Using Collaboration Folders via eCommons Online Storage

The Online Storage application in eCommons enables you to work with files saved on the central server when off campus. **Collaboration folders** are folders created to share documents with individuals in your work group as well as members of other departments.

Accessing Collaboration Files and Folders
1. Make sure the computer you are using is connected to the Internet.
2. Connect to: [http://ecommons.med.harvard.edu](http://ecommons.med.harvard.edu)
3. Log into eCommons.
4. Click **Applications** in the upper left corner of the eCommons window.
5. Click **Online Storage**.
6. All of the data stored in your home folder will be displayed. The current location is displayed across the top of the window. **Example:** Current Location > My Files
7. To view documents in shared folders, click **My Collaborations** under My Places.

General Navigation
The Online Storage application has built-in navigation tools to make it easy for you to browse through your files and folders.

- To move "down" a level or to display the contents of a folder, click the folder name.
- To move "up" a level, click the upward pointing arrow at the top of the folder listing.
- To jump to a specific folder, click the appropriate "breadcrumb" link shown at the top of folder listing.

**Current Location: My Files > Client Support > IT Billing > Originals >**

Adding a Shared Folder
Use the following steps to add a shared folder to the file server through eCommons. **Note:** Newly created collaboration folders may not be immediately available for use. It may take up to 15 minutes for the collaboration folder to appear. In addition, **HMS MED Domain users** will need to log off and then log back on (or restart your computer) to access newly created collaboration folders.

Creating a Shared Folder
1. Log into [eCommons](http://ecommons.med.harvard.edu) and access the Online Storage utility as outlined above.
2. Click **My Collaborations** under My Places.
3. Click **Create Collaboration** under Collaboration Tasks.
4. Enter a name for the shared folder in the space provided next to **Folder Name**:

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Using Collaboration Folders via eCommons Online Storage

5. **Optional:** Choose an estimated folder size. Estimating folder’s potential size alerts Information Technology of large data sets that may require special consideration. It will not limit the folder’s growth.

6. **Optional:** Enter a description of the folder. Adding a description will help members understand the folder’s purpose.

7. Click **Continue**.

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Using Collaboration Folders via eCommons Online Storage

Adding a Co-Owner
1. Click Add One to add a co-owner.
2. Enter all or part of the last name of the folder's co-owner and click Search.
3. Click the link that displays the co-owner's full name.
4. You will be asked if you wish to add the person with Read, Upload and Delete privileges. Click OK.
5. Click the button under Co-Owner to change the newly added person to a co-owner.
6. Click OK when asked if you are sure you want to change the permission to Owner.

Adding Members
You can add members singly or in groups.

Add Individuals as Members
1. Click Add One to add a person as a member of the collaboration folder.
2. Enter all or part of the person's last name click Search.
3. Click the link that displays the co-owner's full name.
4. You will be asked if you wish to add the person with Read, Upload and Delete privileges.
5. Click OK.
6. Repeat steps one through five to add other folder members if desired.

Add Groups of People as Members of the Collaboration Folder
1. Click Add Many.
2. Choose the group you wish to add:
   a. From your collaborations. If you choose this option, you'll need to select the specific collaboration folder.
   b. From your department.
   c. From another department. If you choose this option, you'll need to select the specific department.
3. Click Add.
4. The individuals in the group will display in a listing, where you can change their access privileges if desired.
5. Click Continue.
Using Collaboration Folders via eCommons Online Storage

Finalize the Folder Creation
1. The collaboration folder has been created. Email will automatically be sent unless you uncheck the box next to “Send notification email to members”. You may add additional text to include in the message if you wish.
2. Click Send Email and Exit (or just Exit if you choose not to send email).

Uploading Files
Follow the instructions below to add files to an existing collaboration folder.
1. Connect to eCommons and open the Online Storage application as outlined above under Accessing Collaboration Files and Folders.
2. Navigate to the collaboration folder where you’d like to add a file.
3. Click Upload File under the Folder Tasks section in the left navigation pane.
4. Click Browse… (if using Firefox or Microsoft Internet Explorer).
5. Navigate to locate the file to be uploaded.
6. Highlight the file and click Open.
7. Click Add.
8. Repeat steps 4 through 7 to include other files in the upload “batch”.
9. Click Upload when all files are ready to be uploaded.
10. Click Exit when done.

Folder Member Management
You can manage folder membership by collaboration or by person. Follow the instructions below to add or remove members, or change member permissions.

Folder Membership by Collaboration
Add a new Member
1. Navigate to the collaboration folder where you’d like to add a member.
2. Click Manage Memberships under the Collaboration Tasks section in the left navigation pane.
3. Click Add a member.
4. Enter all or part of the last name of the folder’s co-owner and click Search.
5. Click the link that displays the co-owner’s full name.
6. You will be asked if you wish to add the person with Read, Upload and Delete privileges. Click OK.
7. Adjust the permissions for the individual just added if needed.

Questions? Call the IT Service Desk at 617-432-2000 or visit the HMS IT Web Site.
Using Collaboration Folders via eCommons Online Storage

- **Read** - individuals can view but not modify files
- **Read, Write, Upload, Delete** - individuals can add, edit and remove files
- **Co-Owner** - individuals can add, edit and remove files as well as manage membership for this folder

8. If you are granting other people access to the folder, repeat steps 3 through 7.

9. Click **Exit** when done.

**Remove a Member**

1. Navigate to the collaboration folder where the member is to be deleted.

2. Click **Manage Memberships** under the Collaboration Tasks section in the left navigation pane.

3. Locate the individual to be deleted in the member list and click the remove button to the right of their name.

4. Confirm the deletion by clicking **OK** when asked if you are sure you want to remove the person.

5. Repeat steps 3 and 4 to remove other people from the folder membership.

6. Click **Exit** when done.

**Change Member Permissions**

1. Navigate to the collaboration folder where member permissions are to be modified.

2. Click **Manage Memberships** under the Collaboration Tasks section in the left navigation pane.

3. Locate the individual whose permissions are to be changed in the member list.

4. Adjust the permissions for the individual as needed:
   - **Read** - individuals can view but not modify files
   - **Read, Write, Upload, Delete** - individuals can add, edit and remove files
   - **Co-Owner** - individuals can add, edit and remove files as well as manage membership for this folder

5. Confirm the permission change by clicking **OK**.

6. Repeat steps 3 through 5 for other member permission changes.

7. Click **Exit** when done.

**Folder Membership by Person**

**Add a new Member**

1. Click **My Collaborations**.

2. Click **Manage Memberships** under the Collaboration Tasks section in the left navigation pane.

3. Click **By Person**.

4. Enter all or part of the last name of the folder's co-owner and click **Search**.
Using Collaboration Folders via eCommons Online Storage

5. Click the link that displays the co-owner's full name.
6. You will be asked to confirm that you've selected the correct individual. Click OK.
7. Select the collaboration folder(s) you wish to give this person access to. Click Continue and then OK.
8. The person to be given Read, Upload and Delete privileges. Adjust the permissions for the individual just added if needed.
   o Read - individuals can view but not modify files
   o Read, Write, Upload, Delete - individuals can add, edit and remove files
   o Co-Owner - individuals can add, edit and remove files as well as manage membership for this folder
9. Optional: Click the Send Email Notification link to inform the person of their new access privileges.
10. Click Exit when done.

Viewing Folder Information
To view folder contents, description and membership information, click on the collaboration folder name. Note: Owners will also be able to manage memberships and edit the folder’s description.

- **Members**: To view the names of individuals who have access to the folder, click View Members under Collaboration Tasks in the left navigation pane.
- **Owners**: Follow the steps above to manage folder members or click Description (edit) to update the folder's description.

Deleting a Shared Folder
Follow the steps outlined below to delete a collaboration folder.

1. Connect to eCommons and open the Online Storage application as outlined above under Accessing Collaboration Files and Folders.
2. Navigate to the folder to be deleted.
3. Click on the folder to display the folder's contents. Make sure the folder name you want to share is shown next to Current Location across the top of the Online Storage Window.
4. Click the Delete Collaboration link under the Collaboration Tasks section in the left navigation pane.
5. Click OK to confirm the folder deletion.