Sheffield Hallam University

Online File Access via a Web Browser

Accessing your networked files from home or on a mobile device

IT Security

Be aware that if using this service you must abide by the relevant SHU Policies regarding working off campus; this includes both IT Security and Data Protection.

All devices should be password protected and have individual accounts if used by more than one person. Personal or sensitive data must be encrypted.
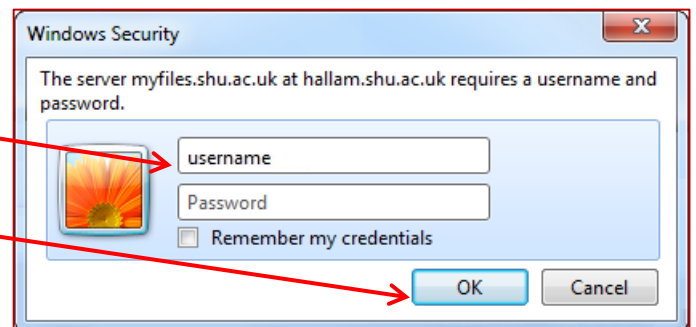
All SHU Policies can be found here: http://eisf.shu.ac.uk

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

2. Enter your SHU Username and Password.

3. Click **OK**.

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

Windows Security

The server myfiles.shu.ac.uk at hallam.shu.ac.uk requires a username and password.

username

Password

☐ Remember my credentials

OK   Cancel

4. You will see your **home drive** and any **Shared Drives** (e.g. N:) you have access to.
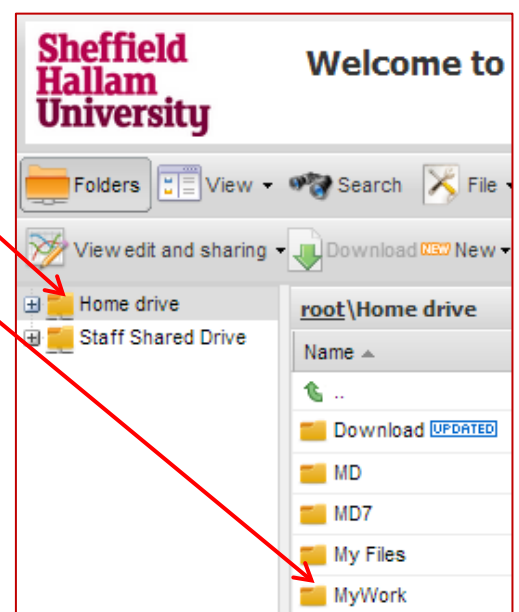
5. To access your files from your F: drive click on **Home drive** then on **My Work** folder.

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

See instructions below

Sheffield Hallam University   Welcome to

Folders   View ▾   Search   File ▾

View edit and sharing ▾   Download NEW New ▾

⊞ 📁 Home drive
⊞ 📁 Staff Shared Drive

root\Home drive

Name ▲

📁 ..
📁 Download UPDATED
📁 MD
📁 MD7
📁 My Files
📁 MyWork

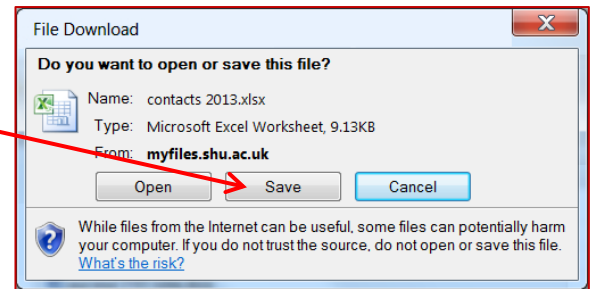**For More Help:** ✉ IThelp@shu.ac.uk   ☎ 0114 225 3333   👤 Learning Centre Helpdesk

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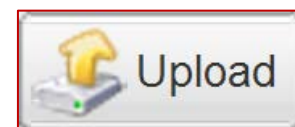
2. Select the option to **Save** the file.

3. Once files are saved on your machine they can be edited, viewed and moved as normal.
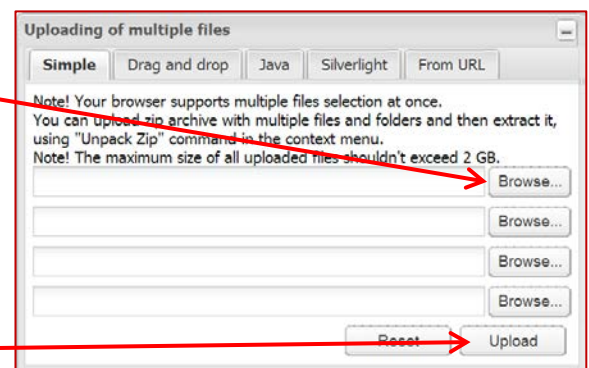
4. To upload files to the SHU Network from your device select **Upload**.

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**.
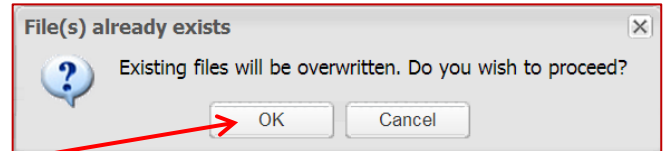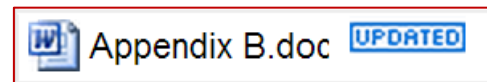
Online File Access via a Web Browser
Downloading and Uploading Files

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.
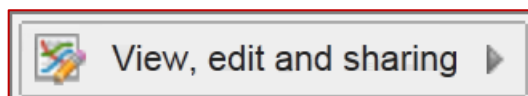
    🚪← cistmr

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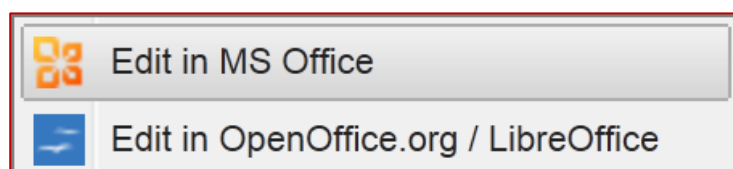## Editing Files in MS Office/Open Office

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

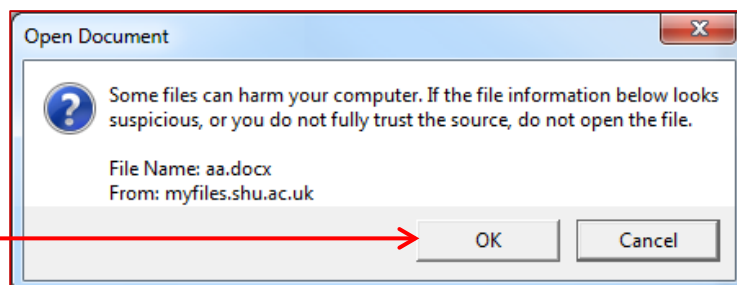1. Right click on the document you want to edit.
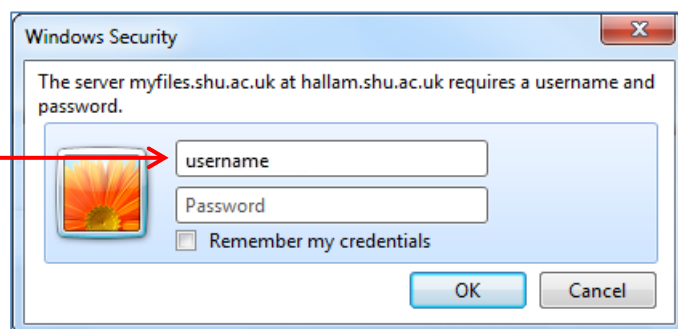
2. Click on **View, Edit and Sharing.**

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

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

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

For More Help: ✉ ITHelp@shu.ac.uk 📞 0114 225 3333 Learning Centre Helpdesk

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

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.