

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

Go to 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](#).
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.”