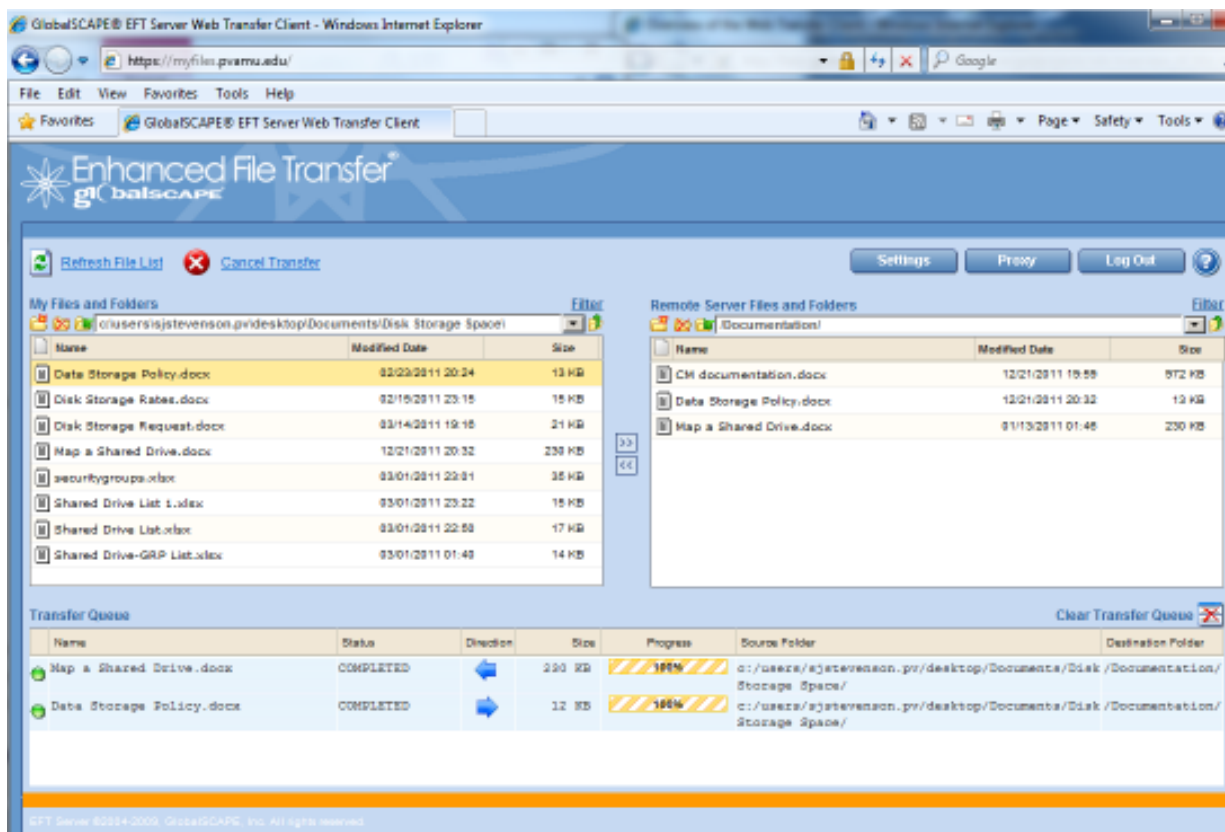
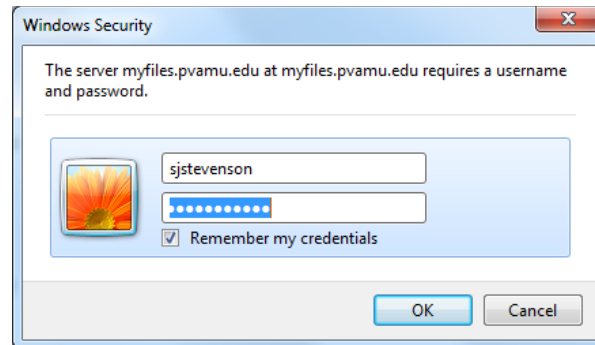


Myfiles Overview



Myfiles is a browser-based file transfer software that allows users to transfer files over a secure network using a Web browser. To access files;

- Type `https://myfiles.pvamu.edu/` in to a web browser
- Enter your PantherNet ID (email username) and Password in the Windows Security window



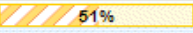


- The **left pane** displays files on the user's computer
- The **right pane** displays the files accessible to the user from their Home Drive (H:)
- The **bottom pane** displays the items being transferred

To transfer files between your files and folders and the remote server files and folders

1. Navigate to and open the folder to which you want to transfer the file.
2. Navigate to the file that you want to transfer, then do one of the following:
 - To transfer from your local folders to your Home Drive (H), click the **Upload** arrow 
 - To transfer from the Home Drive (H) to your local folders, click the **Download** arrow 
 - Click and drag the file from one pane to the other

The transfer progress appears in the **Transfer Queue**.

Transfer Queue							Clear Transfer Queue 
Name	Status	Direction	Size	Progress	Source Folder	Destination Folder	
compare_clients.pdf	UPLOADING		123 KB	 51%	c:/documents and	/	
					settings/kmarsh/desktop/		

If the network is lost while the Web Transfer Client is transferring files, it waits for 30 seconds. After 30 seconds, the **Status** column in the Transfer Queue pane indicates that the transfer failed. If you want to attempt to transfer the file again, you must login again when the network is available. After the Web Transfer Client reconnects, it resumes the transfer from where it stopped.