MyFiles

Web access to your network drives

As part of our commitment to off-campus access, UT has implemented a way to connect to your network drives (F:, G:, K:, P: and U:) through any web browser from off-campus. Access is provided through a secure web server, so that your password and your data are encrypted over the internet.

What is MyFiles?

MyFiles is a secure service created for the purpose of allowing off-campus users access to their network drives when not on campus (or when working on a computer on campus that is not logged into the network). To use MyFiles, you must have an active Drew **uLogin** account, a connection to the internet and a web browser. MyFiles provides users with the ability to download, upload, and delete files from their network drives (F:, G:, K:, P:, and U:).

Using MyFiles

Logging into (and out of) MyFiles
You can use any browser to access MyFiles (Chrome, Firefox, Internet Explorer, Safari, etc).

TreeHouse

1. Log in to TreeHouse.
2. Click the MyFiles link in the Remote Access box on the Home tab.

myfiles.drew.edu

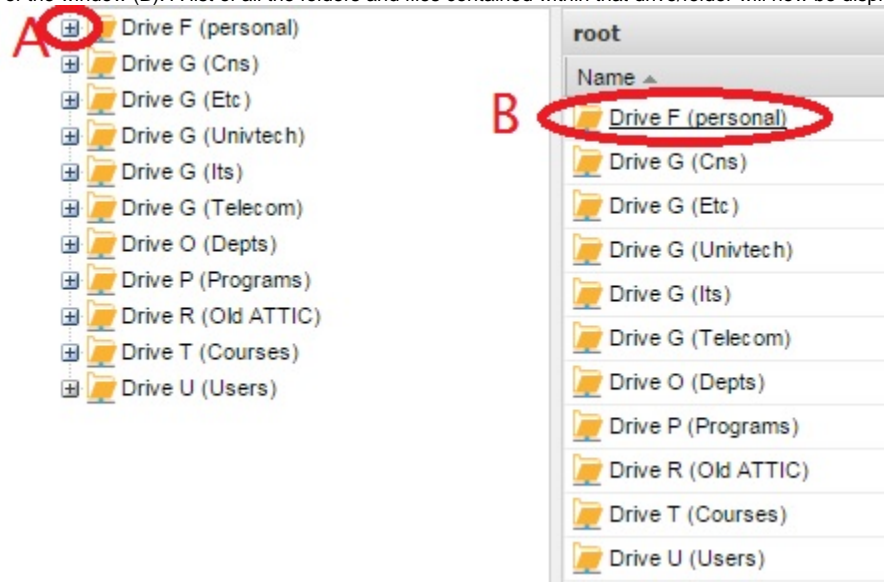1. Type https://myfiles.drew.edu in the URL address bar. Then press **Enter**.
2. Log in with your Drew username and password.

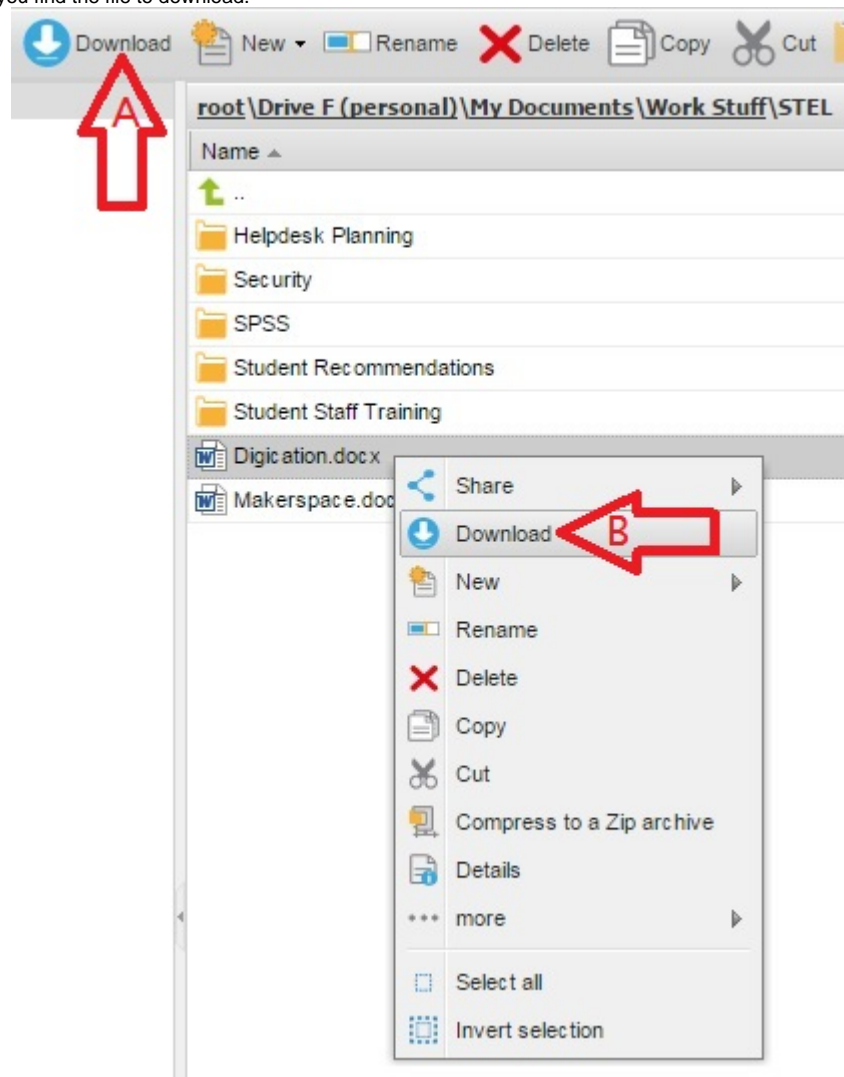After logging in, you will a screen like that displayed below.
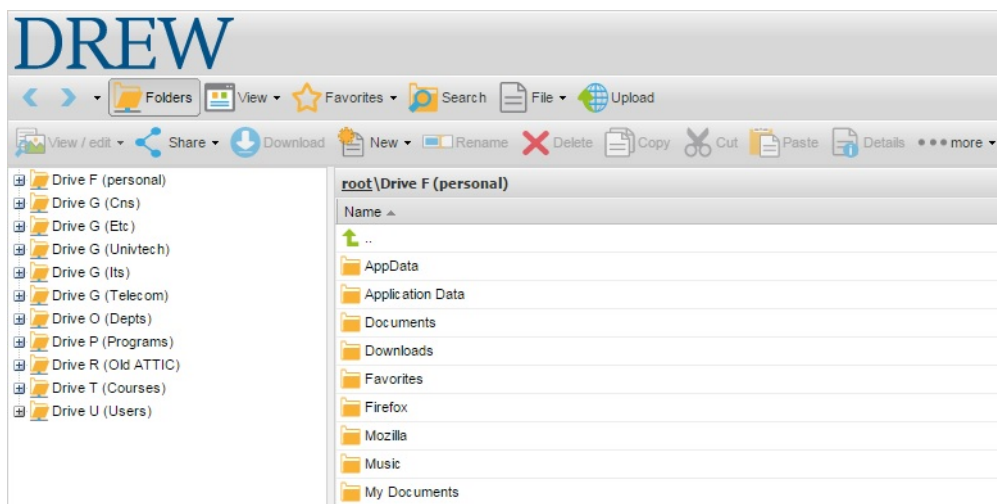
Accessing Network Drives

To access a particular drive/folder, click on the plus sign next to the name of the drive/folder in the column on the left (A) or single click on the name of the drive/folder in the main part of the window (B). A list of all the folders and files contained within that drive/folder will now be displayed on your screen.

A
- Drive F (personal)
- Drive G (Cns)
- Drive G (Etc)
- Drive G (Univtech)
- Drive G (Its)
- Drive G (Telecom)
- Drive O (Depts)
- Drive P (Programs)
- Drive R (Old ATTIC)
- Drive T (Courses)
- Drive U (Users)

root

Name ▲

B
- Drive F (personal)
- Drive G (Cns)
- Drive G (Etc)
- Drive G (Univtech)
- Drive G (Its)
- Drive G (Telecom)
- Drive O (Depts)
- Drive P (Programs)
- Drive R (Old ATTIC)
- Drive T (Courses)
- Drive U (Users)

Downloading a file

1. Expand drive folders until you find the file to download.

Download   New ▾   Rename   ✕ Delete   Copy   ✂ Cut

A

root\Drive F (personal)\My Documents\Work Stuff\STEL

Name ▲

..
- Helpdesk Planning
- Security
- SPSS
- Student Recommendations
- Student Staff Training
- Digication.docx
- Makerspace.doc

< Share ▸
⬇ Download   B
New ▸
Rename
✕ Delete
Copy
✂ Cut
Compress to a Zip archive
Details
••• more ▸
☐ Select all
Invert selection

2. Single click on the file to highlight it and select the **Download** button (A). OR Right click on the file and select the **Download** option from the menu (B).

Uploading a File
1. To upload a file you have saved on your computer (to save it to your network drive), browse (in MyFiles) to the folder where you want to save the file.

2. Click on the **Upload** button along the top.

3. You have a few options for uploading files.

A. On the **Standard** tab, you can select **Browse** and navigate to the folder on your local computer with the file(s) you wish to upload. To select more than one file, use the Shift or Control keys on a Windows computer, Shift or Command keys on a Mac, and click Open. The name of your file(s) will be displayed to the left of the Browse button. Click the **Upload** button.

Please note that the maximum upload size for the first 3 fields is 2 GB. Use the final field, labeled "> 2 GB" to upload a larger file.

B. On the **Drag and drop** tab, you can use the standard method of dragging a file (or multiple files) from your local computer to the empty white space. You may find it easier to make your browser window smaller to facilitate seeing both your desktop/explorer/finder window and the Drag and drop MyFiles window. When you have the file(s) you desire, click the **Upload** button.

Please note: Each file cannot exceed 2 GB in size.
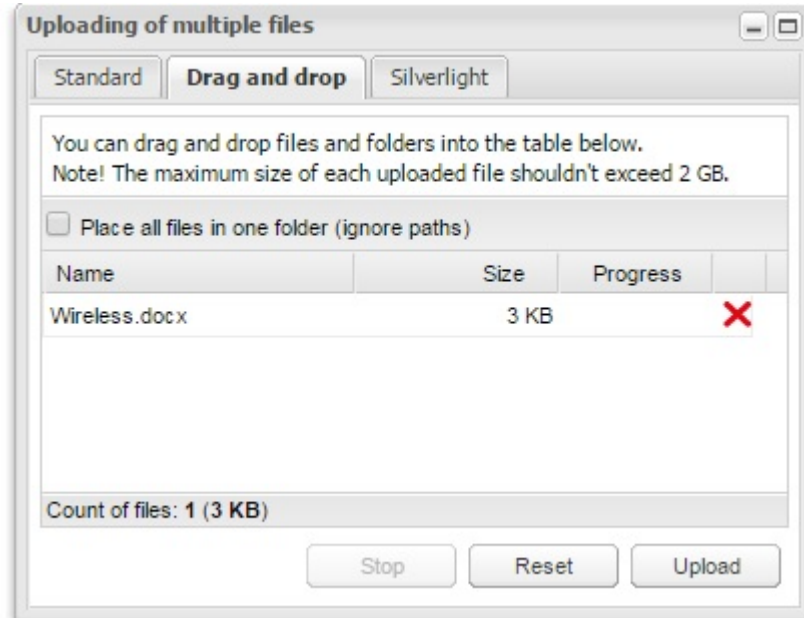
C. Another option is the **Silverlight** uploader. There is no file size limit when using the Silverlight uploader (but remember that you do have a quota on your personal drive's capacity). You have the choice to drag and drop or to Browse for the file(s). Click the **Upload** button when you are ready.

Please note: You may have Silverlight blocked in your browser; if so, follow the appropriate steps to allow it to run.
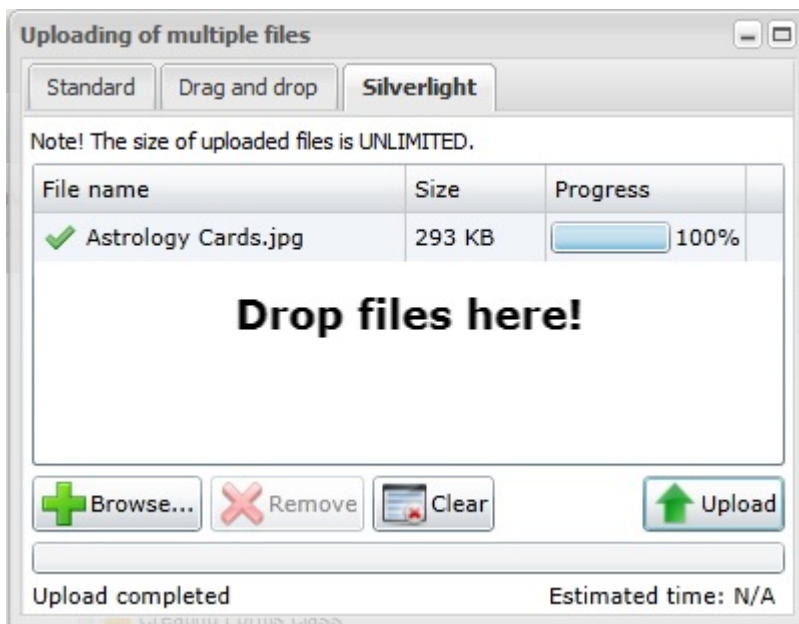
D. You can connect to various Cloud drives (Google Drive, OneDrive) using each of those tabs (you will probably need to scroll right) and authenticating.

E. You can upload a file from a specific URL (web address) you have access to. Again, scroll right (arrow circled in red in the image below) and click the **From URL** tab. Paste the URL in the first box. You can choose to give the file a name in the second box. Click **Upload**.
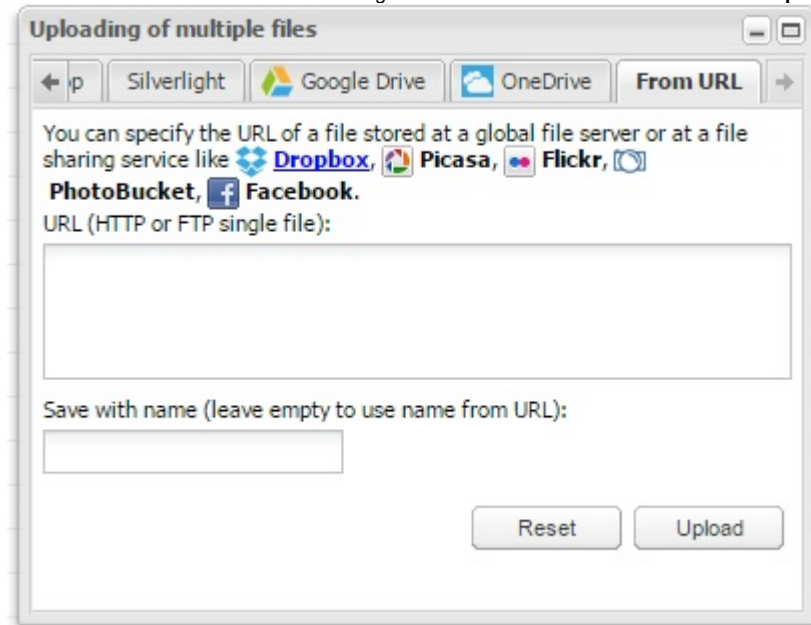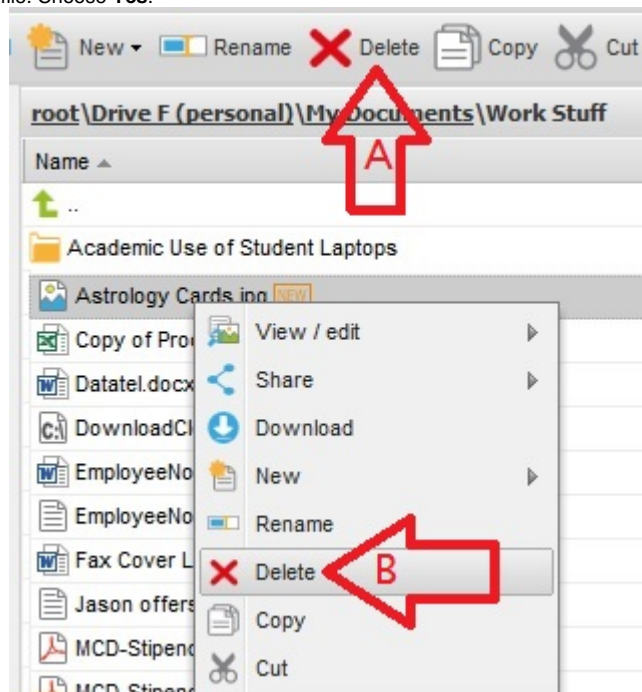

4. When you are finished uploading files, click the minimize button ( ).

Deleting a file

1. Locate the file in MyFiles.

2. Single click on the file to highlight it and select the **Delete** button (A). OR Right click on the file and select the **Delete** option from the menu (B). You will be asked if you really want to delete the file. Choose **Yes**.

Renaming a file

1. Single click on the file to highlight it and select the **Rename** button (A). OR Right click on the file and select the **Rename** option from the menu (B).
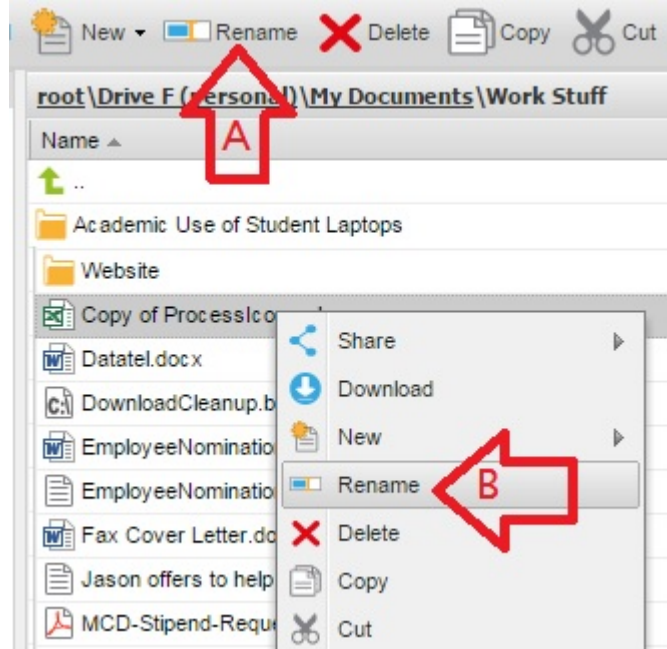
2. Type the new file name.

3. Hit **Enter** on your keyboard.

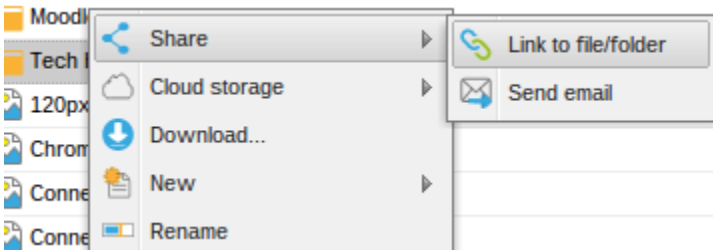## Linking to a file or folder

⊘ This link will not grant someone permission to view a folder if they do not have it already.
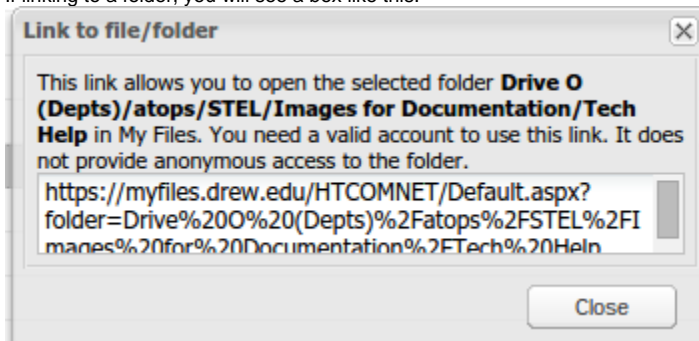
It is very important that you consider the share settings on the folder you intend to link someone to. A file you share must be in a folder that has the correct share settings.

The instructions at My Network Drives will tell you how to grant other users permissions to your folders.
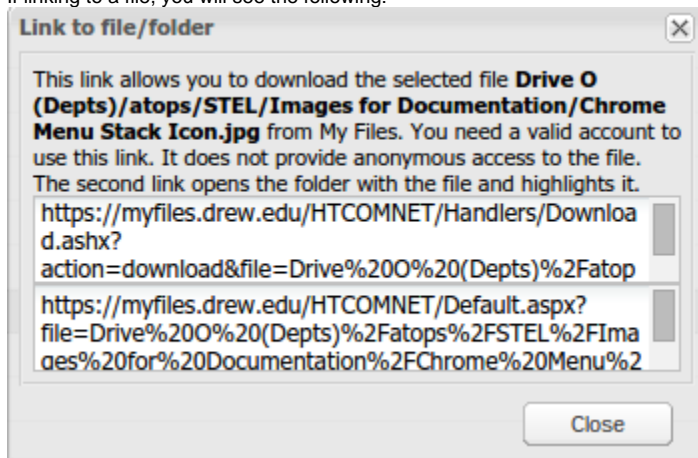
1. Locate the file or folder in MyFiles.
2. Right-click on the file or folder and hover over "Share..." to expand that menu. Choose "Link to file/folder".

3. Click in the link box and copy the link.
   a. If linking to a folder, you will see a box like this:

b. If linking to a file, you will see the following:

Link to file/folder   ☒

This link allows you to download the selected file **Drive O
(Depts)/atops/STEL/Images for Documentation/Chrome
Menu Stack Icon.jpg** from My Files. You need a valid account to
use this link. It does not provide anonymous access to the file.
The second link opens the folder with the file and highlights it.

https://myfiles.drew.edu/HTCOMNET/Handlers/Downloa
d.ashx?
action=download&file=Drive%20O%20(Depts)%2Fatop

https://myfiles.drew.edu/HTCOMNET/Default.aspx?
file=Drive%20O%20(Depts)%2Fatops%2FSTEL%2FIma
ges%20for%20Documentation%2FChrome%20Menu%2

                                                        Close

You can choose whether to copy the link that will download the file (first box) or open the folder and highlight the file (second link).

4. Paste the link where you need it!

Creating a folder
1. Browse to where you want the new folder to be stored.

2. Click on **New** and choose **Folder** from the menu.

3. A window will pop up asking you to name your folder. Type in a name and click **OK**.

Deleting a folder
1. Right click on the folder name and select **Delete** from the menu. OR Single left click to the right of the folder name to highlight the folder (if you click on the name, the folder will open). Select the **Delete** button.

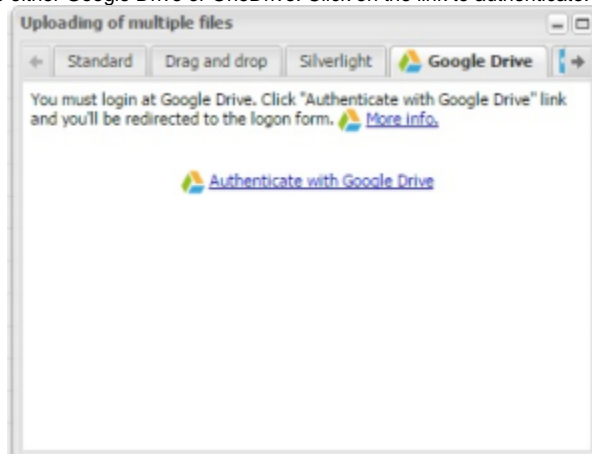2. You will be asked if you really want to delete the folder. Choose **Yes**.

Connecting to Cloud Storage with Google Drive
You have the option of connecting to an existing Google Drive or OneDrive account. Setting up these account links gives you the ability to quickly and easily copy files from one storage location to another.

1. Click on Cloud Storage menu. Hover over "Copy from..." and select either Google Drive or OneDrive from the menu that pops up.
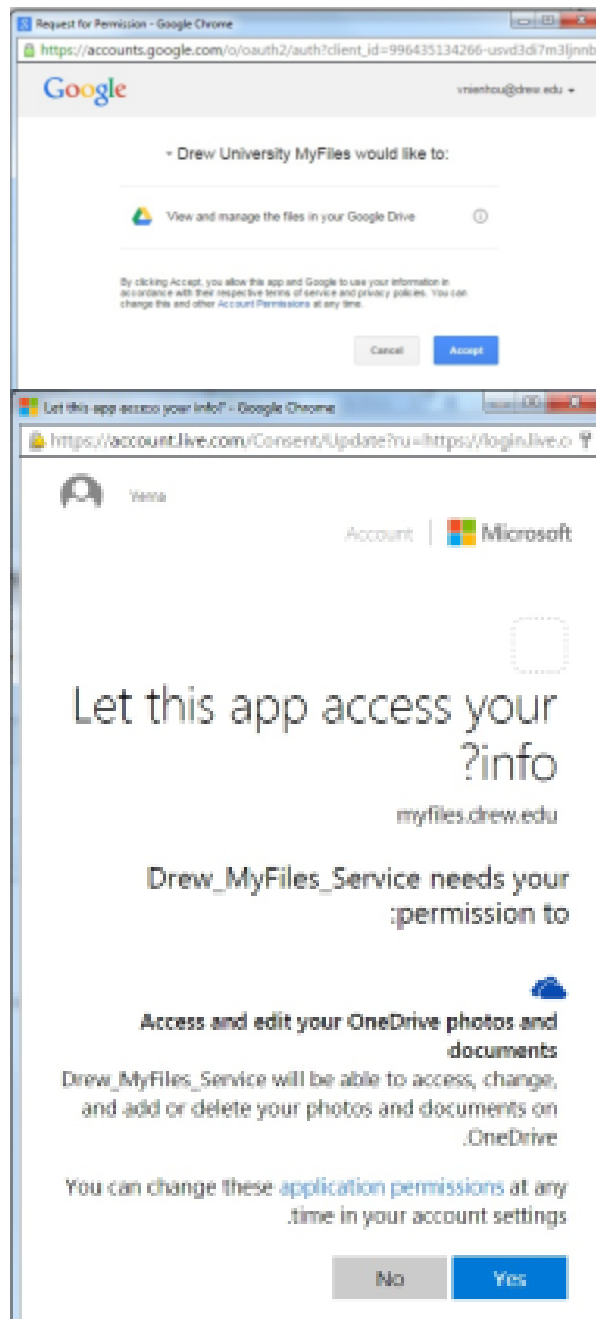
Cloud storage ▾

Copy from...   ▷   Google Drive

About Cloud storage   OneDrive
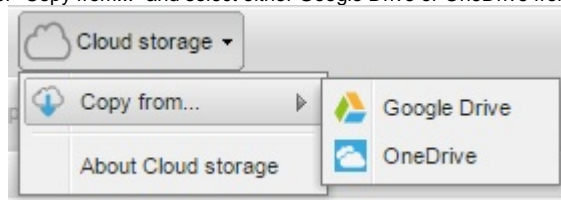
2. You will be prompted to authenticate to either Google Drive or OneDrive. Click on the link to authenticate.

Uploading of multiple files   ─ ☐

← Standard   Drag and drop   Silverlight   Google Drive   ↦

You must login at Google Drive. Click "Authenticate with Google Drive" link
and you'll be redirected to the logon form. More info.

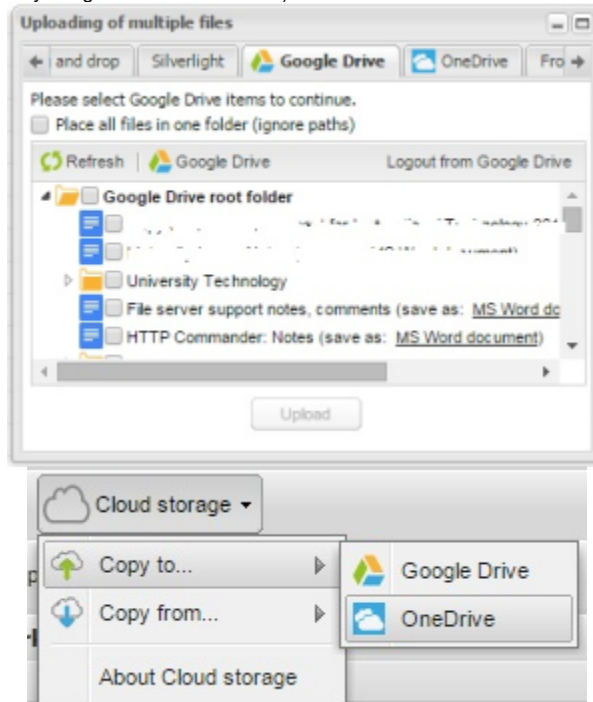Authenticate with Google Drive

3. Log in if prompted. If you are already logged in, you will not be prompted to do so again.
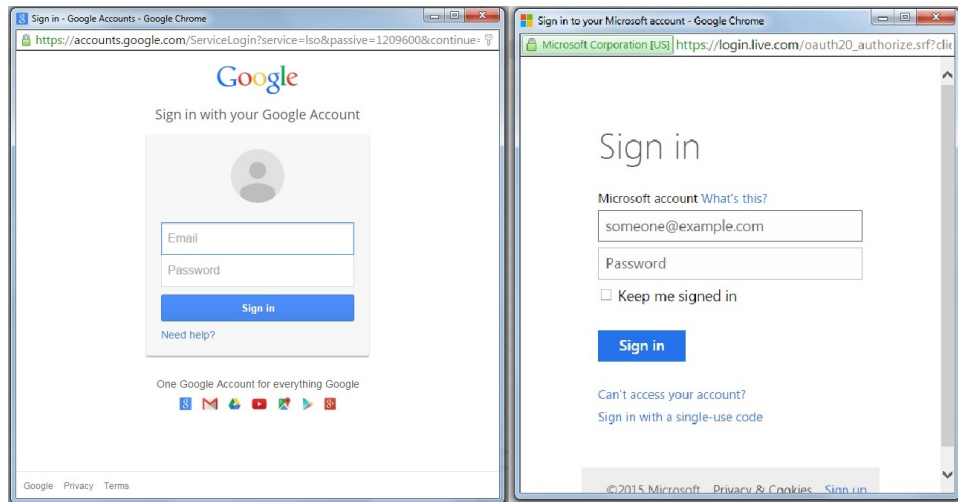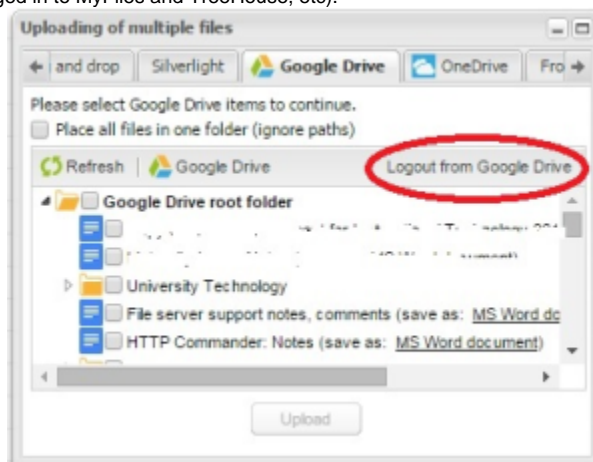
4. Accept the request for permission.

5. You will now see the files in your Cloud storage account listed on the upload screen. You will also see the option to "Copy to..." in your Cloud storage menu when a file is selected (or if you right-click a folder or file).


Uploading from Multiple Google Drive Accounts
You can only be logged into one Google Drive account at a time. If you wish to connect to a different Google Drive account, please follow these steps:

1. If you are already connected to a Google Drive account, please select the "Logout from Google Drive" option in either the Copy to.... or Copy from.... dialog box. **Please be aware** that this will log you out of your Drew Google account completely (including Gmail), but not out of your uLogin account (so you will still be logged in to MyFiles and TreeHouse, etc).

2. Choose the "Authenticate with Google Drive" link.
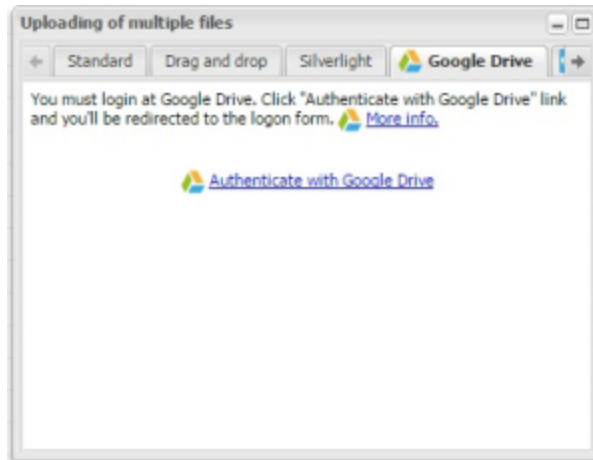
3. Sign in to the desired Google account.
4. Accept the permission request.
5. Copy, move, delete, view and edit files to your heart's content. Log out of the account when finished if desired.

Editing Cloud Storage Files

Once the file is copied to MyFiles, you will have the same view and edit options as other files on your network drives (and you - and anyone else with access to that network folder - will be able to access the files on your office computer).

But please note: If you edit a file in MyFiles or via your network drive, the edits will not automatically appear in the file saved to your Cloud storage. You will need to copy the edited file back to the cloud storage. In the same way, edits made to a file via your Cloud Storage will not automatically update the file on your network drive; you will need to copy the edited file from the cloud storage location.

Logging Out

Once you are done, click on the Log Out button at the top right of the screen (which looks like a person about to run out a door with your username to the right).

If you do not need to do anything else while logged in to your Drew account, you can use the "Sign Out Completely" button at the top of the TreeHouse screen. Otherwise, continue on with your work!

Mobile Interface

Log in to your Drew uLogin account either via TreeHouse or myfiles.drew.edu (clicking the MyFiles link if you log in through TreeHouse).

- Some devices will prompt you to log in to myfiles.drew.edu:443"DREW-AD" again. Log in.

Drew University MyFiles ⚙️ Actions

⭐ Favorites

☁️ Cloud storage

📁 Drive F (personal)

📁 Drive G (Cns)

📁 Drive K (Current Term)

📁 Drive O (Depts)

📁 Drive P (Programs)

📁 Drive R (Old ATTIC)

View	New	Upload		Add	Multi-select	Search
☰	➕	⬆️		⭐	✔️	🔍

< > ⬆️ 📖 🗂️
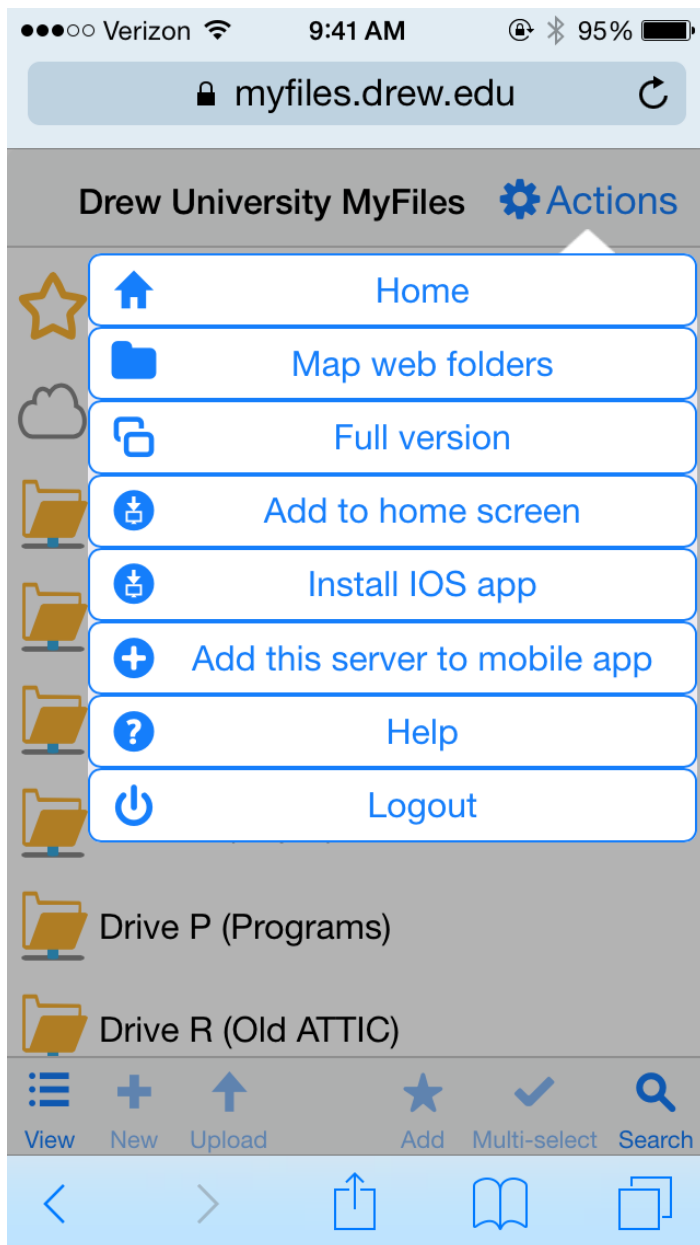
You can tap outside the **tips** box to make it go away (or choose "Never show").

The view/edit options you have available to you will depend on what is installed on your device.

Additional Features

MyFiles offers a few additional features, including the option to connect to your Google Drive or Dropbox account and to edit Microsoft Office files within MyFiles. We have tested these features but always welcome feedback and problem reports. We will use the information provided to inform any additional documentation that may be needed.

We have noticed that some browsers may block the pop-up when you try to enable or authorize a cloud service. Please pay attention for pop-up blocked messages in your browser.

Please log a support request or contact the Service Center at 973-408-4357 with any information you would like to share, and we will get back to you as promptly as we can.

One More Option: CloudPC

You can also work with network drive files from a "virtual computer" that behaves as though it is on campus using CloudPC. Learn more at Working With Network Drive Files in CloudPC.