

Document Information

Type	myFiles Training Documentation
Purpose	
Requirements	<ul style="list-style-type: none">• myNEU account• Web browsers compatible with myNEU
Revision Date	8/30/2005
Location	http://help.neu.edu
Audience	NEU Faculty and Staff

Document Overview

What is myFiles?

- A safe and easy way to access and share files no matter where you happen to be, on-campus or off-campus.
- A convenient, university-wide file sharing solution that will better protect all of your data no matter what kind of computer you are using.
- A way of eliminating the need for unreliable floppy disks or sending documents through e-mail.

Note: myFiles is the NEU branding for this product – it is widely known as Xythos, and is referred to as such in the online help documentation.


Contents

- Accessing myFiles
- Navigating myFiles
- Managing files and directories
- Sharing files and directories in myFiles
- Making a Web page available on myFiles
- Safe and secure use of myFiles

Accessing myFiles

Accessing myFiles from a XP Windows Computer

Accessing myFiles within myNEU

1. Log in to myNEU
 2. Click the myFiles icon on the right hand side of the screen
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Accessing myFiles with a Web folder

1. From the desktop, double-click the **My Network Places** icon.
2. On left pane, select **Add Network Place** and click **Next**.
3. Select **Choose another Network Location** and click **Next**.
4. Type **https://myfiles.neu.edu/insertyourmyNEUusername** (Example: **https://myfiles.neu.edu/j.doe**), then click **Next**.
5. Enter your myNEU username and password in the window that appears, and then click **Next**.
6. The login window will disappear and you will be prompted to name the network location. After you name the location, you will see a confirmation that you have successfully created the network location. Click **Finish**.

To create a shortcut on the desktop

- o Double-click **My Network Places**.
- o Drag the folder you just created to your desktop.
- o When you log into your computer and access this shortcut, you will have to enter your myNEU username and password to access the folder.

Accessing myFiles from an Apple Computer

Accessing myFiles within myNEU

1. Log in to myNEU
2. Click the myFiles icon on upper right hand side of the screen.



Accessing myFiles with a Web folder

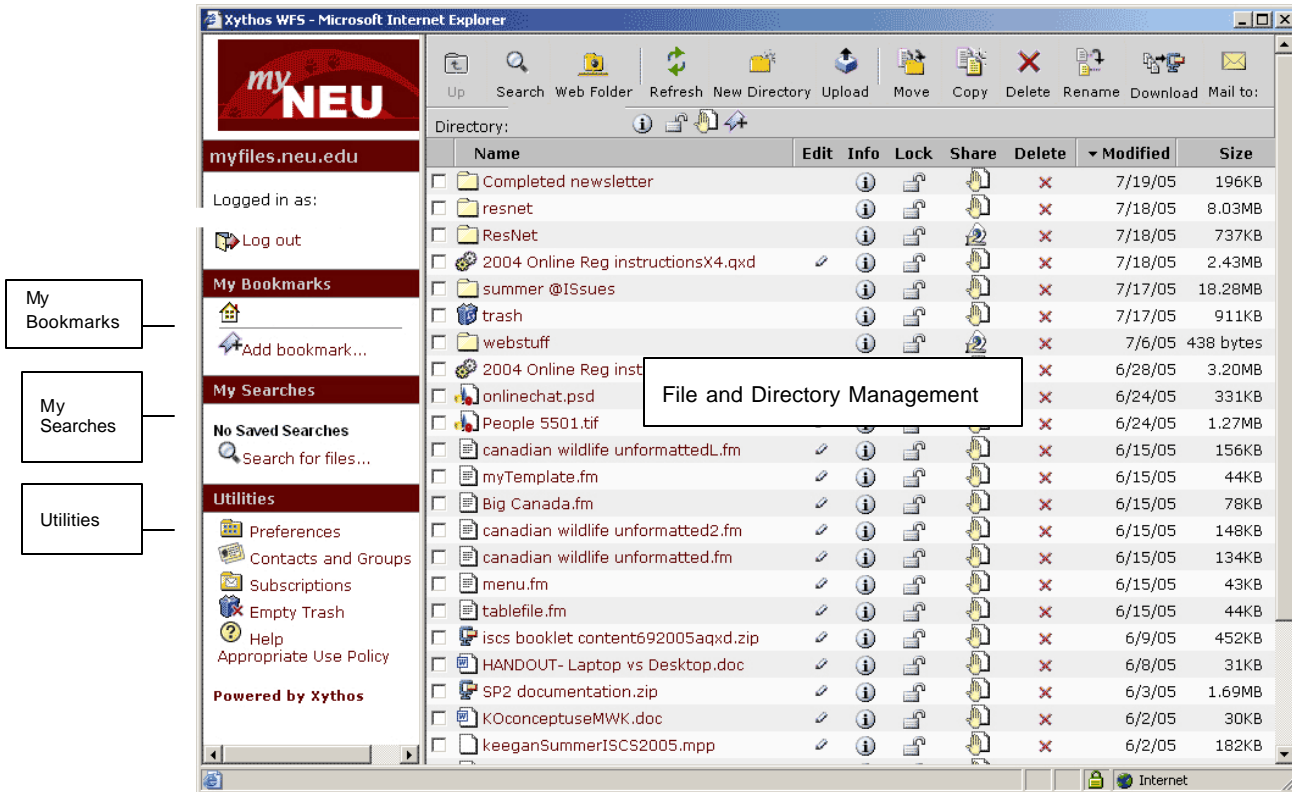
1. In the finder, select **Go** from the main menu and then **Connect to Server**
2. In the **Connect to Server** window address field:

Type **http://myfiles.neu.edu/insertyourmyNEUusername** for OS X 10.3 and below.
Type **https://myfiles.neu.edu/insertyourmyNEUusername** for OS X 10.4 and above.

3. Click the **Add to favorites** button or the plus sign (+) so that you can access it in the future, and then click **Connect**.
4. A warning message may appear. Click **Continue** if it does. You will be prompted for your myNEU username and password. After you are done, click **OK**. A Web folder will appear on screen.

Navigating myFiles

Making sense of the myFiles interface



My Bookmarks

- Shortcuts to more commonly used directories within your myFiles account
- Links to other users' directories for which you have been granted permission to access

My Searches

- **Advanced Searches** can be conducted based on multiple file criteria, including a case-insensitive search on file contents
- **Basic Searches** are file searches based on the file name only
- You may both save and edit advanced searches

Utilities

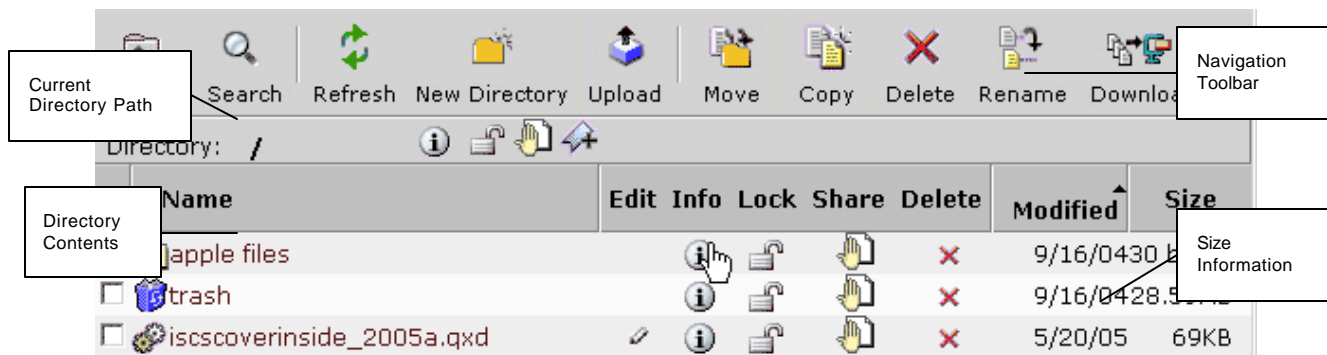
- Set your account **Preferences**
- Maintain your **Contacts and Groups**
- Manage your **Subscriptions**
- Empty trash
- Access **Help documentation** (Note that some of the online help items do not apply to the NEU myFiles version of Xythos)
- Review the Northeastern's **Appropriate Use Policy**

File and Directory Management View

- o Upon logging into your account, you will always first see your home directory's contents listed. From here, you can work directly with the files listed or navigate to other directories using a number of myFiles navigation tools.

Navigation Toolbar

- o Navigate to a different directory
- o Create a new directory
- o Create a Web Folder(Windows only)
- o Add new files to your account
- o Move, copy, rename, delete, or e-mail a link to a file or directory



Directory Contents

- o Your directory listing shows the contents of the current directory with information pertaining to each item.
- o Each file or directory is listed on a separate row and contains the item's name, size, and date of last modification.
- o For directories, the size represents the total size of all files within the directory, including subdirectories.
- o The order of your file and directory listing may be sorted according to name, size, or date of last modification.
- o To sort in ascending order, click the title of each of these columns. Directories will be grouped separately from files.
- o To sort in descending order, click the column title again.

The Action Icons

These icons appear next to the directory contents under the **Edit, Info, Share, Lock** and **Delete** columns. From left to right, these icons allow you to:

- o Directly edit the item
- o Display an item's information
- o Lock an item (gray lock= item locked /green= item unlocked)
- o Manage an item's access permission or sharing status
- o Delete an item

For additional file and directory management, use the checkbox to the left of each row to perform operations on the item via the top toolbar.

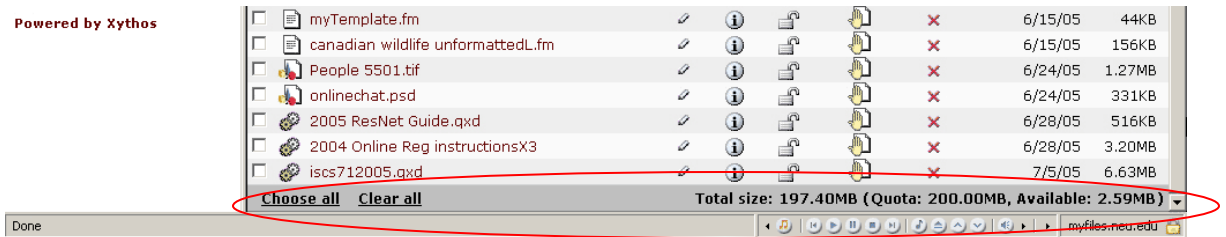
Current Directory Path

- o The current directory path is located directly above the directory contents listing.

- Use the **Action Icons** directly to the right of the directory path to manage the current directory.

File Size Information

- The bottom gray bar of File and Directory Management features the **Choose All** link, the **Clear All** link, and the current directory's quota and size information.
- Use **Choose All** and **Clear All** to select and/or unselect all of the files and directories in the current directory contents listing, respectively.








- Size and Quota
 - **Total Size**: The sum of the size of all files and the size of all subdirectories, including each subdirectory's contents.
 - **Quota**: The maximum amount of information that can be saved in the current directory.
 - **Available**: The difference between the total size and the quota, i.e. how much space remains available for you to use for saving files and directories within the current directory.



Note: Files in your trash folder count against your quota. Empty your trash folder to completely delete a document and to increase your available myFiles space.

Managing files and directories

Basic File Management

File management icons are located at the top of the screen. They are as follows:

	Moves selected files from their current location to another location. One or more files may be moved at a time. (Requires delete permission on the file you want to move and write permission on the directory to which you are moving)
	Copies selected files to another location, leaving the original in place. One or more files may be copied at a time. (Requires read permission on the file and write permission on the directory to which you are copying)
	Deletes selected files and places them in the trash folder. To permanently delete files, you must empty your trash folder. One or more files may be deleted at a time. (Requires delete permission on the file)
	Renames selected files. One or more files may be renamed at a time. (You must have read and delete permissions on the file in order to rename it)
	Zips and downloads selected file. One or more files may be zipped into one zip file at a time. (Requires read permission on the file)

	E-mails the URL of the selected file. One or more files may be e-mailed at a time. (Requires read permission on the file)
	Uploads files to any directory. One or more files may be uploaded at a time.

By checking the checkbox next to a particular file, you may choose from the top Navigation Toolbar to perform basic file management.

Viewing files

1. Navigate to the directory where you want to view files.
2. Open the file by clicking on it once.

Editing files

1. Navigate to the directory where the files you want to edit are located.
2. Click the file once to open it and then save the file locally to edit. Once you've saved the file to your local hard drive, you may then edit it and upload the file back to myFiles.

Uploading files

1. Navigate to the directory to where you want to upload files.
2. Click the **Upload** button from the Navigation Toolbar.
3. Determine the number of files you want to upload. Select the appropriate number of files for **Change the number of files to upload**. If applicable, select to overwrite the file or files.
4. Browse to the files you want to upload from your local file system.
5. Click **OK** to upload your file or files.

Moving files (to move one or more files from current location to another location)

1. Navigate to the directory from which you want to move files.
2. For each file you want to move, check the file's checkbox. You may select as many files as you want to move but you can only move files to one destination at a time.
3. Click the **Move** button on the Navigation Toolbar.
4. The **Move files** screen appears. Each file you want to move will be displayed at the top of this screen.
5. Enter a destination to where you want to move the file(s). The destination displayed by default is the current location of the file(s). Type in the exact path of the directory or browse for the intended directory.
6. Once you've indicated the destination, click **OK** to move the file(s).
7. You will be taken back to the original directory from where you moved the file(s). Notice the file(s) you moved no longer appears.

Copying files

1. Navigate to the directory where you want to copy files.
2. For each file you want to copy, check off the file's checkbox. You may select as many files as you want to copy. However, you can only copy files to one destination at a time.
3. Click the **Copy** button from the Navigation Toolbar.
4. You are now in the **Copy files** screen. Each file you want to copy will be displayed at the top of this screen.

5. Enter a destination to where you want to copy the file(s). The destination displayed by default is the current location of the file(s). Type in the exact path for the directory or browse for the intended directory.
6. Click **OK** to copy the file(s).
7. You will be taken back to the original directory from where you copied the file(s). Notice the file(s) still appear in the directory listing. To view the copy of the file you just created, you must now navigate to that directory.

Deleting files

1. Navigate to the directory from which you want to delete files.
2. For each file you want to delete, check off the file's checkbox. You may select as many files as you want to delete.
3. Click the **Delete** button from the Navigation Toolbar. The files chosen are immediately deleted to your home directory's trash.
4. If you want to restore these files, navigate to your trash directory and follow the directions in the **Moving Files** section of this document to move those deleted items back to another directory.

Note: Files in your trash folder count against your quota. Empty your trash folder to completely delete a document and to change the space available in your myFiles space.

Renaming Files

1. Navigate to the directory where the file(s) you want to rename are located.
2. For the file(s) you want to rename, check off each file's checkbox.
3. Click the **Rename** button from the Navigation Toolbar.
4. The current name(s) appears. Enter a new name for each file.
5. Click **OK**.
6. You will be taken back to the original directory from where you began. Notice the chosen file(s) has been renamed.

Downloading files

1. Navigate to the directory that the files you want to download are located.
2. Click the file's name once.
3. You will either be prompted to open or save the file (depending on the file type) or the file may open automatically in a new browser window.
4. If the file opens in a browser window, you can choose **Save As** from the browser's **File** menu and save the file to your local machine.

Downloading one or more files as a zip file

1. Navigate to the directory that the files you want to download are located
2. Select the files that you want to download by checking each file's check box, located to the immediate left of the relevant file.
3. Click the **Download** button from the Navigation Toolbar.
4. Your operating system's **Save file** window appears. The default name of the new zip file will appear as the name of the directory in use. You can change this if you want to.
5. Rename the file and then save the new zip file to the desired location.
6. You are automatically returned to your directory listing.

Saving files directly to myFiles using Internet Explorer

1. Select the directory that you want to make into a Web Folder and check the checkbox directly to the left of that directory.
2. Click the **Web Folder** button.
3. Use Windows Explorer to access the new folder under **My Network Places** (Windows 2000) or **Web Folders** (Windows 98 and NT).

Note: If you are using a recent version of Internet Explorer, the browser will create a Web Folder link to the folder you are currently browsing.




E-mailing the URL of a file

1. Make sure that the person that you want to have access to the file has the appropriate permissions to do so (please refer to the **Sharing Files and Directories** section of this document for more information).
2. Navigate to the directory in which the file(s) and/or directory(s) you want to e-mail the URL is.
3. Check off the file's and/or directory's checkbox, located to the immediate left of the relevant file or directory.
4. Click the **Mail to:** button from the Navigation Toolbar.
5. The URL for the chosen file or directory appears. Click the **Mail to:** button to open a new e-mail message with your default mail program with the chosen URL automatically pasted into it. **You can also copy and paste the URL in any e-mail message or program that you prefer.**
6. Once you finish writing and sending the appropriate e-mail, return to your to myFiles browser window and click **Cancel** to return to the directory listing.

Basic Folder (Directory) Management

Folder navigation tools

The first three buttons of the Navigation Toolbar are **Up**, **Search**, and **Web Folder**:

	Allows you to navigate up one directory from the currently selected directory.
	Enables you to perform a search within myFiles.
	This button will only appear if you are using Internet Explorer for Windows. It enables you to create a Web Folder mapped to your myFiles Directory from within the Web application.

Navigating up one folder

1. Determine where you are in your myFiles directory structure. The gray bar directly above the directory listing displays your current path after the **Directory:** label. The first directory is the top-level directory.
2. If no other directory name appears after the top-level directory, you are in the highest directory within your current path and the **Up** button is disabled. If a sub-directory does appear after the top-level directory, clicking the Up button brings you to the parent of the current sub-directory. For example, if the current directory path is

Directory: **/yourmyNEUusername/file** and then you click **Up**, you will be taken to the main directory.

Navigating to another folder

1. Determine where in your myFiles directory structure you currently are. The gray bar directly above the directory listing displays your current path after the **Directory** label. The first directory is the top-level directory.
2. Clicking any parent directory within the directory path takes you directly to that directory. For example, if your current directory path is **/myNEUusername/my documents/docs**, if you click **my documents/**, you will be taken directly to the **My Documents** directory which is a sub-directory of the **myNEUusername** directory.

Viewing folder properties and information

In the directory that you want to get information about, click the **Info** icon next to the directory's name in the gray bar to view folder properties. The **Directory Information Screen** displays basic information about the directory: its name and address, its owner, its current size, **Quota**, available space, the name of the user who created it and last modified it, the date and time it was created and last modified, and its lock status.

Renaming folders

1. Click the check box of the directory you would like to rename.
2. Click the **Rename** icon on the top navigation bar in the myFiles window.
3. The **Rename** window appears. Change the text to the name you want to use and click **OK**.

Deleting folders

1. Click the check box of the directory you would like to delete.
2. Click the **Delete** icon on the top navigation bar in the myFiles window.
3. If you want to move the folders out of your trash directory, open the **trash** directory and follow the directions in the **Moving Files** section of this document to move those deleted items back to where they were.

Sharing files and directories in myFiles

Sharing Directories

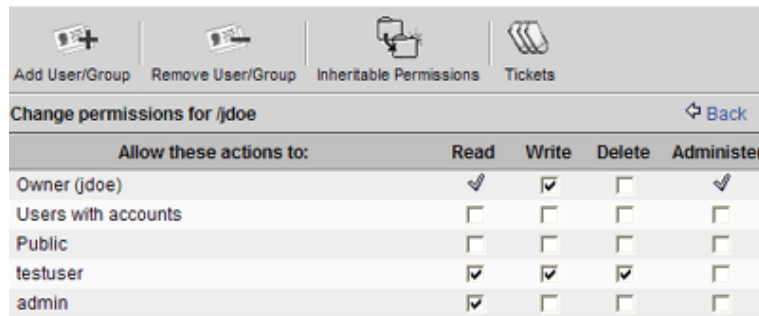
Sharing directories differs from sharing files. When sharing a directory, you must select a scope for applying permissions. The scope represents how permission settings will be applied to sub-directories and files within this directory. You have 3 choices:

- **Apply changed settings to sub-directories and files**
The permissions set will be applied to this directory and any future file and directory created within it.
- **Overwrite all permissions on all sub-directories and files**
The permissions set will be applied to all future and currently existing sub-directories and files within this directory.
- **Only apply to this directory**
The permissions set will be applied to this directory only. All sub-directories

and files created in the future within this directory will be granted permissions based on this directory's permissions.

Sharing a directory with another myFiles user or group of users

1. Navigate to the directory's Sharing page. There are two ways of doing this:
 - a. Click the **Share** icon of the directory you want to share.
 - b. Navigate to the directory's Info page by clicking the **Info** icon and then click the **Sharing** link.
2. The **Sharing page** displays the current permissions on the chosen directory. Click the **Add User/Group** button from the top toolbar.
3. Choose a user or group that you want to share your directory with. The **Find User and Groups** page displays both your personal contact list and also provides a means for you to search for a specific user or group.
 - a. Either choose a user or user group from **Your Contacts** and click **Ok**. You can also search for someone by using their myNEU username.
 - b. Type in the user's information and click **OK**. If more than one user fits your search criteria, you will be prompted to choose the correct user.
4. Adjust the permissions to **On** or **Off** by checking or unchecking the respective permission box.



Allow these actions to:	Read	Write	Delete	Administer
Owner (jdoe)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Users with accounts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
testuser	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
admin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Choose a scope for your permissions.
6. Click **Apply Now** to effect the changes in permissions.
7. Click **Back** twice in the upper right-hand corner to exit the Sharing screens.

Changing the way your directory is shared

1. Navigate to the directory's Sharing page. There are two ways to do this:
 - a. Click the **Share** icon of the directory you want to share.
 - b. Or navigate to the directory's Info page by clicking on the Info icon and then click the **Sharing** link.
2. Adjust the permissions to **On** or **Off** by checking or unchecking the respective permission box.
3. Choose a scope for your permissions.
4. Click **Apply Now** to effect the changes in permissions.
5. Click **Back** in the upper right-hand corner to exit the Sharing screen.

Preventing a user or user group from sharing your directory

1. Navigate to the directory's Sharing page. There are two ways to do this:
 - a. Click the **Share** icon of the directory you want to share.
 - b. Or navigate to the directory's Info page by clicking on the Info icon and then click the **Sharing** link.
2. The Sharing page displays the current permissions on the chosen file. Click the **Remove User/Group** button from the top toolbar.

3. Check off the check box next to each user and/or group that you want to permanently remove sharing privileges.

NOTE: It is possible to change all permissions to **Off** (unchecked) and keep this user in your list of sharing contacts for this directory. If you want to keep this user without allowing them access privileges, simply follow the directions for changing the way your directory is shared and make all permissions **Off** (unchecked).

4. Click **Apply Now** to remove these user(s) and/or group(s).
5. Click **Back** twice in the upper right-hand corner to exit the **Sharing** screen.

E-mailing links to shared folders - Tickets

Tickets allow both non-myFiles and myFiles users access to your myFiles directories. By using the myFiles Ticket functionality, you may allow specific access to your directories, their subdirectories, and the files within them. A directory ticket can be thought of as a direct link to a directory. Once a user clicks on that link (sent to them by you), the directory's file and subdirectory listing displays just as you would see it in its regular directory listing screen.

Directory Tickets, unlike **File tickets**, require an entry in your directory's permissions table so that you can define the access permissions on the ticket for that directory ticket. However, adding the entry to your directory's permissions table can be performed in a number of ways, including automatically through the system. Whether you create the ticket first or create the group to which you want to share your directory through the ticket first, you will be able to manage the permissions on that ticket through your directory's access permissions.

You can password-protect a ticket. Once the user receives the ticket link via e-mail, the recipient user will be required to enter that password before being granted access to the directory. This is an added security measure that is separate from the permissions defined on the ticket. Note that you may grant a ticket read/write access permission but if the ticket has been password protected and the user receiving the ticket link is unable to enter the password, that user will not be able to read or write to that directory or file.

It is also possible that your ticket can be forwarded to someone without your knowledge to a third party. Sharing is a more secure way of having others access information on your myFiles space.

Creating a ticket

1. Navigate to the directory that you want to create a ticket for.
2. Click the Info icon for the respective directory.
3. Click the **Tickets** link.
4. Click the **Create Ticket** button in the top toolbar.
5. Define the permissions you want to grant on this ticket. The permissions granted here will be applied to all existing and new files and subdirectories within this directory.
6. Optionally, you may limit the ticket's duration or lifetime. Once that lifetime passes (from the time of creation), the ticket will no longer be valid and users will not be able to access the directory through the corresponding ticketed link.

7. Click **Ok** to create your ticket. You are then shown the URL that can be used to share this directory through the ticket to other users. You may choose the **E-mail Link** button to send this link to other users now. Or, you may use this link at a later date.
8. Click **Back** to return to the main directory info screen.

E-mailing a directory ticket




- o If you have created a ticket in the above manner and have chosen **E-mail Link**, an e-mail message is automatically created with the link using the default e-mail program that your computer is set up for. From here, you may send ANY user (myFiles or non-myFiles) this e-mail. Once the user receives the e-mail, they will be able to click this link and see the directory listing. If the user is not a myFiles user (or is a myFiles user but is not logged into the system), they will see the directory that you have granted them permission to see with the myFiles interface.
- o The user will be able to perform functions according to the permissions granted on the ticket.

Locking and Unlocking files and folders

Locking files and directories prevents other users from editing or saving changes to a particular file for a particular period of time. There are two types of locks:

- **Simple:** Applies to one file or one directory
- **Recursive:** Applies to a directory and all of its contents, including both files and subdirectories

Lock Icon Definitions: There are several types of lock icons which can be displayed. Each lock icon defines the type of lock that is or is not on the specific file or directory. The appearance of the lock icon indicates the current lock status according to the following table.

 (sliver)	The item is unlocked. You can create a lock on the file or directory by clicking the item's lock icon.
 (green)	The item is locked but you can unlock it by clicking on the icon.
 (red)	The item is locked and you do not have permission to unlock it.
	If you see no icon, you do not have the correct permissions to know if the file is locked, i.e. you only have permission to read or view the item in question.

Locking a file or directory: Click the **Lock** icon which appears on the far right of each file's or directory's row. Locking the directory in this manner creates a *recursive* lock. A recursive lock can only be placed on a directory with all unlocked content

Removing a lock on a file or directory: Click the green **Lock** icon which appears on the far right of each item's row.

Keeping multiple copies of a file when changes are made (Versioning)

myFiles allows you to track every change made to any file by saving a copy (version) of a file each time that file is saved. Versioning on a directory merely represents the *default* versioning setting for all files created within that directory. There is no versioning history for a directory.

Turning on or off versioning for a directory

1. Navigate to the directory that you want to change the default versioning.
2. Click the **Info** icon for the respective directory.
3. Click the **Versioning** link in the Information screen.
4. Use the **Versioning on/off drop-down** to turn versioning on or off. If you would like this parameter changed for all existing files and subdirectories within this directory, check off the **Apply this setting to all sub-directories and files** and click **Apply Now** (if you neglect to do this, the setting will only apply to new files and subdirectories created in the future in this directory).
5. Click the **Back** link to return to you directory's info screen.

Bookmarking a directory

1. Click **Add bookmark...** under **My Bookmarks**.
2. Type in the *exact* path for the directory or browse for the intended directory. If you choose to type in the path, you must include the top-level directory within this path and the path must be exact. If you do not know the exact directory name, find it using the **Browse** button.
3. After choosing the directory to bookmark, click **Ok**.
4. Once back in the **Add Bookmark...** window, click **Ok**. Your bookmarked directory, whether your own directory or a properly permissioned directory of another user, will display under My Bookmarks during every future myFiles session.

Deleting a bookmark

1. Click the delete icon (**x**), to the right of the bookmarked directory. Deleting the bookmark only deletes that reference, not the entire directory.

Making a Web page available on myFiles

A few notes about Web pages on myFiles:

- myFiles does not support interactive Web pages (no forms, databases, server-side includes, etc.).
- Web pages, like other files, can be accessed by specific individuals using tickets, which can be set to expire after an interval of your choosing in hours, days, weeks, etc.
- Web pages can include photos and graphics and can link to other types of files in your myFiles space (such as PDF files). They can also link to pages elsewhere on the Web.
- Web sites built in myFiles are secure, which means they are encrypted before they are transmitted over the Internet.
- If you need assistance with creating Web pages, please contact the Edtech center <http://www.edtech.neu.edu/>.

How to post Web pages to myFiles

1. To provide easy-to-use URLs, file and folder names should be **short, all lowercase**, and **contain no spaces**. Develop your pages from your local machine and upload

them to the directory that you would like them to appear in myFiles. Make sure to set the share properties of the folder so that everyone has read access.

Note: If you use Dreamweaver, define a local site, not a remote folder. You cannot use the ftp utility in Dreamweaver to post your site to myFiles.

2. If you want a folder to contain a "default" file that loads whenever someone visits the folder in the URL, name your default file **index.html**. For instance, if you kept your Web pages in a directory called *webstuff*, the URL to your Web site would be **https://myfiles.neu.edu/myNEUusername/wEBstuff**.
3. Put **all** of your dependent files like photos and graphics in your myFiles directories. If you link to folders on a non-secure server, people viewing your pages may get a warning each time a page loads.

Safe and Secure Use of myFiles

By using the myFiles service, users agree to read and comply with the terms of the Appropriate Use Policy at <http://www.help.neu.edu>. While the myFiles service includes safety and security features, the service can be inadvertently or intentionally misused. To support a safer and more secure experience while using myFiles, please observe the following:

- Your files are only as secure as your myNEU password. Make a complex, hard-to-guess password and keep it a secret. Change the password frequently. If you feel the security of your password has been lost, change it immediately.
- While the myFiles service is backed up nightly, always make your own additional backup copies of essential files on secondary media such as a zip disk, USB key or other storage solution, then store the backup media in a safe place.
- You control and are responsible for, both the content and security of your files. Please store content in accordance with the Appropriate Use Policy. When choosing to share files, do so with discretion, and assign only the minimal rights necessary such as "read". When granting a ticket, know that ticket recipients may share the ticket with others without your knowledge or consent. This may cause your shared file(s) to be viewed by those whom you did not intend to give this right. Since tickets may also find their way onto the internet and other digital locations, know that shared content may be indexed and stored forever in search engines and/or a variety of locations not under your control.
- Do not use myFILES to store, share or grant access to materials in violation of local, state or Federal laws, nor to store copyrighted material, the indices to such materials, nor contraband. When a copyright infringement complaint is received for content stored in/shared from a myFiles directory, the University is required by law to promptly locate and remove the relevant material. Use of myFILES to store contraband may subject the owner of the directory to civil and/or criminal prosecution.