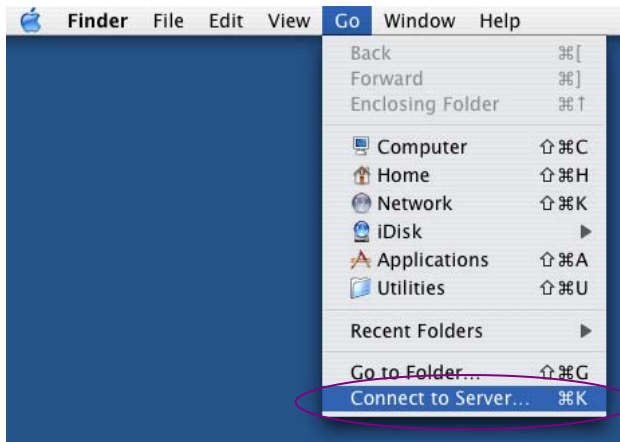


WebDrive and Mac OS X



1 EASY Access to WebDrive via a Mac OS X Computer:

WebDrive is the University's file storage system for storing files and hosting personal web-pages. In addition to accessing your WebDrive space via web browsers such as Internet Explorer or Safari, you can easily connect *directly* to the WebDrive server using a Mac OS X computer.



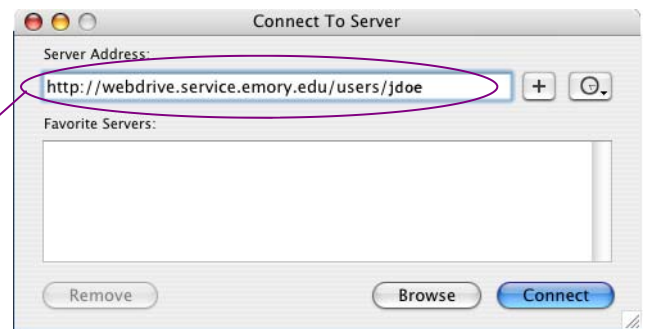
From a Mac OS X computer, pull down the "Go" menu and select "Connect to Server".

2

3 In the Connect to Server dialog box, type in the WebDrive server address:

`http://webdrive.service.emory.edu/users/youruserid`

Then click "Connect".



Next, type your netid and password in the WebDAV authentication box (this will be the same username and password you use to logon to computers in Cox).

Click "O.K."

4

5 An icon will appear on your desktop like the one you see here (except *your* username will appear not “jdoe”).

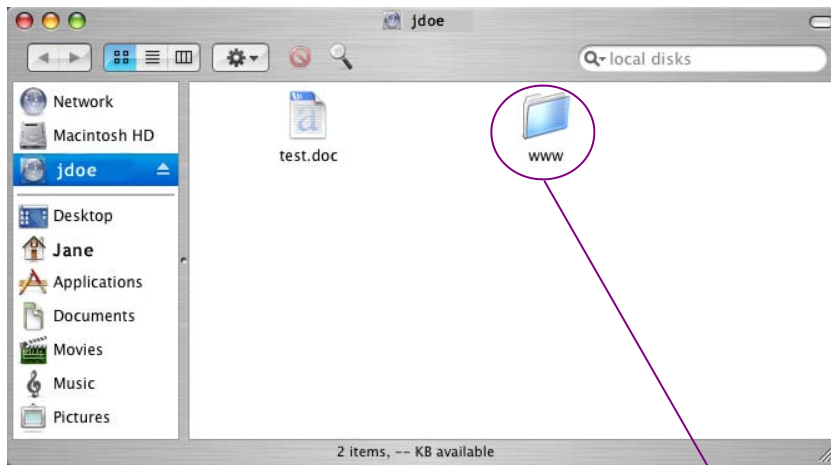
Double click this icon to access your space on WebDrive.



6 Uploading Files:

You should now see the window shown below. This is your WebDrive space. You can simply drag and drop files into this window to save them to WebDrive. You can even drag and drop entire folders into your WebDrive space using this method. Files uploaded into WebDrive can be accessed from any computer with an internet connection by going to:

<http://webdrive.service.emory.edu/users/youruserid>



7 Hosting Webpages:

In order for WebDrive to host your personal web page, you must have a `www` folder. If you do not have a `www` folder, you can create one by clicking `File > New Folder`. Make sure you rename the folder `www` (all lower case). All web content must be saved in this directory to be accessible from your webpage.

8 **Note:** The homepage, or first page, of your personal website should be named ***index.html*** or it will not load. Subsequent pages can be named whatever you want, but be sure there are no spaces in the file names and it's usually better to stick with all lower case.

9 Site Address:

Anyone may view your personal web page over the internet at the following address:

<http://userwww.service.emory.edu/~youruserid>