

Quick Tips

for

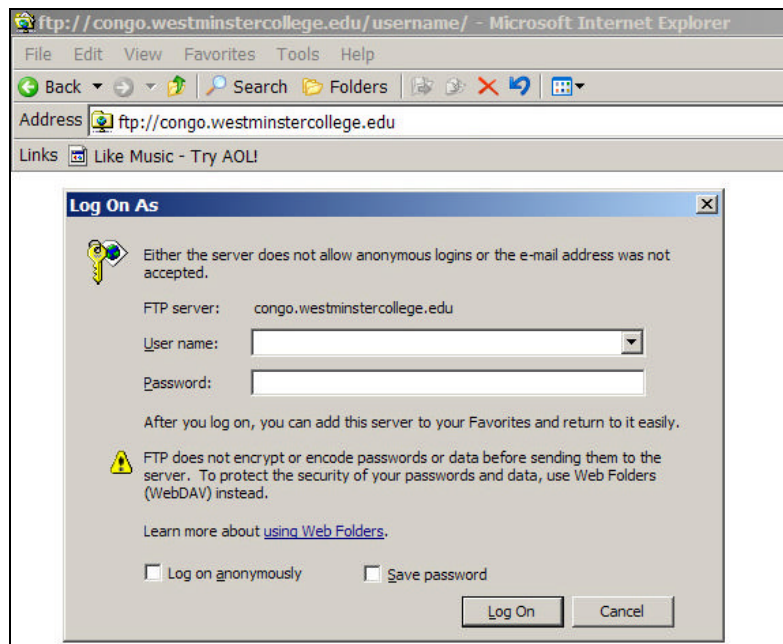
Using a Web Browser to Access your H:/

Getting Started

This QuickTip will help you access files saved on your network account from off-campus using a web browser (Internet Explorer, Netscape, Mozilla, etc). FTP stands for *File Transfer Protocol*. Your web browser will allow you to transfer files between your hard drive and a remote server using FTP.

Connect to the Network Drive

- In the address bar of your web browser type: <ftp://congo.westminstercollege.edu> to gain access to your H: drive. Similarly, the URL <ftp://danube.westminstercollege.edu> , will give you access to your W: drive.
- When you hit Enter, you should get a prompt to enter your Username and Password. Enter your Novell Username and Password.



Move your files to and from the Network Drive

After successfully entering a correct address and logging in, your web browser acts much like a normal folder in Windows. You can exchange files between your hard drive and your H: drive simply by dragging and dropping or copying and pasting files from your hard drive to your H: drive and vice versa.

Conclusion

Work on your Document just as you would here on campus. When you are finished, copy it back to your Westminster Network account (H: drive). To do so, save the document on your personal hard drive and then drag the icon into your network account displayed by your web browser.

*Always backup your work on your local computer!