

### How to use your document folder

All study abroad forms are available on our website: <https://warwick.ac.uk/study/studyabroad/outbound/studyabroadforms/>

Please 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](http://www.staysafeonline.org) which can help you accounts and data.

To access your folder, go to <https://myfiles.warwick.ac.uk> and enter your IT Services username and password:

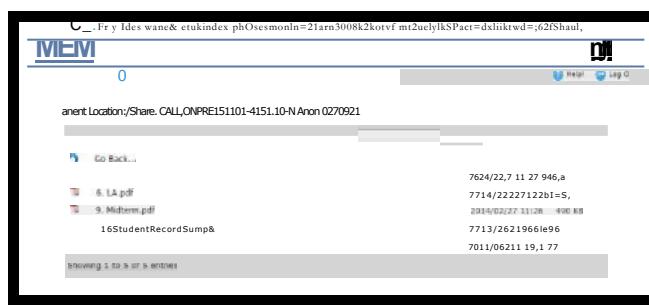


On the left hand side of the screen will be a window containing a heading entitled "Departmental shared folders"

- 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.

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.

Please note that Study Abroad team is notified automatically about any uploaded forms