

Columbia Law School

Instruction Manual

For

Remote File Access

Through a Web Browser

(Web Interface)



Information Technology

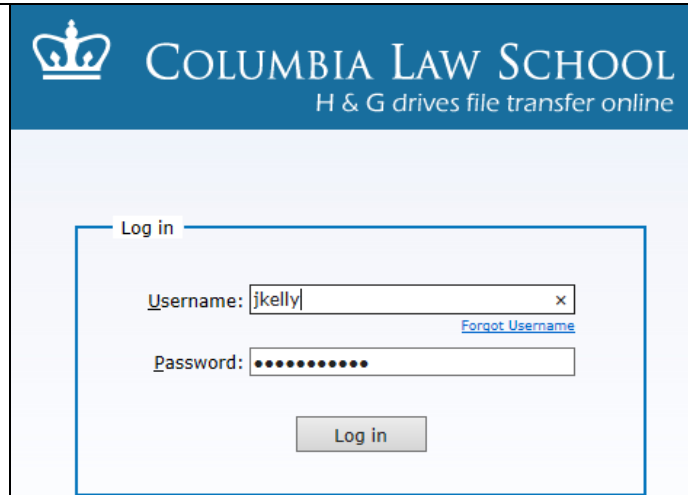
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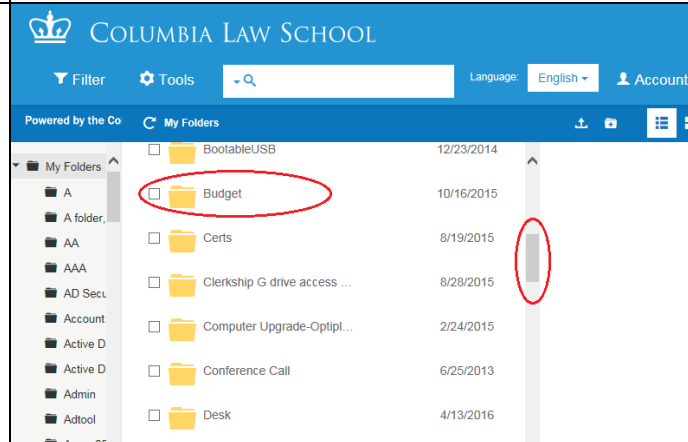
Web Interface View

How Do I download a file for viewing and editing?

1. Please open a web browser (Internet Explorer, or Firefox or Safari) and navigate to <https://remote.law.columbia.edu>
2. Please enter your law school username and password and click on the **Log In** button

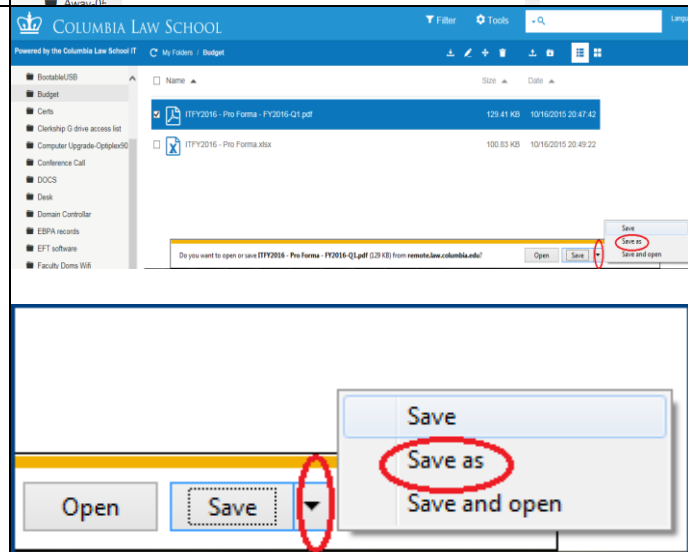


3. Click on the scroll bar on the right up and down to locate your preferred folder and click on it

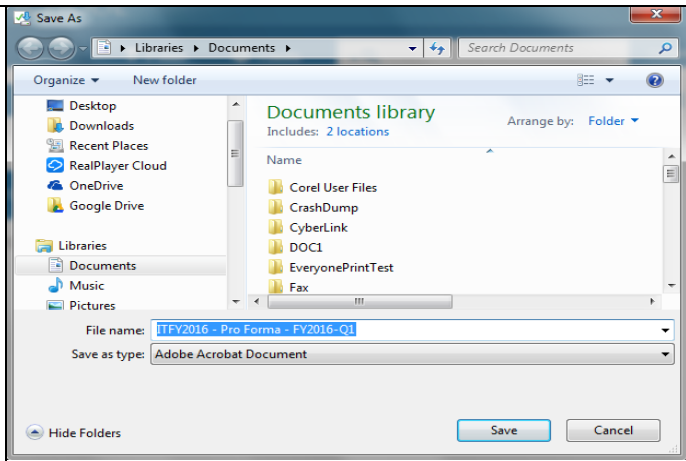


4. Click the file that you would like to download and you will see the options at the bottom of the screen, and if you click the **Save** button, the file would be downloaded and saved in the **Downloads** folder on your computer.

You could also click the down-arrow button next to the **Save** button and choose **Save as** and then you have the options to can specify the location where you would like the file to be saved

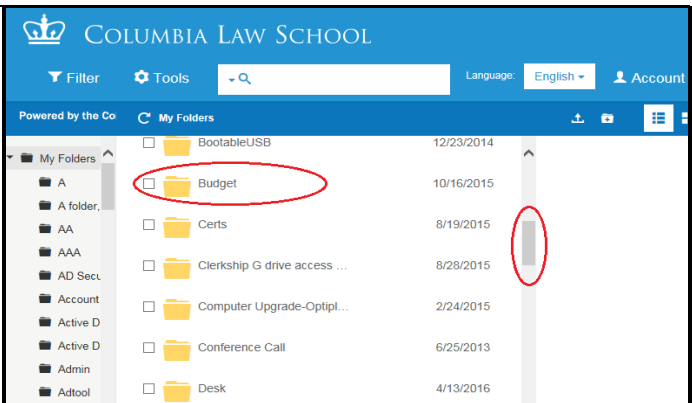



- Choose the location you would like to save the file and click press **Save** button.

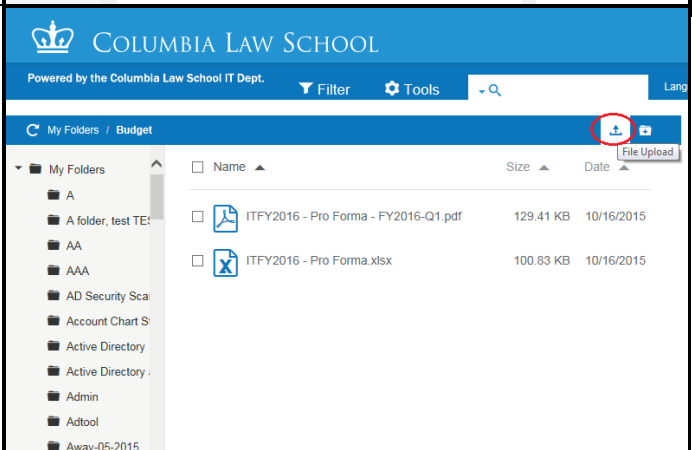


How do I upload a file?

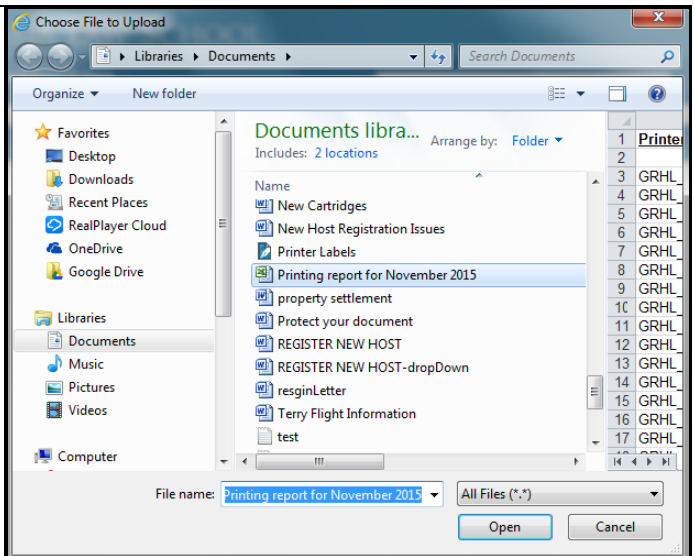
- Click on the scroll bar on the right up and up and down to locate your preferred folder where you would like to upload your file, click to open this folder. In this example, it's the **Budget** folder.



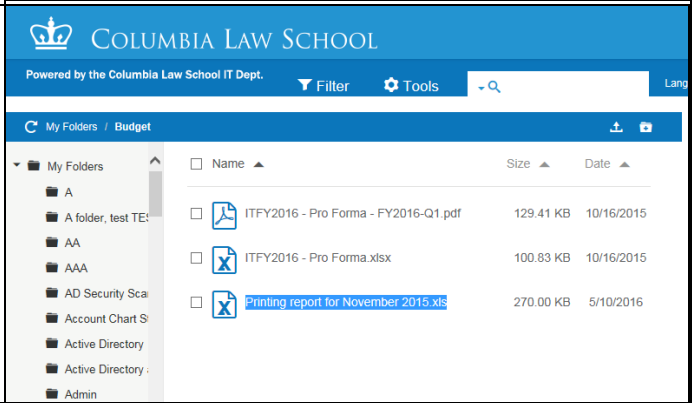
- Click icon  as specified in the screen shot on the right.



3. Click on the file name for the file you would like to upload to your H: drive, and click **Open** button. In this case the file name is **Printing report for November 2015**.

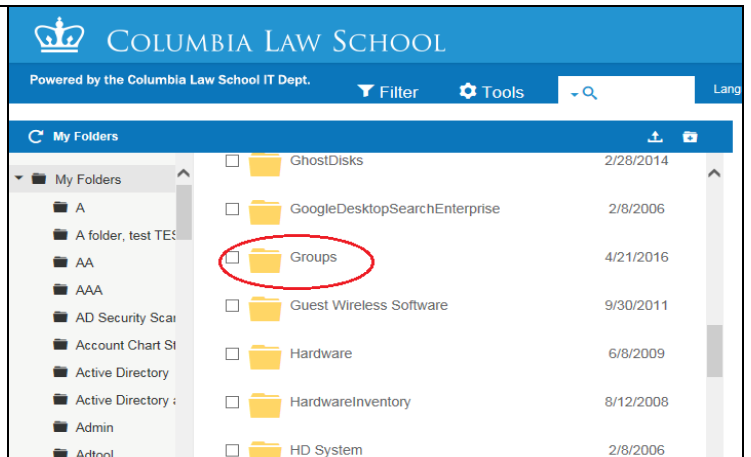


4. As you see, the file called **Printing report for November 2015** was uploaded to the H: drive.



Where are my G drive files?

1. Your G drive files are housed in a folder labeled **Groups**, please click on this folder to view your G drive files



How I delete a file?

1. When the check box for a file is checked as the screen shot shows, the following icons are available for you to manage your file:



- Download the checked file.



- Rename the checked file.



- Move the checked file.



- Trash (delete) the checked file.

