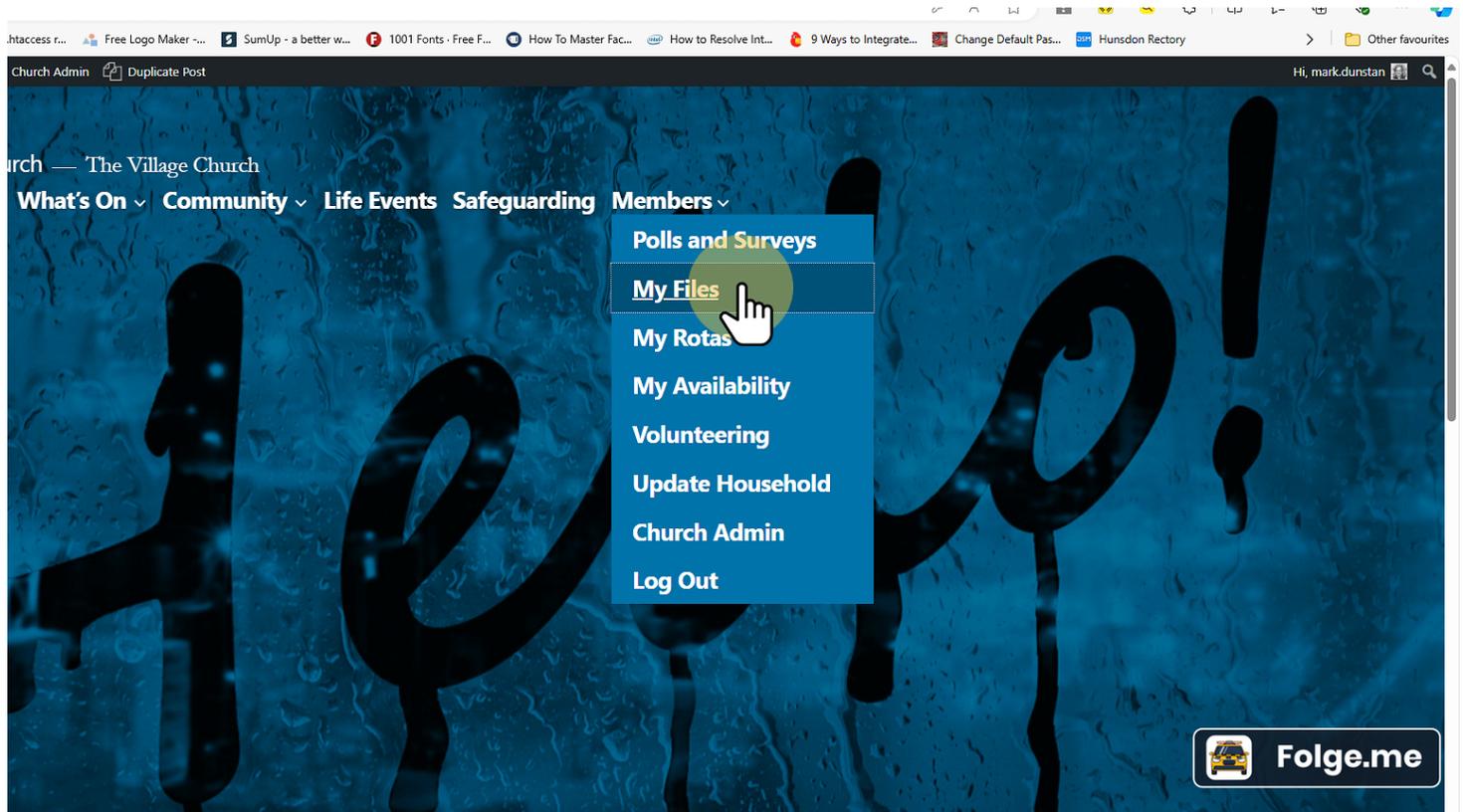


**Church Website Access My Files**

# 1 Click "My Files"

Once you have logged in, hover over or click the "Members" option on the main menu. This brings up the relevant members' options for your level of access.

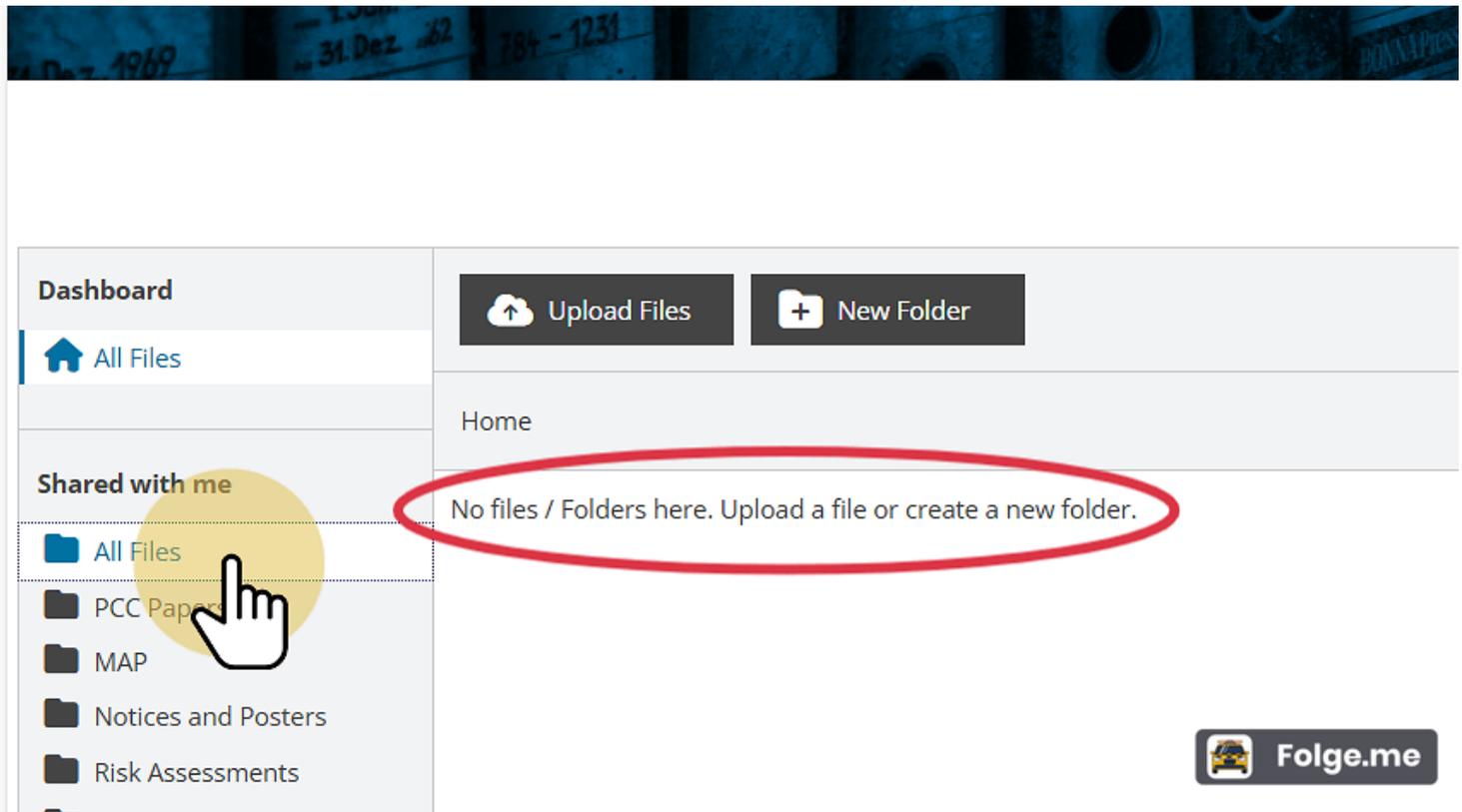
Click "My Files"



## 2 Select the relevant folder

You will see the message, "No files / Folders here" (circled in red). However, under "Shared with me" there are several folders that you can access. These will be different depending on your level of access.

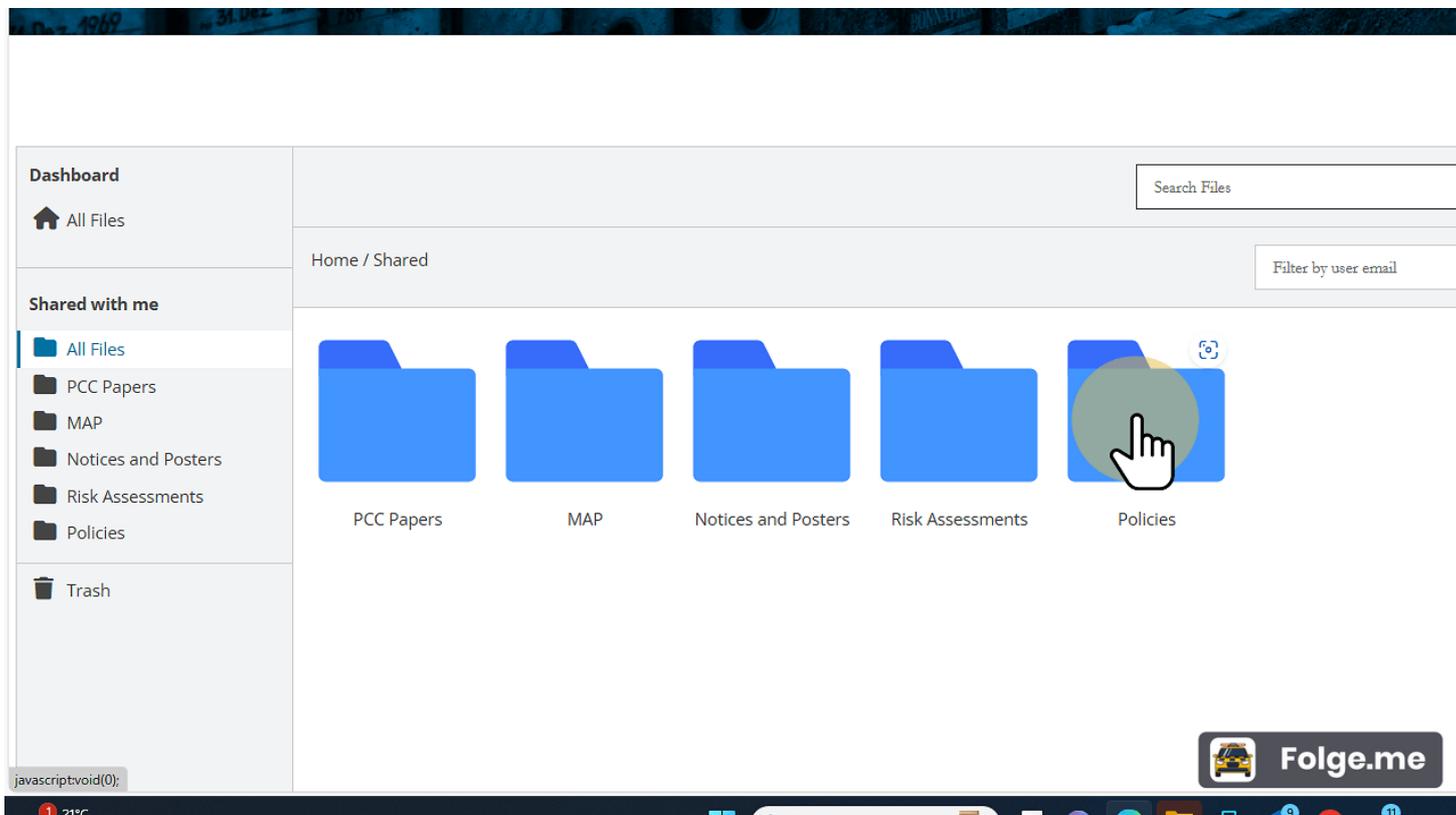
Click the relevant one. This example has selected "All Files."



The screenshot displays a file management dashboard. On the left, a sidebar contains a 'Dashboard' section with a home icon and 'All Files' link. Below this is a 'Shared with me' section, which is highlighted with a yellow circle. This section lists several folders: 'All Files', 'PCC Papers', 'MAP', 'Notices and Posters', and 'Risk Assessments'. A hand cursor icon is positioned over the 'All Files' folder. To the right of the sidebar, the main content area shows a 'Home' header and a message: 'No files / Folders here. Upload a file or create a new folder.' This message is circled in red. Above the message are two buttons: 'Upload Files' and 'New Folder'. In the bottom right corner, there is a 'Folge.me' logo.

### 3 Select the relevant folder

Click the relevant folder to open it to see the files.



## 4 Select the relevant file to open it

This opens the file in the window. You may either:

1. download the file to your computer by clicking the download link which appears where the red square is, or
2. comment on the file in the box which appears where the green square is.

The screenshot shows a web browser window with the URL <https://widfordchurch.org/my-files/>. The page title is "My Files". The interface includes a search bar at the top right with the text "Search Files" and a "Search" button. On the left, there is a sidebar with a "Dashboard" section containing "All Files", "Shared with me" (with sub-items: All Files, PCC Papers, MAP, Notices and Posters, Risk Assessments, Policies, and Trash), and "Folder Name" (Policies). The main content area shows three items: "Data Protection" (blue folder icon), "Safeguarding" (blue folder icon), and "Wills and Legacies.pdf" (yellow document icon with a hand cursor). A red square is located on the right side of the main content area, and a green square is located in the sidebar. The browser's address bar and tabs are visible at the top, and the Windows taskbar is at the bottom.