MyFiles Introductory Guide

What is it?

MyFiles is a web based remote access solution to allow access to your U drive and any other network drives that are available to you on the network. It works on multiple devices, although best experiences are on PC/Mac or tablet devices.
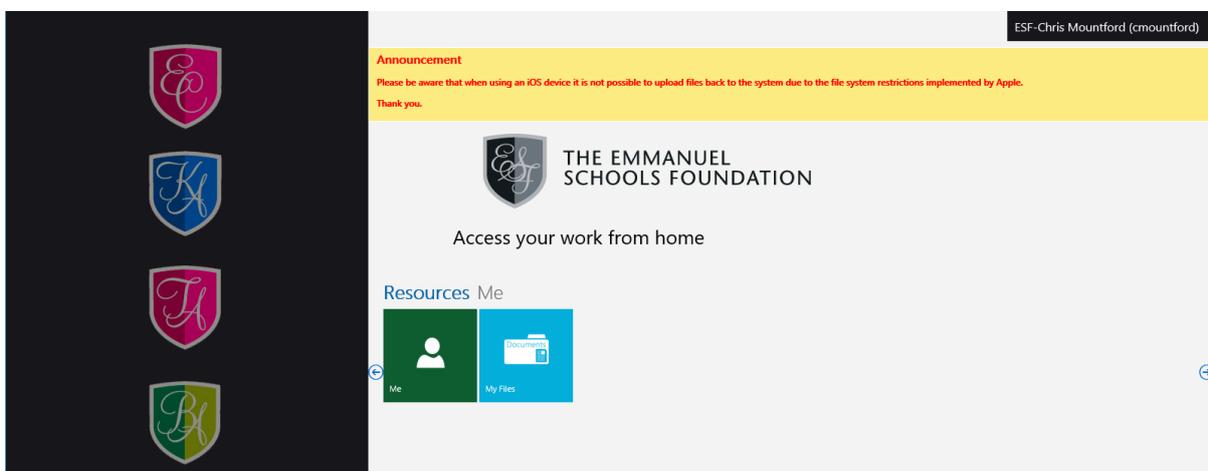
Where is it?

MyFiles can be accessed through https://myfiles.emmanuelschools.net.
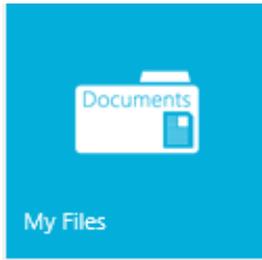
How to use it?

To use MyFiles go to https://myfiles.emmanuelschools.net
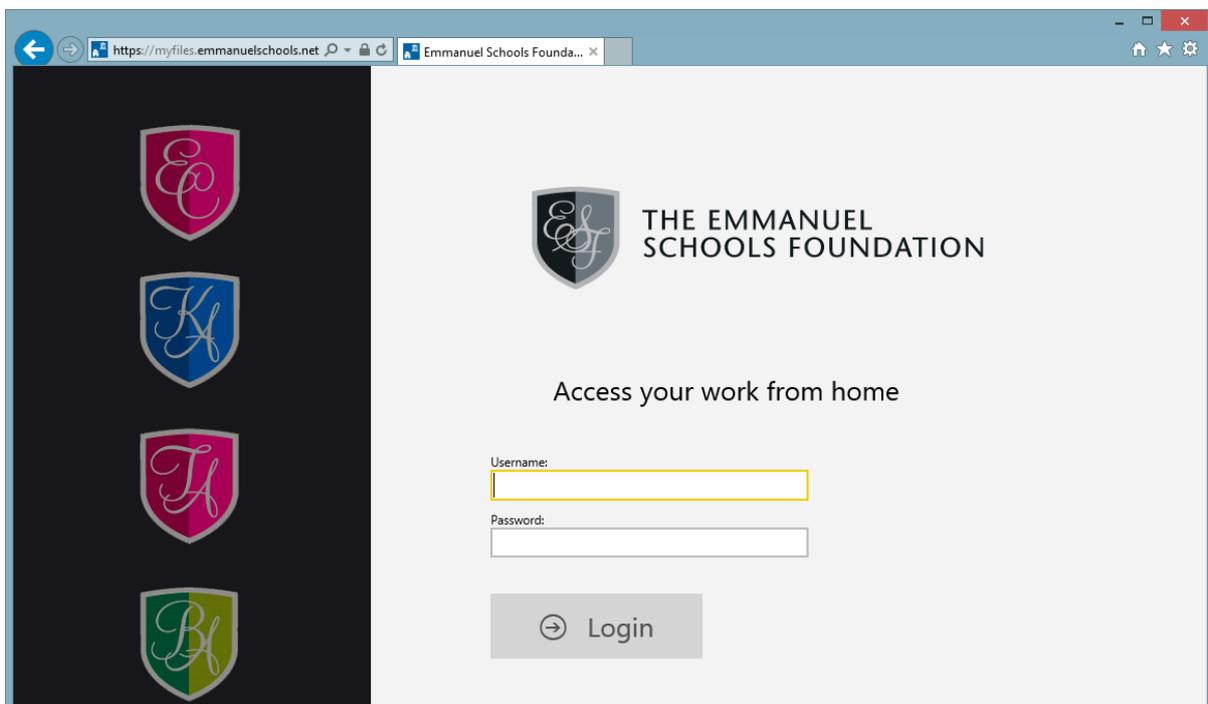
To access the system, log on using your normal network user name and password.

When you are logged in, click on the blue 'My Files' live tile.

When logging on for the first time you will be presented with a Help screen that contains more information regarding the toolbar, drive tree and item list. This can be accessed at any time from the toolbar at the top, under "Help?" Select close when you are ready.

Select the drive you wish to access by either clicking on the tile, or expanding the tree view.

When files or folders are selected, the top menu bar will change to provide additional actions.
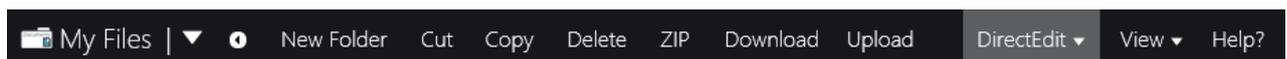
To edit a file, select it and click on Download, the following message will be displayed:

Choose Download to save a copy of the file to the local computer, or choose DirectEdit to automatically download the file and open the relevant application. When you close the file it will be automatically uploaded back to your network drive. If you select DirectEdit you may see a dialog box similar to this, click the allow button to open your file.
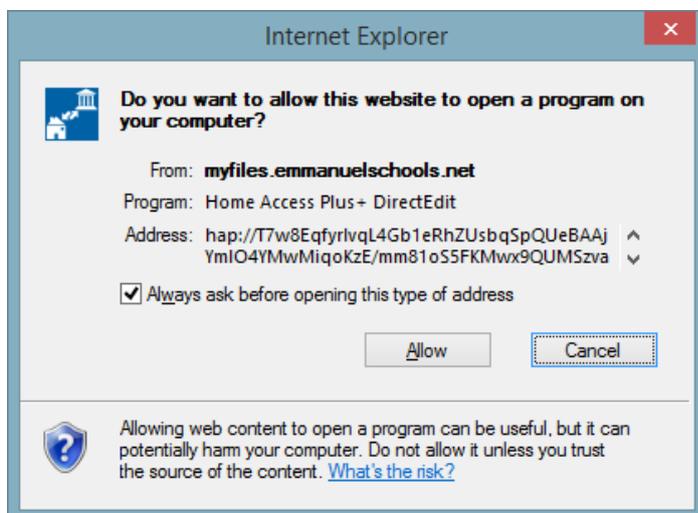
If you have not yet installed the DirectEdit software, a download link is provided.
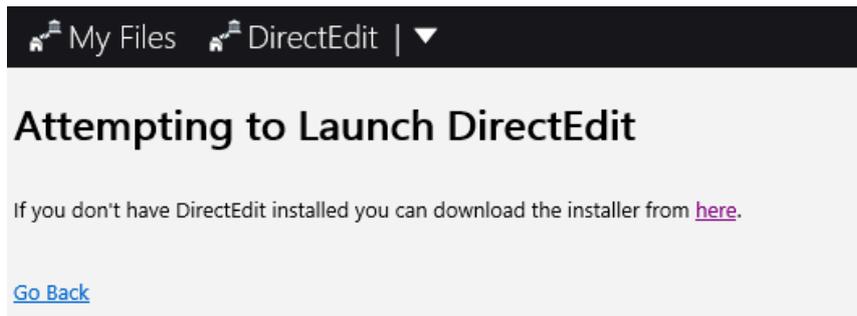
To log out of the system click on your name/username in the top right corner and select 'Logout'.
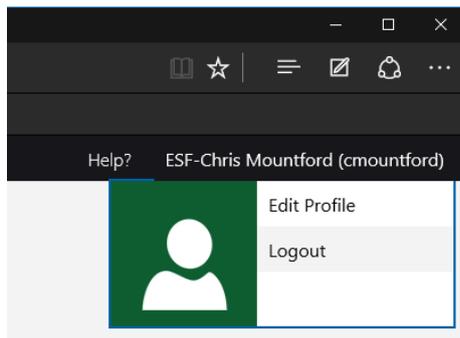
Troubleshooting

Due to limitations of the Operating System, it is not possible to uploaded files on iOS devices. Files can be opened and edited, but then changes can only be saved locally to the device.

Further help is available from the 'Help?' button on the top menu bar, or speak to a member of the IT Support team.