

Serv-U



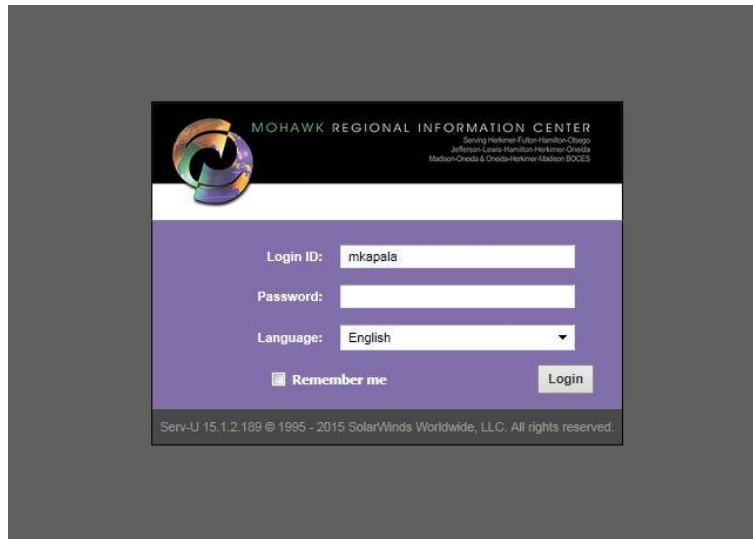
Guide for Serv-U Web Client

These notes were compiled by:

Mohawk Regional Information Center
4937 Spring Road
Verona, NY 13478

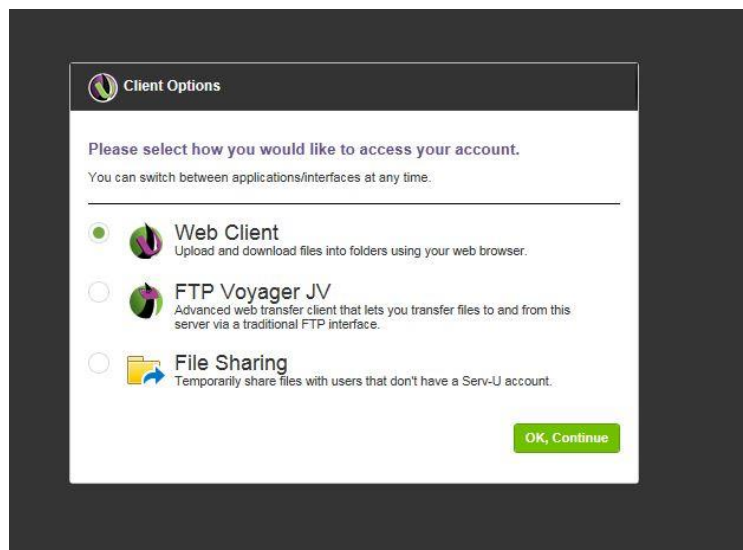
Web Client: The Web Client transfers files between two registered users. When using the Web Client you can see your folder and its contents. You can also see other users' folders, but NOT the folder's contents.

Log into your Secure Share account using your existing AD or Novell username and password
<https://secureshare.moric.org>



The screenshot shows the login interface for the Mohawk Regional Information Center. At the top, there is a logo and the text "MOHAWK REGIONAL INFORMATION CENTER" followed by a list of locations: "Serving Mohawk, Fulton-Hamilton, Chappa, Jefferson, Lewis, Hamilton, Herkimer, Oneida, Madison-Oneida & Oneida-Herkimer-Madison SOCES". Below this is a purple login box with the following fields: "Login ID:" with the value "mkapala", "Password:" with an empty field, and "Language:" with a dropdown menu set to "English". There is a "Remember me" checkbox and a "Login" button. At the bottom of the page, it says "Serv-U 15.1.2.189 © 1995 - 2015 SolarWinds Worldwide, LLC. All rights reserved."

Choose the ● Web Client Radio Button then click “OK, Continue”

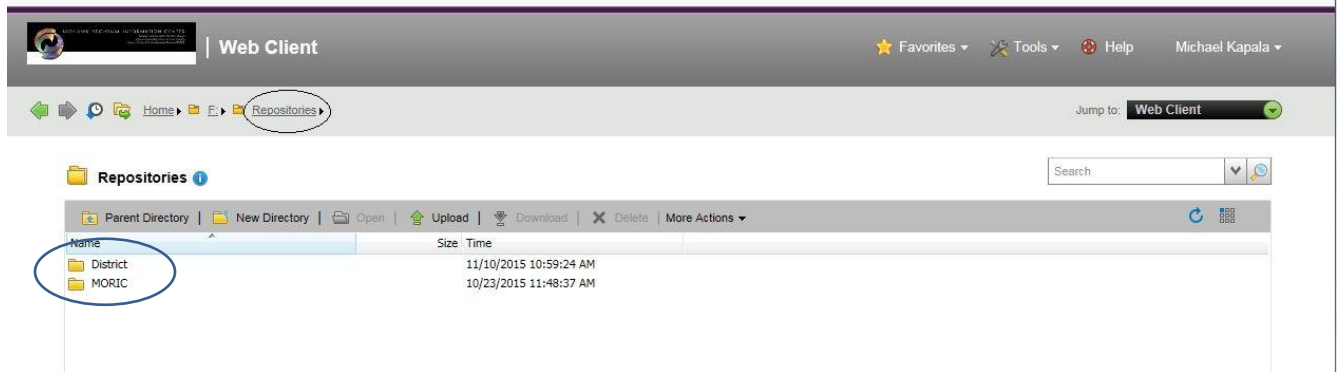


The screenshot shows the "Client Options" dialog box. It has a title bar with a logo and the text "Client Options". The main text says "Please select how you would like to access your account." and "You can switch between applications/interfaces at any time." Below this are three radio button options: "Web Client" (selected), "FTP Voyager JV", and "File Sharing". Each option has a description: "Web Client" is "Upload and download files into folders using your web browser.", "FTP Voyager JV" is "Advanced web transfer client that lets you transfer files to and from this server via a traditional FTP interface.", and "File Sharing" is "Temporarily share files with users that don't have a Serv-U account." There is an "OK, Continue" button at the bottom right.

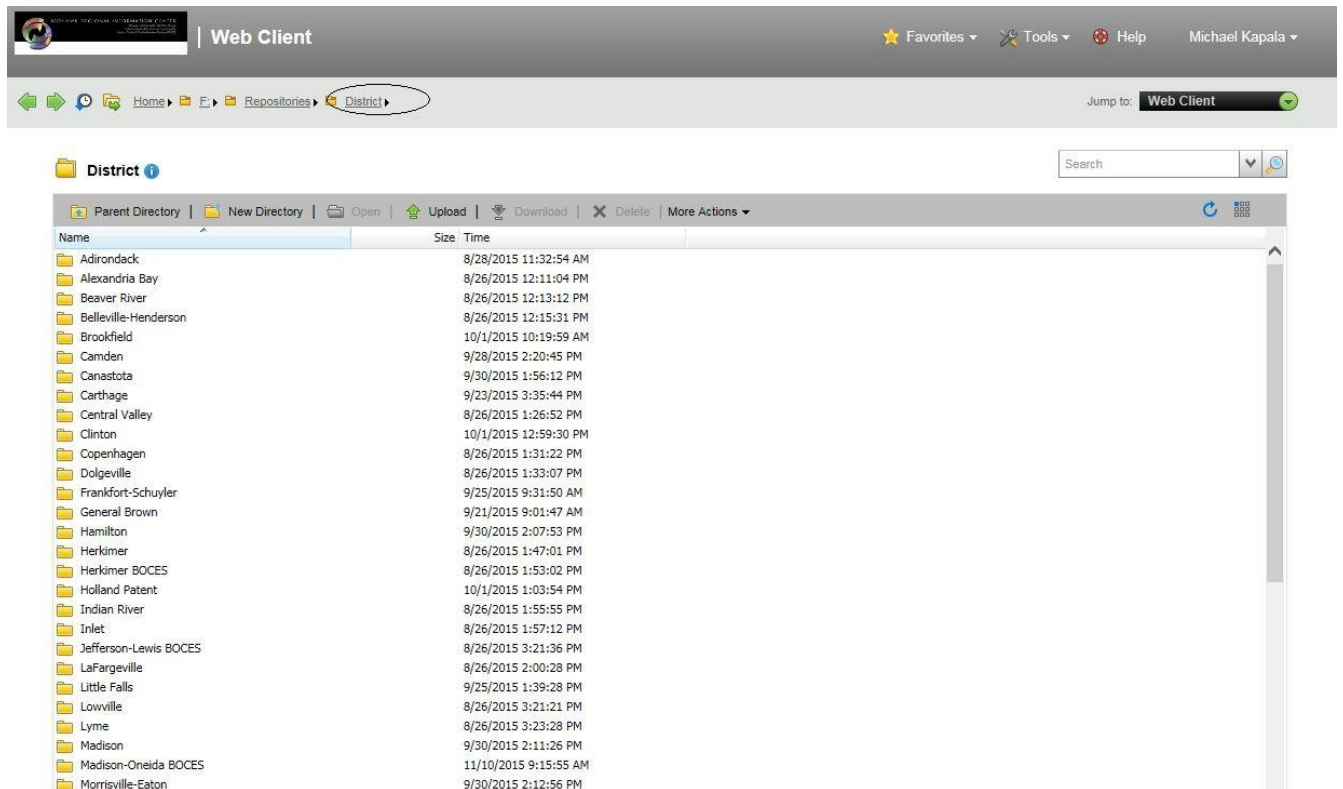
If you have any questions or would like assistance using Serv-U, please contact: Mike Kapala @ 315-361-2700 option 2; email Mkapala@morik.org or Faye Hughes at 315-361-2828; email: fhughes@morik.org

TO SEND A FILE:

Locate the user that you wish to share a file(s) with by using the file folder tree that is located at the top of the screen labeled **Repositories** → then **District** or **MORIC**

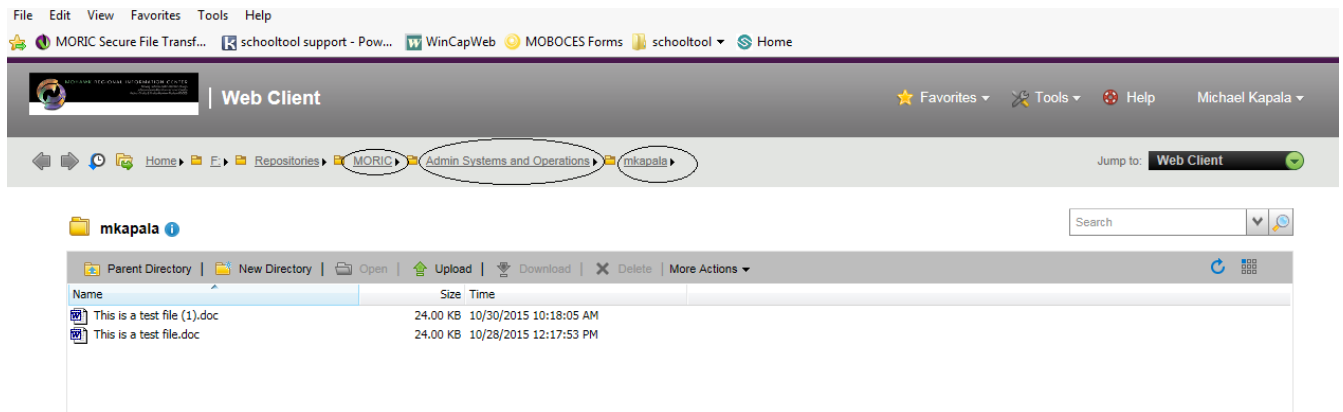


If you chose **District**, you will then see a listing of all of our Serv-U districts that you are able to send files to.

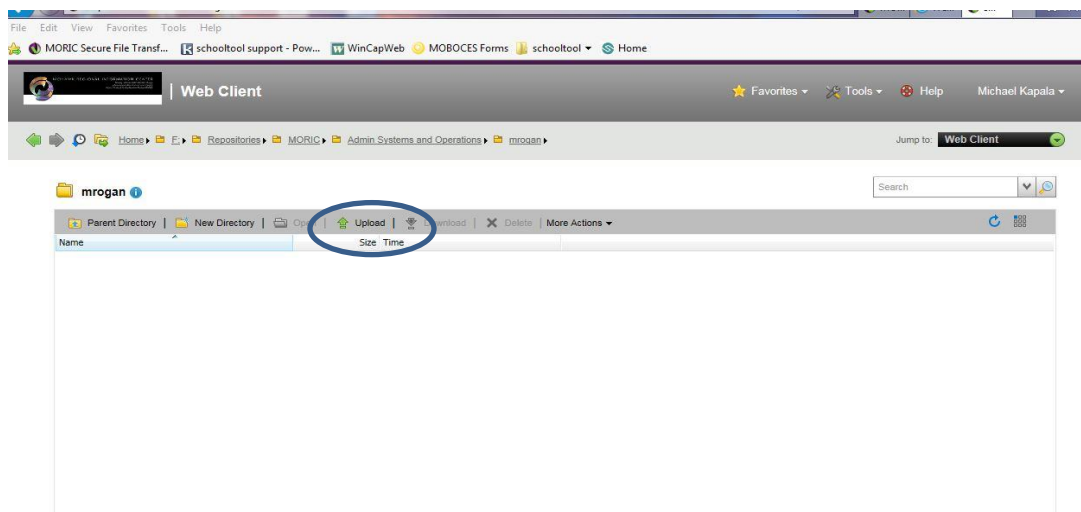


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If you chose **MORIC**, you will then choose the recipient's department followed by their name.

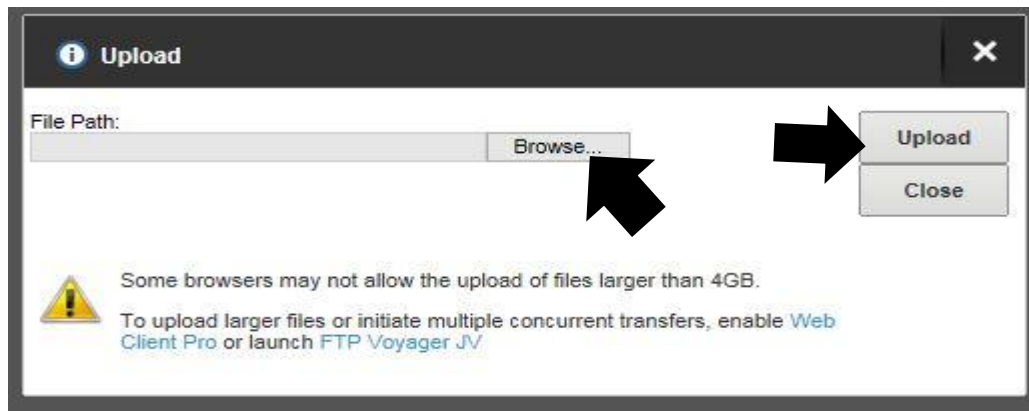


- Open the folder of the person you wish to transfer the file to
- Choose upload



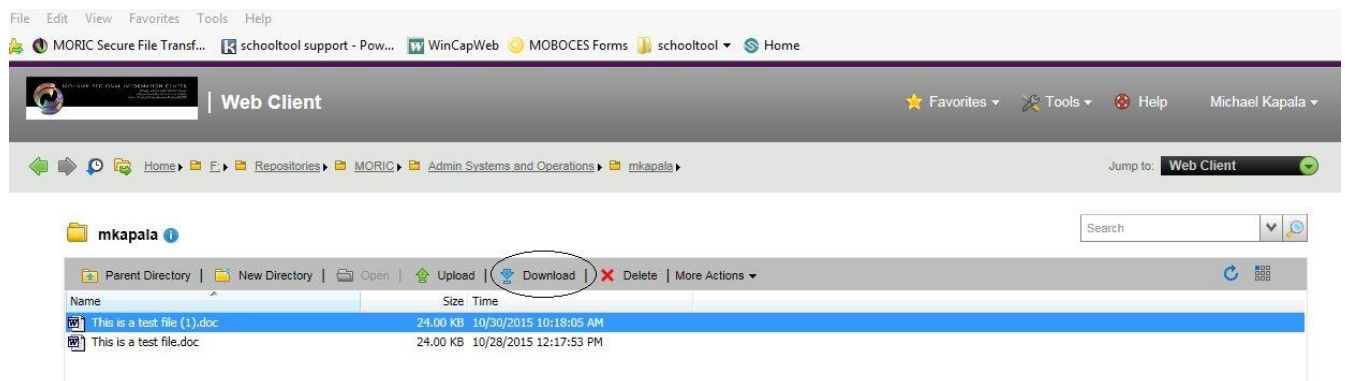
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Choose “Browse” to select the file you wish to send



- Locate the file that you wish to transfer, then choose “Upload.”
- **Please note: Clicking on “Upload” will immediately send the file.**
- If there are multiple files, repeat the “Browse” process for each file.
- Both the sender and the receiver will get a confirmation email once it has been sent.

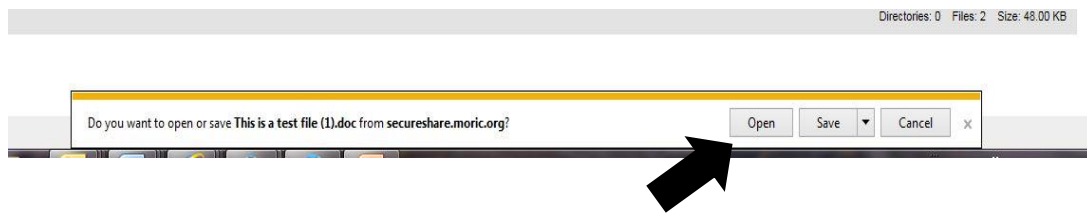
TO RECEIVE A FILE:



- When a file is sent to you, it will appear in your folder
- Highlight the file you wish to put onto your computer and choose “Download”

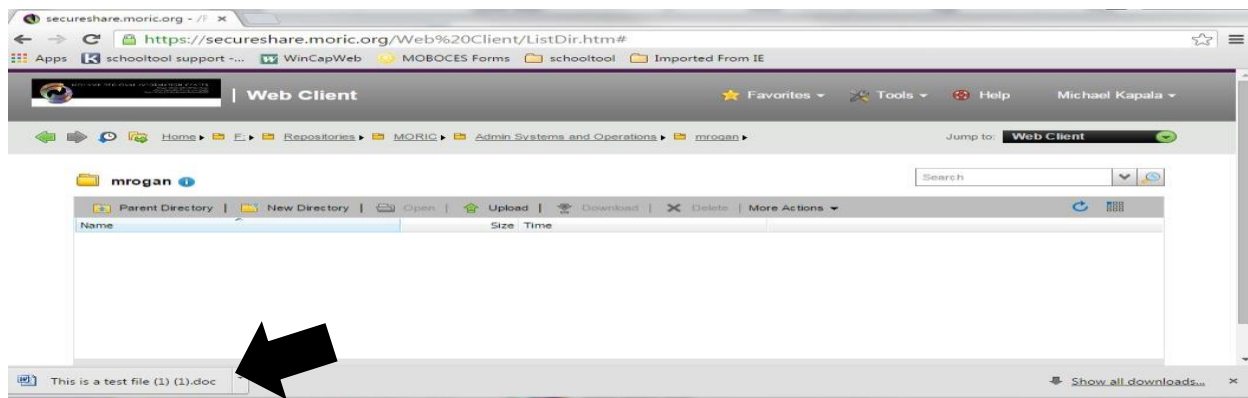
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If you are using Internet Explorer, you will get the following:



I recommend choosing Open. This way, you can view the file and choose where you'd like to save it on your computer.

If you are using Google Chrome, your file will download to the lower left- click to open file



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