

# I-Drive Portal

## Quick Reference Guide

### Introduction

myFiles.humber.ca is a Web-based, file management solution that facilitates secure access to Humber's network drive from anywhere in the world. For your personal file storage needs, you need to use OneDrive for Business as the H-Drive was decommissioned in June 2022.

### Logging In

Log into the portal using your Humber credentials:

- 1) Launch an instance of your favourite browser.
- 2) Navigate to the address: **myFiles.humber.ca**
- 3) Log in using your Humber username and password.

**Please Note:** Please contact the I.T. Support Centre if you do not know your password.

### Downloading and Uploading

#### Downloading a File or Folder

- 1) Locate the files/folders on the portal you would like to download to your computing device.
- 2) Select the files and/or folders you would like to download and then click the **Download** button.

**Please Note:** By default, your browser will want to drop downloaded files/folders in your Downloads folder.

#### Uploading a File or Folder

- 1) Navigate in the portal to where you would like the uploaded files/folders. Click the **Upload** button.
- 2) Select the files/folders you want to upload in the resulting dialog box and click the **Upload** button.

**Please Note:** The portal will rename uploaded files/folders if an item of the same name exists in the destination folder.

### Copying and Moving

You can copy/move any file/folder to which you have sufficient access rights using the portal:

#### Copying a File or Folder

- 1) Select the file/folder in the portal to copy.
- 2) Click on **Copy** in the portal's toolbar and select the **Copy To** option.
- 3) Navigate to the destination folder in the portal.
- 4) Click the **OK** button to commit the change.

**Please Note:** The portal will rename the copied file/folder if an item of the same name exists within the destination folder.

#### Moving a File or Folder

- 1) Select the file/folder in the portal to move.
- 2) Click on **Cut** in the portal's toolbar and select the **Move To** option.

- 3) Navigate to the destination folder in the portal.
- 4) Click the **OK** button to commit the change.

**Please Note:** The portal will rename the copied file/folder if an item of the same name exists within the destination folder.

**HELPFUL TIP:** Use the **Select All** button to quickly select all the files/folders within a folder. Also, holding down the **CTRL** key allows you to select/deselect non-contiguous files/folders. Finally, you can also use the **Shift** key to select a contiguous range of files/folders.

## Creating a New Folder

You can create folders on your network drives (assuming you have sufficient access rights and privileges) using the portal:

- 1) Navigate to where you would like to add the new folder.
- 2) Click the **New** button and select the **Folder** option.
- 3) Key in a name for the new folder and press **Enter**.

**IMPORTANT:** The portal will reject any name that is too long, includes invalid characters, or already in use.

## Viewing/Editing a File

You do not need to download a file to view/edit it:

- 1) Navigate to the file you would like to view and select it.
- 2) Click the **View/Edit** button in the portal's toolbar and click **View in Browser**.

**IMPORTANT:** Your browser will download the selected file and open it from your **Downloads** folder. Any changes you make will be saved on the downloaded file and NOT the network file.

## Searching

You can also search for misplaced files/folders in the portal:

- 1) Click the **Search** button.
- 2) Indicate your search criteria.
- 3) Click the **Search** button.

## Renaming a File or Folder

Any file/folder to which you have sufficient access rights can easily be renamed within the portal:

- 1) Select the file/folder you would like to rename.
- 2) Click the **Rename** button in the portal's toolbar.
- 3) Carefully key in a new name for the file/folder.
- 4) Press the **Enter** key to commit the change.

**Please Note:** Pressing the **ESC** key while keying in a new file/folder name cancels the operation.

**IMPORTANT:** The portal will reject any proposed name that is too long, includes invalid characters, matches a forbidden name, or is already in use.

## Deleting a File or Folder

Any file/folder to which you have sufficient access rights can easily be deleted within the portal:

- 1) Select the file/folder you would like to delete.
- 2) Click the **Delete** button in the portal's toolbar.
- 3) Confirm your intent in the resulting message box.

**IMPORTANT:** Be careful when deleting file/folders through the portal; deleted items are not sent to the Recycling Bin and therefore cannot be easily recovered.

## Logging Off

To end your current session, click on your login name in the toolbar.

**Please Note:** The portal will automatically terminate its connection to Humber after about 20 minutes of inactivity.

## Help & Support

Please contact the I.T. Support Centre if you experience any issues.

Phone: 1 (416) 675-6622 ext. 8888

Web Chat: <https://humber.ca/techtalk>

Campus Location: A212 (Lakeshore) or Tech Zone – H109 (North)