

PLEASE SAVE YOUR IMPORTANT FILES LOCALLY

The MyFiles Cloud Drive

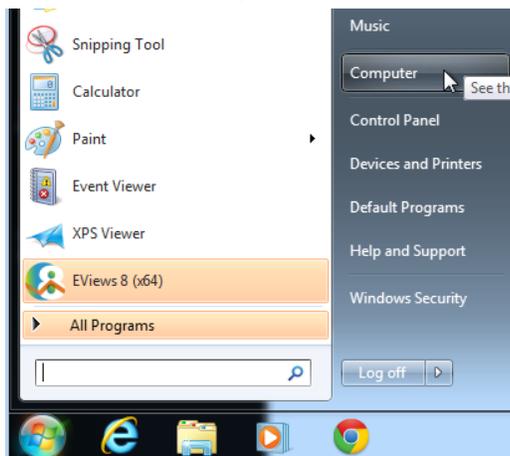
As part of the Virtual Lab project we now provide you with cloud storage in the Virtual Lab MyFiles Drive.

This will keep them accessible even after you logoff.

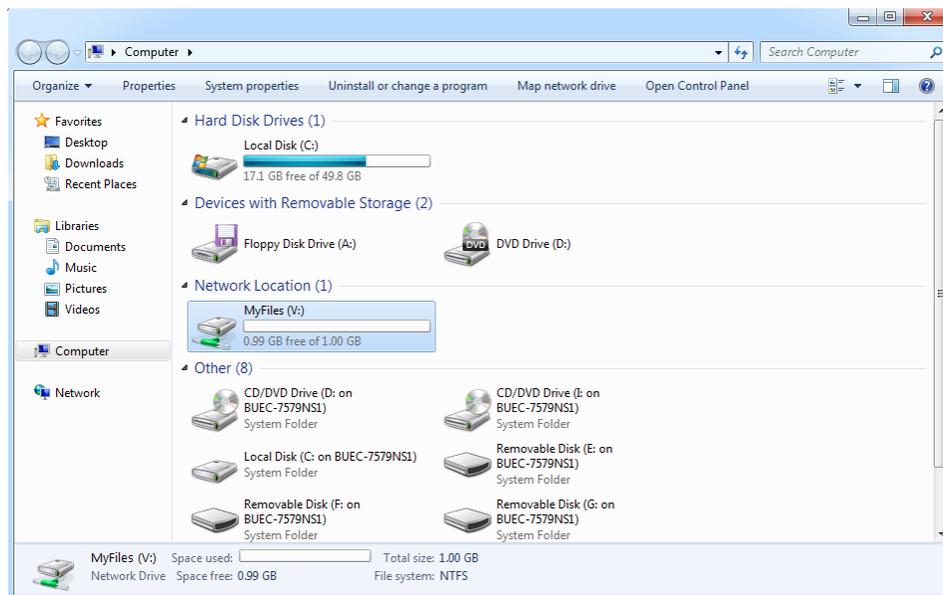
You have the flexibility to access this storage through the Virtual Lab or through your web browser.

Step 1: Accessing your files from the Virtual Lab

Select the Start Button and choose **Computer**



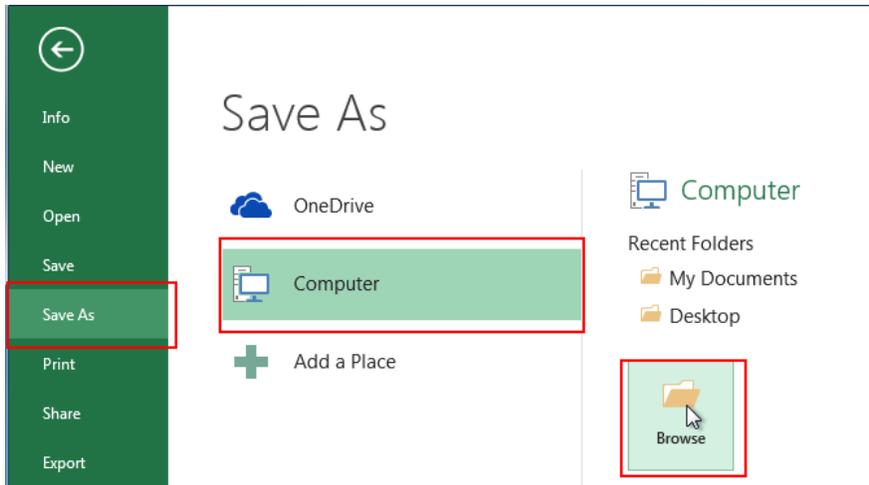
In the Computer window you will see a location called **MyFiles (V:)**



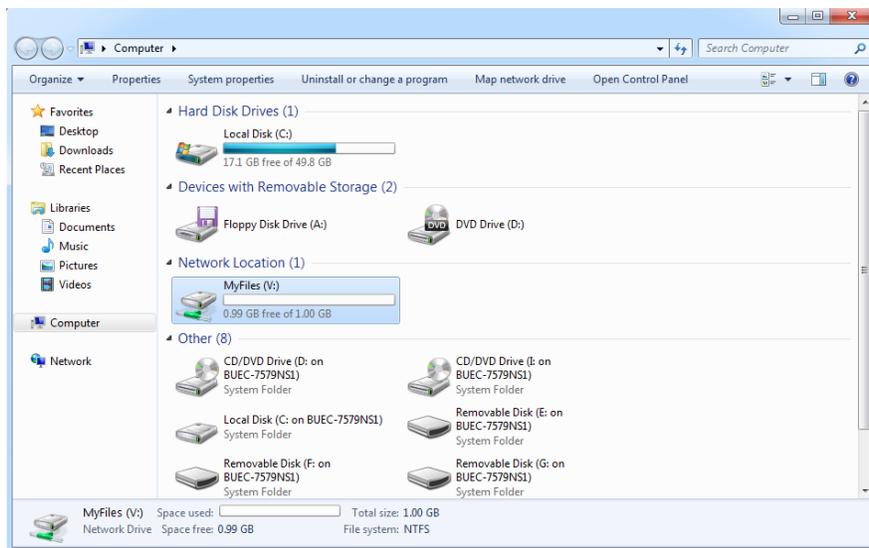
Step 2: Saving your files

In your application choose **Save As**.

Choose **Browse**



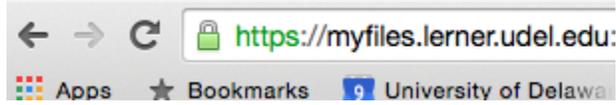
In the new window **Scroll Down** and choose **Computer** from the left side



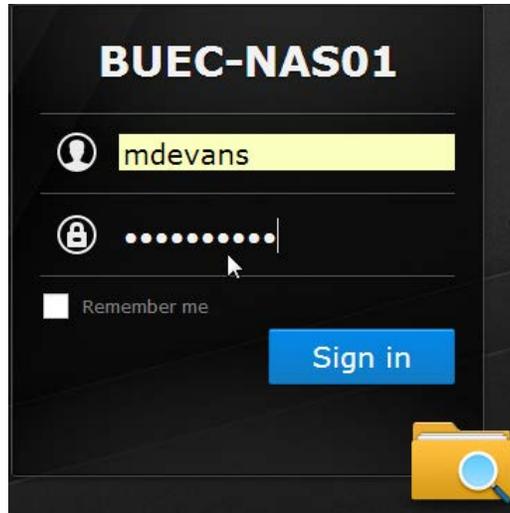
You can **save files** directly into the **MyFiles (V:)** Drive. This will keep them saved for the next time you login.

Step 3: Accessing your files from the Web

Open your web browser and navigate to <http://myfiles.lerner.udel.edu>



At the webpage, **Sign In** with your **UD name and password**



When you login you will be presented with your MyFiles drive. Giving you access to all your files you saved in the Virtual Lab.

