



## Using Remote File Storage with your DiscoverLimu.com e-mail account

Remote file storage allows you to copy files from your computer to your private file storage location on the DiscoverLimu.com server. Once you have copied a file to the remote storage you can download the file to any internet connected computer using your DiscoverLimu.com e-mail account.

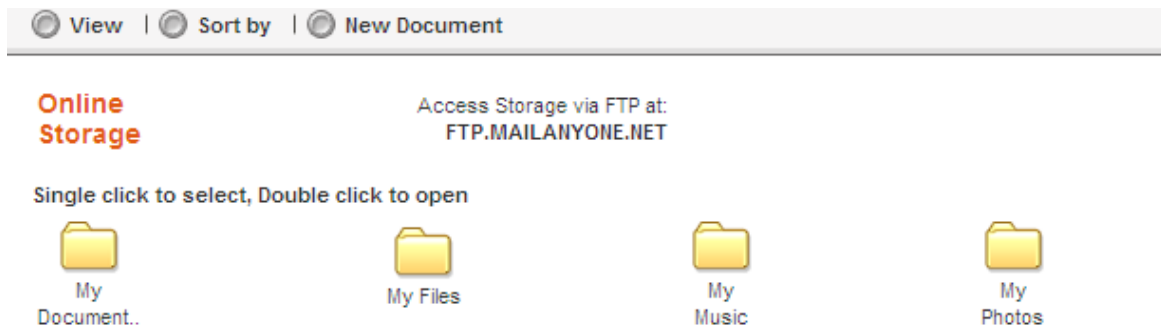
This document will step you through copying files to your remote storage and downloading them from remote storage.

Login to your DiscoverLimu.com webmail account.

Click the Storage link in the toolbar.



The main storage window will be opened.



The option buttons are as follows:

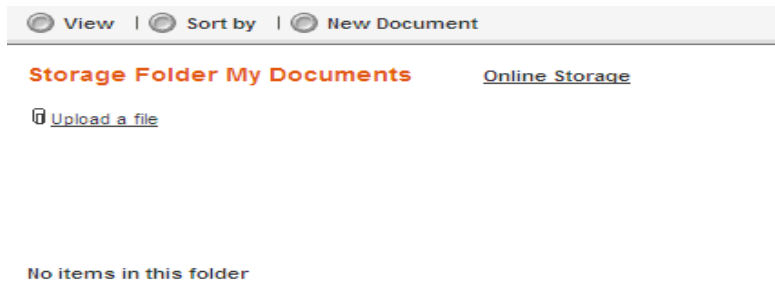
**View:** Changes the folder view to Icons, List, Detail

**Sort By:** Sorts the list by Name, Size or Last Modified

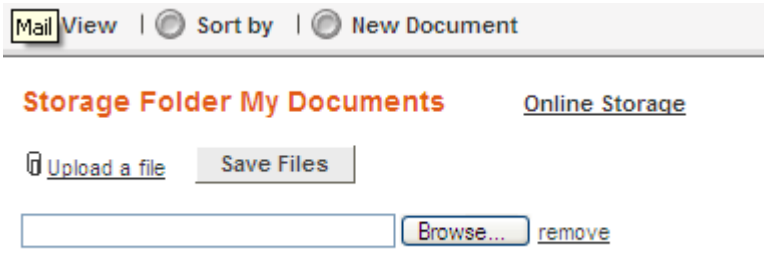
**New Document:** Click to create a new text document – This allows you to create a document in either plain text (Text Document) or with formatting (Rich Text) such as **Bold** and Underlined text. NOTE: You must double click a folder and create documents one of the folders listed.

You can copy any type of file providing your combined storage space of mail, attachments, files, notes, contacts, etc. does not exceed you're the provided storage space.

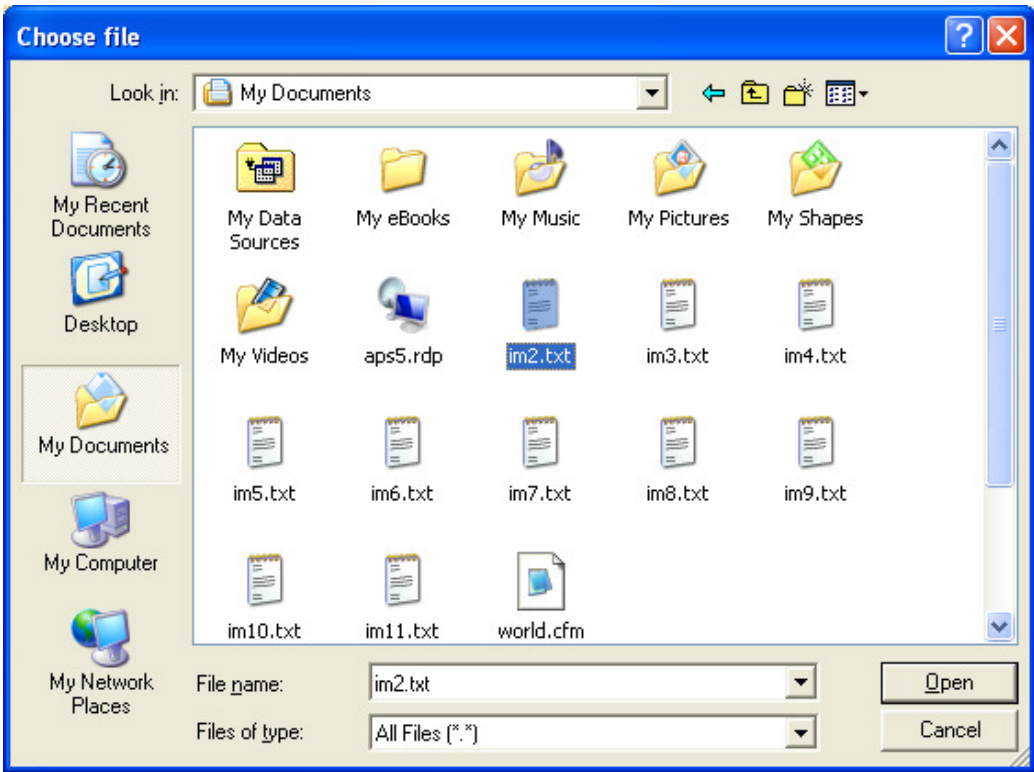
Open the My Documents folder by double clicking it



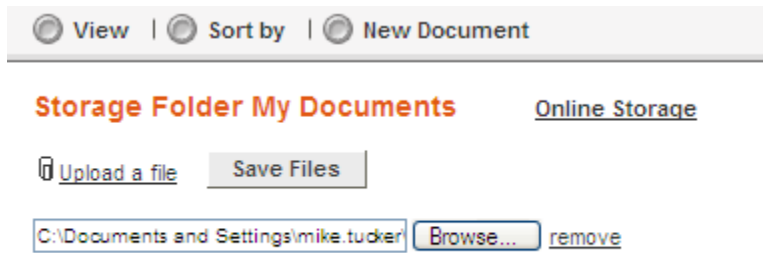
To upload a file to remote storage click the Upload a File link.



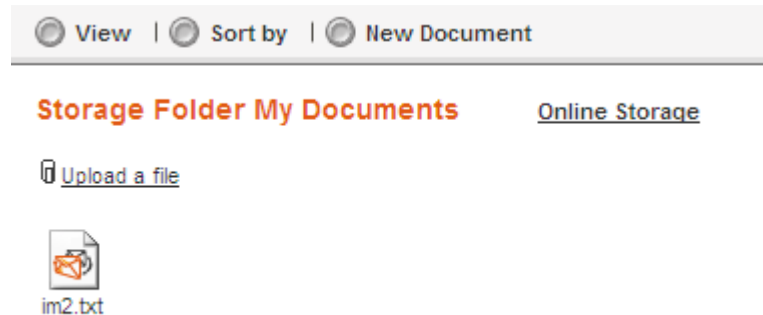
Click the **Browse** button to navigate to the file you would like to upload.



Select the correct file and click Open



Click the **Save Files** button to upload to the DiscoverLimu.com server. Your file will be listed.



From within any folder you can right click a blank space within the folder to display a popup action menu.

Right clicking white space will displays

**Back:** Returns you to the previous folder

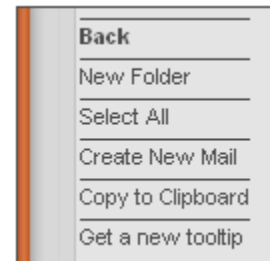
**New Folder:** Creates a new folder within the current folder

**Select All:** Selects all items in the current folder and sub-folders

**Create New Mail:** Creates a new e-mail

**Copy to Clipboard:** Is grayed out and is not clickable

**Get New Tooltip:** Is grayed out and is not clickable



Right click a file to display the file popup action menu. The file name is listed at the top. The File Action menu items are:

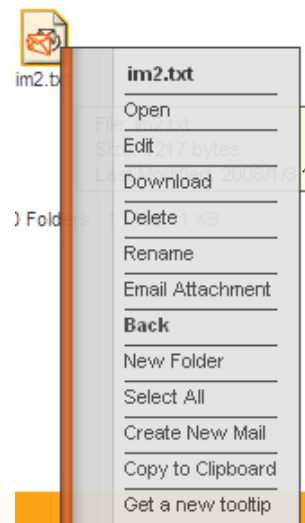
**Open:** Open the file for editing, viewing or execution. You must have a program that is capable of opening the file for editing, viewing or execution. If you do not you will be prompted to save the file.

**Edit:** Same as open above.

**Download:** Save the file to your hard drive.

**Rename:** Renames the file

**Email Attachment:** Send the select file as a e-mail attachment



Click the **Online Storage** link to return to the main remote storage window.