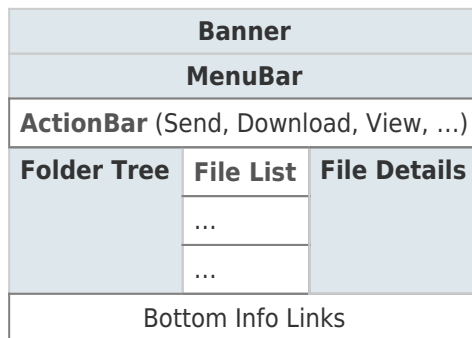


## MyFiles - Quick Guide

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### Window Layout

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### File Download

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- Login at:
  - <https://www.gepard.at/myfiles> or
  - <https://www.cinesat.com/myfiles>
- Select your download area:
  - *MyFiles* starts in your personal directory "*My Files*"
  - Other download areas can be selected in the "*Workspaces*" drop-down list (**MenuBar**)
- Change to the desired sub-directory in left-side **Folder Tree**
- Select requested files in center panel
- **Note:** Multiple selected files will automatically be packed into a single ZIP file for download
- Click action button "*Download*" (**ActionBar**)
- In pop-up dialog: Select destination folder on your computer > "*Ok*"
- Logout: Menu "*Your User Name*" > "*Log out*" (**MenuBar**)

### File Upload

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- Login at:
  - <https://www.gepard.at/myfiles> or
  - <https://www.cinesat.com/myfiles>

- Select your upload area:
  - *MyFiles* starts in your personal directory "*My Files*"
  - Most external users will upload files into their "*My Files*" Workspace
  - Other upload areas can be selected it in the "*Workspaces*" drop-down list ([MenuBar](#))
- Open target sub-directory in left-side [Folder Tree](#)
- If your browser supports drag-and-drop:
  - simply drag-and-drop the file from your local file browser into the white background of the *MyFiles* [File List](#)
- If drag-and-drop does not work:
  - Click action button "*Send*" > "*From computer*" ([ActionBar](#))
  - Press "*Select files on your computer*" button in the *Send* pop-up window
  - Select the local files to be uploaded
  - The selected files will be uploaded
- Logout: Menu "*Your User Name*" > "*Log out*" ([MenuBar](#))

## Logout

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### **For your safety**

- Please **Log-out** after finishing your up- und downloads
- Sensitive data should stay in this web area only for a very short time

## More ...

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- [MyFiles - Help](#)
- [User Guide \(English\)](#)
- [Benutzer-Anleitung \(Deutsch\)](#)