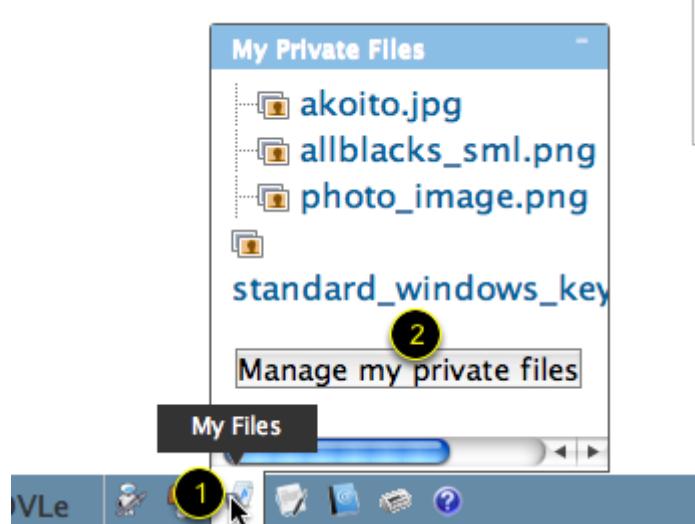


# How to manage your private files

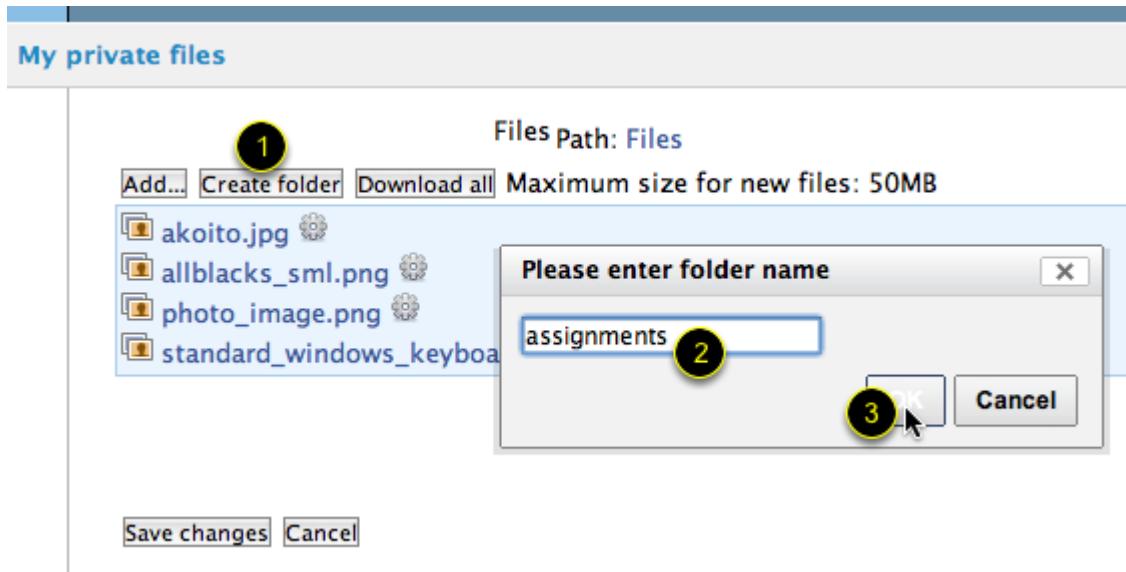
This page details how to organize and manage your files.

## Step 1. Access My Files



(1) Click My Files from the dock area located at the lower left side of your page. Then select (2) Manage my private files.

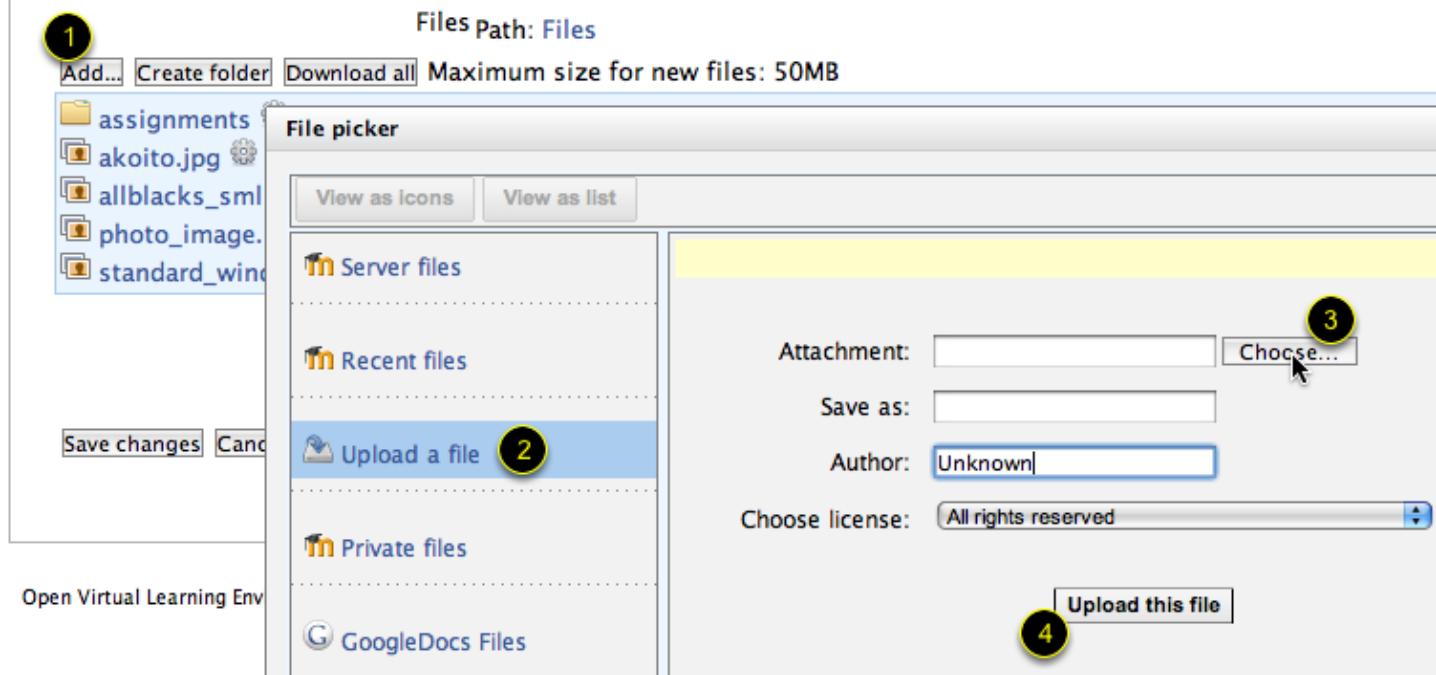
## Step 2: Adding folders



(1) Click Create Folder tab. (2) Enter name of your folder. (3) Click Ok.

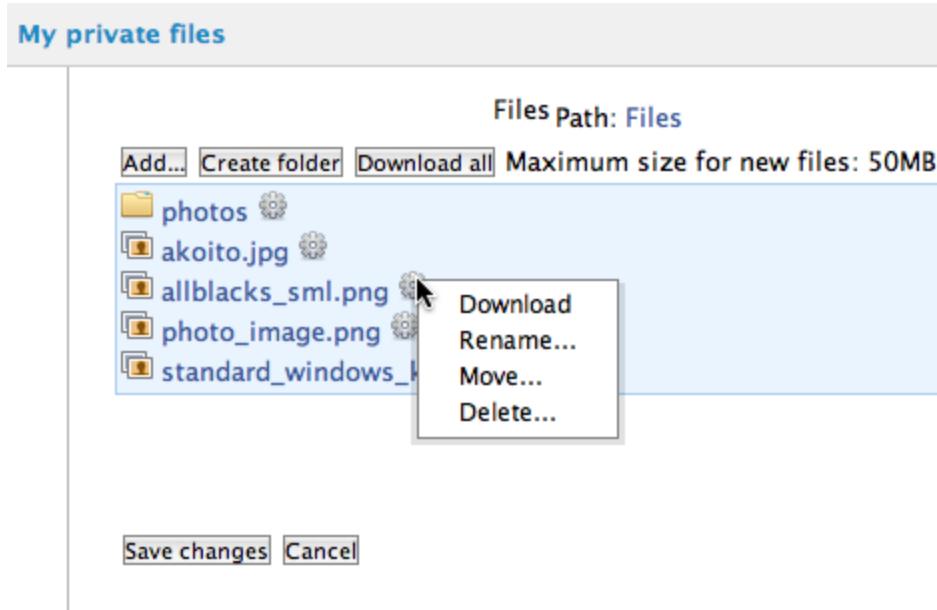
## Step 3: Upload files

### My private files



(1) Click Add tab. (2) select Upload a file from the file picker dialogue box. (3) click choose. Locate the file you want to upload. (4) Click Upload this file

## Step 4: Managing files and folders



Click the gear icon next to the files or folders. Select the action to execute.

## Step 5: Move files

The screenshot shows a file manager interface with a main window titled 'My private files' and a 'Moving' dialog box. The main window displays a list of files: 'photos', 'akoito.jpg', 'allblacks\_sml.png', 'photo\_image.png', and 'standard\_windows\_keyboard.tiff'. The 'photos' folder is selected. The 'Moving' dialog box shows the path '/photos/' has been selected. It contains a tree view with 'Files' expanded, showing a selected 'photos' folder (marked with a yellow circle 1). The dialog has 'Move' and 'Cancel' buttons, with 'Move' being highlighted (marked with a yellow circle 2). A cursor is visible in the dialog.

After you select gear icon choose Move (see Step 4). (1) Double click the folder where you want to mover your file then (2) click move

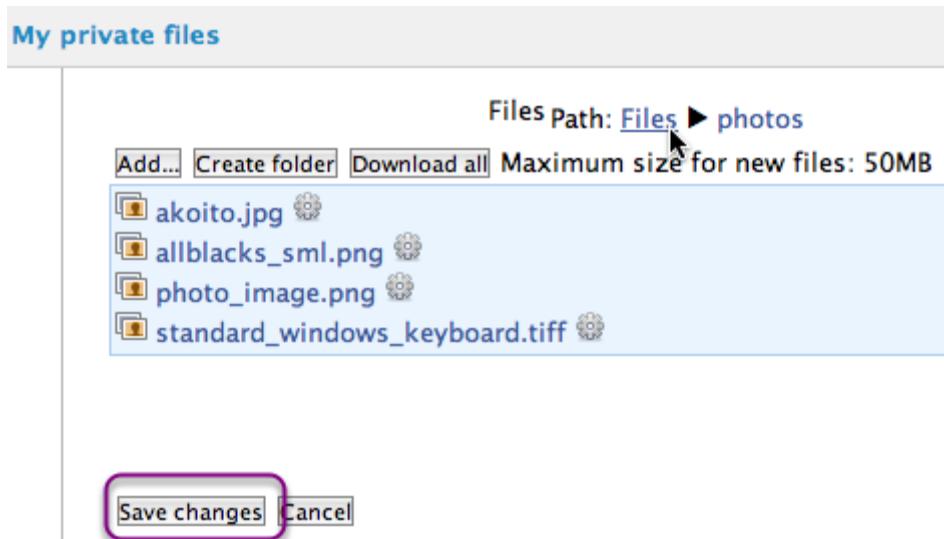
## Step 6: Using File path

The screenshot shows a file manager interface with a main window titled 'My private files'. The 'Files Path' is displayed as 'Files ► photos' (marked with a yellow circle 1). The main window lists files: 'akoito.jpg', 'allblacks\_sml.png', 'photo\_image.png', and 'standard\_windows\_keyboard.tiff'. The 'Save changes' and 'Cancel' buttons are at the bottom.

Notice the File path. This displays your current working folder. Therefore all files you upload will be saved in this folder.

To change your current location click (1) Files.

## Step 7: Save changes



IMPORTANT!!! Click **Save changes** in order to preserve the actions you made.