# NETWORK FILE STORAGE AT COLORADO MESA UNIVERSITY

To upload files to the campus network for the Student Showcase presentations, please follow these general directions:

1. Prepare the file that you plan to upload by naming it in the following manner: Last Name_First Name_Shortened Version of your Title (3 words). For example, if I were presenting in the Showcase, my file would be named like this: Palmer_Aparna_Seaworms are Special

2. Please also make sure that you have incorporated the special Showcase Title Page file that we sent you into it.

    - If you are submitting a PDF, please fill out the Showcase Title Page PDF and make it your first page. Please choose either the portrait or landscape option of the PDF.
    - If you are submitting a video, please share that Showcase VIDEO Title Page PDF on Zoom right before you begin your presentation. Let it stay on your screen for about 10-15 seconds.
    - If you are submitting both a PDF and a Zoom video, please use the appropriate Title Page in both the PDF you are submitting and in the Zoom video.
    - If you are using another platform to film your presentation, please begin by consulting Ms. Laura Bradley from Marketing. She will need to consult with you on the Showcase VIDEO Title Page file as well as the platform you are using to record to video and the format of the saved file. She can also work to give you access to our Campus Open Studio so that you can be filmed there!
    - *If you forgot or were unable to incorporate the Showcase Title Page file into your PDF or video, please fill it out and upload it separately.*

3. Log into MAVzone from any computer with internet access using Firefox or Safari (a high speed internet connection is recommended). To log into MAVzone, please visit the Colorado Mesa home page at www.coloradomesa.edu and select the MAVzone link at the upper-right-hand corner of the page. Use your campus username and password to log into MAVzone.

4. Make sure your pop-up blocker is turned off for this.
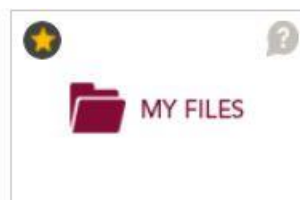
5. Go to the APPLICATIONS tab of MAVzone if not there by default.

6. Find the app labeled "My Files" and click on it. If it is not one of your favorite apps, you may have to view "all apps" and find it.

7. The page will now populate with all of the campus network drives that you can access. One of the network drives is named "Drive H (download)." On a MAC, it may be named differently but it is the drive that allows you to access your professor's documents for classes.

8. Click on "Drive H (download)". Locate the folder named "_Student Showcase 2020" (toward the top of the list) and open this folder. In the "_Student Showcase 2020" folder you should find a folder with your University username; this is the folder that you should upload the file. If there is not a folder with your University username, use the folder called "Z_Extra." To upload a document, click on Choose Files, select the file you wish to upload, and click Open. Once the files are selected, click the Upload button.
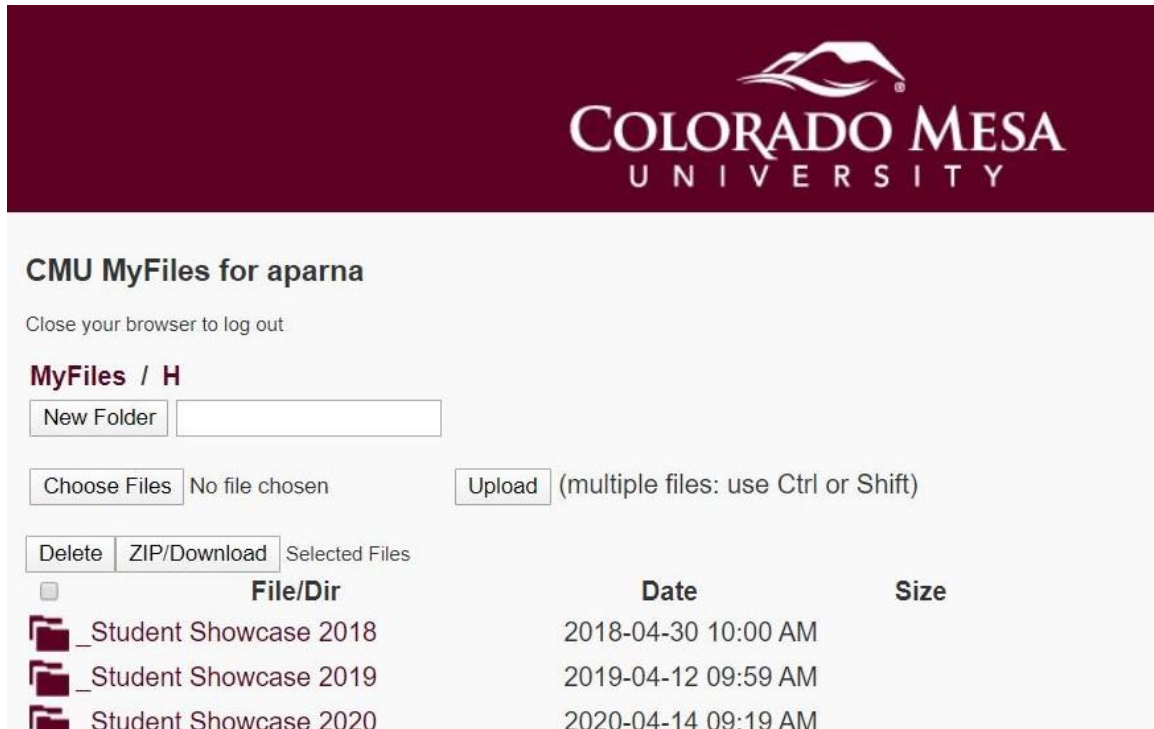
9. This upload may take up to 5-10 minutes depending on the size of the files and the connection speed from your computer. Please be patient. When it is complete, the window will refresh automatically and display your files. **Do not take any other action until the files are displayed in the window in order to avoid file damage.**

10. Once the upload is complete please review the folder to verify that your file is there and was successfully uploaded. It is recommended that you login later and access the file in the "H Drive (download)" to ensure that it uploaded successfully and that you can open the file.

NEW!: If you are doing a video, you may also submit also save it to your OneDrive and then allow permission/access for me, Aparna Palmer (aparna@coloradomesa.edu) and for our webmaster, Andrea Keck (akeck@coloradomesa.edu). Please send us BOTH emails to let us know that you are saving it to your OneDrive.

➔ **If you have any problems with uploading files through MAVzone, please call the IT Help Desk at 248-2111.**