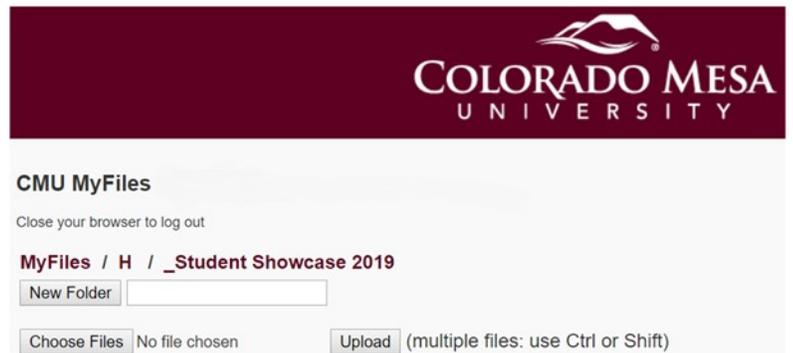


# UPLOADING YOUR SHOWCASE PRESENTATION FILE AT CMU

If you wish to upload files to the campus network “H Drive” for the Student Showcase presentations:

1. Log into MAVzone from any computer with internet access. To log into MAVzone, please visit the Colorado Mesa home page at [www.coloradomesa.edu](http://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.
2. Make sure your pop-up blocker is turned off for this.
3. Go to the APPLICATIONS section of MAVzone if not there by default. Scroll down to look for your apps.
4. Find and click the app labeled “My Files”. If you don’t see it among your favorite apps, just hit “all apps” and scroll down to find it.
5. When you click on the “My Files” app, the page will populate with all of the campus network drives that you can access. One of the network drives is named “Drive H (download).”
6. Click on the “Drive H (download)” (this will open the folder). Locate the folder named “\_Student Showcase 2021” (toward the top of the list) and open this folder. In the “\_Student Showcase 2021” folder, you should find a folder with your University username; this is the folder that you should upload the file to for access on the day of the presentations. If there is not a folder with your University username, use the folder called “Z\_Extra.” To upload a document, click on Choose Files and select the files you wish to upload. Once the files are selected, click on Open and then click the Upload button.
7. **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.**
8. 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 from a campus computer and access the file in the “H Drive (download)” to ensure that it uploaded successfully and that you can open the file.



➔ If you have any problems with uploading files through MAVzone, please call the IT Help Desk at 248-2111 or visit the Help Desk located in Tomlinson Library, 1<sup>st</sup> floor.