

# Welcome to Novell iFolder

iFolder™ lets you access your personal iFolder files from anywhere and at any time. You now have the flexibility of working on your files regardless of whether or not you're connected to the network.

If you make any changes to your iFolder files, you need only an Internet connection to upload the changes to your personal folder on the iFolder server. The changes are then downloaded to each of the computers where you have the iFolder client installed so that regardless of what computer you are using, you will always have the latest copy of your files—whether it's at home, at work, or on your laptop.

## Prerequisites

- ❑ Internet Explorer 5.0 or 5.5 installed on every computer where you are installing the iFolder client and it must be designated as your default browser.

To set IE as your default browser, in the browser window, click Tools > Internet Options > Programs > Reset Web Settings > Yes.

## Installing the Novell iFolder Client

Install the Novell® iFolder client on every computer that you use regularly.

- 1 From a browser, go to the URL of your iFolder server (get this from your network administrator) and download the iFolder client (IFOLDERCLIENT.EXE) to a temporary directory.
- 2 Go to the temporary directory and double-click IFOLDERCLIENT.EXE and follow the onscreen instructions.
- 3 Do one of the following:
  - ♦ If you are running Windows NT or 2000, reboot your computer.
  - ♦ If you are running Windows 95 or 98, click the check box next to Start iFolder.
- 4 Click Continue after reading the short introductory message to iFolder.

# Novell®

- 5 Enter your User ID and password.

Your user ID and password will be the same as your network user ID and password.

- 6 Click the Login button.

- 7 Click OK to place a shortcut to your personal iFolder files on your desktop.

When you install the iFolder client, a personal folder is created for you on the hard drive of your computer and the iFolder server. By default, this personal folder is installed in My Documents\iFolder\userid\Home.

- 8 Enter your pass phrase and confirm it.

This phrase is used to create the encryption keys that are used when files are uploaded or downloaded between your computer and the iFolder server. This encryption occurs on your computer, which means that you can store your confidential files on an untrusted server and you can protect your iFolder files located on the iFolder server from being accessed by someone other than you.

**NOTE:** If you checked the box next to Automatic Login when you logged in to the iFolder client, you can disable it by right-clicking the iFolder system tray icon and then clicking Logout.

Once Novell iFolder is installed, an icon representing your personal iFolder files appears on your desktop. This is where you will keep all the files that you want to share among your multiple computers.

## Accessing Novell iFolder through a Browser

You also have the option of accessing your iFolder files through a Web browser. This means that from a browser you can see your personal iFolder files that are located on the iFolder server, access them, and make changes to them. In fact, you don't even need the iFolder client installed on the workstation—you only need an Internet connection.

With iFolder Web access, you have the flexibility to download only the files that you need instead of the whole directory. It also frees you from becoming dependent on a certain computer to access your files. With the iFolder Web access, you can get to your files from any computer that has Internet access.

To access your iFolder files through a Web browser, follow these steps:

- 1 Open a browser and go to the URL of your iFolder server (get this URL from your network administrator).
- 2 Click Login.
- 3 Enter your username, password, and pass phrase, and then click Connect.

Once you are logged in, you will see your personal iFolder files. They appear in a directory structure. To expand the folder and view the files, double-click the Home folder.

From the browser you can download and upload files to the server or delete, create, and rename them. Only the changes are then uploaded to the iFolder server and synchronized out to all the other computers where you have the iFolder client installed.

**IMPORTANT:** When downloading or uploading iFolder files from a browser, do not click on any of the links on the current page; otherwise, the file transfer will be interrupted. If you want to go to another Web site while downloading/uploading files, open another browser window.

## Using iFolder

There are a few important tasks associated with your personal iFolder files. By right-clicking the iFolder icon that appears on the system tray of your workstation, you can do the following tasks:

### Log In and Log Out

To log in, right-click the iFolder icon in your system tray and then click Login. To logout, right-click the iFolder icon and then click Logout.

### Synchronize Your Files

The iFolder client lets you specify how often you want the changes that you've made to your personal iFolder files uploaded to the iFolder server. To set these parameters, right-click the iFolder icon on your system tray and then click Account Information > Preferences. To implement the changes, click Apply.

You can instantly synchronize your files by right-clicking the iFolder icon and then clicking Sync Now.

### View Synchronization Activity

Double-click the iFolder icon in your system tray. The View Activities screen captures all the activity occurring between your iFolder server and your iFolder clients.

### View Your Account Information

The Account information screen shows information about your iFolder files, such as how much space is being used on the iFolder server and the number of files that must be uploaded or downloaded to the iFolder server, etc.