HAMLINE UNIVERSITY

Hamline FileAccess Essentials
How to Post & Retrieve Files From Your Own Online Storage Area

What Is Hamline FileAccess?

Hamline FileAccess is the replacement for WebDisk and NetStorage. It is a virtual disk space available to students at Hamline University through the Internet. Students can use FileAccess to store their files. Each student is assigned a 200 MB "private" space in Hamline's servers, and it is available 24/7, so students can access it anytime, and from anywhere. FileAccess is a system where you can save and retrieve material from the network in addition to using disks, USB Flash storage, etc. With FileAccess , you can securely access files from any Internet-enabled machine. You can copy, move, rename, delete, read, and write files between a local workstation and the Hamline storage network

Opening Your Hamline FileAccess

Figure 1

1. Log in to Hamline FileAccess (https://fileaccess.hamline.edu) using your Hamline username and password [Fig 1], or you may also access FileAccess from the Logins link.
2. A login screen will appear. Enter in your Novell username and password in the spaces provided and click "**Log On**" [Fig 1,#1].
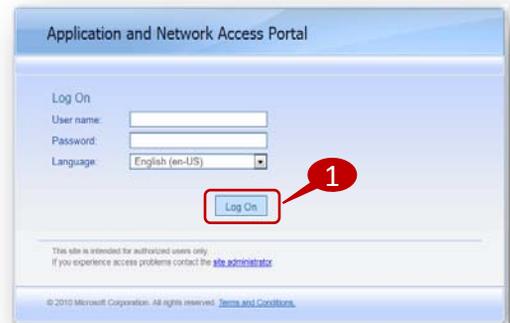
Upload Files To FileAccess

1. To upload (copy) a file into a specific folder, click on the folder name to open the folder and display its contents.
2. In the bottom right area of the page, locate the box labeled Upload file [Fig 2, #2]. Click **Upload** to open File dialog box [Fig 3]. Click **Browse** to the right of the box to display an Open File dialog box [Fig 4, #3].
3. Navigate the disks and folders on the computer at which you are working to locate the file you wish to upload (copy) to your FileAccess. Double-click on the file icon to select the file, or select the file and click **Open**.
4. Click the **Upload Now** [Fig 3,#4], FileAccess will copy the selected file into your account.
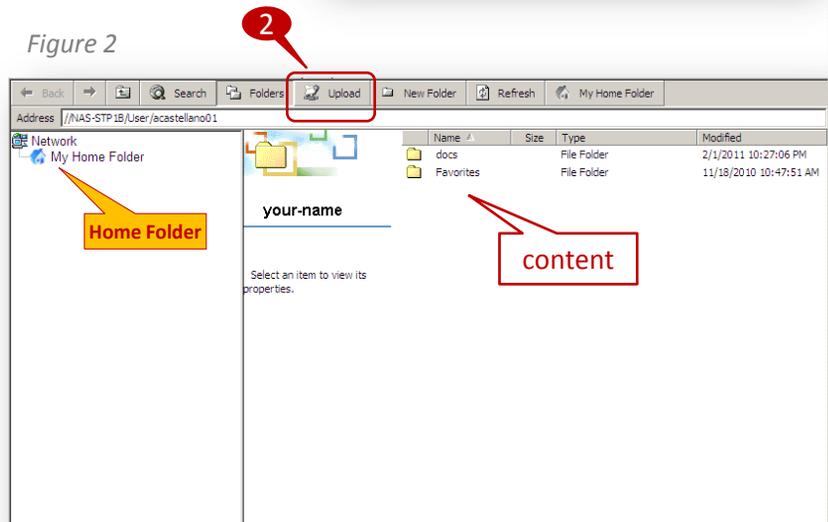
Figure 2

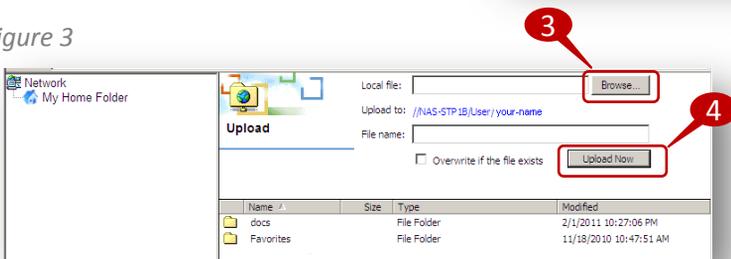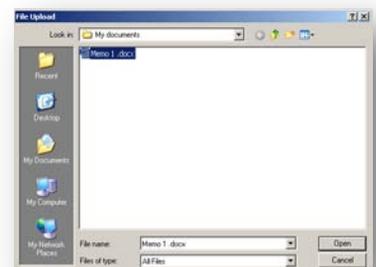Home Folder

content

Figure 3

Figure 4

Download Files From FileAccess

1. On your FileAccess page [Fig 5], locate the file you wish to download (copy) to the computer at which you are working. **Double-click on the file-name** [Fig 5, #1]. Also, you can **right-click on the file-name** to display the option menu for the file. Then, select **Download** [Fig 5, #2].
2. FileAccess will display a dialog box titled "File Download" [Fig 6] . Click on the **Save** button.
3. A "Save As" dialog box will open. Navigate to the disk and folder in which you would save the file. Then click the **Save button** in the dialog's lower right corner. FileAccess will save the file. Close the dialog box, and return you to your FileAccess session.
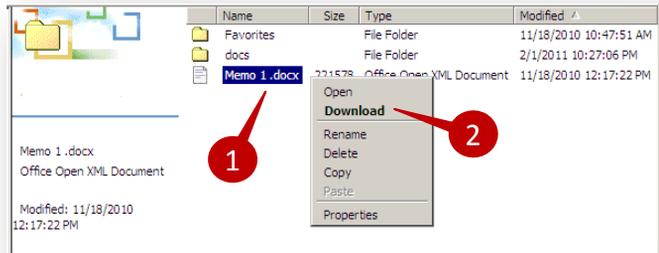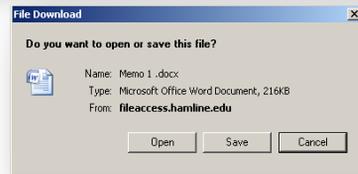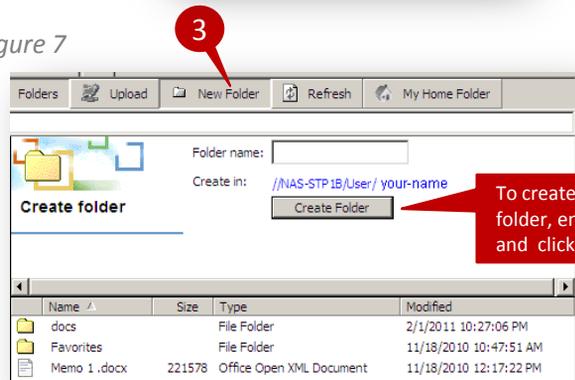
Figure 5

Figure 6

Creating a Folder

1. Open the existing folder within which you want to create a new folder.
2. In the Menu area of the page, locate and click on the box labeled **New Folder.** Then, enter the name of your new folder [Fig 7, #3].
3. Finally, click the **Create Folder** button to create the folder.

Figure 7

To create a new folder, enter a name and click "Create"

Deleting a File or a Folder

1. Select the doomed file or folder using its checkbox. Then, **right-click on the file-name** to display the option menu and select **Delete** [Fig 8, #4].
2. FileAccess will display a confirmation dialog [Fig 9]. Click **O**K to complete the deletion. *There is NO UNDO function, so be careful!*
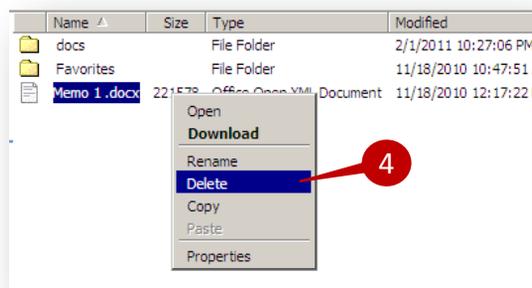
Figure 8

Exiting FileAccess

1. To exit FileAccess and log out, just close the explorer window.

Figure 9