

# H-drive/I-drive Portal

(myFiles.humber.ca)

## Quick Reference Guide

### Layout

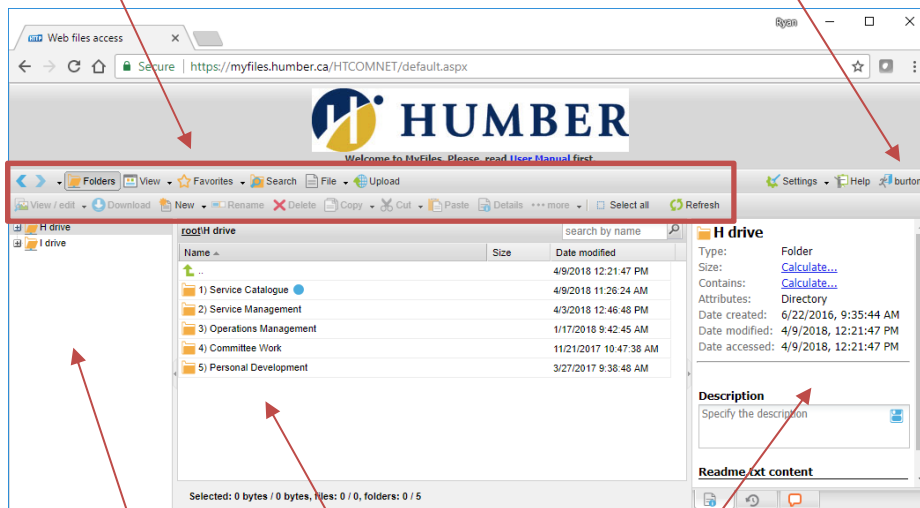
myFiles.humber.ca is a Web-based, file management solution that facilitates secure access to Humber's network drives from anywhere in the world.

#### 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.

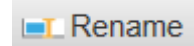
### HELPFUL TIP:

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.

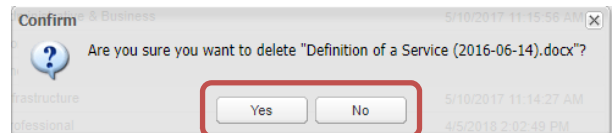
## Deleting a File or Folder

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.

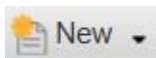


**IMPORTANT:** Be careful when deleting file/folders through the portal; deleted items are not sent to the Recycling Bin and therefore cannot be easily recovered.

## 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.



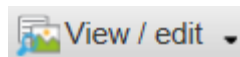
3. Key in a name for the new folder and press **Enter**.

**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.