【**Instruction Manual of File Uploader Albatross for a File Space Administrator**】

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The Information Security Committee

Nagoya University Graduate School of Medicine

A file uploader, Albatross, is dedicated for exchanging files less than 1 Gbyte. You can access Albatross with your e-mail account. The ID and PW are the same as your e-mail account.

1.  All messages appear in English or in both Japanese and English, so that Albatross can be used for file exchange with non-Japanese speaking people.
2.  You may use Albatross for person-to-person file exchange, and also for distributing lecture materials to your students or collecting assignments from your students.
3.  Large files of Microsoft Office 2007 and later are archived XML files, which pose a lot of lords on our anti-virus server. Use Albatross instead.
4.  Files are stored for two weeks and deleted thereafter. However, if our 500-Gbyte harddisk becomes full, older files will be prematurely deleted in the order of uploaded dates.
5.  The maximum file size that can be uploaded to Albatross is 1 Gbyte, but there is no limitation in your file space. You may use as much file space as you wish.
6.  Albatross is exclusively for research, education, and clinical practice. We hold a right to refer you to the disciplinary committee of our university or to the governmental authorities, if you violate copyright.

## A. HOW TO UPLOAD FILES

A-1.    Go to http://albatross.med.nagoya-u.ac.jp/.

    A-1-1. Enter the following information.

        ID: Your e-mail address before @. e.g. mymail

        PW: Your e-mail password. e.g. mypassword

    A-1-2. Alternatively, you may enter the following information.

        ID: Your complete e-mail address. e.g. mymail@med.nagoya-u.ac.jp

        PW: Your e-mail password. e.g. mypassword

        By including "@med.nagoya-u.ac.jp", all the transactions to your file space will be e-mailed to you. Without "@med.nagoya-u.ac.jp", no transaction will be e-mailed to you. Note that the two file spaces with and

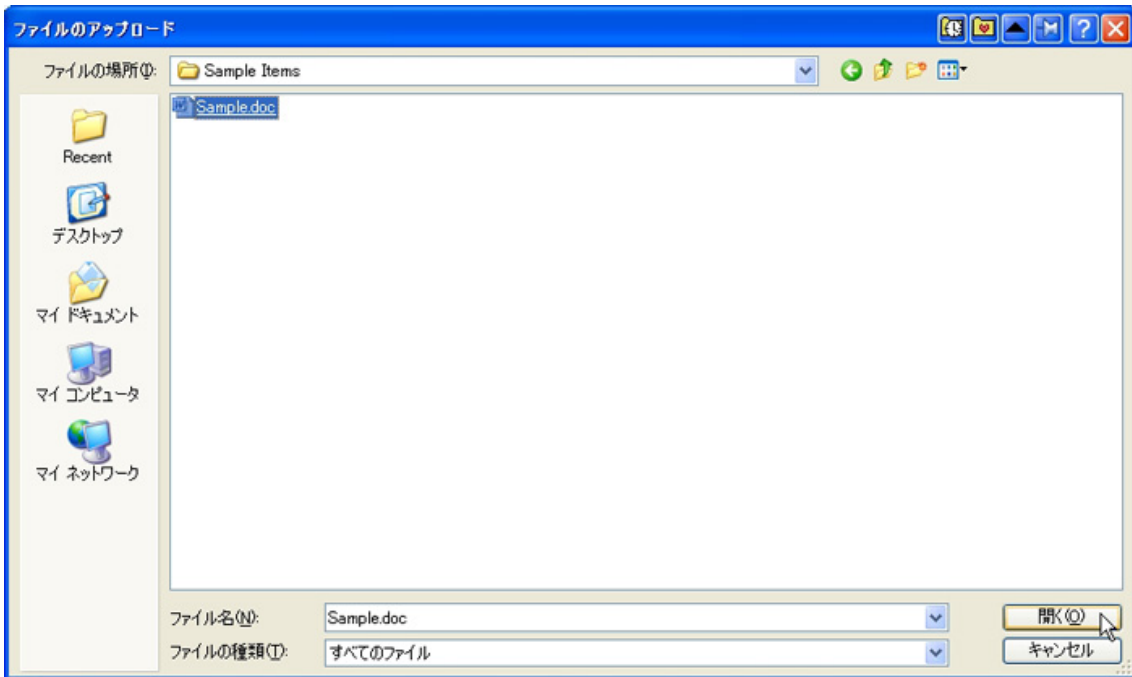without "@med.nagoya-u.ac.jp" are completely different and are not overlapping.



A-2.    You will see three folders. Click on a folder of your choice. As an example, we click on folder A.



A-3.    Click on "Choose File" to upload a file.
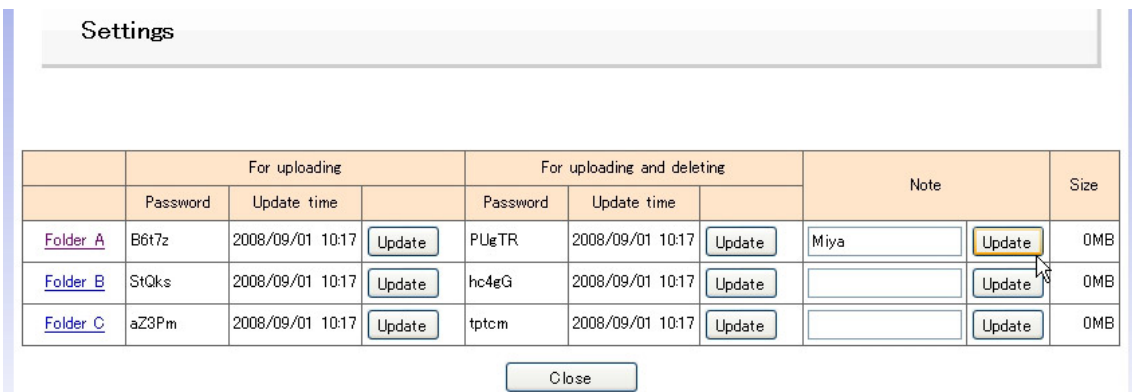
A-4.    Choose a file you hope to upload and click on "Open".



A-5.    Click on "Upload".
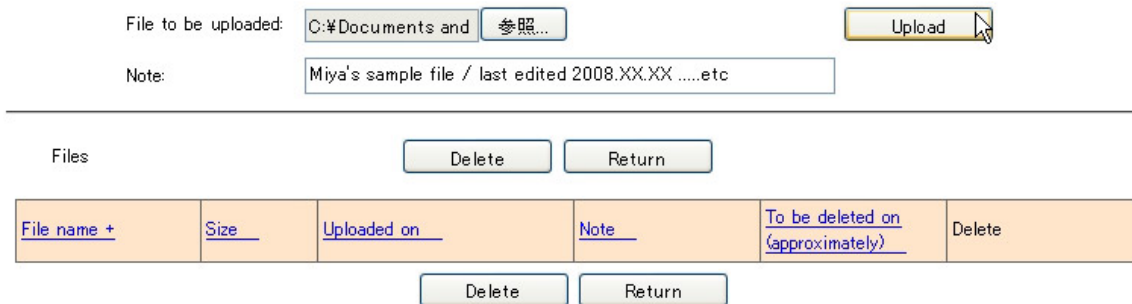


A-6.    You may add a note to your file, and click on "Update".



A-7.    Click on "Return" to go back to the "Settings" window.

## Files

File to be uploaded: [　　　　　　] [ 参照... ]          [ Upload ]

Note: [　　　　　　　　　　　　　　　　　　　]

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Files          [ Delete ]  [ Return ]

| File name + | Size | Uploaded on | Note | To be deleted on (approximately) | Delete |
|---|---|---|---|---|---|
| 📄 Sample.doc | 459.5KB | 2008/09/01 10:44:58 | Miya's sample file / last edited 2008.XXXX .....etc | 2008/09/15 | ☐ |

[ Delete ]  [ Return ]

## B. HOW TO DELETE FILES

B-1.  Click on a checkbox of a file that you hope to delete. As an example, we are going to delete "2.jpg" in folder B.

Files

File to be uploaded: [　　　　　] 参照... 　　　　Upload

Note: [　　　　　　　　　　　　　　]

Files 　　　Delete　　Return

| File name + | Size | Uploaded on | Note | To be deleted on (approximately) | Delete |
|---|---|---|---|---|---|
| 1.jpg | 136.6KB | 2008/09/01 10:49:16 | Image 1 | 2008/09/15 | ☐ |
| 2.jpg | 228.0KB | 2008/09/01 10:49:31 | Image2 | 2008/09/15 | ☑ |
| 3.jpg | 231.2KB | 2008/09/01 10:49:37 | | 2008/09/15 | ☐ |

Delete　　Return

B-2.  Click on "Delete". A confirmation window will appear and click on "OK".

http://albatross.med.nagoya-u.ac.jp のペー

OK to delete your file?

OK 　　キャンセル

File to be uploaded: [　] 　　　　Upload

Note: [　]

| e + | Size | Uploaded on | Note | To be deleted on (approximately) | Delete |
|---|---|---|---|---|---|
| | 136.6KB | 2008/09/01 10:49:16 | Image 1 | 2008/09/15 | ☐ |
| | 228.0KB | 2008/09/01 10:49:31 | Image2 | 2008/09/15 | ☑ |
| | 231.2KB | 2008/09/01 10:49:37 | | 2008/09/15 | ☐ |

Delete　　Return

B-3.  Click on "Return" to go back to the "Settings" window.

## C. HOW TO SEND YOUR FOLDER INFORMATION USING ID AND PW

C-1.    Click on "Update" to change a password of specific folder.



C-2.    Now the password for "uploading" of folder A has changed from B6t7z to ck9BF.



C-3.    You may similarly change the password for "uploading and deleting".

| | For uploading | | | For uploading and deleting | | | Note | | Size |
|---|---|---|---|---|---|---|---|---|---|
| | Password | Update time | | Password | Update time | | | | |
| Folder A | ck9BF | 2008/09/01 10:54 | Update | 9K6BJ | 2008/09/01 10:55 | Update | lecture | Update | 0MB |
| Folder B | StQks | 2008/09/01 10:17 | Update | hc4gG | 2008/09/01 10:17 | Update | Image | Update | 0MB |
| Folder C | aZ3Pm | 2008/09/01 10:17 | Update | tptcm | 2008/09/01 10:17 | Update | サンプルのPDFなど | Update | 0MB |

Close

C-4.    Now you copy the password.

| | For uploading | | | For uploading and deleting | | | Note | | Size |
|---|---|---|---|---|---|---|---|---|---|
| | Password | Update time | | Password | Update time | | | | |
| Folder A | ck9BF | 2008/09/01 10:54 | Update | 9K6BJ | 2008/09/01 10:55 | Update | lecture | Update | 0MB |
| Folder B | StQks | 2008/09/01 10:17 | Update | hc4gG | 2008/09/01 10:17 | Update | Image | Update | 0MB |
| Folder C | aZ3Pm | 2008/09/01 10:17 | Update | tptcm | 2008/09/01 10:17 | Update | サンプルのPDFなど | Update | 0MB |

Close

C-5.    Send the following information to your colleague. Note that the password is NOT your e-mail password, but is the one that was generated by Albatross.

URL: http://albatross.med.nagoya-u.ac.jp/
ID: mymail or mymail@med.nagoya-u.ac.jp
PW: password generated by Albatross. e.g. ck9BF

If you hope to allow your colleague to upload, download, and delete files, use the password in the right column.

If you hope to allow your colleague only to upload and download files, but not to delete them, use the password in the left column. This option is designed for gathering assignments from your students. Your student cannot delete his/her classmates' files by mistake or by intention.

C-6.    Click on "Close".