How to create your own CatFiles folders

To create a new CatFiles folder, you first must log in at https://catfiles.linfield.edu/.

In the taskbar above the Document Manager there are several actions you can perform on your files and folders. To create a new folder, click the ‘New Folder’ button.

You will then be prompted to name your new folder. After doing so, you may either click ‘Next’ to adjust the default sharing settings for the folder, or you may simply click ‘Finish’ and leave the default sharing settings unaltered. (To learn more about sharing, visit CatFiles Sharing and Permissions.)

Your new folder is now accessible.