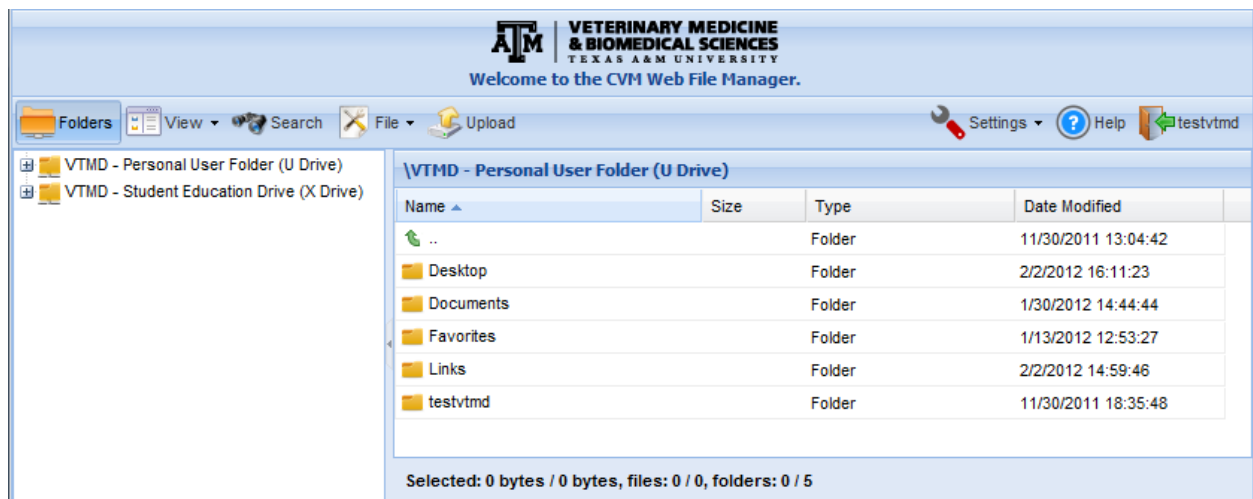


Web based file and documents manager help

In order to access files you may have on the CVM network from home (or anywhere with a decent internet connection) you can utilize our Web File Manager.

First simply type **fileaccess.cvm.tamu.edu** in to your browser and log in with your CVM credentials (this is the username/password you use for webmail and to log in a CVM workstation.) Now you should see a list of network drives (e.g. U Drive, X Drive) in the left panel and a folder browser in the right one. You can toggle the left panel to on or off by pressing the “Folders” button. Also you can change how files and folders are displayed on the right panel by clicking on “View” and choosing a different layout. When you right-click a folder item you will be presented with an array of options similar to when you right-click a file in windows (new, copy, paste, cut, etc...)

Navigation:



Folders: These are the folders which are available to you. Use the **Folders** button in the toolbar to show or hide the tree of the root folders.

List: The content of the currently selected folder is listed on the right side of the screen. You may go to subfolders or parent folders by double-clicking.

File choice: You may choose one or multiple files or folders by using the **Ctrl** and **Shift** keys while clicking.

Menu: A menu of available actions can be viewed by right-clicking on a file or by clicking on the **File** button on the toolbar.

Main File Operations

Basic file operations which are available are: create, copy, edit, cut, delete, rename, preview, zip and unzip.

File Uploading and Downloading

Upload

When you want to upload a file to the Web Drive, simply press the "Upload" button. A window will pop up and will present you with several ways to actually upload something. You can choose a different method by selecting a different tab at the top of the window, here is a brief description of the options available:

- **Simple** - Select single files using the Browse button.
- **Drag and Drop** – Select and upload multiple files at once.
- **Java** - Select and upload multiple files at once, requires the Java plugin.
- **Silverlight** – Select multiple files at once and upload them in chunks (Use this option to upload files larger than 2GB. Basic drag-n-drop functions are supported).
- **Multiple** - (only for Firefox browser supporting HTML 5) Select and upload multiple files without additional plugins.
- **Google Docs** – Upload multiple files from a Google Docs account.
- **Upload from URL** - you can specify the URL of file stored on a global file server or at file a sharing service. (e.g. Dropbox, Picasa, Flickr, PhotoBucket, Facebook)

All these choices can be confusing, but when in doubt choose 'Simple' or 'Drag and Drop'.

Note! You can use **zip archive** to upload multiple files and then extract them on the server.

Download

Select the files or folders you wish to download and click the download button on the menu. You may download files individually or use the **Java downloader** for multiple files.

You may also select the "**Compress and download**" option on the menu to automatically compress the selected files and download in a zip archive.

View and Edit Office Documents and Image Files

Online documents editing:

You may edit office documents online using [Microsoft office](#). You do not need to download or upload the files. Microsoft office will do it automatically. You just need to have the appropriate applications installed on your local computer.

How it works:

1. Select a file of one of the following types:
2. **accda, accdb, accdc, accde, accdp, accdr, accdt, accdu, ade, adp, maf, mam, maq, mar, mat, mda, mde, mdt, mdw, laccdb, snp, csv, dbf, dif, ods, prn, slk, xla, xlam, xls, xlsb, xlsx, xlt, xltm, xltx, xlw, xml, xps, obi, oft, ost, prf, pst, msg, oab, iaf, emf, odp, pot, potm, potx, ppa, ppam, pps, ppsm, ppsx, ppt, pptm, pptx, pptx, rtf, thmx, tif, wmf, xml, xps, doc, docm, docx, dot, dotm, dotx, htm, html, mht, mhtml, odt, rtf, txt, wps, xml, xps, btr, dwt, elm, fwp, htx, mso.**
3. Select "**Edit in MS Office**" from the menu.
4. You may be prompted to login again. Provide your AD credentials to enable the download.
5. The relevant application will launch and open the selected file for editing.

6. To save the changes in the document, press **Ctrl+S** or click on "**Save**" on the File menu of MS Office. The document will be saved and uploaded to the server automatically.

Features and Settings for Microsoft Office:

- Microsoft office uses a file lock to prevent simultaneous editing by multiple users. If a file has been locked by another user, you cannot edit the file, but you can read it and you will get a notification from MS Office as soon as the file is available.
- By default Microsoft office blocks document downloaded from the internet for editing. After you enable editing of a file, it will be downloaded from server again.
- Microsoft office 2010 does not support file links more than 255 characters in length, so if you are having an issue accessing your files, try to use short file names.

Mobile view

To view a simplified interface on your mobile device: Click **Settings->Mobile view**.

Settings

Click the Settings option on the toolbar and make a selection. From the settings menu, you can change the interface language and switch to the mobile interface.