

# Novell Network

for OS X and Windows XP, Vista

## Web-based Network File Access



**Note to students:** If you cannot access the network or the Internet, please see the *Network Registration* document.

### Accessing Your Account

There are two servers for administrative and academic use on the network. The server names are **Admin** and **Academic**.

#### Accounts and Passwords

All Macalester students, staff and faculty automatically have accounts on the Macalester network and the e-mail server. Check the on-line Macalester directory found on the Macalester home page or *1600grand* before you attempt to e-mail anyone in the Macalester community. For more information about username and password conventions, see the *Computer Accounts* document.

### NetStorage

NetStorage is a web program that allows you to access your storage space on the network, in addition to the departmental/organizational Group space, Course folders and the Web server from on or off campus. NetStorage is only used to download and upload files. You do not need to be logged into the network to use NetStorage.

Note: In order to upload files to NetStorage, you must first disable popup blocking in your browser. To make an exception in Firefox (the campus supported browser) to allow popups for NetStorage:

- Choose Firefox> Preferences (Macintosh) or Tools> Options (Windows)
- Click the **Content** button
- Next to Block pop-up windows, click the **Exceptions** button



- In the "Address of web site:" field, type *academic.macalester.edu* and click the **Allow** button
- In the same field, type *admin.macalester.edu* and click the **Allow** button and then close the window
- Close the Content window (click the **OK** button for Windows)

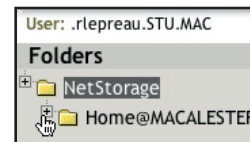
#### Accessing NetStorage

- Open a browser and go to *webfile.macalester.edu*
- Type in your network username and password

In the sidebar on the left, the directory for your network account is displayed.

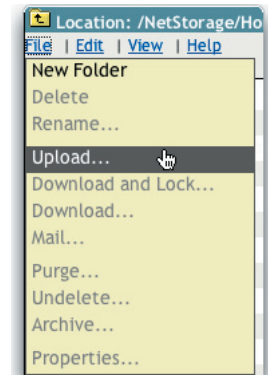
Note: The G and M drives are your Groups and Common drives. The N and O drives are for the other server. DriveW@DOCS is for the Web server and the K drive is for Courses.

- Click on the small plus sign next to "Home@MACALESTER" to display the contents of your account



## Uploading Files

- If you wish to upload files into a specific folder, double click on that folder to open
- Click the **File** link and choose **Upload...** from the menu
- Click the **Browse** button and select the file you wish to upload
- Click the **Open** button
- If you wish to upload another file, click the plus icon beside the **Browse** button and choose another file
- When you are finished, click the **Upload** button



## Downloading Files

- Check the box next to the file(s) you wish to download
- Click the **File** link and choose **Download** from the menu
- Select **Save to disk** and click the **OK** button

Depending on your browser settings, the file(s) will be downloaded directly onto your hard drive or desktop, or you may choose a location for the file(s) and click the **Save** button.

## Creating New Folders

- Click the **File** link and choose **New Folder** from the menu
- Type in the name of the folder
- Click the **OK** button

## Logging Out

- Click the **Logout** button in the upper left hand area of the page

