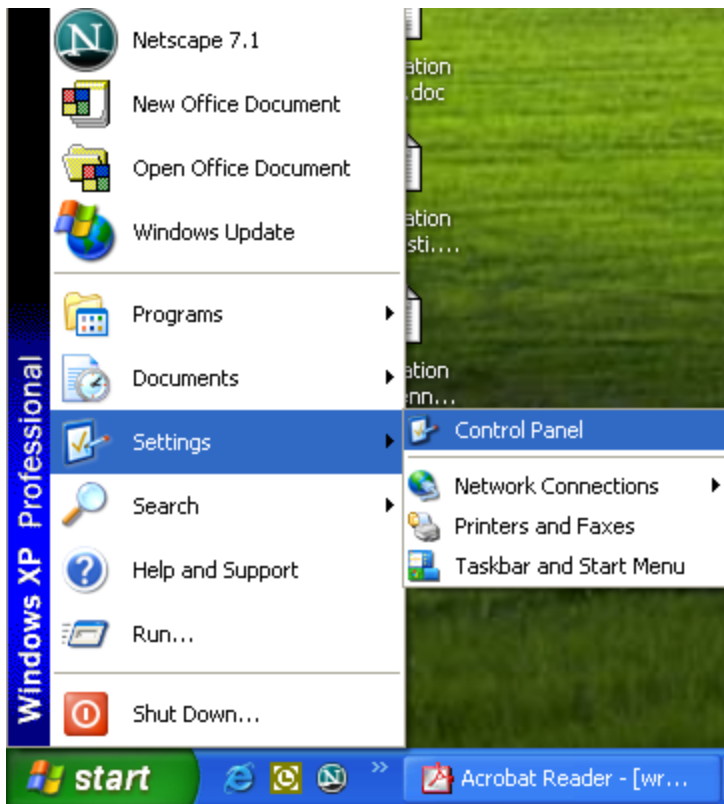


Setting up BC Web Folders for Windows XP

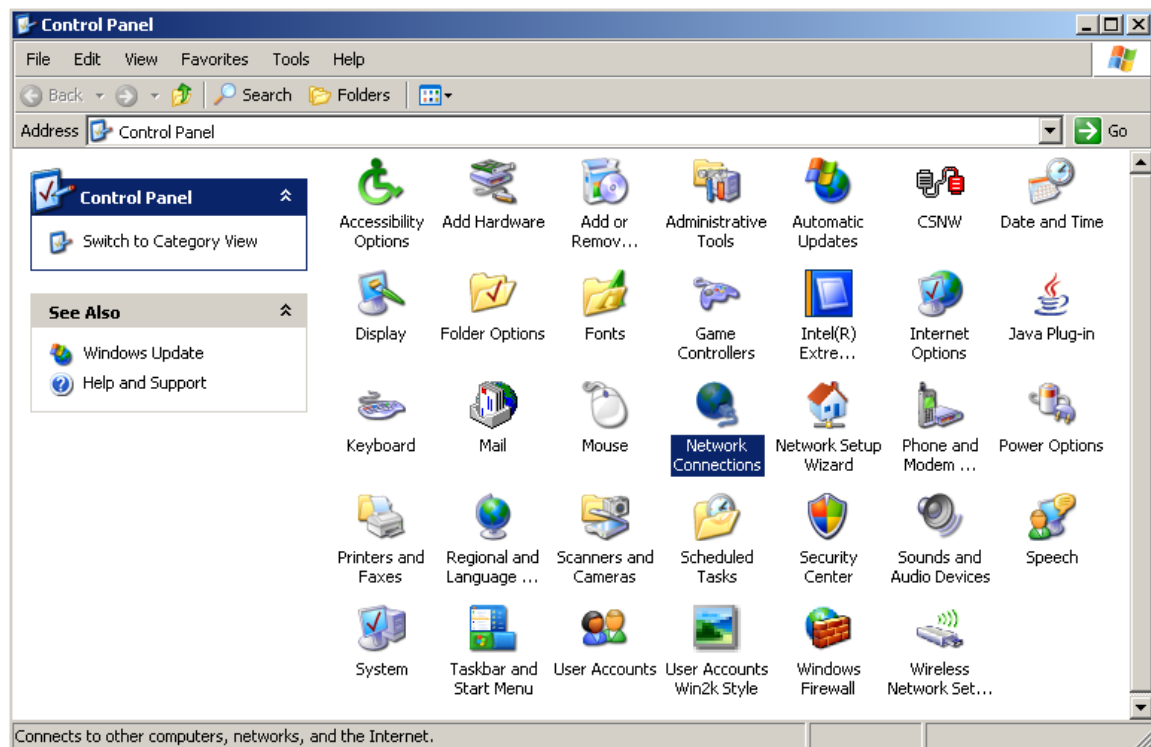
IMPORTANT INFORMATION BEFORE YOU GET STARTED

- The WebFolder set-up need be done only once on each computer. Once it has been set up, it will always appear in *My Network Places*.
- When you access the web folder you may be prompted to enter your BC email-ID and password. Remember to add brooklyncollege\ to your email ID and remember that these values are case sensitive.
- WebFolder can be used like you use other folders. You can drag and drop files into it or cut and paste files into it. You can select it as a destination folder when saving or retrieving files in applications.
- 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.

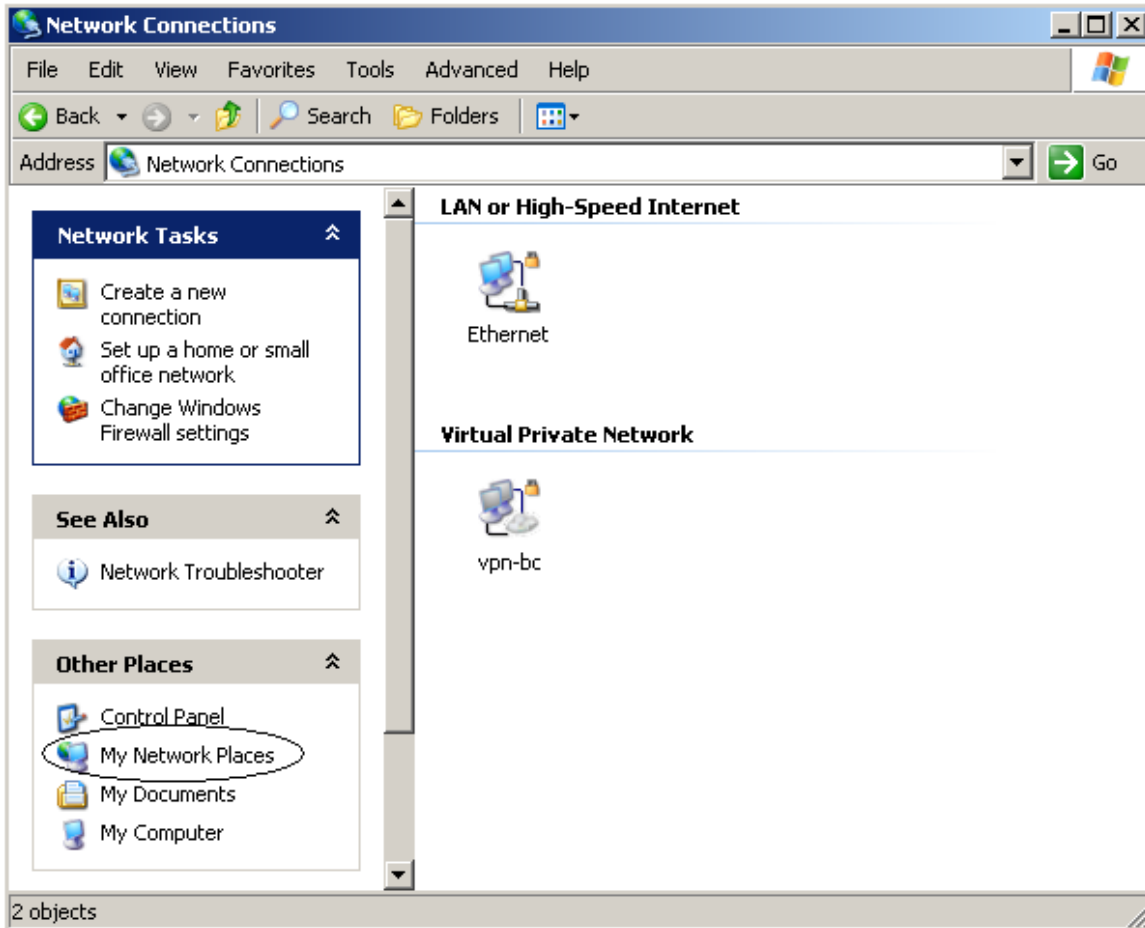
1. Go to *Start* -> *Settings* -> *Control Panel*



2. In *Control Panel*, double-click [Network Connections]

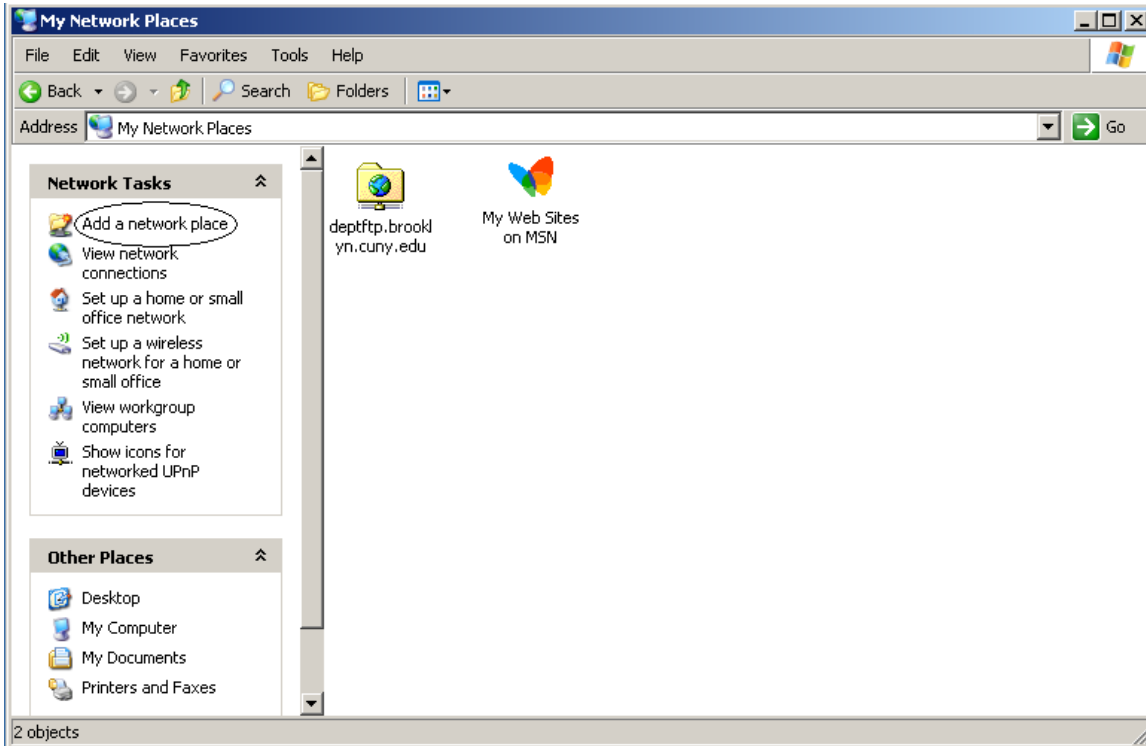


3. In the *Network Connections* window, click [My Network Places]

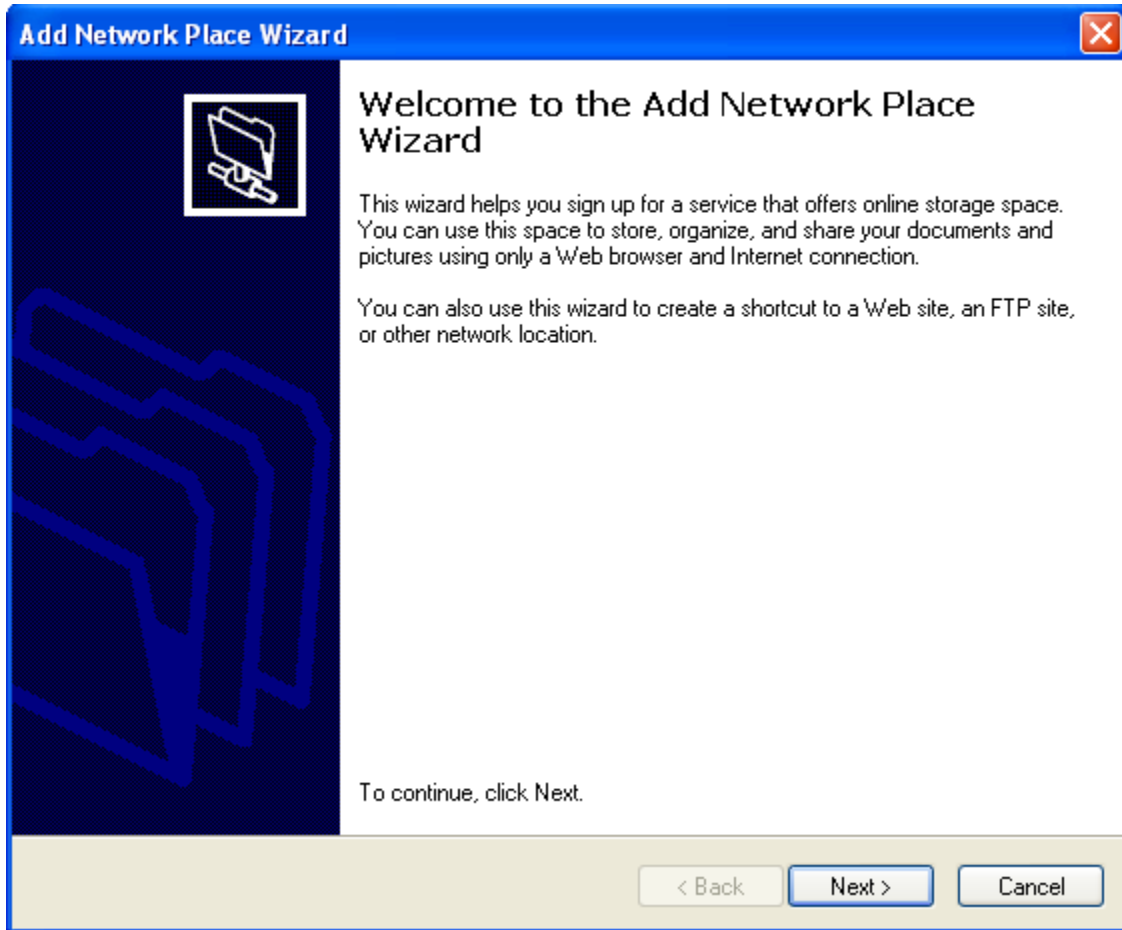


4. In the *My Network Places* window, click [Add a network place]

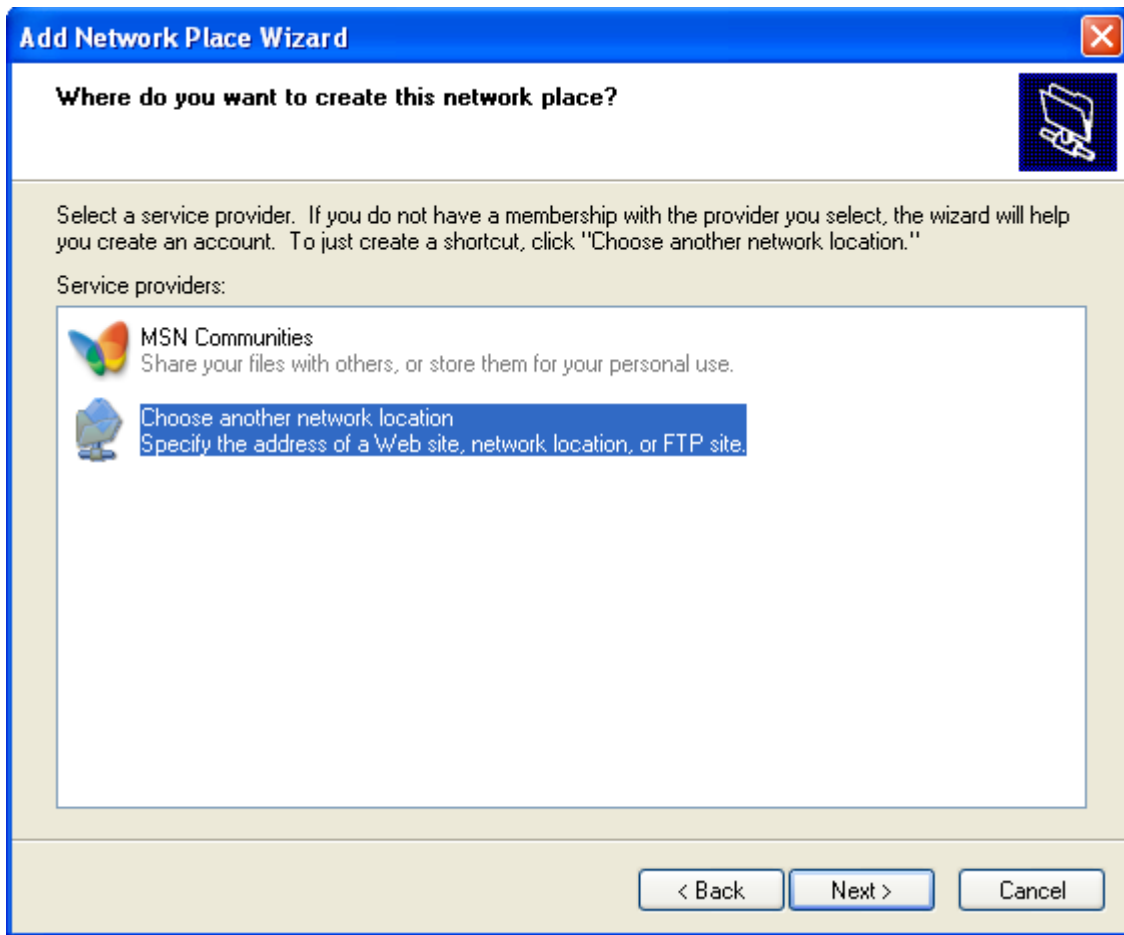
RESULT The *Add Network Place Wizard* window appears.



5. In *Welcome to the Add Network Place Wizard*, click [Next]



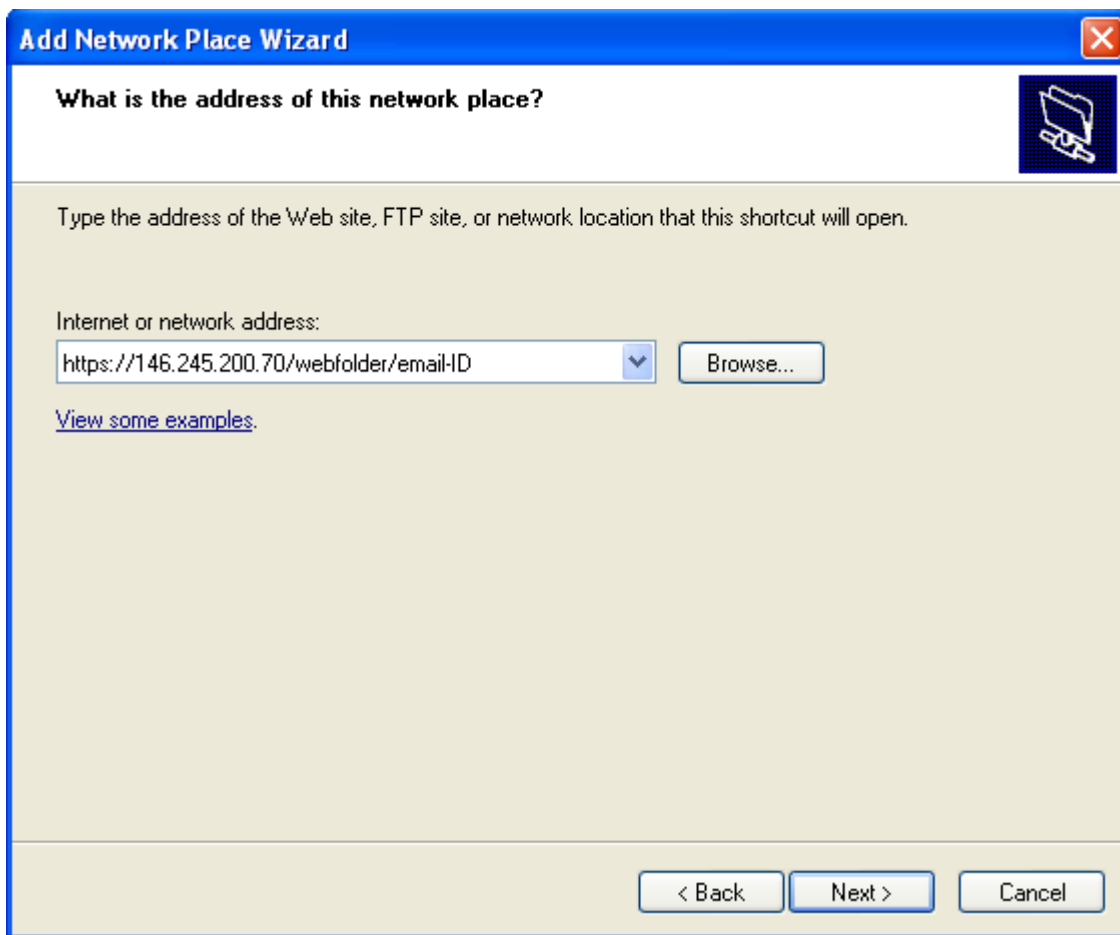
6. In the window: *Add Network Place Wizard*, *Where do you want to create this network place?* highlight “Choose another network location, Specify the address of a Web site, network location, or FTP site.” and click [Next]



7. In the window: *Add Network Place Wizard*, What is the address of this network place?, for the *Internet or network address*, type:

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

Example: <https://146.245.200.70/webfolder/maryL>



IMPORTANT

If a *Security Alert* window comes up, click [Yes]

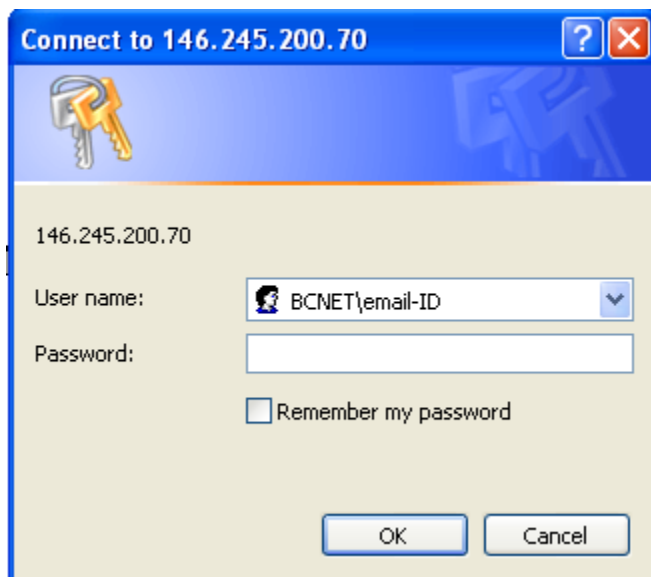


8. In the window: *Connect to 146.245.200.70*, type:

brooklyncollege\email-ID

In the *User name* field, substitute your BC email-ID instead of email-ID.

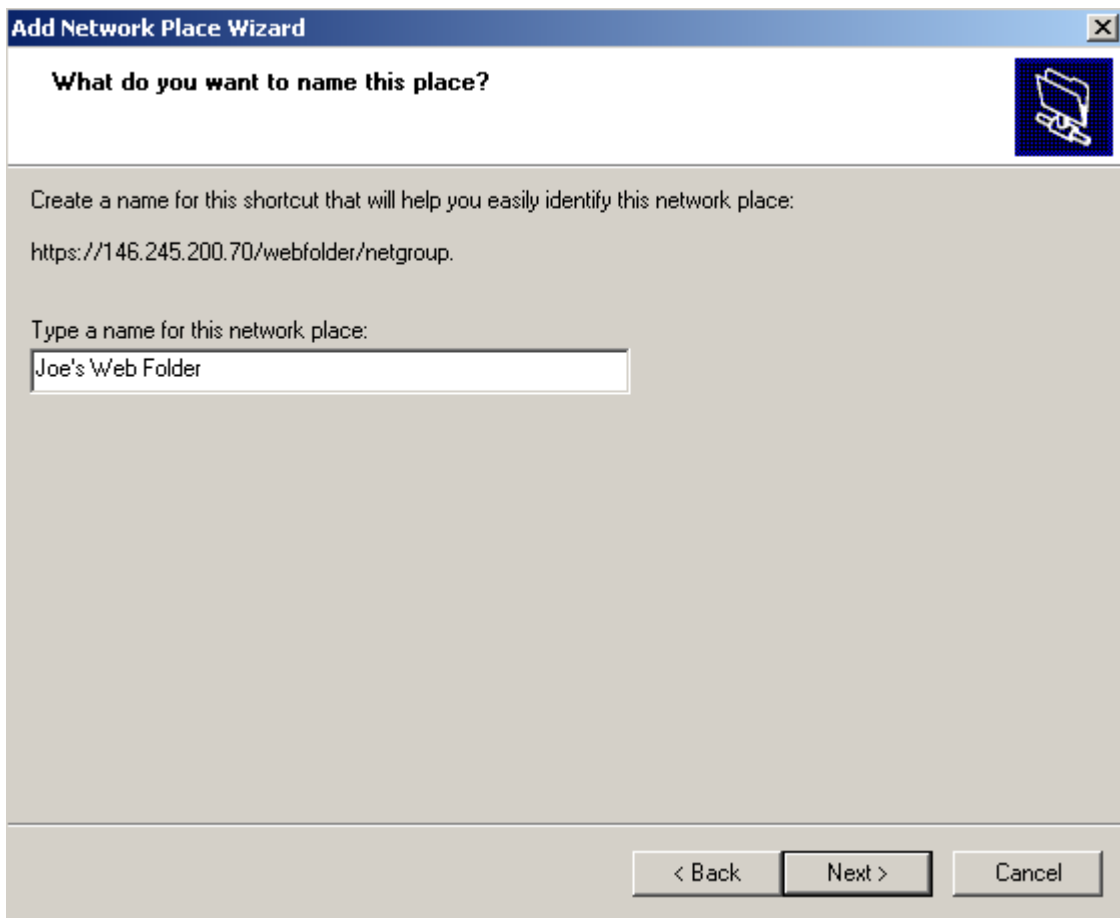
Type your BC email password in the *Password* field.



9. In the window: *Add Network Place Wizard*, What do you want to name this place?: Name your Web folder.

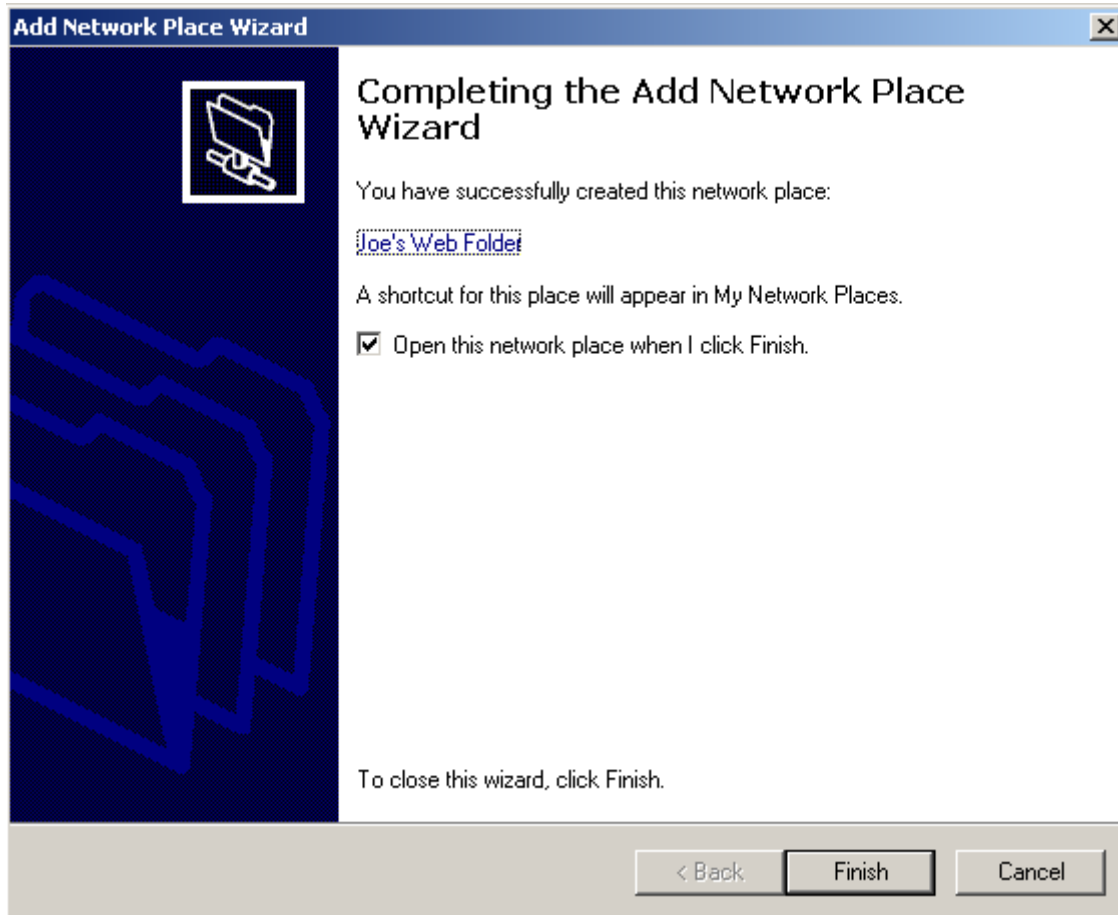
10. In the field: *Type a name for this network place*: Enter a descriptive name for the web folder. This will be the name of the folder on this PC. (For example, “Joe’s Web Folder”). The default value is a cryptic *BC email-ID on 146.245.200.70*.

11. Click [Next]

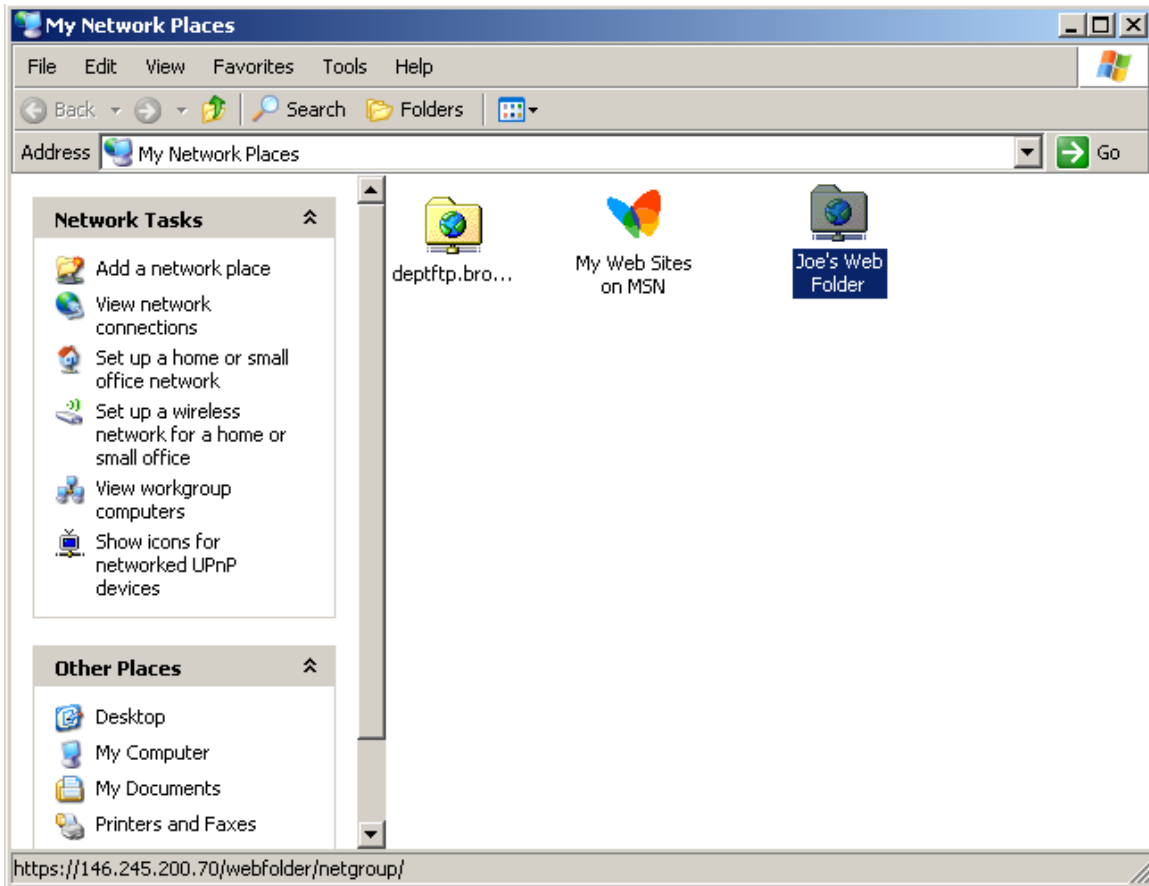


12. Make sure that the checkbox for *Open this network place when I click Finish* is checked.

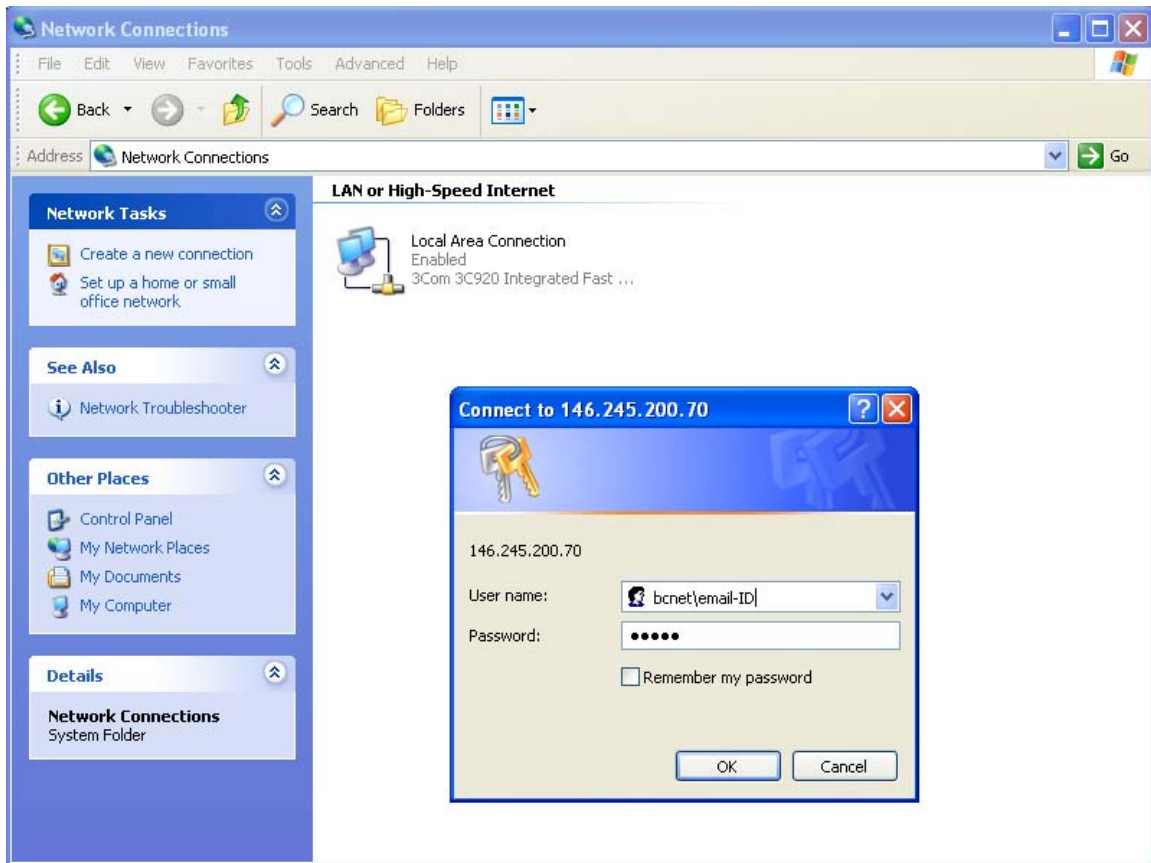
13. Click [Finish] to complete the *Add Network Place Wizard*.



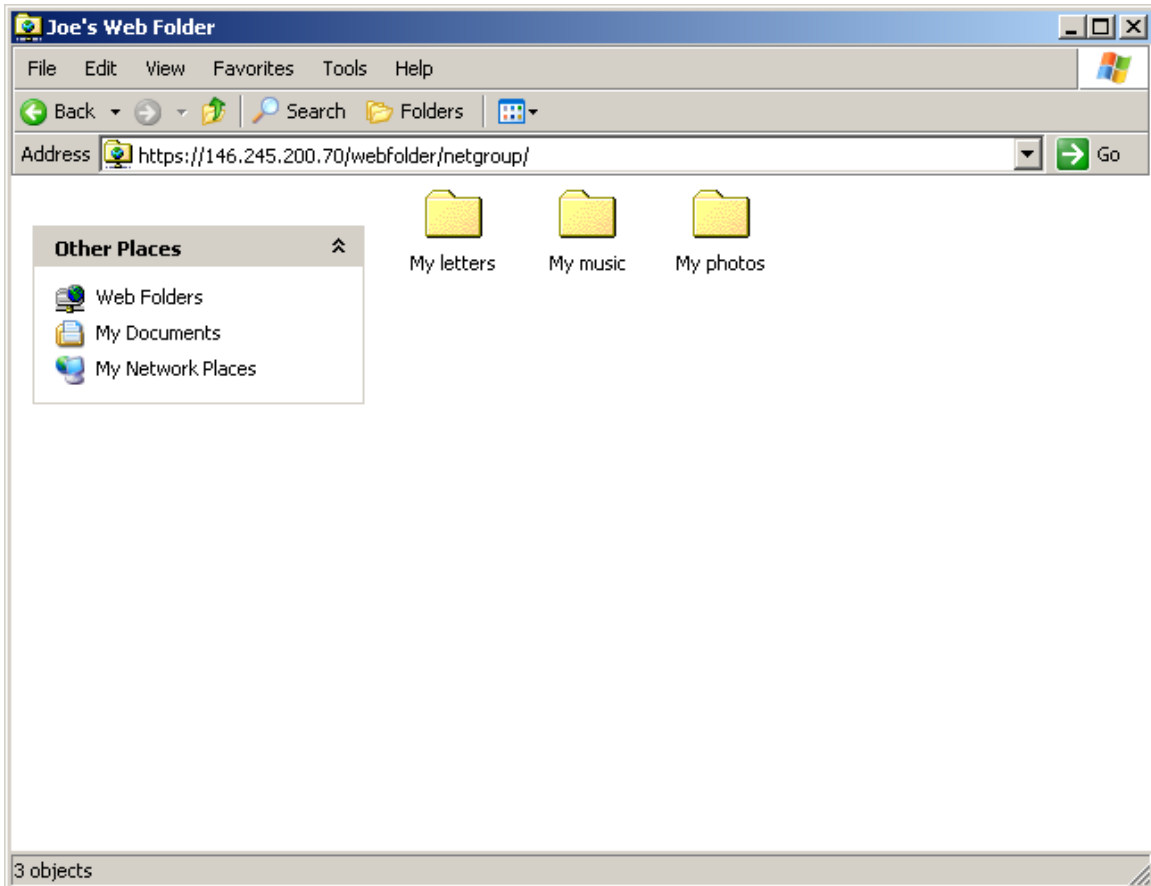
RESULT Your folder is now permanently accessible in *My Network Places* on the desktop or under *My Computer*. Access it as you would any other folder by double-clicking it.



When you access the web folder you may be prompted to enter your BC email-ID and password. Remember to add brooklyncollege\ to your email ID and remember that these values are case sensitive.



Web Folder can be used like you use other folders. You can drag and drop files into it, or cut and paste files into it. You can select it as a destination folder when saving or retrieving files in applications



**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 or Netscape).
- 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 Instructional Tech Team (ITT) at 718-758-**8282**
(Email: ITT@brooklyn.cuny.edu)

or

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