How to access CatFiles:

There are two ways you can access CatFiles. **One way is by receiving a “ticket”,** which is a web link to a location containing files and/or folders on the CatFiles server. You simply click on the link to access the server space. You would receive this ticket from someone such as a faculty member, a student or a colleague who has chosen to share the files and/or folders with you. Optionally, you may be asked for a password, which would be provided by the person who has shared the ticket with you.

**The second way is to log in to Linfield’s CatFiles server,** where you can access your own server space. To do so, visit [https://catfiles.linfield.edu](https://catfiles.linfield.edu). Here, you can log in with your CatNet user name and password.

Once you have logged in, you’ll see an interface that will allow you to add folders and files to your CatFiles server space using the icons across the top of your screen:

You will want to begin by creating a “public” folder (click on “New Folder”) in order to store items that you might want to share with others. You will need to learn about sharing and permissions to safely share your files and folders with others (see the CatFiles Sharing handout or click on “Help” in the upper right hand corner of your screen for more information about this topic).