Novell Filr 1.0 Desktop Application for Mac
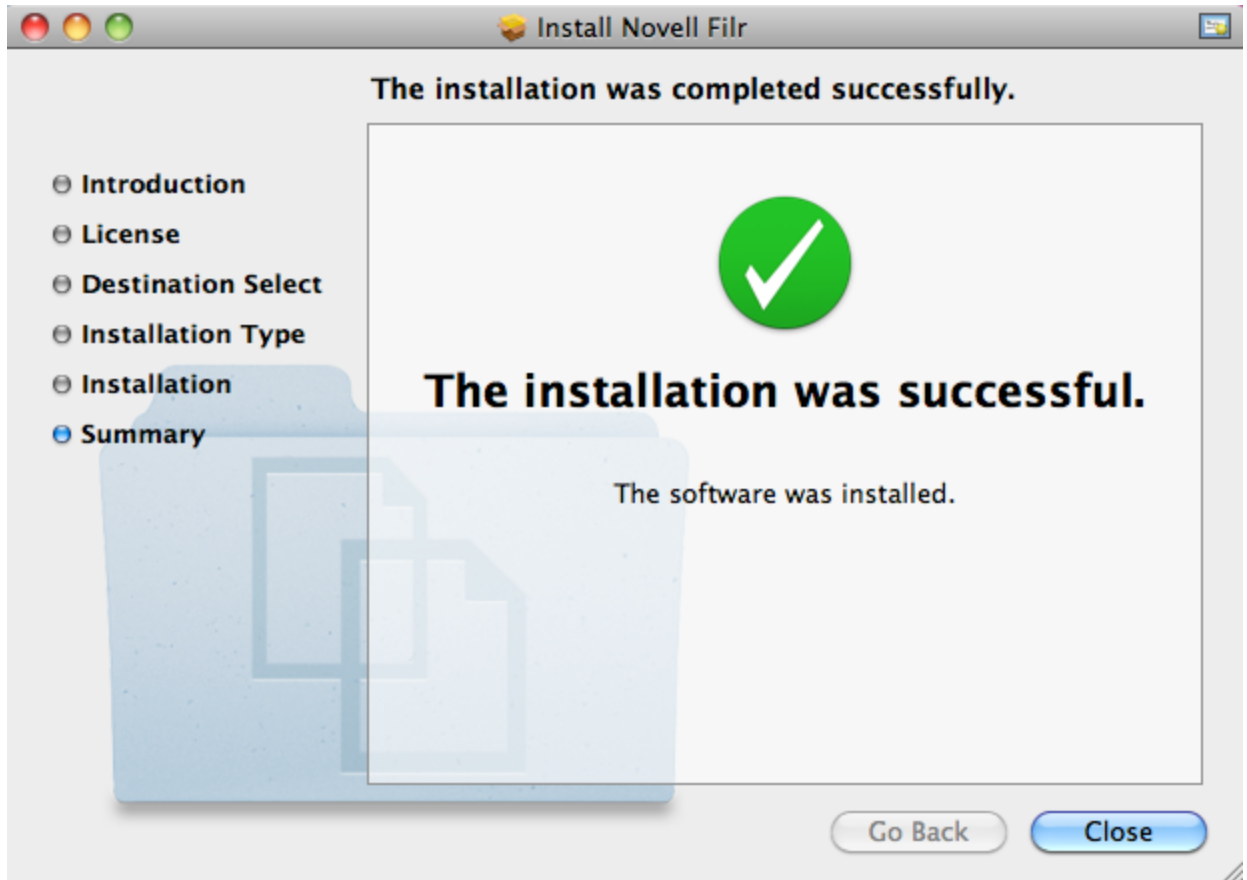
Downloading and Installing the Filr Desktop Application

1. Click the NovellFilrDesktop-version.pkg file to download it.

2. After the download completes, open the NovellFilrDesktop-version.pkg file.

3. Click Continue.
4. Select the language to view the license agreement, click Continue, then click Agree.

5. Change the installation location for the Filr desktop application, or simply click Continue to accept the default location.
6. Click Install.

7. After the installation finishes, click Close, then continue with Configuring Filr Desktop for the First Time.

8. Reboot your workstation, then continue with Configuring Filr Desktop for the First Time

Configuring Filr Desktop for the First Time

After you have downloaded and installed the Filr desktop application for the first time as described in Downloading and Installing the Filr Desktop Application, you are prompted to configure it. This process includes entering account information, choosing which folders to synchronize, and choosing where to store information on your computer's file system.

1. Click Start to begin setting up the Filr desktop application.

2. In the Account Information section, specify the following information:

   a. Server URL: Specify the URL for the Filr site https://Filr.lakemills.k12.wi.us.

   b. Username: Specify the Filr username that you use to log in to the Filr site.

   c. Password: Specify the Filr password that you use to log in to the Filr site.

3. Click Next.

4. In the Synchronized Workspaces section, notice that files in your My Files and Shared with Me are synchronized by default.

  (Optional) If you don't want your My Files or Shared with Me to be synchronized, select it, then click Remove.

5. Click Next.

6. In the General Settings section, specify the following information:

7. Filr Folder: Click Browse if you want to change the installation location for the Filr desktop application, or simply click Next to accept the default location.

8. Start Novell Filr at login: Keep this option selected to have the Filr desktop application start when you turn on your workstation.

9. Click Next to review your selections, then click Finish. The Filr desktop application is now running, and the Filr icon 🗗 is visible in the menu bar.

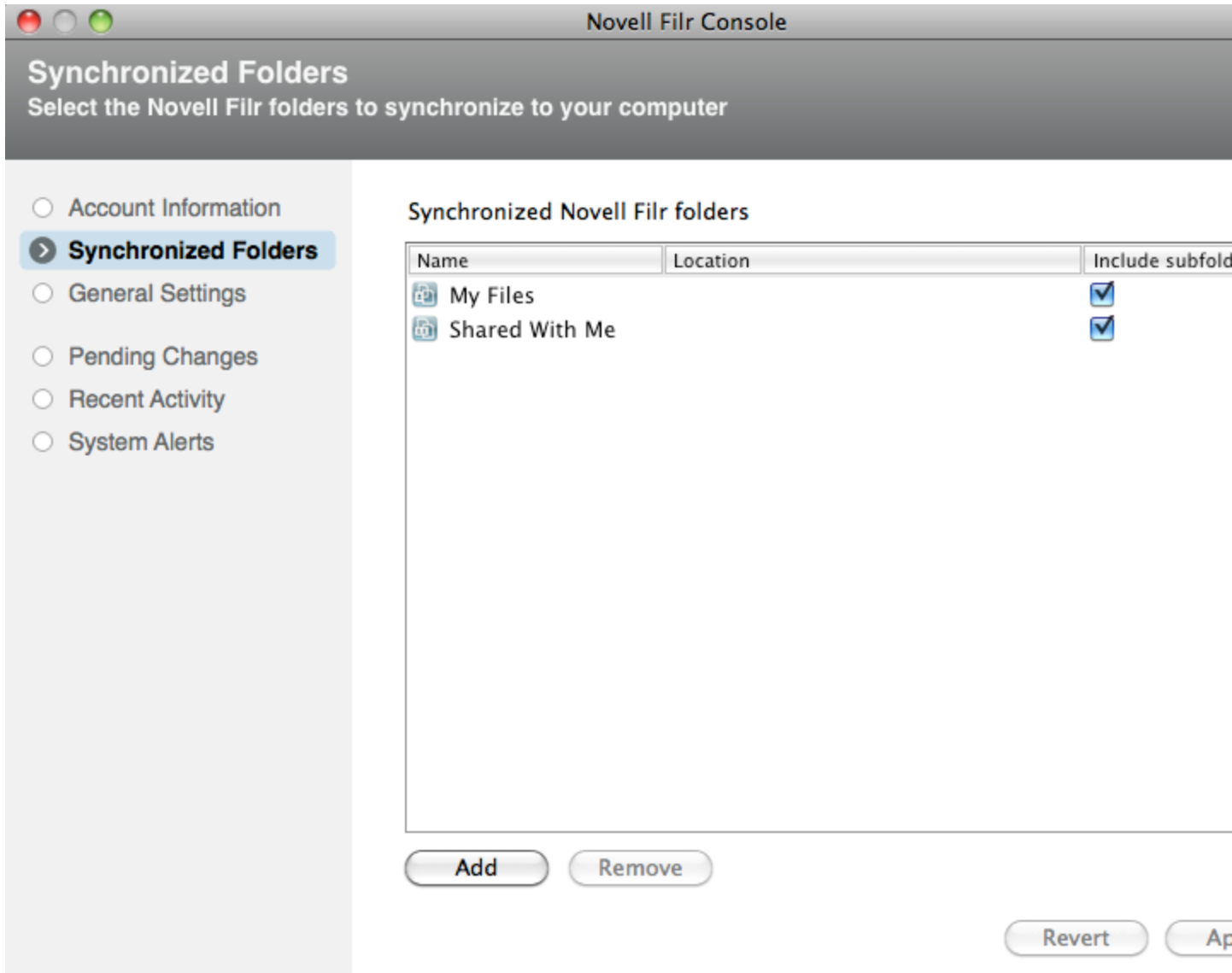## Configuring Folders to Synchronize

When you first configure the Filr desktop application, you can choose which folders you want to synchronize. My Files and Shared with Me are synchronized by default; Net Folders must be manually configured to synchronize. You can configure folders to be synchronized during the initial configuration or any time after the initial configuration.

You must have appropriate View rights on a Net Folder in order to synchronize it.

To configure a Net Folders in Filr to be synchronized to your computer:

Click the Filr icon 🗗 in the menu bar, then click Open Filr console.

Click Synchronized Folders to display the folders that are currently being synchronized.

Click Add.

Expand Net Folders, then select the folder that you want to be synchronized to your computer.

Click OK > Apply.

Viewing Filr Files from Your Computer

Click the Filr icon in the menu bar, then click Open Filr Folder.

You can access the Filr folder directly from your file system. The Filr folderin the Places directory.