

Access Network Shares Using MyFiles

Faculty and staff can now access their personal or department shared files via web browser.

Logging In

- For your personal files (U:\ Drive): <https://law.rutgers.edu/cgi-bin/access-cas/myfiles.cgi>
- For your department files (H:\ Drive): <https://law.rutgers.edu/cgi-bin/access-cas/myfiles.cgi?hdrive=yes>

You will be required to authenticate using your Rutgers NetID and password.

Enter your Rutgers NetID and Password

NetID:

Password: **Ensure proper security — keep your password a secret**

Authentication Type:

Warn me before logging me into other sites.

[Forgotten NetID or password?](#) First-time users, [activate your NetID.](#)

You will be taken to a directory listing of your files.

Name	Size	Type	Date Modified
.snapshot		Folder	3/3/14 12:00 PM
New Folder		Folder	2/28/14 3:54 PM
Doc1.docx	16.79 KB	File DOCX	2/28/14 3:54 PM

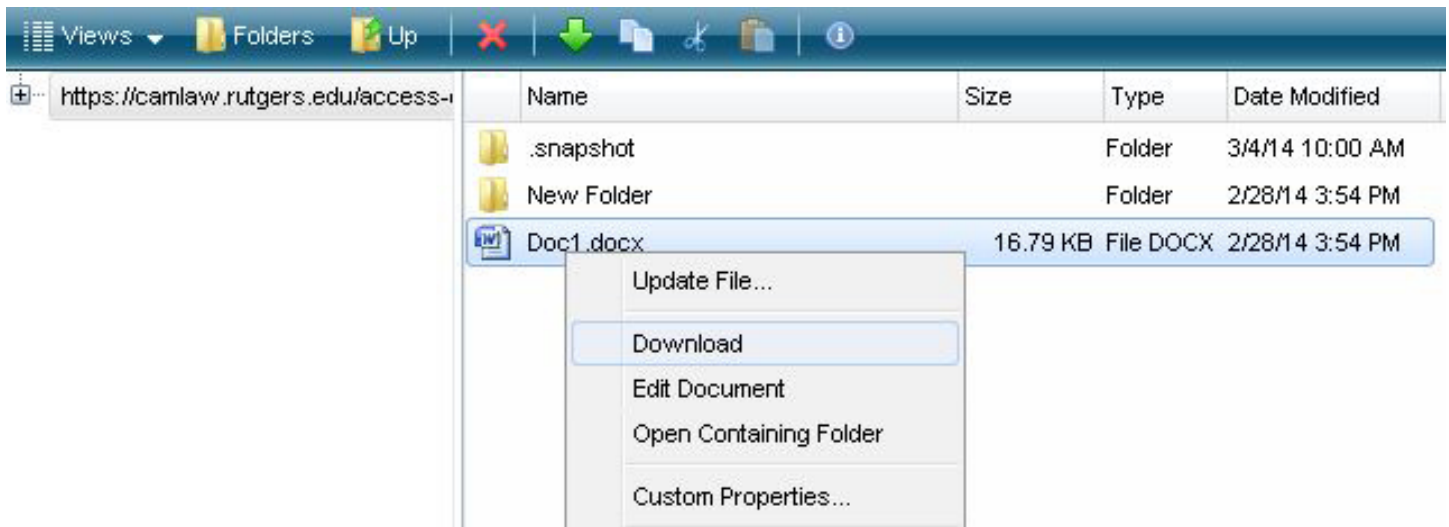
Using the Toolbar

The MyFiles Toolbar can be used to change the display view or, once you select a file, to delete, download, cut, copy or paste items.

Name	Size	Type	Date Modified
.snapshot		Folder	3/4/14 10:00 AM
New Folder		Folder	2/28/14 3:54 PM

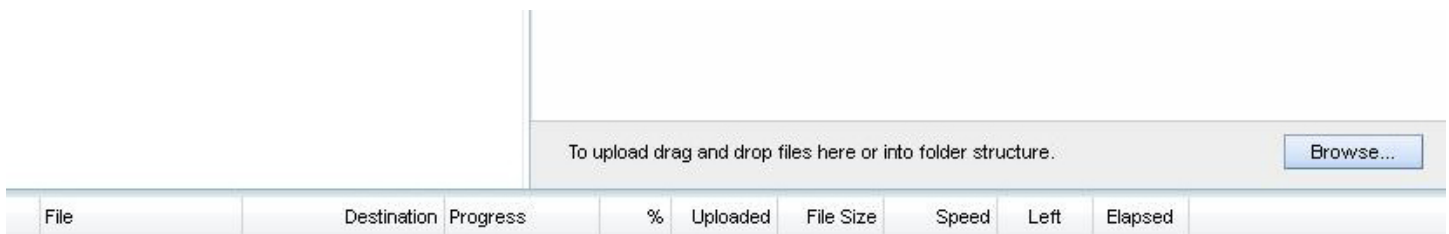
Downloading Documents

To retrieve a document from your network share, click once on the file to select it. Use the MyFiles Toolbar at the top of the screen. Alternatively, you may right-click on the file and choose Download from the menu.

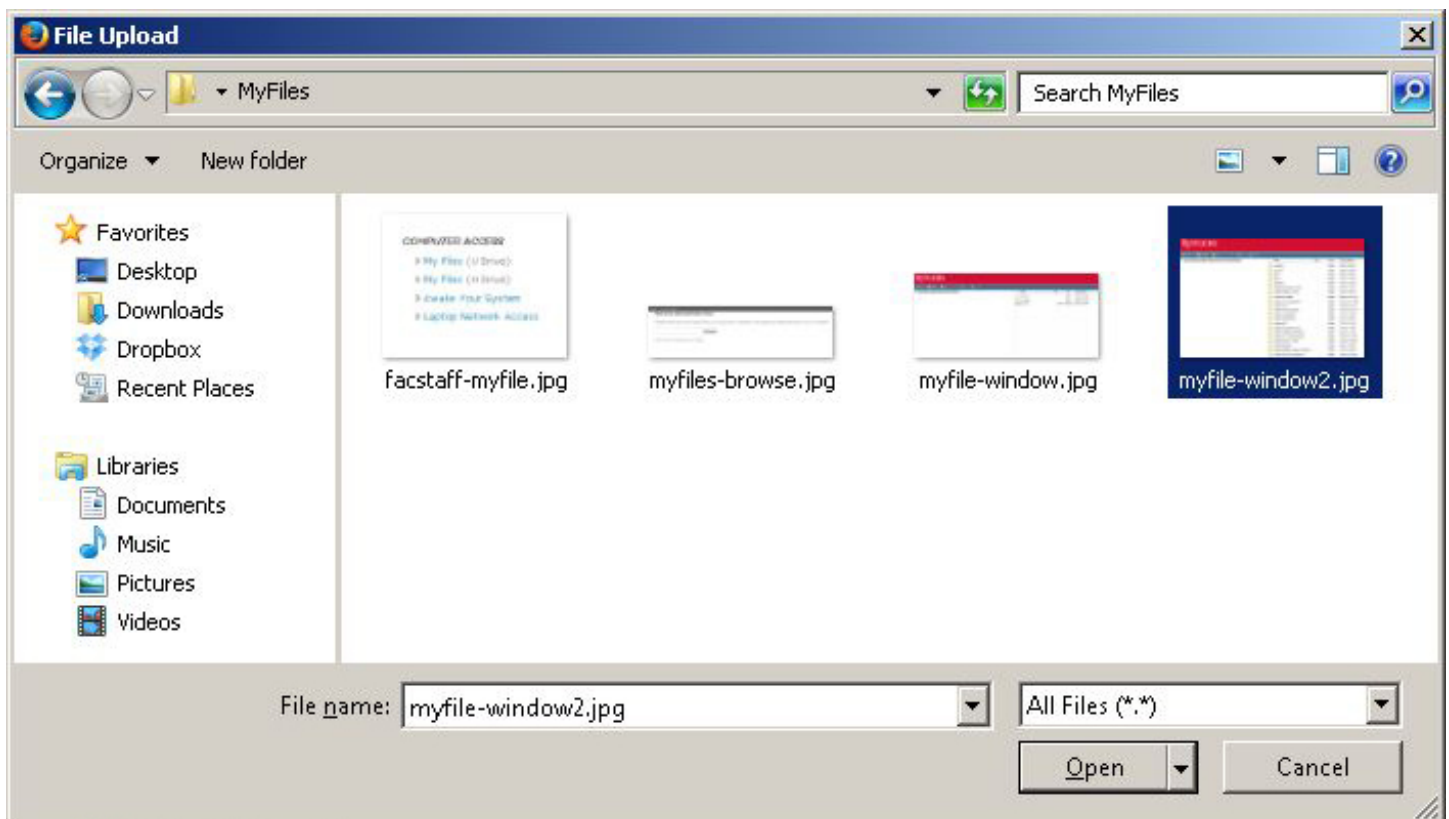


Uploading Documents

To upload a document from your local computer, click the Browse button at the bottom of the page.



A dialog box will open, asking you to select the document on your computer. Choose your file and click the Open button.



A progress indicator will display until your file has been successfully uploaded to the network share

File	Destination	Progress	%	Uploaded	File Size	Speed	Left	Elapsed
 Lighthouse.jpg	\\cottoner\Lighthouse.jpg		52 %	287.14 KB	548.12 KB	3.84 MB/s	00:00:00	00:00:00

Once uploaded, your file(s) will appear in the directory listing.

Logging Out

To log out, simply close the web browser.