

# NETSTORAGE via WINDOWS XP NETDRIVE

## 1.0 INTRODUCTION

NetStorage enables you to access your Network drive (H drive for Annin and Ridge users, P drive for elementary users) and other shared drives when you are not logged in to the district network. Using NetStorage you can view your H drive and P drive from a laptop; wired or wireless, from a Mac workstation or from any PC/Mac outside the district providing it has Internet access.

## 2.0 WHAT DO I NEED TO ACCESS NETSTORAGE via WINDOWS XP NETDRIVE?

To access NetStorage you need:

1. A **PC** with the following operating systems:

Windows XP

-Linux & Mac OS X may work, but not supported. For help with these operating systems email support.

### 2. **Internet access.**

You must have some form of **anti-virus software** installed on your PC.

You are reminded that when using any Bernards Township Board of Education IT service (which includes using your personal equipment) you are bound by the terms of **Board of Education's Acceptable Use Policy**.

A copy can be found at:

[http://www.bernardsboe.com/schoolboard/policies\\_procedures/](http://www.bernardsboe.com/schoolboard/policies_procedures/)

## 3.0 HOW IS NETSTORAGE via WINDOWS XP NETDRIVE DIFFERENT THAN THE WEB-BASED NETSTORAGE?

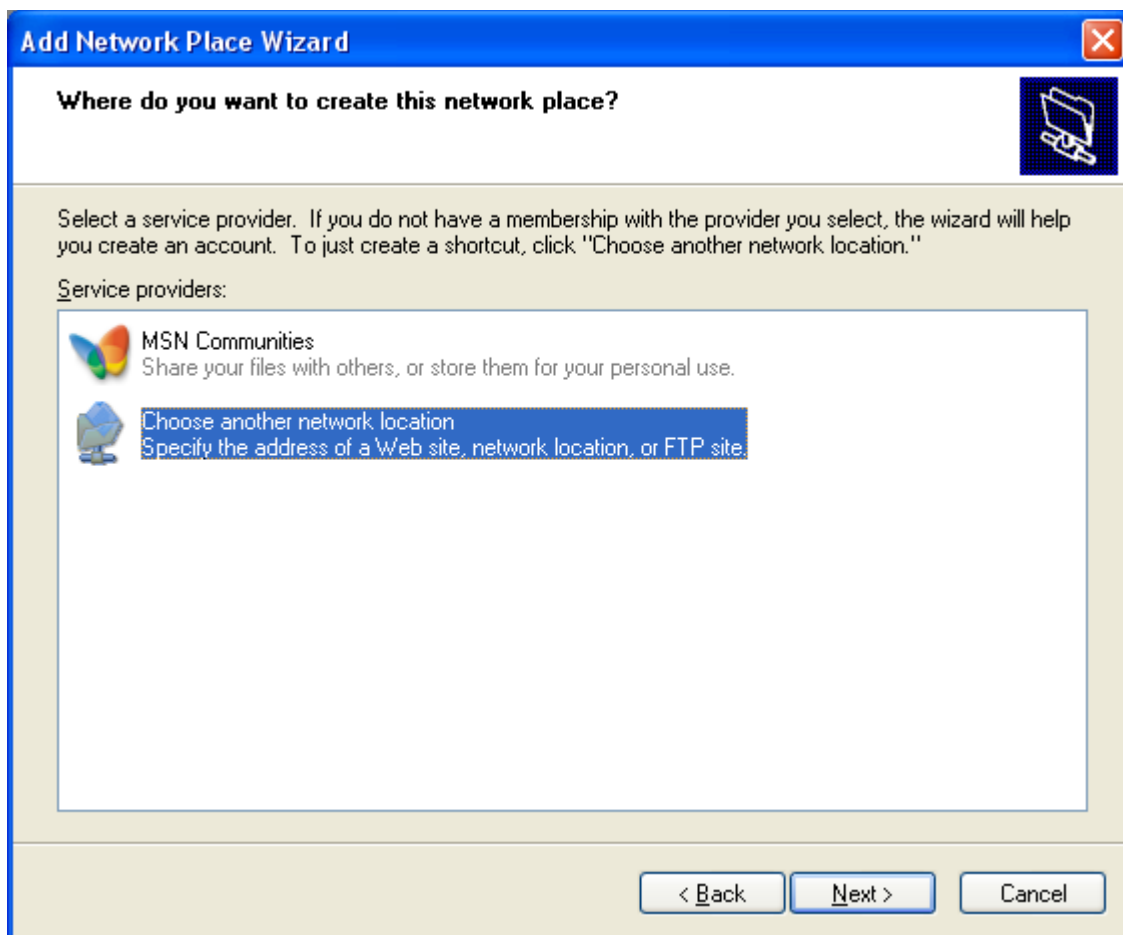
Netstorage via Windows XP Netdrive allows you to open, edit, and save files directly from your home computer. You do not have to download a copy of the file, edit the file, and then upload the file back to your network drive like you would if you were using web-based Netstorage. You can even save files directly from Office applications, such as Word or Powerpoint, to your network drive with Netstorage via Windows XP Netdrive.

## 4.0 ACCESSING NETSTORAGE via WINDOWS XP NETDRIVE

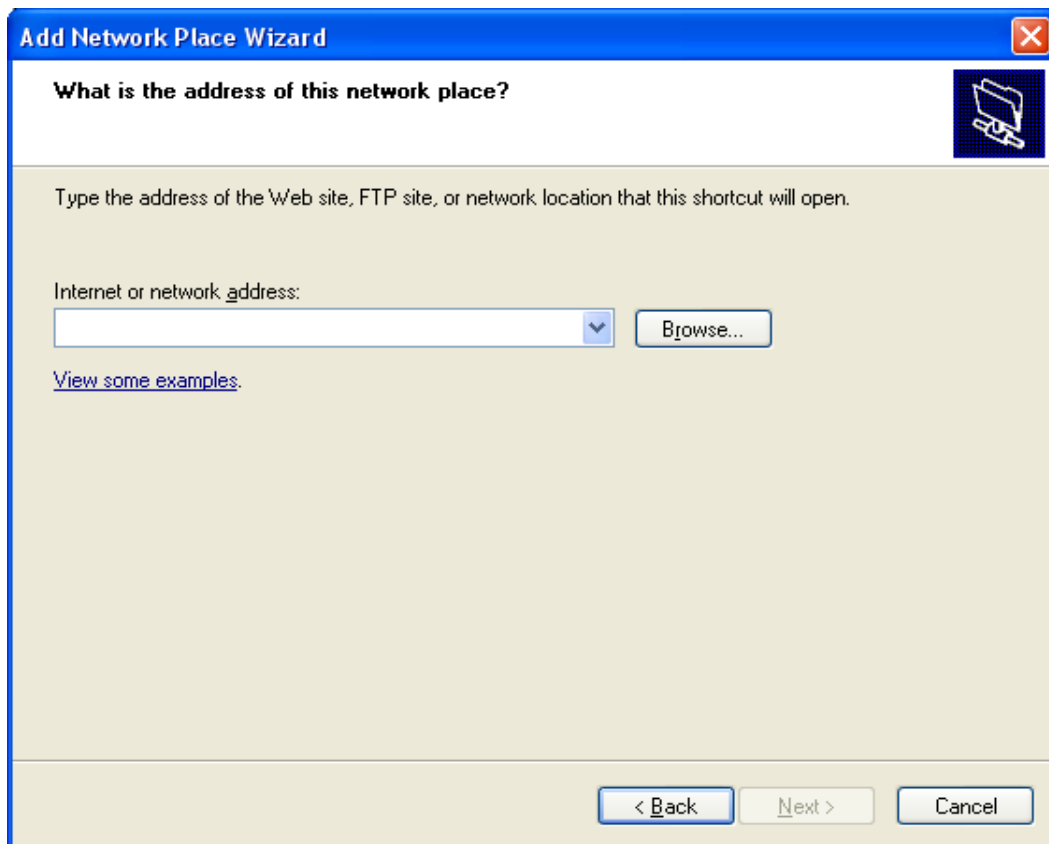
### 4.1 SETTING UP A NETWORK DRIVE TO ACCESS NETSTORAGE

Once you have set up a network drive to access NetStorage you can access the files and folders on your H or P drives as you would any other files within My Computer. The drive will remain mapped so you only need to follow this procedure once on each computer you use.

- To **set up a network drive to access your H or P drive:**
- Click **Start**.
- Select **My Network Places**.
- From the Network Tasks pane select **Add a network place**. The Add Network Place Wizard will open:
- Click **Next**. The following screen will appear:



- Click **Next**. The following screen will appear:

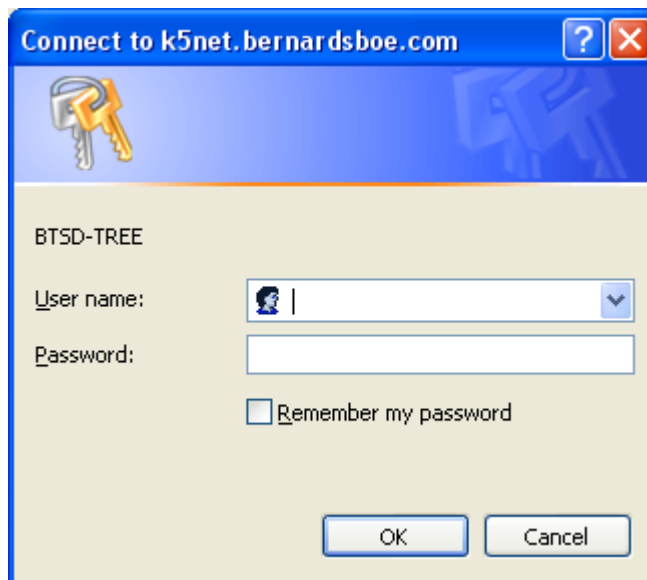


- Enter the appropriate URL into the Internet or network address field: i.e.,  
<https://ridgenet.bernardsboe.com/oneNet/NetStorage>  
<https://anninnet.bernardsboe.com/oneNet/NetStorage>  
<https://k5net.bernardsboe.com/oneNet/NetStorage>

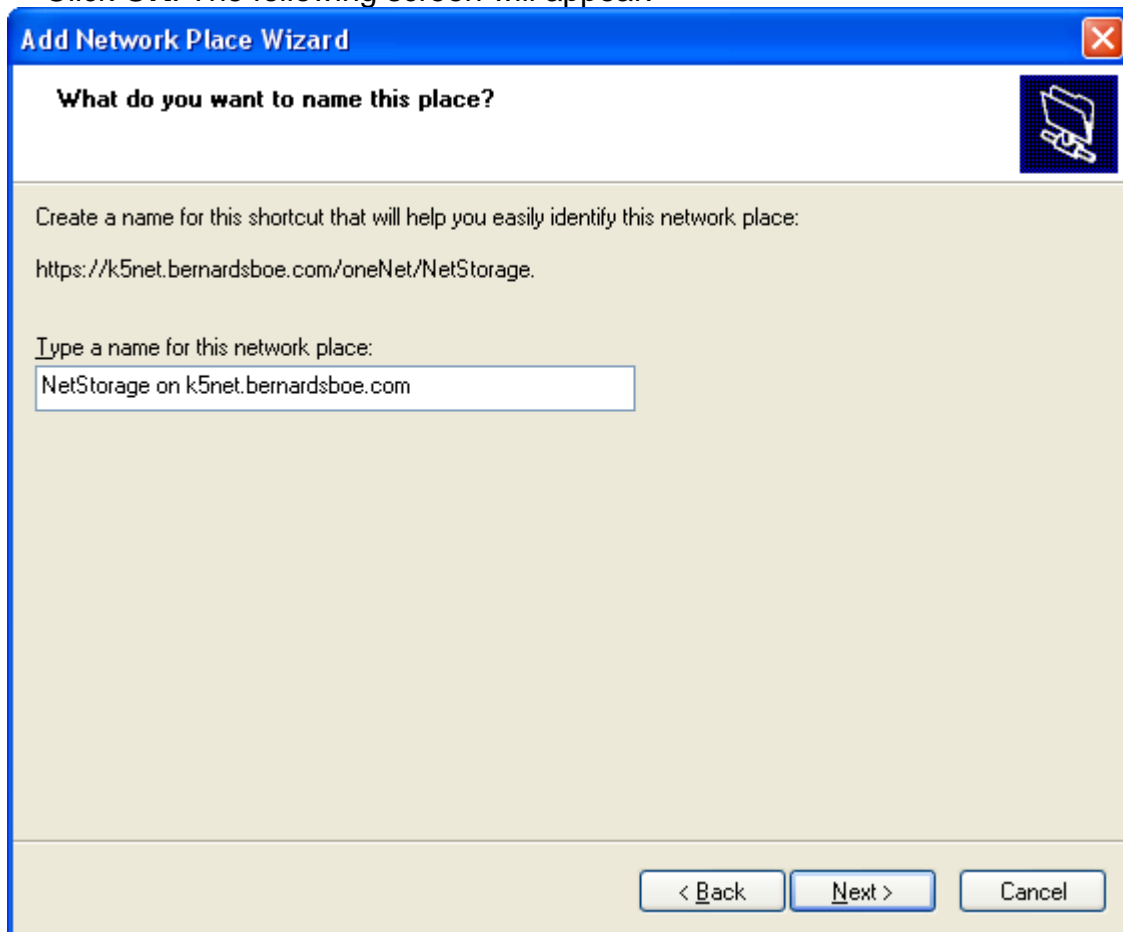
1. Click **Next**. The following screen will appear:



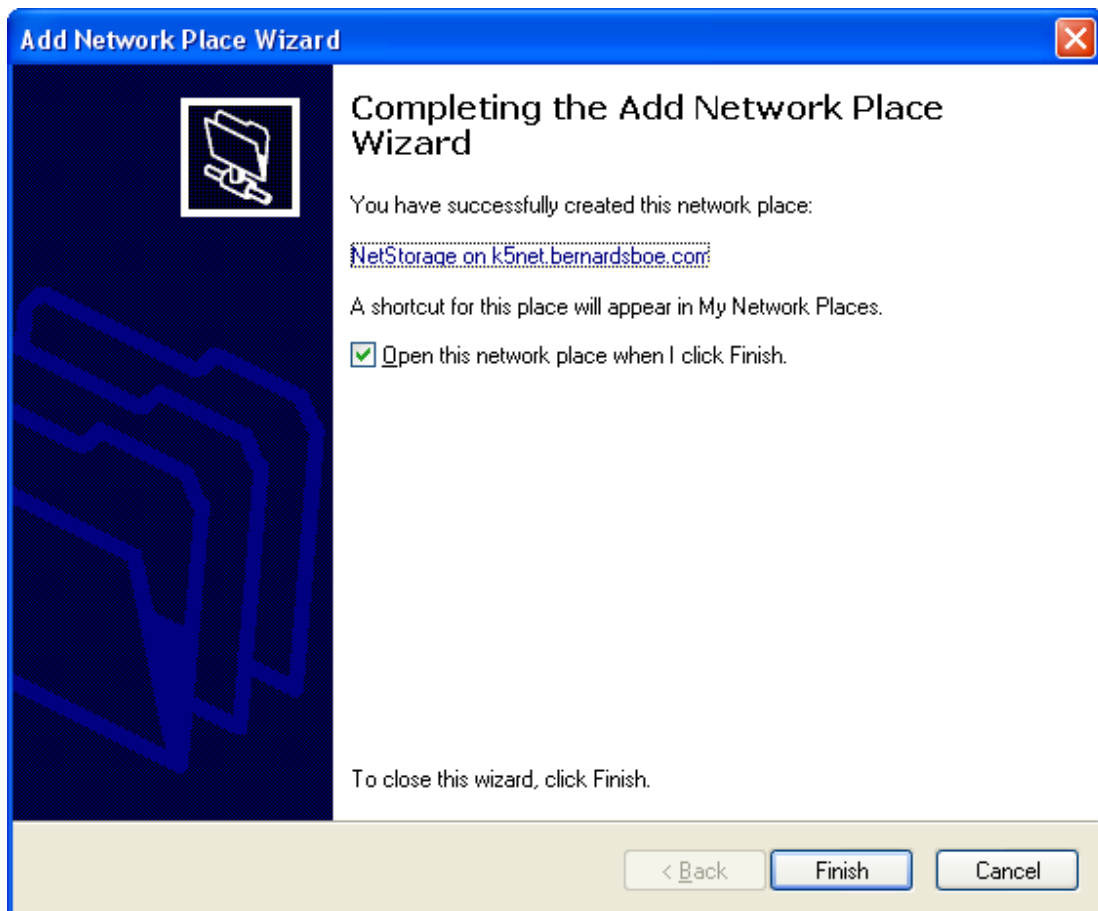
2. Click **Yes**. You will be prompted to log in:



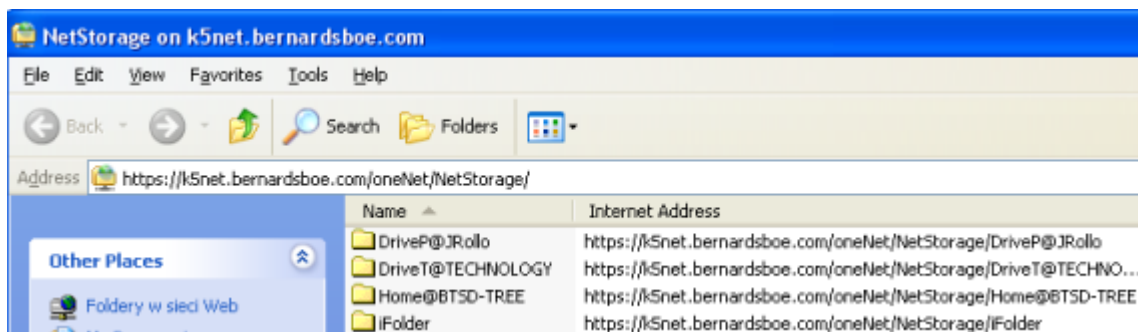
- Enter your **Novell Username** and **password**. Click **OK**. The following screen will appear:



- Enter a **name for your network place** or accept the default.
- Click **Next**. The following screen will appear:



- Click **Finish**.
- Click **Yes** to the security warning. You will be prompted to log in.
- Enter your **Novell Username** and **password**.
- Your NetStorage drives will be listed:



- Double click on the **relevant drive** to view its contents.
- Double click on the **file you wish to view or edit**. Please note: you may be prompted to enter your **Novell Username** and **password**. again.
- Make any necessary **changes**.
- **Close** the file saving any changes.

## 4.2 VIEWING AND EDITING FILES

Once you have set up your network drive you can view, edit, copy, move, rename and delete files and folders and create new folders as you would within My Computer.

To **open a file for viewing or editing**:

- Click **Start**.
- Select **My Network Places**.
- Double click on your **NetStorage** area.
- Double click on the **relevant drive** to view its contents.
- Double click on the **file you wish to view or edit**. Please note: you may be prompted to enter your Novell username and password again.
- Make any necessary **changes**.
- **Close** the file saving any changes.