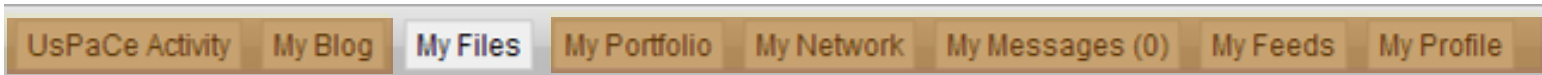


#3 My Files



What is it and what can you do with it?

“My files” is an area where you can upload documents and files and store them online. As with many of the other areas of the community, you are able to set who has access to these files. You can set up folders too, making organising these files even easier! You can see a quick screenshot below.

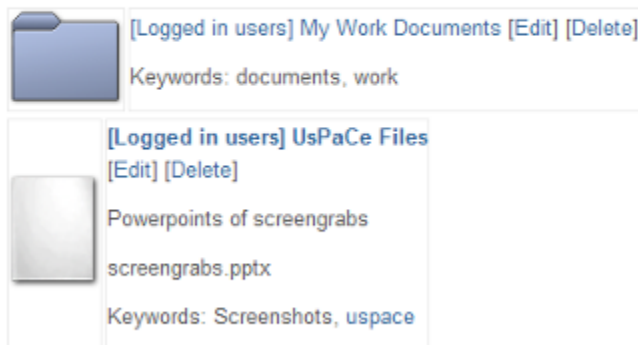
Here I have one folder called “My Work Documents” and a PowerPoint file called screengrabs.pptx.

Robert Stillwell :: Files

 | [Add a file or a folder](#)

Root Folder

Subfolders



[Logged in users] My Work Documents [Edit] [Delete]
Keywords: documents, work

[Logged in users] UsPaCe Files [Edit] [Delete]
Powerpoints of screengrabs
screengrabs.pptx
Keywords: Screenshots, uspace

0 comments. [Click to add or view comments.](#)

What else to consider?

As with other parts of the website permissions are important, if you don't want others to see your files you will need to change the access restrictions to **Private**. Below is a screen grab of the part of the form which allows you to do this. By default, logged in users can access files you upload so it is important you change this if necessary.

