

# MyFiles - Quick Guide

## Window Layout

Banner		
MenuBar		
ActionBar (Send, Download, View,)		
Folder Tree	File List	
		File Details
Bottom Info Links		

## File Download

- Login at:
  - Whitps://www.gepard.at/myfiles or
  - White the second s
- Select your download area:
  - MyFiles starts in your personal directory "My Files"
  - Other download areas can be selected in the "Workspaces" drop-down list (MenuBar)
- Change to the desired sub-directory in left-side Folder Tree
- Select requested files in center panel
  - Note: Multiple selected files will automatically be packed into a single ZIP file for download
- Click action button "Download" (ActionBar)
- In pop-up dialog: Select destination folder on your computer > "Ok"
- Logout: Menu "Your User Name" > "Log out" (MenuBar)

## File Upload

- Login at:
  - So https://www.gepard.at/myfiles or
  - Interpretation with the second second
- Select your upload area:
  - MyFiles starts in your personal directory "My Files"



- Most external users will upload files into their "My Files" Workspace
- Other upload areas can be selected it in the "Workspaces" drop-down list (MenuBar)
- Open target sub-directory in left-side Folder Tree
- If your browser supports drag-and-drop:
  - simply drag-and-drop the file from your local file browser into the white background of the *MyFiles* File List
- If drag-and-drop does not work:
  - Click action button "Send" > "From computer" (ActionBar)
  - Press "Select files on your computer" button in the Send pop-up window
  - Select the local files to be uploaded
  - The selected files will be uploaded
- Logout: Menu "Your User Name" > "Log out" (MenuBar)

#### Logout



#### For your safety

- Please Log-out after finishing your up- und downloads
- Sensitive data should stay in this web area only for a very short time

#### More ...

- MyFiles Help
- User Guide (English)
- Benutzer-Anleitung (Deutsch)