

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

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MyFiles (V:) Network Drive	Space used: Total size Space free: 0.99 GB File system	e: 1.00 GB n: NTFS			

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



AVARE. Alfred Lerner College AWARE. of Business & Economics

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

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Sign in

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

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