

CSI MyFiles – Online File Storage System

The College of Staten Island is introducing a new file storage system called CSI MyFiles. This system can be accessed by going to myfiles.csi.cuny.edu.

Upon successful login to the CSI MyFiles, you will have access to file storage, the ability to share files with other users, have files shared with you by other users, and more.

You must use your FLAS credentials to login:

Username – firstname.lastname

Password – Your current FLAS password

Navigation

Once you have logged in, you will see a cloud icon in the top left as well as a navigation menu on the left of the screen. These options will take you to different areas within your cloud.

Clicking on the **cloud icon** at any time will take you back to your home folder, where all of your documents can be found. The **home icon** indicates that you are currently in your home folder.

By clicking on “Files” next to the Cloud Icon, a dropdown box will open. Here you can access:

- **Files** – takes you to your home folder.
- **Activity** – shows you a breakdown of the recent activity for your files in the cloud.
- **Documents** – takes you to your documents within the cloud.
- **Gallery** – shows you any images that you have uploaded or have been shared with you in the cloud.

Personal

Personal Info – you can view:

- how much space you have used/remaining
- set/change your profile picture
- view which groups you are a member of
- set your preferred language.

Uploading and Sharing Files

Once you have uploaded your files, they will appear under “**All Files**”. Clicking on the “plus” icon next to the home symbol on the top left of the screen will allow you to:

- Upload files by clicking “Upload” or simply click and drag your selected files.

- Create a New Folder by clicking “Folder”.
- Create a New Text File by clicking “Text File”.

Sharing Files with Users on Campus

Clicking on the “share” icon will allow you to share the file with another user. By clicking the “share” icon will open the above dialogue box. Here you can:

- Set collaborative tags
- Choose who to share the file with

Begin typing the name of an on campus user. If the user is not on campus, use the “share by link” option to share files with them (see next page). Once you click on the user you are searching for, the file will automatically be shared.

You can allow the shared user to:

- edit the file
- select to notify them by email
- allow them to share the file
- **delete** them from the shared file.

Sharing Files with Users Off Campus

If you wish to share files with users who are not members of CSI campus, you can share the files through a link. Instead of typing in a user’s name, click the “share link” check box. Once the “share link” check box is checked, more options will appear. This will allow you to:

- copy the link
- password protect the link.
- set an expiration date for the link.
- email the link directly from the dialogue box.

File Options

Clicking on the “three dots icon” icon will allow you to:

- View the file details
- Rename the file
- Download the file
- Delete the file

Versions

When a file has been edited by yourself or by someone who has editing rights to a shared file, an activity log will appear under the **versions** tab.

Versions – you can:

- View when the file was last updated
- View previous versions of the file
- Restore a specific version of the file*
 - ***Please note: By restoring a version of the file, this replaces the current file with the version you choose to restore, any changes made will be lost.**
- It will ask you which files you would like to keep
 - Make sure to check the “New Files” box when prompted. This will update the file with the most recent changes that you have made.
- Click continue

In order to keep track of the versions, you must remember to upload the file back into the cloud. When uploading, you will see a “**file conflict**”, which means the file already exists in the cloud. The file will be uploaded to the cloud, replacing the existing file. Anyone with shared privileges will have access to the file.