

## Access Network Shares Using WebDrive

The recommended method for accessing your files from home is by using WebDrive. This application integrates FTP, FTPS, WebDAV and SFTP services into the desktop by making the server connection appear as a network drive.

### Downloading and Installing WebDrive

WebDrive can be downloaded from Rutgers University Software Portal, <http://software.rutgers.edu>, and log in with your NetID. On the top right of the page after you log in you will see a search box. Perform a search for "WebDrive," and download the appropriate installation package (for Macintosh or Windows).

**Note:** You will need administrative privileges to install this application. If you do not have administrative access to your machine, contact Help Desk for assistance.



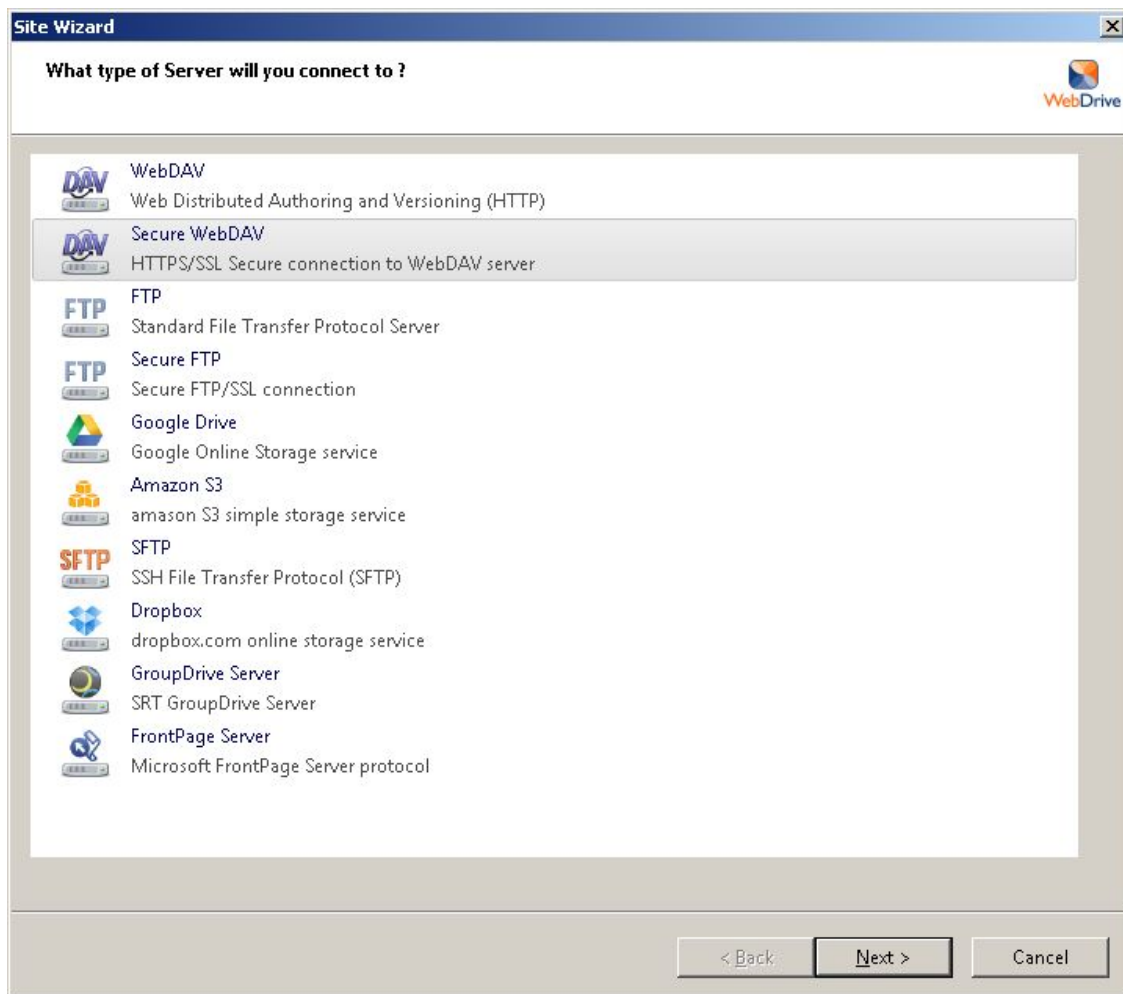
The screenshot shows the Rutgers University Software Portal search results for "WebDrive". The page header includes the Rutgers logo and "University Software Portal" with a search bar containing "webdrive". A navigation menu includes Home, My Software, My Orders, My Profile, SSL Certificates, and Help. The search results section shows "Your search found 2 matches." with two entries: "WebDrive 3 for Macintosh" and "WebDrive 11 for Windows", both by South River Technologies. A "Refine Results" sidebar on the left shows a filter for "Mac OS X (1)". A "Featured Publishers" sidebar on the right lists various software providers like Cambridgesoft, ChemBioOffice Ultra, IBM/SPSS, Juniper VPN, SAS, South River Technologies, WebDrive, The MathWorks Matlab, and Thomson Reuters Endnote or Reference Manager.

### Setting Up a WebDrive Connection

Open the program and use the New icon to create a new connection.



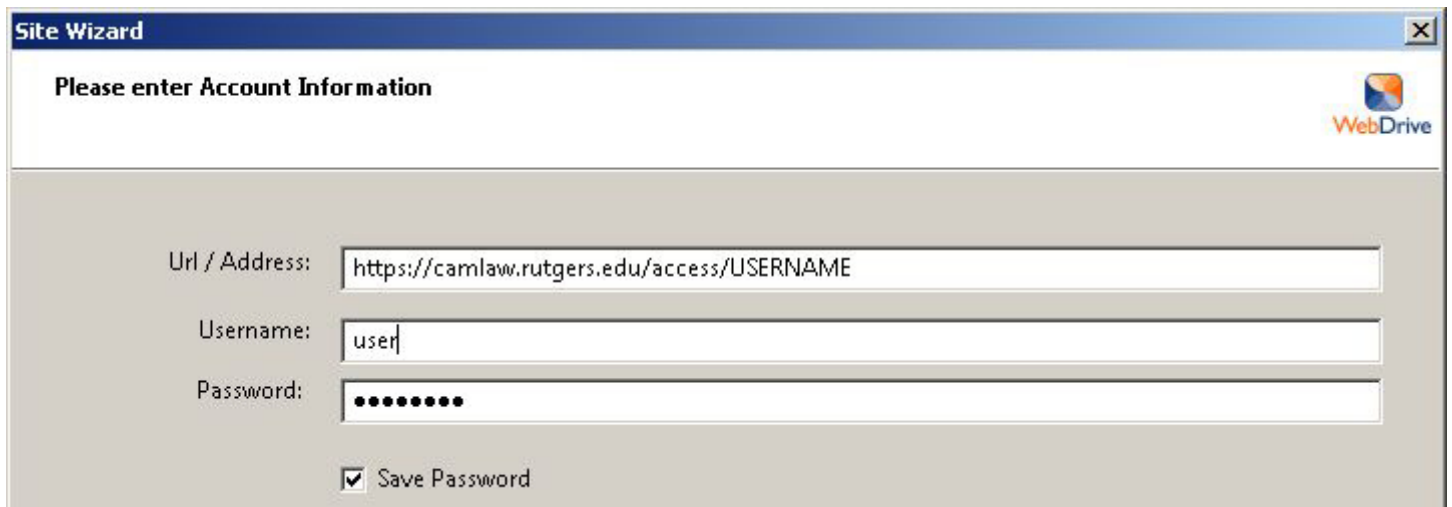
A dialog box will appear, asking you to select the type of server you will be connecting to. Select Secure WebDAV and click Next.



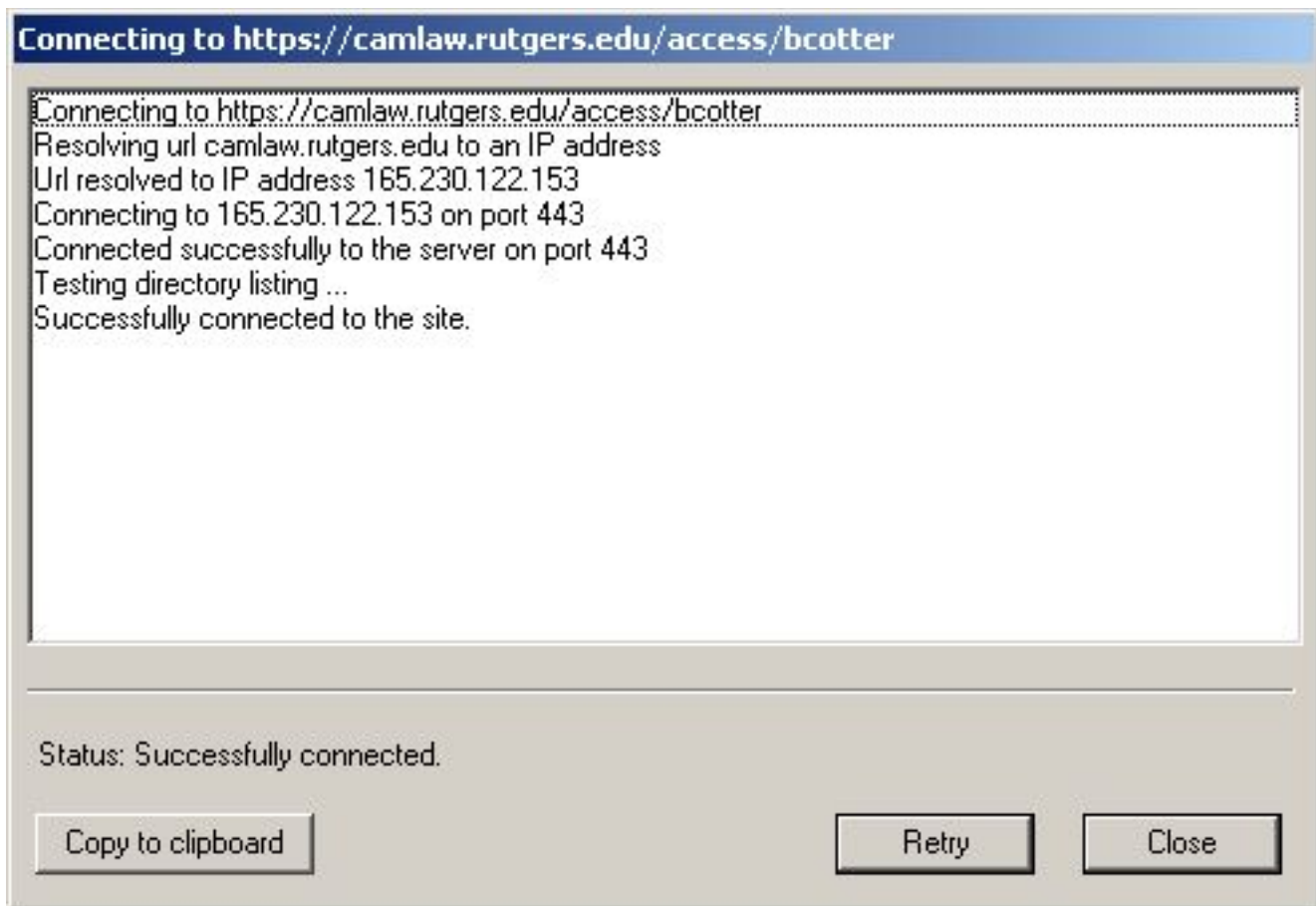
To access files on the U:\ drive, enter <https://camlaw.rutgers.edu/access/USERNAME>

To access files on the H:\ drive, enter <https://camlaw.rutgers.edu/access-hdrive/USERNAME>

Instead of **USERNAME**, enter your NetID username. You have the option to Save Password. This option is checked by default.



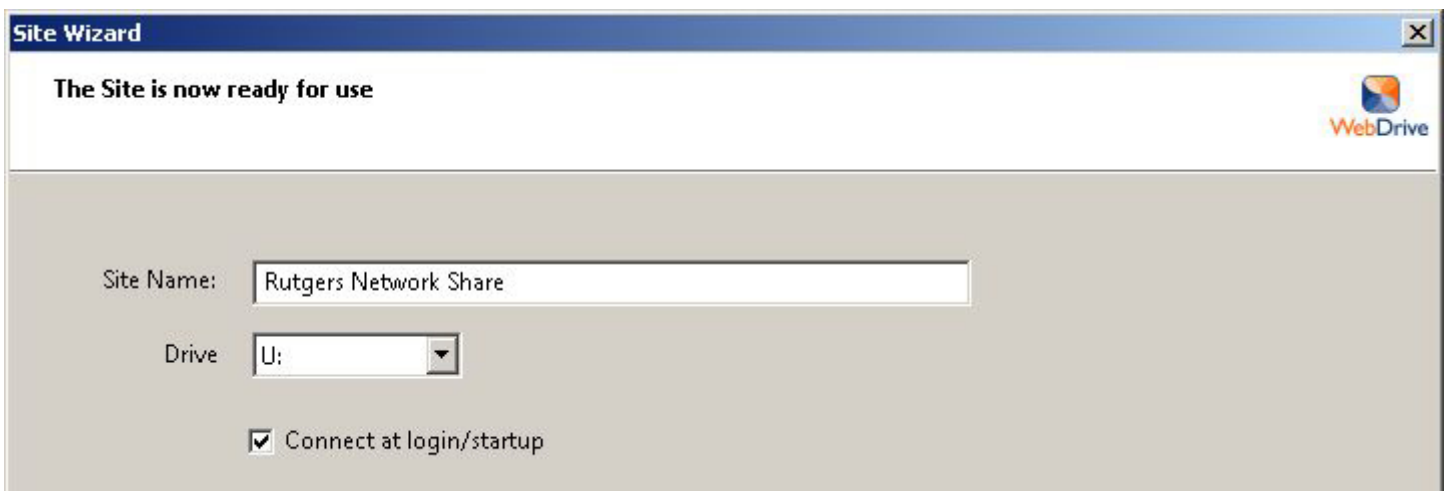
Once you have entered your username and password, click on the "Test Connection" button. You should receive notice that the connection was successful.



If you cannot connect, verify your NetID username and password. Contact Help Desk if you continue to have connection problems.

Choose Close if the connection was successful.

When you return to the Account Information dialog box, choose Next. You will be notified that the site is now ready for use. You can give this connection a name.



You will have an option to connect at login/startup. By default, this option is **not** selected. If you select this option, it will be available any time you are logged into the computer, and have an active network connection.

It will be mapped as a Network Drive that you designated ("U:\").

Click the button for Connect Now. Your settings will be saved, and a window will open, displaying the contents of your network share.

You can now close the WebDrive program window.

