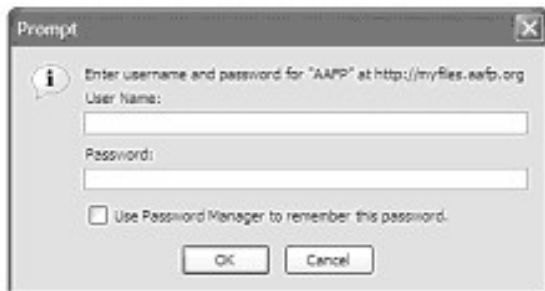


NetStorage is a Web browser based file transfer system that is much easier to use than FTP. To access the system to upload a file, follow these steps.

**NOTE: These are instructions for accessing an upload-only area. For security purposes and your own protection, once your file is uploaded, no user, including yourself, can read, delete or overwrite it. Also note that you cannot overwrite your own file once uploaded, so if you need to submit a revision, you must give it a new name.**

1. Using your Web browser, navigate to:  
<http://myfiles.aafp.org>
2. You will then see a login screen which will look something like this:



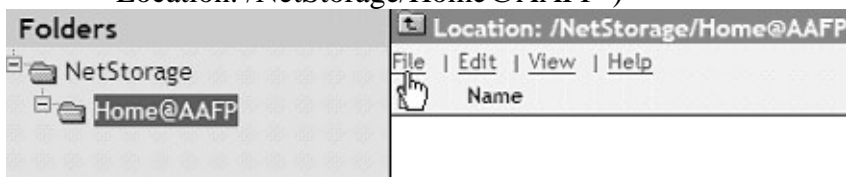
3. Log in with the User Name and Password that you have been assigned.  
User name: **aafpfaculty**  
Password is **cmedropoff**

4. Once logged in, your screen should look like this:

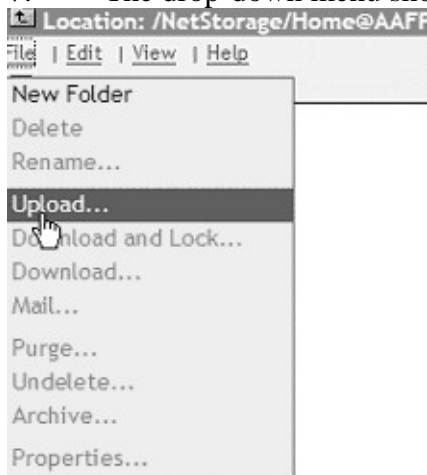


5. Click on the “Home@AAFP” folder on the LEFT:

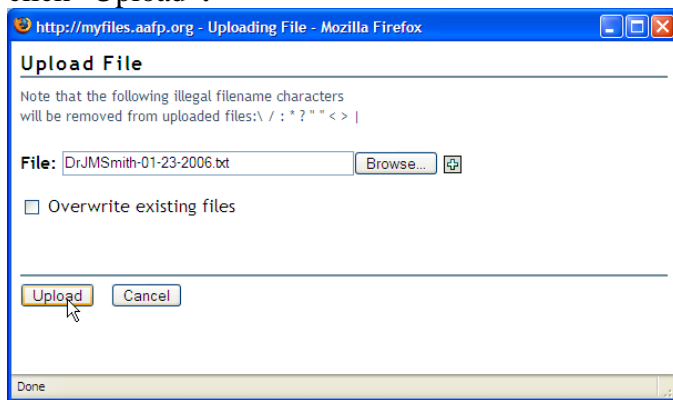
6. Click on the “**File**” link (beneath the grey bar reading “Location: /NetStorage/Home@AAFP”)



7. The drop-down menu should appear. Choose “Upload...”:



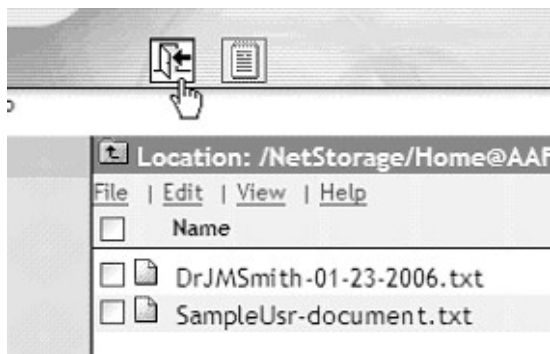
8. You’ll see the “Upload File” dialog box. Type in your filename, or browse to your file. Then, click “Upload”:



9. Your file should now appear in the file list:



10. You may now log out (click on the picture of the open door.)



11. You are now logged out. For enhanced security and to protect your privacy, close your browser window when done.