

Welcome to our CAC Web Access File Server. Using this service, you can upload, download, and manage files quickly and easily using any standard Web browser.

How to Access:

- 1- Open the CAC Web page.
- 2- Go to Quick links, click “CAC Web Access” in the bottom.



- 3- A certificate verification popup will appear, click continue.
- 4- On the following login screen, type your CAC Server username and password to access your files.



- 5- You will be able to access the following:
 - Your personal folder on the CAC Server.
 - Your dept. shared folder.
 - Your division shared folder.
 - The CAC Shared Folder, for all the Faculty and staff. See below image,



- These are the basic web access folders. To Add any other shared folders to the web access that you already have access to, please send an email to Amira Youssef: ayoussef@cacegypt.org.

You can sort directory listings by filename, file size, or last modified date by clicking the small up (increasing order) or down (decreasing order) buttons next to the column headings at the top of the list.

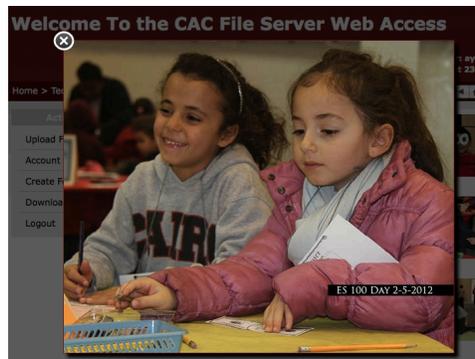
Thumbnail Listings:

Use this option to view images in each folder instead of downloading each file.



Quick Image Preview:

To view the image in a larger size without having to download the entire file, Click on the image then choose "View file".

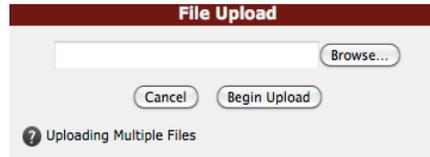


How to Download:

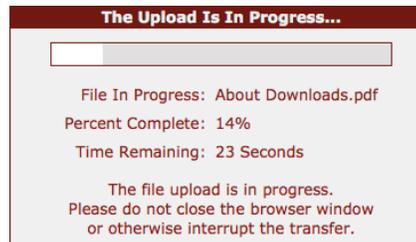
1. Control-click (Macintosh) or right-click (Windows) on the name of the file in the file listing.
2. Choose "Save File As...", "Save Linked File...", or the similar option in the pop-up menu shown, then use the standard "Save File" box to select where on your hard drive the file should be placed.
3. To monitor the progress of the file download, please open the "Downloads" or "Download Manager" window in your Web browser.
4. You can select one or more files or folders and then click, Download selected files. It will be downloaded as zip file.

How to Upload:

1. Click on “Upload Files” displayed to the left of the directory list.



2. Click on the “Browse” button to select the file you want to upload, then click “Begin Upload”.
3. To upload multiple files, On the file selection window, shift-click to select an entire range of files or command-click to add individual files to the selection.
4. Then click ,“Begin Upload” . See below screen to monitor the progress of the file upload.



5. The server will display an "Upload Complete" message when the transfer is done.

Always be sure to sign out when you are done with your web access session.

For security, you will be automatically signed out if there is inactivity for 15 minutes while you are logged in.