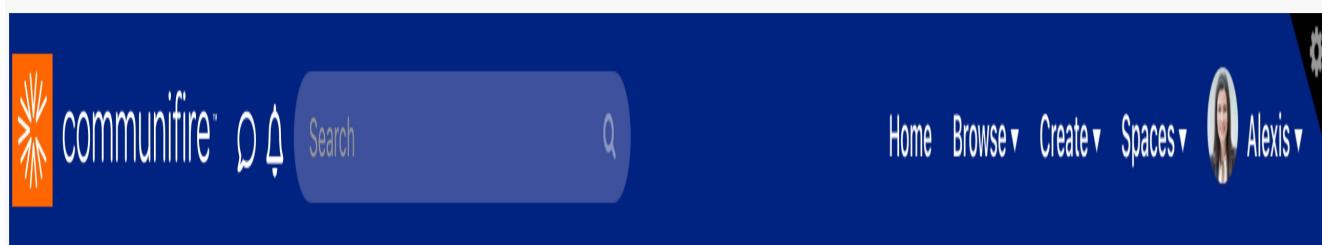


My Files

Version 8

Published 1/12/2021 01:52 AM by Grace Kamau Last updated 7/1/2021 06:25 PM by Grace Kamau

View and manage files you've uploaded to spaces. You'll see the file name, publication status, space name, number of views, and creation date. You can filter files by space and publication status.



Alexis Fox

Edit Profile



Activity Stream



Notifications



@ Mentions



Integrations



Workflow



Required Reading



Tasks

My Files

Filter

Upload a file

Total records: 119

Headline

Views Date

Time Off Request Form.docx

493 Created: 12/5/2020

by: Alexis Fox Status: Published

Space Name: Human Resources

Communifire Onboarding Process.png

283 Created: 12/5/2020

by: Alexis Fox Status: Published

Space Name: Human Resources



Axero Solutions - Communifire New Mobile App.pdf

223 Created: 12/5/2020

by: Alexis Fox Status: Published

Space Name: Human Resources

complete-retirement-benefits-guide-for-employees.pdf

839 Created: 9/18/2020

by: Alexis Fox Status: Published

Space Name: Human Resources

▼ My Content

file_example_MP3_700KB.mp3

4 Created: 9/13/2020

Published: 9/13/2020

by: Alexis Fox Status: Published

Space Name: Sales Collaboration

My Files can also be used for personal files.

Filter

The screenshot shows the 'My Files' search interface. A red arrow points to the 'Status' dropdown menu, which is currently set to 'All'. Other filter options include 'Filter by space' and 'Filter by status'.

Name	Type	Created
Time Off Request Form.docx	Word Document	4/8/2020
Communifire Onboarding Process.png	Image	10/8/2020
Axero Solutions - Communifire New Mobile App.pdf	PDF	12/5/2020
complete-retirement-benefits-guide-for-employees.pdf	PDF	9/18/2020
file_example_MP3_700KB.mp3	MP3	9/13/2020

Filter by space and publication status.

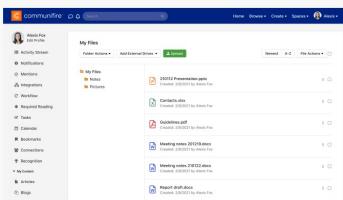
The screenshot shows the 'My Files' search interface with the 'Status' dropdown menu open, displaying 'Published' as the selected option. Other filter options include 'Filter by space' and 'Filter by status'.

Name	Type	Created
Time Off Request Form.docx	Word Document	4/8/2020
Communifire Onboarding Process.png	Image	10/8/2020
Axero Solutions - Communifire New Mobile App.pdf	PDF	12/5/2020
complete-retirement-benefits-guide-for-employees.pdf	PDF	9/18/2020

Personal Files

The My Files area can be used to store personal files. Files are private and accessible to only you.

To enable personal files, a site administrator must set ShowNewMyAccountFilesView to true in Control Panel > System > System Properties. Note that when this system property is true, My Files will not display files you've uploaded to spaces. My Files will only display your personal files.



[My Files: Create File](#)

[My Files: Update File](#)

[My Files: Edit File Properties](#)

[My Files: Download Files](#)

[My Files: Delete File](#)

[My Files: File Version History](#)

[My Files: Create Folder](#)

[My Files: Rename Folder](#)

[My Files: Delete Folder](#)

[My Files: Add External Drive](#)

My Files is similar to space [Files](#). Refer to space [Files](#) documentation for more information about files.

[View File](#)

[Create Google Doc](#)

[Create Office Document](#)

[Update File in Office Online](#)

[Update Google Doc](#)

[Move File](#)

[Copy Content](#)

Third-Party Integrations

Integrations with cloud storage services are available. When a cloud storage integration is set up, the external files will appear in the intranet, you can upload files to the external storage, and you can download files from the external storage.

To set up a third-party integration, a site administrator must complete an admin setup guide. Then each person must complete the user setup guide to add the integration for their account.

Admin Setup Guides

[Box Integration Administrator Setup](#)

[Dropbox Integration Administrator Setup](#)

[Google Drive Integration Administrator Setup](#)

[Embed Google Drive](#) — Embed a list of documents on a [Page Builder](#) page

[Sharepoint and OneDrive Sync Administrator Setup](#)

User Setup Guides

[Box Integration User Setup](#)

[Dropbox Integration User Setup](#)

[Google Drive Integration User Setup](#)

[Sharepoint and OneDrive Sync User Setup](#)

Related

[How to Display Folders in the Files List](#)

You can display folders in the files list to replicate the look and behavior of Windows Explorer or Mac Finder.

