

WebFiles FAQ

What can I use WebFiles for?

WebFiles enables UCI faculty, staff, and graduate students to share electronic information (files) among themselves and with their non-UCI colleagues using a familiar Web interface. One good use for WebFiles is in place of large email attachments.

How do I access the WebFiles server?

The easiest way to connect to the WebFiles server is through a Web browser, such as Internet Explorer, Netscape, Firefox, etc. The WebFiles server provides a simple and easy-to-use interface for uploading and downloading files. You have options for managing your account settings and sharing files.

You can also create a desktop connection to your WebFiles space using WebDAV to drag and drop files. WebDAV clients are available for Macintosh, Windows and Linux platforms. See the documentation "How to use WebFiles from your desktop."

How do I share files, or create "tickets" with others?

There are two basic ways to share files. You can share files with other UCI WebFiles users (requires UCInetID) by assigning permissions to individual users, or you can create a shared space for a group of WebFiles users.

You can also share your files with non-WebFiles users (people without UCInetIDs) by creating a "ticket." The process of granting tickets is useful if you want to share files with persons outside the system (no UCInetID), but you don't want to make the page completely public.

See the documentation "How to share files for collaboration."

Non-UCI colleagues need to send me files. Can WebFiles do that?

Yes, you can create a password protected "ticket" for your colleagues to a directory, allowing them to securely upload files. See the documentation "How to receive large files from non-UCI colleagues."

Can I create a personal Web site on WebFiles?

WebFiles allows you to publish HTML files to create a personal Web site. You will need to create the files by using a Web development application or writing the HTML yourself. See the documentation "How to set up your Web site."

Can I use WebFiles to create dynamic Web pages (CGIs, PHP)?

No. Only "client side" scripting such as Javascript will work on WebFiles.

I deleted a file. How do I get it back?

WebFiles moves deleted files to the **Trash** folder, similar to the Recycle Bin in Windows. Look for your file here and move it to another folder. Files will remain in the Trash until you click "Empty Trash" under the Utilities menu in the left pane. Do not "Empty Trash" until you are sure you will no longer need any of the files stored there. **Once a file has been emptied from the Trash, it is gone.** In the case of a catastrophic system failure, NACS will restore all files for all users.

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For Faculty, Staff and Grad Students

<https://webfiles.uci.edu>

New
Version!

Web Based File Sharing
UCI WebFiles

<http://webfiles.uci.edu>

What is WebFiles?

WebFiles is a file storage system provided by Network & Academic Computing Services (NACS) to faculty, staff, and graduate students at UCI.

The system provides 1 Gigabyte of disk space that allows you to store copies of important electronic documents. In addition to storing private files, you may also use this space to publish a personal home page and collaborate with colleagues.

Who can use WebFiles?

This WebFiles server is available to all UCI faculty, staff, and graduate students who have a valid UCInetID. It is not currently available to undergraduate students.

If you do not have a UCInetID, activate it at: <http://activate.uci.edu>

Getting Started

For a new WebFiles account, go to <https://webfiles.uci.edu>, click on "Create New Account", and follow the instructions. A message will be sent to your "@uci.edu" email address with a confirmation Web page. You will be allocated approximately 1GB (1,000MB) of disk storage space.

Documentation

We have a series of step-by-step instructions showing you how to use the basic functions of WebFiles.

These online tutorials are available on the WebFiles Web site, under Documentation.

<https://webfiles.uci.edu>

Examples of the on-line tutorials.

How to set up your public and private directories.

WebFiles is set up by default to make all directories private. You can choose to make directories public or accessible only to others with WebFiles accounts.

How to upload files for storage.

Upload your electronic files for storage, as back up, and for access from remote locations.

How to share files for collaboration.

Distribute large files or share with others for collaboration.

How to set up your Web site.

Create a simple Web site by uploading HTML pages.

How to use WebFiles from your desktop.

Connect to your WebFiles space using WebDAV for drag and drop copying of files.

How to receive large files from non-UCI colleagues.

If you need to receive large files from non-UCI colleagues, you can set up a directory in WebFiles to receive files from the public. You can now create a "ticket" for a directory, preventing unauthorized use.

Use of WebFiles is subject to UCI's Computer & Network Use Policy and Copyright Policies

If you have any questions or need help, contact the NACS Response Center

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