

If you are unfamiliar with File City, we have provided instructions for you here. If you have difficulty with File City, please contact the help desk at x5151, option 1 for assistance.

VIDEO INSTRUCTIONS FOR USING FILE CITY (by Steven B. Lewis)

<http://www.brockport.edu/collegesenate/filecity2/>

ACCESSING FILE CITY:

Click on **Start** on the bottom left of your Windows screen.

Click on **Run** in the pull-down menu.

Type in or copy and paste this address in the Run box.

[\filecity2.brockport.edu\SENATE\2009-2010\](http://filecity2.brockport.edu/SENATE/2009-2010/)

You'll be asked for your Net ID and password.

Click on the meeting date you wish to review.

Now you have access to the documents for the next College Senate meeting.

Click on the date of the meeting you will be attending.

CS Meeting = College Senate Meeting

EC Meeting = Executive Committee Meeting

OR

Type in or copy and paste this address in the address box at the top of your internet screen.

<https://filecity2.brockport.edu/>

You'll be asked for your Net ID and password.

Scroll down and click on SENATE.

Click on 2009-2010.

Click on the date of the meeting you will be attending.

CS Meeting = College Senate Meeting

EC Meeting = Executive Committee Meeting

Open the agenda documents.

FOR MAC USERS (from Richard Black):

For Mac users there is a simple way to log on to File City right from your desktops, using

>Go

>Connect to server

> drop down menu

It permits opening and reading the documents directly from the Senate package (it even seems to work using a wireless connection), without having to upload/download multiple copies of the files to your computers. And if you do want to save or print the files, you can: directly from the server folder or with an easy "click and drag" to your computer.