

# USING NETFILES

IN THE ACIC LAB AT BORCHERT MAP LIBRARY



UNIVERSITY OF MINNESOTA  
LIBRARIES

## GENERAL INFORMATION

Netfiles is a files storage application with collaboration and sharing features. The software is based on the Digital Locker Suite from Xythos Software.

## ACTIVATING YOUR ACCOUNT

Current Staff, Faculty and Students are eligible for a NetFiles account. To activate your account go to your internet account options page at <https://www.umn.edu/dirtools>. If you are eligible for an account the internet account options page will have a link for "NetFiles account options". Follow that link and agree to the information there to activate your account. After activating your account you can log in to the system at <https://netfiles.umn.edu>. If you do not have a NetFiles account options link on your internet account options page, but believe you should be eligible for an account please email [netfiles@umn.edu](mailto:netfiles@umn.edu) and we will investigate.

## ACCESSING NETFILES

NetFiles can be accessed by web browsers at <https://netfiles.umn.edu>. You will be prompted for your internet id and password. After logging in you will see your home directory.

You can also access NetFiles via WebDAV clients. WebDAV allows interaction with your NetFiles space like a network drive. Log into Netfiles once with a web browser before trying to connect via WebDAV in order to create your home directory. Instructions for each WebDAV client would be slightly different, but the server name to connect to is <https://netfiles.umn.edu/users/internetid>, replace internetid with your own Internet ID.

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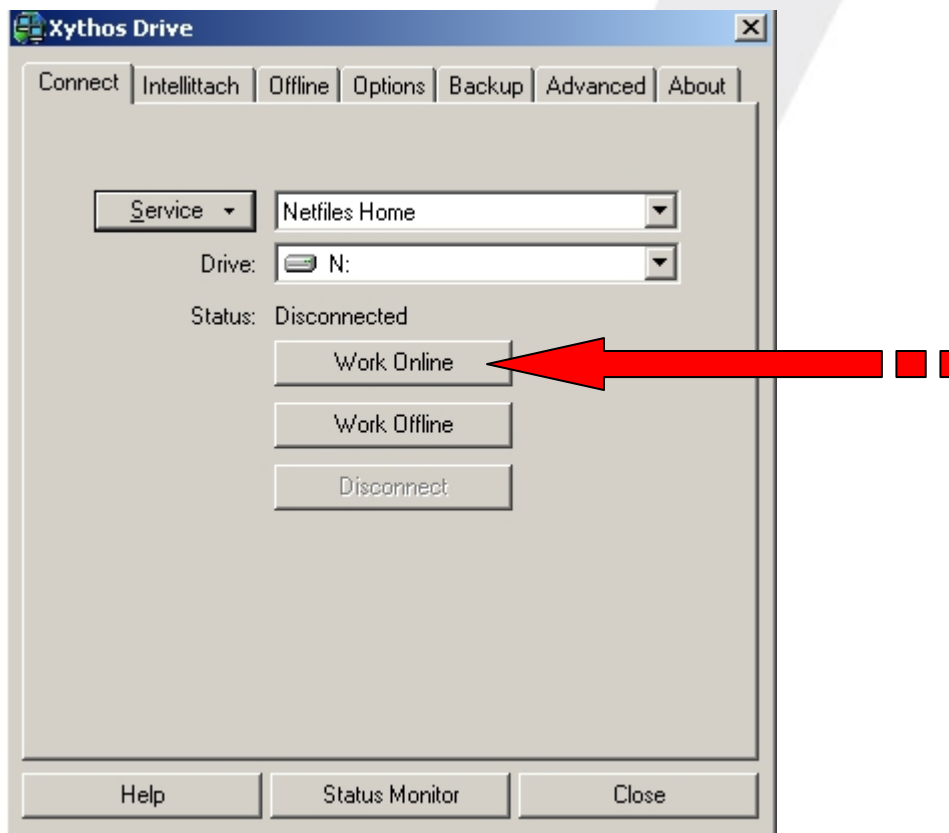
## USING NETFILES IN THE ACIC LAB AT BORCHERT MAP LIBRARY

The windows client is already installed on the computers in the lab.

1. Click on the NetFiles icon on the desktop

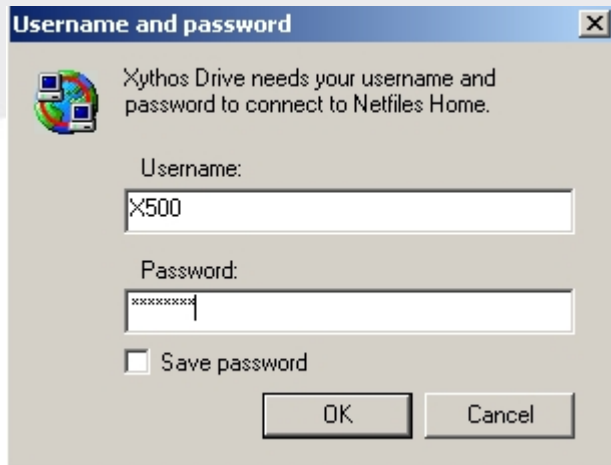


2. Click the "Work Online" button

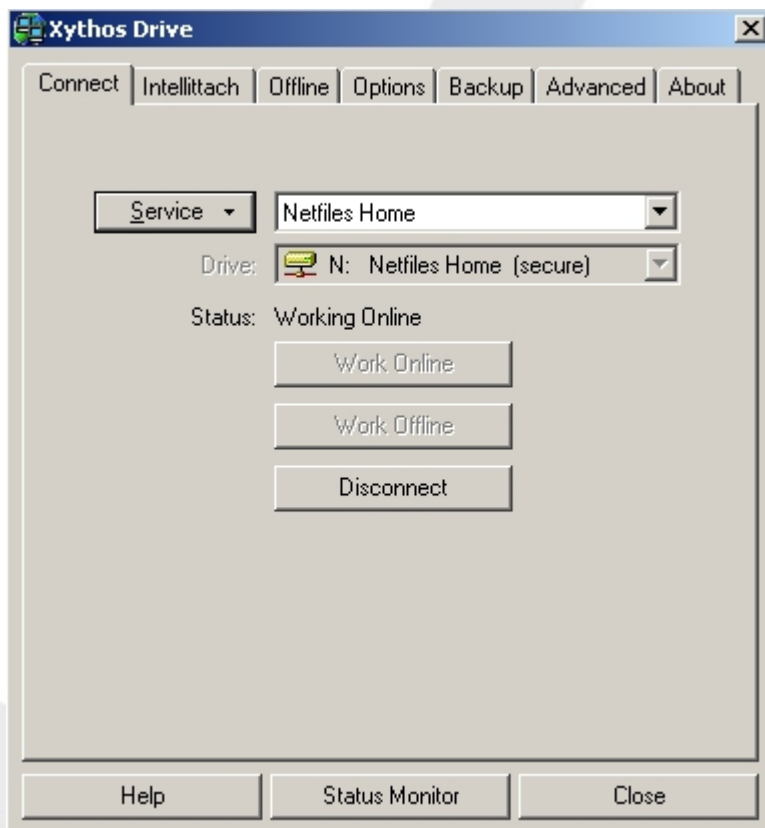


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3. Enter your X500 username and password and click OK  
\*do not check "save password" box

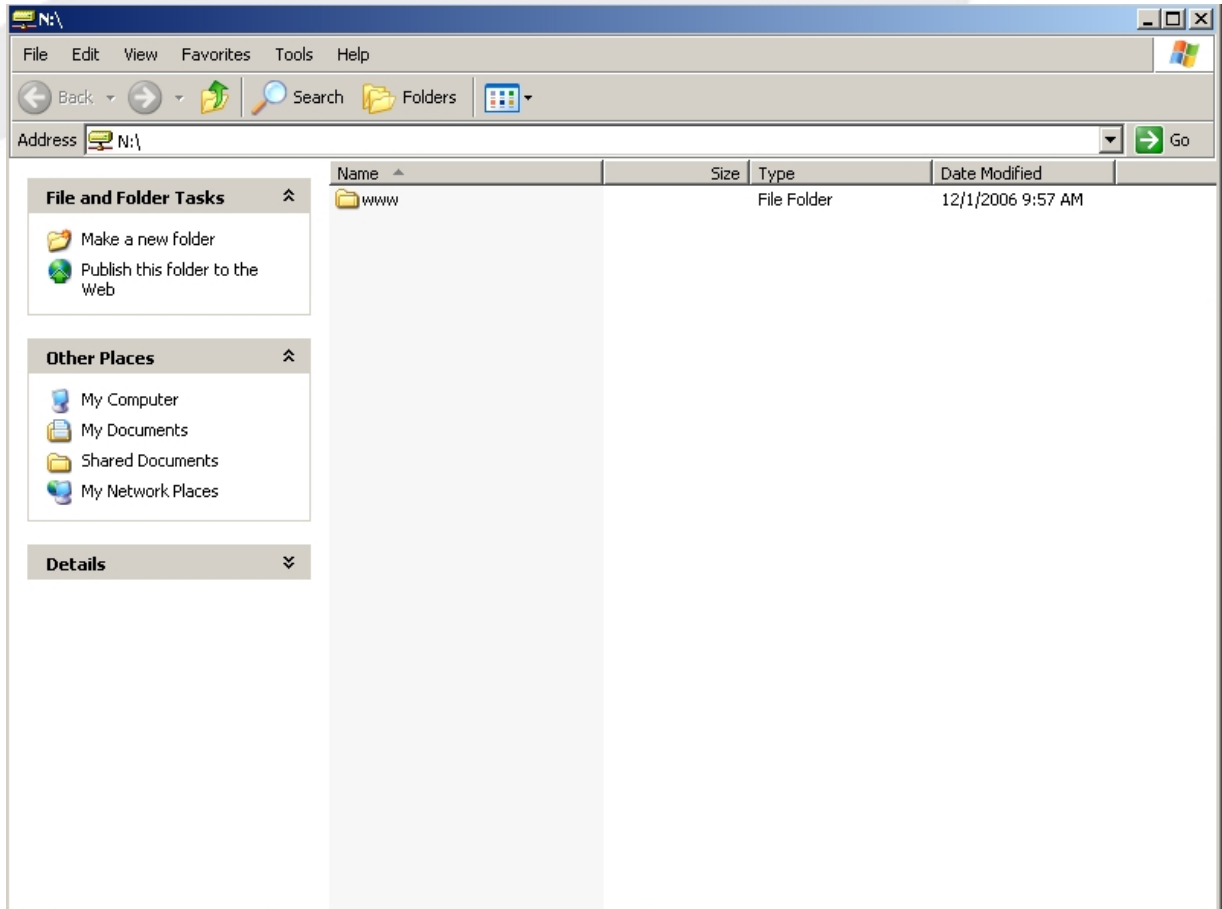


4. Once connected the status will show "Working Online"



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Once your home directory is mapped in windows a new window will open displaying the contents.  
If this window gets closed you can use Windows Explorer or My Computer to browse to the mapped Netfiles drive.  
\*Note: The default drive is N:\ but can be any drive letter that was not in use prior to logging into Netfiles



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5. When you are finished transferring your documents be sure to either
  - a. REBOOT the computer to return the machine to its original state  
OR
  - b. Open NetFiles and Click "Disconnect"

