HOW TO TRANSFER YOUR FILES
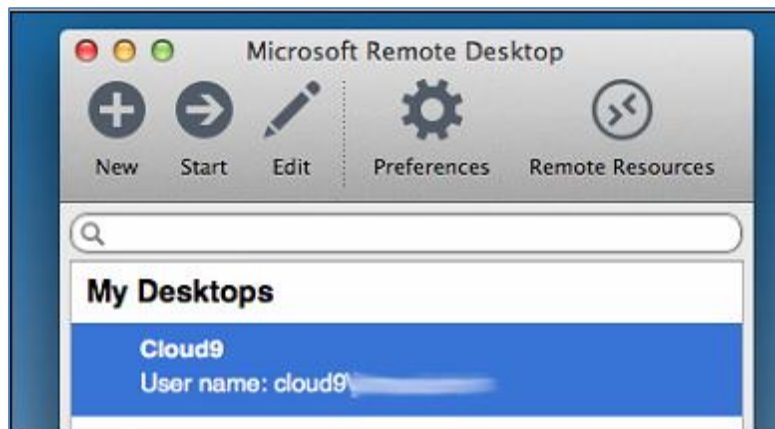
UPLOADING TO CLOUD9

Enable Drive Sharing from your MAC Desktop:

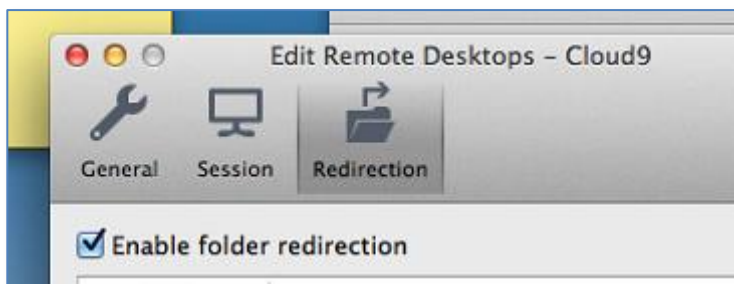1. Start **RDC 8** for Mac from your **Dock**.
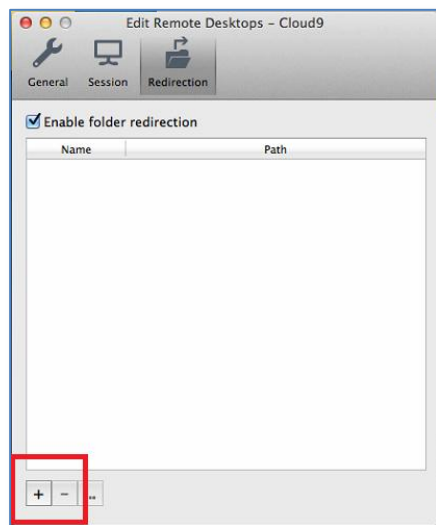

2. Select the login and then click **Edit**
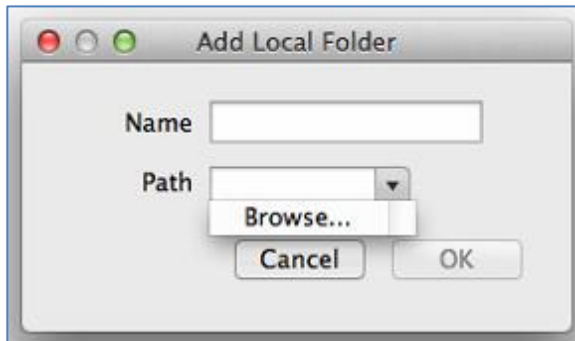
3. Click **Redirection**

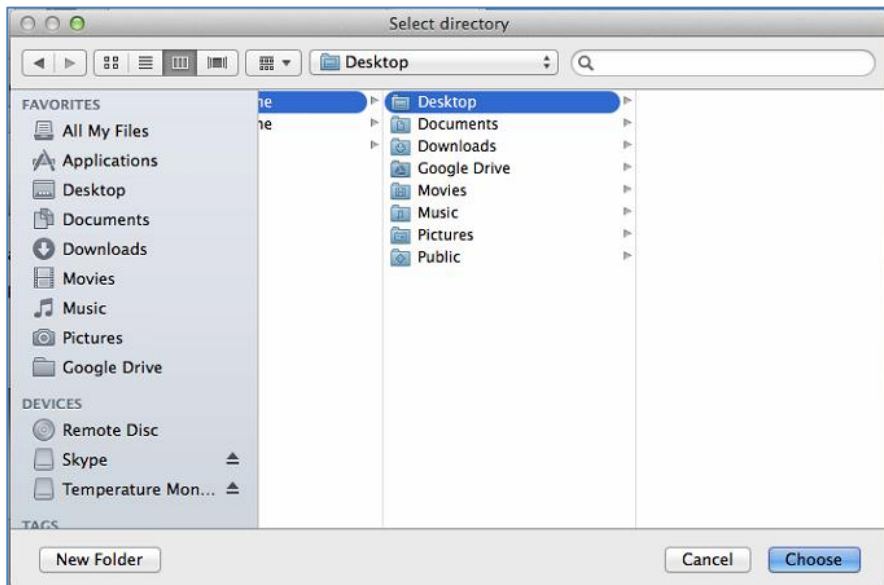4. Verify **Enable Folder Redirection** is selected

5. Click the '+' sign to add a folder to the Cloud

6. Select **Browse**

7. **The Select Directory** dialogue box will appear. Select the folder(s) that you'd like to present to the Cloud. For instance, you can select your Desktop, and click **Choose**
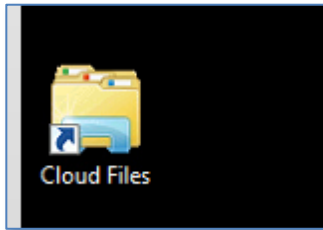

8. You can select as many folders as you want by repeating the steps above. **Close the window to save your changes**. You can now log in and access your data using **Cloud Files**
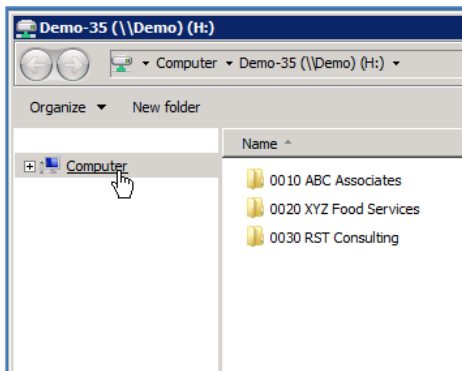
HOW TO TRANSFER YOUR FILES
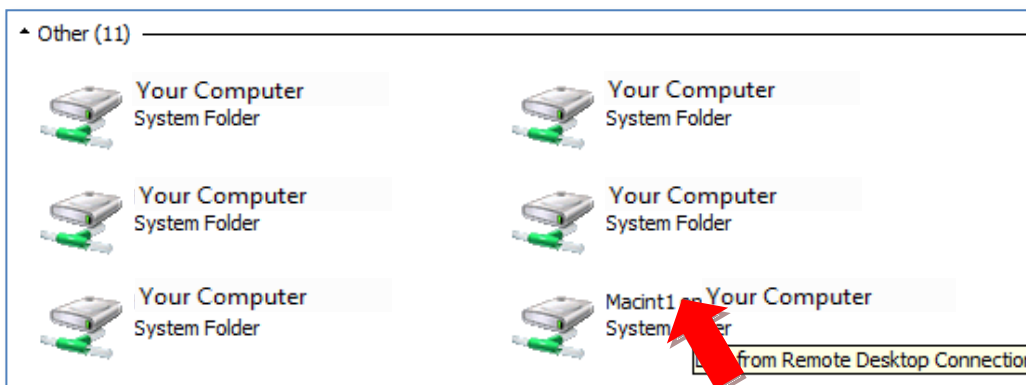
From Within the Cloud:

1. Click on the **Cloud Files** icon on your Cloud Desktop
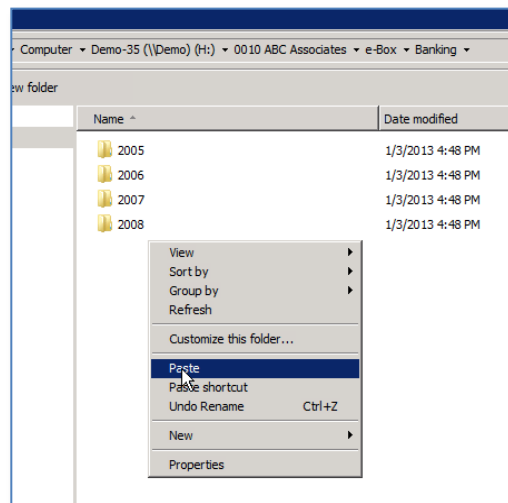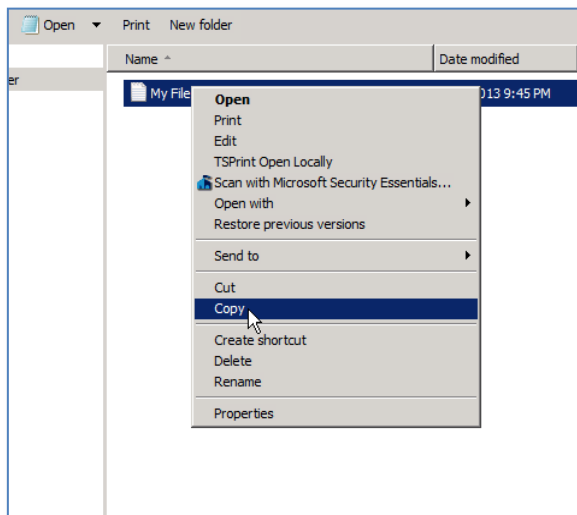

2. Click on **Computer** on the left pane

3. Below your **H:** drive, you will be able to see your mapped drive listed under **Other.** Your local Hard Drive will be listed under **Macin1** on (Your computer name)

4. From here, you may navigate to the location of the files you wish to move.

5. You may either **Right-Click** (or CTRL-Click) and select **Copy** and then Right-Click (or CTRL-Click) and select **Paste.** You may also **Drag & Drop** your file to the **H:** drive.

Note: Transfer times are determined by the size of the file and your internet connection. The larger the file, the longer it will take. Cloud9 recommends larger transfers to be performed off hours or by sending an external hard drive to Cloud9 for direct upload.