Webfiles OAITC file access

Webfiles website gives you the ability to store and access files on your network Home and Share drive from anywhere you have an internet connection. Along with the ease of use, you will also have the added security of the OAITC servers and regular backups of your files.

Webfiles is very similar to Google Drive, allowing you to access and share files from any location that has an internet connection. After accessing the website you will be asked to enter your network username and password for security purposes.
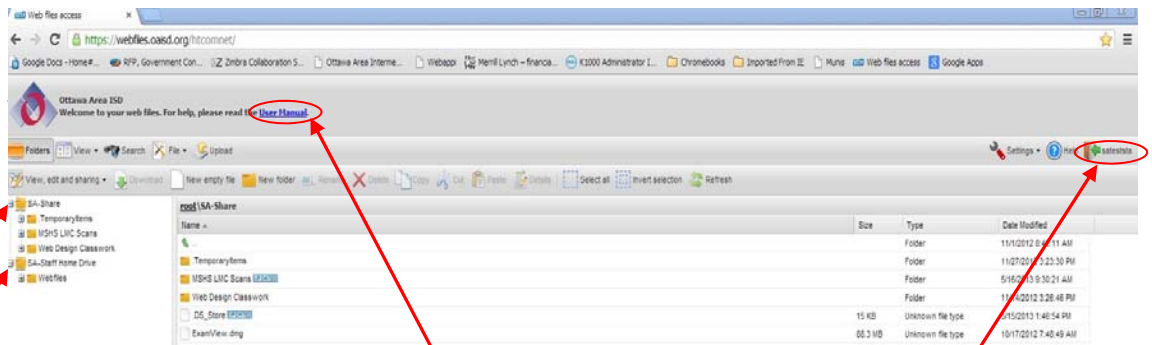
To access Webfiles website go to: http://webfiles.oaisd.org

You will see the main network folders on the left side of the window.

SA-Share drive: Area to store files that you would like to share with others.

SA-Home drive: Area to store your files that are not shared with others.

Folders and documents within the main Share and Home folders.

User Manual-Webfiles has a very detailed user manual explaining many different collaboration tools available.

When you have finished creating, saving and sharing files, please remember to logout. For security reasons you will need to close your browser before logging into Webfiles again.

If you have any questions, please contact the Help Desk for assistance.