This document will explain how to use the college MyFiles interface to download and upload your files to your network storage space.

First we need to connect to the website:
https://myfiles.okanagan.bc.ca/default/showLogon.do

Here you will use your 300#.
STAFF: change the 'User Database' to "EMP.OC"
STUDENT: change the 'User Database' to "STU.OC"
Click "Login"

- Staff members use their employee number and EMP.OC
- Students use their student number (examples are "300123456" or "800123456")
Basically the same login you use to log into the library or lab computers.
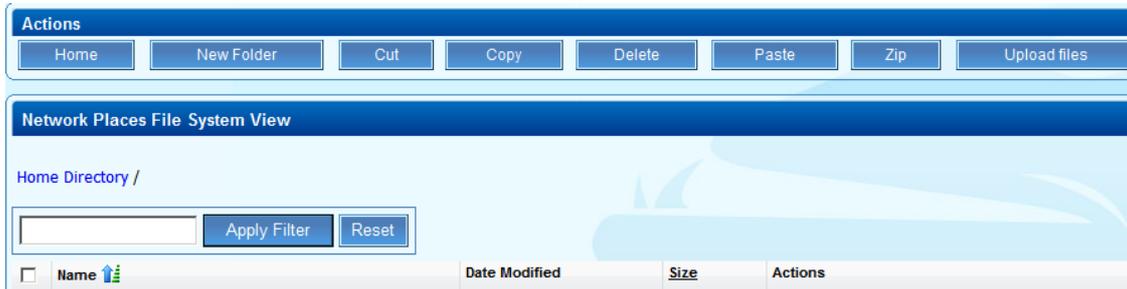
THEN you will enter your password:

The first screen will look similar to this:

If you click on your 'Home Directory' you will be taken to another page and access your individual storage.

If you click on your 'Network Files' you will be taken to another page with the files you can access on the network.

Both look like this:
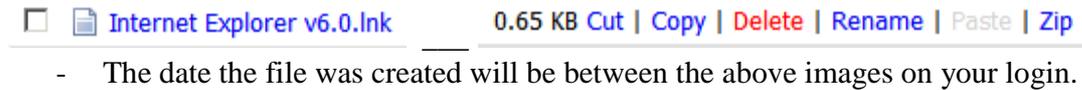

- The files/folders will be listed on this page

Here you can click on folders or files and you will see 'an image of them'. Click on a .txt document and you will see the contents but CANNOT edit them on this page.

To edit files you will need to DOWNLOAD them to the computer you are working on… and after editing you will UPLOAD them back to your storage (MyFiles).
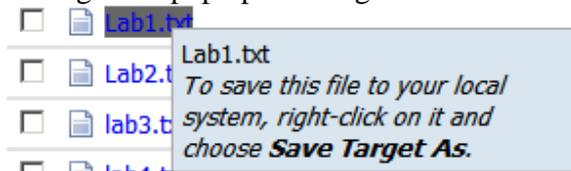
The following pages will walk you through Downloading and Uploading.
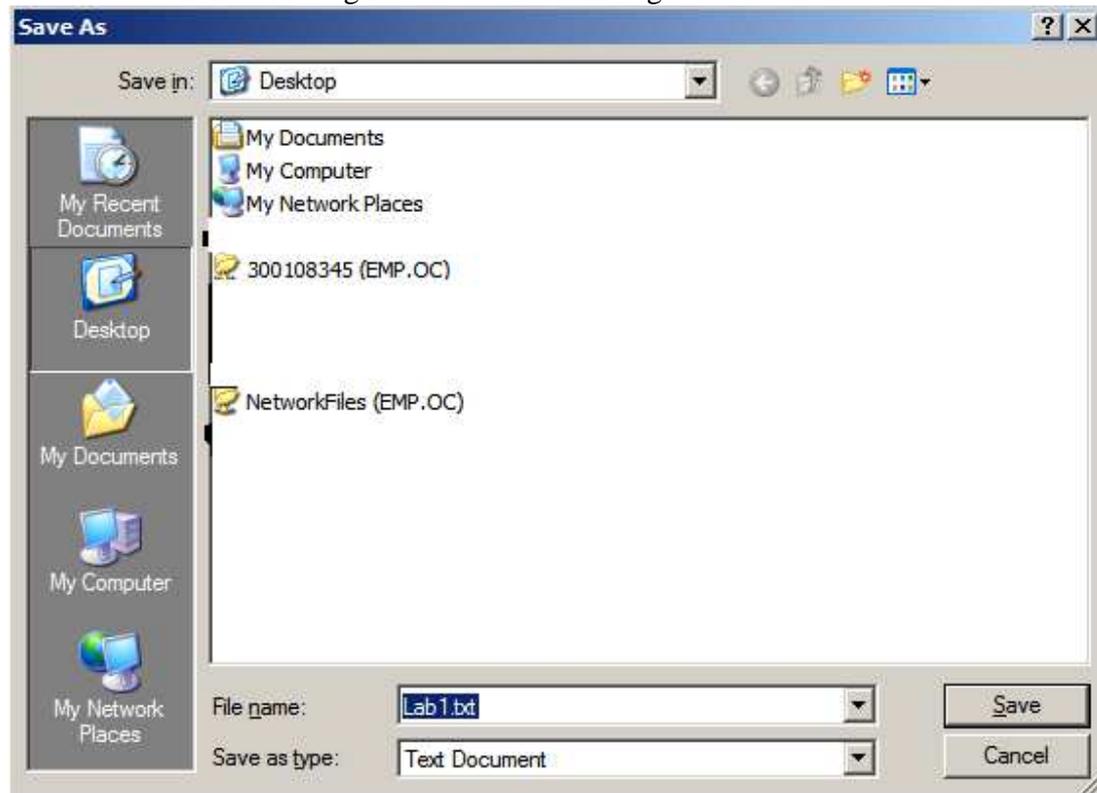
DOWNLOADING FILES FROM MyFiles

The following is an example of the file layout:

☐ 📄 Internet Explorer v6.0.lnk ____ 0.65 KB Cut | Copy | Delete | Rename | Paste | Zip

- The date the file was created will be between the above images on your login.

To move through the window you will use the mouse to 'left click to select' a file to view it… or 'Right Click' the file name and select 'save target as'. When you hover the mouse over the file a message will pop up showing this:

☐ 📄 Lab1.txt

Lab1.txt
To save this file to your local
system, right-click on it and
choose **Save Target As**.

☐ 📄 Lab2.t
☐ 📄 lab3.t

You should have something similar to the following:

- select 'Save' and save to your computers 'MyDocuments'. On the college laptops this is a 'thawed' area and can be used for the temporary storage of this file.

Once you have saved the file, you can then go to that location and open the file for editing. After editing you will want to send the file back to MyFiles.

The following section deals with Uploading your file back to MyFiles and into your personal network storage

UPLOADING YOUR FILE BACK TO MyFiles:

To save (upload) files back to your MyFiles you will need to left click on "UPLOAD" button at the top right of the page.

You then Browse to the file(s) you want to upload.

- This will show the location of the file you uploading… and automatically allow you to browse for another file. When ready click the 'Upload' button.

When you have uploaded the file(s) the message along the top will change (see example below):
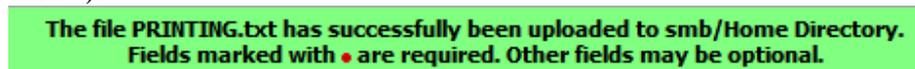
You can click 'Exit' when done uploading files.

The file(s) will be in the main section of your storage… you can cut/copy/paste and move them to other folders from there. Just cut/copy the file(s) you want to move… and then click paste while IN the folder you want them.