



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 GPU 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.

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

| Name | Shared With | Created On | Last Modified On | Size |
|------------|-------------|-----------------|------------------|--------|
| ASC | | 2/10/06 4:11 PM | 4/17/06 2:49 PM | 12.5MB |
| Assessment | Some | 3/11/08 2:39 PM | 3/11/08 2:54 PM | 9.54MB |

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**.