

Accessing BC Web Folder via the Internet Browser

IMPORTANT INFORMATION BEFORE YOU GET STARTED

- Web folder contents are read-only when accessed via a web browser. For read/write access to your webfolder files, you must set up the webfolder via windows explorer in Windows 7 and Windows 10. See appropriate instructions to map the drive.
- Files that you delete from BC WebFolder are not retrievable.
- When you change your e-mail Password, your WebFolder password also changes.
- Your WebFolder Password is Case Sensitive.
- When you are accessing WebFolder off campus, the speed of access to your WebFolder depends on the speed of your Internet connection and may be slower than on-campus access.

In your browser, type in:

<https://filespace.brooklyn.cuny.edu/webfolder/Email-ID>

(or <https://146.245.200.70/webfolder/Email-ID>)

Where **Email-ID** is your BC e-mail username.

The screenshot shows a web browser window displaying the Brooklyn College website. The address bar shows the URL <https://filespace.brooklyn.cuny.edu/webfolder/email-ID>. The website has a dark red header with navigation links: ABOUT, ACADEMICS, ADMISSIONS, CAMPUS LIFE, NEWS & MEDIA, and ATHLETICS. Below the header is a search bar and a "SUPPORT BC" button. A secondary navigation bar includes "BC WebCentral" and links to "Calendar", "Offices and Services", "Library", "Career Services", "Honors Academy", and "Special Programs". A third navigation bar features dropdown menus for "Prospective Students", "Current Students", "Faculty & Staff", and "Alumni & Friends". The main content area features a large banner image of four students sitting on a blue bench, reading books. A dark red overlay on the left side of the banner contains the text: "Is one of your favorite books banned? It's Banned Books Month." with a "LEARN MORE" link. Below the banner are two news snippets. The first is titled "WHY BROOKLYN COLLEGE?" and includes a small image of a man and a woman. The second is titled "Conservatory of Music Professor Malcolm Merriweather Sees Choral Training as a Step Toward Preparing Global Citizens" and includes a small image of a man in a suit. At the bottom of the browser window, a yellow notification bar asks "Would you like to make Internet Explorer your default browser?" with "Yes", "No", and "X" buttons.

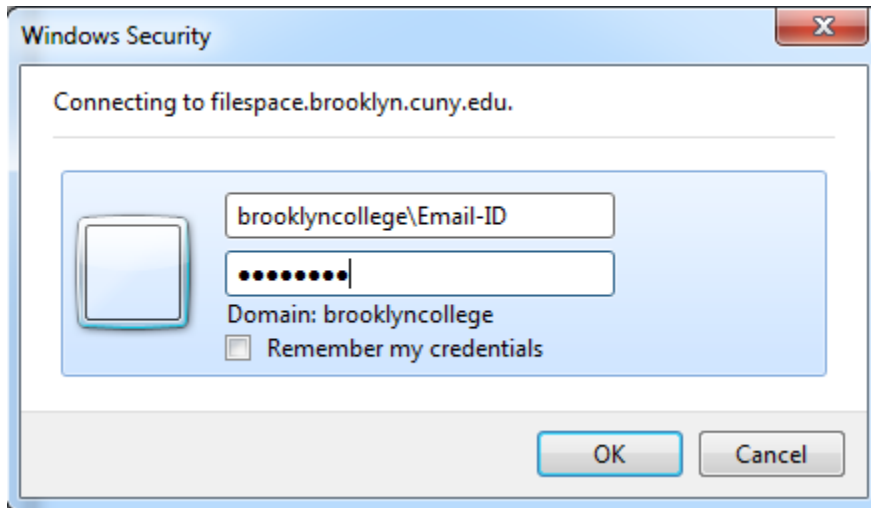
For User name, type [brooklyncollege**Email-ID**], where Email-ID is your BC e-mail username

Example: brooklyncollege**MaryS**

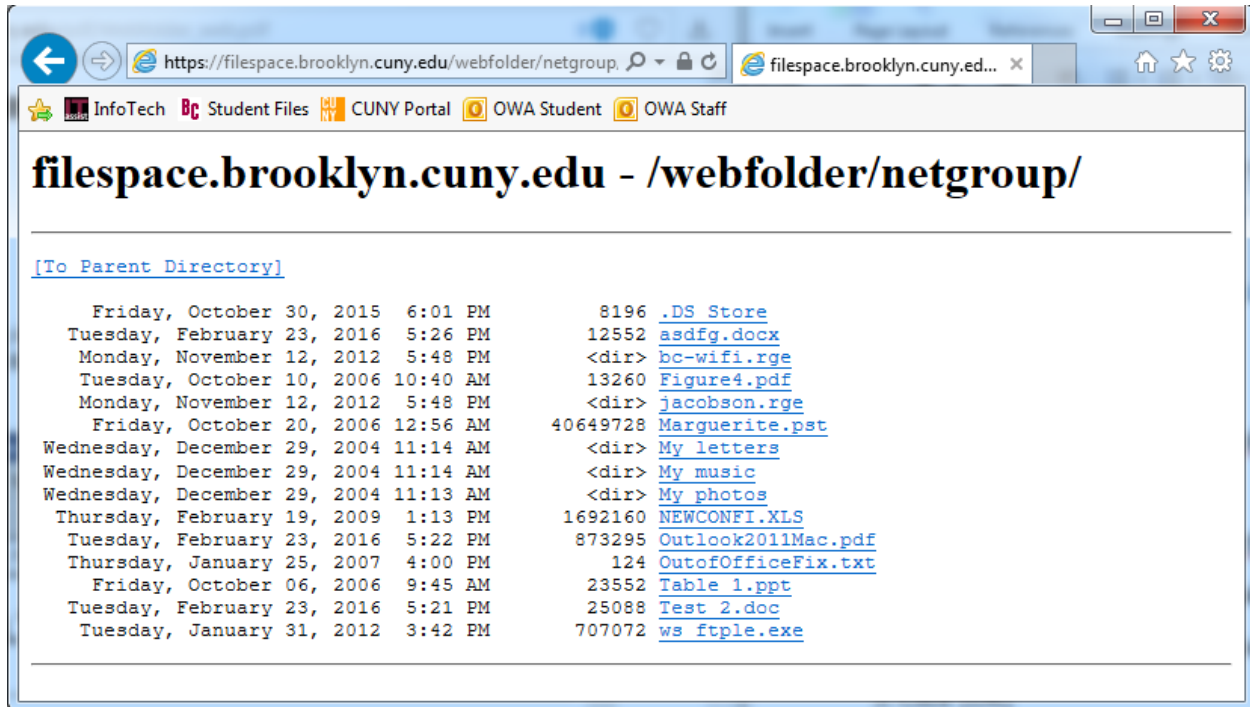
For Password, type your BC e-mail password.

NOTE: Both fields are case sensitive.

Click [OK]



RESULT: After typing in your correct credentials, you will see your web folder's directory in the browser.



Brooklyn College
Information Technology Services

WebFolder

WebFolder allows users to create, edit and manages files on remote web servers. It is available to faculty and Brooklyn College staff. The only requirements are a computer with an Internet connection and a Brooklyn College e-mail address.

BC WebFolder offers:

- The ability to drag and drop files into your web folders.
- Read-only access to your WebFolder files through an Internet Browser (Explorer).
- Easy set up in all Microsoft Windows platforms and Mac OS.
- The WebFolder user name and password are the same as your BC-Email user name and password.
- The WebFolder default URL address is

<http://filespace.brooklyn.cuny.edu/webfolder/email-ID> (or
<http://146.245.200.70/webfolder/email-ID>) where email-ID is your BC email user name.

Warning:

- Files that you delete from BC WebFolder are not retrievable.
- When you change your e-mail Password, your WebFolder password also changes.
- Your WebFolder Password is Case Sensitive.
- When you are accessing WebFolder off campus, the speed of access to your WebFolder depends on the speed of your Internet connection, and will probably be much slower than on-campus access.

For assistance with setting up your WebFolder, please contact:

ITS Network Support Services at 718-951-5861
(Email: Netgroup@brooklyn.cuny.edu).