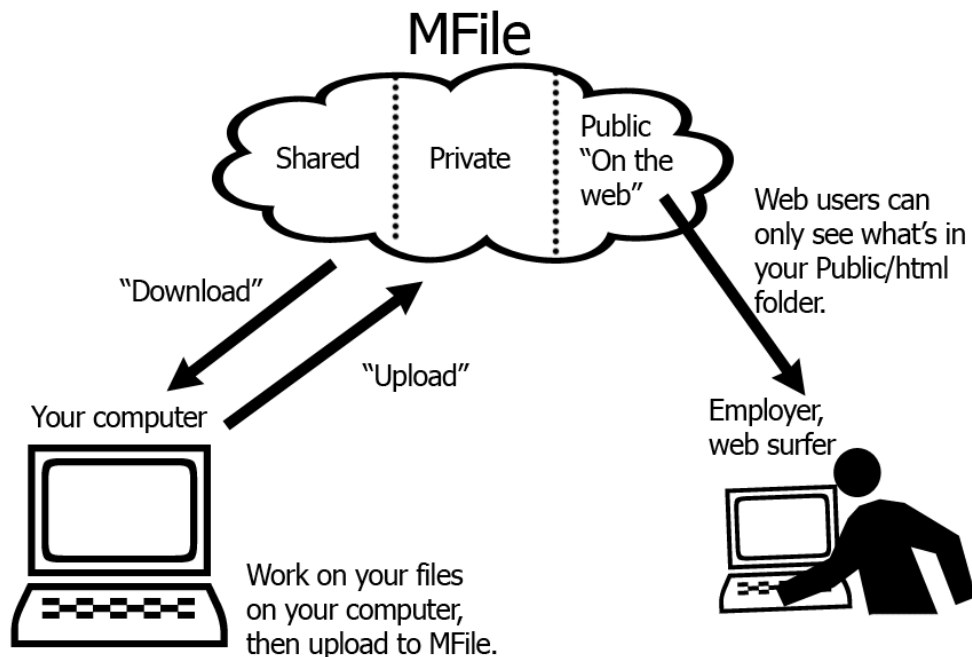


MFile – your space on the web

MFile, or Institutional File Space (IFS space), is a large personal storage space residing on U-M servers, which you can access from any computer with an Internet connection. Everyone with a UM username typically has 1Gb of MFile space.

You can keep this space one term after graduation for free; after that, you can pay \$10/month to keep this space, your UM e-mail, and several other services. See <http://www.umonline.umich.edu/>.

Working with files in MFile



Generally speaking, you do not edit documents while they are “in” MFile. Instead, you work on the document on your computer, save the changes, then save a copy to MFile. (The process of saving a copy to MFile is called “uploading.”)


When you want to edit an existing page, you need to copy it back onto your computer so you can work with it (called “downloading”). After you’ve made changes, you’ll re-upload the document. This means you’ll always have 2 copies of the document – the one on your computer, and the one in MFile. Be sure you keep both copies updated!

Getting to your MFile space – from UM computer lab

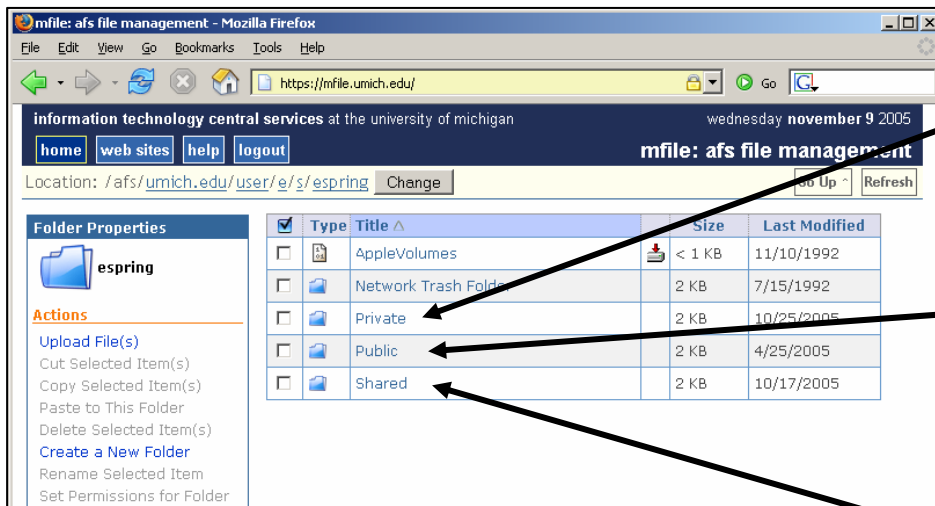
- There is a shortcut on the desktop labeled "My IFS space." Double-click this; it will open a window showing all your MFile folders. Use it as you would any other folder.
- Your MFile account also appears as a “disk” under My Computer (it will have a long name with your username embedded in it). So, you can choose File → Open or File → Save and point directly to your MFile space. This only works in UM labs.

Getting to your MFile space – Via Web

This method of accessing MFile is available from any computer with an Internet connection.

- Go to <http://mfile.umich.edu/> and log in with your Kerberos id and password (same as your e-mail).
- Click on the *name* of the folder (e.g., Private) to view its contents.
- Click the Download icon  to retrieve an item from MFile to your computer.
- Use the menu bar on the left to upload files and perform most other functions.

Visual overview



Store files in the Private folder so you can work on them at home and at school – or backup your whole computer here.

Your web pages – or portfolio – go inside the HTML folder within the Public folder.

You can set permissions on the Shared folder so only a short list of people can view the contents.

How to upload

- Click on the name of the folder you want to upload the file into. (For public documents like portfolios and web pages, first click the “Public” folder, then click the “html” folder.)
- Click “Upload File(s)” on the left side of the page.
- Click “Browse...” and look for your file on your hard drive, USB drive, etc.
- NOTE: if you are re-uploading a document after editing it, be sure to check the “Overwrite files during upload” box.
- You can click “Add Another File” to upload more than one file at a time.
- Finally, click “Upload File(s)”.
- If you have edited a file and re-uploaded it, but you still see the old copy online, try closing all your browser windows. Then re-start your browser; you should see your edits now.
- All items in your "Public/html" folder comprise your web site. Your web address will be <http://www-personal.umich.edu/~username/> .

