



FoxFiles: Getting Started

Getting Started

This document gives some quick tips to get you started. See the *FoxFiles Tutorial* for more detailed directions.

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.

Logging in to FoxFiles

To begin, use your web browser to go to foxfiles.georgefox.edu. A link to FoxFiles is also located on your **MyGFU** home page in the **GFU Resources** block. Use your George Fox (domain) username and password to log in.

Navigation

Folders and files can be located in your **Home** (your personal files) or in another root-level folder such as a departmental or class folder to which you have access.

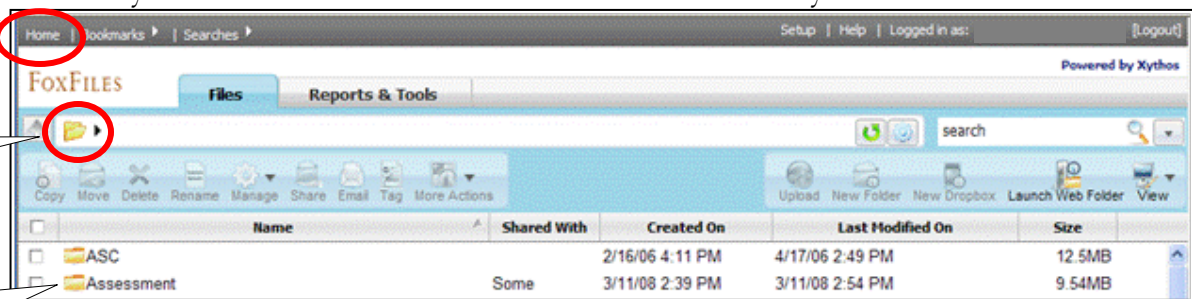
Click **Home** in the upper left corner to view your personal files.

Home

Click the yellow root folder to view root-level folders to which you have access.

Root-Level Folders

Double click folder to open it.



Add Folders and Files

New Folders: Use the **New Folder** button to create a folder. A **New Folder** wizard is launched that takes you through several steps, but we recommend that you enter a folder name and finish the wizard. Double click a folder to open it.



Uploading Files: Use the **Upload** button. Browse to find your file. If you need to add more files, click the **Add File**. When you have added all of the files, click **Start Upload** to upload the file(s).

Note: To replace an existing file with the same name, you must check **Overwrite file if it already exists**, or you will receive an error.

Sharing Files and Folders

Right-Click (<Ctrl>-Click on Mac) on the file or folder and choose **Manage > Permissions**, or check the box to the left of the file or folder, and select **Manage > Permissions**.

You can grant general permissions to

- **Authenticated Users** - George Fox login required.
- **Public** - no login required. (For example, use this permission for documents linked to the George Fox public website or to a FoxTALE course site.)

Select the permission levels for each group, and click **Apply**:

- **Viewer** (read only)
- **Contributor** (read, write, delete)
- **Full Access** (read, write, delete, administer permissions)

To give permissions to specific individuals or groups, select the folder or file, go to **Manage > Permissions**, and click the **Add User/Group** button. Type in part of the person's first name or e-mail address. You'll see a list of choices (the list may take a few moments to appear). Click the person to select him or her.

Alternately, you can click the **Search for Users** button to open the **Find** utility.

E-Mailing a File or Folder

E-mail a link to a FoxFiles file or folder instead of attaching a file. You can send the e-mail before or after assigning permissions. If you e-mail a George Fox user without permissions, FoxFiles will assign read only permissions. If you e-mail a link to a person outside George Fox, FoxFiles will create a ticket that allows access for a specified or unlimited time period.

To get started, Right-Click (<Ctrl>-Click on Mac) the selected file or folder, and select **Email**.