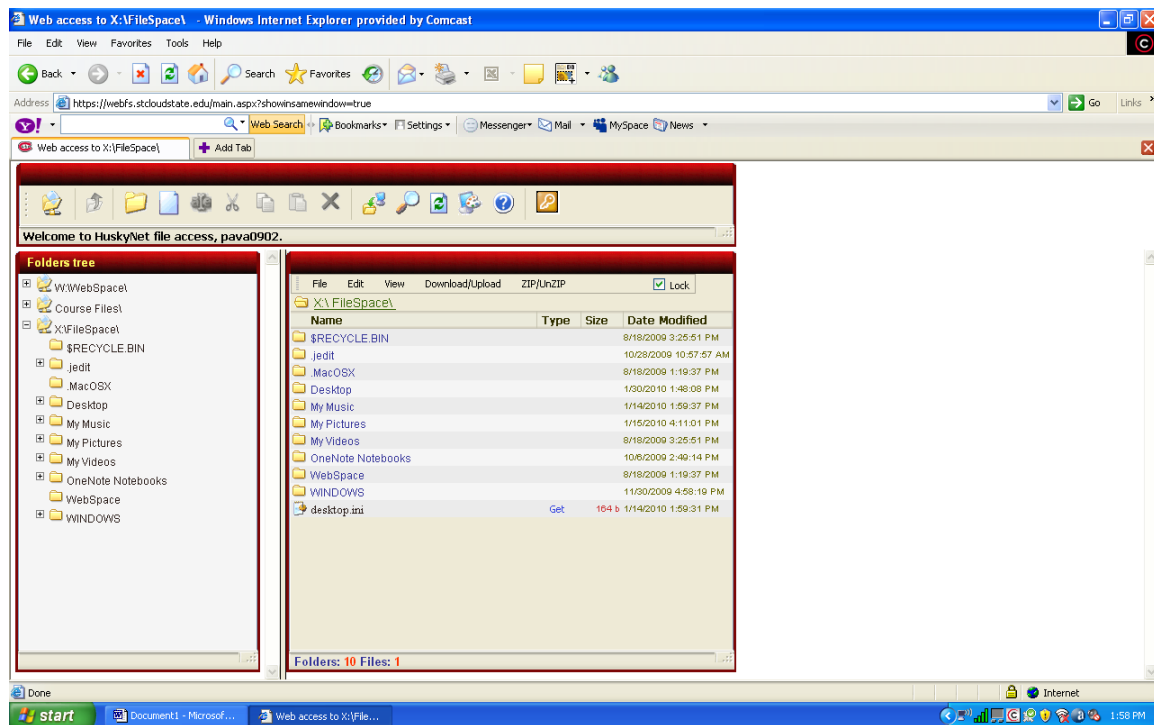
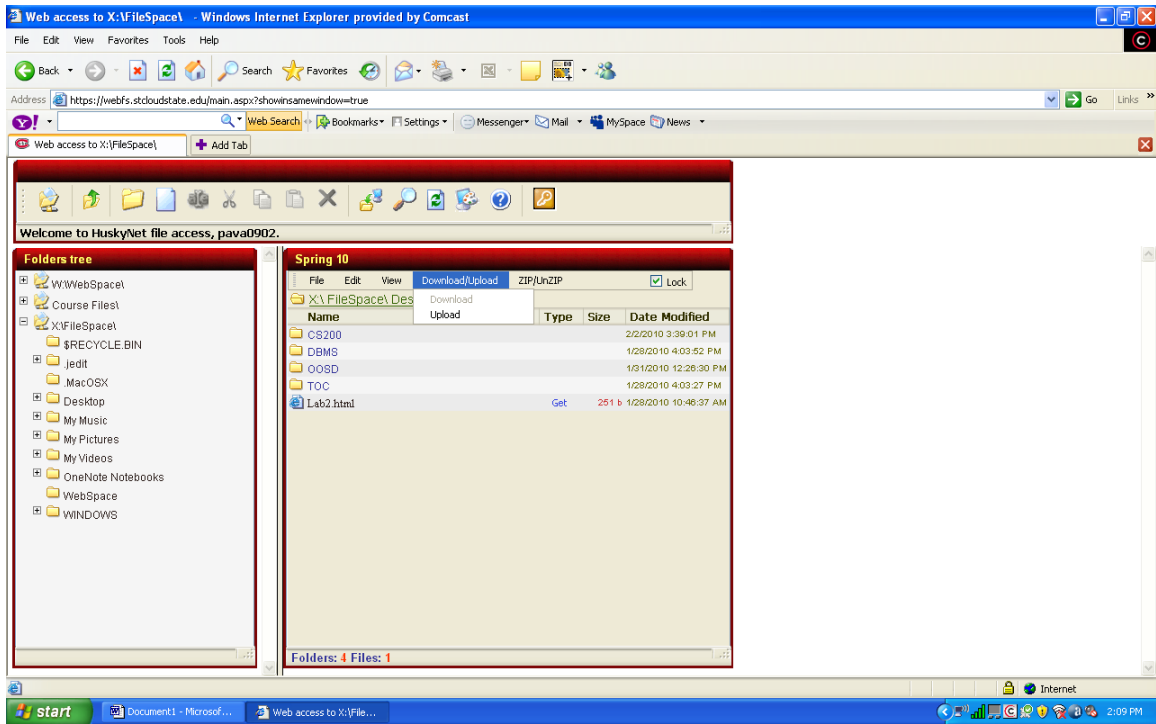


- 1) Open <http://huskynet.stcloudstate.edu/>
- 2) Then click on - File/Web space login
- 3) You will get this page:
<http://huskynet.stcloudstate.edu/myHuskyNet/filewebspace/default.asp>
- 4) Click on: Login to File/Web Space
- 5) A window will pop up asking you to enter user name and password. You need to enter huskynet id and password (ex: username – smda0901, password -*****)
- 6) On successful login you will see one toolbar on the top. On left side of window you will see folder tree. On the right side you will see one menu – File, Edit, View, Download/Upload, Zip/Unzip and the list folders and files.

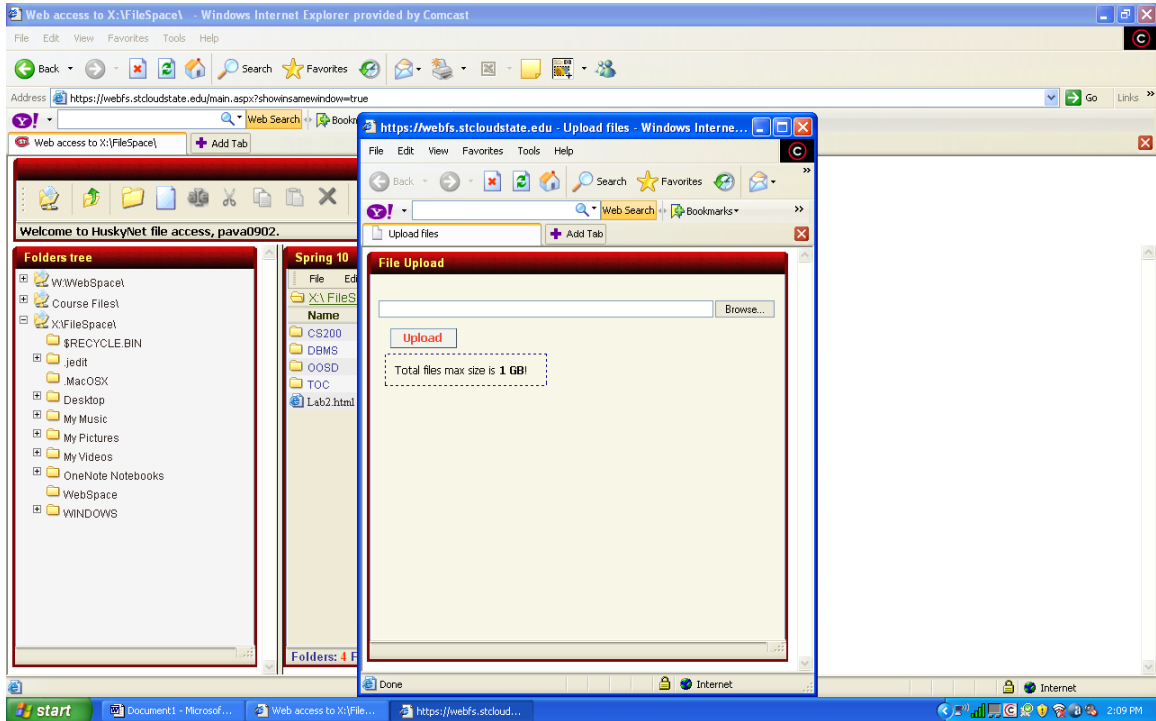


To upload a file:

- 1) If you want to upload a file onto your web/file space then click on the Download/Upload menu. A drop down menu will appear, and then click on upload.



2) Another window will pop up which has a text box, browse button and upload button.



- 3) There you click on browse button and then dialog box (another window) will pop up.
- 4) This will show the files on current computers. Then select the file you want to upload and click on open. (This will make the dialog box to disappear and you will be back on the previous window). The filename will appear in the text box. Then click on upload button and the file will be uploaded on the web/file space.

To download a file:

- 1) If you want to download a file from your web/file space first select the file which you want to download, and then click on the Download/Upload menu a drop down menu will appear, and then click on download.

OR

- 1) Click on the Get under the type column.
- 2) Either of these will ask if you want to open or save file. (Dialog box will appear asking you to choose open ,save or cancel). Click on save and another dialog box will appear asking you where you want to save it. Choose the appropriate directory and then save the file.