

Quick Start Guide

<https://rowdyspace.utsa.edu>

rowdy
space

Upload a file

Uploading a file allows you to transfer a file(s) in your RowdySpace account for easy access, viewing and sharing capabilities.

1. Navigate to the folder or location in which you wish to upload your file(s).
2. Click **Upload** in the toolbar.
3. Browse the file you wish to upload. To add multiple files, click **Add File**.

Set permissions to a file or folder

RowdySpace allows you to share your files and folders with other users. By using the permissions functionality, you may grant specific access to individual users, UTSA users or to the Public as a whole. Sharing your files makes it possible for multiple users to both view and edit your file without requiring you to maintain multiple copies of the shared file.

1. Right-click the file or folder.
2. Go to **Manage/Permissions**.
3. While in the Basic Permissions tab, click **Add User/Group** to identify to whom you will give access rights.
4. Type in a minimum of the first three letters of a co-worker's first name or a group name (from your group contact list). If the name does not display, continue to type in more of the name. You may also click **Search for Users** to find users.
5. Select a name from the drop-down list and click **Next**.
6. Select the appropriate permissions (Viewer, Contributor, Full Access) for this user.
7. Click **Finish**.

E-mail a file or folder using a ticket

Tickets allow both non-RowdySpace and RowdySpace users access to your files and/or folders; however, always be aware to whom you are allowing to view your files.

1. Locate file you wish to share.
2. Right-click the file and select **Email**. (You can also click the file once and then select the **Email** icon in the tool bar.)
3. Add users by username, group names or e-mail addresses in the **To** field.
4. Verify the message you are sending and/or add a personalized message.
5. Click **Send**.

Find a file or folder using Search

Searches allow you to search for files or folders you own as well as files and folders which are not owned by you but for which you have access permission. There is a quick, basic and advanced search.

Quick Search:

1. Type in a part or all of a file/folder name in the **Search** field.
2. Click the Search icon. Your results, if any, will be listed.

Basic Search:

1. Click the **Open Search Options** drop-down arrow next to the Search field box.
2. Click the folder icon next to "Search in:" within the path box to search outside your account folder.
3. Enter the file or folder name then click **Search**.

Advanced Search:

1. Click the **Open Search Options** drop-down arrow next to the Search field box.
2. Click the folder icon next to "Search in:" within the path box to search outside your account folder.
3. Click **Add More Search Criteria** drop down arrow for even more Search options.
4. Enter the appropriate fields then click **Search**.

Bookmark a file or folder

Bookmarks are shortcuts to folders and files you can access within your RowdySpace account. Using Bookmarks, you can conveniently create shortcuts to your most frequently accessed folders and files. You can also create shortcuts to **other users' folders and files** you have been allowed to access.

1. Select the file or folder, then click the Bookmark button. If that button is not displayed in your toolbar, you can add it by selecting Setup/My Settings/Toolbar Buttons – or you can right-click the file/folder and select Bookmark from the displayed menu.
2. Provide a name for the Bookmark.
3. Click OK.

*To schedule an in-person RowdySpace introductory training for you or your area, e-mail us at: oit@utsa.edu