Need to Save your Documents and Send them by E-mail?

My Space is a 30MB personal folder for Library members where you can save text and image files, bookmarks and multimedia searches for future reference.

1) To have access to a *My Space* folder, you have to have an annual membership card. Upon receiving your annual membership card, a unique barcode is assigned to you; it is printed on your membership card. *My Space* will be automatically activated after 24 hours.

2) Reserve a computer or a study room at the Reservation Desk located at the Entrance Level (E).

3) Login to the computer by entering the reservation code and clicking "Accept" to the confirmation message. The Library interface will open automatically.

4) Click "Member Login" on the upper right-hand corner.

5) Enter your membership number twice in the pop-up window; once in the username slot and another in the password one. *My Space* folder will then appear on the desktop where you will be able to save your files (not exceeding 30MB in total size). You can later change your password by clicking "Change Password" under "*My Space*" menu on the left.

6) To send your files by e-mail, click "Send Mail" at the bottom right-hand corner of your screen.

7) Add the recipient's e-mail address.

8) To attach your files to *My Space* folder, click the green (+) icon, then click "Add attachments". Only 10MB total files size can be sent per hour.

9) Click "Send", then "Ok".

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For further information, kindly contact the Reference Services Desk, or watch this tutorial video.