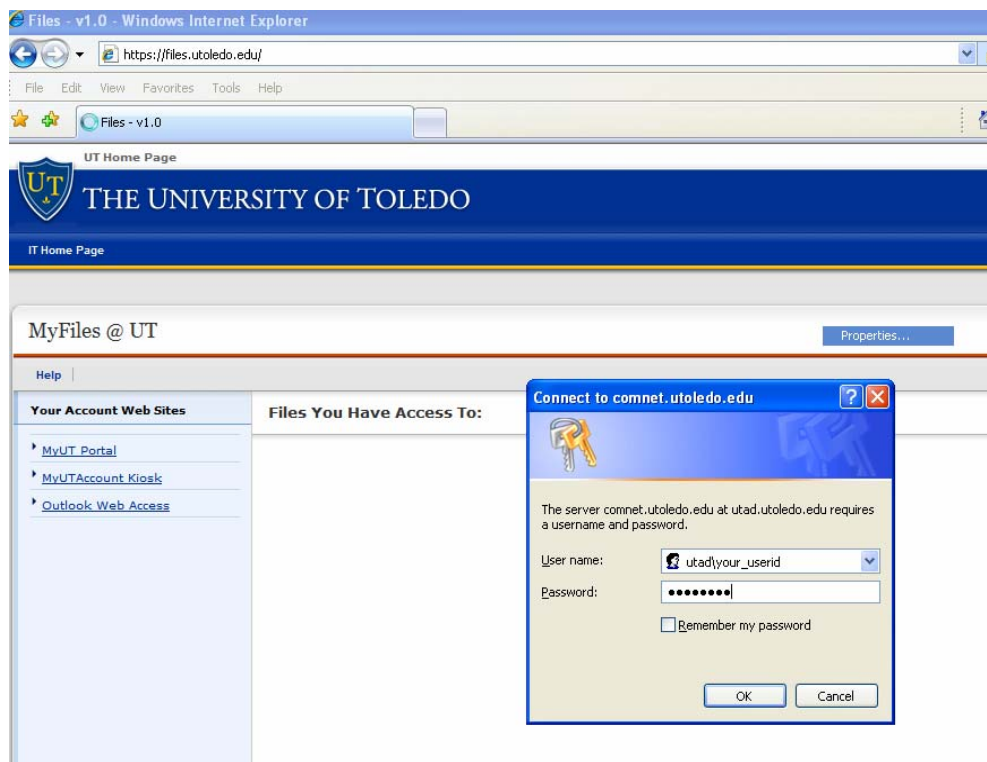


<https://Files.utoledo.edu>

All faculty, staff and students can access their network home directory data files and any departmental data files they have permission to access entering <https://files.utoledo.edu> into their Internet connected browser.

How to access your Network Home Directory or Departmental Shared Data Files

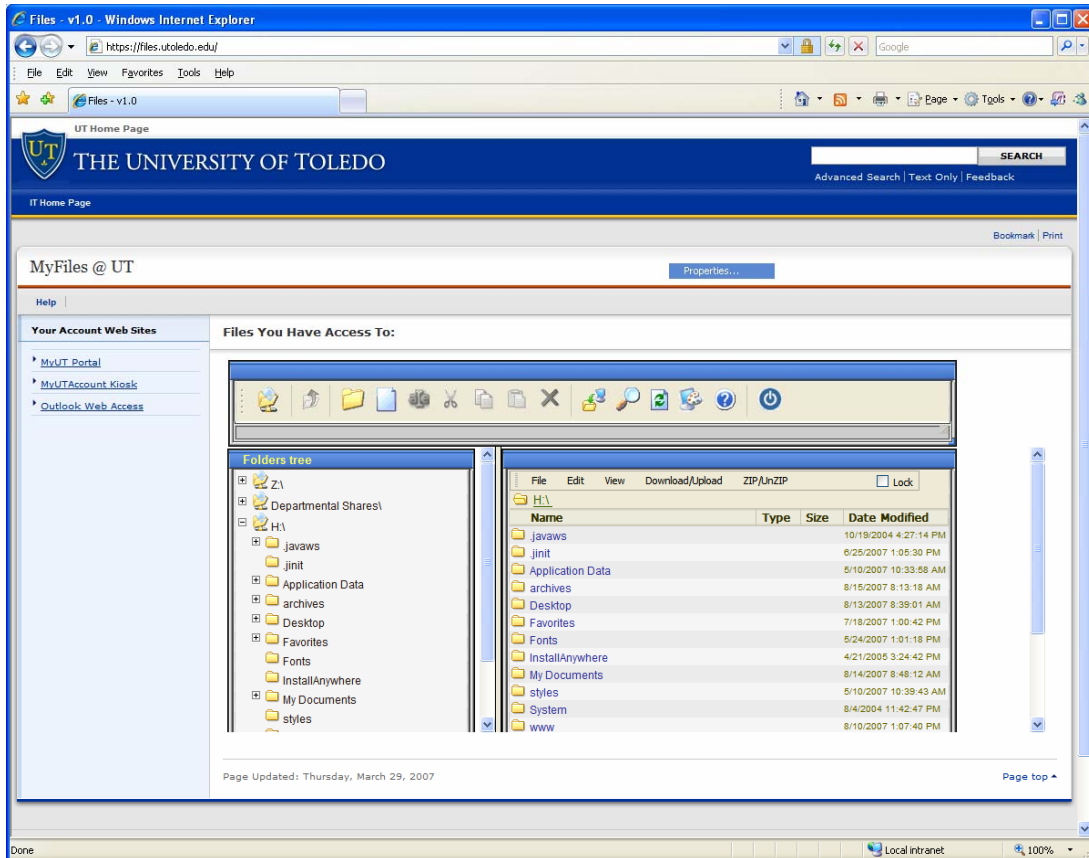
You will be asked to enter your University of Toledo Active Directory (UTAD) network userid and password.



Screen clipping taken: 8/15/2007, 4:29 PM

If you have forgotten your password and need to reset it or check what your userid is go to <http://myutaccount.utoledo.edu>.

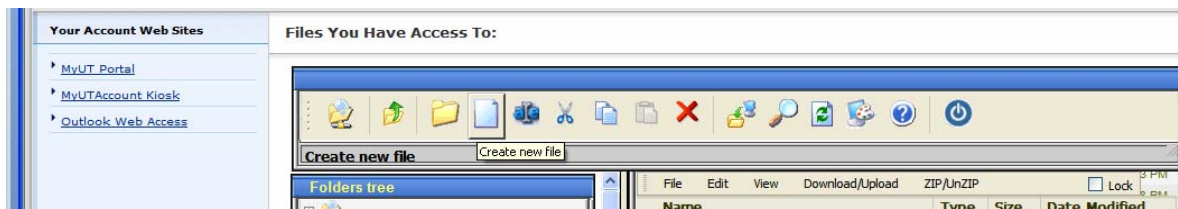
After entering your password you will see a list of your UTAD network home directory files in a list labeled as H:.





Above that you will also see Z: which if you have been approved to access any shared departmental data will be available to you if you double left mouse click on the letter Z or the yellow folder next to it.

What are all the icons for on the files.utoledo.edu page?

Using your mouse move the cursor arrow over any of the icons. You will see a brief explanation of that icon's use in the gray bar and also on most computers a small yellow tag displaying the same explanation.



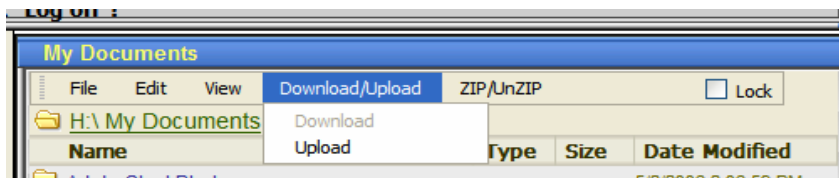
To learn more you can also click on the 

Please make sure that when you are finished working with your files that you click the  button to log off, this insures that no one else can access your files after you leave your computer.

Transferring a file from your desktop computer to your H: drive

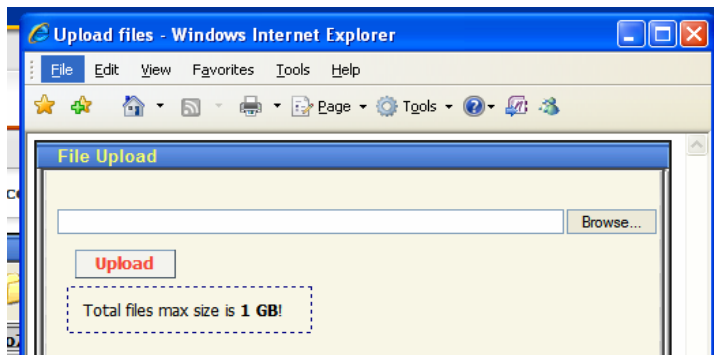
To Add a file from your desktop computer up to your UTAD network home directory folder you first have to set the right hand column of the files folder so it is displaying the folder you want the file you are uploading to go into. To upload to your My Documents folder, double click on the My Documents folder in your H: drive. Then you will see that it now says H:\My Documents above the column heading "Name" on the right hand view. This means it is the active folder and any uploaded files will be transferred there.

Click on Download/Upload in the menu bar.



Then click on Upload.

A window will pop up asking you to Browse to the file's location on your desktop computer



After you have browsed to a file and found it the name of the file and it's location will show up in the window. Another window will appear if you want to browse for additional files. When you are ready to upload the files from your dekstop computer to your H: drive click on the Upload button.

You will see the pop-up window change once the file has transferred (the larger the file size the longer the transfer will take) and it will display the name of the file and a message saying it has been uploaded.

Close the pop-up window by clicking on the X in the upper right corner.

If you find that you uploaded a file to the wrong location on your H: drive, click on the file name in the browser window and hold down the left mouse button and drag and drop it to the folder you prefer it to be in. You will be asked if you want to copy or move it.

Uploading a large file or several files at one time

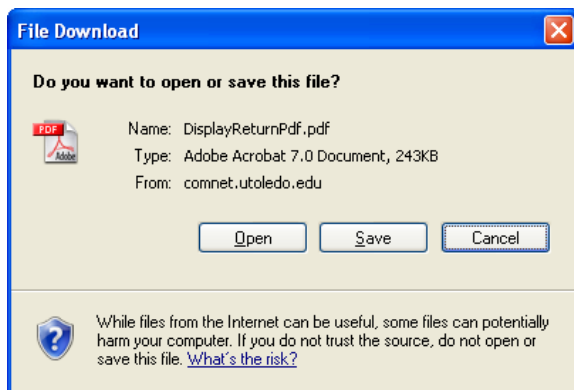
To speed up transferring a large file or several files at a time, you should use some form of file compression software to compress the file/files into a single file and then upload that new compressed file.

Once it is on your H: or Z: drive you can highlight that file, by clicking your left mouse button on the file name once and choose UnZip.

Downloading files from your H: or Z: drive to your desktop computer

If you would like to download a file from your H: or Z: drive to your desktop computer you should click on Get next to the filename you want to transfer.

A window will open asking you if you want to Open or Save the file.



Choose Save.

If you would like to download several files at one time do the following steps:

Click on the top or bottom file in the list with your left mouse button.

Move the cursor to the last file in the list and hold down the SHIFT key on your keyboard and then left mouse click on that file. This will highlight all the files you want to move.

If there is a files or files not in a contiguous list that you want to add, you may add additional files by holding down the CTRL key and left mouse clicking on the single file and it will then be highlighted along with the groups of files.

Then Right mouse click on any of the highlighted files, choose Add to New Zip.

Enter any name you'd like for the Zipped file. (Zipped means it will compress each file into a smaller form and include all other files into one complete file).