

Mounting WebDisk on Your Computer

Software: WebDisk

Platform: Mac/PC

Overview

You can access your WebDisk folder as if it were a local directory on your computer. Save files, open files, and delete files to and from this directory through many applications. You can also drag and drop files or cut and paste them directly into your WebDisk folder. This is the easiest way to move multiple files to WebDisk.

Creating WebDisk Folders

To create a WebDisk folder in Mac OS X:

1. In Mac OS X choose **Go** from the menu bar and **Connect to Server...** from the Go menu.
2. In the Connect to Server dialog box add your WebDisk folder's address. The proper format for such a directory is `https://webdisk.lclark.edu/<your user name>`, replacing `<your username>` with your own username (fig 1).
3. For future use, click on the plus button  to add it to your Favorite Servers.
4. Click on **Connect**.
5. In the WebDAV File System Authentication dialog box, type in your e-mail username and password. Click **OK** (fig 2).

There are two ways to create a Web folder in Windows. The main factor is whether you use Internet Explorer or not.

To create a WebDisk folder in Windows 7 with Internet Explorer:

1. Log into WebDisk using Internet Explorer.
2. Locate the button bar immediately below the search box on the right side of your screen, and click on the Web Folder icon (fig 3).
3. A shortcut to your WebDisk will be created in your Network Places folder. When you open this folder you will see your WebDisk files (fig 8).

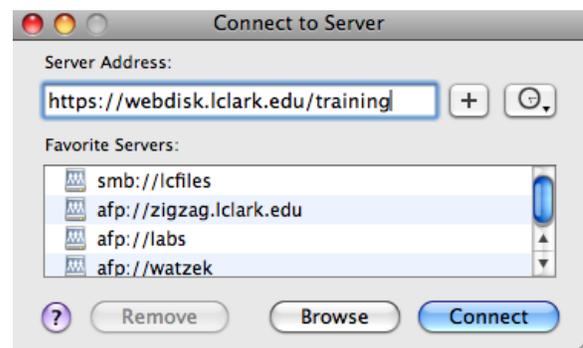


fig 1



fig 2

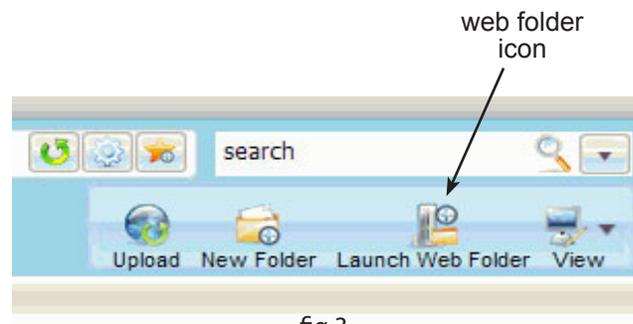


fig 3

To create a WebDisk folder in Windows XP without Internet Explorer:

1. In Windows XP, click on **My Network Places** on the desktop (fig. 4) or click on **Start** and then click on **My Network Places**.
2. Under Network Tasks, click “Add a network place” (fig 5).
3. When prompted, “Where do you want to create this network Place?”, choose “Choose Another Network Location” and click on **Next** (fig 6).
4. In the Add Network Place Wizard, follow the instructions to add a shortcut to a WebDisk directory. The proper format for this directory is `https://webdisk.lclark.edu/<your user name>`, replacing `<your user name>` with your own user name (fig 7).
5. When prompted for a user name and password, type in your user name and password. Click **OK**.
6. Next, name your Network Place. When you have successfully added the shortcut, an icon for your new shortcut will appear in the My Network Places directory (fig 8).



fig 4



fig 5

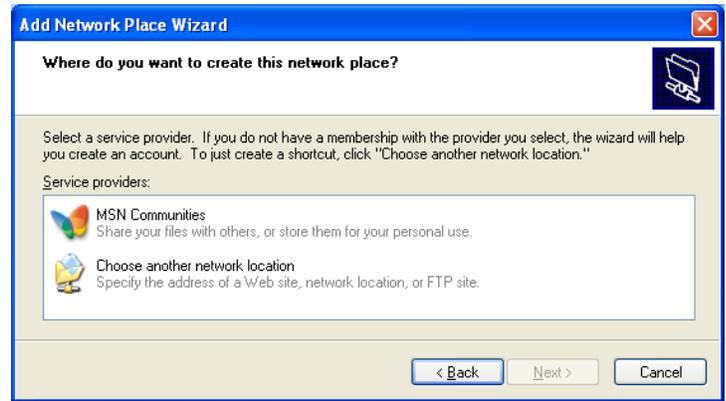


fig 6

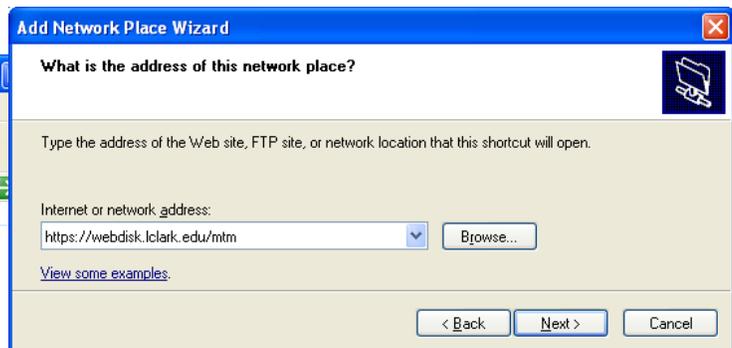


fig 7

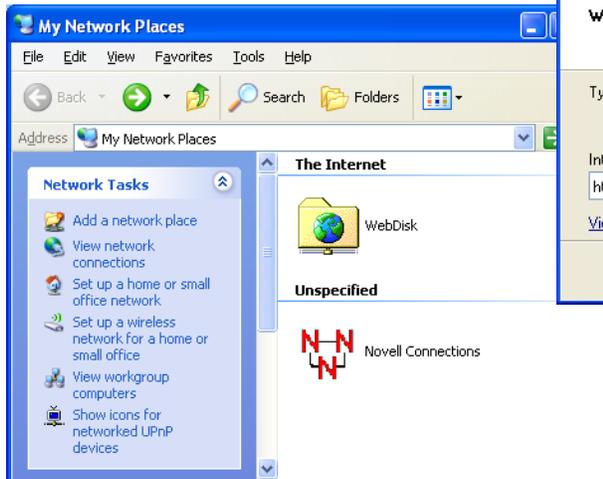
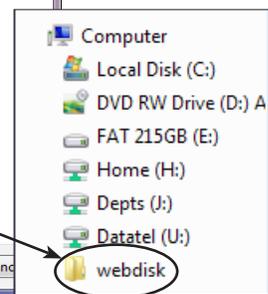
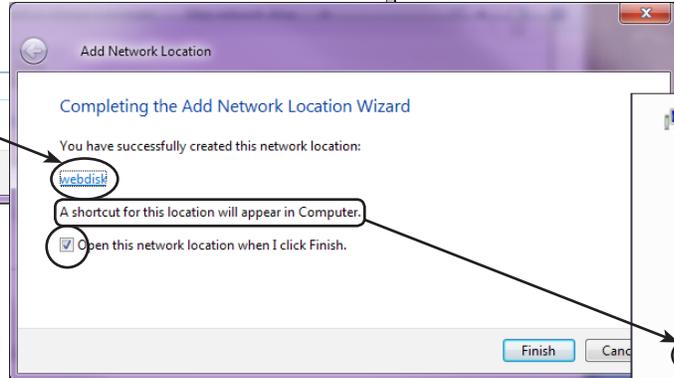
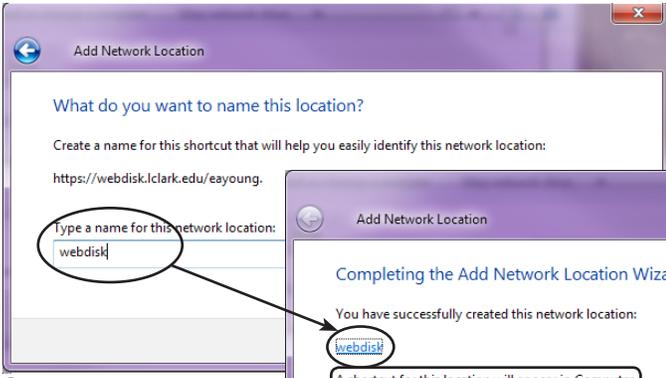
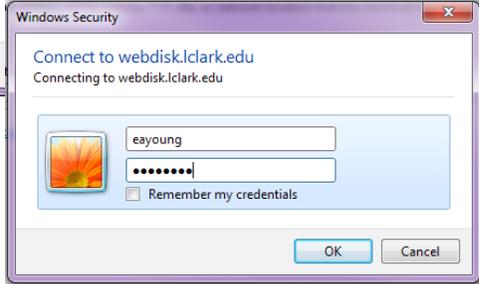
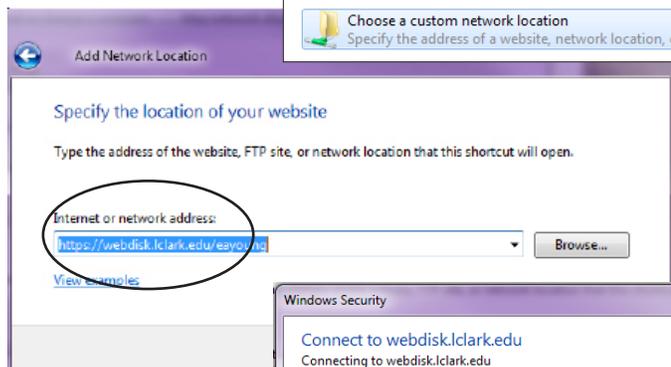
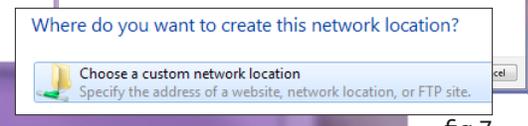
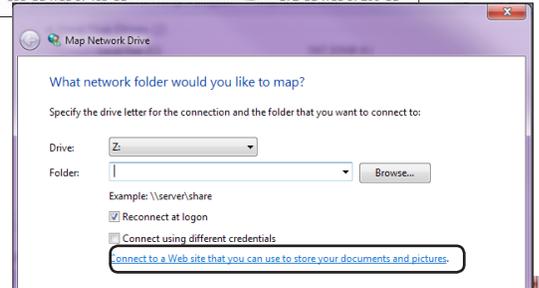
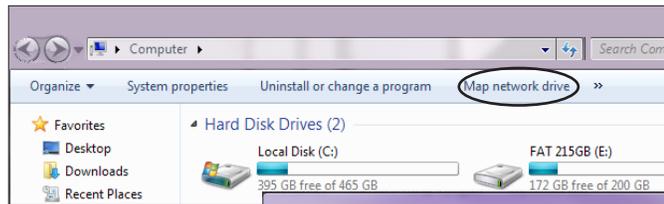


fig 8

If you'd like to be able to save directly to webdisk from your applications, it is also possible, though more difficult, to mount webdisk as a network drive in Windows XP. If you'd like to do this, stop by IT and we'll help you set it up.

To create a WebDisk folder in Windows 7 without Internet Explorer:

1. In Windows 7, double-click on **Computer** and then click on **Map Network Drive** (fig 4).
2. Click on the link to **Connect to a Web site that you can use to store your documents and pictures.** (fig 5) Click **Next** to start the Wizard.
3. When prompted, "Where do you want to create this network Place?", click **Choose Another Network Location** and click on **Next** (fig 7).
4. In the Add Network Location Wizard, follow the prompts to add a shortcut to a WebDisk directory. The network address is **https://webdisk.lclark.edu/username**, replacing *username* with your own user name (fig 8).
5. In the **Windows Security Connect to webdisk.lclark.edu** window type your user name in the first box and your password in the second. Click **OK**.
6. Next, name your new Location (fig 10). (You can name it anything you want, we suggest WebDisk.) The last step confirms creation of a shortcut and offers to open your new WebDisk folder for you (fig 11).
7. The next time you want to access your WebDisk folder you can just double-click the shortcut and type in your username and password.



You can also "mount" other WebDisk users' directories if you have the correct permissions to their directories. If you do not have write permission to a directory and you attempt to drag or copy a file to it, Windows may give you a confusing error message. Thus, be sure you have the correct access rights to directory before making a Web Folder.