

**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:

- 512 MB of storage space for each user.
- The ability to drag and drop files into your web folders.
- Access to your WebFolders 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

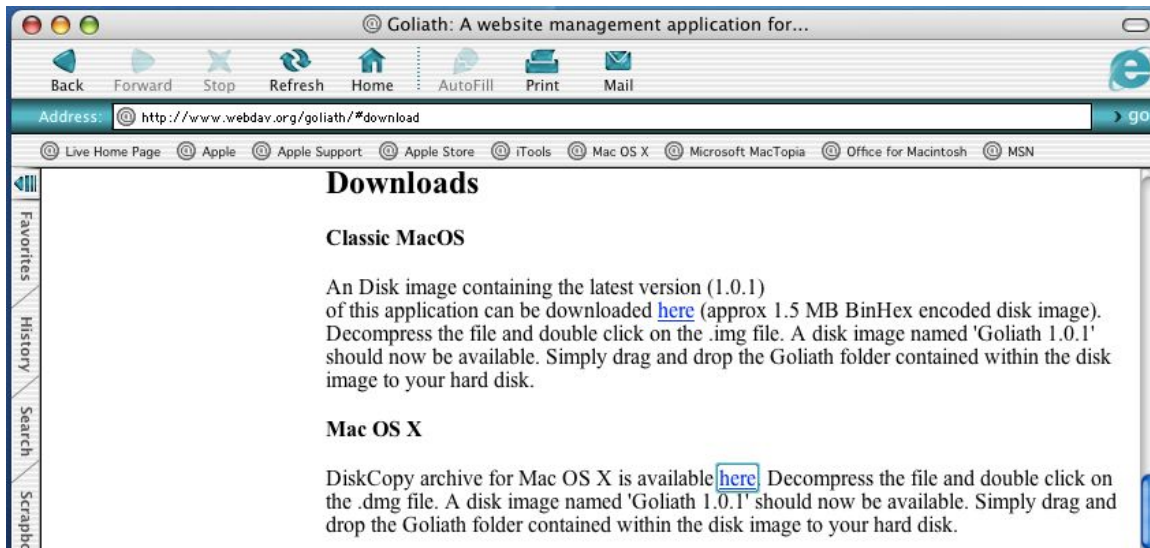
<https://filespace.brooklyn.cuny.edu/webfolder/email-ID> (or <https://146.245.200.70/webfolder/email-ID>) where email-ID is your BC email user name.

Warning:

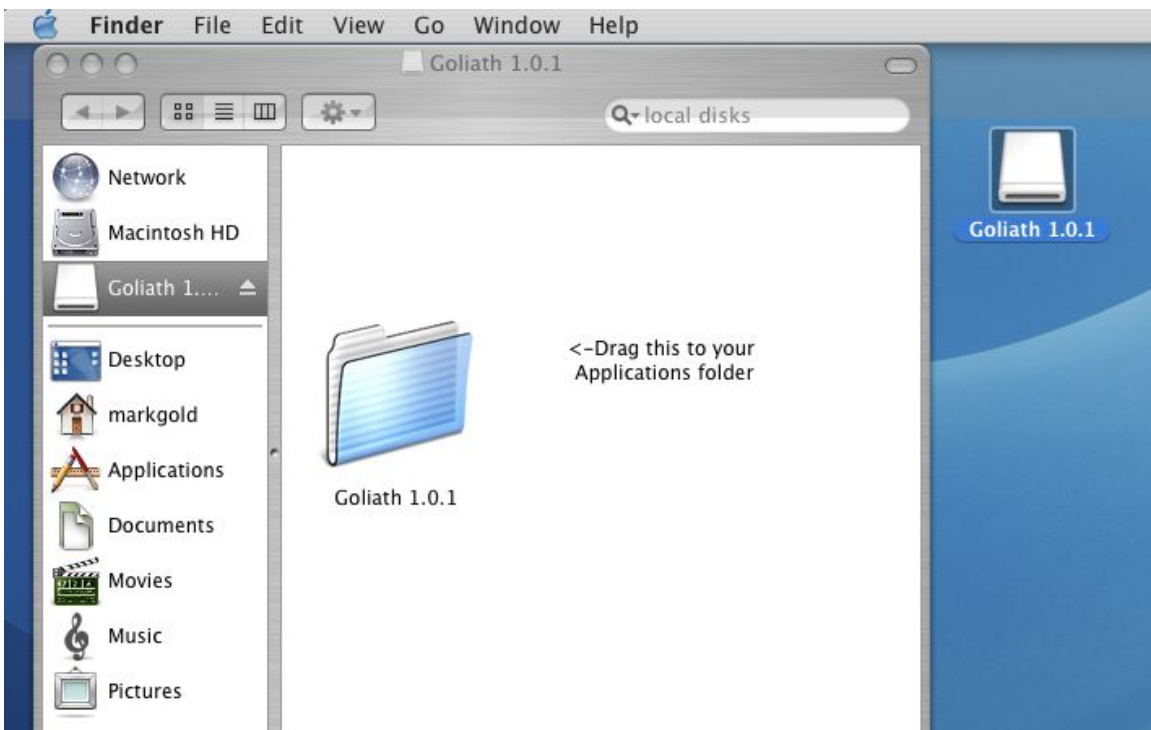
- Files that you delete from BC WebFolder are not retrievable.
- When you change your e-mail Password, your WebFolder password also changes.
- Your WebFolder Password is Case Sensitive.
- When you are accessing WebFolders off campus, the speed of upload/download to/from your WebFolder depends on the speed of your internet connection.

In order to help you setting up your WebFolder, please contact the 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).

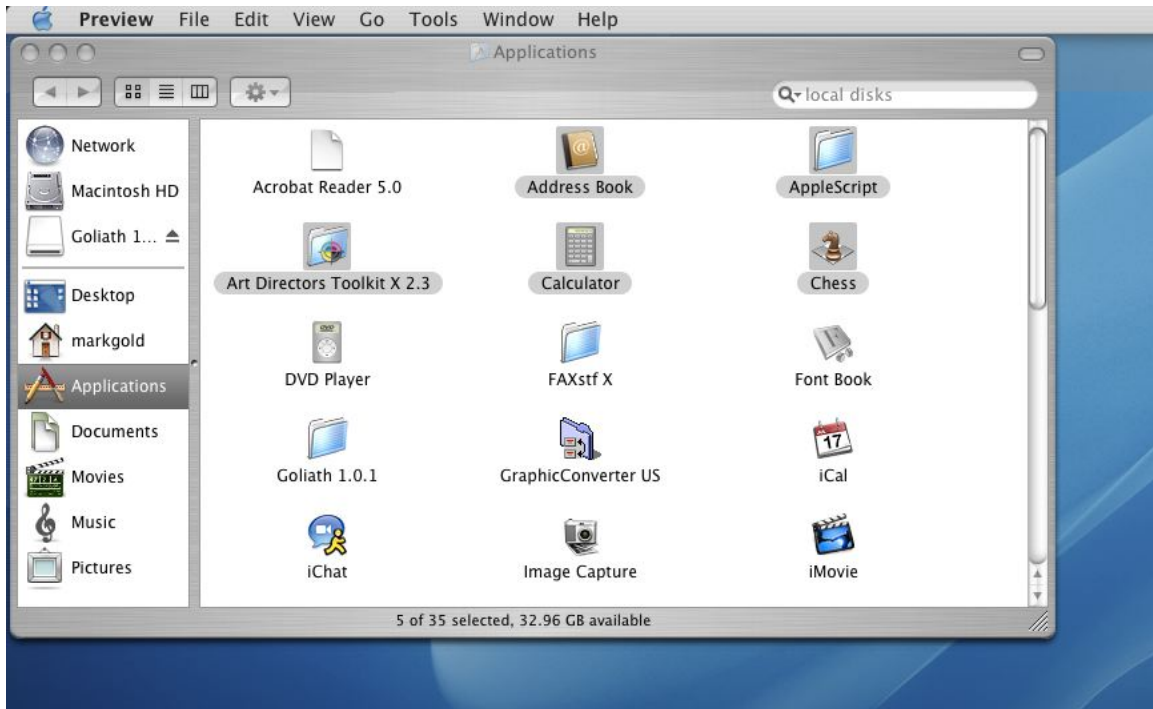
Go to <http://www.webdav.org/goliath/#download> to download the appropriate application.



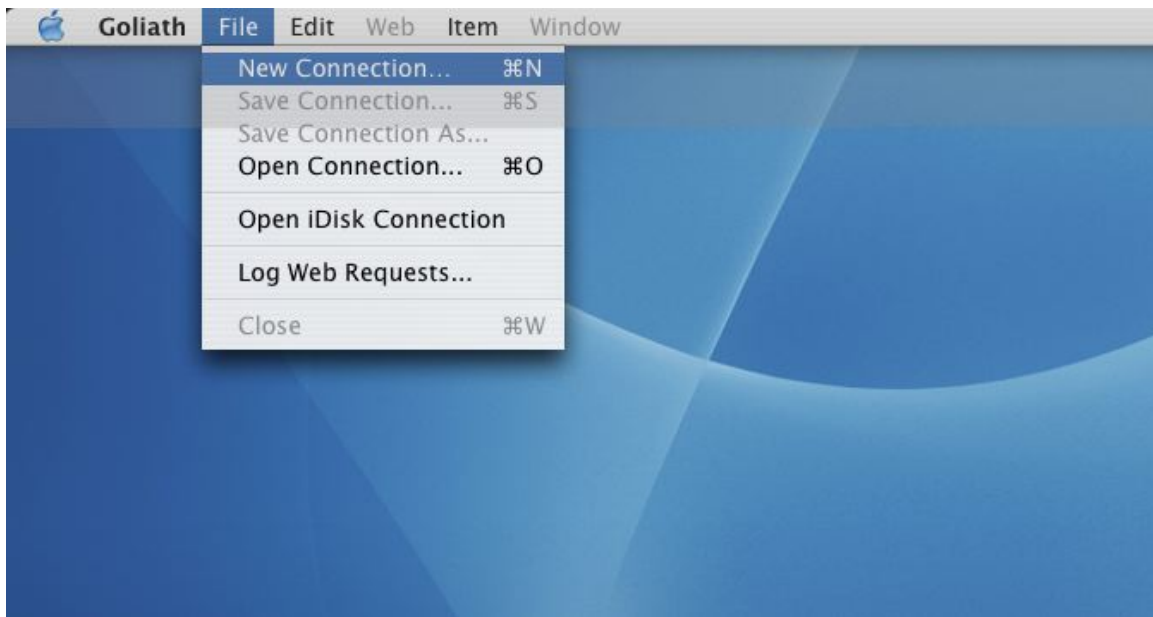
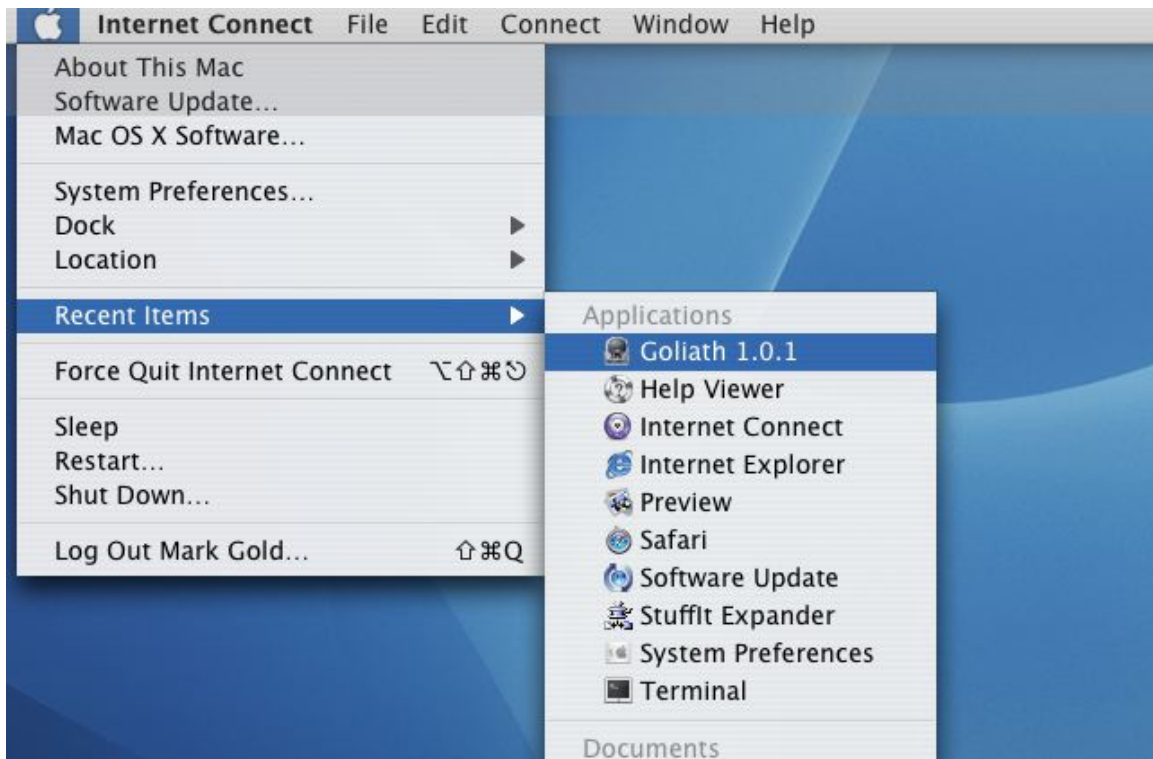
Decompress the file and double click on the .dmg file. A disk image named 'Goliath 1.0.1' should now be available. Simply drag and drop the Goliath folder contained within the disk image to your hard disk. (If not done automatically)



Drag the Goliath folder into your Applications folder.



Open Goliath; go to **file** then **new connection**



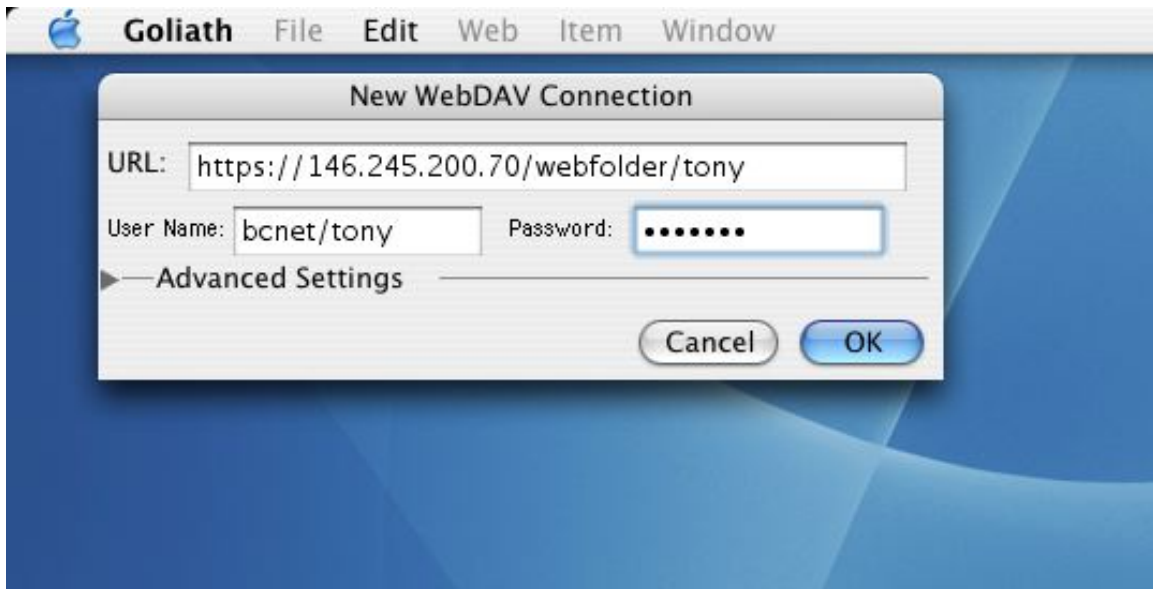
Enter URL:

<https://filespace.brooklyn.cuny.edu/webfolder/emailID> (or
<https://146.245.200.70/webfolder/emailID>)

Enter User name: brooklyncollege/emailID

Password: your email psw

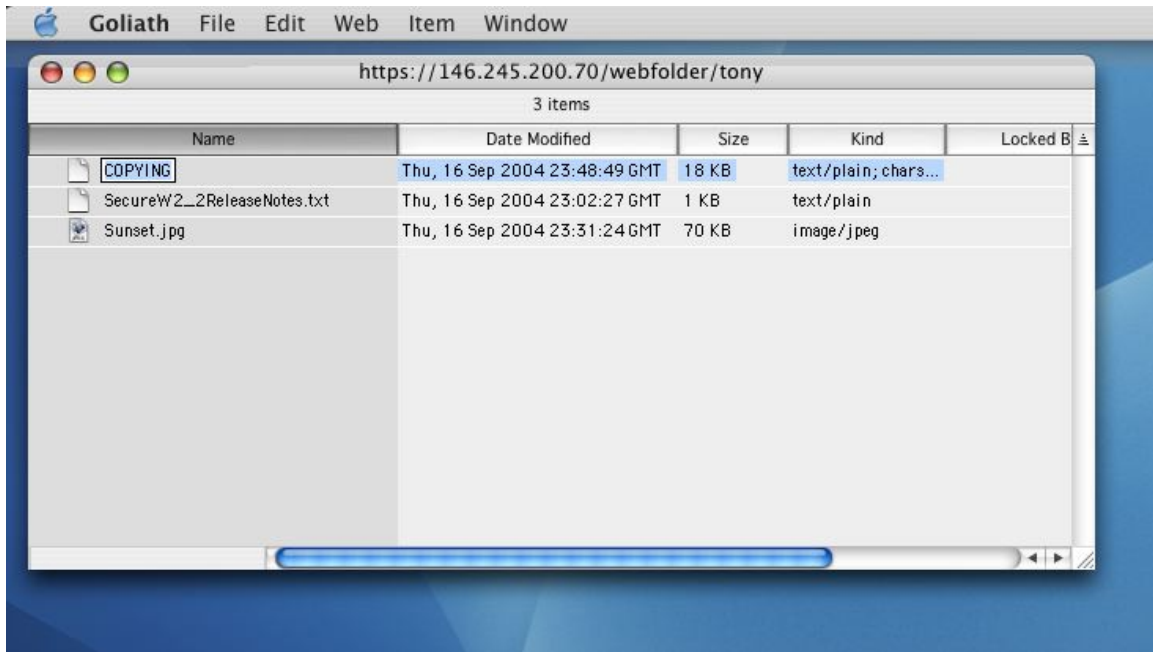
(Replace emailID with your own E-mail ID) then click OK



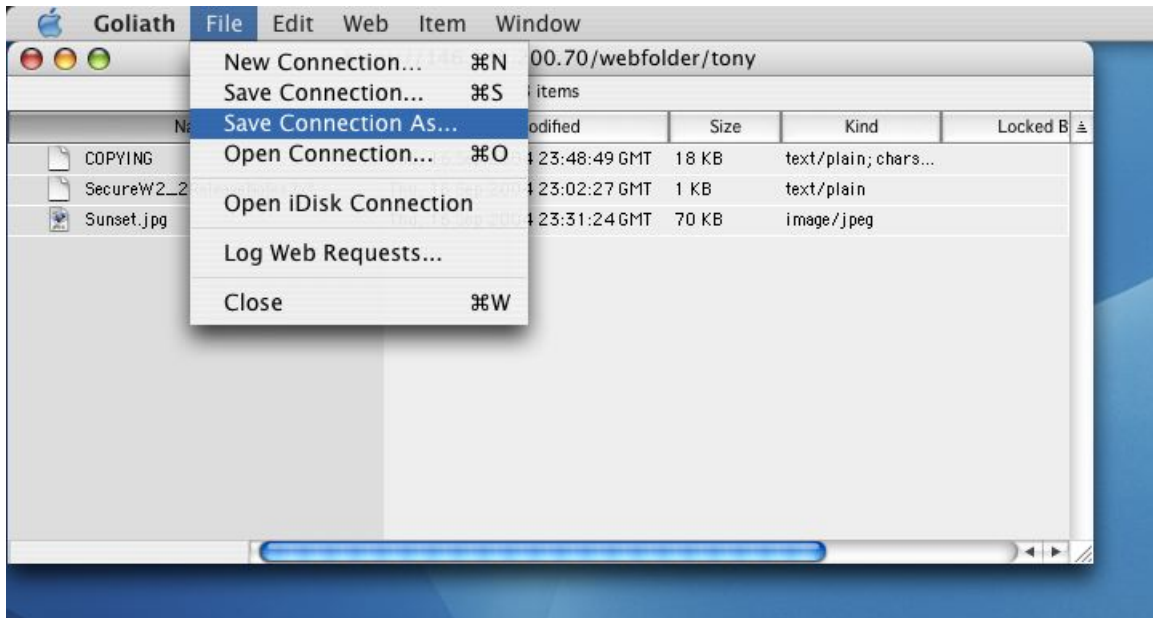
Click **OK** to accept the certificate.



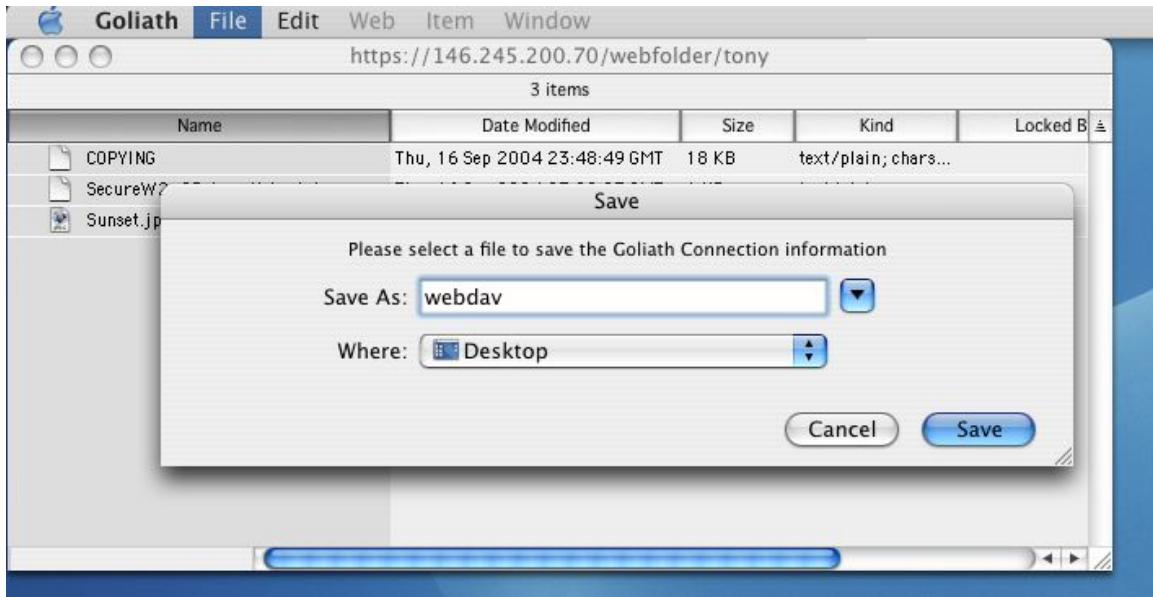
Now you can see your WebFolder. You can save or delete files in this folder.



You can save the connection information by going to **file** → **Save Connection as...**



Pick a name for the connection and a location before you save it.



When you have finished, go to **File → Close**

