

HOW DO YOU MANAGE DOCUMENTS IN EXPLORER VIEW?

With the “Open with Explorer” option, you can upload multiple files/folders to your document center, drag drop files, create folders, delete files and more. This option holds a familiar interface to the Windows file management as it uses File Explorer.

Manage Documents in Explorer View:

This feature is **only** available in Internet Explorer

For the optimal user experience, use Internet Explorer as your internet browser for MedNet.



Open the document library on MedNet that you would like to open with Explorer View.

Once you are in the document library, a ribbon appears across the top with the options to BROWSE, FILES, or LIBRARY.

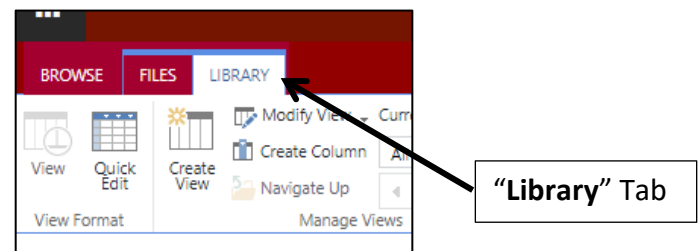


Figure 1

-Click on the Library Tab (Figure 1)

Once in the Library tab, there is a set of options grouped as “Connect & Export”.

Click on the option “Open with Explorer”

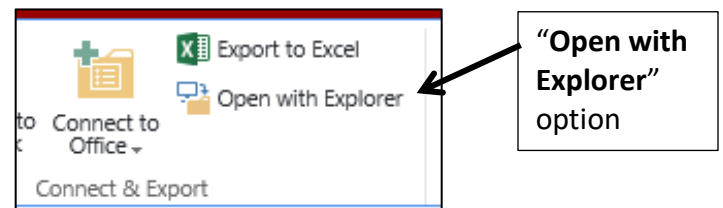


Figure 2

Note: This is only an option with Internet Explorer. If you are not using Internet Explorer, this option will be greyed out.

Using this interface, you are able to upload entire folders, view files and folders as you would on your desktop. This interface is an easy way to understand file management within DentNet.

Notice the trail to the Document library. This path looks very similar to the URL path back to the document library

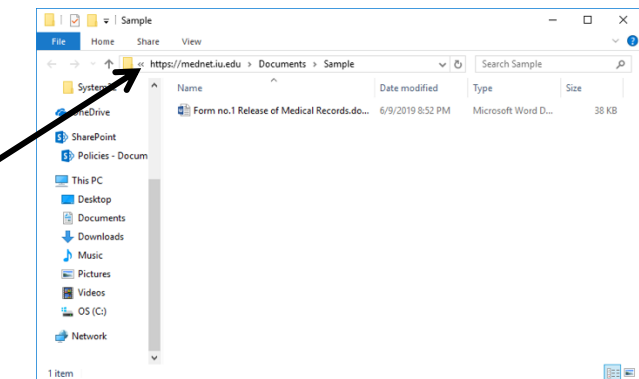


Figure 3

This document is guided for the MedNet user to understand the process of using the explorer view option. If you have any questions or concerns, please fill out an IT Helpdesk request at [MedNet.iu.edu](https://mednet.iu.edu)