

H-drive/I-drive Portal

(myFiles.humber.ca)

Quick Reference Guide

Layout

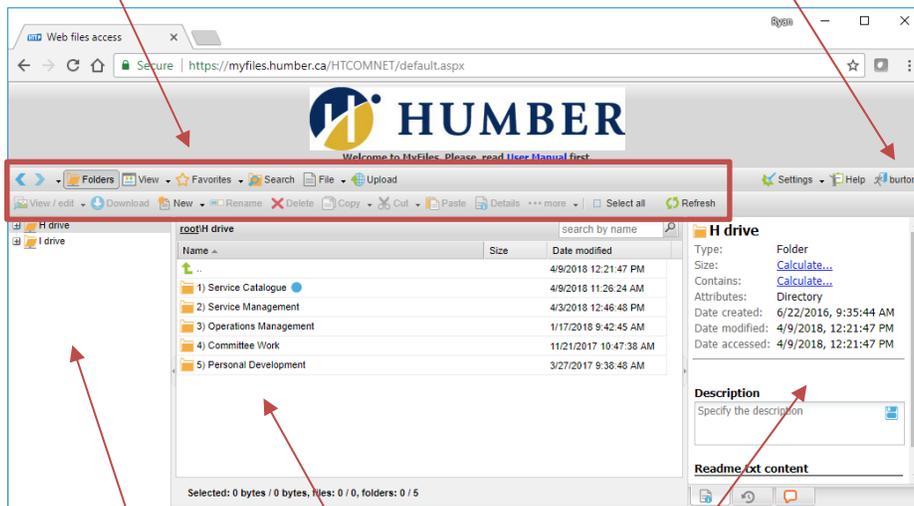
myFiles.humber.ca is a Web-based, file management solution that facilitates secure access to Humber's network drives from anywhere in the world.

Toolbar

Used to upload, download, rename, delete, move, copy, view, find, and create files and/or folders.

Logout

Used to end the current session.



Folders Pane

Used to show or hide the root folders.

List Pane

Shows the contents of the selected folder.

Details Pane

Shows additional information about a file or folder.

NOTE: Consider using **OneDrive for Business** for your personal file storage needs so you do not need to download and upload files.

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.

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

Help & Support

Having trouble? Contact the I.T. Support Centre:

Telephone
416.675.6622 X8888

Chat
humber.ca/techtalk

E-mail
SupportCentre@humber.ca

Support is available 24/7.

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.



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.
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2. Select the files/folders you want to upload in the resulting dialog box and click the **Upload** button.

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.

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.

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 noncontiguous files/folders. Finally, you can also use the **Shift** key to select a contiguous range of files/folders.

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.

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.

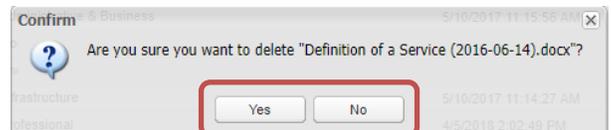
Deleting a File or Folder

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.

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 in order 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 to 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 a search criteria.
3. Click the **Search** button.

Logging Off

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

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