

## How to Use File Manager (FM) on <http://mail.nic.in>

Login to your mailbox [abcd@nic.in](mailto:abcd@nic.in)


Click on the Link **FM** to access the File Manager

The following page will be displayed

**Using this feature we can upload a file and share the same.**

**File Manager**

USE THE "ATTACH FM LINK" UNDER COMPOSE TO SELECT AND MAIL THE FILES



<input type="checkbox"/>	Filename <small>EV EA</small>	Type	Size <small>EV EA Z</small>	Last Modification <small>EV EA</small>
<input checked="" type="checkbox"/>	c2800nm-ijbasek9-mz.124-20.T3.bin	file	28 MB	Nov 20, 2010 3:15:05 PM
<input type="checkbox"/>	MS Outlook 2003	dir	1 KB	Dec 8, 2010 5:19:36 PM

**Action on selected Files**

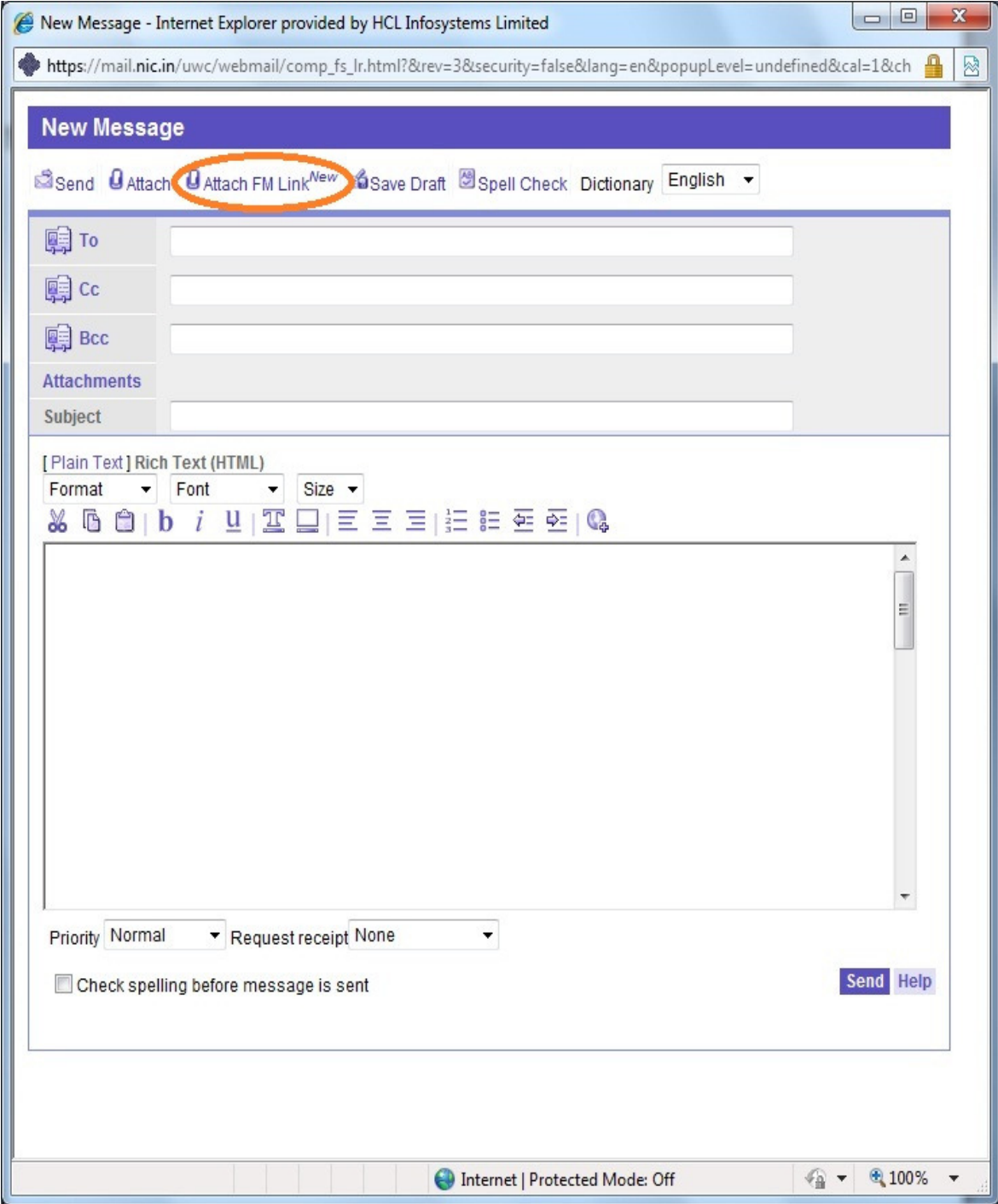
Rename	to <input style="width: 80%;" type="text"/>	Delete	Join
Copy	to <input style="width: 80%;" type="text"/>	ZipDownload	
Move	to <input style="width: 80%;" type="text"/>	DeleteRecursively	type YES <input type="checkbox"/>

**File upload to current directory**

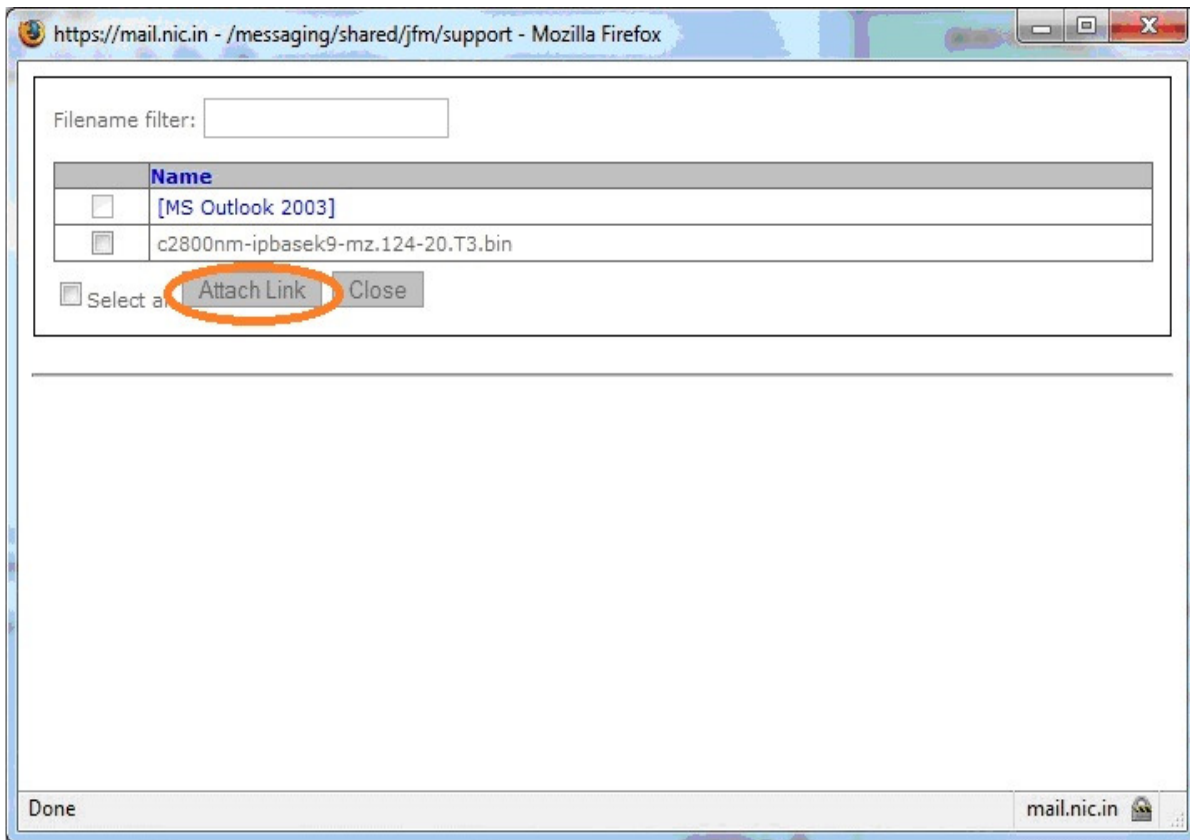
Choose file	<input style="width: 80%;" type="text"/> <input type="button" value="Browse..."/>
Choose file	<input style="width: 80%;" type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Upload"/>	

# Share a File:

a) When you compose a mail. Click on the link “Attach FM Link” as shown below:



A new window will open as shown below:






This window will show the entire uploaded file in FM. Select the file you wish to share and click on “**Attach Link**” and “Close”.





Corresponding Link/Links will be executed in the body of the mail which can be sent to the desired user/users to access the same.

b) To share a uploaded file select the desired file/files .Go to category File Manager and click on the Symbol “Share” as shown in the figure ( Highlighted )

**File Manager**

USE THE "ATTACH FM LINK" UNDER COMPOSE TO SELECT AND MAIL THE FILES

 /  

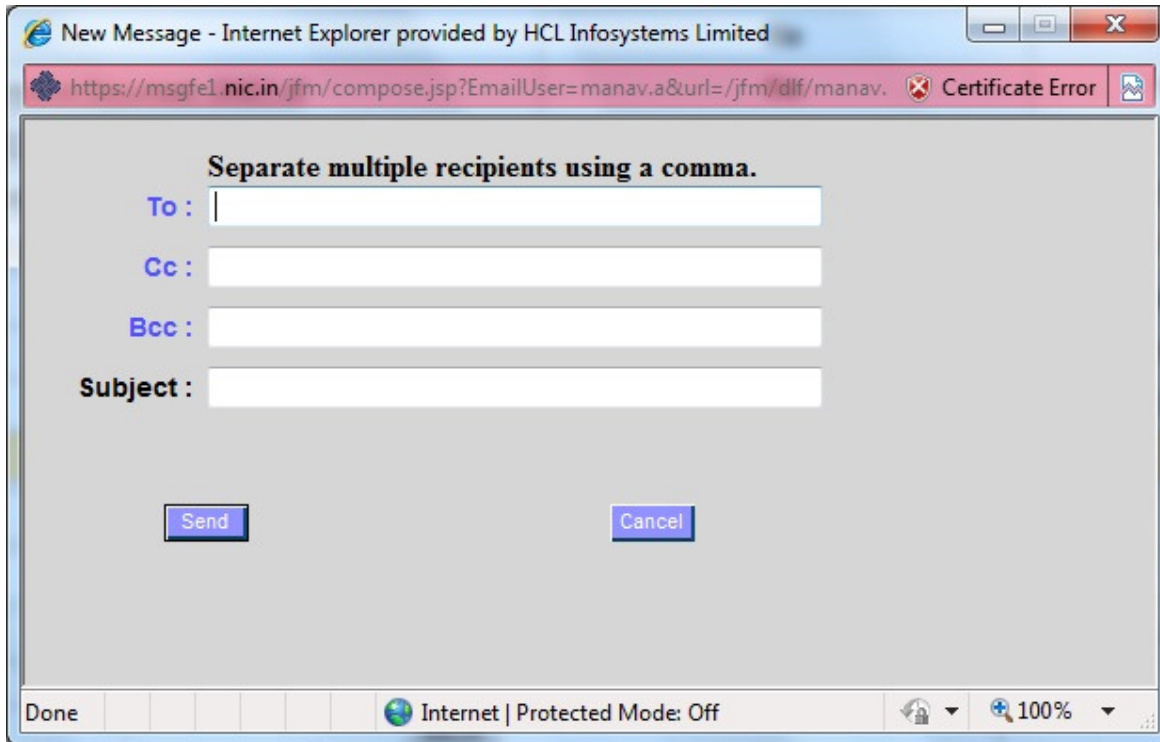
Check all <input type="checkbox"/>	Filename  	Type
<input checked="" type="checkbox"/>	 c2800nm-ipbasek9-mz.124-20.T3.bin	file
<input type="checkbox"/>	 MS Outlook 2003	dir

**Action on selected Files**

Rename	to <input style="width: 90%;" type="text"/>	Delete
Copy	to <input style="width: 90%;" type="text"/>	ZipDownload
Move	to <input style="width: 90%;" type="text"/>	DeleteRecursively

Mkdir

A new window will open where you fill up the desired details required.



**To:**  
**Cc:**  
**Bcc:**

Mention the email addresses of the user with whom you want to share the file along with the subject and click on the Submit Button. The link of the file will be posted to the desired users.

## **Uploading a File:**

Go to Category “File upload to current directory “

Browse the file you wish to upload.

Click Upload and Close.

Files uploaded will come under the category “Filename”

**There should be no space in the FILENAME**

## **Action on Selected Files:**

In order to rename/copy/move a file .Select a particular FILE and then feed the desired name of the file /location (where you want to move or copy the file) and submit on respective required buttons i.e. Rename/Copy/Move.

## **Delete A File:**

Select the desired file and click the button Delete.

## **ZIP Download:**

Select one or more files and click on Zip download to download the file in ZIP compression.

## **MKDIR**

In order to create your own folder/directory .Mention the directory/folder name and click on mkdir

## **DELETE RECURSIVELY:**

In order to delete folder/directory .Select the folder/directory and type “YES” in the box adjacent to Delete Recursively button. Click on the button Delete Recursively.