MAPPING THE WEBDRIVE – REFERENCE GUIDE

INTRODUCTION

The university WebDrive is a dedicated drive to host all university web content. For help with mapping the WebDrive, please read the instructions below or contact the IT Help Center at (818) 677-1400. Content owners can also contact their local technical support representatives. For a list of contacts, visit: http://www.csun.edu/it/ctscontacts.html.

ACCESSING THE WEBDRIVE FROM OFF-CAMPUS

The VPN allows you to access CSUN computing resources from off-campus in an encrypted or protected manner. You will need to utilize the VPN whenever you want to access files that you have stored on university servers such as the UDrive, WebDrive and other shared file storage. To learn more about the VPN and for installation instructions go to http://www.csun.edu/it/services/vpnmain.html.

MAPPING THE WEBDRIVE

PC Instructions

1. From Start on your desktop task bar select the Search option located in the right column at the bottom.
2. From the Toolbar menu, select Tools > Map Network Drive.
3. From the Drive drop-down menu select W or whichever drive that has been designated for this purpose.
4. In the Folder field, type: \webdrive\username NOTE: Replace username with your CSUN user ID.

![Map Network Drive](image.png)
Mac Instructions

1. From the blue apple menu bar, select Go.
2. Select Connect to Server.

3. In the Connect to Server window, type the location of the account that you wish to map.
4. The correct format for the path is `smb://webdrive.csun.edu/username`.
5. Replace `username` with your CSUN user ID.
6. Select the Connect button.

7. In the Authentication window, leave the Workgroup/Domain box blank. Type in your CSUN user ID and Password in the boxes indicated.
8. Select the OK button.
9. The icon for your web drive will appear on your desktop. Double-click the icon to open and view the contents.
**Contribute Instructions**

1. Launch Contribute.
2. From the Start page, select Edit on the top horizontal menu.
3. Select My Connections from the drop down menu.

![My Connections dialog box](image)

4. In the My Connections dialog box, select your website to highlight it. You will notice that the Role and Administrator information is not filled.

![Connection Wizard](image)

5. Select Edit. This will start the Connection Wizard.
6. From the first Connection Wizard dialog box, select the Next button.
7. From the second **Connection Wizard** dialog box, in the **What is the network path to your website?** field, change the information from **U:\public_html** to **W:\public_html**.
8. Select the **Next** button.

9. In the third **Connection Wizard** dialog box, select the **Next** button.

10. In the last **Connection Wizard** dialog box, select the **Done** button.

11. From the **My Connections** dialog window, you should now see **Administrator** under the **Role** column and your **email address** under the **Administrator** column for your website.

12. Select the **Close** button.
13. You will automatically connect to your website's homepage.
Dreamweaver Instructions

To setup a new, remote Dreamweaver connection:

1. Launch Dreamweaver.
2. Go to Site.
3. Select Manage Sites.
4. Select New.
5. Select Site.
6. In the Site name field, enter a name for your site.
7. Select the Advanced tab.
8. Select Remote Info under Category.
9. Select FTP from the Access drop-down menu.
10. For the FTP host, enter ftp.csun.edu.
11. If you do not know your host directory (example: /home/users10/user id/webdrive/public_html), contact the IT Help Center.
12. Enter your CSUN user ID and password in the Login and Password fields.
13. Make sure the User passive FTP and User firewall checkboxes are unchecked.
14. Select the User Secure FTP (SFTP) checkbox.
15. Select the Test button to verify communication between Dreamweaver and your CSUN account.
16. Select OK to complete the site setup process.

To setup an existing Dreamweaver connection:

1. Launch Dreamweaver.
2. Go to Site.
3. Select Manage Sites.
4. Locate your site and select Edit.
5. Select the Advanced tab.
7. The Host Directory information will have to be updated.
8. Enter webdrive between your account ID/ and /public_html. For example, if it previously read .../jsmith/public_html, it should now read .../jsmith/webdrive/public_html.

NEED HELP?

Contact the IT Help Center by phone (818-677-1400), online at (http://techsupport.csun.edu), or in person in (Oviatt Library, Room 33).