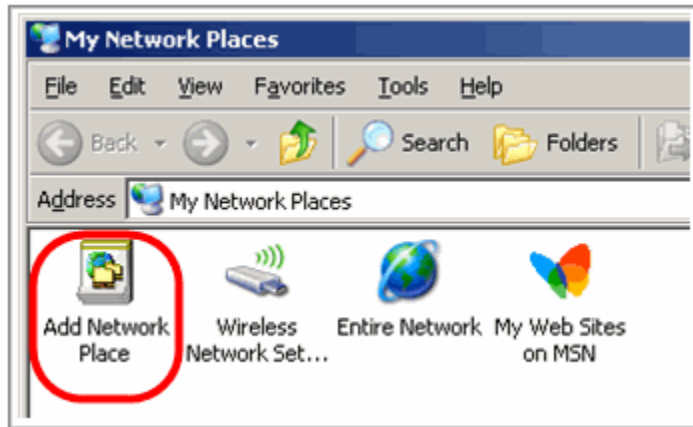


Connecting to WebDAV from your Windows 2000/XP PC:

1. First, navigate to **My Network Places**. Depending on the setup of your PC:

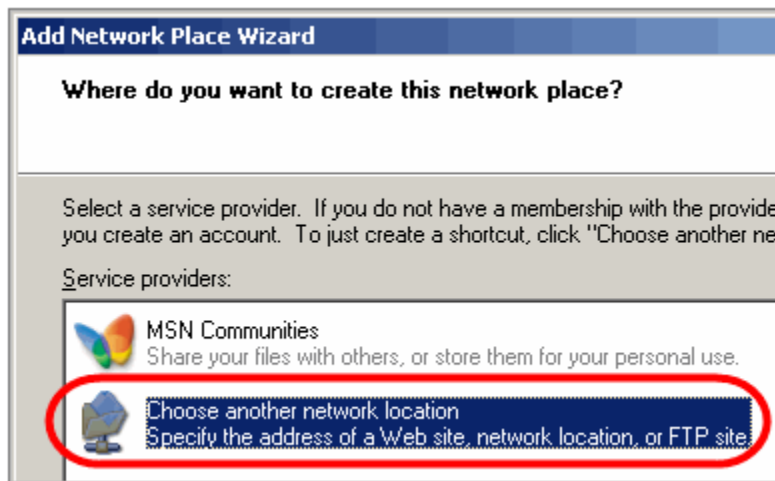
- If there is a "**My Network Places**" on the desktop, double-click to open it .
- If there is no "My Network Places" on the desktop, click on the **Start** menu and select **My Network Places**.

2. Double-click the **Add a Network Place** icon from within "My Network Places"..

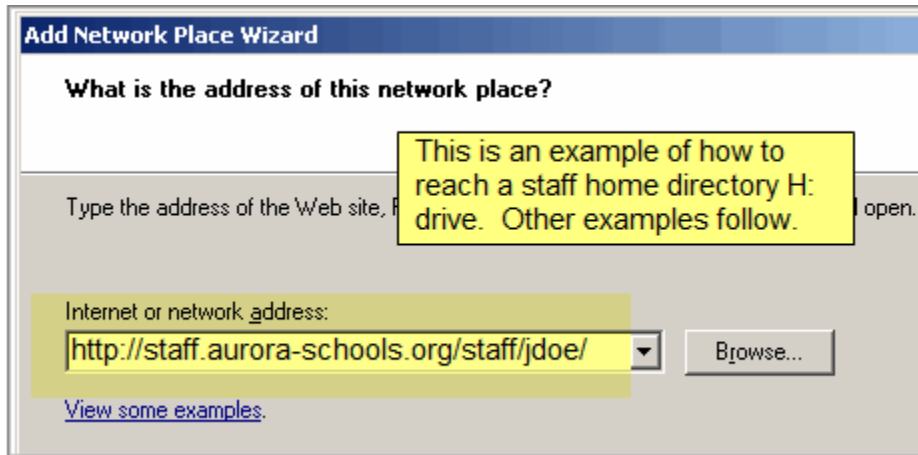


3. The "Add Network Place" wizard will appear. Click **Next**.

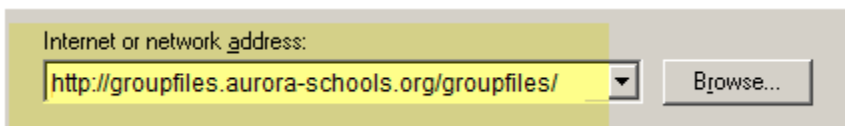
4. Select **Choose another network location** and click **Next**.



5. Fill in the proper URL for the **Internet or network address**. It's important that the slashes ("/") are entered correctly.

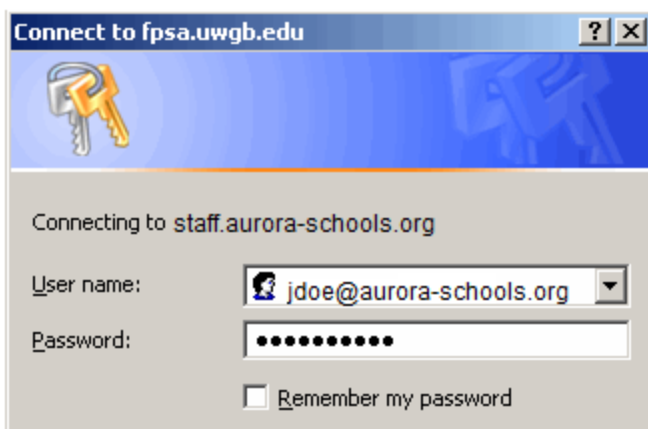


Students use the format: <http://students.aurora-schools.org/students/gradyear/userid/>
- make sure to close the line with a trailing / (slash).

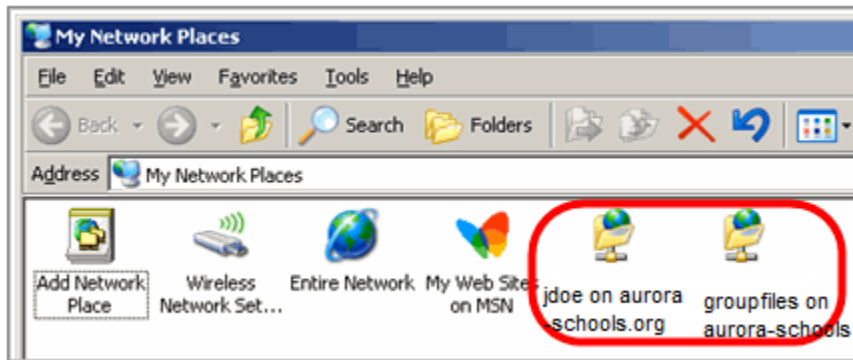


Use <http://groupfiles.aurora-schools.org/groupfiles/> to connect to the T: Drive, Group Files

6. After clicking Next, you are immediately prompted to login (authenticate) to the ACS D network. You will need to add the prefix “aurora-schools\” in the User Name line while entering your username.



7. An icon for the share will be created within the My Network Places window. You can right-click on these icons and rename the share to a more meaningful name like "H Drive".

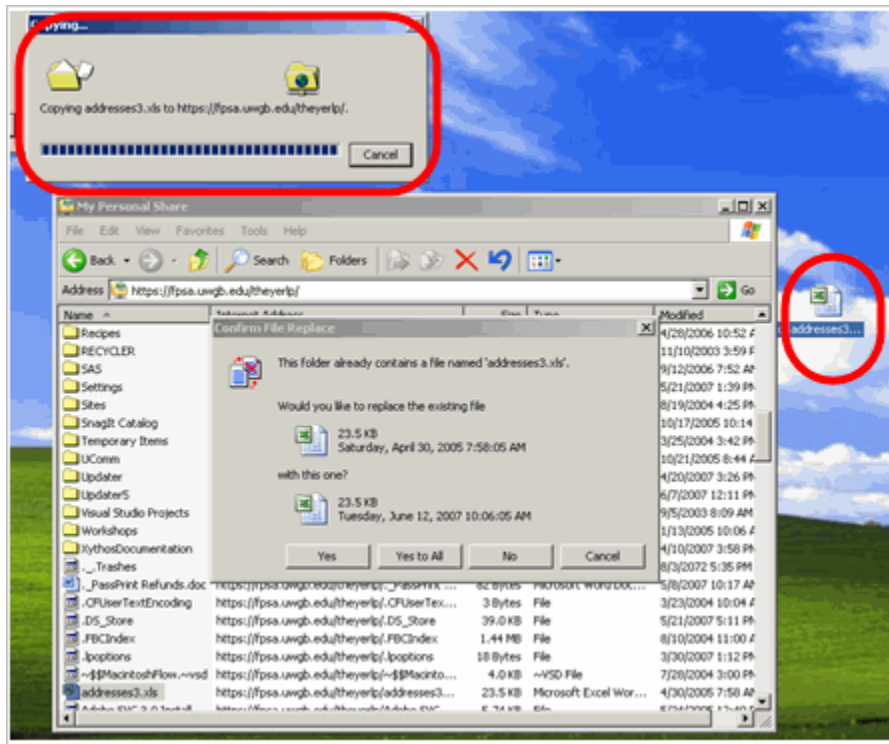


8. To open the new connection, keep the "Open this network place when I click Finish" box checked and click **Finish**. You will need to log in again using your UserID (in the form *aurora-schools\username*) and password.

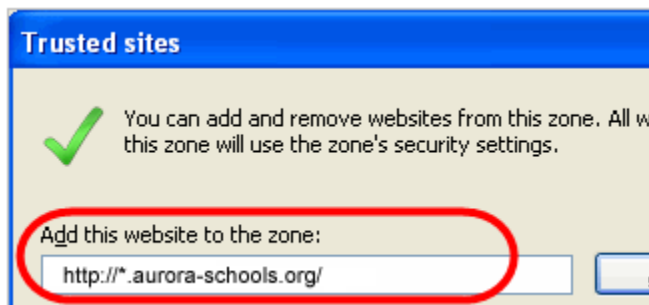


9. Upon successful login, a folder window will open up revealing all of the files in your share space.
10. A folder representing the network share will now appear in your **My Network Places** directory and will remain there until you delete it. Each time you need to access your files, double-click the folder. You will need to log in again with your username (in the form *aurora-schools\username*) and password once whenever you restart your PC. This needs to be done separately for each server if you're accessing files on both **Students** (home directory) and **GroupFiles** (group file shares).

11. It is recommended that you drag the files or folders you want to use to your home computer's desktop. Below is an example of a network file transported to the home desktop. The document was then edited and copied back to the network share.



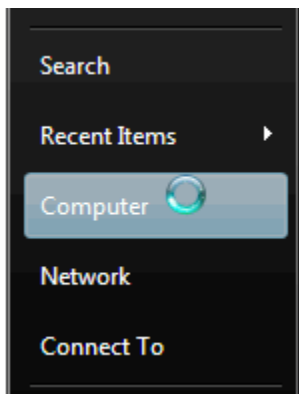
NOTE: You may want to add http://*.aurora-schools.org to your list of **trusted sites**. Within Internet Explorer, select **Tools, Internet Options, Security**. Select **Trusted Sites**, type in the url and select **Add**.



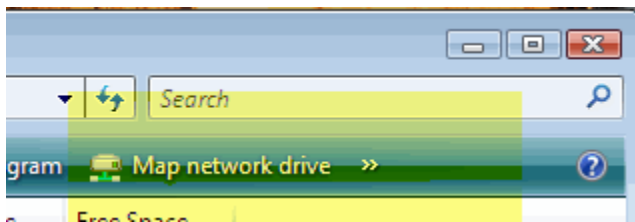
Connecting to WebDAV from your Vista PC.

** **Important:** Most machines that came pre-installed with Vista have a broken version of the “Web Folders” software installed on them. You may need to download and run/install the Microsoft software patch from <http://students.aurora-schools.org/vistafix.exe> in order to use the MyFiles service. If you get an error message that “The folder cannot be found”, or that the “Folder is Invalid”, you will need to install this fix. **

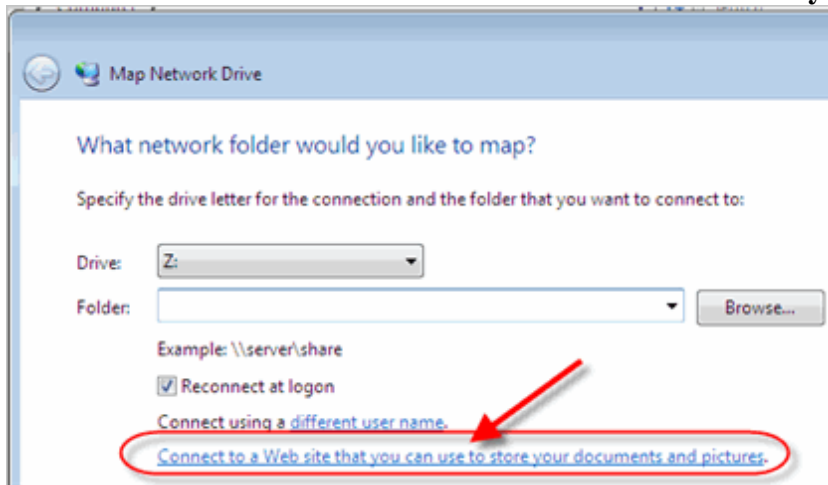
1. Navigate to "**Computer**" (Windows Explorer) from the **Start menu**.



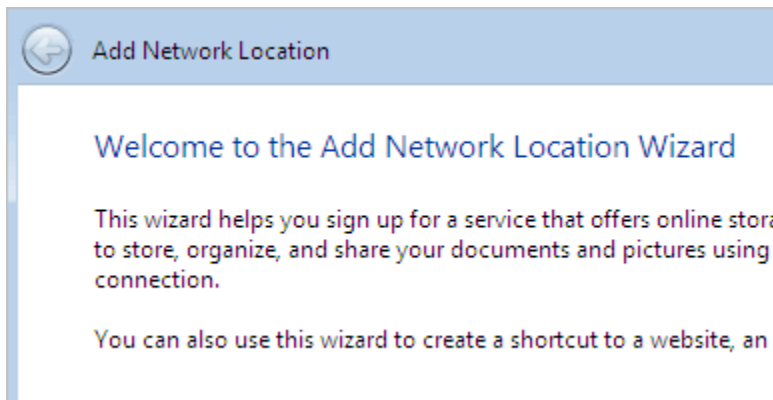
2. Select "**Map network drive**" from the Explorer window.



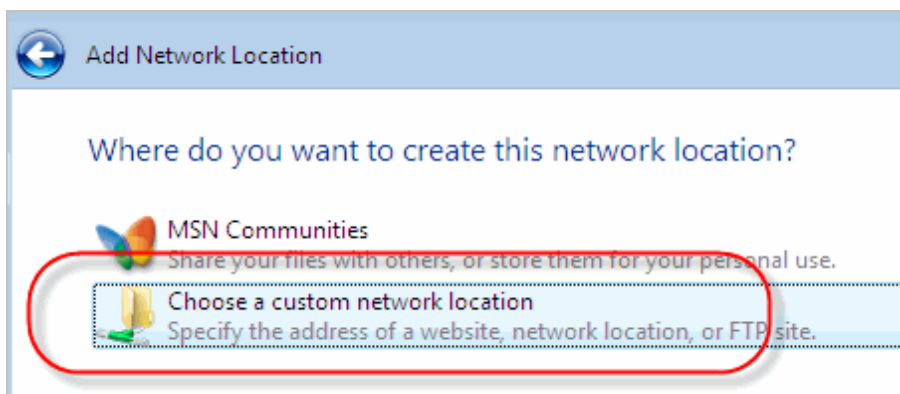
3. Select the Link at the bottom: "**Connect to a Web site that you can use...**"



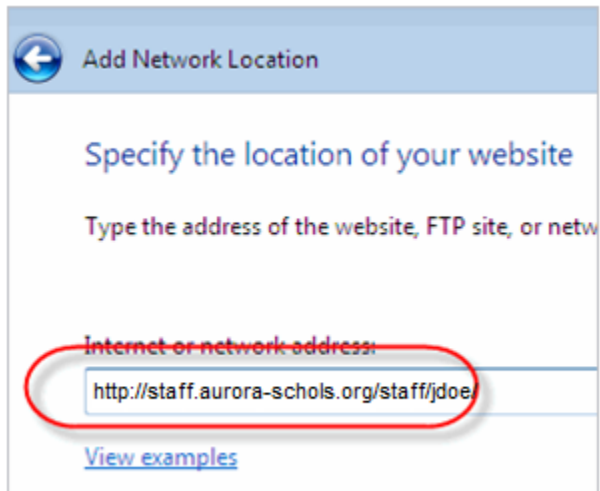
4. Click on **Next** from the "**Welcome to the Add Network Location Wizard**" dialogue window.



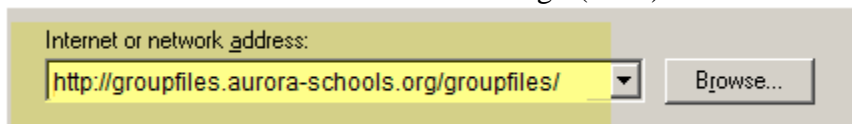
5. Select "**Choose a custom network location**" and click on **Next**.



6. Enter a correct URL for the share to which you want to connect - the example below will connect to a staff share on FPSA.

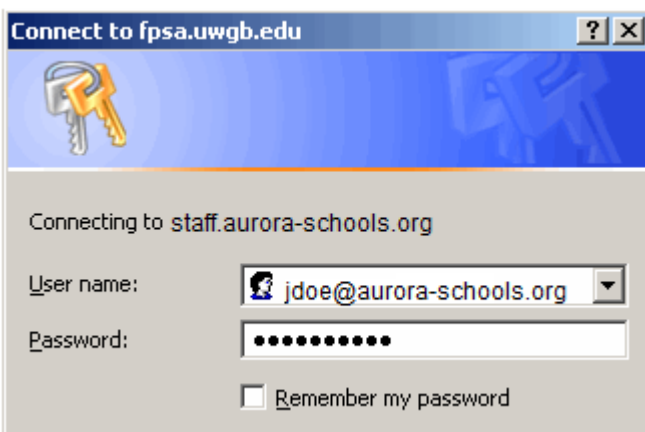


Students use the format: <http://students.aurora-schools.org/students/gradyear/userid/>
- make sure to close the line with a trailing / (slash).

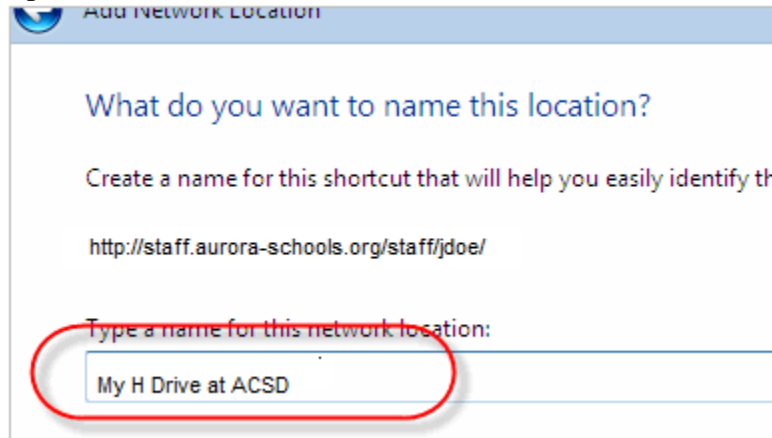


Use <http://groupfiles.aurora-schools.org/groupfiles/> to connect to the T: Drive, Group Files

7. After clicking Next, you are immediately prompted to login (authenticate) to the ACS D network. You will need to add the prefix “aurora-schools\” in the User Name line while entering your username.

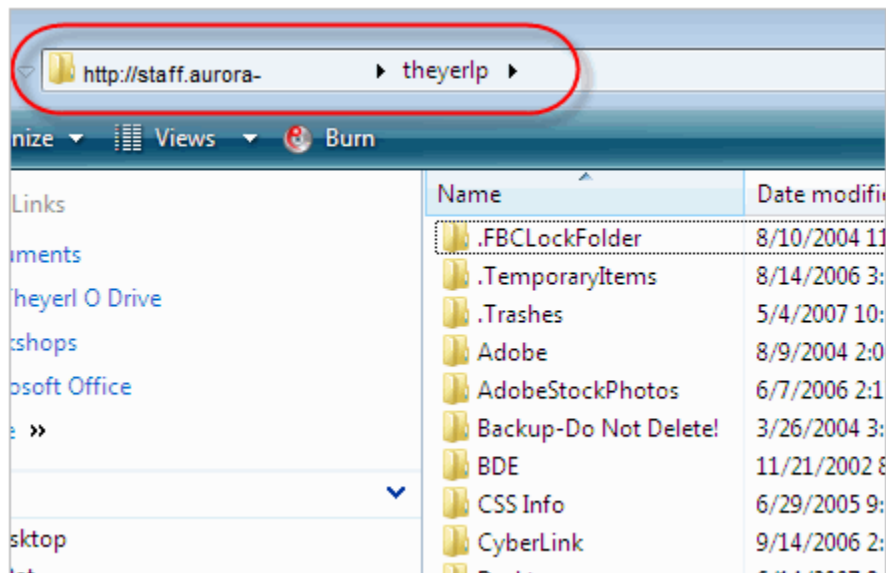


8. **Name the location** if you prefer something other than the name automatically created. (optional)

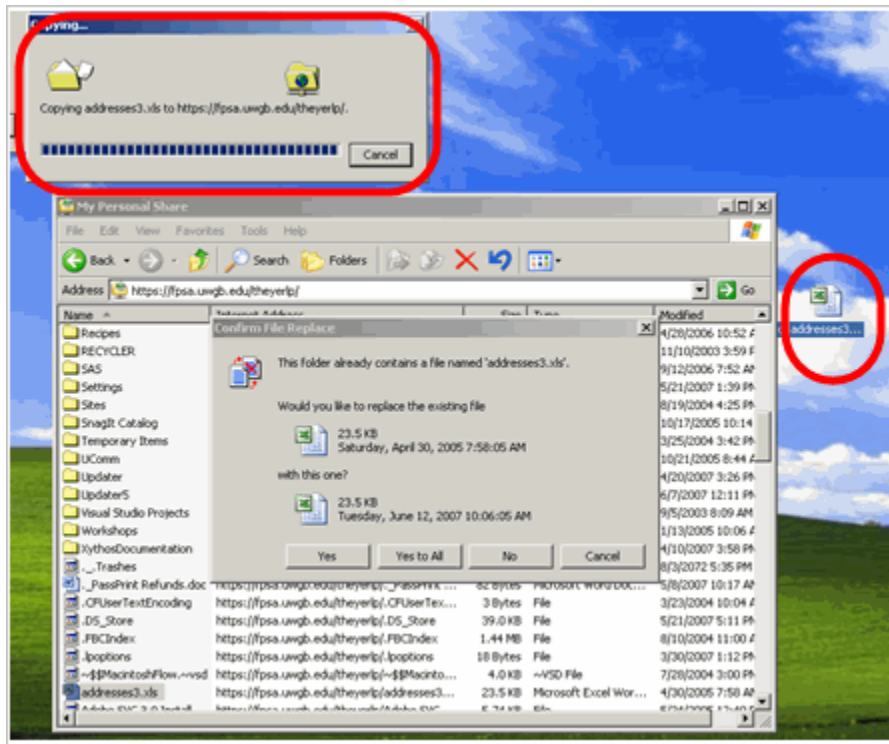


9. Click **Finish** at the "Completing the Add.." screen.

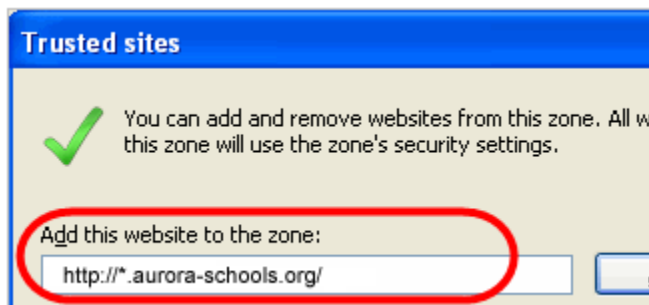
10. The mapped network share will open displaying all the files in the particular share.



11. It is recommended that you drag the files or folders you want to use to your home computer's desktop. Below is an example of a network file transported to the home desktop. The document was then edited and copied back to the network share.

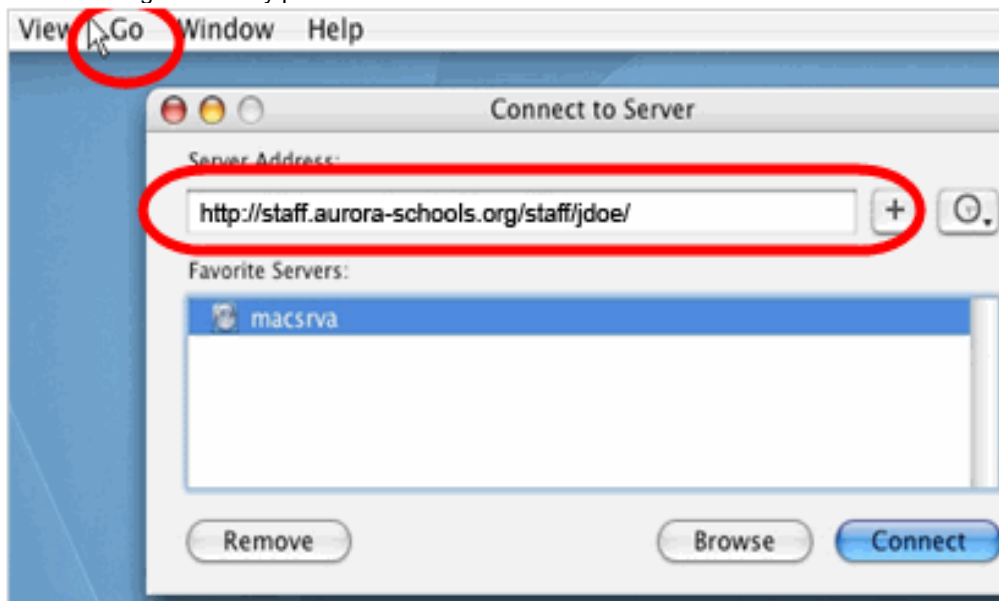


NOTE: You may want to add http://*.aurora-schools.org to your list of **trusted sites**. Within Internet Explorer, select **Tools, Internet Options, Security**. Select **Trusted Sites**, type in the url and select **Add**.

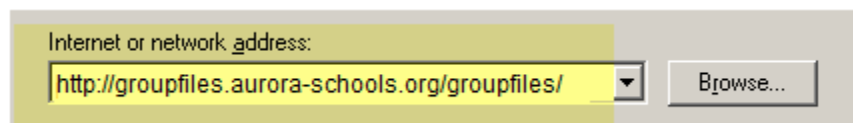


Connecting to WebDAV from your Macintosh (10.4 and up)

1. Click on the desktop and select **Go --> Connect to Server** from the menu bar. Below is an example of the syntax for connecting to a faculty personal share.

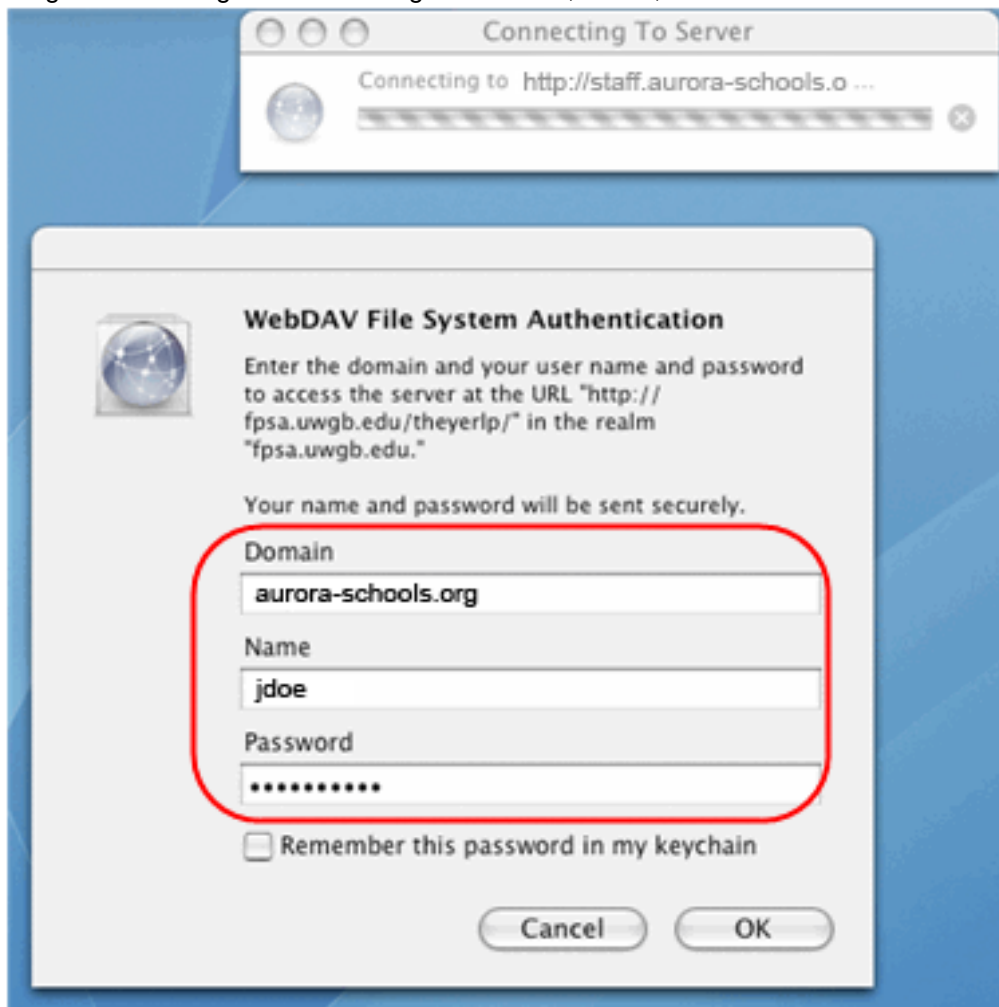


Students use the format: `http://students.aurora-schools.org/students/gradyear/userid/`



Use <http://groupfiles.aurora-schools.org/groupfiles/> to connect to the T: Drive, Group Files

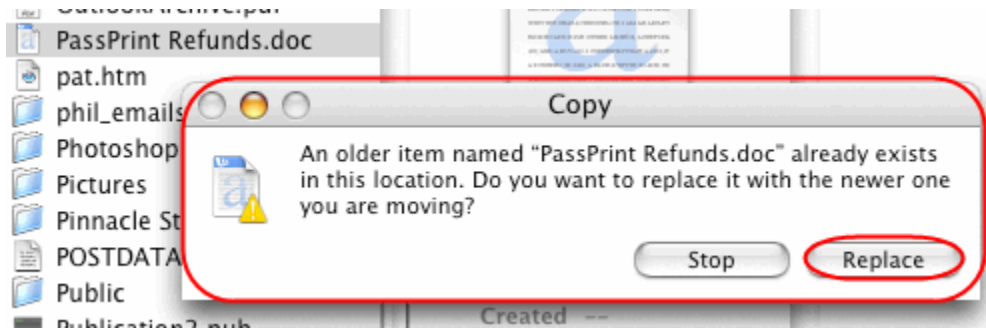
2. While Connecting to the Server, you will be prompted to authenticate to the ACSD network. Use the image below as a guide for entering the Domain, Name, and Password.



3. The connected network drive will then appear on your desktop as a 'network' drive. (See image below)



4. Open the drive, select the document(s) you want to edit and drag them to the desktop. Edit and Save the documents back to the desktop. To update your files on the network, simply drag the items from the desktop back to the network drive. If you use the same file names, you will be prompted to overwrite the existing file(s).



5. To **save** the Network drive settings, drag the globe icon to the right-side of the dock. The right-side of the dock is reserved for files, folders, and search results.



6. To **disconnect** this network drive, click on the drive's icon  and drag it into the **Trash** on the Dock.

