

VIS Student File Server Home Access

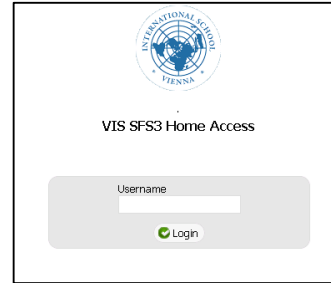
VIS Staff and students are able to access their SFS3 home folder from any internet accessible computer.

Access the system via the following URL <https://home.vis.ac.at>

Enter your SFS3 username

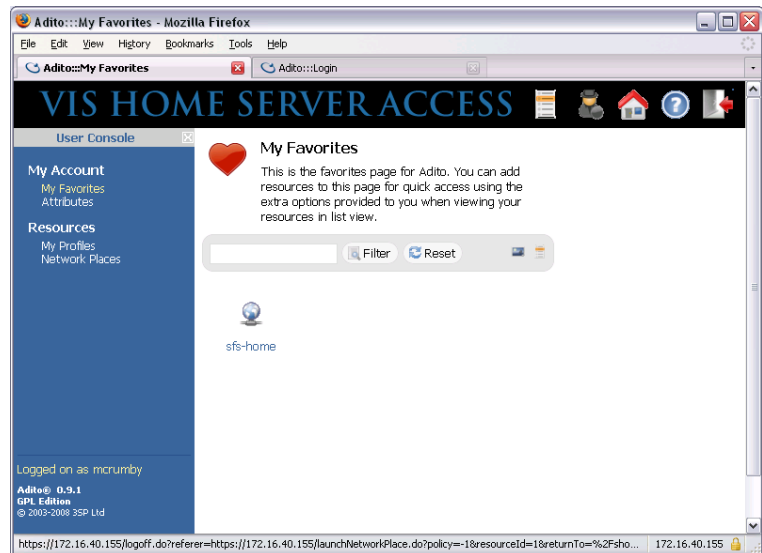
Click **Login**

Enter your SFS3 password



Your account page will open in a pop-up window. (Note: Pop-ups need to be enabled for your home folder to appear.)

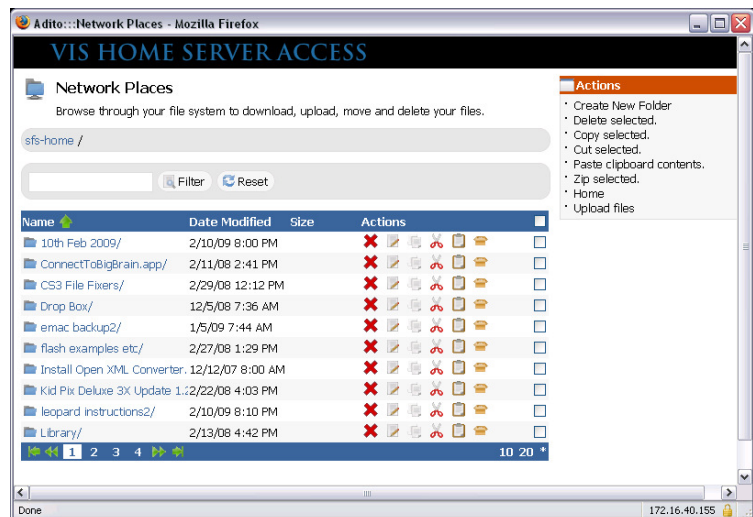
Click the **sfs-home** icon to access your home folder, or the **Assignments** icon to access the assignments folders for teachers and departments.



Your chosen folder will appear in a pop-up window.

Your files and folders are listed on the left side. The actions icons in the file list allow you to **delete, rename, copy, cut,** or **zip** files or folders (if you have the permissions).

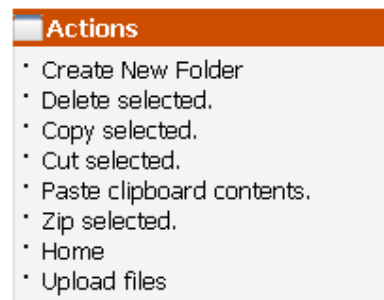
To download a file to your computer, right-click the filename and select "save link as"



The **Actions** icons perform the following functions:

Delete		the file or folder
Rename		the file or folder
Copy		the file or folder
Cut the		file or folder
Paste		the file or folder
Zip the		folder for downloading

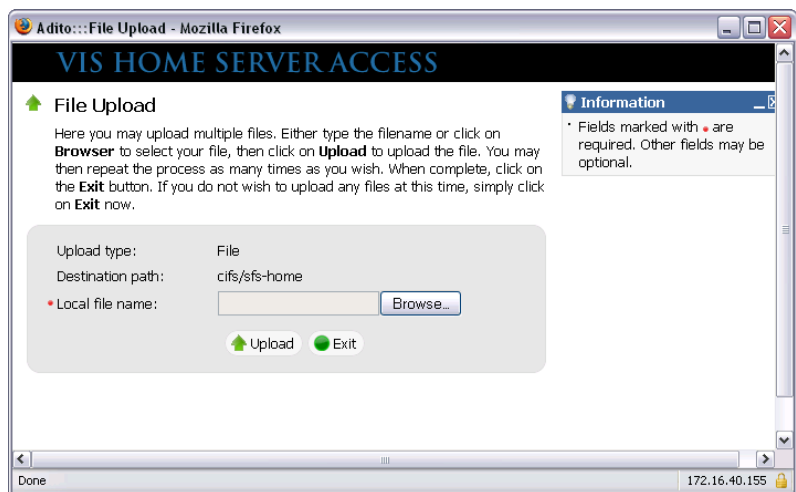
The **Actions** box at the right of the screen will allow you to select multiple files and delete, copy or cut them to the clipboard.



To upload a file, select **Upload files** from the Actions box.

The file upload screen appears and you can click the **Browse** button to select the file from your hard drive.

Then click the **Upload** button to save it to your server home folder.



VIS Home Access Service provided by the VIS Technical Support Team.

**Please report any problems or queries to the
Technical Support Team in Room E39.**