

# WebDrive & Web Pages



## 1 What is WebDrive?

WebDrive is the University's new file storage system for storing files and hosting personal web-pages. Users are able to access their files via an Internet browser such as Internet Explorer or Safari. University users need only their Emory University network ID and password to access the WebDrive Server.

### Accessing WebDrive:

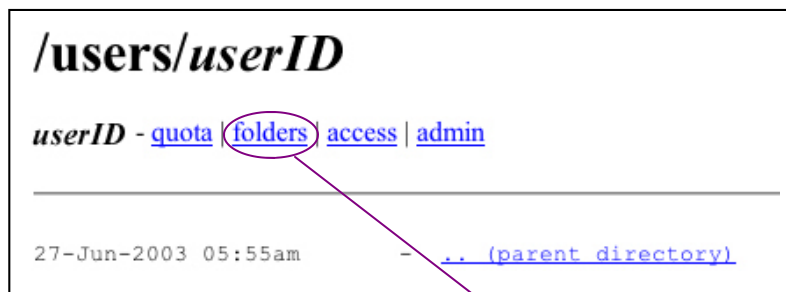
## 2

Accessing your personal WebDrive Space is simple. Enter the following link into your web browser's address bar. Be sure to substitute your Emory University Network ID in place of <userID>.

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

A login box will pop up and you should enter your Emory NetID and password.

After logging in, you will see a screen similar to the following. This screen is called the *Home Screen*:



3 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 following these steps: **1)** At your Home Screen click the link "folders"; **2)** Type "www" in the Create Folder box as in the screen below; **3)** Click "create".

QUOTA  
ACCESS  
Edit Read  
ADMINS  
OPTIONS  
FOLDERS  
(parent)



**4)** Now click the [/users/userID](#) link at the top to return to your Home Screen and proceed.....

**4** Once back at your Home Screen, click on the link to your newly created “www” directory...

**/users/userID**

**userID - quota folders access admin**

and then click the “folders” link.

27-Jun-2003 05:55am - (parent directory)  
27-Jun-2003 08:54am **www/**

## 5 Uploading Files:

You should now see the window shown below. Click the Browse button to locate the file you want to upload on your local machine.

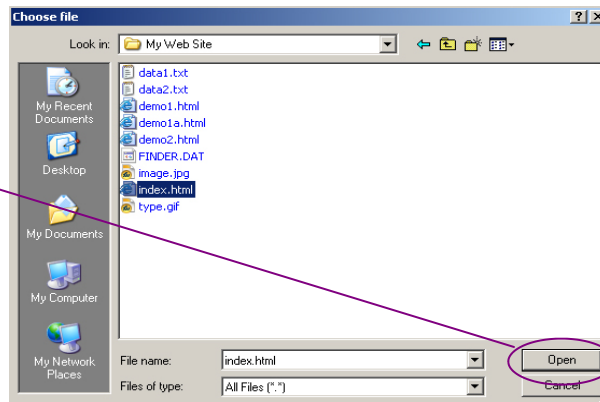
QUOTA  
ACCESS  
Edit Read  
ADMINS  
OPTIONS  
FOLDERS  
(parent)

**/users/userID /www**

Upload:  **Browse...**

Create Folder:

**6** Select the file and click open.



Now click upload.

You should see your file listed. It is now on the network and can be accessed from any web browser. Repeat the process for additional files.

**7**

QUOTA  
ACCESS  
Edit Read  
ADMINS  
OPTIONS  
FOLDERS  
(parent)

**/users/userID /www**

Upload:

Create Folder:

**8 Special Note:** Every time you make a change to your web page, you must save the new file and re-upload it using the instructions above.

**Also 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>