

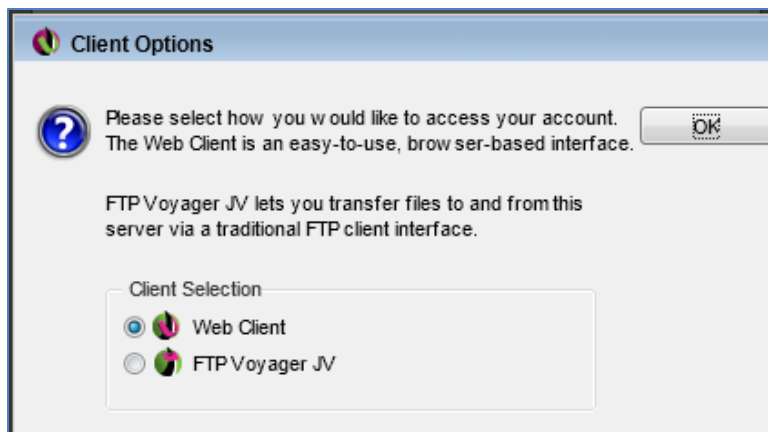
## Access MySBfiles from Off-Campus

Your MySBfiles folder can be accessed remotely using any web browser.

Just open your web browser and type **https://mysbfiles.stonybrook.edu**.

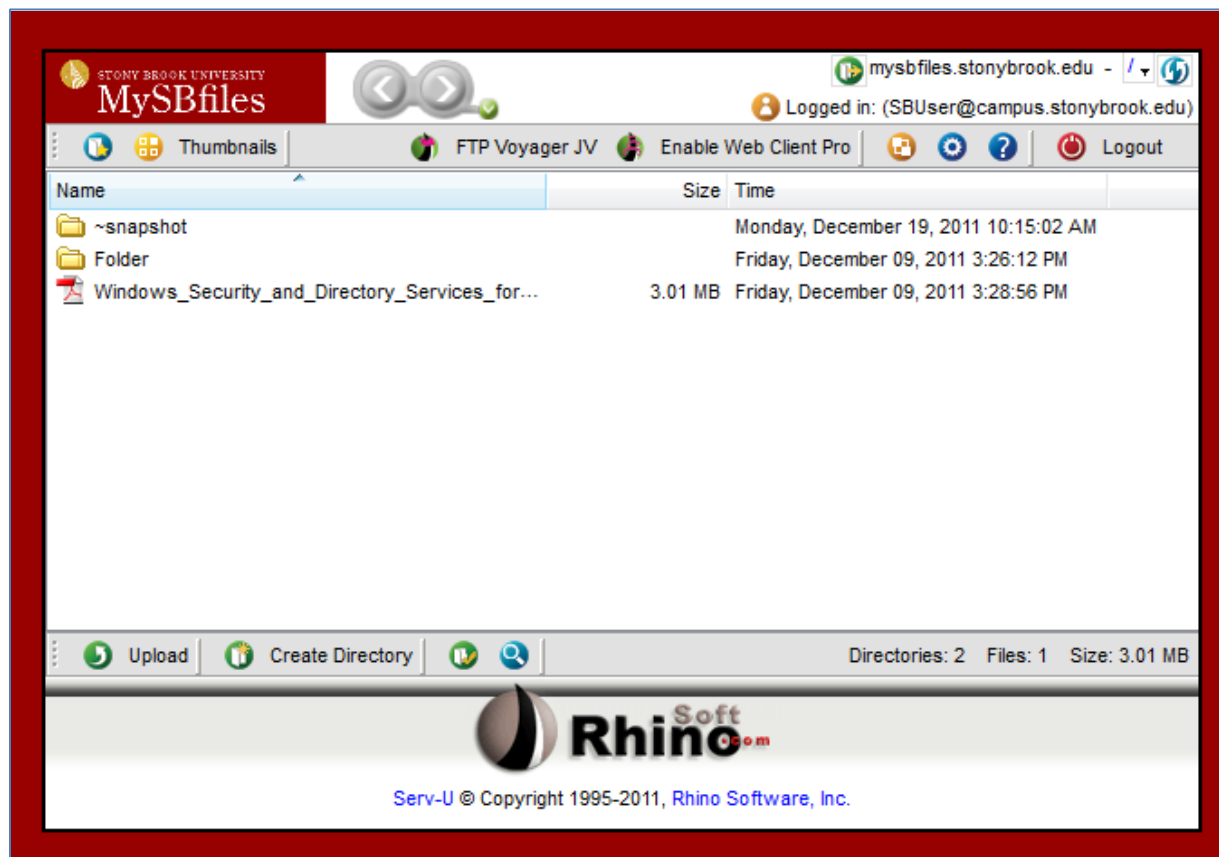


Enter your NetID and password and click the **Login** button.



You may be prompted to choose the client you wish to use. For this example, just choose **Web Client** and click the **OK** button.

Once logged in, you'll be presented with a view of your MySBfiles folder. You can simply browse through your files and folders just as you would on your local computer.

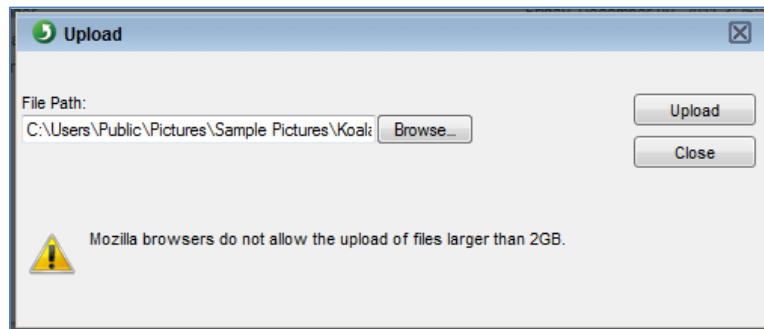
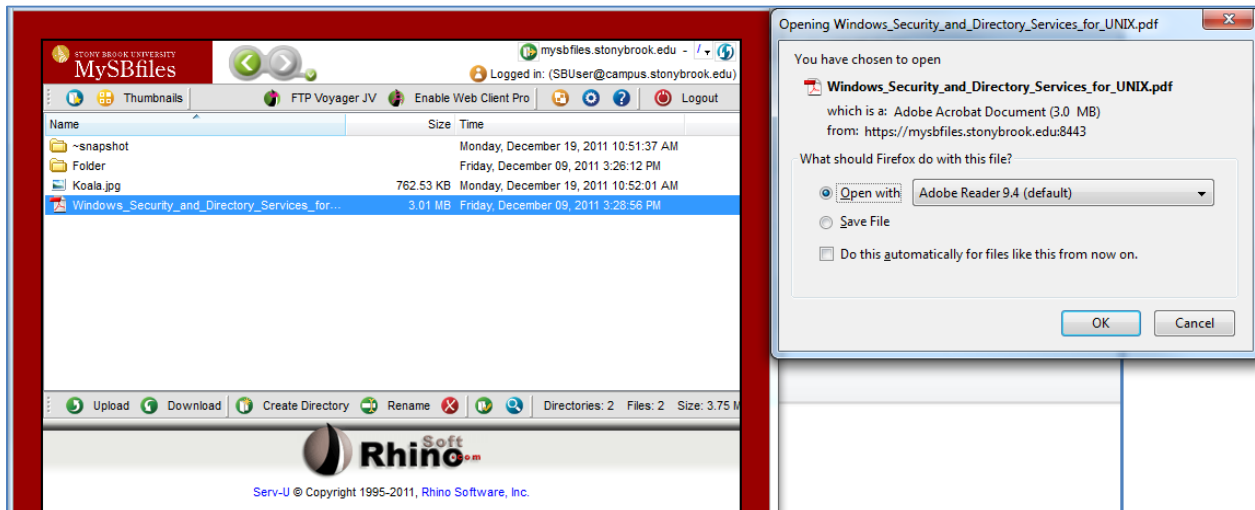


Remember to click the **Logout** button when you are done accessing your MySBfiles folder.

## Download and Upload Files to Your MySBfiles Folder

To download any file, just highlight it and click the **Download** button. *Alternatively, you can also double-click any file to download it.*

Your web browser may prompt you to save or open the file. If you plan on working on the file, it's best to save it to a folder on your computer so that you may upload it later back to MySBfiles.

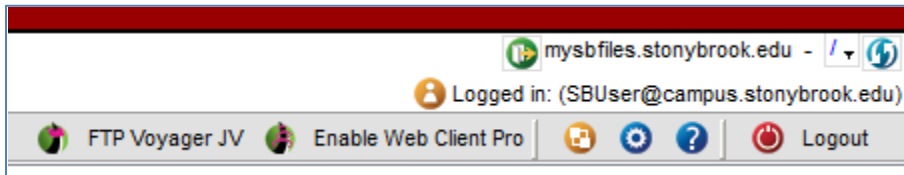


To upload any file, just click the **Upload** button. Click the **Browse** button to find the file you wish to open. Once you've found the file you wish to upload, click the **Upload** button. When the upload is complete, you can click the **Close** button.

## Advanced MySBfiles Client Features

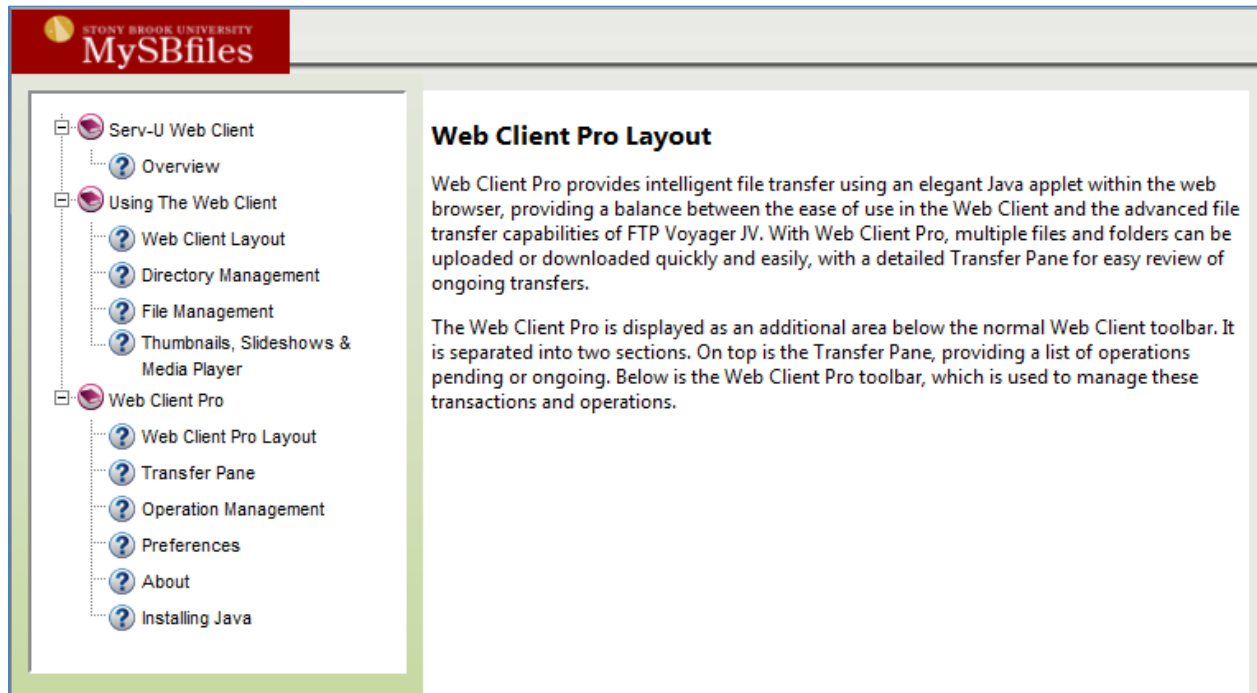
When logged into MySBfiles, you have the option to click **Enable Web Client Pro** or **FTP Voyager JV**. Both of these options provide more advanced client features.

- **Web Client Pro** provides you the ability to upload more than one file at a time.
- **FTP Voyager JV** provides you a full featured file transfer client.



In order to utilize these features, you must have the Java runtime installed on your computer.

If you click the question mark icon when logged into MySBfiles, you'll be presented with an online help page which can provide more information about these features and more.



## Other Ways to Access MySBfiles

You may also access MySBfiles using any SFTP or FTPS (implicit only) client. One such example of a client would be the FileZilla FTP Client, which can be freely downloaded and installed from <http://filezilla-project.org>.