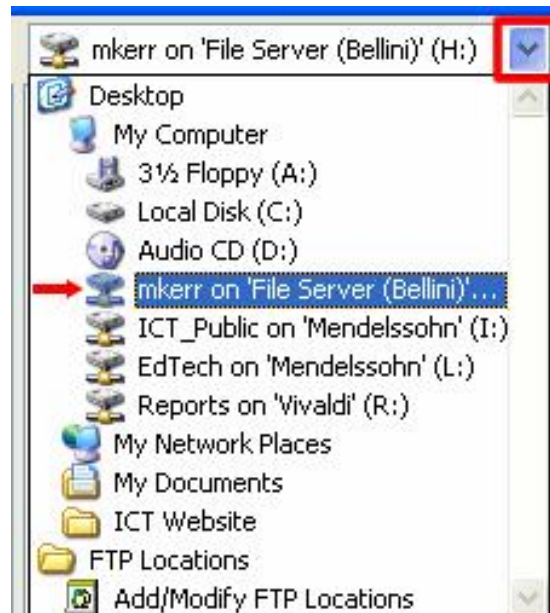




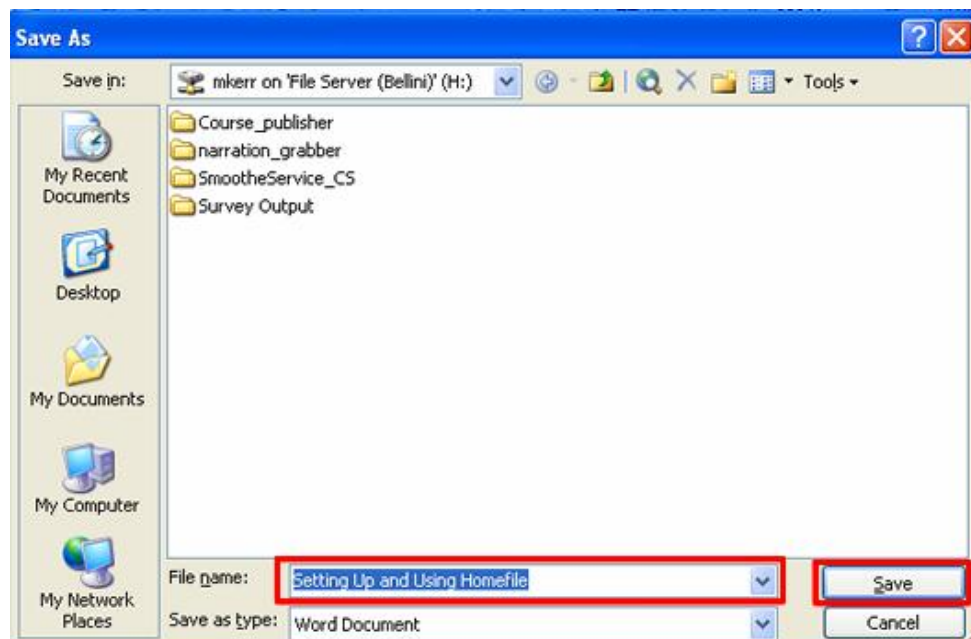
## Setting Up and Using Homefile Information & Communication Technology

### Saving Files to the H: Drive (Homefile) at Work

1. Choose **File > Save As** from the top menu of the software application you are working in.
2. Specify the H: Drive in the Look In field.

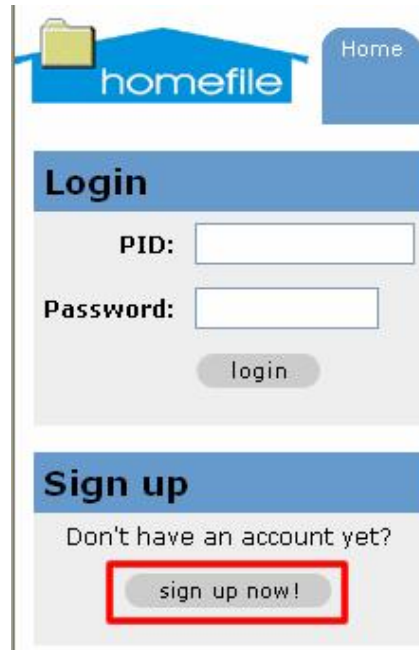


3. Name your file by typing in the File Name field, then click **Save**



## Setting Up the H: Drive (Homefile) for Remote Access

1. Set up your remote access account by opening a Web browser and navigating to: <https://web3.txwes.edu:8443/homefile/index.jsp>
2. Click **sign up now!**



The screenshot shows the Homefile interface. At the top, there is a 'homefile' logo with a folder icon and a 'Home' button. Below this is a 'Login' section with two input fields: 'PID:' and 'Password:'. A 'login' button is positioned below the password field. Underneath the login section is a 'Sign up' section. It starts with the text 'Don't have an account yet?' followed by a 'sign up now!' button, which is highlighted with a red rectangular box.

3. Enter your user ID and university password in the appropriate fields then click **sign up now!**



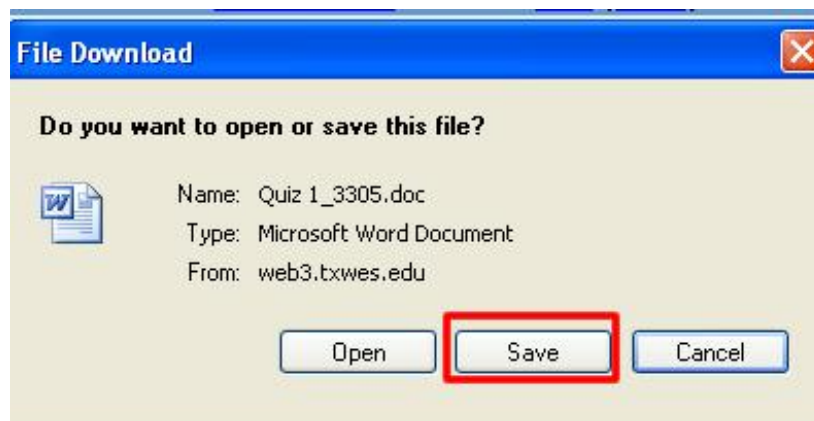
This is a close-up of the 'Sign up' section. It features a blue header with the text 'Sign up'. Below the header, there is instructional text: 'To be eligible for signing up for an account you need to have a valid Texas Wesleyan' and 'If you provide your user-ID and password space below an account will be automatically created for you.' There are two input fields: 'PID:' and 'Password:'. Red arrows point to each of these fields. Below the 'Password:' field is a 'sign up now!' button, which is highlighted with a red rectangular box.

## Using the H: Drive (Homefile) Off-Campus

1. To download a file from the H: Drive to you the computer you are working on, click **download** next to the document you wish to edit.



2. Select **Save** when prompted, and specify your desired location in the Look In field.



3. Make any necessary edits and then save the file.

## Uploading to the H: Drive Remotely

1. Open a web browser and navigate to <https://web3.txwes.edu:8443/homefile/index.jsp>
2. Log in using your user ID and university password
3. To upload the file (put it back on the H: Drive so you can access it at work), click **upload files**



4. Select **Browse** then navigate to the file you wish to upload, select the file then click **upload**

Upload **SINGLE FILES** (combined size < 10MB; to upload

1. click "Browse..." to select **SINGLE** file(s) (not folders):

	<b>Browse...</b>
	Browse...
	Browse...
	Browse...
	Browse...
	Browse...
	Browse...
	Browse...

2. choose destination folder:  /

3. click