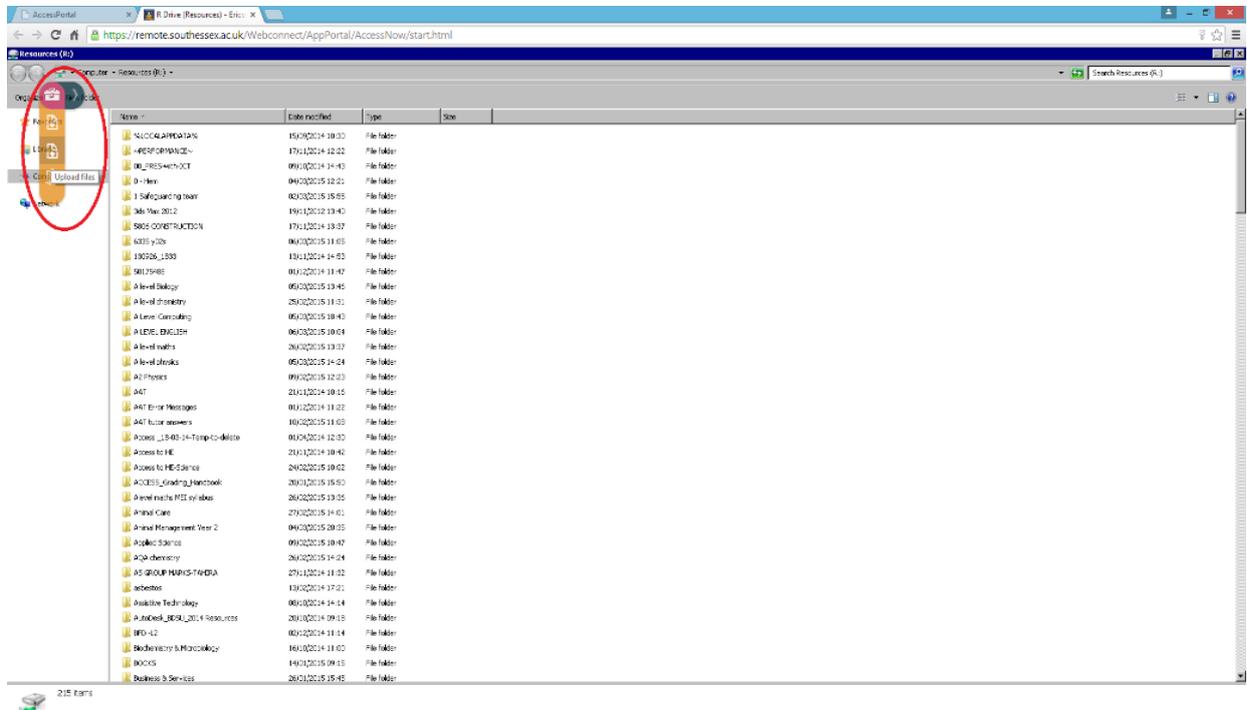
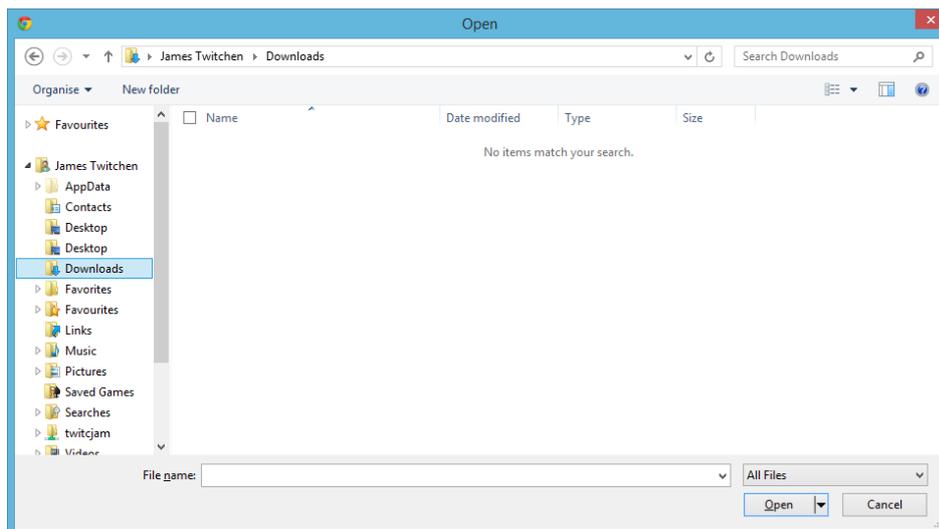


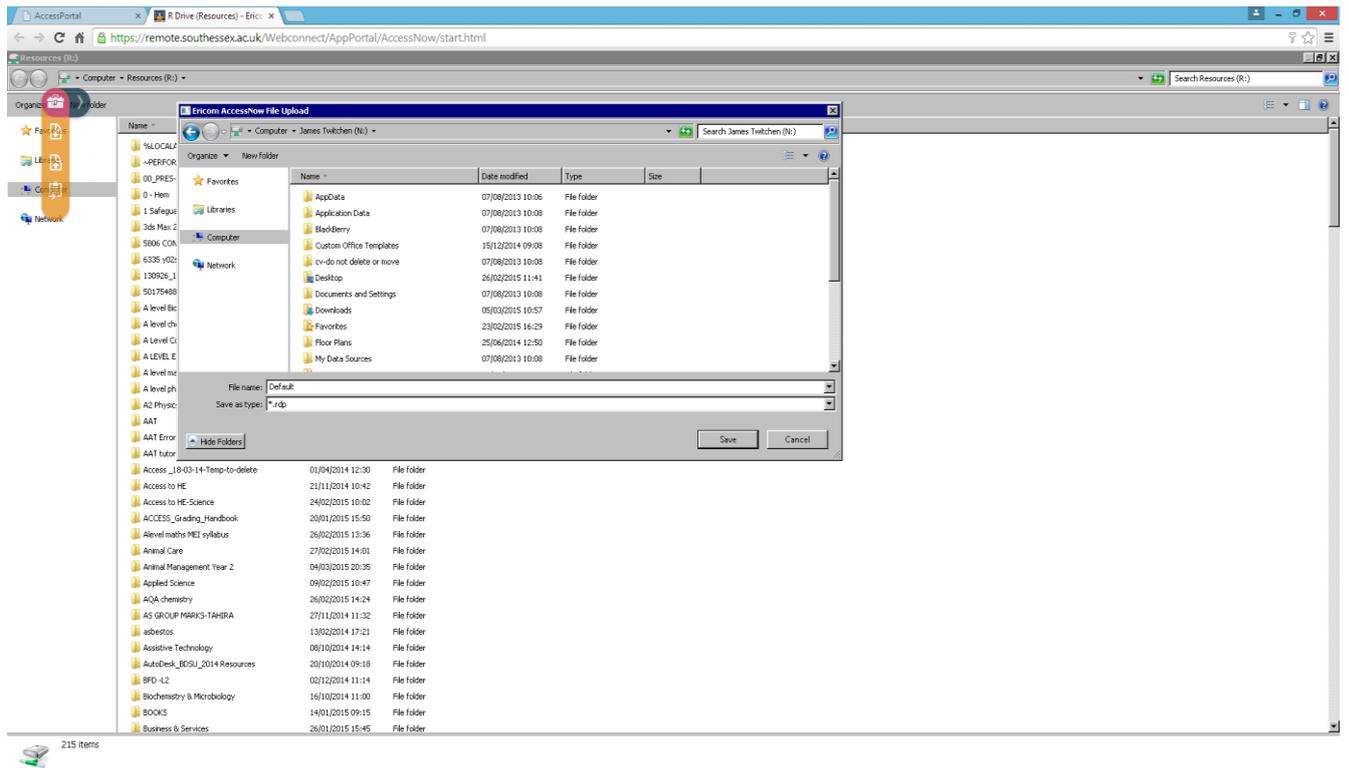
To transfer files from your computer to the College network using an HTML5 browser such as Internet Explorer 11, Chrome, Firefox or Safari, click the button with the sheet of paper with an Up arrow (Marked "Upload files") at the top of the browsing window after clicking on the red toolbox icon as highlighted below:-



You will then be presented with an Open box to choose which file to upload:-

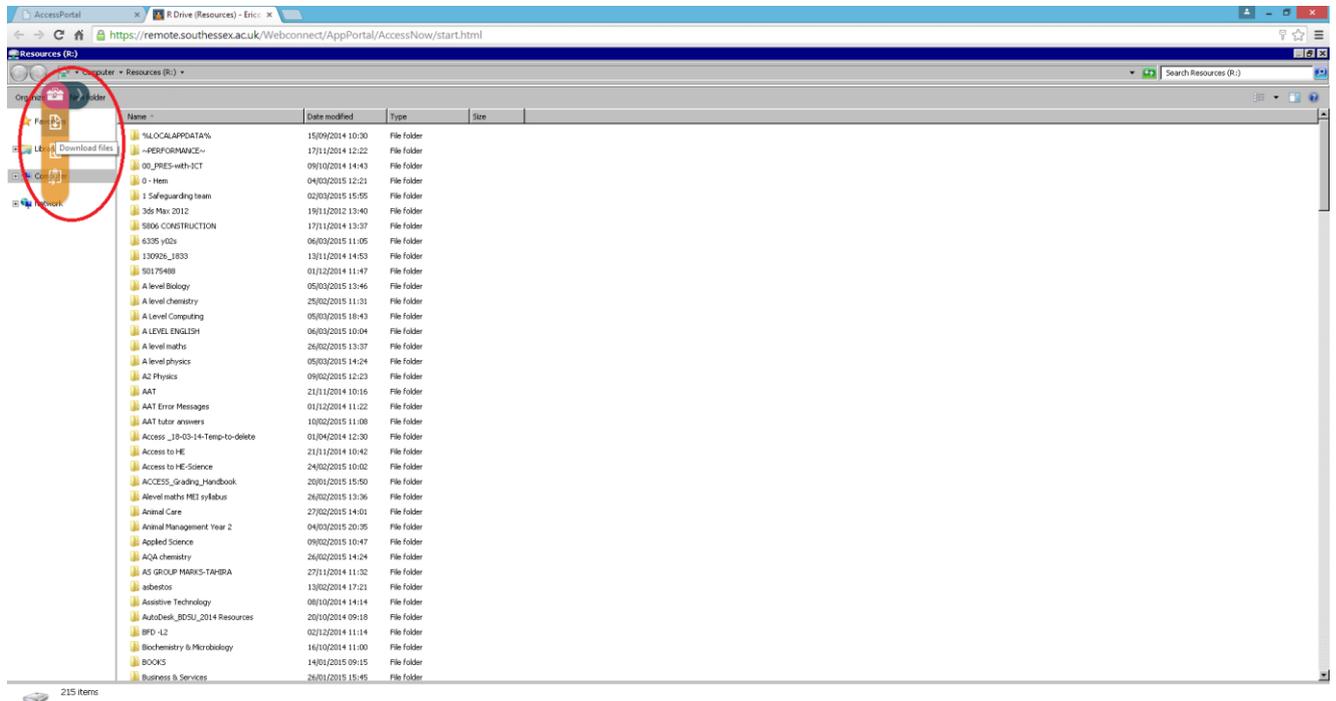


Once the file is selected, click Open and you should see the Ericom AccessNow File Upload box to choose where on the network to save the file. Choose a location and click Save:-

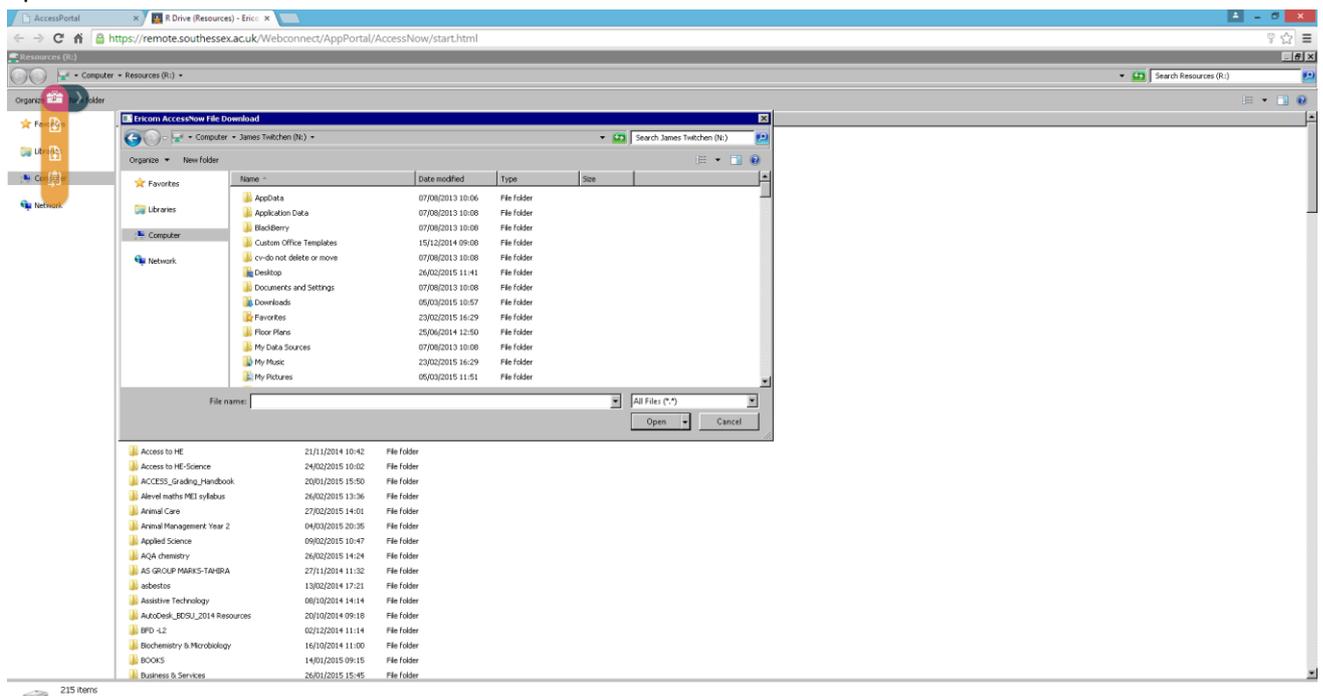


Your file will now be uploaded to the College network.

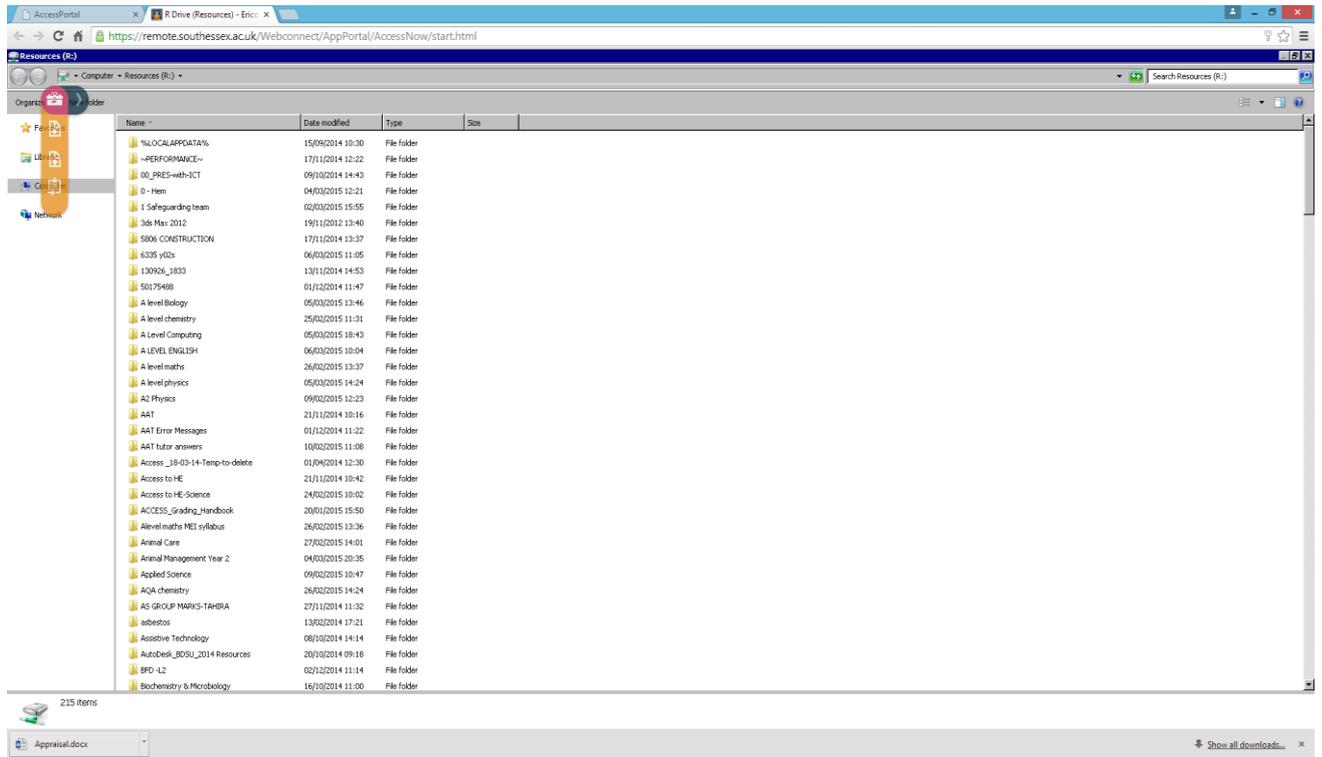
To transfer files from the College network to your computer using an HTML5 browser such as Internet Explorer 11, Chrome, Firefox or Safari, click the button with sheet of paper with a Down arrow (Marked “Download files”) at the top of the browsing window after clicking on the red toolbox icon as highlighted below:-



You will then be presented with the Ericom AccessNow File Download box to choose which file to upload:-

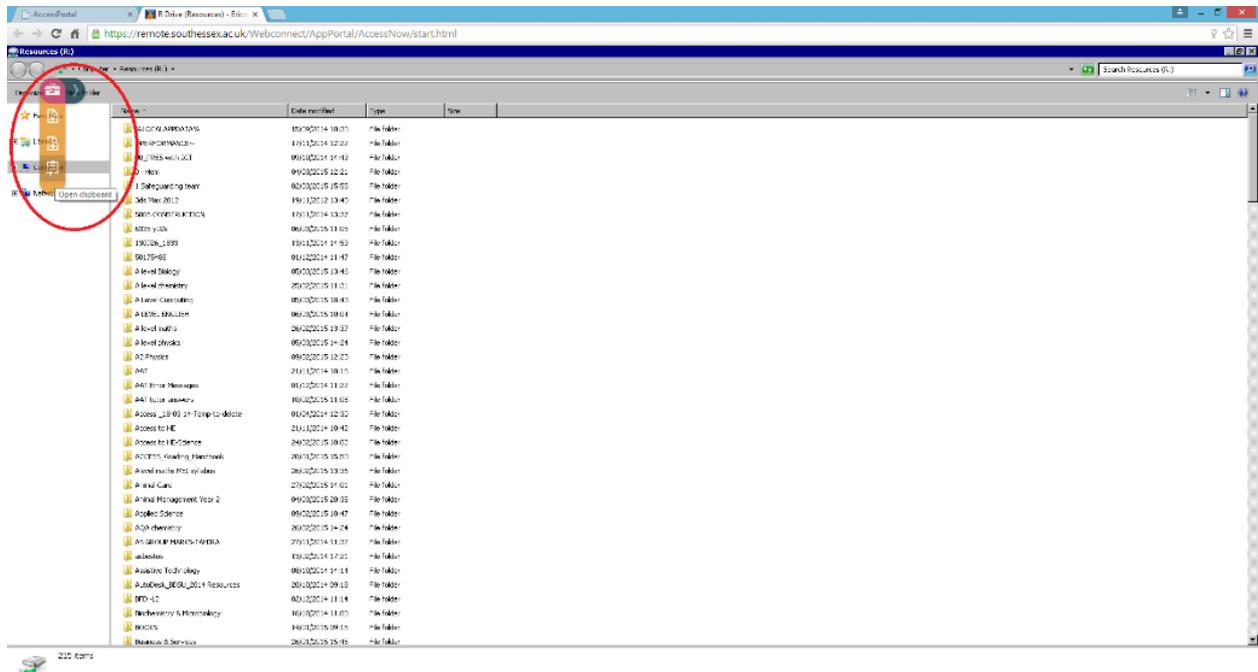


Once the file is selected, click Open and you should see the file has appeared in your browser's download list:-

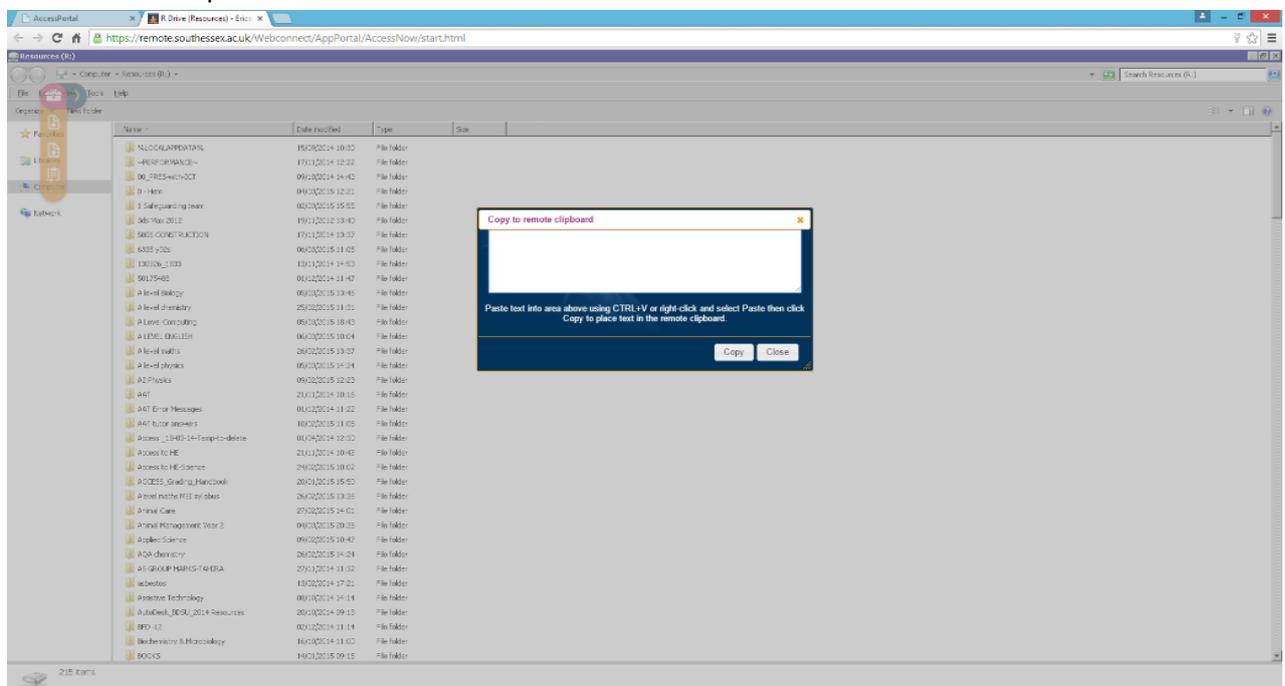


Your file has now been download from the College network.

To copy text into the remote clipboard using an HTML5 browser such as Internet Explorer 11, Chrome, Firefox or Safari, click the Clipboard button (Marked "Open clipboard") at the top of the browsing window after clicking on the red toolbox icon as highlighted below:-



You will then be presented with a screen similar to this:-



Write or paste your text into this box and click Copy to copy it to the remote clipboard.

This clipboard is cleared when you close the AccessNow session. Please note the clipboard feature may not be available in all browsers.