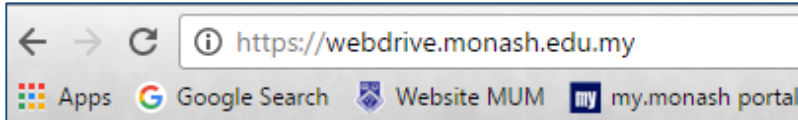


Monash Malaysia WebDrive

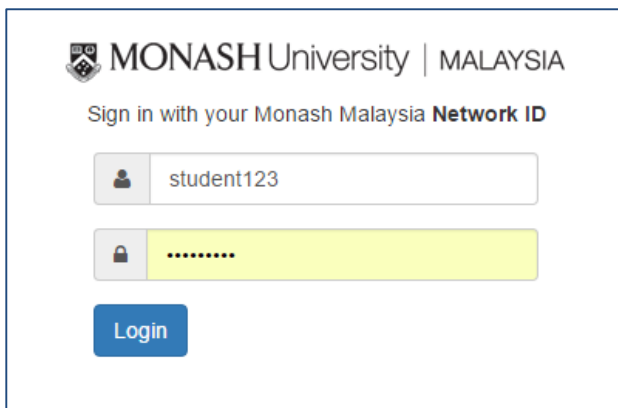
This document guides you step by step on how do you get connected and navigate within the Monash Malaysia WebDrive.

Logging on to the WebDrive

Step 1 - Launch a web browser and key in the website address <https://webdrive.monash.edu.my>



Step 2 - At the authentication screen, fill in your network credentials. Click on the **Login** button to proceed.

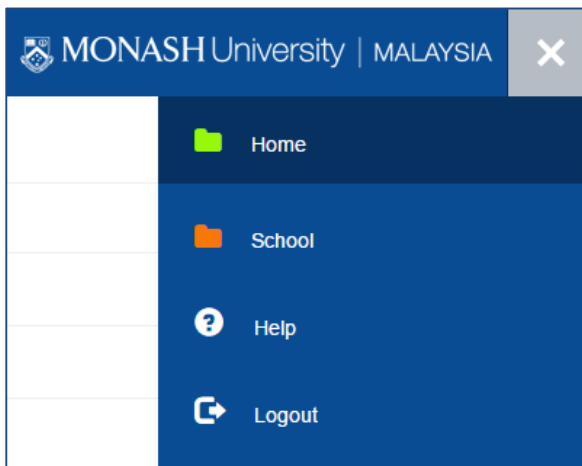
A screenshot of the Monash University Malaysia login page. The page features the Monash University Malaysia logo at the top left. Below the logo, the text "MONASH University | MALAYSIA" is displayed. Underneath, it says "Sign in with your Monash Malaysia Network ID". There are two input fields: the first is for the username, containing "student123", and the second is for the password, containing a series of dots. A blue "Login" button is positioned below the password field.

Navigating within Tabs

Step 1 - At the top right side bar, click the **toggle**.

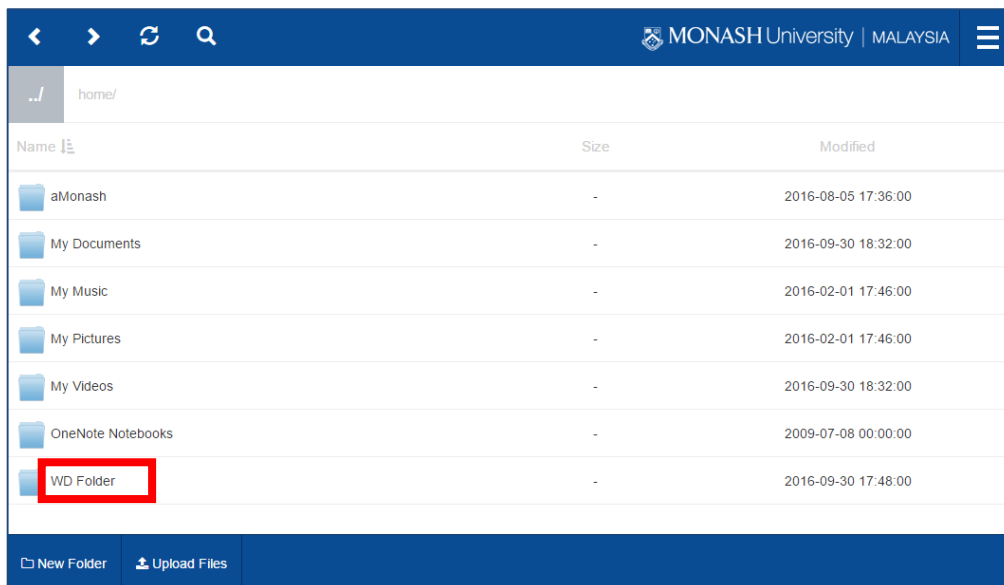


Step 2 - You will see different 'tabs' for different storage resource that you have access to. Click on the '**Home**' tab to access your personal **Home Drive** or click on the '**School**' tab to access your **School Drive**.

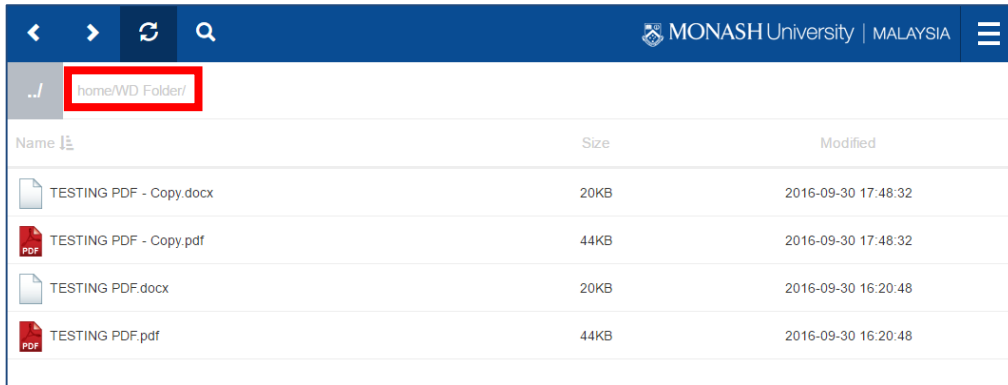


Navigating within Content Folder

Step 1 - To go into the sub-folder, click on the folder name.



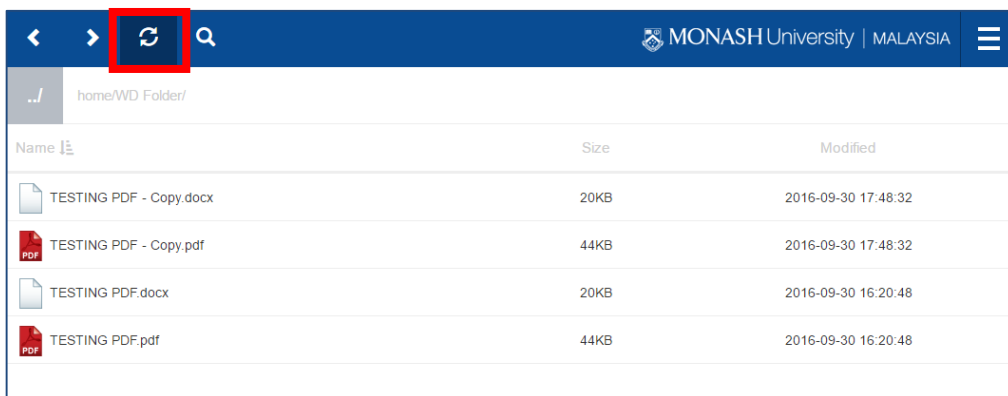
Step 2 - To go back to previous folder, click the **breadcrumb**.



Step 3 - Alternatively, click “../” or back and next button.

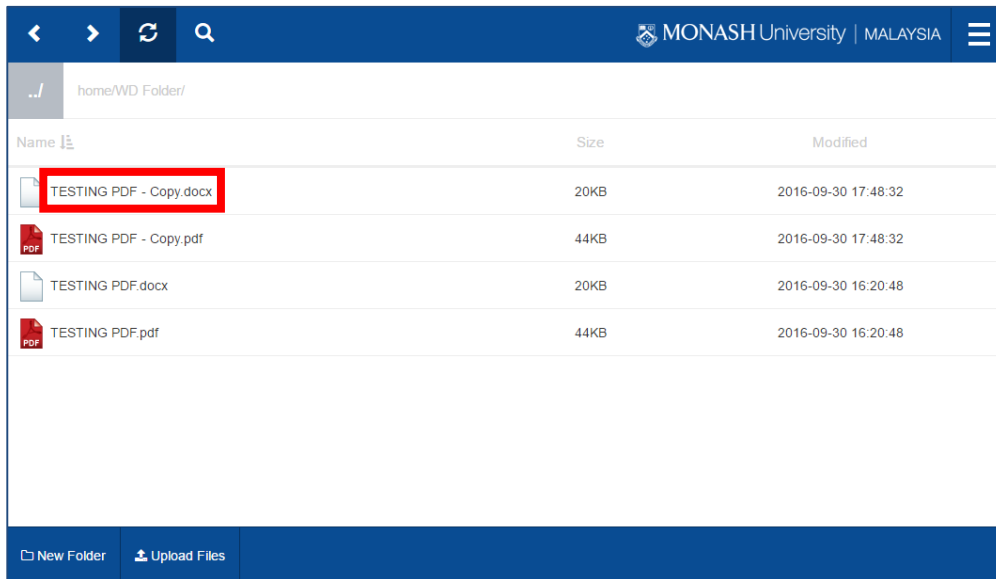


Step 4 - Click refresh button to reload the content lists in the current folder.



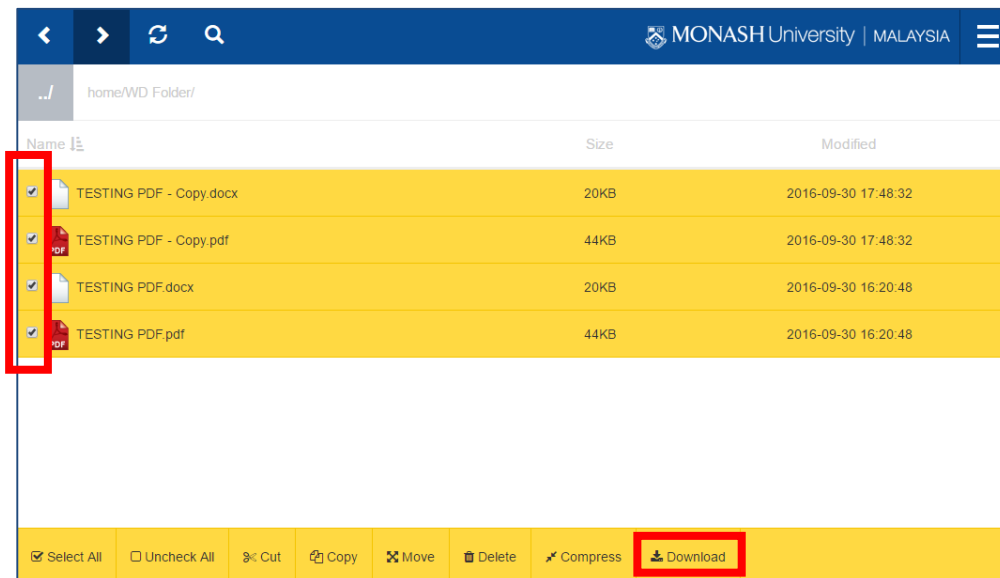
Downloading a single file

Step 1 - To download a single file, click on the filename to start the download process.



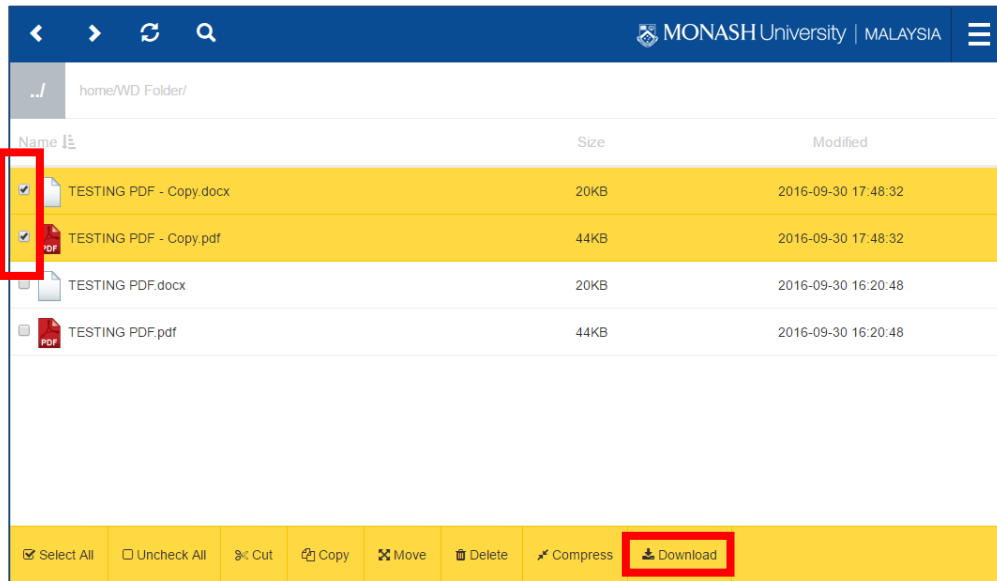
Downloading multiple files

Step 1 - To download multiple files at one time, select the files that you wish to download and click on the **Download** button to start the download process. The system will automatically compress all the selected files into a single ZIP file format which will help to optimize the download speed.



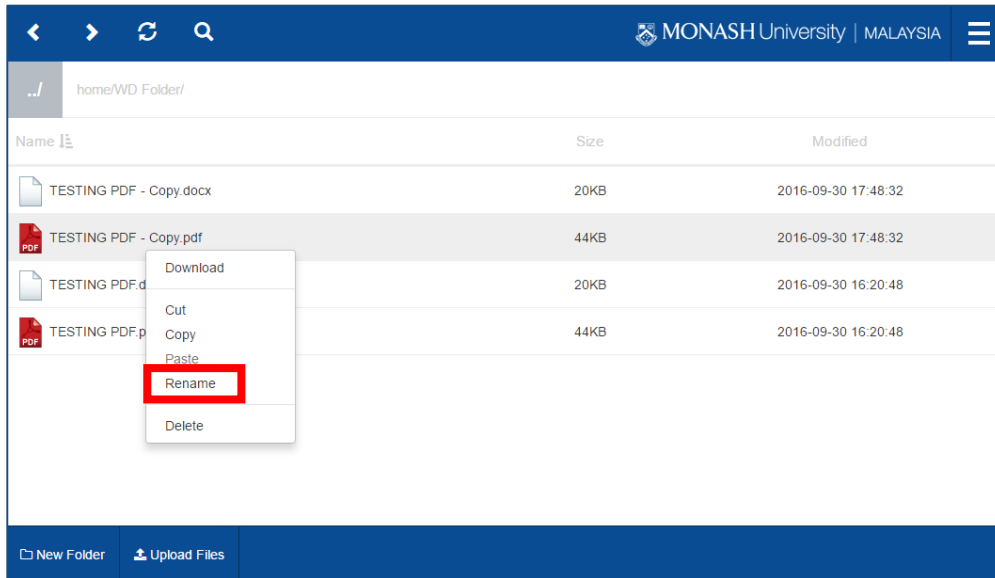
Deleting files

Step 1 - To delete a file or folder, select the file/folder that you wish to delete and click on the **Delete** button. Click on **ok** to proceed with the deletion process.

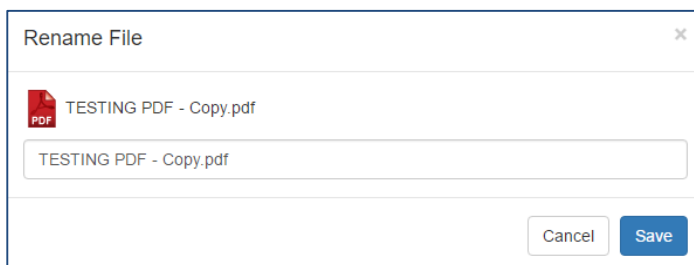


Renaming a file

Step 1 - Right-click on the file or folder that you wish to rename and click on the **Rename** button.

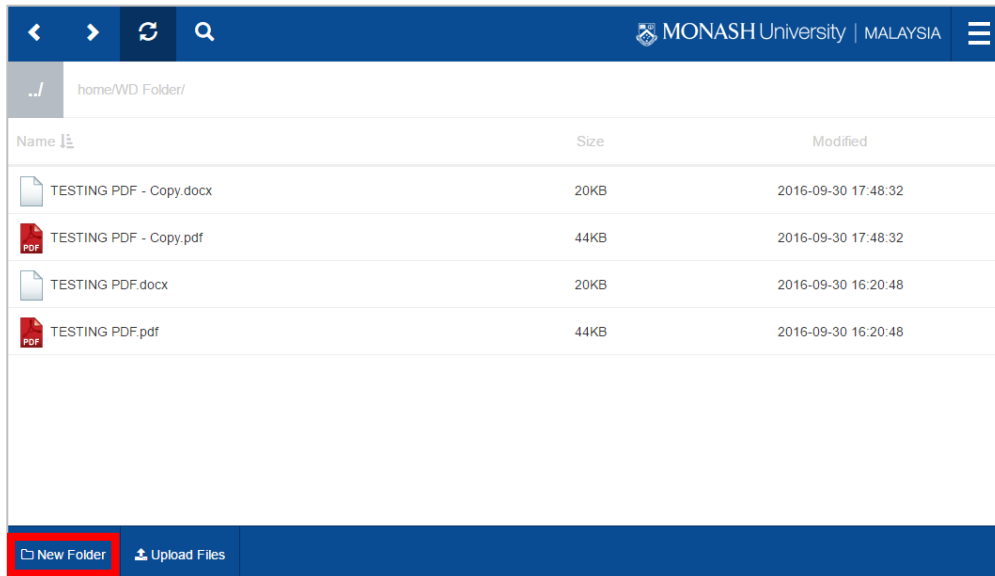


Step 2 - At the pop-up box, type in the new file/folder name and click on the **Save** button to proceed with the renaming process.

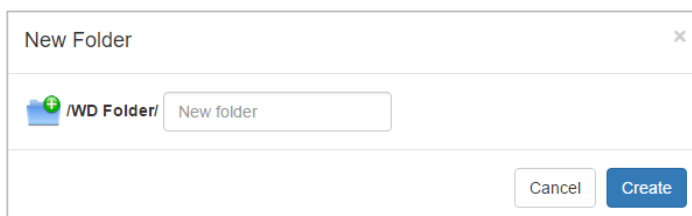


Creating new folder

Step 1 - To create new folders, click on the **New Folder** button.

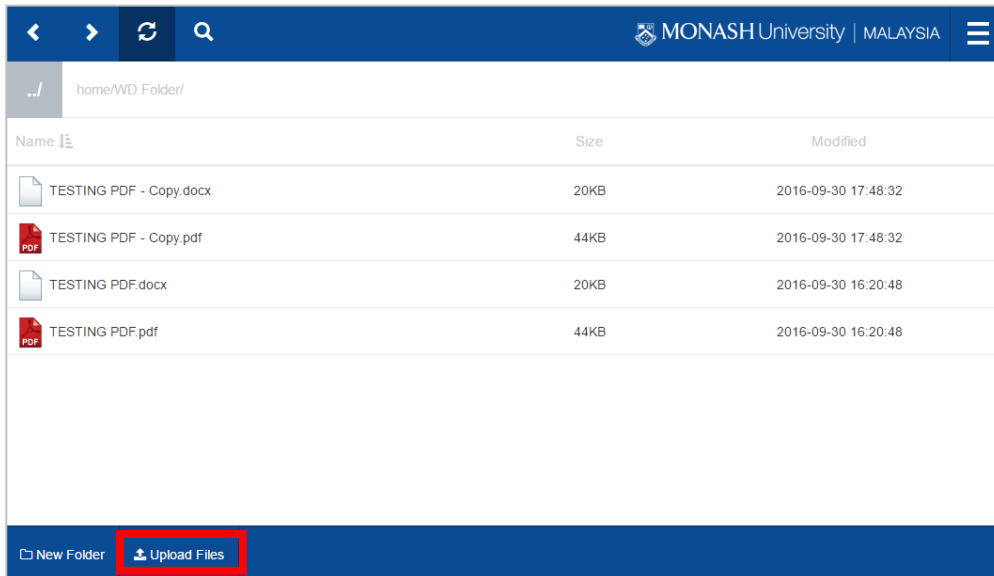


Step 2 - At **New folder** popup box, type in the name of the new folder and click on **Create** button to proceed with the folder creation.

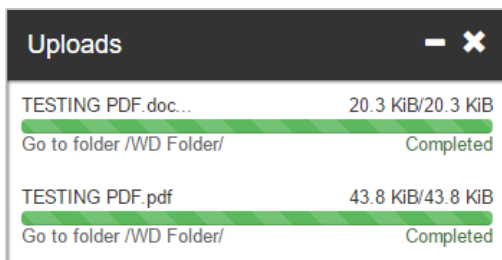


Uploading files

Step 1 - To upload a file, click on the **Upload Files** button.



Step 2 - Click on the **Browse** button to select the file that you wish to upload. To upload multiple files, press the **CTRL** button on your keyboard and select the files that you wish to upload. Click **Open** to proceed with the upload process.



If you have performed all the steps given above and you still face problems, kindly contact ITS Service Desk at extension 46200 or e-mail servicedesk.my@monash.edu for further assistance.