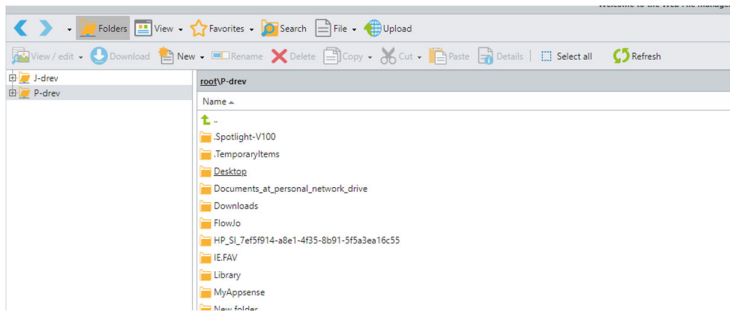# How to use webfile for moving data

The manual has only been tested on a Sund computer

Open a web browser and log in to webfile.sund.ku.dk

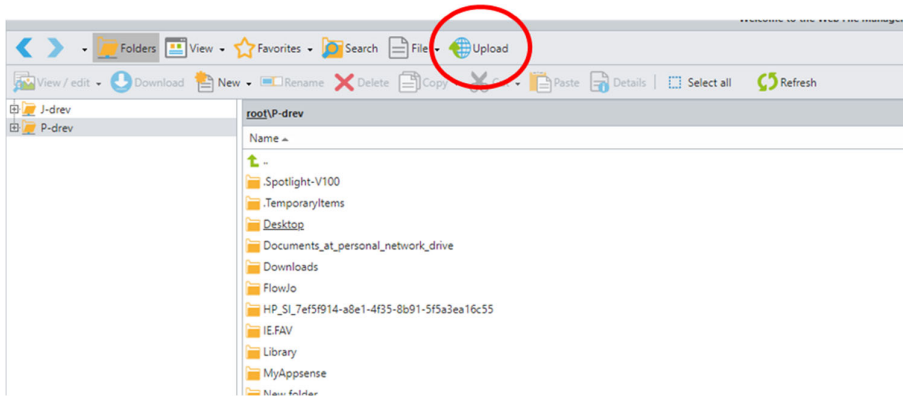Use your KU username and password

This will open webfile

P-drev is your private drive and J-drev is the top drive on Sund, click the J-drev to find ISIM and your Q-drev.
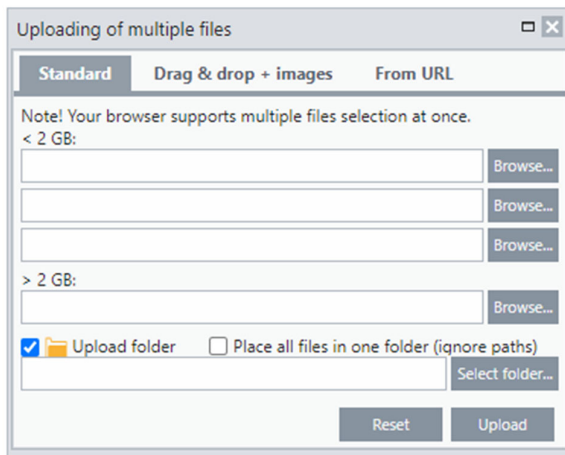
To upload files to the network

Choose the folder where the data goes

Click Upload

A new window is opened for upload

Notice that you have to choose between < 2 GB or > 2 GB

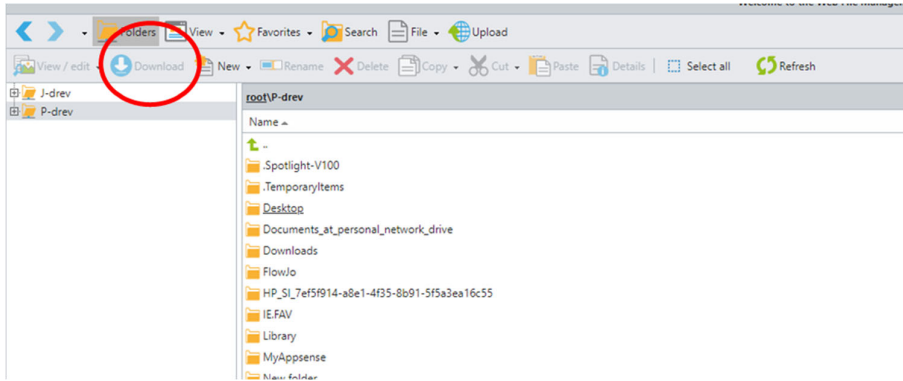Click the browse bottom and choose the files

Click upload

Alternatively, click the checkbox next to Upload folder, then you can select a folder
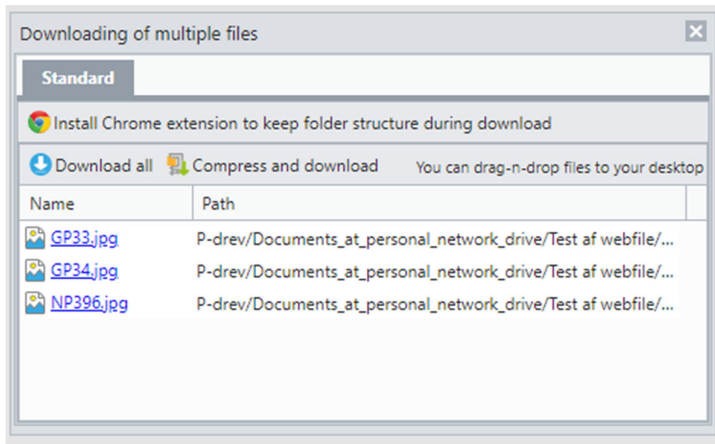
To download files from the network

Select the files you need to download

Click the download bottom

A new window is opened for download

If you have a single file click download, if you have many files click compress and download

The program will now ask where to put the files

Choose a folder and you are done