

# Bocconi

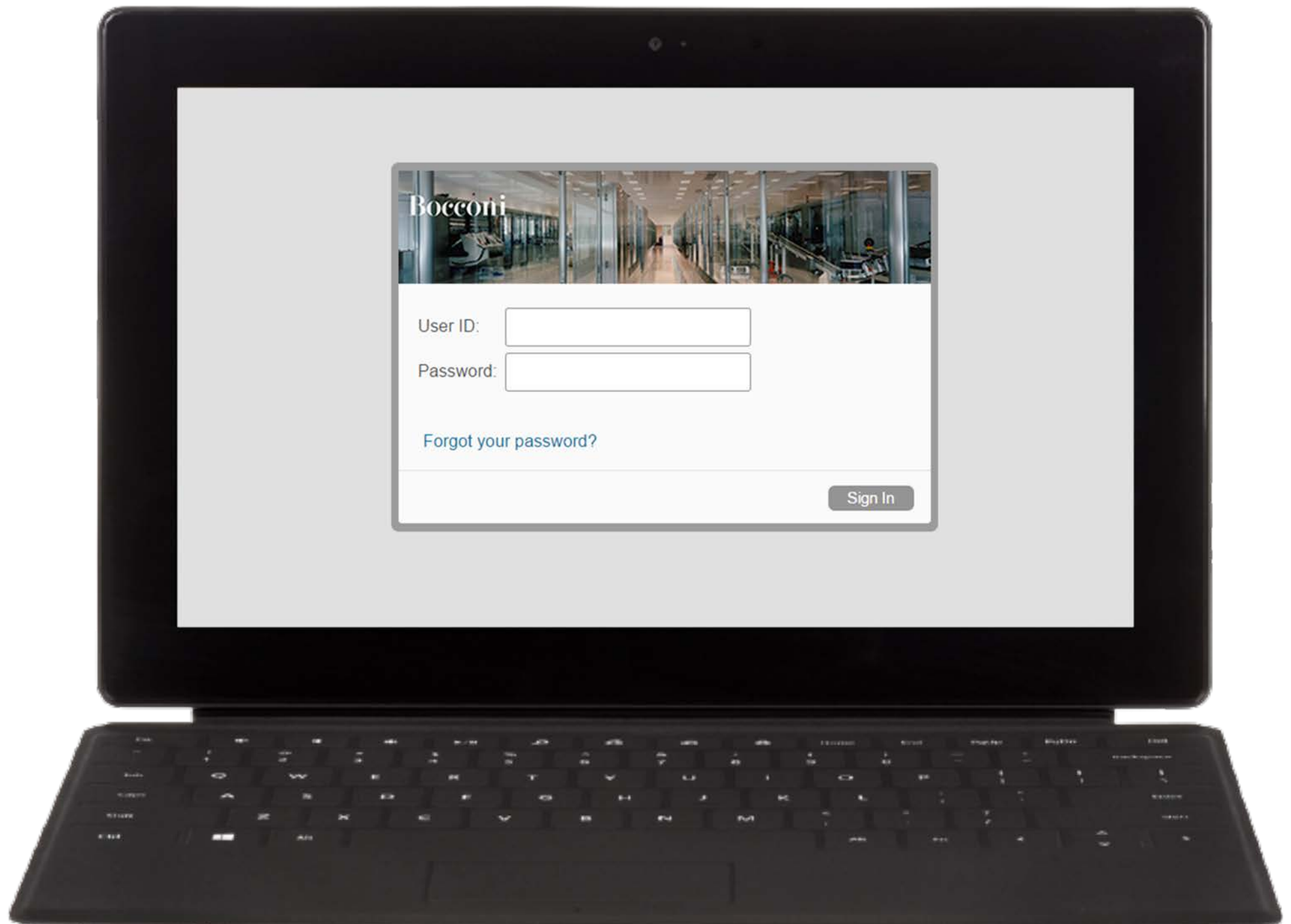
## Novell Filr for Windows 7/8/8.1



Università Commerciale  
Luigi Bocconi

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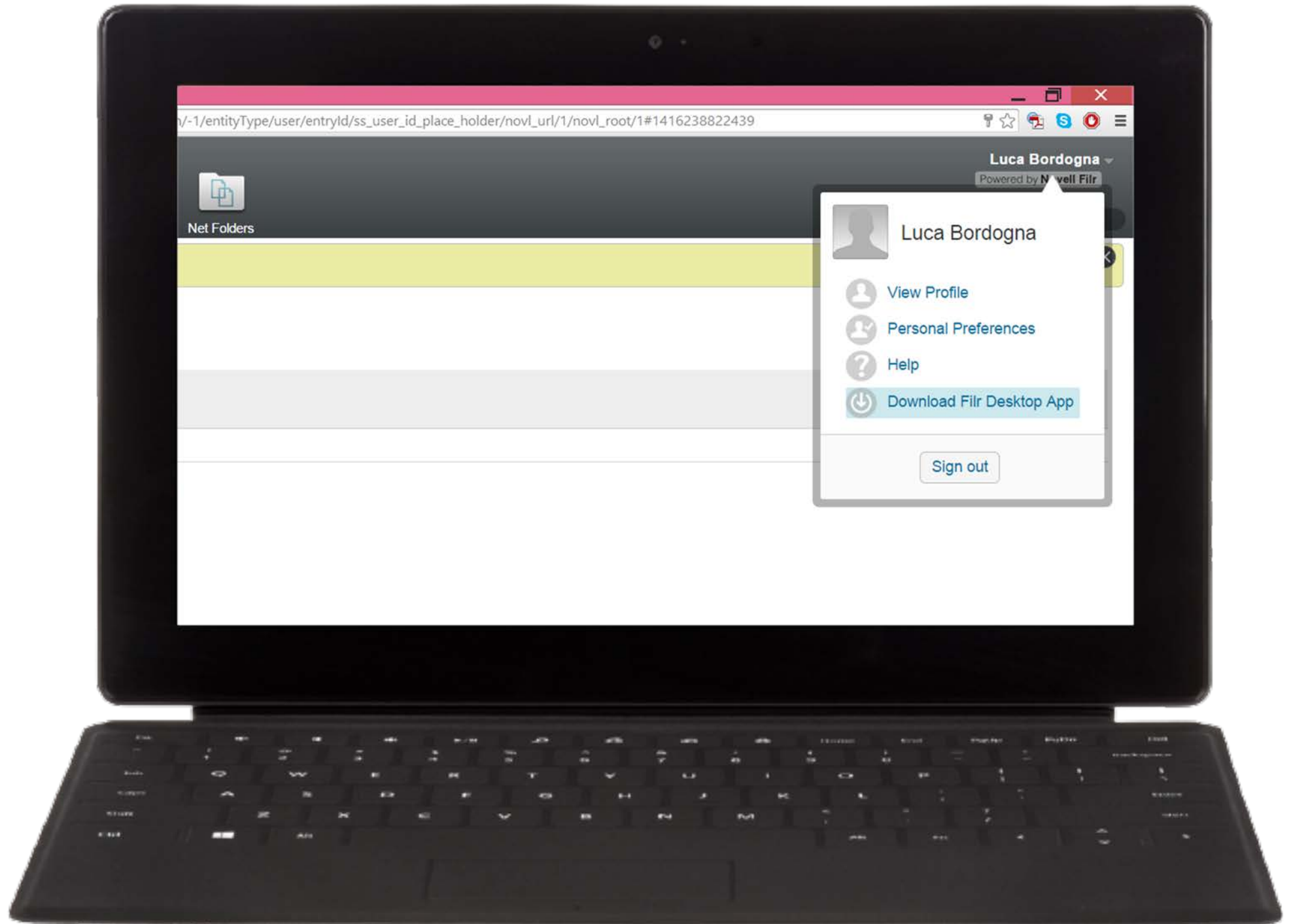
Open your web browser and go to the following address:  
**<https://cloud.unibocconi.it>**



Insert your personal credentials to access the university services and click on **“Sign in”**.

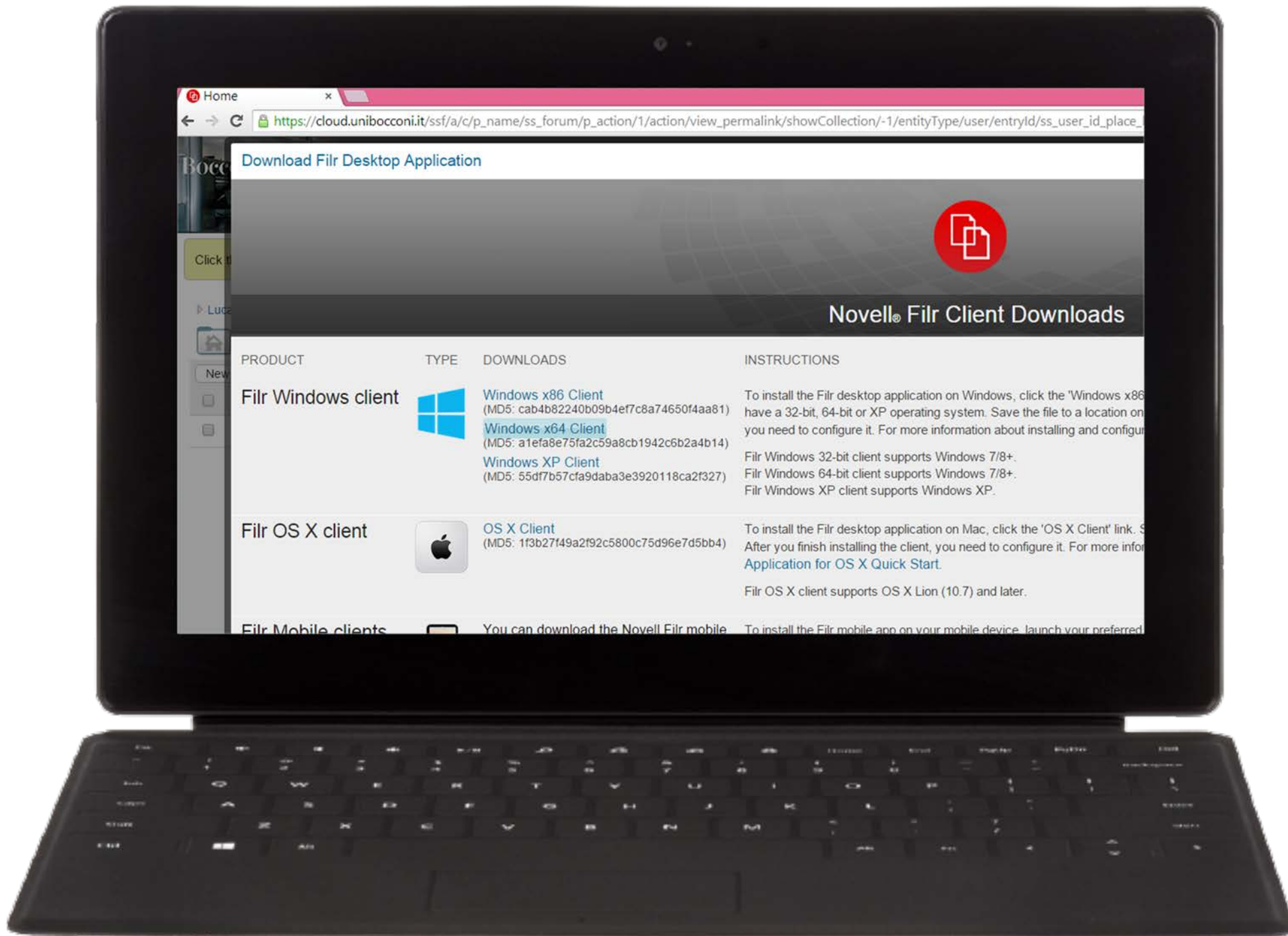
## 2. Go to Downloads page

On the right side of the window, click on the “▼” icon next to your name.



In the pop-up window that opens, click on **“Download Filr Desktop App”**.

In the pop-up window that opens, click on **“Windows x86 Client/Windows x64 Client”** to start the download.



**BEWARE:** x86 Client is designed for 32-bit systems, while x64 Client is designed for 64-bit. **Check your system information to choose the correct version.**

# ASIT

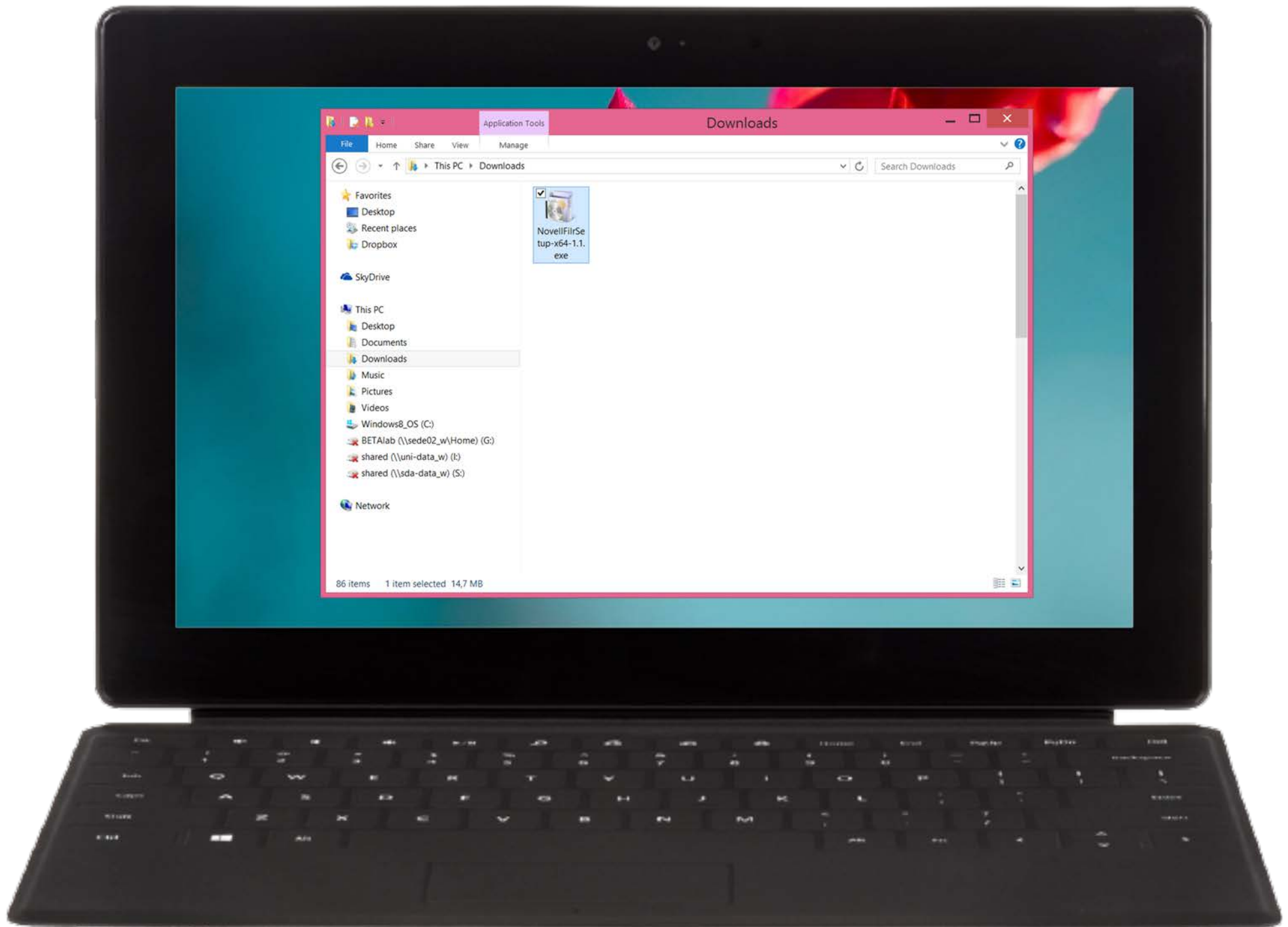
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Email: [helpdesk@unibocconi.it](mailto:helpdesk@unibocconi.it)

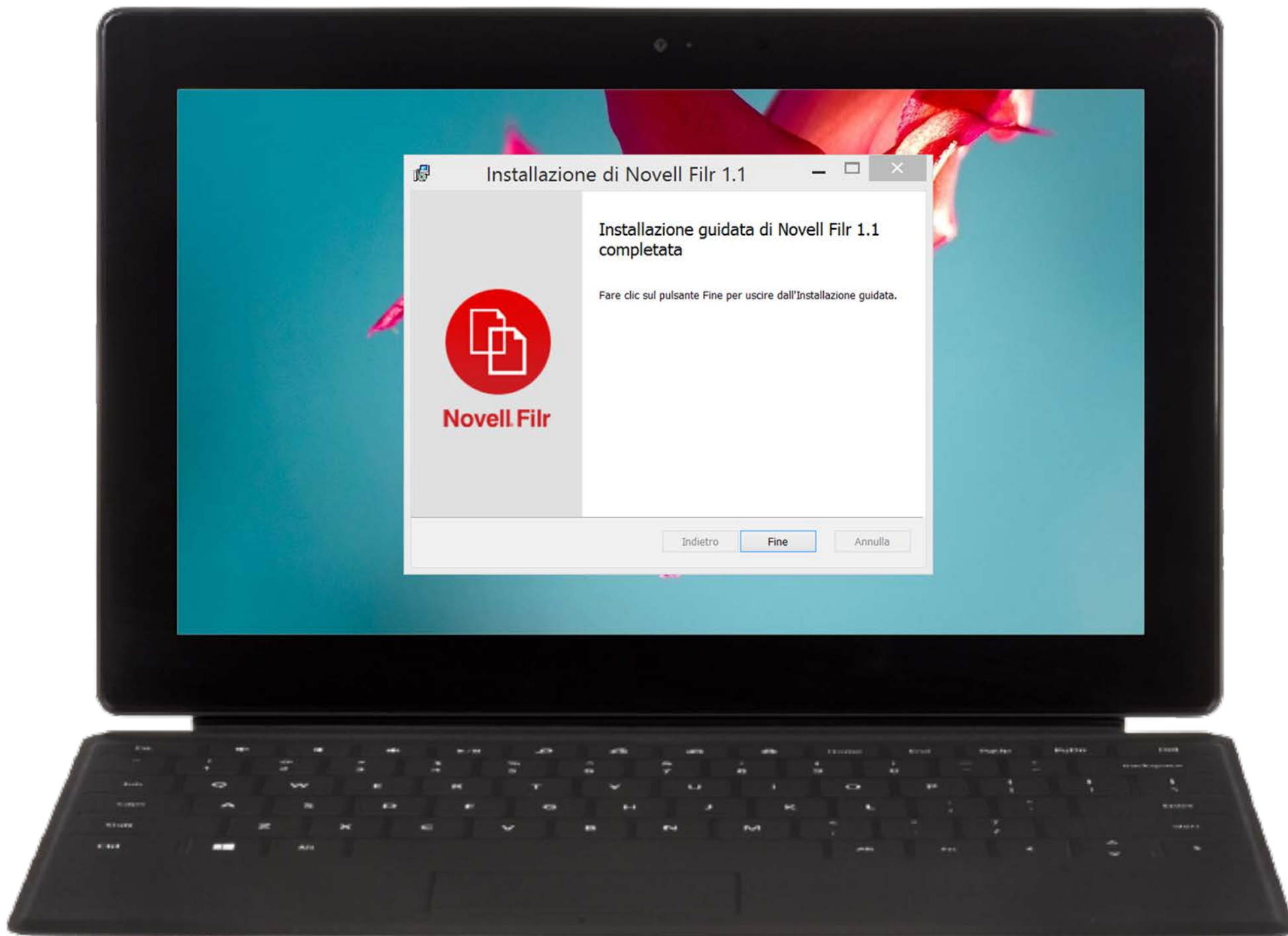
## 4. Install the Windows Client



Open the “**Download**” folder of your laptop and double click on the “**NovellFiltrSetup-1.1.exe**” icon to start the installation procedure.

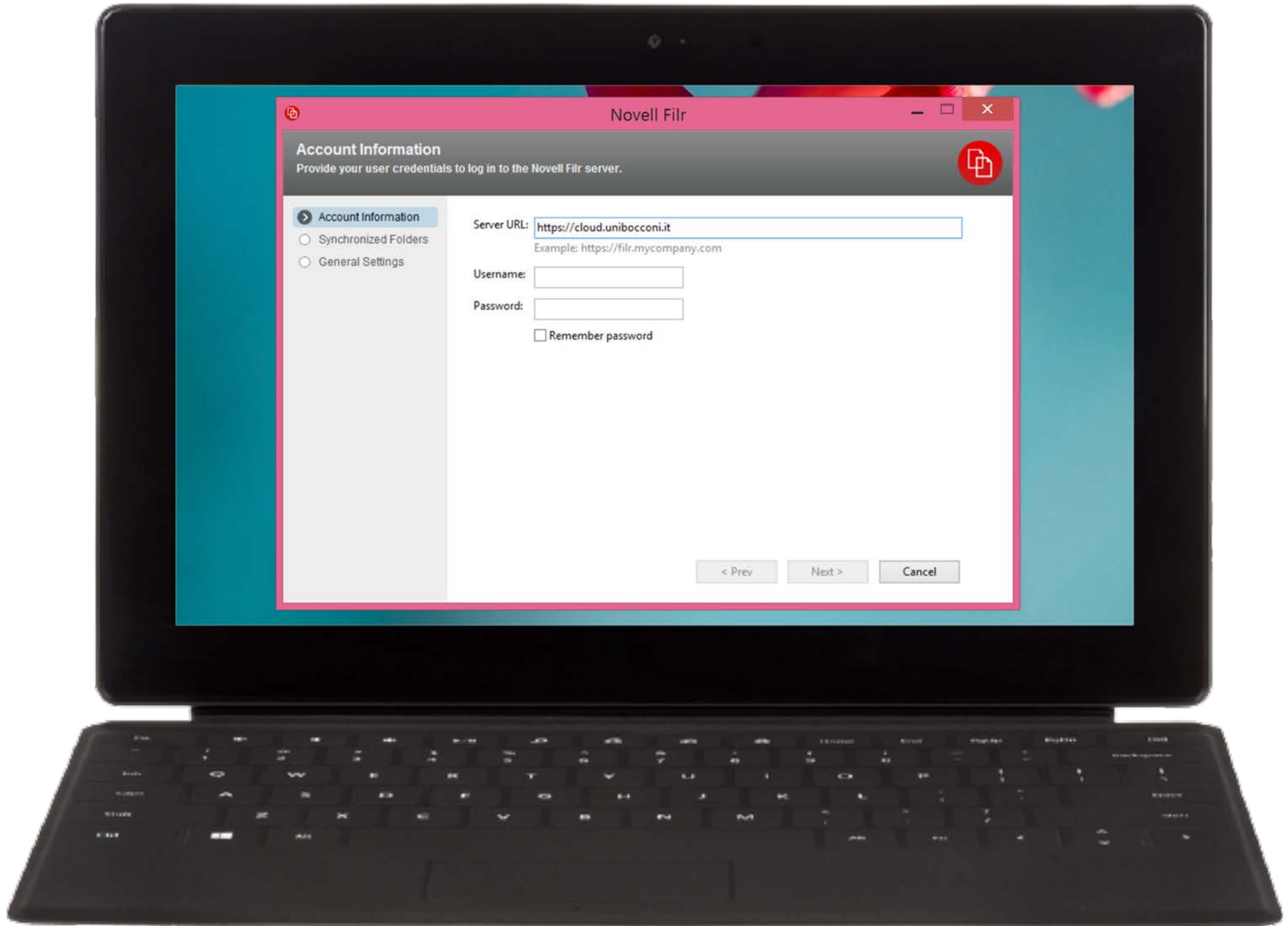


# 5. Install the Windows Client



Follow the instructions and complete the installation procedure.

## 6. Log-in to your account

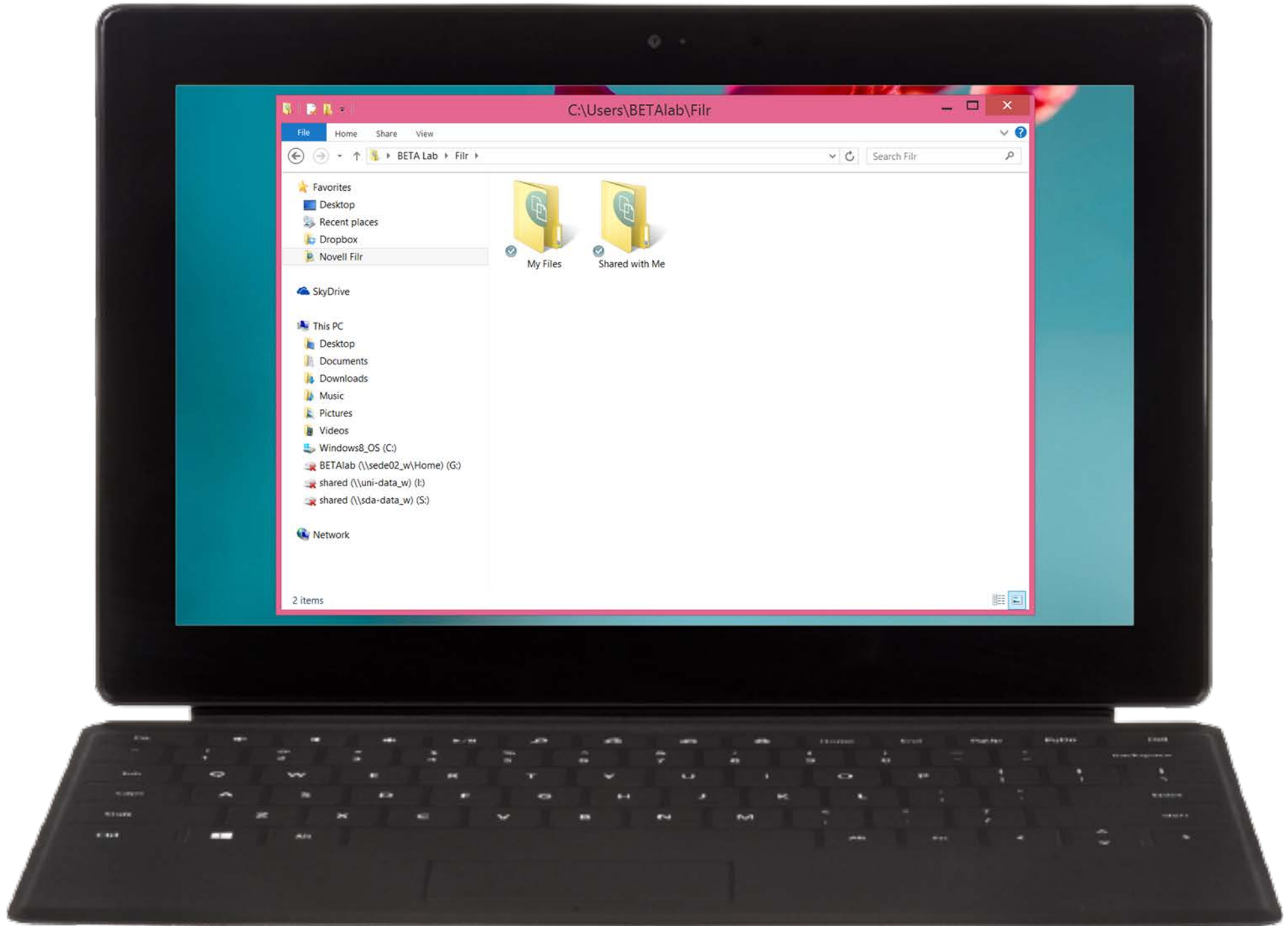


Insert <https://cloud.unibocconi.it> as “**Service URL**” and your personal credentials to access the university services, then follow the setting procedure.



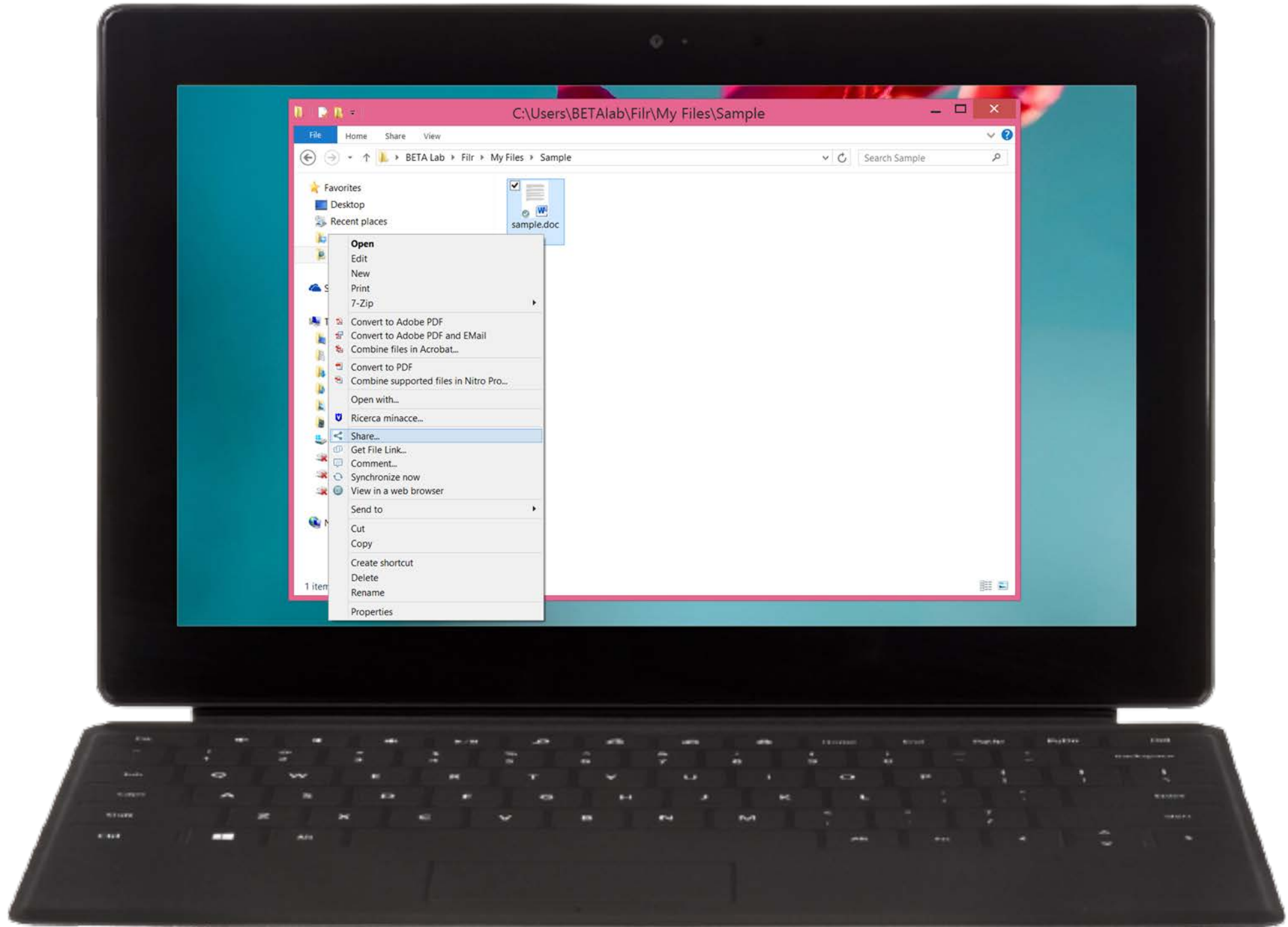
## 7. Access your file in Filr folder

Open the “**File Explorer**” of your laptop and you will find the “**Filr**” folder on the left column of the window.



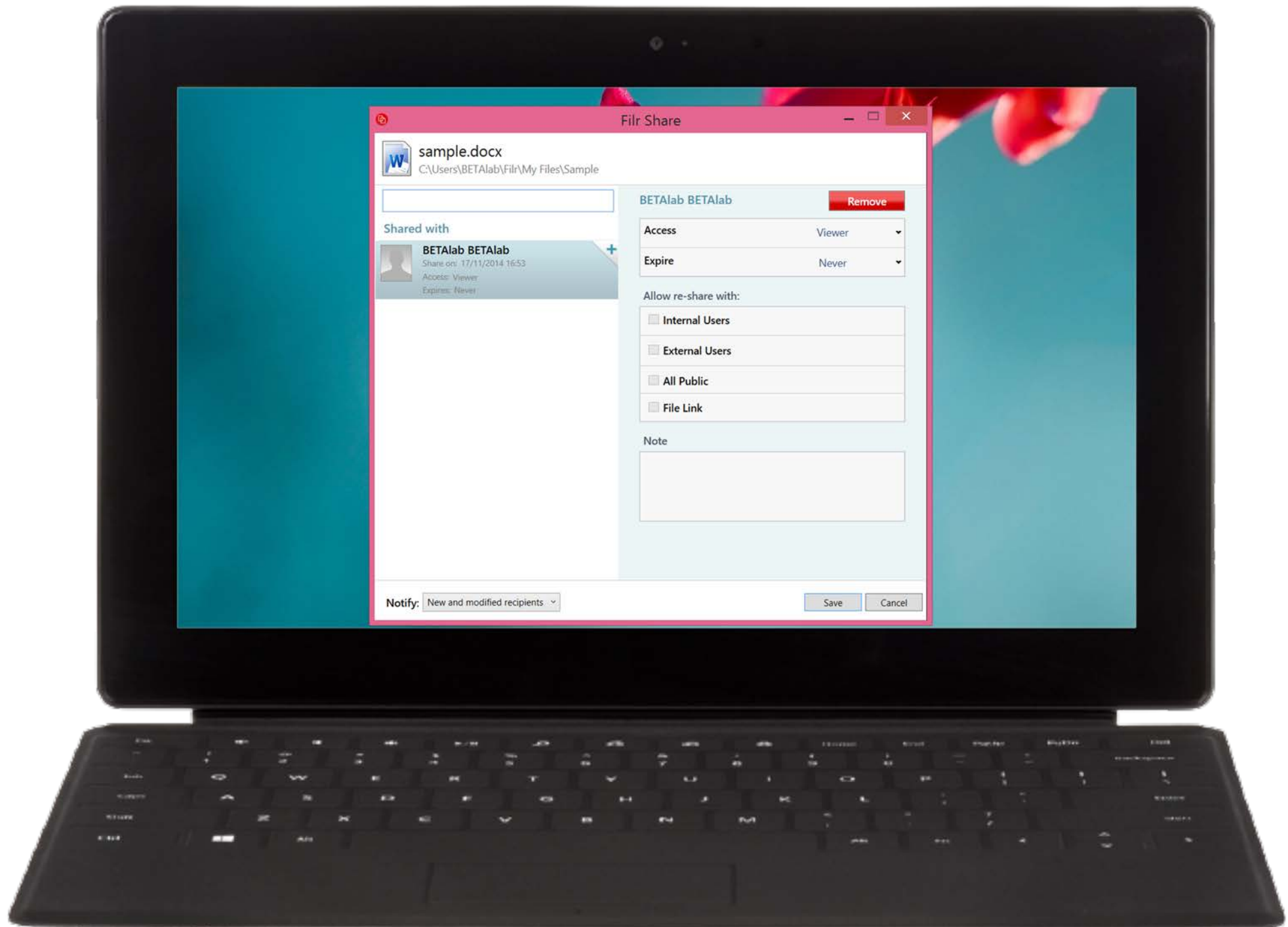
Now you can easily move or copy files to Filr directly from local folders on your laptop!

## 8. Share a file/folder



Right click on a file/folder and select “**Share**” to allow to some guests seeing that file/folder.

Start typing the name of a colleague: the auto completion feature will suggest you his contact!  
Click on it to select the guest for your file/folder.



Decide if your guest is only a “**Viewer**” or also an “**Editor**” of the shared file/folder and if his access **expires** or not, then click on the “**Ok**” button to notify him the sharing.