

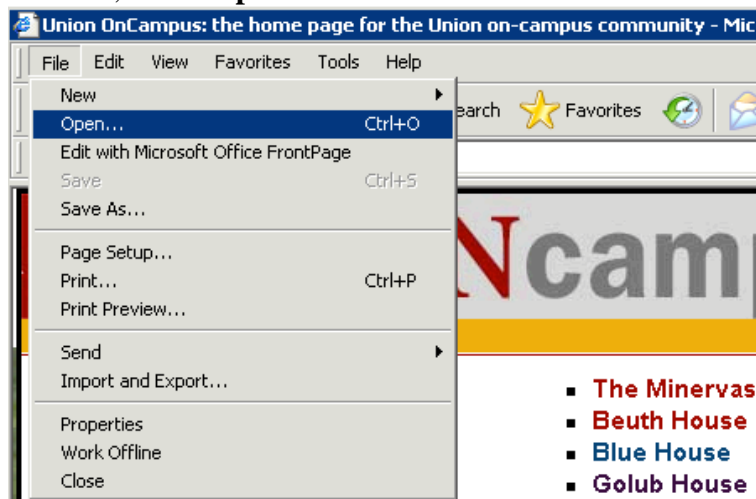
USING WEB STORAGE ON A WINDOWS PC

The purpose of this document is to provide reference for Union College users in uploading their personal web pages to their web space.

Your URL for personal pages is:

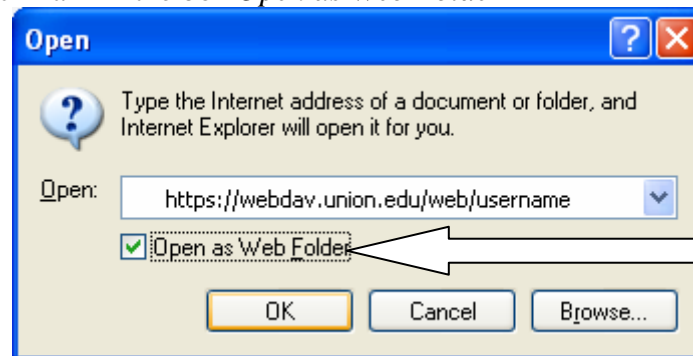
<http://minerva.union.edu/username>
(Substitute **your** username for “username”)

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:
<https://webdav.union.edu/web/username>
(Substitute **your** username for “username”)

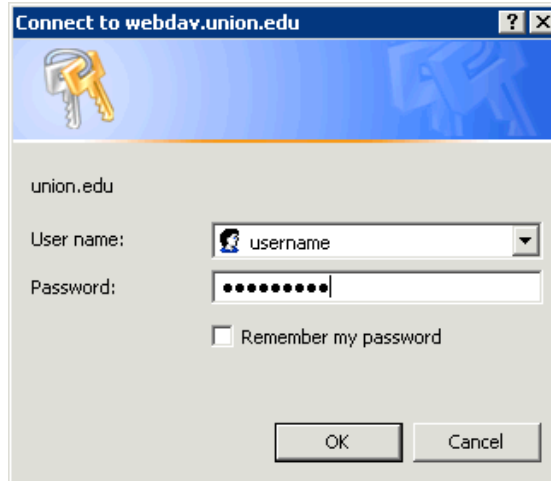
Put a checkmark in the box *Open as Web Folder*



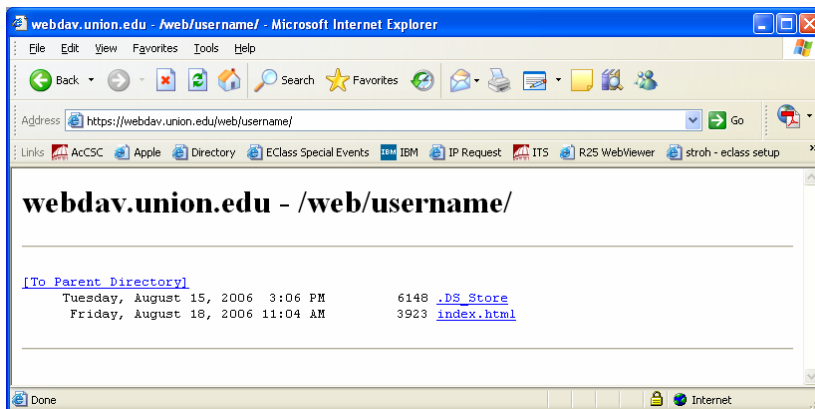
Make sure you click this box.

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 web space.
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 upload your web pages, simply drag and drop them into the web space folder.
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.

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