How do I….? **Access the file server off campus**

You can access your files off campus using any popular web browser such as Internet Explorer, Firefox, Opera, Safari, or Google Chrome.

**NOTE:** You can only download, not upload, files via a web browser.

1. Enter the following URL or click on the link below

<https://myfiles.unsw.edu.au/>

2. Enter your ZNo (in the form of z123456) and zPass when prompted

You should see a web page with the following content;

**University of New South Wales**

**File System**

*My Home Drive:*

Staff/001/z1234567

*Shared Data Folders:*

OneUNSW

CourseFolders

3. If you click on your **'My Home Drive'** link you can browse your personal folder on the UNSW

server (it may be empty to start off with, until you save some files under My Documents on

your work desktop).

4. To download a file, click on its filename.

5. The **Shared Data Folders** contain shared folders and files you have access to.

6. **OneUNSW** contains group share folders from your faculty, school or projects/committees

you are a member of.

7. Click on OneUNSW, click on MED and then click on CPHCE.

**NOTE:** If you don't have a Home Drive on the file service you will see a message "Sorry, you don't

appear to have a Home Drive". If this occurs contact the [IT Service Centre](https://www.it.unsw.edu.au/staff/support/index.html).