

## Q: What is Filr?

Filr is a way to access your CVM home drive (U:), shared CVM folders, and CVM department drives remotely. It works in a similar way as Dropbox, or Google Drive, where you can access your files through a website, a mobile app or a more integrated desktop client.

## Q: How much storage do I get?

Each user can use up to 30GB of data. However syncing a lot of data can hamper the performance of your computer and network, so it is recommended not to sync over 20GB of data.

## Q: How do I know how much data I'm syncing?

Syncing is only an issue for people who want to install the Filr desktop client on their PC or Mac. After you install the Filr client you can choose which files and folders to sync. You can sync individual folders or files within a department drive, **but syncing a lot of folders, or the entire department drive is really not suggested**. This will make more sense after you finish the guide.

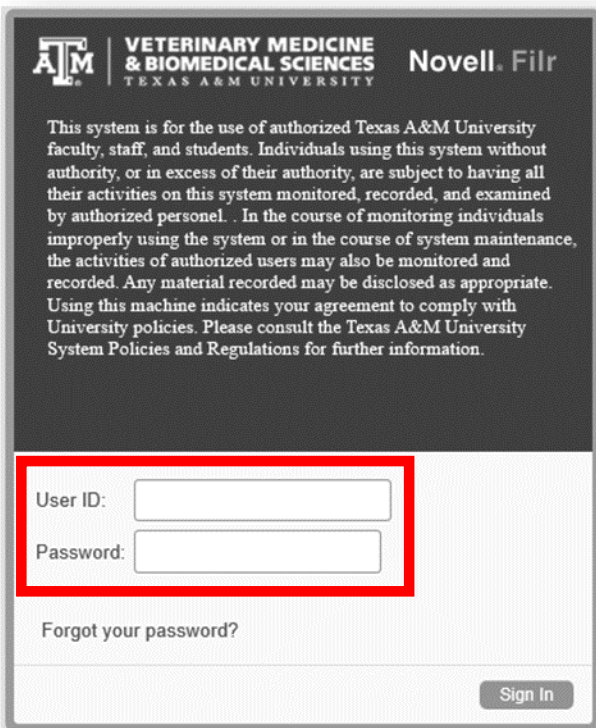
## Q: Can I check how much data I have left?

The storage limit refers to how much you should keep in your home drive (U:), you can check the size of that by right clicking on your home drive and clicking on Properties (for Windows) or Get Info (for Mac).

## Q: I still have another question...

Try to go through the guide, and if you still have any questions after that feel free to contact [CVM Network Support](#) at (979) 862-4554

# Setting Up Filr



The image shows the Novell Filr login page for the Veterinary Medicine & Biomedical Sciences department at Texas A&M University. The page has a dark header with the department logo and name. Below the header is a paragraph of terms and conditions. At the bottom, there is a login form with two input fields: 'User ID:' and 'Password:'. A red rectangular box highlights these two fields. Below the fields is a link for 'Forgot your password?' and a 'Sign In' button.

**ATM** | **VETERINARY MEDICINE & BIOMEDICAL SCIENCES** | **Novell. Filr**  
TEXAS A&M UNIVERSITY

This system is for the use of authorized Texas A&M University faculty, staff, and students. Individuals using this system without authority, or in excess of their authority, are subject to having all their activities on this system monitored, recorded, and examined by authorized personnel. In the course of monitoring individuals improperly using the system or in the course of system maintenance, the activities of authorized users may also be monitored and recorded. Any material recorded may be disclosed as appropriate. Using this machine indicates your agreement to comply with University policies. Please consult the Texas A&M University System Policies and Regulations for further information.

User ID:

Password:

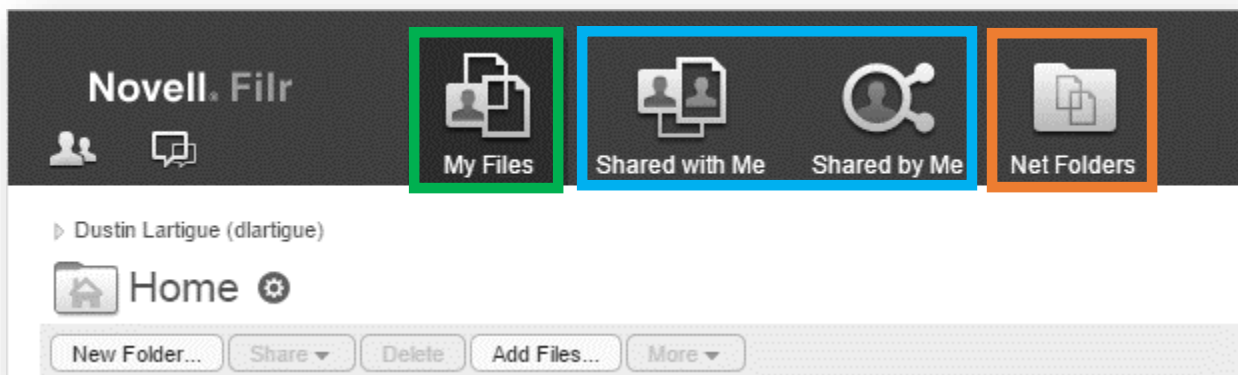
[Forgot your password?](#)

Go to [filr.cvm.tamu.edu](http://filr.cvm.tamu.edu) and **log in** using your CVM credentials

**My Folders** will show all the files and folders in your Home Folder (i.e. your U: drive)

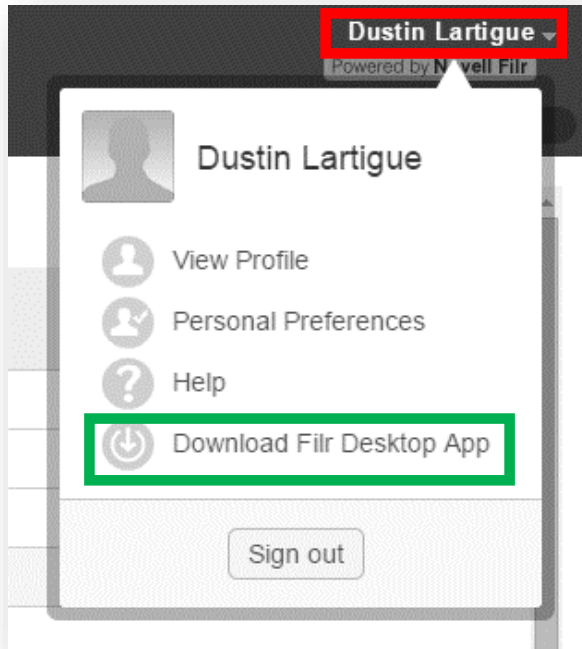
**Shared with Me / Shared by Me** allow you to see files you have shared with others and the files others have shared with you.

**The Net Folders icon** is how you access different department drives, as well as the Scratch drive.



More about the Filr interface can be found [here](#).

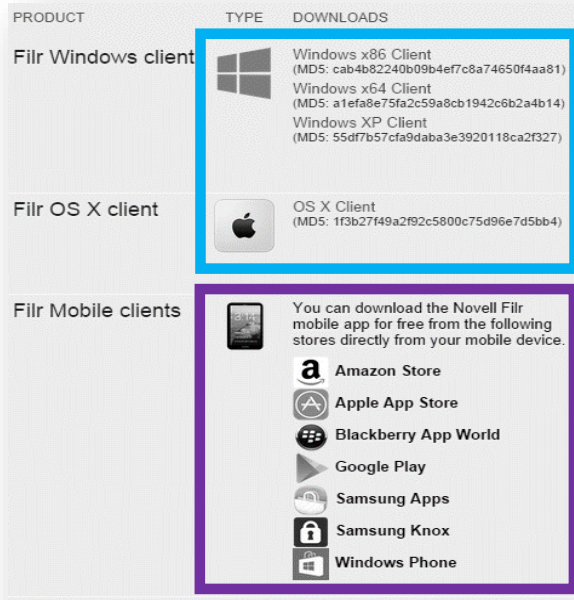
If you do a lot of work remotely you might want to install a Filr client.  
Otherwise, the remainder of this doc is ancillary information.



When you're on the Filr website **Click on your name** in the right hand corner

**Click on 'Download Filr Desktop App'**

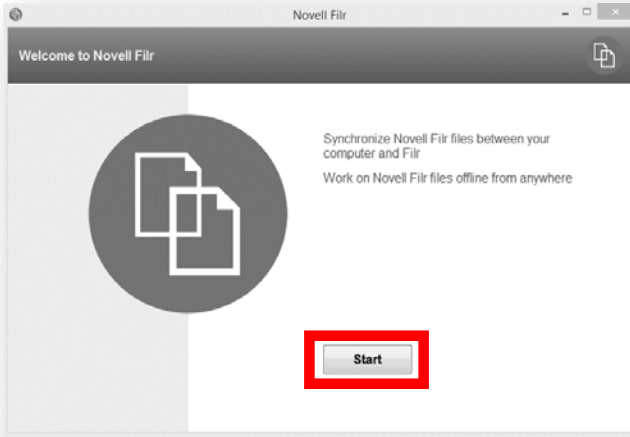
**Click on the link appropriate for you platform (for windows and mac OSX)**



**For mobile platforms** search for "Novell Filr" in the mobile store platform of your choice.

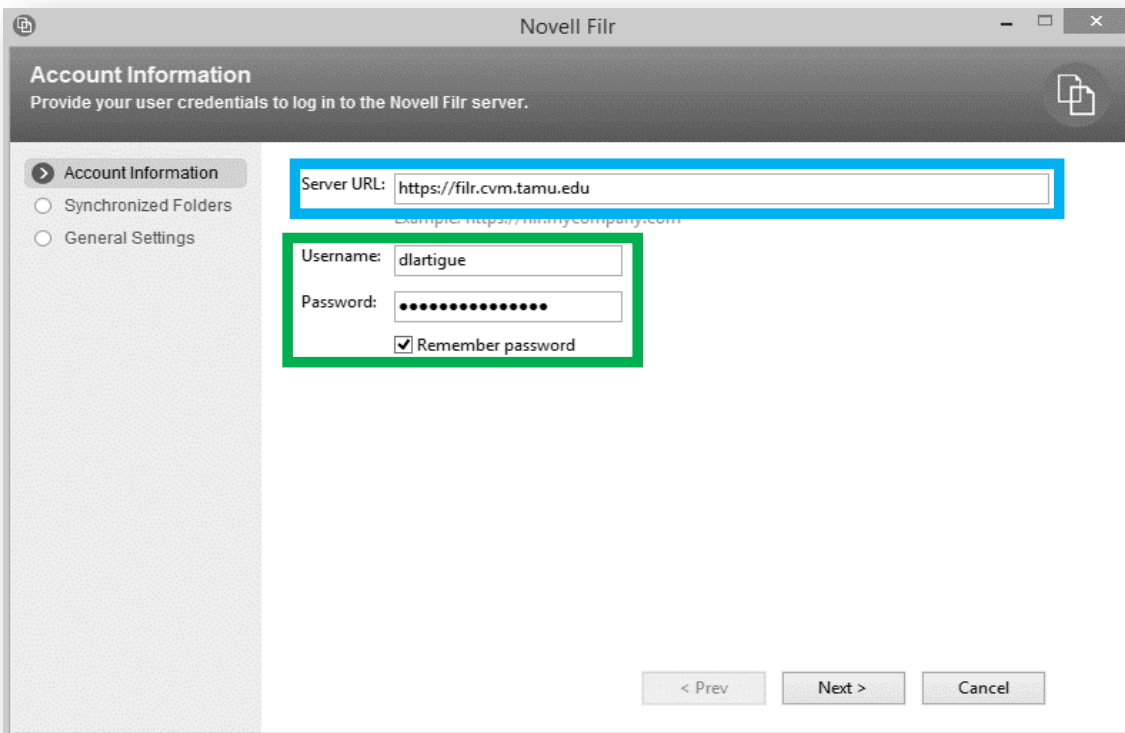
**When you first open the Filr app,**

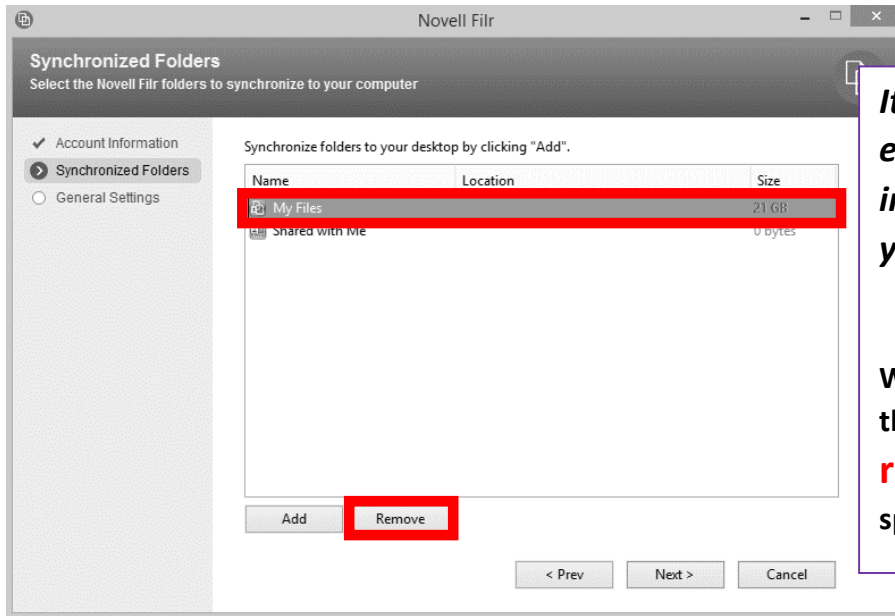
- 1) provide your CVM credentials
- 2) put **"filr.cvm.tamu.edu"** as the server address



**Once installed, 'start'**

**When you're prompted for account information, use your CVM credentials and "https://filr.cvm.tamu.edu" as the Server URL.**





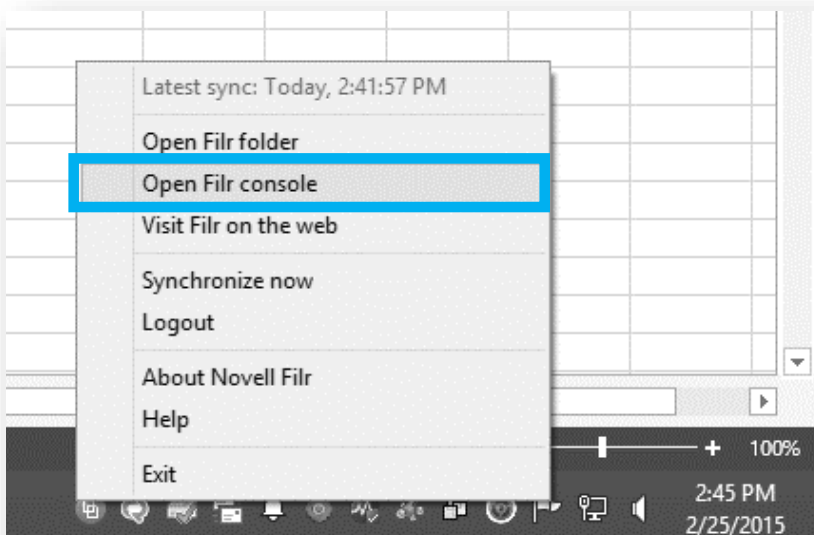
*It is better not to sync your entire Home Folder, and instead only sync the folders you'll want to access remotely.*

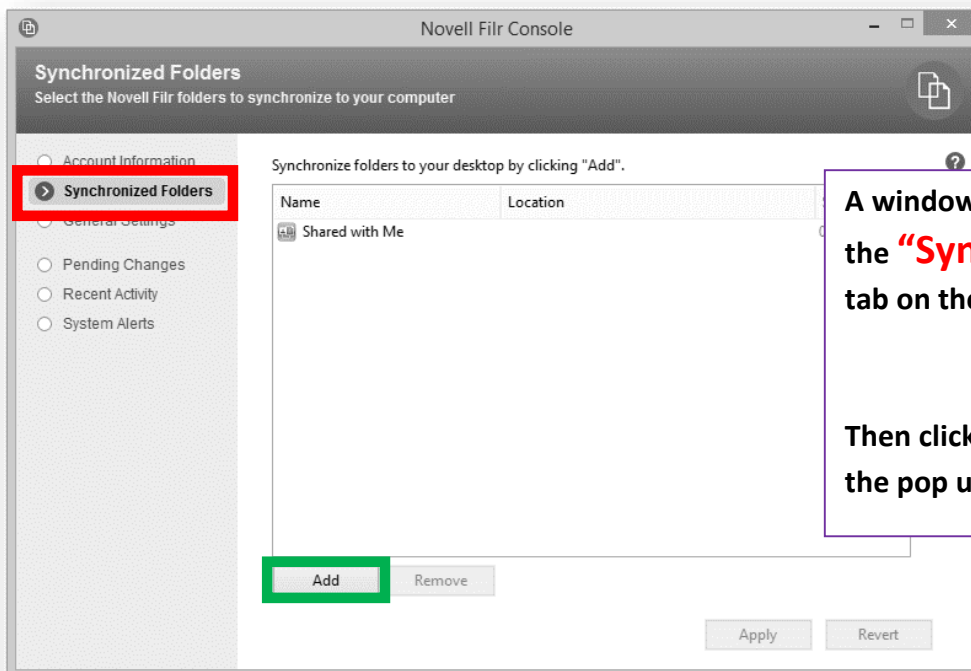
When you're prompted to set up the Synchronized Folders, **remove** 'My Files'. You'll add the specific files you need later.



Right-click on the **Filr icon** on the taskbar

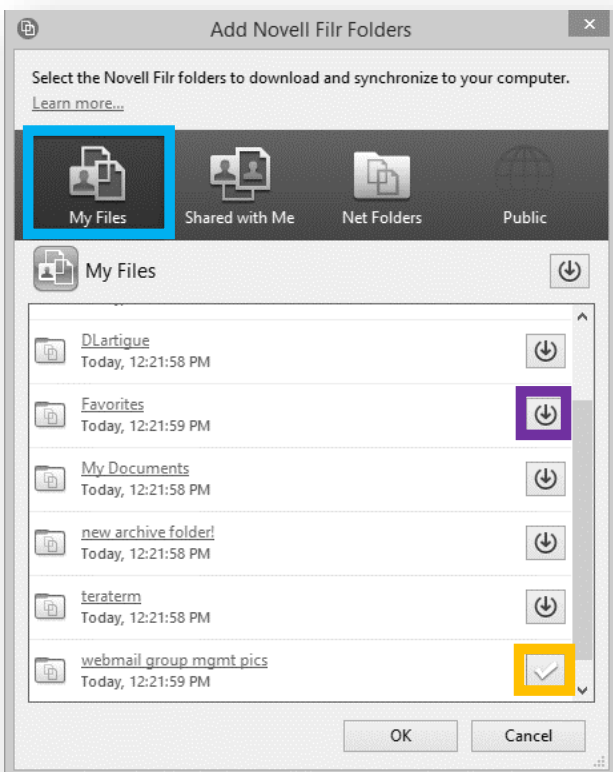
Then click the **"Open Filr Console"** option on the pop up menu.





A window should come up, click on the **“Synchronized Folders”** tab on the left side pane.

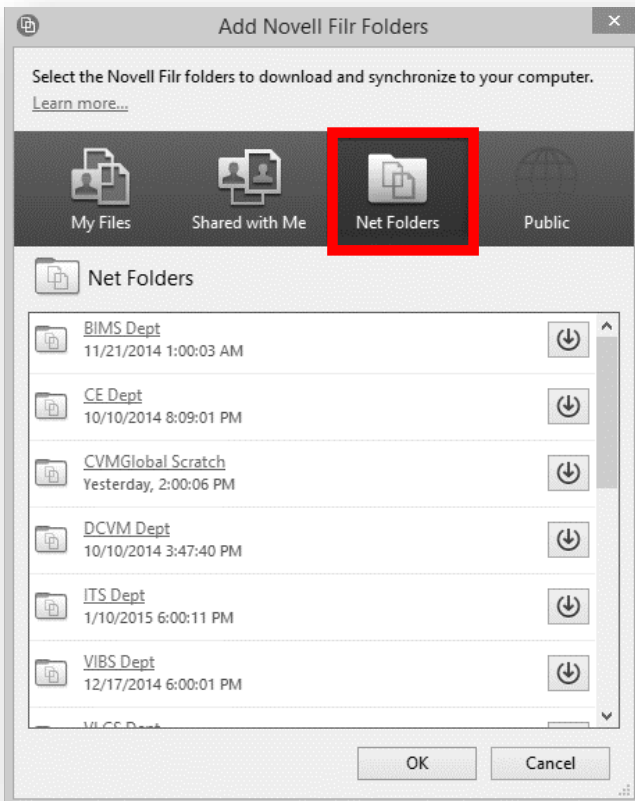
Then click the **“Add”** option on the pop up menu.



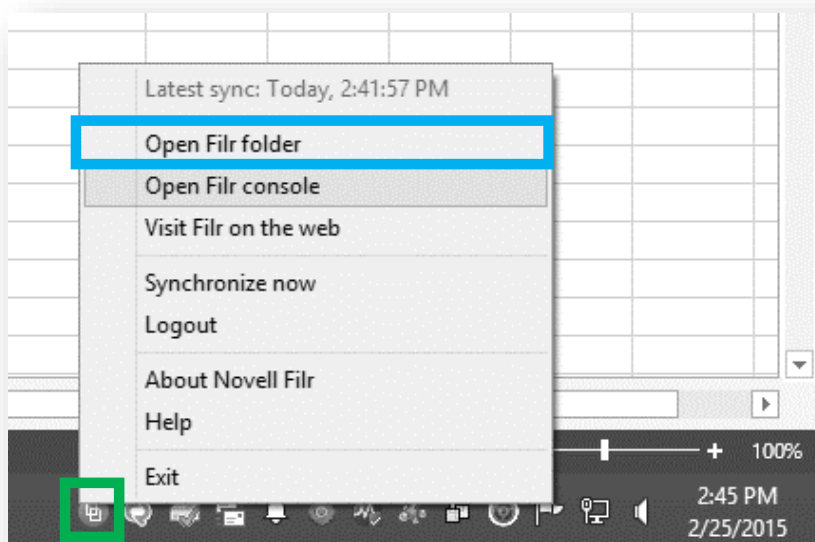
A window should come up, click on the **My Files** tab on the top

Then click the **box** on the far right that corresponds to the file (or folder) you want to sync.

The box with the arrow will then change to a **check mark** once that folder (or file) is configured to sync



You can do the same procedure as shown in the last step for the **department drive folders**.



To access your Filr folder, you can right-click on **Filr icon** in the taskbar and click **“Open Filr folder”**