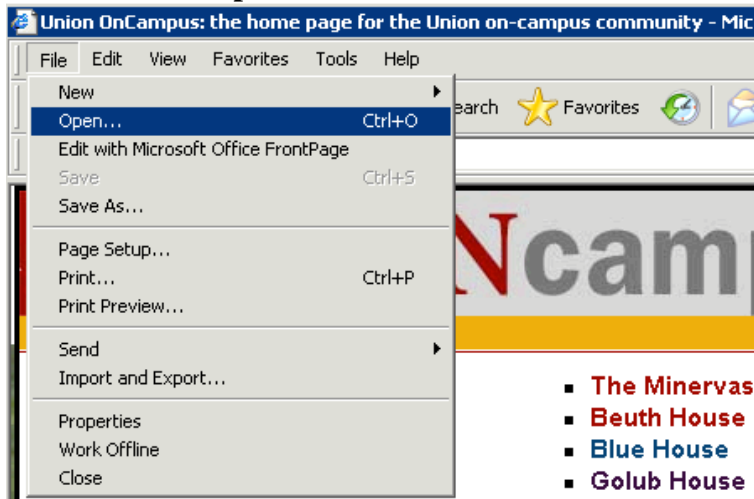


## USING NETWORK STORAGE ON A WINDOWS PC

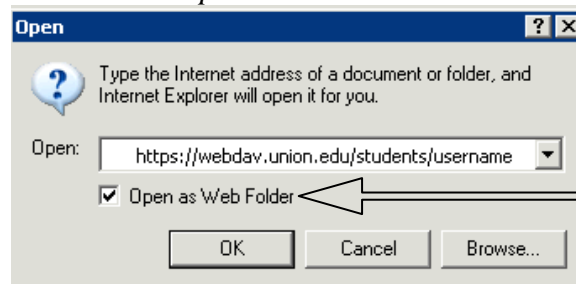
*The purpose of this document is to provide reference for Union College users in connecting PC clients to their Network File Storage space.*

1. Launch Internet Explorer – other browsers may be used, however, you will not be able to upload or edit your files.
2. Go to **File** menu, select **Open**.



3. In the Open dialog box, type in the following:
  - a. For Students: <https://webdav.union.edu/students/username>
  - b. For Faculty: <https://webdav.union.edu/faculty/username>  
(substitute **your** username for "username")

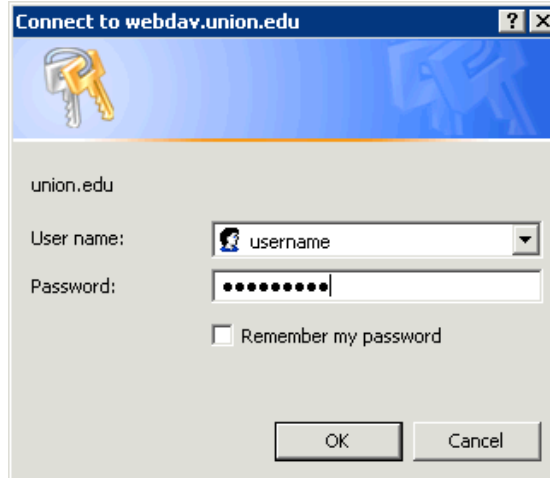
Put a checkmark in the box *Open as Web Folder*



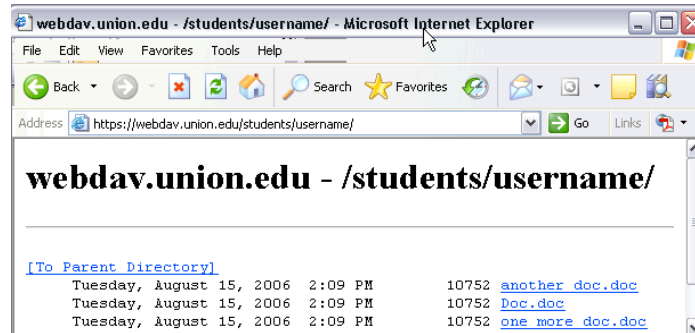
Make sure you click this box.

Click the **OK** button

4. You will be prompted to enter your username and password (as shown below). Then click the **OK** button.



5. You should now have drag and drop access to your file area.  
NOTE: If you get a listing of your files (as shown below) instead of folder and file listing, go back to step 3 and make sure you check the “Open as a web file” box.



6. To edit files copy them to the desktop, then open the file in the appropriate application. Once you are finished modifying your files you need to copy them back to the webdav server.
7. You can delete files the same way you would normally in the Windows environment.
8. When you are finished close the webdav folder by closing your web browser.