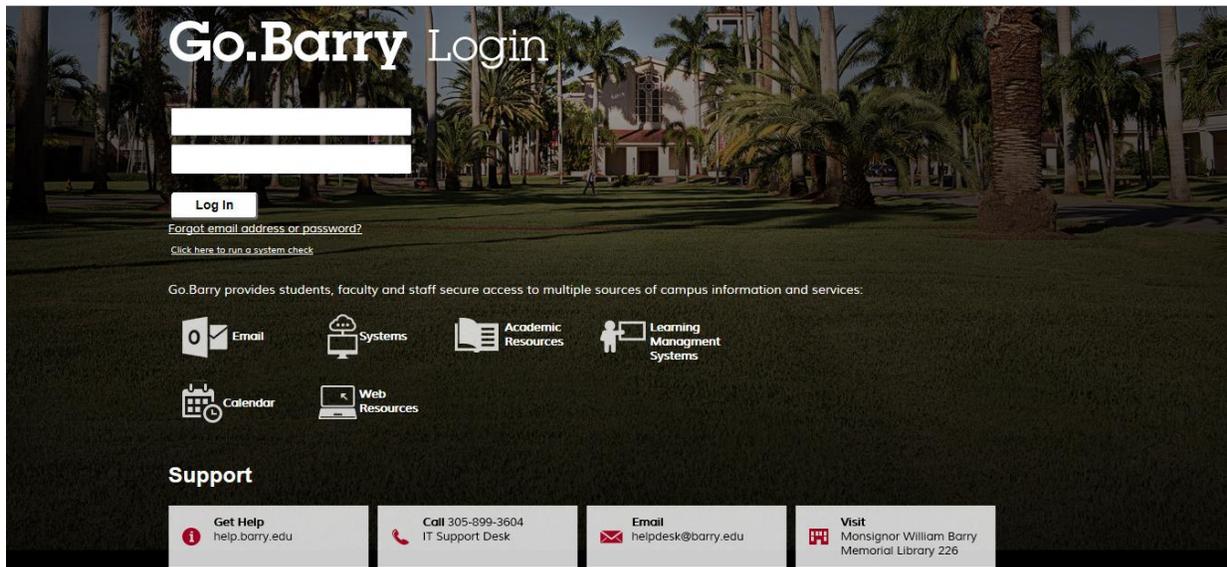


Go.Barry Launchpad

Saving Your Work



The screenshot shows the Go.Barry Login page. At the top, the text "Go.Barry Login" is displayed in white. Below this are two white input fields for email and password, followed by a "Log In" button. There are links for "Forgot email address or password?" and "Click here to run a system check". A paragraph states: "Go.Barry provides students, faculty and staff secure access to multiple sources of campus information and services:". Below this are six icons representing different services: Email, Systems, Academic Resources, Learning Management Systems, Calendar, and Web Resources. At the bottom, there is a "Support" section with four boxes: "Get Help" (help.barry.edu), "Call 305-899-3604 IT Support Desk", "Email helpdesk@barry.edu", and "Visit Monsignor William Barry Memorial Library 226".

Go.Barry Login

Log In

[Forgot email address or password?](#)
[Click here to run a system check](#)

Go.Barry provides students, faculty and staff secure access to multiple sources of campus information and services:

- Email
- Systems
- Academic Resources
- Learning Management Systems
- Calendar
- Web Resources

Support

- Get Help**
help.barry.edu
- Call 305-899-3604**
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Monsignor William Barry
Memorial Library 226

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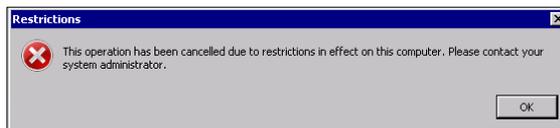
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Managing Cloud Storage.....	3
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Saving a Document from webApps

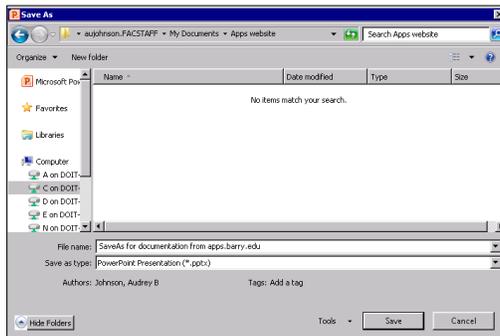
Note: *When saving your document on Go.Barry, you will not be able to save to the root C drive. You need to save your document into the S:/ drive as described below.*

Open the selected software (example: **Microsoft PowerPoint 2010**).

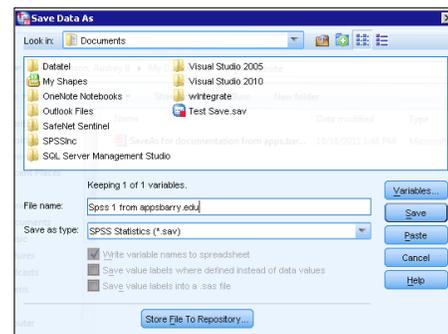
Click **File, Save As**, click **OK** for the error message, **"This operation has been cancelled due to restrictions in effect on this computer. Please contact your system administrator."**



Click **Computer** or select the drive **S:/** then navigate to the folder where you would like to save your document and click **Save**.

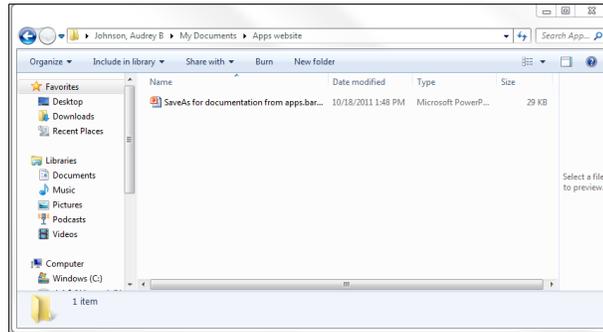


Microsoft PowerPoint 2010



IBM SPSS Statistics 19

Your saved file will be in the folder you selected within the S:/ drive.



Managing Cloud Storage

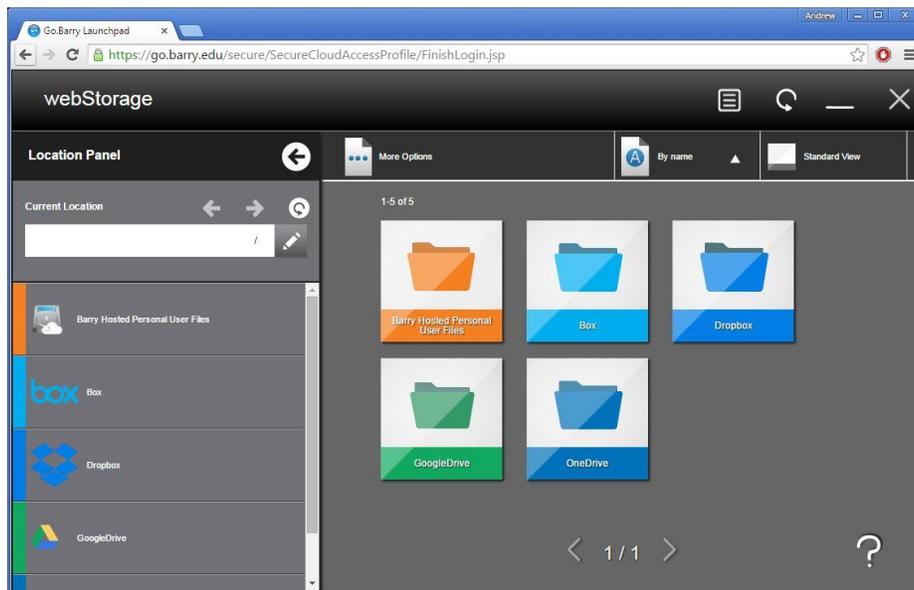
Downloading a saved document from the S: drive to your hard drive

A document that has been saved on the **S:** drive can be downloaded to a computer or device for printing or continued work.

From the Go.Barry **Home** screen click on **WebStorage**.

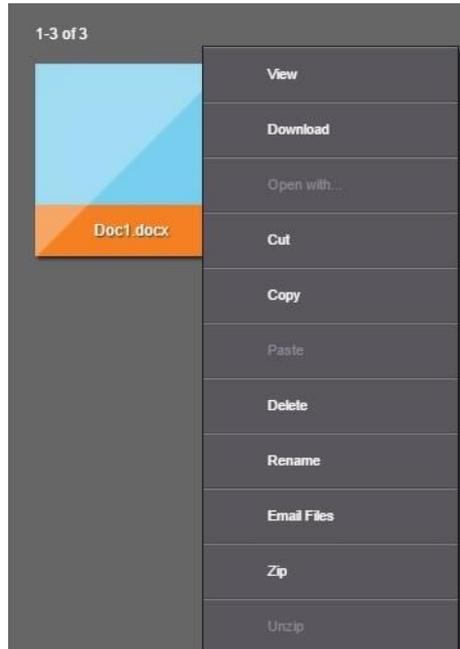


Select the folder called “**Barry Hosted Personal User Files**”.



Once open, the folder will list any documents or folders you have saved to your Cloud Storage by way of the S:/ drive.

Navigate to the folder where the file to be accessed is saved. Right-click on the document you wish to download to your computer and click **Download**.



Once you click **Download**, depending on the browser you are using, you may be asked to **Open** or **Save** your document. Select **Save** and choose a destination for the file, otherwise it will be saved to the browser's default location.

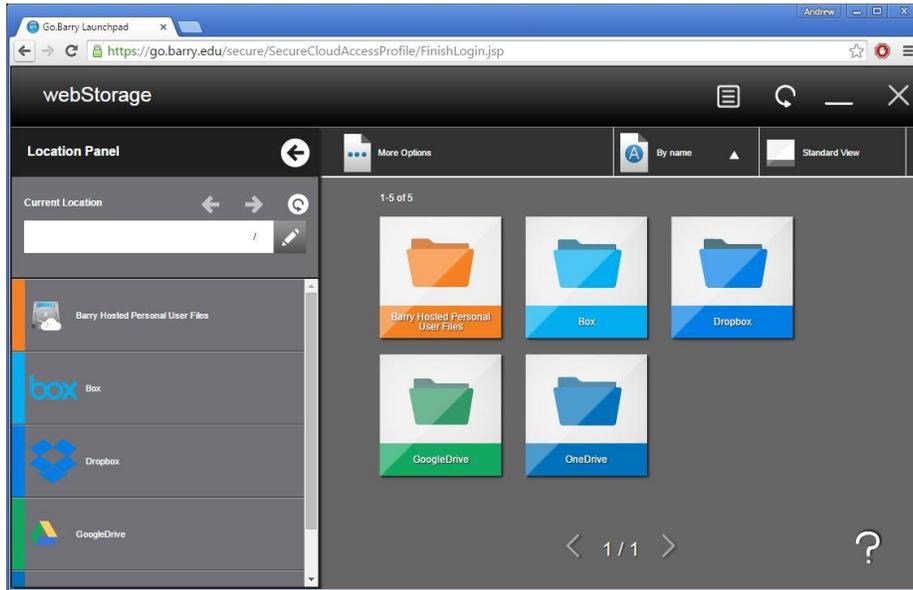
Uploading a document to the S: drive

Go.Barry gives you the option to upload a document from your computer to the **S:** drive so that you can work on it using the available webApps.

From the Go.Barry **Home** screen click on **WebStorage**.



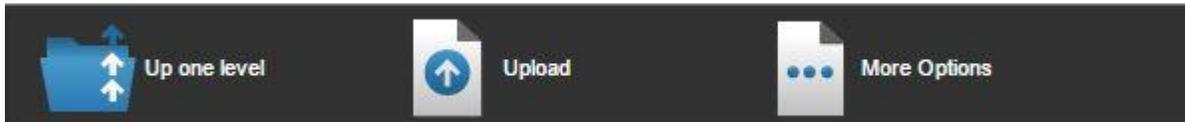
Select the folder called “**Barry Hosted Personal User Files**”.



Once open, the folder will list any documents or folders you have saved to your Cloud Storage by way of the S:/ drive.

Navigate to the folder where the document is to be saved.

To upload a document to the **S:** drive, click on the button that says **Upload** at the top of the WebStorage screen.

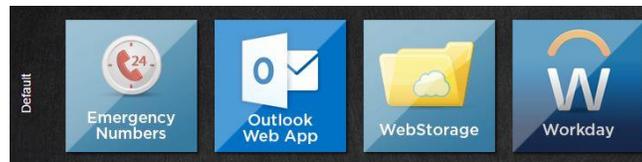


Select “Choose File” and select the file to be uploaded to WebStorage. Once selected, choose **Upload** and verify the file is in the selected location.

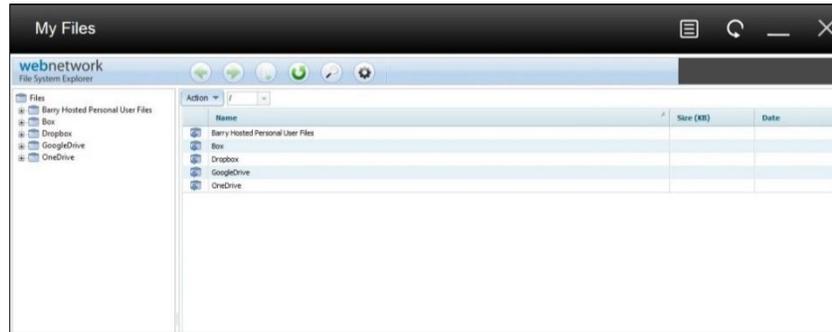
Emailing a document from My Files

Documents in Cloud Storage can also be e-mailed directly from within **WebStorage**.

From the Go.Barry **Home** screen click on **WebStorage**.



Select the folder called “**Barry Hosted Personal User Files**”.



Once open, the folder will list any documents or folders you have saved to your Cloud Storage by way of the S:/ drive.

Navigate to the folder where the file to be e-mailed is saved. Right-click on the document you want to email and choose **Email Files**.



If you need to email multiple documents, click and hold **CTRL** on your keyboard and select the documents you want to send.

Once you have chosen the documents, release **CTRL** and right click on any of the chosen documents and select **Email Files**.

You will be asked to enter the **Email Recipient, Subject, Message** and you can see what document(s) you have selected to send under **Files**.



The image shows a dialog box titled "Send Files via Email" with a close button (X) in the top right corner. The dialog is divided into several sections:

- Mail To:** A text input field.
- Subject:** A text input field.
- Message:** A large text area for composing the email body.
- Attachment:** A list box containing the text "Doc1.docx".

At the bottom of the dialog is a "Send" button.

Once you are done filling in the fields, click **Send**.