Sheffield Hallam University

Online File Access via a Web Browser

Accessing your networked files from home or on a mobile device

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Data protection:

If you work with sensitive or personally-identifying data, you must encrypt it before storing, sending or working with it anywhere other than on the University networked drives.

For details about IT security and data protection, please see the documents on [Use of Personal Data by students: Your Responsibilities](), the University's [Data Protection Policy,]() and [Data Encryption.]()
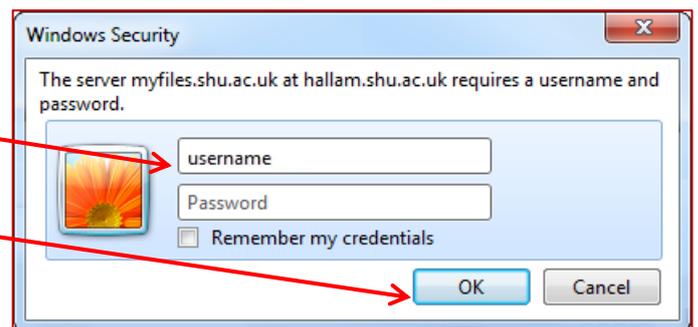
There is advice about keeping files and information secure in our [Guide to staying safe online]().

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1. Open a web browser and go to: https://myfiles.shu.ac.uk/

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2. Enter your SHU Username and Password.

3. Click **OK**.

Note: If you get an error, try typing shu\ before your username

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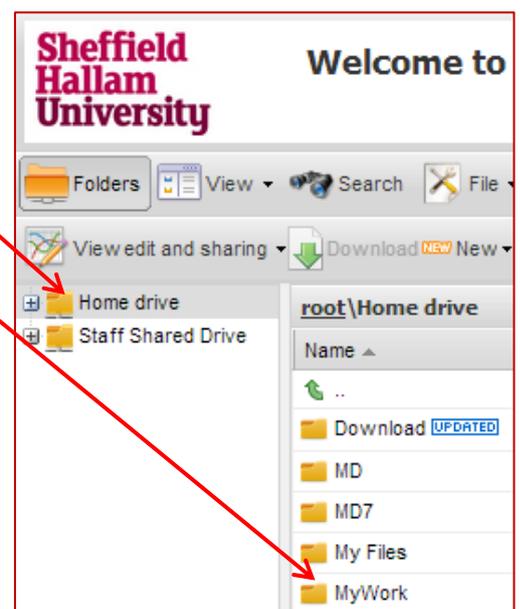4. You will see your **home drive** and any **Shared Drives** (e.g. N:) you have access to.

5. To access your files from your F: drive click on **Home drive** then on **My Work** folder.

There are two options for accessing documents:
   Download to your machine
   Edit in Microsoft Office (or Open Office)
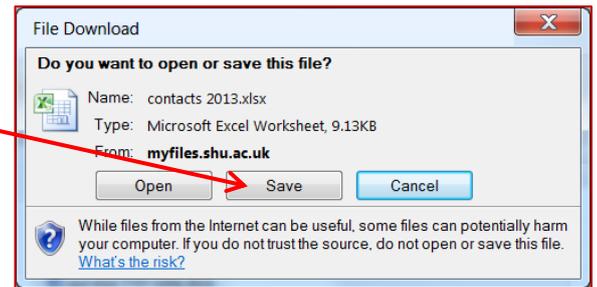
   See instructions below

Online File Access via a Web Browser
Downloading and Uploading Files

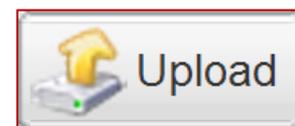1. Right Click on the file to be downloaded then Click on the **Download** option.

2. Select the option to **Save** the file.

3. Once files are saved on your machine they can be edited, viewed and moved as normal.

4. To upload files to the SHU Network from your device select **Upload**.

5. In the file upload window select **Browse**, and then browse to the file location on your device and select **Open**.

6. A maximum of 4 files can be uploaded at once using this method. (Max 2GB)

7. Once all files have been selected, Click **Upload**.

For More Help: itservicedesk@shu.ac.uk 📞 0114 225 3333 👤 Learning Centre Helpdesk
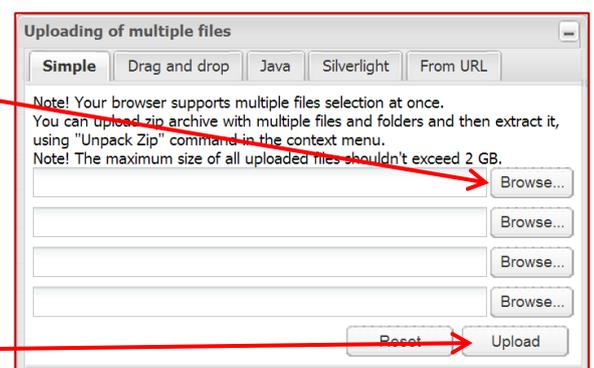
Online File Access via a Web Browser
Downloading and Uploading Files

8. If any documents are currently on your Network space and will be replaced this warning will appear.

File(s) already exists

Existing files will be overwritten. Do you wish to proceed?
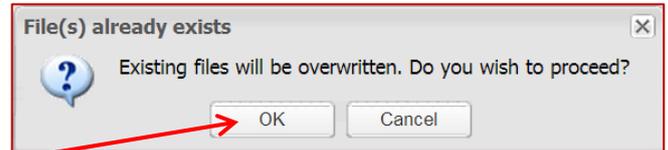
OK   Cancel

9. Click **OK** to continue
   or **Cancel** and give the file(s) a new name before uploading.

10. Once the page has been refreshed any new files will appear with a 'New' tag next to file name and any files that have been replaced will appear with an 'Updated' tag next to the file name to show the files have been successfully saved.

Appendix B.doc UPDATED

11. Remember to Click on **Logout** and close your browser when you have finished to keep your files secure.
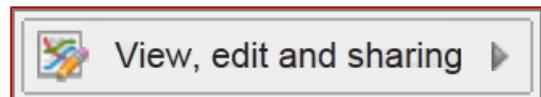
cistmr

Online File Access via a Web Browser
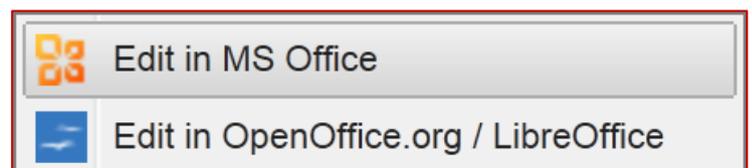## Editing Files in MS Office/Open Office

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> Microsoft Office/Open Office **MUST** be installed on your Machine to do this.

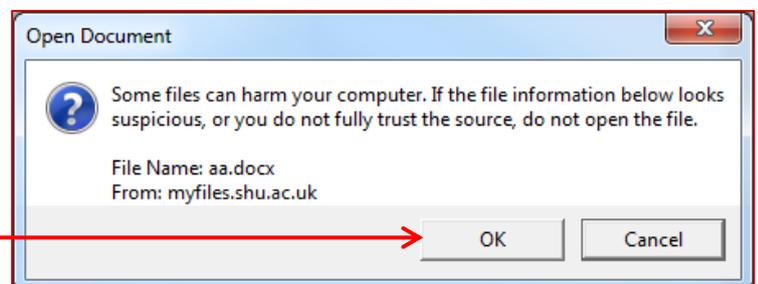
1. Right click on the document you want to edit.

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2. Click on **View, Edit and Sharing.**

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3. Click on **Edit in MS Office or Open Office**.

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4. Click **OK** to the error message.

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5. **Delete and re-enter** your details when prompted by Windows Security.

For More Help: itservicedesk.shu.ac.uk   0114 225 3333   Learning Centre Helpdesk

6. The document will open in MS Office / Open Office and can be viewed and edited as normal.

7. When you have finished **Save** the file as normal i.e. File then Save, this will save the file back to your Network space.

8. When the webpage is refreshed the file will appear with an Updated tag next to the file name showing it has been saved.

If you cannot open files straight into Office or Open Office please use download instead.