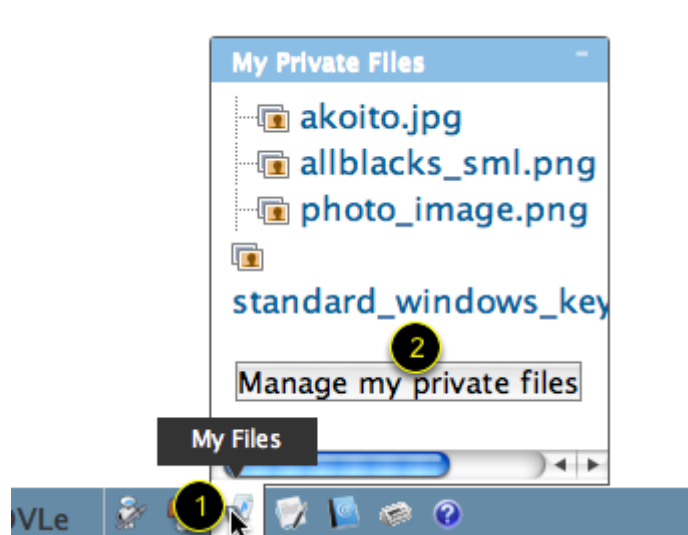


How to manage your private files

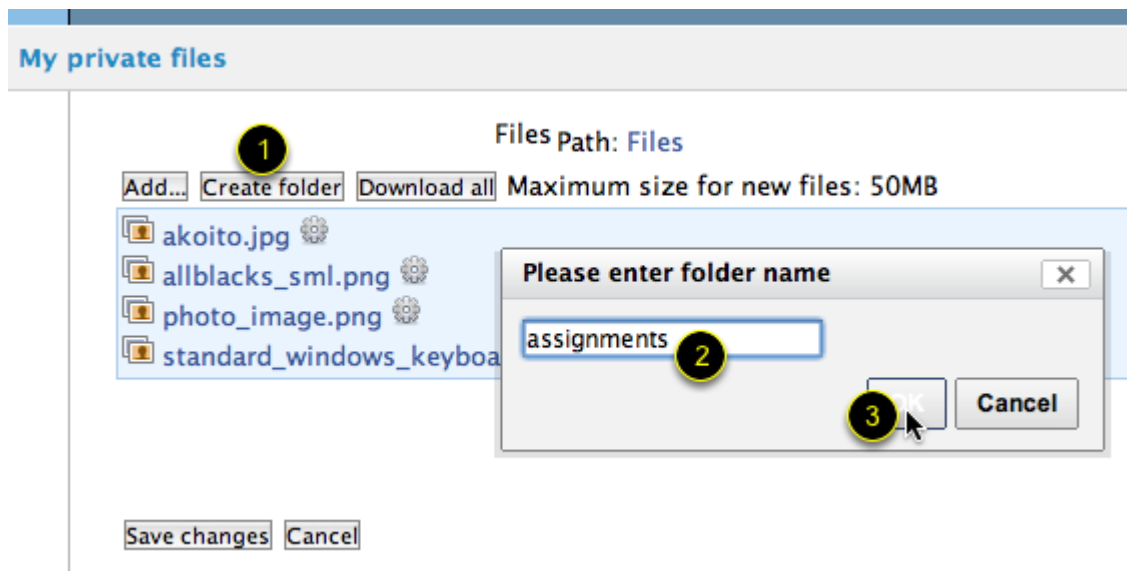
This page details how to organize and manage your files.

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.

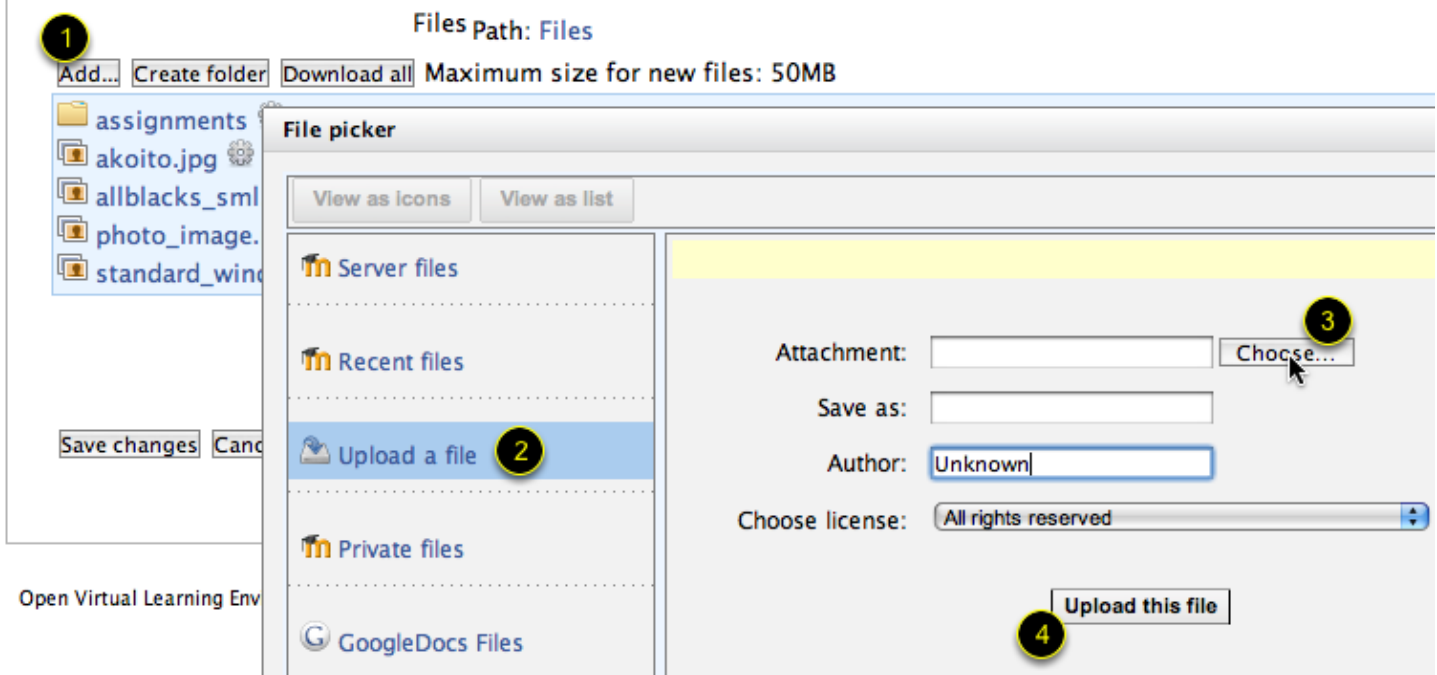
Step 2: Adding folders



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

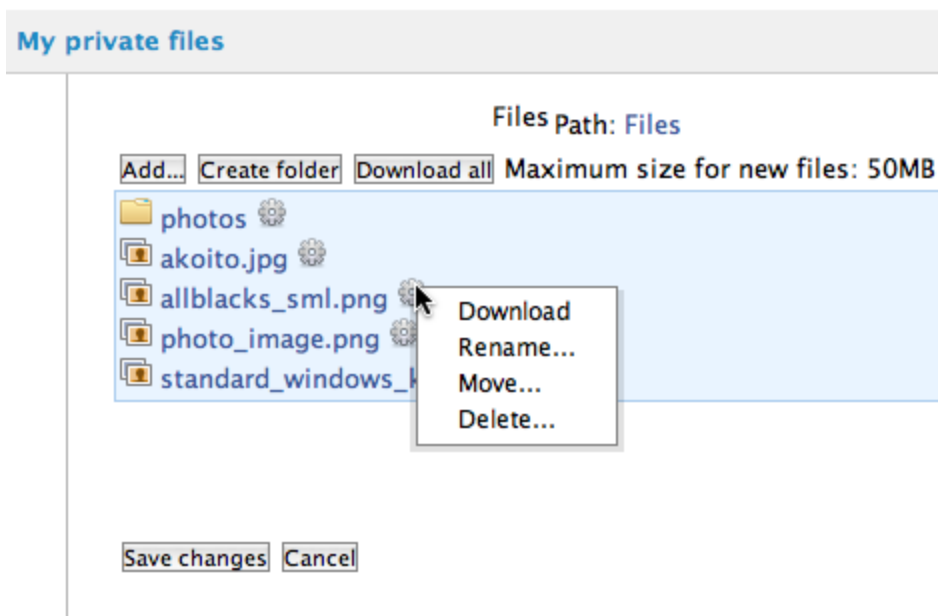
Step 3: Upload files

My private files



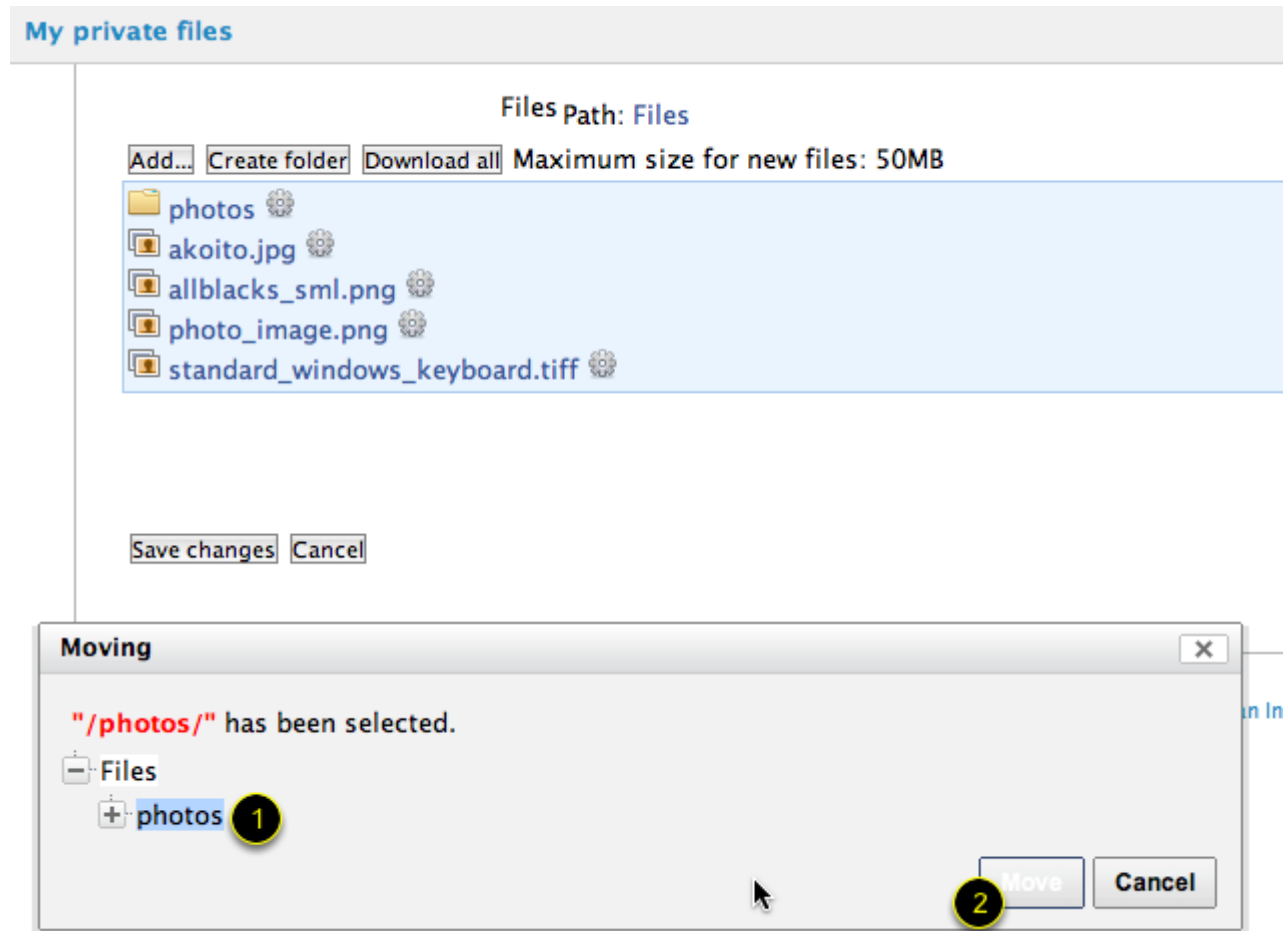
(1) Click Add tab. (2) select Upload a file from the file picker dialogue box. (3) click choose. Locate the file you want to upload. (4) Click Upload this file

Step 4: Managing files and folders



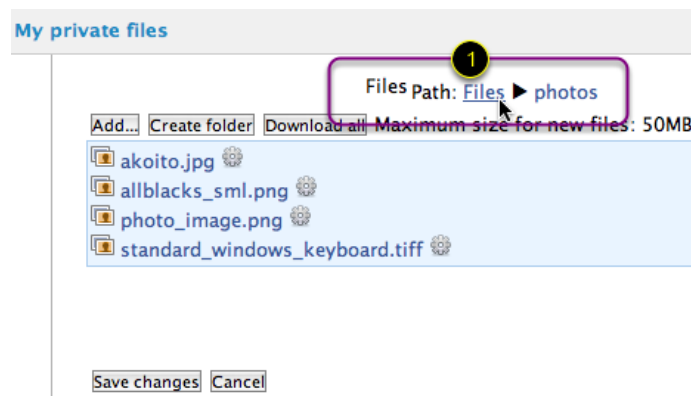
Click the gear icon next to the files or folders. Select the action to execute.

Step 5: Move files



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

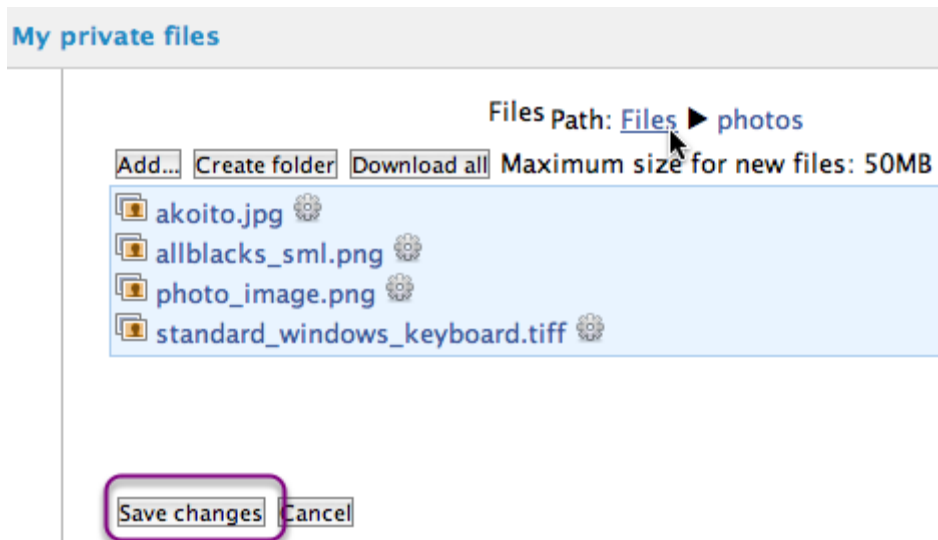
Step 6: Using File path



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.