Campus Cruiser
www.campuscruiser.com

QUICK REFERENCE

MY FILES

Have you ever wished you could get to important files that were only on your hard drive? When you save files to your **My Files Personal Tool**, you can access them from any computer with an Internet connection! Files stored here can also be accessed as attachments for your E-mail. Click the **Files icon** in the **QuickBar** to get started!

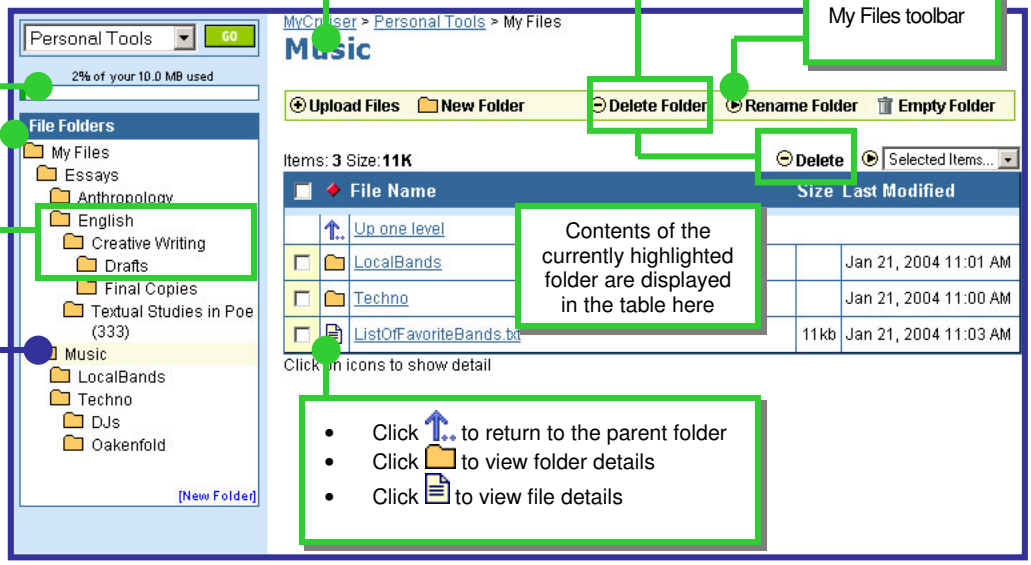
The **Usage Bar** shows how much space your current files and folders are using.

The **Title** onscreen tells you which folder you are currently viewing.

To delete items, check desired items and then click **Delete** or **Delete Folder**. Use care when deleting folders: all contents within are also deleted!

The **My Files** folder is your root folder; all folders you create are sub-folders within it.

You can create as many levels of sub-folders as desired.

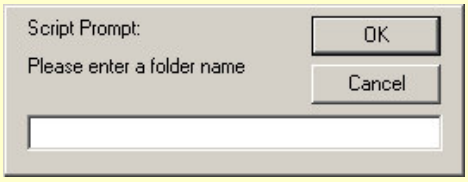


ACCESS A FOLDER

Click on the folder name in the **File Folders** box, or a folder listed in the table. The currently viewed folder is highlighted.

CREATE A FOLDER

1. Access the folder in which the new folder should be created.
2. Click **[New Folder]** in the **File Folders** box or **New Folder** in the toolbar.



3. Enter the name and click **OK**.

DOWNLOAD FILES FROM MY FILES

1. Access a folder to display the folder's contents.
2. In the table, click on a file name.
3. When your system's file utility appears, click **Open** to open the file, or **Save** to save it to your hard drive.

UPLOAD FILES TO A FOLDER IN MY FILES

1. Access the folder in which you want to upload new files and then click **Upload Files** to access the **File Upload** utility.

2. Click **Browse...** to select a file from your computer.
3. When the desired file is found, click **Upload File**.
4. When all desired files have been collected, click **Done**.

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