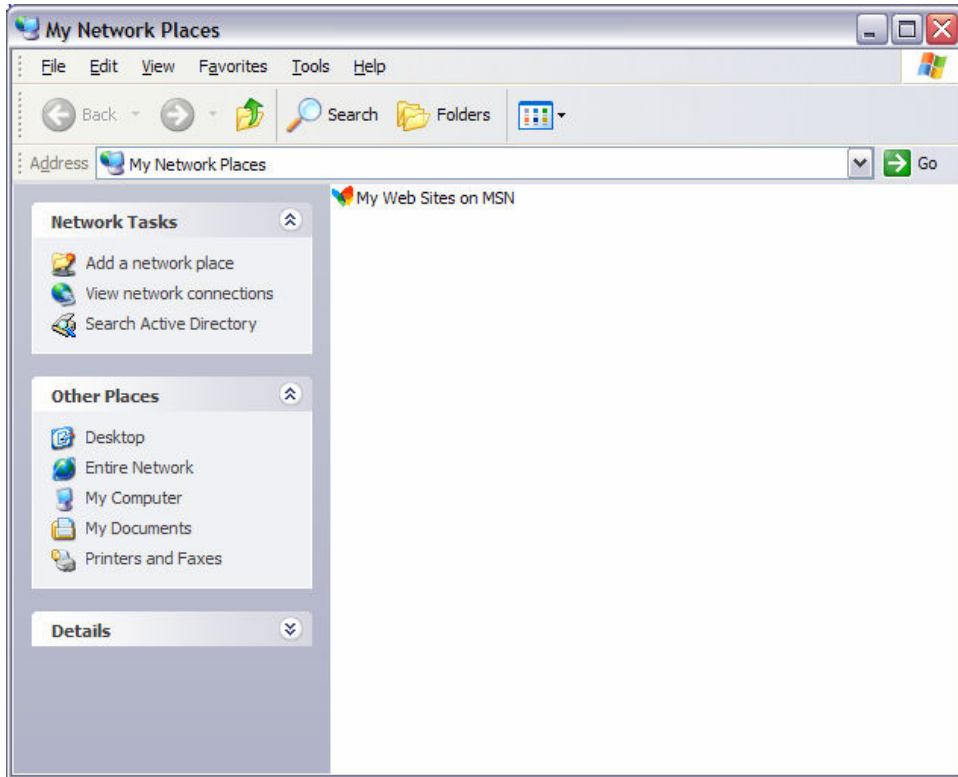
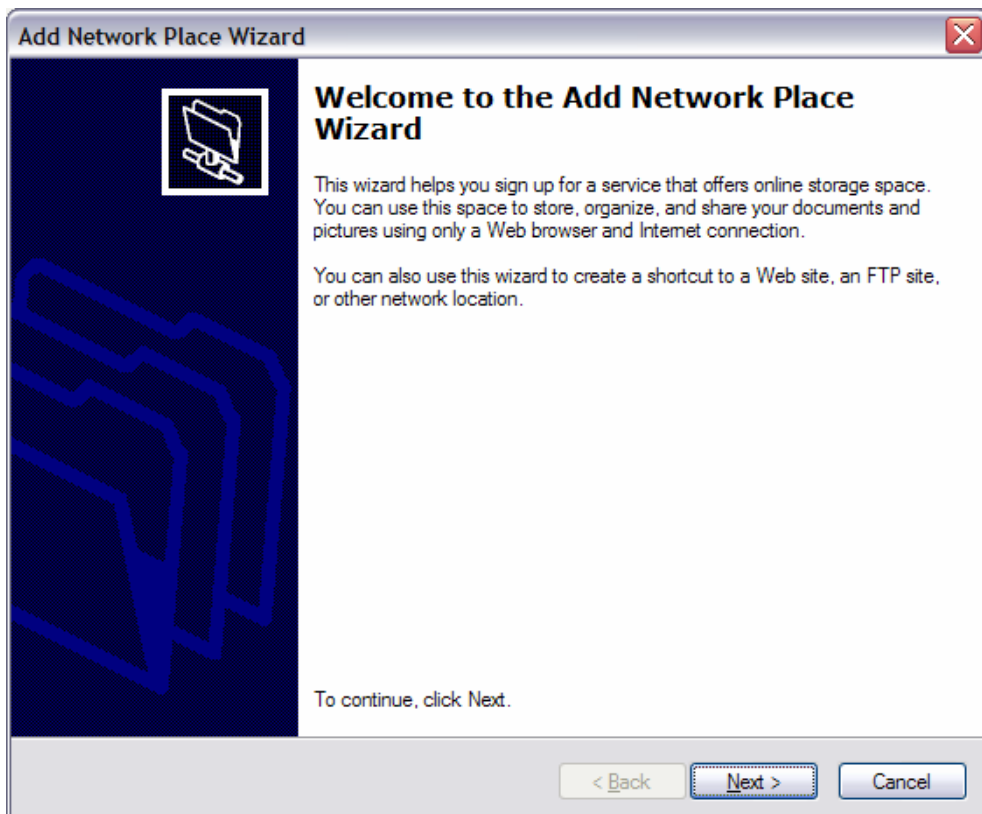


Connecting to your UFnet Home Directory Using “My Network Places” in Windows XP Home and Professional

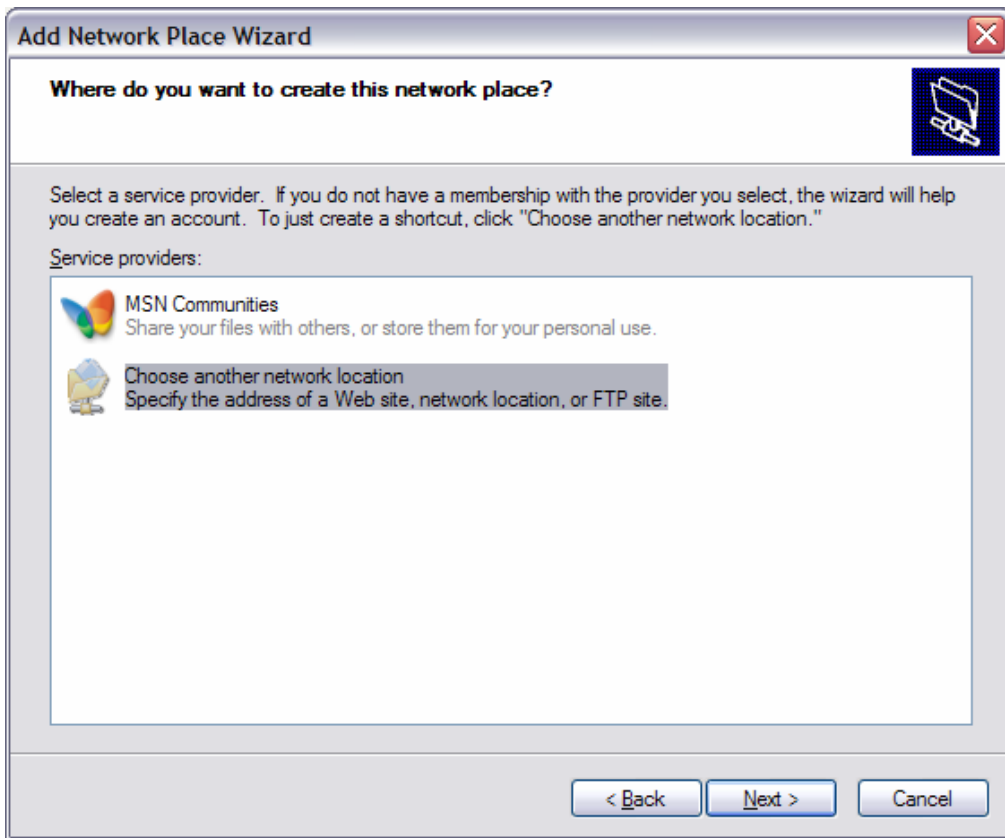
Begin by double-clicking the “My Network Places” icon on the Windows XP Desktop. (If you do not have this icon you can add it from the display properties control panel).



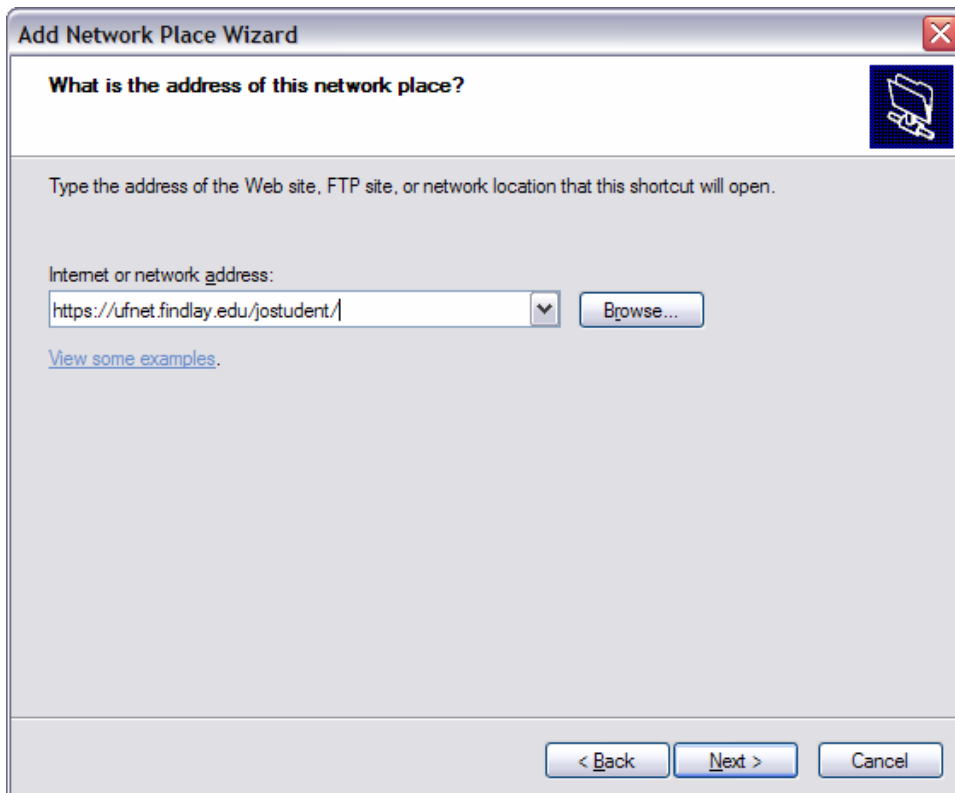
After double-clicking you will see the screen above. Click “Add a network place” on the left-hand side of the screen. This will bring up the “Add a network place wizard”.



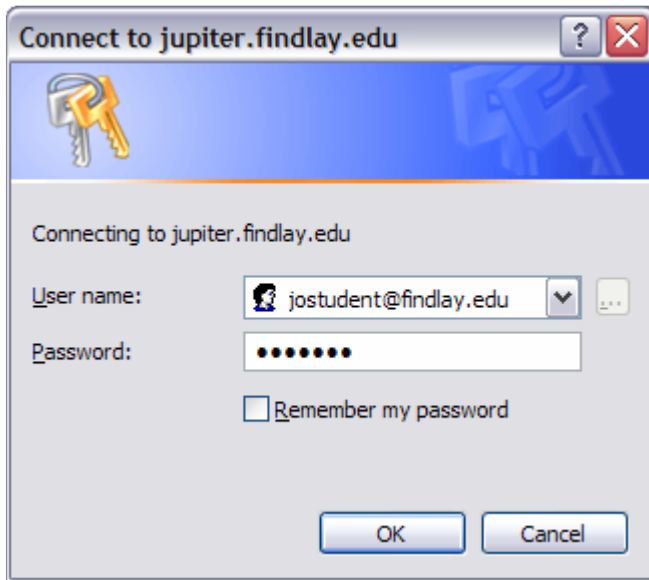
On this screen, click “Next”. You will get the following screen.



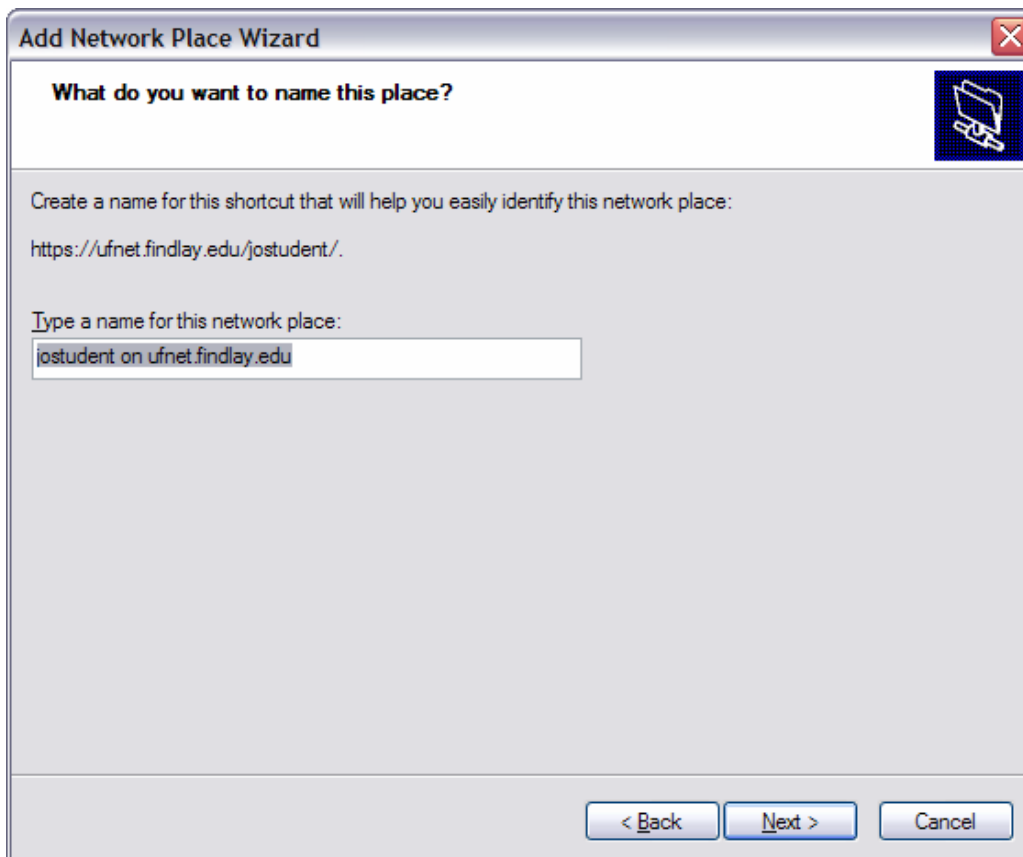
Click to highlight “Choose another network location” and click “Next”.



On this screen type the URL of your home directory in the “Internet or network address” box just as it is shown in the example above. Be sure to use “https” so your communication with the server is encrypted. Also, remember to replace “jostudent” in the example above with your UFNet ID. Once this is complete click “Next”.



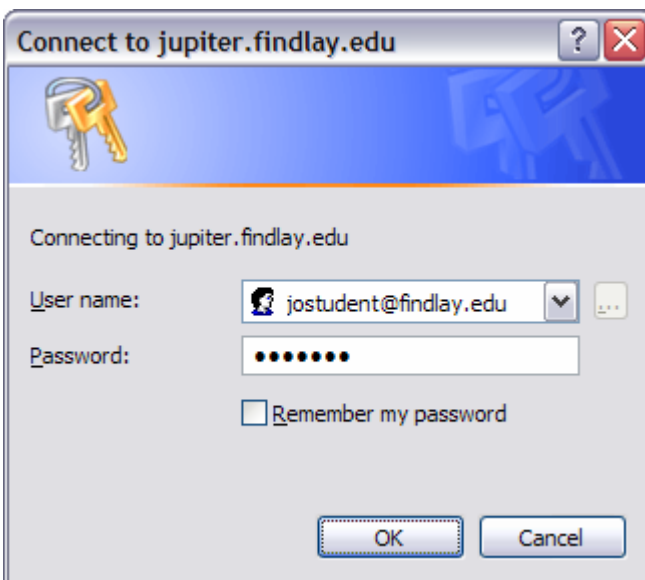
You should be prompted with a username/password box at this point. Please enter your full UFNet ID and password as shown above (again remembering to replace “jostudent” with your UFNet ID. Also remember to add the “@findlay.edu – the connection will not work if you don’t. Once your ID and Password are entered click “Ok” to continue.



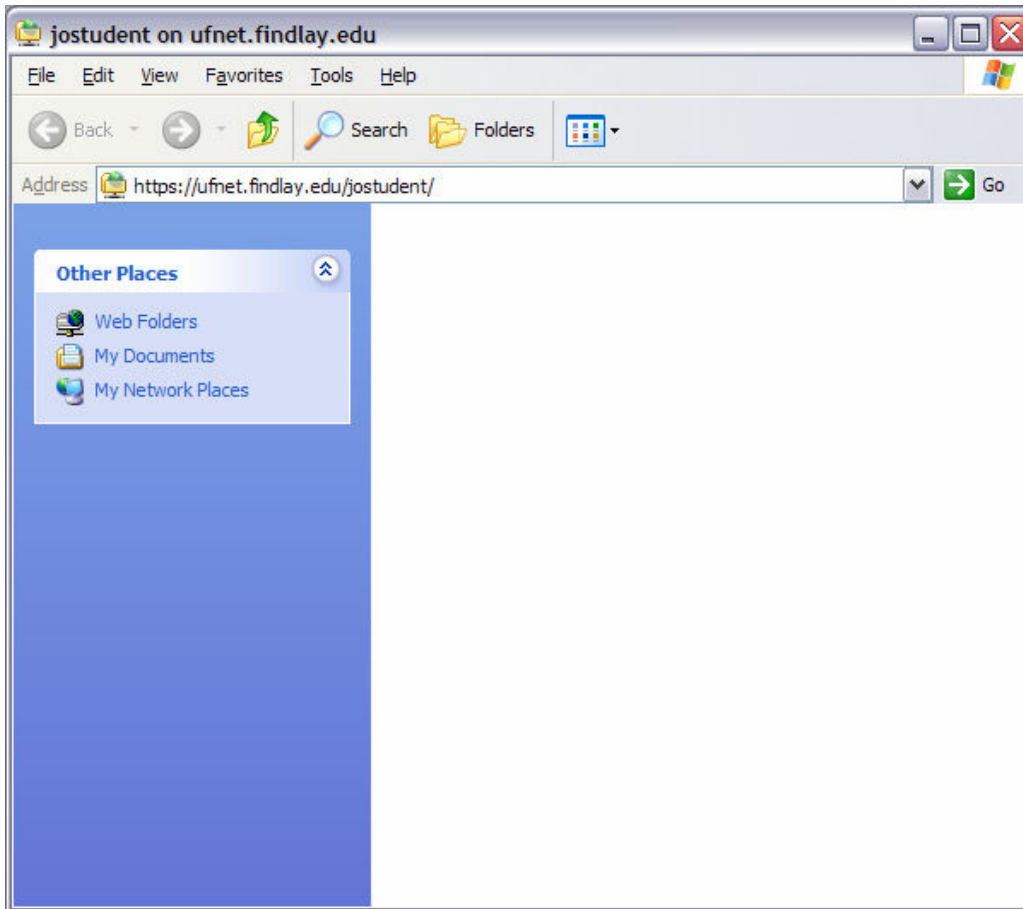
If your connection is successful you will see a screen asking you to “Type a name for this network place:”. ITS recommends using the default name that XP gives, however you may want to change this if you have multiple network places setup on your PC. Once you have the name you like click “Next”.



Now click “Finish”. You may be prompted to enter your UFNet ID and Password once again. If so, please do and click “Ok”.



Once authenticated, your network place should open up and look something like this.



This screen displays your UFnet home directory and any files it may contain. You can now copy files to your home directory by simply dragging and dropping them into this window.

Tips and Troubleshooting

If you are on a public PC such as in a computer lab, please remember to not save your password and to delete your network place when finished. This will prevent others from accessing your site.

You do not have to be signed on to UF's VPN to access this service, however you do have to have a standard internet connection. Please be sure your PC is connected to the internet before attempting to establish a connection.

All UFNet Home Directories have a disk quota. This quota is 100 MB for students and 250 MB for faculty/staff. If you have trouble copying files you may be over quota. Please contact the ITS helpdesk at x4357 if you have any questions.