



## Frequently asked questions about Novell iFolder

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### **How does iFolder work?**

After the iFolder client is installed, an iFolder client session begins each time you start your computer. An iFolder icon appears in  your system tray. Your iFolder will synchronize your files automatically. You can access your  local iFolder directory by double-clicking the iFolder shortcut on your desktop or you can also right-click the iFolder icon in the system tray and select Open iFolder. As you work with your local files, the iFolder client session runs in the background to track and log any changes you make to the files in your local iFolder directory. Each time you log onto your computer, iFolder downloads and uploads your personal files instantly and securely. You remain logged in for continuous synchronization until you turn off your computer. Your connection to the iFolder server will only break if the server or the connection becomes unavailable (that is if you do not have access to the Internet.) The iFolder server backs up your local files and enables you to synchronize files among your many workstations (such as on your laptop and on your home computer.) Your files are always protected on the network and easily recovered. And later, when you move to a different location or a different workstation, and log in to the iFolder server, the iFolder client automatically updates your local iFolder directory to reflect the work you did elsewhere---with no floppies or flash drive transfers required.

### **How can I access my files from my home computer?**

The best way to access your iFolder is to install it on your home computer – go to <http://ifolder.albanylaw.edu> Select “Download Windows Client” to install this software on your home computer.

### **How can I access my files from a remote site?**

Using your web browser, go to <http://ifolder.albanylaw.edu> Select “Login.”

### **Which username and password do I use?**

Enter your Novell User ID and password. Your username is your first initial and the first 4 letters of your last name, e.g. - Bill Clinton would use - BClint

### **Do I need to leave my office computer turned on all the time to use iFolder from somewhere else?**

No, the files are stored on our secure web server, you can get at you files from anywhere on the internet without even leaving your computer on!

### **Can I ‘put’ files into my iFolder from a remote site?**

Yes, any file that you upload to the iFolder server will be replicated the next time you go on your notebook or your home computer.

### **What is a ‘Passphrase’?**

’A passphrase allows you to make your files totally secure. You can opt to have your computer remember your passphrase to speed up your log in.

<p><b>For any other questions, please e-mail HelpDesk.</b></p>
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