

International Students Office Study Abroad

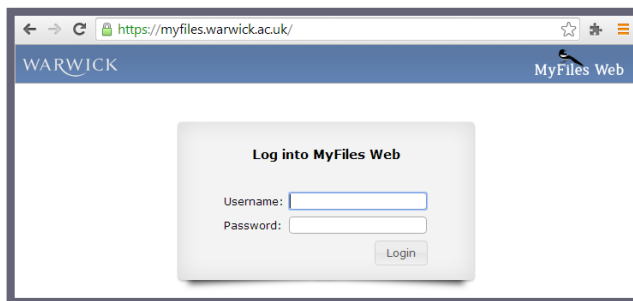
How to use your document folder

Your documents are now available to you in a unique folder, accessible only to yourself and certain staff in the International Office. You can get to your folder using any current web browser from virtually any computer connected to the internet.

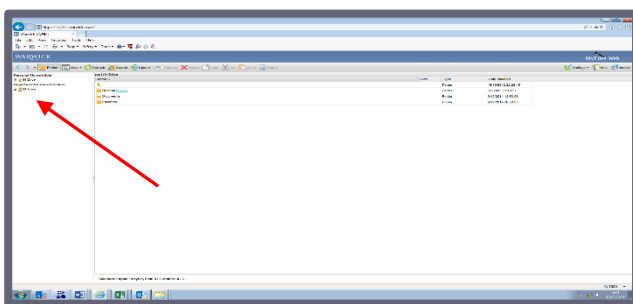
Be very careful that you follow your normal security procedures when logging in to any website using a public computer or public Wi-Fi. There is plenty of useful information on sites such as **www.staysafeonline.org** which can help you protect your accounts and data.

To access your folder, go to

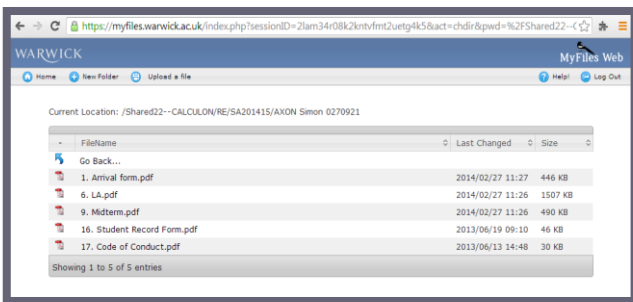
<https://myfiles.warwick.ac.uk> and enter your IT Services username and password:



- On the left hand side of the screen will be a window containing a heading entitled “Departmental shared folders”.
- Underneath that, expand the “M-Drive” folder.



- Click on **RE**, then the Study Abroad folder (e.g. **SA201415 (academic year 2014/2015)** or **SA201516 (academic year 2015/2016)**)
- Finally, click on your folder.



This will show you all the files shared between you and the International Office. The files shown in the screenshot above are typical examples, your file list will probably be different.

You can upload new files by using the “**Upload**” link at the top of the page. If you need to edit existing files, you can download a copy, and will then need to upload the edited version back to the folder. Note that you cannot delete existing files in your folder from this web page.

Please remember to use simple easily recognisable names for your uploaded information.

When your information has been successfully uploaded please let the Study Abroad Team know what you have done by completing the brief online form ‘Notification of Unique Folder Upload’ at:

www.warwick.ac.uk/studyabroad/outbound/forms/uniquefolderuploadcomplete

To make sure that your unique Study Abroad folder is complete you may wish to upload the forms checklist from www.warwick.ac.uk/go/studyabroad/outbound/forms and tick the forms off as you go along