



Use your CCN Personal Filespace at SFU Harbour Centre

© February 10, 2004

These instructions will inform you what the CCN Personal Filespace is and how to use it:

What is my "Personal File Space"?

Every member of the SFU community (student, faculty, staff) with a valid SFU computer account has a Personal Filespace where they can store files.

Your Personal Filespace is 100 megabytes of disk space for student and 200 megabytes of disk space for faculty/staff that can be accessed over the network. Files stored in your Personal Filespace are kept secure on the SFU server and are backed up every hour. Personal Filespace is also accessible over the Internet so you can access your files from home.

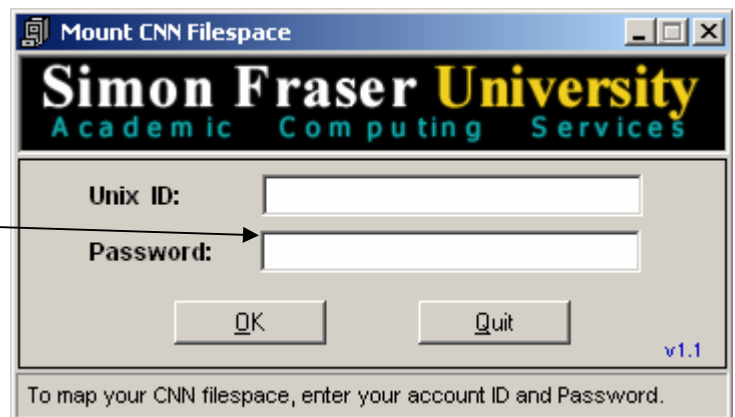
How do I use my "Personal Filespace"?

ON A PC:

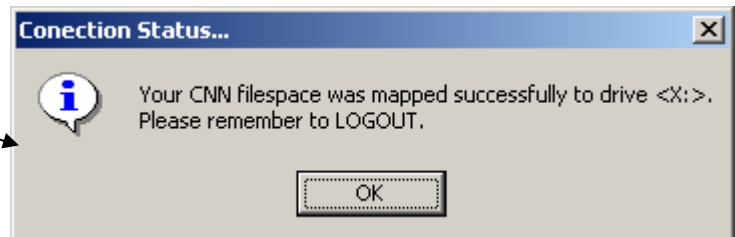


1. Double-click the **Map CCN Filespace** icon located on the desktop

2. Type your SFU UNIX ID (the part before "@sfu.ca") and password; and click **OK**.



3. A pop-up box will appear telling you that your filespace is now mapped to the X:\ drive. Save or load files to or from your filespace by simply selecting the X:\ drive first in the Save or load dialog boxes under any application.



Be sure to logoff your computer when you are finished for security reasons.

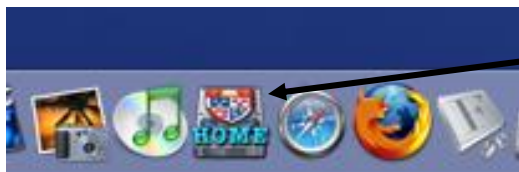
HOW TO

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ON A MAC:

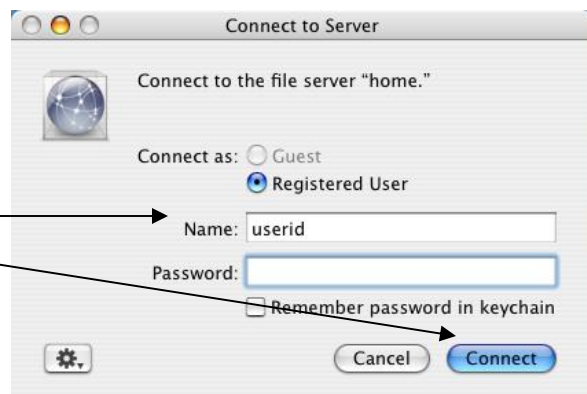


1. Locate the SFU Drive icon in the dock at the bottom of the screen. Click the icon.



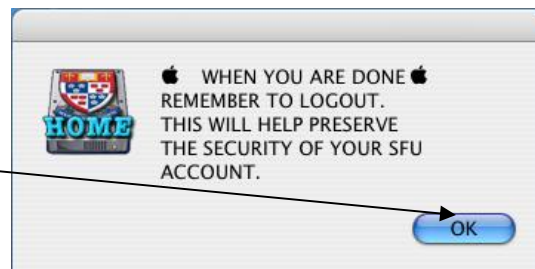
2. You will be asked if you would like to mount your SFU Home Directory on the desktop. Click **OK**.

3. Enter your SFU username (the part before "@sfu.ca") and password. Click **Connect**.



4. You will be reminded to logout* the computer when you are finished. Click **OK**.

*you can logout of the computer by selecting "Log Out.." from the Apple menu in the top left hand corner of the screen.



5. Your personal filespace can be accessed by clicking the icon corresponding to your username on the desktop.