How to Access WEBDISK on

Faculty of Education lab computers

Introduction

- Webdisk is a system that allows you to **store your files on an IT server so that they are easily accessible from any internet connected computer.**
- Webdisk is perfect for saving files (pdf, images, etc.) too large to fit on a floppy disk.
- Webdisk files are automatically backed up every day, so they can be recovered.
- A full user manual is available at http://www.ucalgary.ca/it/help/articles/webdisk/client733

Here's How to Use Webdisk

U of C Webdisk.lnk

Double Click on U of C Web Disk icon on computer desktop

The following window will open: 1. 	• Fill in your IT Username and email password • A drive will be automatically selected • Your webspace location will appear in the Address (URL) box • Click on Run Windows Explorer after successful connection
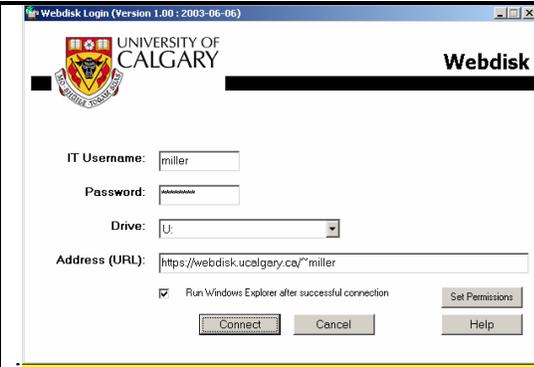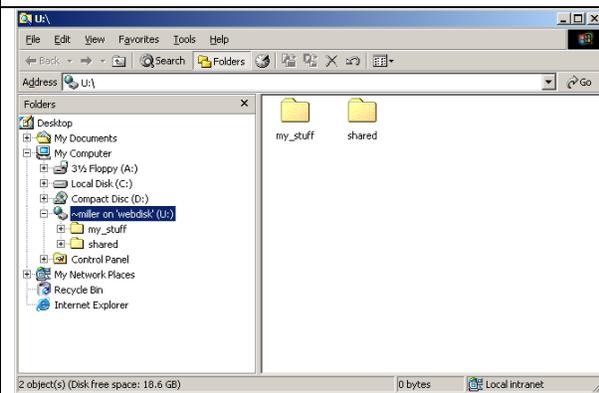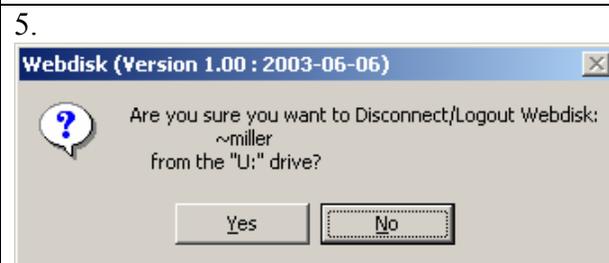
	• Click Connect button
	• Once you are connected to the webdisk, you should see this window.
	• If you selected "Run Windows Explorer after successful connection" (selected by default), you will see a window similar to this one • You can also see your webspace by double clicking My Computer. eg.: ~miller on 'webdsk" (U:)
5. 	• When you are ready to disconnect the webdisk, simply click on the "Disconnect" button. You will then see a popup window similar to the following window asking for confirmation: If you are "sure", then click on the "Yes" button. You will be disconnected from your webspace