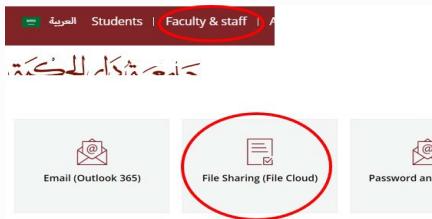


How to use FileCloud



1. You can access DAH shared drive (P drive) via FileCloud when you're outside of DAH campus. FileCloud can be accessed from DAH website



or the link below, and log in with your DAH username and password.

[https://filecloud.dah.edu.sa/ui/core/index.html/#/](https://filecloud.dah.edu.sa/ui/core/index.html#/)



2. Log in with you DAH username and password select Network Shares

All Files Upload Files



● Network Shares



3. You will have two folders to choose from

DAH is for P – Drive

Data is for G - Drive



DAH



Data



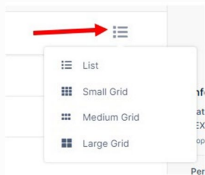
The following is some simple instruction on how to use some of the features.

1. Hover over the file and options will appear for you

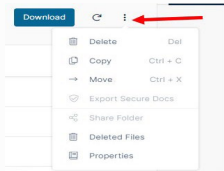
The image shows a file management interface with a list of files and a context menu. Red callout boxes highlight various actions available for a file. The context menu is open over the '...' icon, listing various options.

Action	Shortcut
Preview	Enter
Download	D
Open in Desktop	
Rename	F2
Share	
Copy Direct Link	
Previous Versions	
Delete	Del
Lock	
Comment	C
Copy	Ctrl + C
Move	Ctrl + X
Notifications	
Export Secure Doc	
Apply Color Tag	
Send For Approval	
Start Workflow	>

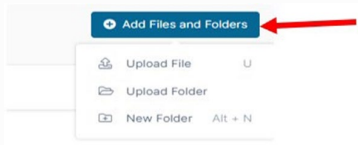
2. Click on the icon show in the below image to change the view for the folders and files



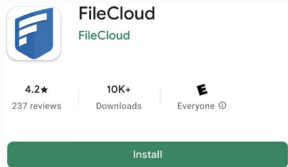
3. Click on the three dots to view the actions you can use on the folder or selected files



3. To upload files and folder or create new folder, Click on
“Add Files and Folders”



Also, you can use the FileCloud app on your phone to access FileCloud. You can find the app in App Store and Google Store.



After downloading the app on your phone, open the app then type the DAH FileCloud link in the first field then resume to log in normally into FileCloud as shown in the image below then proceed to log in with your DAH username and password.

