

Remote File Access via WebDAV (for Personal Computers\Res Life\Off Campus)

[Windows PC Instructions](#) | [Macintosh Instructions](#) | [Vista Instructions](#) | [Windows 7](#)

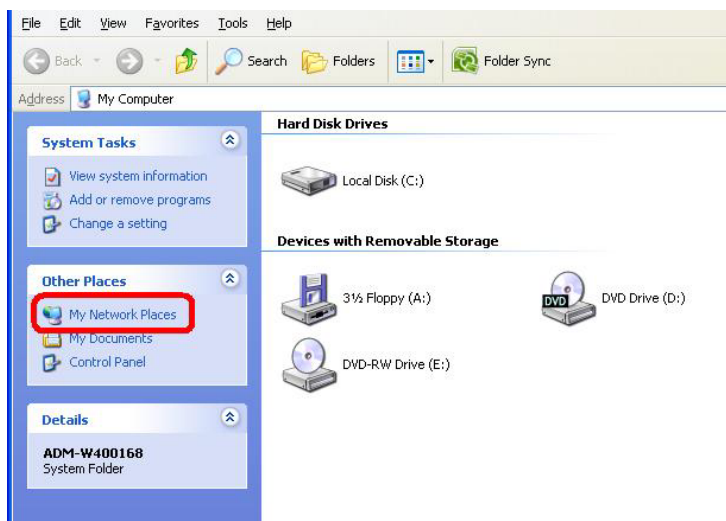
WebDAV is an abbreviation for **Web-based Distributed Authoring and Versioning**. WebDAV provides the functionality to create, change and move documents on a remote server as if they were stored in a local directory on your personal computer. It can replace FTP (File Transfer Protocol) and VPN for transferring files between campus network drives and home computers.

WebDAV is available to Windows or Macintosh users on faculty/staff home directories only, which are more familiar to some users as "My Documents."

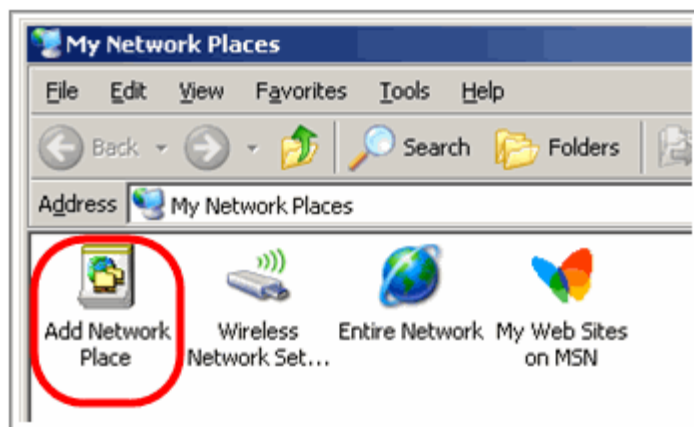
Connecting to WebDAV from your off-campus Windows PC:

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

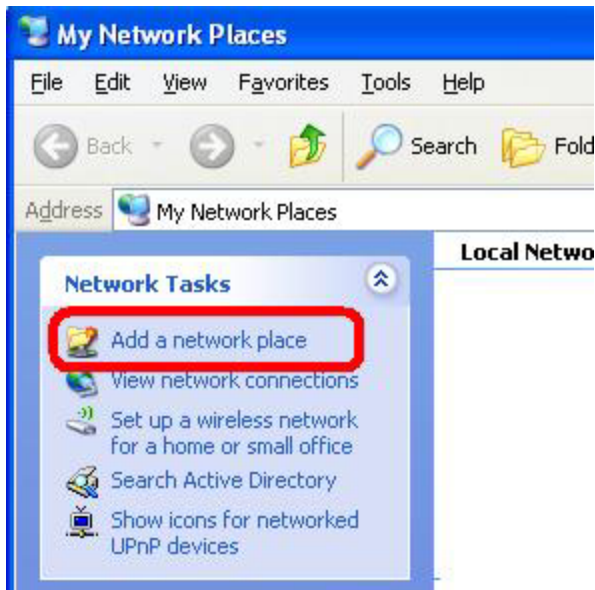
- Click on the **Start** menu and select **My Network Places**.
- If there is no My Network Places on the start menu, you will have to go to **My Computer** and select **My Network Places** on the left side menu.



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



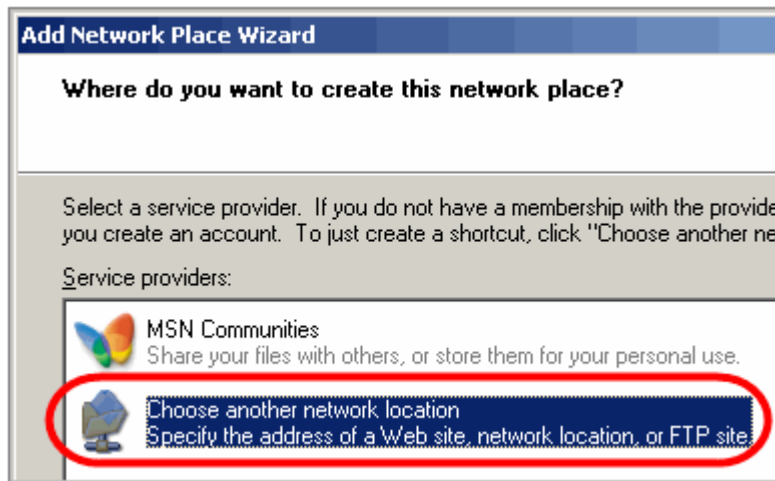
If there is no Add Network Places icon, click on **Add a Network Place** under the Network Tasks menu on the left.



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. (The address should end with your username in place of the firstname.lastname shown below.)



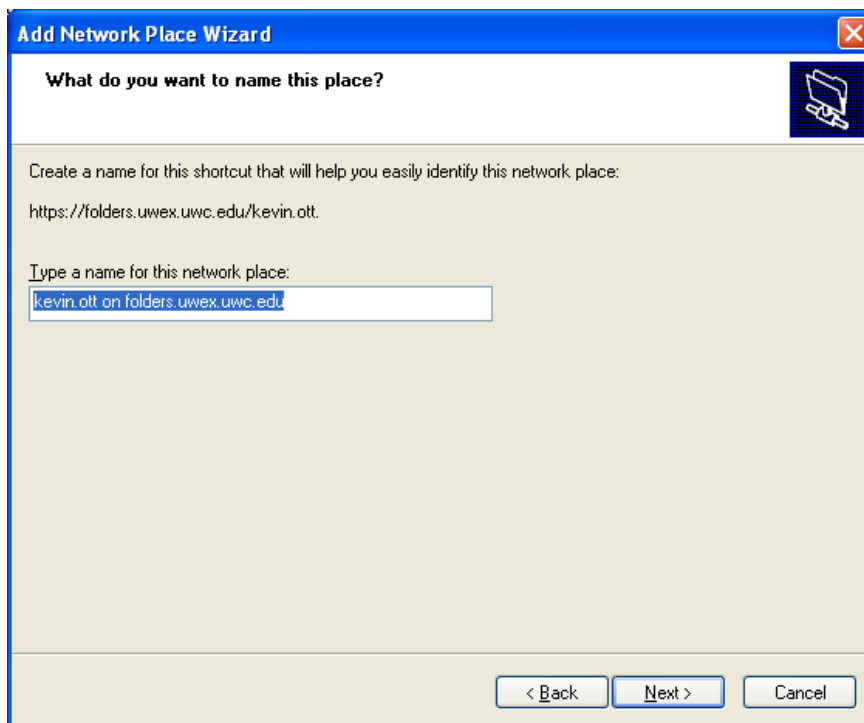
6. You may receive the following message. There is no security risk, this is sometimes caused by an issue with the certificate. Simply select **Yes** to continue



7. After clicking Next, you are immediately prompted to login (authenticate) to the UWCX network. Use the same username and password that you use to login to your campus computer.



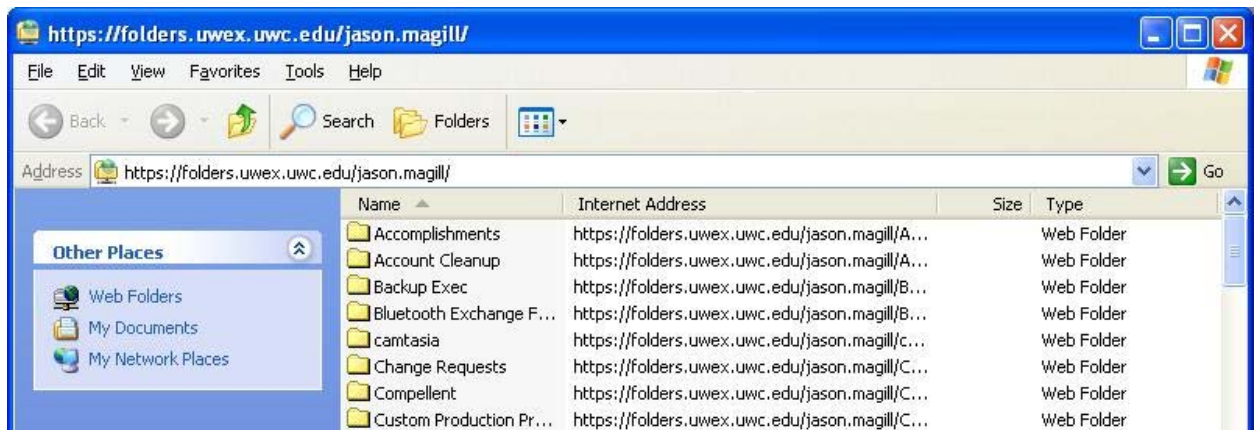
8. You will then be prompted to name the network connection you have setup. You can use the default name that will pop up as in the example below, or you can name the connection something such as "UWC Folders" if you like.



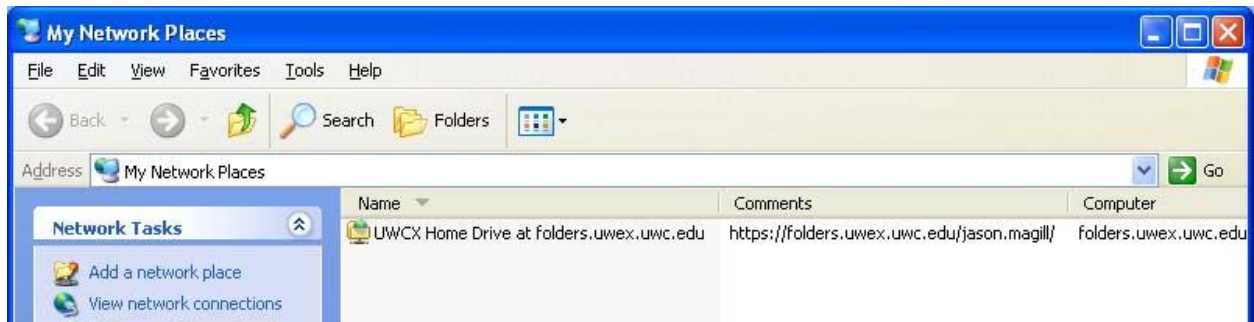
9. To open the new connection, keep the "Open this network place when I click Finish" box checked and click **Finish**. You will need to log in again using your UserID (in the form *firstname.lastname*) and password. If the log in window does not pop up in front of the network wizard window, look for the log in window in the task bar.



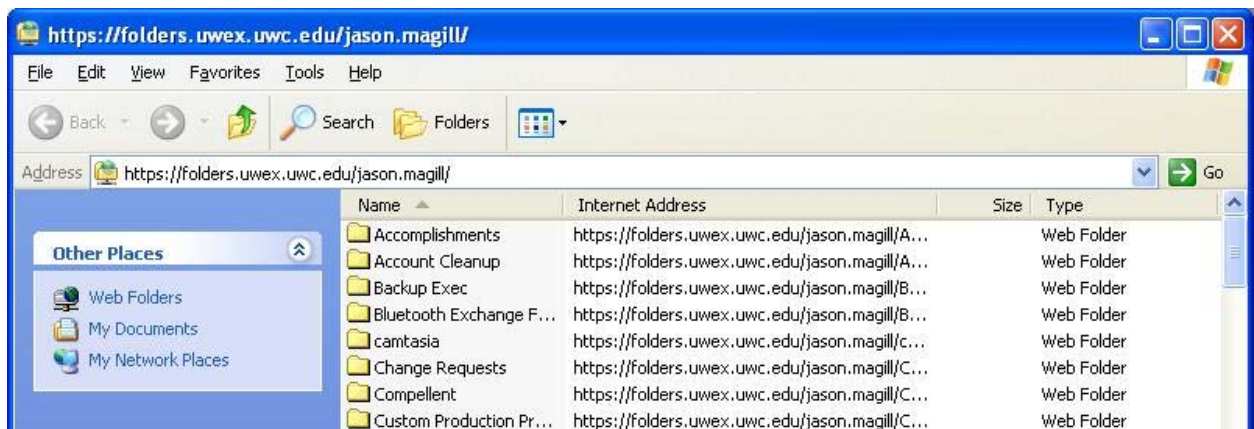
10. Upon successful login, a folder window will open up revealing all of the files in your home folder/My Documents as shown in the following example.



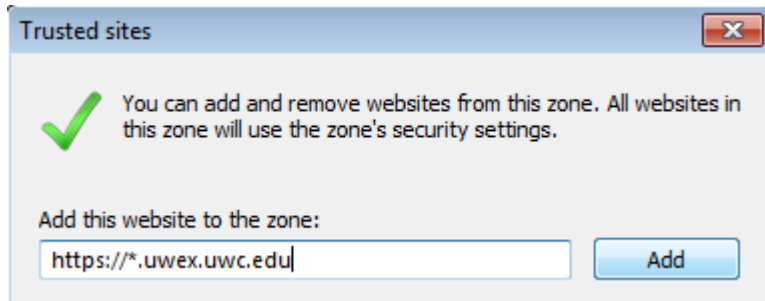
11. An icon for the share will be created within the My Network Places window.



12. 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 and password once whenever you restart your PC.



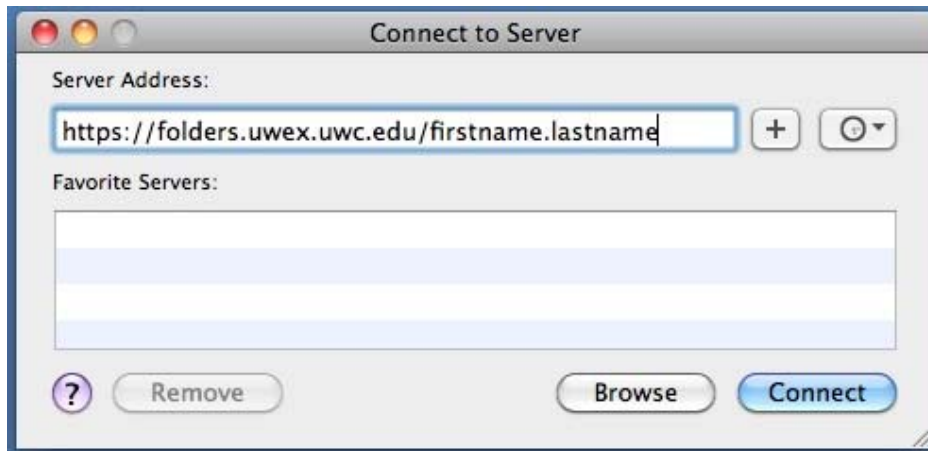
NOTE: You may want to add `https://*.uwex.uwc.edu` to your list of **Internet Explorer trusted sites**. Within Internet Explorer, select **Tools, Internet Options, Security**. Select **Trusted Sites**, type in the URL and select **Add**. Doing so will suppress the warning message when accessing this services from a remote location.



Connecting to WebDAV from your off-campus Apple (10.4 and up)

WebDAV is an abbreviation for **Web-based Distributed Authoring and Versioning**. WebDAV provides the functionality to create, change and move documents on a remote server as if they were stored in a local directory on your personal computer. It can replace FTP (File Transfer Protocol) and VPN for transferring files between campus network drives and home computers.

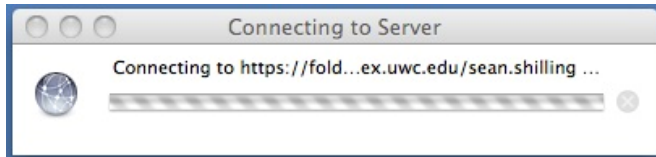
1. Click on the desktop and select **Go --> Connect to Server** from the menu bar. In the **Server Address** box type the address "https://folders.uwex.uwc.edu/firstname.lastname". Replace "firstname.lastname" with your username.



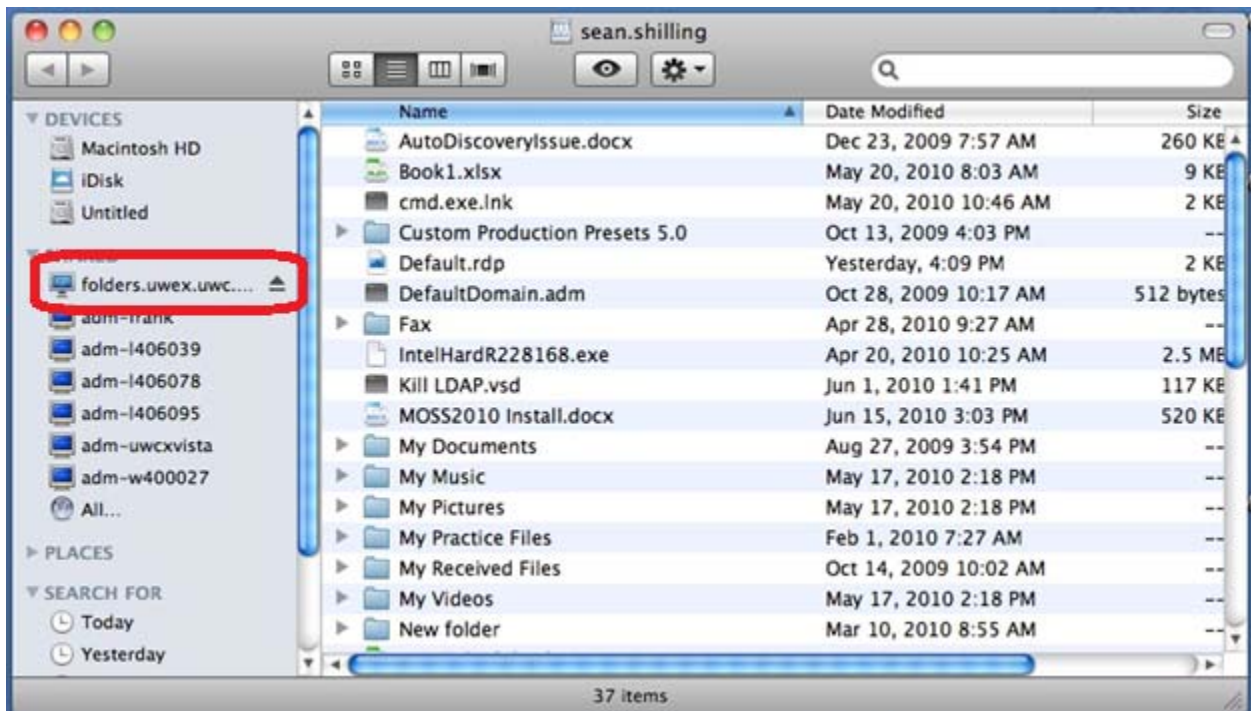
2. You may receive the following message. There is no security risk, this is sometimes caused by an issue with the certificate. Simply select Yes to continue.



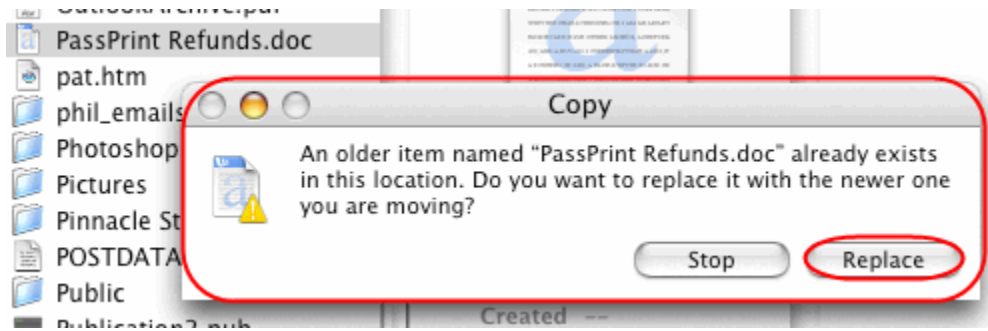
2. While connecting to the Server, you will be prompted to authenticate to the UWCX network. Use the image below as a guide for entering the username (firstname.lastname and Password.) Use the same username and password that you use to logon to your campus computer.



3. The connected network drive will then appear on your desktop as a 'shared' 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).

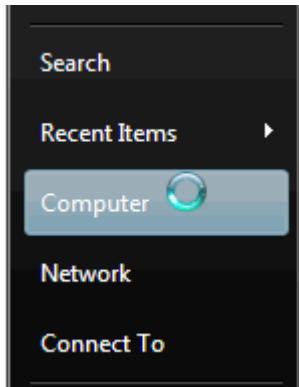


Connecting to WebDAV from your off-campus Vista or Windows 7 PC

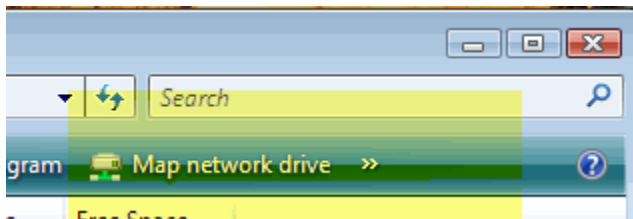
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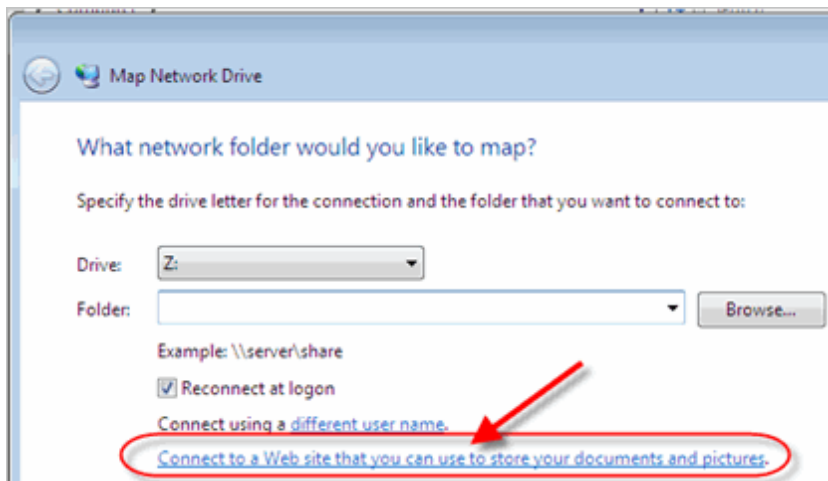
1. Navigate to "**Computer**" (Windows Explorer) from the **Start menu**.



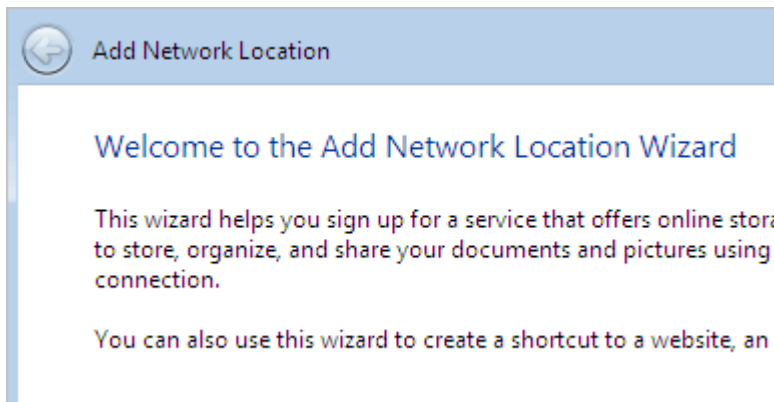
2. Select "**Map network drive**" from the Explorer window.



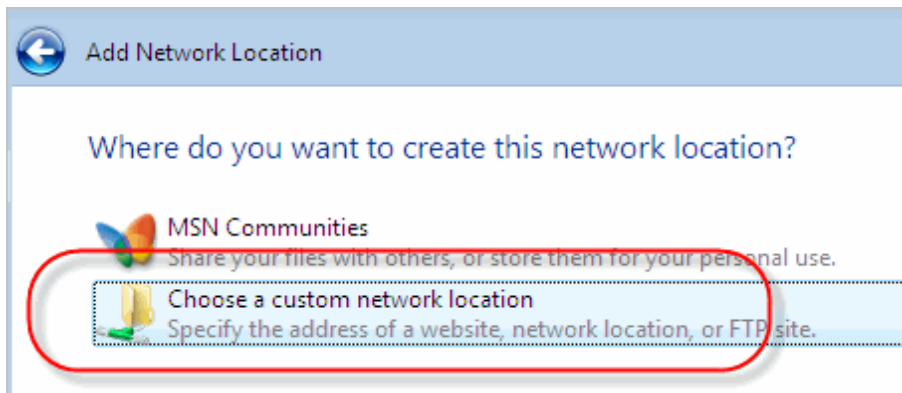
3. Select the Link at the bottom: "**Connect to a Web site that you can use...**"



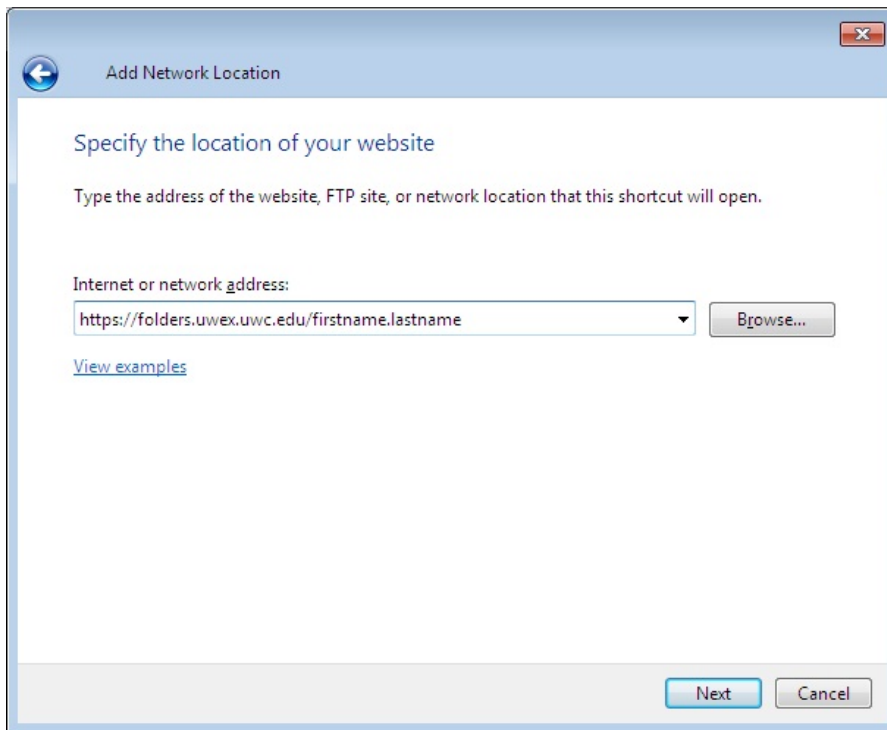
3. Click on **Next** from the "**Welcome to the Add Network Location Wizard**" dialogue window.



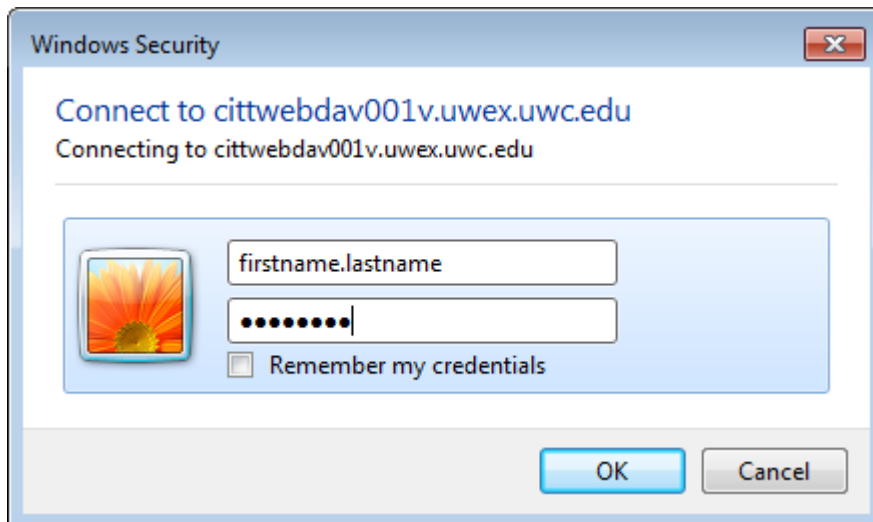
5. Select "**Choose a custom network location**" and click on **Next**.



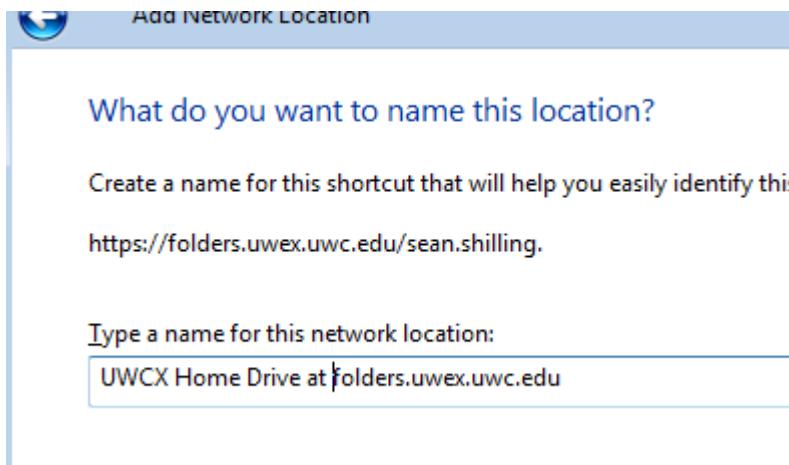
6. **Enter a correct URL for the share** to which you want to connect - the example below will connect to your staff home directory.



7. You are prompted to authenticate to the UWCX network. Use the same username and password that you use to logon to your campus computer.



8. **Name the location** if you prefer something other than the name automatically created. (optional) Enter a name that will help you identify and select this "location" again in the future.



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

Completing the Add Network Location Wizard

You have successfully created this network location:

[UWCX Home Drive at folders.uwex.uwc.edu](https://folders.uwex.uwc.edu/sean.shilling)

A shortcut for this location will appear in Computer.

Open this network location when I click Finish.

10. The mapped network share will open displaying all the files in the particular share. You can find this location again by click on “My Network Places”

