



# Tranferring Files with mFile

A University of Michigan Library Instructional Technology Workshop

mFile is a web-based file management service offered by the University of Michigan ITCS. Its layout is similar to the web-based email also offered by ITCS. mFile is an alternative to using an FTP program to upload, download, and arrange folders on your AFS space. To access mFile, go to <http://mfile.umich.edu>. Your login is your uniqname and your Kerberos password. When finished using mFile be sure to logout.

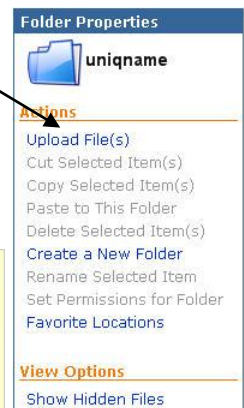
## NAVIGATING YOUR FILES AND FOLDERS

There are a number of ways to navigate between the different folders in your AFS space. To move to a folder that is in the current directory, click on the folder icon (  ) next to the name of the folder. To go back up a level either click on the *Go Up* button (  ) in the top right of the window, or click on the location in the path name where you want to go. You can also click on the *Change* button and the end of the path name and manually type in the path address of the folder.


Location: [/afs/umich.edu/user/](#)

## UPLOADING FILES

To upload files to your AFS space, click on the *Upload Files* option on the left side of the screen. A dialog box will open that will look similar to the window below (depending on what browser you are using, it may say *Choose File* or *Browse*). Click on the *Browse* button, locate and choose the file on your computer you wish to upload. If you wish to upload multiple files, click on the *Add Another File* option. You can upload up to five files at a time.




## UPLOADING FILES TO FOLDERS

If you want to upload your files to specific folders you have to navigate to that folder first and then you go through the uploading process as outlined above. To navigate to a specific folder you click on the folder icon (  ) next to the name of the folder. For example, web pages must be uploaded to the html folder inside the Public folder(Public/html).



At this time you cannot upload an entire folder. Instead, upload each file individually.

## DOWNLOADING FILES

To download files from your AFS space click on the download icon (  ) to the right of the file name you want to download. There is no way to download multiple files, and there is no way to download an entire folder. Only single files can be downloaded.

Depending on your system (Mac or PC) and your browser, the file may automatically download or it may prompt you to open or save the file to a location.

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**Need help?** Visit the Faculty Exploratory or Knowledge Navigation Center on the 2nd floor of the Graduate Library.

[exploratory@umich.edu](mailto:exploratory@umich.edu) | <http://guides.lib.umich.edu> | [knc-info@umich.edu](mailto:knc-info@umich.edu)

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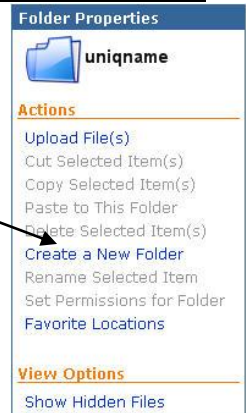
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## ORGANIZING YOUR FILES AND FOLDERS

### CREATE A NEW FOLDER

To create a new folder, click on the *Create a New Folder* option on the left side of the screen. Type the name of the folder you want to create and click the *Create* button. To create a new folder within another folder, first navigate to where you want to put your folder, and then click the *Create a New Folder* option.



### CUT, COPY, AND PASTE A FILE

If you want to move a file from one folder to another, you can either cut the file and paste it into the new folder, or you can make a copy of the file and paste the copy of the file into the new folder.

1. Select the file(s) you wish to cut or copy by clicking in the checkbox  to the left of the filename. Once the file has been selected the checkbox will be filled  and the *Cut Selected Item(s)* option and *Copy Selected Item(s)* option are no longer grayed out on the left side of the screen.
2. Select the appropriate option, either *Cut* or *Copy*.
3. Navigate to the folder where you want to move the file(s).
4. Notice that the *Paste to This Folder* option along the left side of the screen is no longer grayed out. Click *Paste to This Folder*.



To cut or copy multiple items at a time click the checkboxes next to all the items you want to move, navigate to the folder, and paste all the items in this folder.

### RENAME A FILE OR FOLDER

1. To rename a file or folder, click in the checkbox  to the left of the item you want to rename. Once the file has been selected the checkbox will be filled  and the *Rename Selected Item* option is no longer grayed out.
2. Click on *Rename Selected Item*.
3. Type the new name for the item. Be careful when renaming files (not folders) to get the extension right. For example if your file was named “myPic.jpg” and you want to rename it to “myPic2” be sure the .jpg extension is in the filename, that is “myPic2.jpg”.

### DELETE A FILE OR FOLDER

1. To delete a file or folder, click in the checkbox  to the left of the item you want to rename. Once the file has been selected the checkbox will be filled  and the *Delete Selected Item(s)* option is no longer grayed out.
2. Click on *Delete Selected Item(s)*.

Be careful when deleting folders as it will delete everything within the folder as well.

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