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.
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.
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](http://filespace.brooklyn.cuny.edu/webfolder/email-ID) (or [http://146.245.200.70/webfolder/email-ID](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).