



MyFiles - Quick Guide



Window Layout

Banner		
MenuBar		
ActionBar (Send, Download, View, ...)		
Folder Tree	File List	File Details
	...	
	...	
Bottom Info Links		

File Download

- 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

- 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 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



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 ...

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