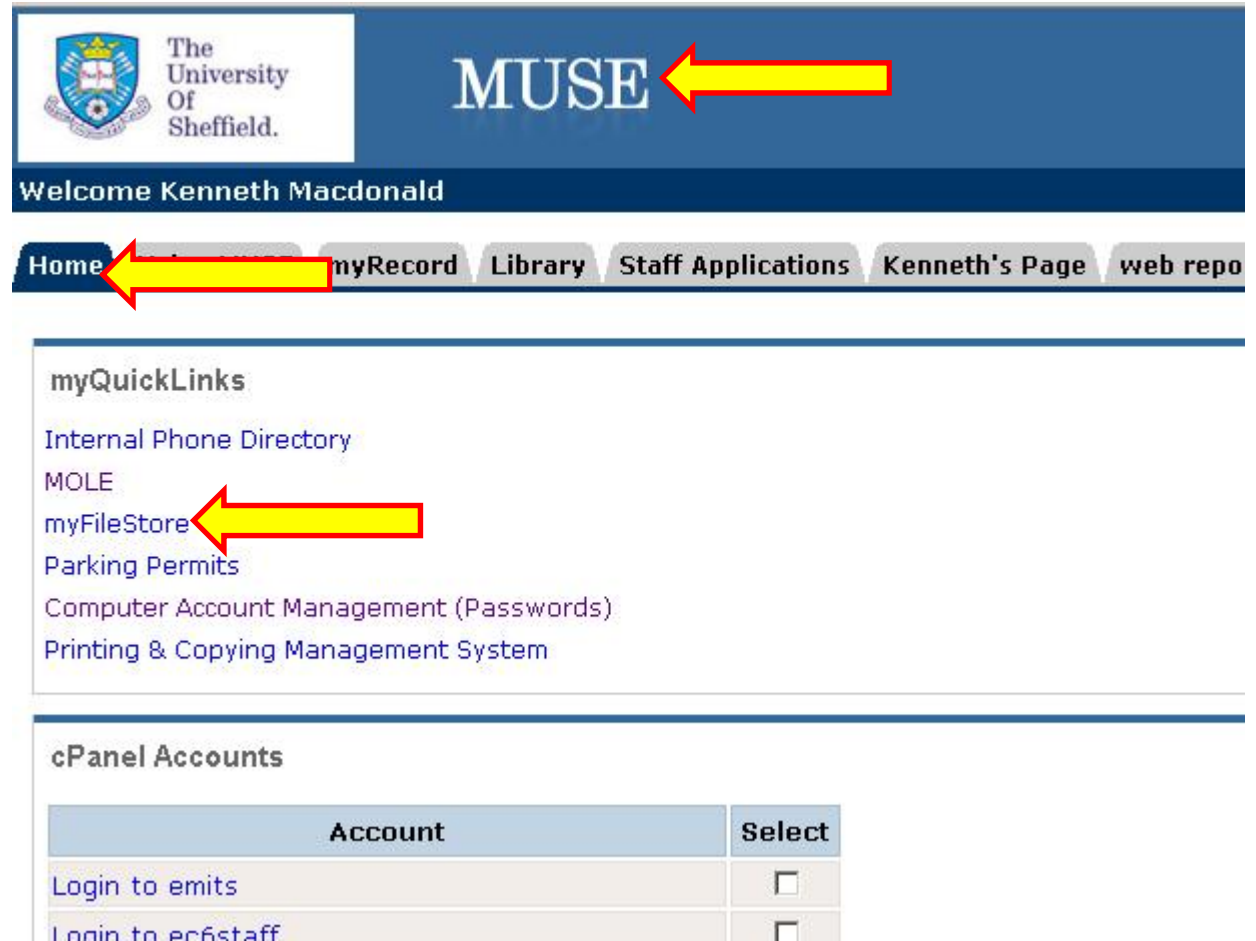


Login to MUSE

From the "home" tab, scroll down to "MyQuickLinks"

Click on myFileStore



The screenshot shows the MUSE portal interface. At the top left is the University of Sheffield logo. To its right, the word "MUSE" is displayed in large white letters on a dark blue background, with a red arrow pointing to it. Below this is a dark blue banner with the text "Welcome Kenneth Macdonald". Underneath is a navigation bar with several tabs: "Home", "myRecord", "Library", "Staff Applications", "Kenneth's Page", and "web repo". A red arrow points to the "Home" tab. Below the navigation bar is a section titled "myQuickLinks" containing a list of links: "Internal Phone Directory", "MOLE", "myFileStore", "Parking Permits", "Computer Account Management (Passwords)", and "Printing & Copying Management System". A red arrow points to the "myFileStore" link. Below this is a section titled "cPanel Accounts" containing a table with two columns: "Account" and "Select".

Account	Select
Login to emits	<input type="checkbox"/>
Login to ec6staff	<input type="checkbox"/>

DriveM @Shared represents the M Drive.  
HOME@ShefUNI represents the U Drive  
Expand folders using the + symbol

