

Users of the PWF are now able to access their PWF FileSpace from anywhere in the world via the Internet. You will be able to both download files from your PWF FileSpace and also upload files into your FileSpace.

Go to <https://netstorage.pwf.cam.ac.uk/netstorage>

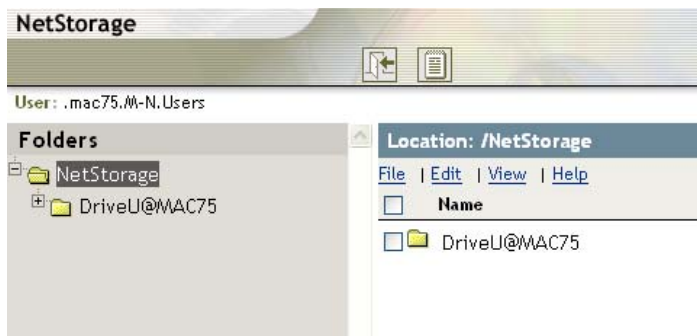
You will be presented with the following log in box. If your web browser is not set up to automatically accept security certificates, you will then be prompted to accept a certificate for the server/site [netstorage.pwf.cam.ac.uk](https://netstorage.pwf.cam.ac.uk):



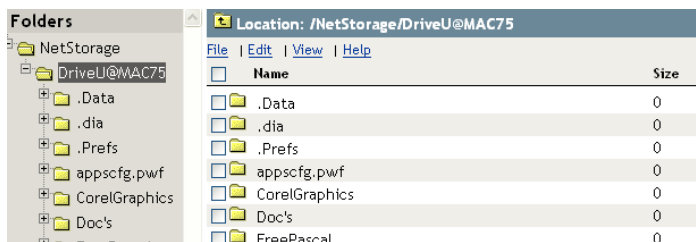
Enter your CRSID and your PWF Password. Your PWF password is the one you use to log in to the machines in the Lower Computer Room, Creative Room, Library etc.

Click OK.

Once logged in successfully you will be presented a screen similar to the one below:



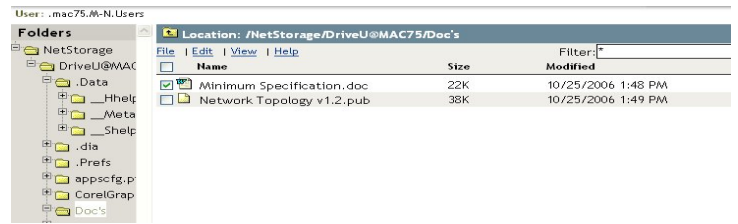
Expand the DriveU@"YourCRSID" in the left hand pane by click on the + sign next to it.



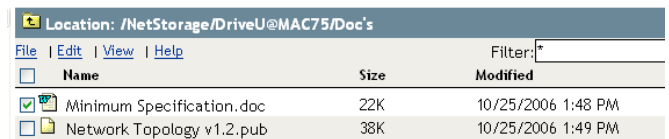
You will now see all the folders and files etc you currently have stored in your FileSpace.

### Downloading files from your FileSpace

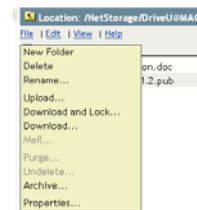
Expand the folder tree in the left hand pane (click on the +) to show the folder containing the file you want to download.



In the right hand pane place a tick next to the file you want to download.



Go to File> Download from the Menu:



You will now be prompted to either open or save the file. If you want to work on the file you will need to save it and then upload it back to your FileSpace.

You can also use this procedure to download entire folders from your FileSpace. Just place a tick next to the folder you want to download and then go to File> Download. The folder will be saved in .zip format for easy use.

### Uploading files to your FileSpace.

This process is the same as if you are downloading files from your FileSpace.

Open the folder where you want to upload the file to from the Left hand pane.

From the Menu go to File>Upload

You will now see a box asking you to browse to the file you want to upload



If you want to upload more files then click on the button to add more files.

Once you have finished click on Upload to move these files to your FileSpace.