

## MY FILES

Have you ever wished you could get to important files that were only on your hard drive? When you save files to your **My Files Personal Tool**, you can access them from any computer with an Internet connection! Files stored here can also be accessed as attachments for your E-mail. Click the **Files icon** in the **QuickBar** to get started!

The **Usage Bar** shows how much space your current files and folders are using.

The **Title** onscreen tells you which folder you are currently viewing.

To delete items, check desired items and then click **Delete** or **Delete Folder**. Use care when deleting folders: all contents within are also deleted!

The **My Files** folder is your root folder; all folders you create are sub-folders within it.

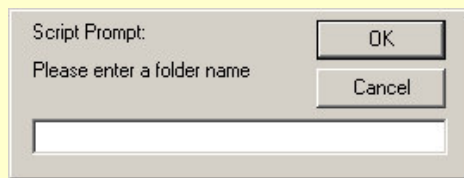
You can create as many levels of sub-folders as desired.

### ACCESS A FOLDER

Click on the folder name in the **File Folders** box, or a folder listed in the table. The currently viewed folder is highlighted.

### CREATE A FOLDER

1. Access the folder in which the new folder should be created.
2. Click **[New Folder]** in the **File Folders** box or **New Folder** in the toolbar.



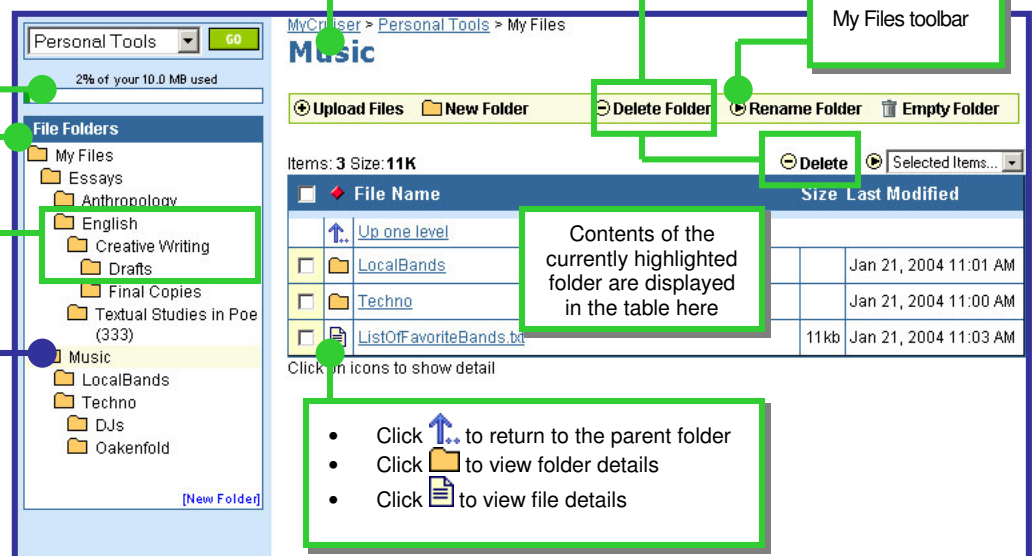
Script Prompt:  
Please enter a folder name

OK Cancel

3. Enter the name and click **OK**.

### DOWNLOAD FILES FROM MY FILES

1. Access a folder to display the folder's contents.
2. In the table, click on a file name.
3. When your system's file utility appears, click **Open** to open the file, or **Save** to save it to your hard drive.



My Files toolbar

Upload Files New Folder Delete Folder Rename Folder Empty Folder

Items: 3 Size: 11K

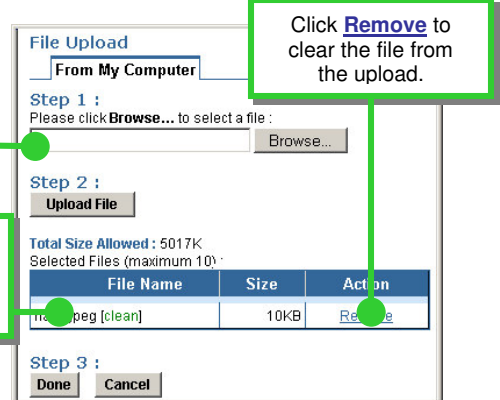
| File Name               | Size | Last Modified         |
|-------------------------|------|-----------------------|
| Up one level            |      |                       |
| LocalBands              |      | Jan 21, 2004 11:01 AM |
| Techno                  |      | Jan 21, 2004 11:00 AM |
| ListOfFavoriteBands.txt | 11kb | Jan 21, 2004 11:03 AM |

Contents of the currently highlighted folder are displayed in the table here

- Click to return to the parent folder
- Click to view folder details
- Click to view file details

### UPLOAD FILES TO A FOLDER IN MY FILES

1. Access the folder in which you want to upload new files and then click **Upload Files** to access the **File Upload** utility.



File Upload

From My Computer

Step 1 : Please click **Browse...** to select a file :

Browse...

Step 2 : Upload File

Total Size Allowed : 5017K  
Selected Files (maximum 10):

| File Name            | Size | Action |
|----------------------|------|--------|
| img_0001.jpg [clean] | 10KB | Remove |

Click **Remove** to clear the file from the upload.

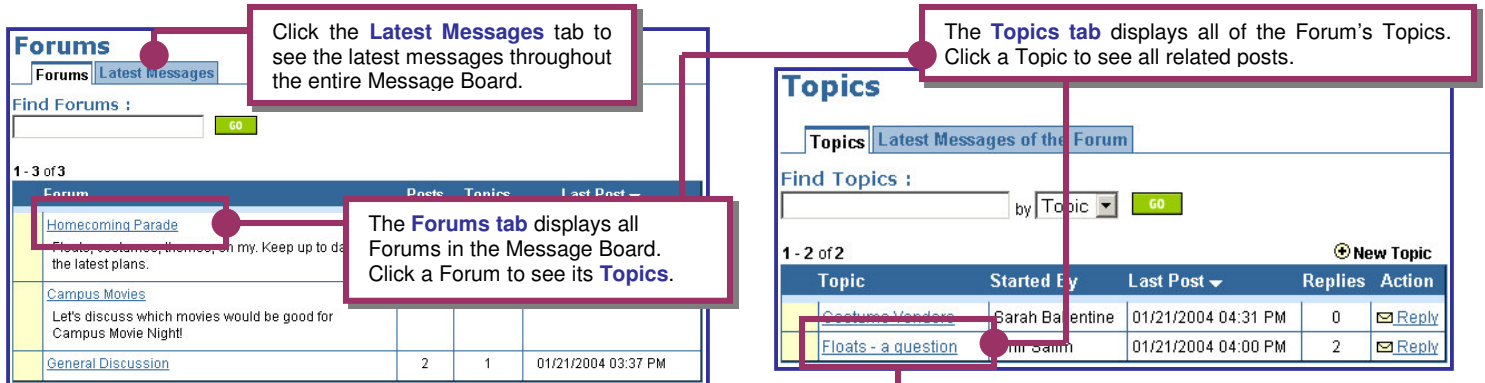
Files that have been included in the upload are listed in the table below.

Step 3 : Done Cancel

2. Click **Browse...** to select a file from your computer.
3. When the desired file is found, click **Upload File**.
4. When all desired files have been collected, click **Done**.

## MESSAGE BOARD

**Message Boards** are available in communities for members and from the **Campus** tab > **General** sub-tab for campus members. The board is categorized into **Forums**, which are in turn divided into specific discussion **Topics**. **Posts** comprise discussions; a sequence of posted responses to an initial post is a **Thread**. When you access the Message Board, the **Forums** tab is displayed first.



**Forums** | Latest Messages

Click the **Latest Messages** tab to see the latest messages throughout the entire Message Board.

Find Forums :

1 - 3 of 3

| Forum                              | Posts | Topics | Last Post           |
|------------------------------------|-------|--------|---------------------|
| <a href="#">Homecoming Parade</a>  |       |        |                     |
| <a href="#">Campus Movies</a>      |       |        |                     |
| <a href="#">General Discussion</a> | 2     | 1      | 01/21/2004 03:37 PM |

The **Forums** tab displays all Forums in the Message Board. Click a Forum to see its **Topics**.

**Topics** | Latest Messages of the Forum

Find Topics :  by Topic

1 - 2 of 2

| Topic                               | Started By      | Last Post           | Replies | Action                |
|-------------------------------------|-----------------|---------------------|---------|-----------------------|
| <a href="#">Cosplay Vendors</a>     | Sarah Barentine | 01/21/2004 04:31 PM | 0       | <a href="#">Reply</a> |
| <a href="#">Floats - a question</a> | Amir Salim      | 01/21/2004 04:00 PM | 2       | <a href="#">Reply</a> |

The **Topics** tab displays all of the Forum's Topics. Click a Topic to see all related posts.

### THE POST MESSAGE PAGE IS SHOWN WHEN YOU...

- Click [Reply](#) in the "Action" column of a Topic to reply to that Topic
- Click [Post Reply](#); you will be replying to the Post
- Click [Reply to Post](#) from the desired Post
- Click [Reply to Topic](#); you will be replying to the Topic

### Post Message



[View by Date](#) | [View by Thread](#)

\* Indicates required fields.

**Reply Message**

\* **Subject** :  **Posted By** : April Swenson (01/21/2004 04:00 PM)

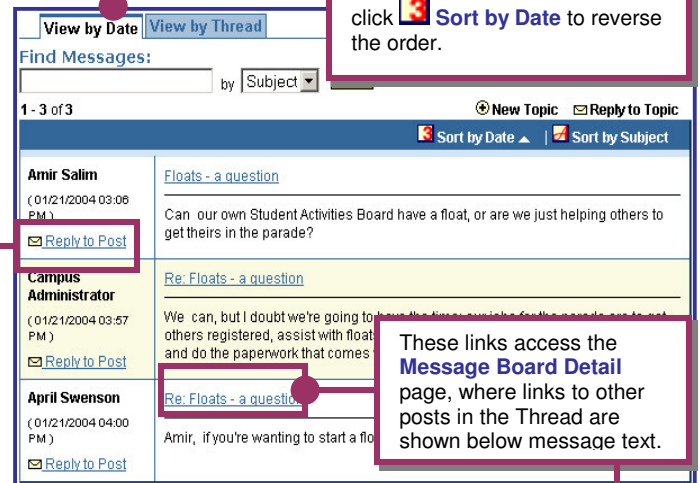
**Detail** :

**Subject** : Re: Floats - a question

Amir, if you're wanting to start a float for our own org, count me in!

Original post shown here.

The **View by Date** tab shows related posts oldest to newest; click **Sort by Date** to reverse the order.



[View by Date](#) | [View by Thread](#)

Find Messages:  by Subject

1 - 3 of 3

**Amir Salim** (01/21/2004 03:06 PM) [Reply to Post](#)

[Floats - a question](#)

Can our own Student Activities Board have a float, or are we just helping others to get theirs in the parade?

**Campus Administrator** (01/21/2004 03:57 PM) [Reply to Post](#)

[Re: Floats - a question](#)

We can, but I doubt we're going to have the first priority for the parade as there are others registered, assist with float and do the paperwork that comes with it.

**April Swenson** (01/21/2004 04:00 PM) [Reply to Post](#)

[Re: Floats - a question](#)

Amir, if you're wanting to start a float for our own org, count me in!

These links access the **Message Board Detail** page, where links to other posts in the Thread are shown below message text.

### OTHER MESSAGE BOARD FUNCTIONS

- Edit Message** - Message editing is only possible if two criteria are met:
  - The editor is the original author
  - No posts have been made in response to the original post
- Hide Message** - Available to the community host; hides message content, and inserts the following for the message title: "Original message is no longer available."
- Delete Message** - Available at any time to community host; deletes current message and all replies to it down the hierarchical tree.
- Retract Message** - Available at any time to message author; original title remains in place, but message content is replaced with "Message was retracted by author!"

### Message Board Detail



[View by Date](#) | [View by Thread](#)

Messages # 3

**Posted by** : April Swenson ( 01/21/2004 04:00 PM )

**Subject** : Re: Floats - a question

Amir, if you're wanting to start a float for our own org, count me in!

Posted as a reply to: [Message](#) by Amir Salim

| Subject                                   | Posted By            | Date               |
|---|----------------------|--------------------|
| <a href="#">1 Floats - a question</a>     | Amir Salim           | 01/21/2004 03:06PM |
| <a href="#">2 Re: Floats - a question</a> | Campus Administrator | 01/21/2004 03:57PM |
| <a href="#">3 Re: Floats - a question</a> | April Swenson        | 01/21/2004 04:00PM |

### USING OTHER TABS IN THE MESSAGE BOARD

- Latest Messages of the Forum** – see latest messages within a single Forum
- View by Thread** – see only the thread view of a Topic