

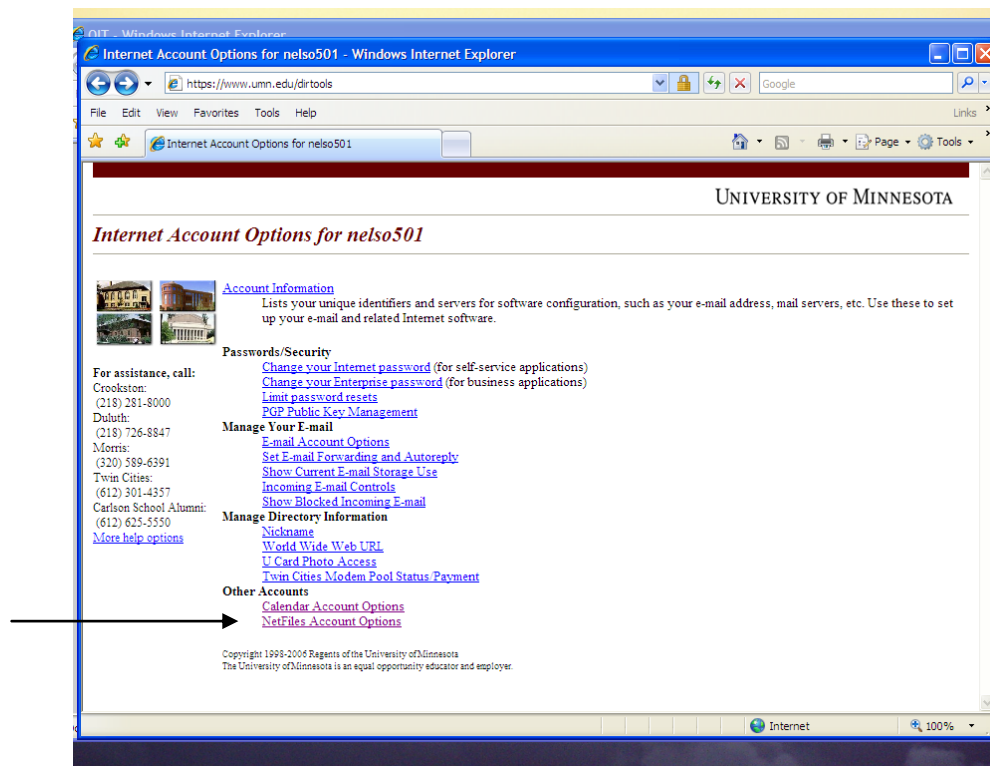
Saving Files to NetFiles

If you are a current U of M student, faculty, or staff member, you can move or copy your downloaded QuickPlace files to NetFiles. NetFiles is a web-accessible file storage system available from the University. Each student has 5 GB of storage space available to them using NetFiles. If desired, you can also share files with others using NetFiles. The University has provided a useful website with instructions, tutorials, and FAQs regarding the use of NetFiles. Please visit <http://www.umn.edu/netfiles> for comprehensive information.

Setting Up NetFiles

If you have not yet done so, you need to activate your NetFiles account. This only needs to be done once.

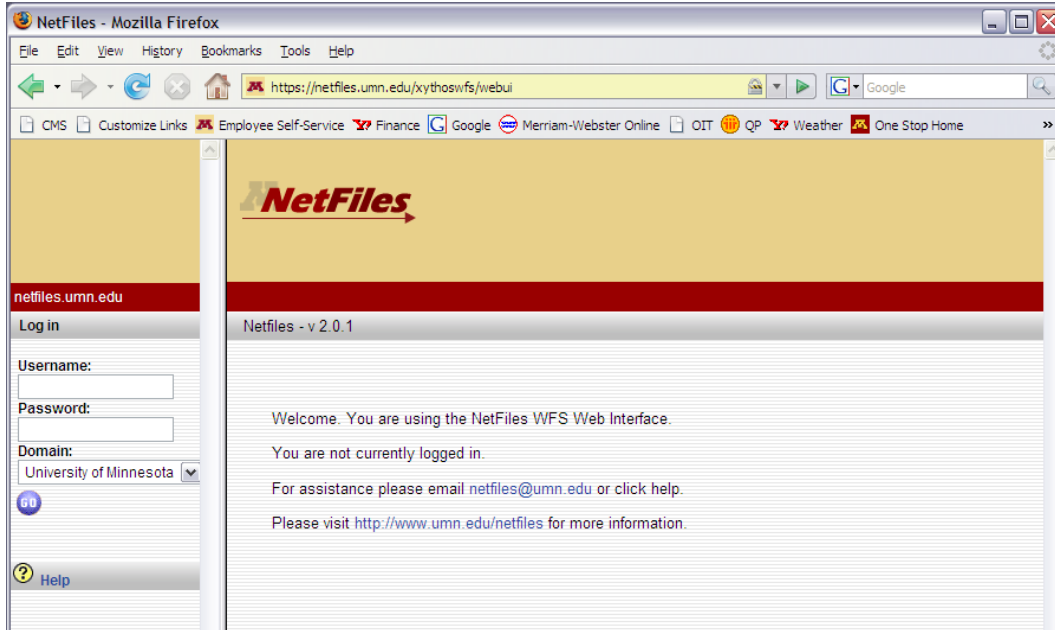
1. Go to: <https://www.umn.edu/dirtools>
2. Login with your x.500 username and password.
3. Near the bottom of the Internet Account Options screen, under Other Accounts, click NetFiles Account Options.



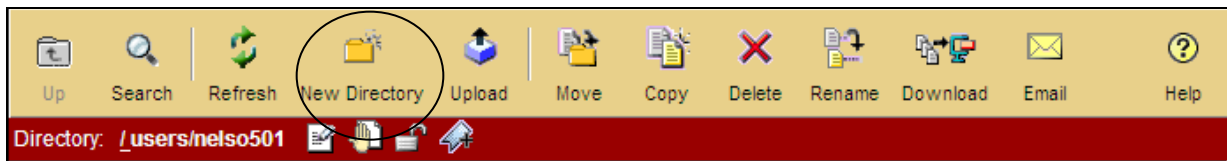
4. Select the necessary options to activate your account.

Uploading Files to NetFiles

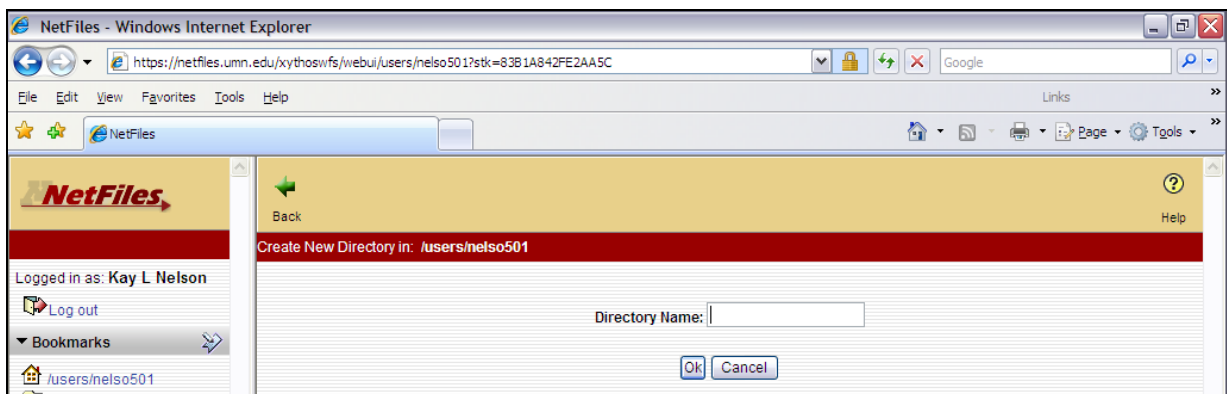
1. Go to: <http://netfiles.umn.edu>.
2. Login with your username and password.



Your NetFiles screen displays with the following tools available.

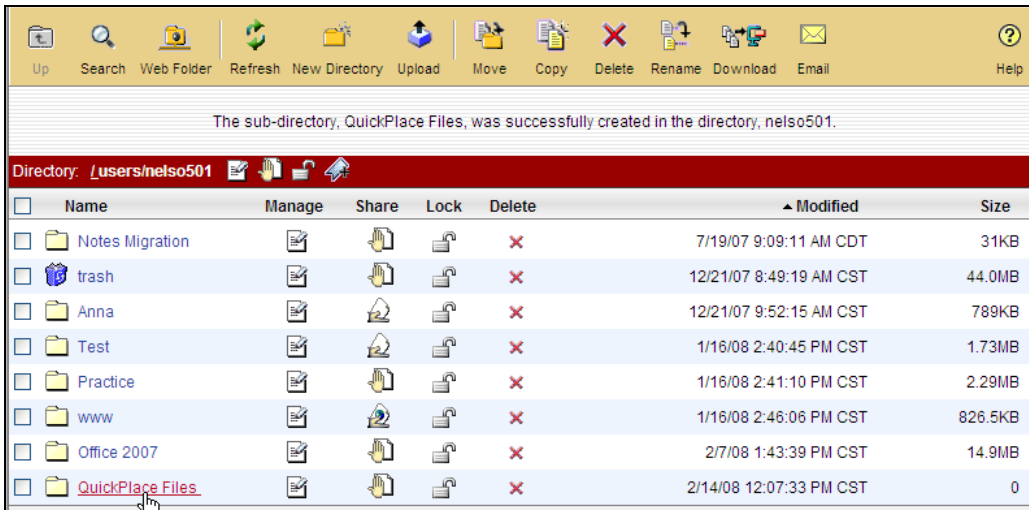


3. To create a new directory (folder), click the **New Directory** button.



4. Enter the desired directory name, and click **OK**.

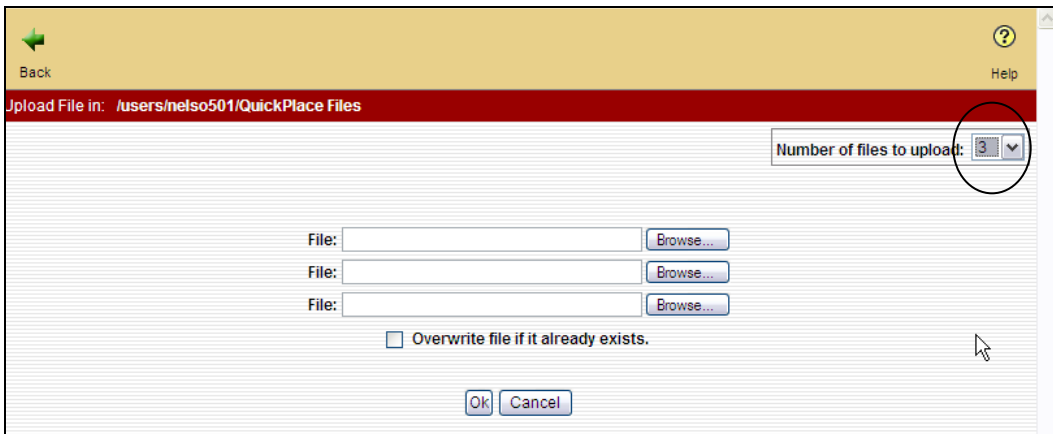
5. Select your new directory (folder) to open it.




6. Click the Upload button.



7. If uploading multiple files, in the **Number of Files to upload:** field, click to indicate the number of files you will be uploading to this directory. In the example below, 3 is selected in the number of files to upload, providing 3 file fields to browse for the desired files.



8. Click **Browse...** to locate the files you want to upload; then click **OK**. The files display in the selected directory.

9. To move up a level, click the  button. Create additional directories and upload additional files, if desired.

10. When finished, click **Log out**.

