



FoxFiles: Getting Started

What is FoxFiles?

FoxFiles is a file management system. You can store and share your files and access your files from a web browser. It's like your H drive or departmental drive with web access. When you first launch FoxFiles, you can only access files and directories available to you, so give it a spin by uploading some files and exploring the features.

Logging in to FoxFiles

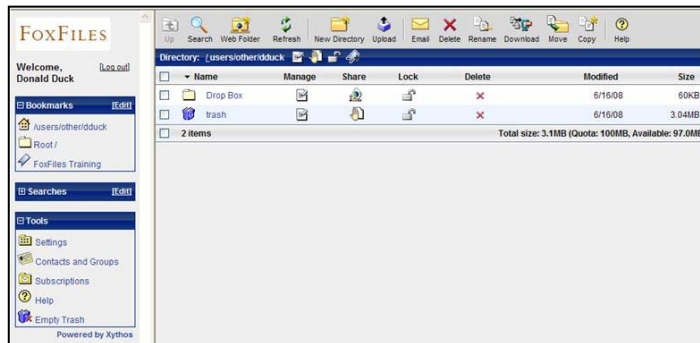
To begin, use your web browser to go to foxfiles.georgefox.edu. Use your George Fox (domain) username and password to log in.

Features



Tools allow you to maintain your **Contacts** and **Groups**, set your **Settings**, and empty your **Trash**.

To the right of your **Bookmarks**, **Searches**, and **Tools** is **File Management**, which displays the contents of the current directory.



In File Management, use the Navigation Toolbar buttons to navigate to a different directory; create a new directory; add files; and move, copy, rename, delete, or email a link to one or more files or an entire directory. For more advanced instruction, use the left Help menu. For general how-to questions, try the [FAQs](#) section.