



FREIE UNIVERSITÄT BOZEN

LIBERA UNIVERSITÀ DI BOLZANO

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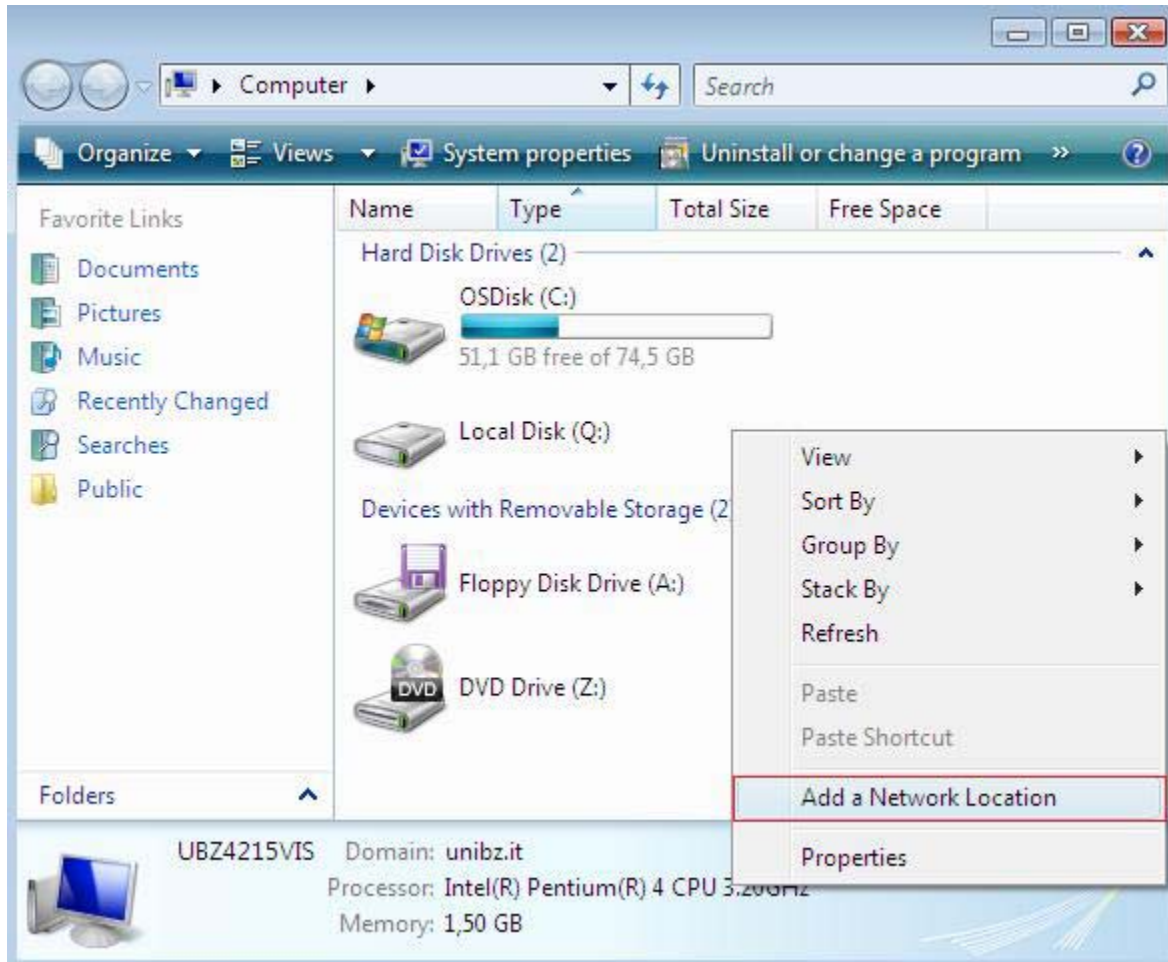


Accessing a Web Folder on Windows Vista

Step 1/9

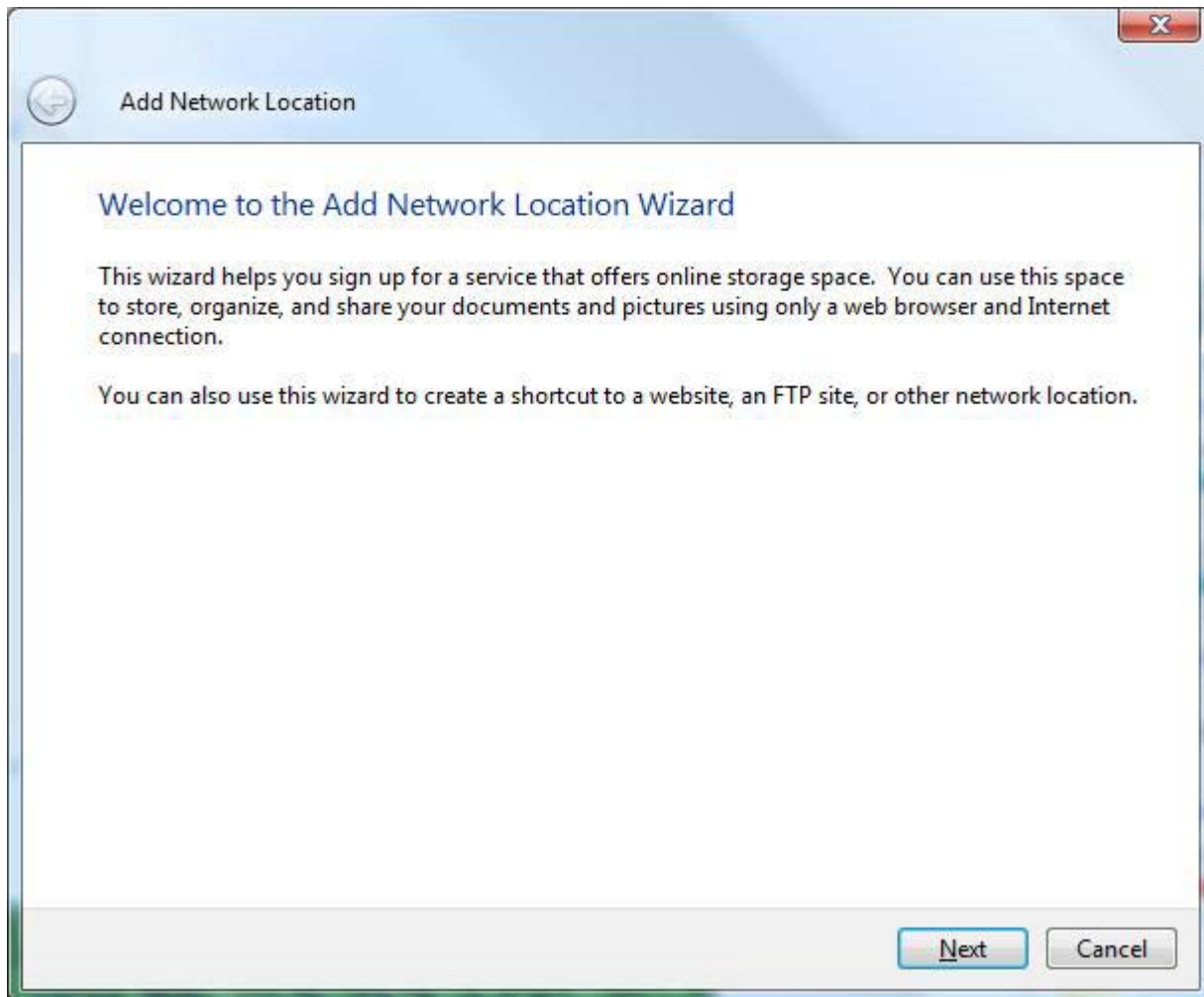
Go to "Start/Computer".

Right click somewhere on the white space and then click on "Add a Network Location".



Step 2/9

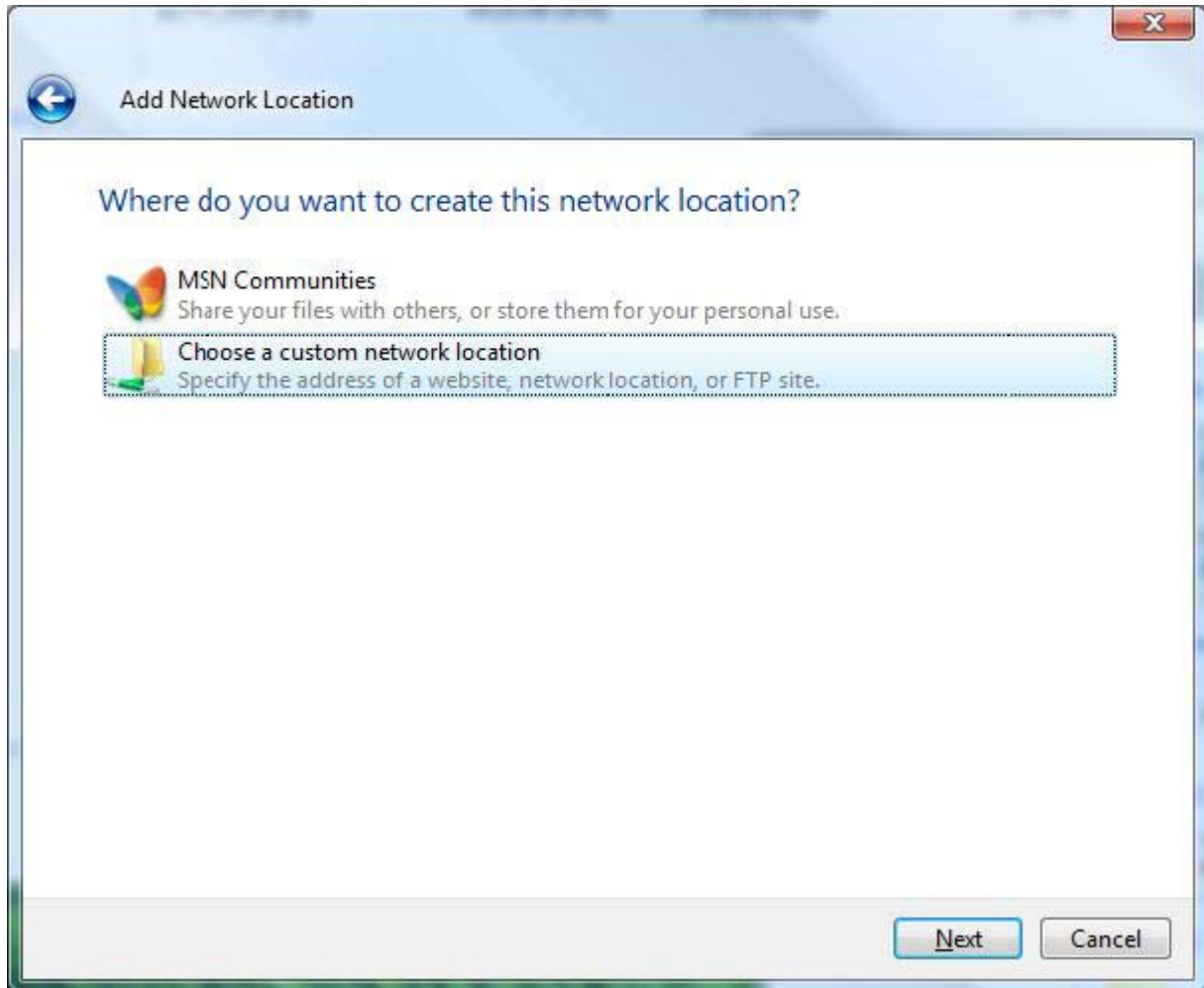
Click on "Next".



Step 3/9

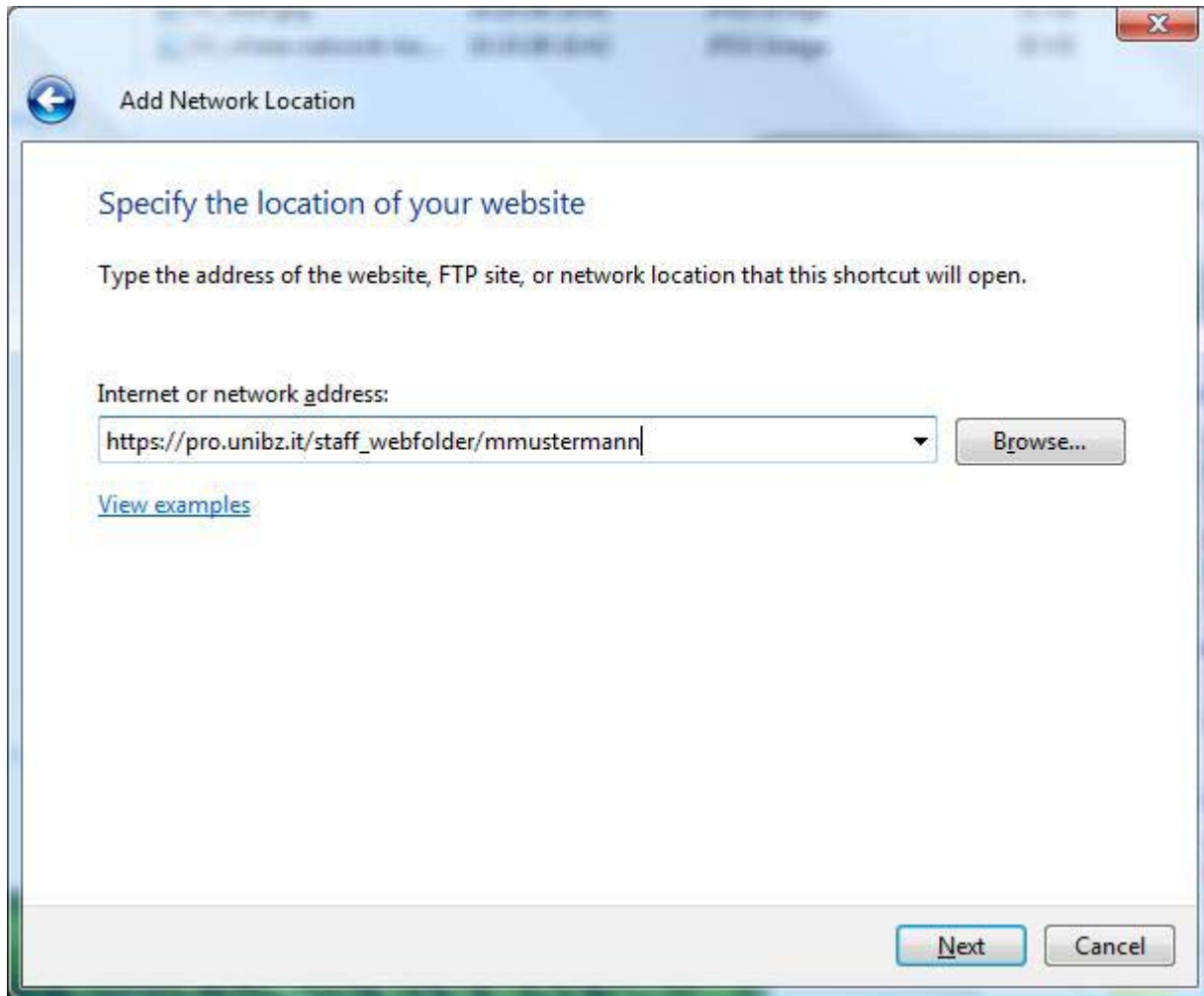
You will see the "Add Network Location".

Select "Choose a custom network location" and click on "Next".



Step 4/9

Please insert the URL into the appropriate field. Write
"https://pro.unibz.it/staff_webfolder/<YourUsername>" (without " " and < >)



Click on "Next".

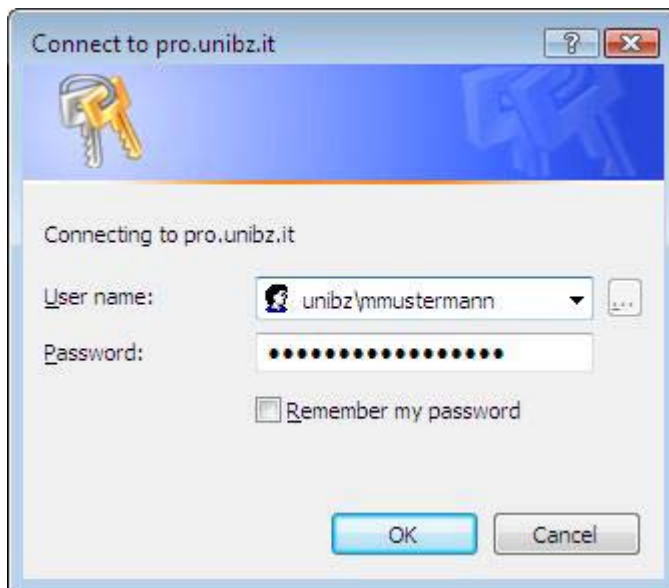
Step 5/9

A login window will appear.

Insert the domain, your network account and password. It is possible that you will be asked more times to logon.

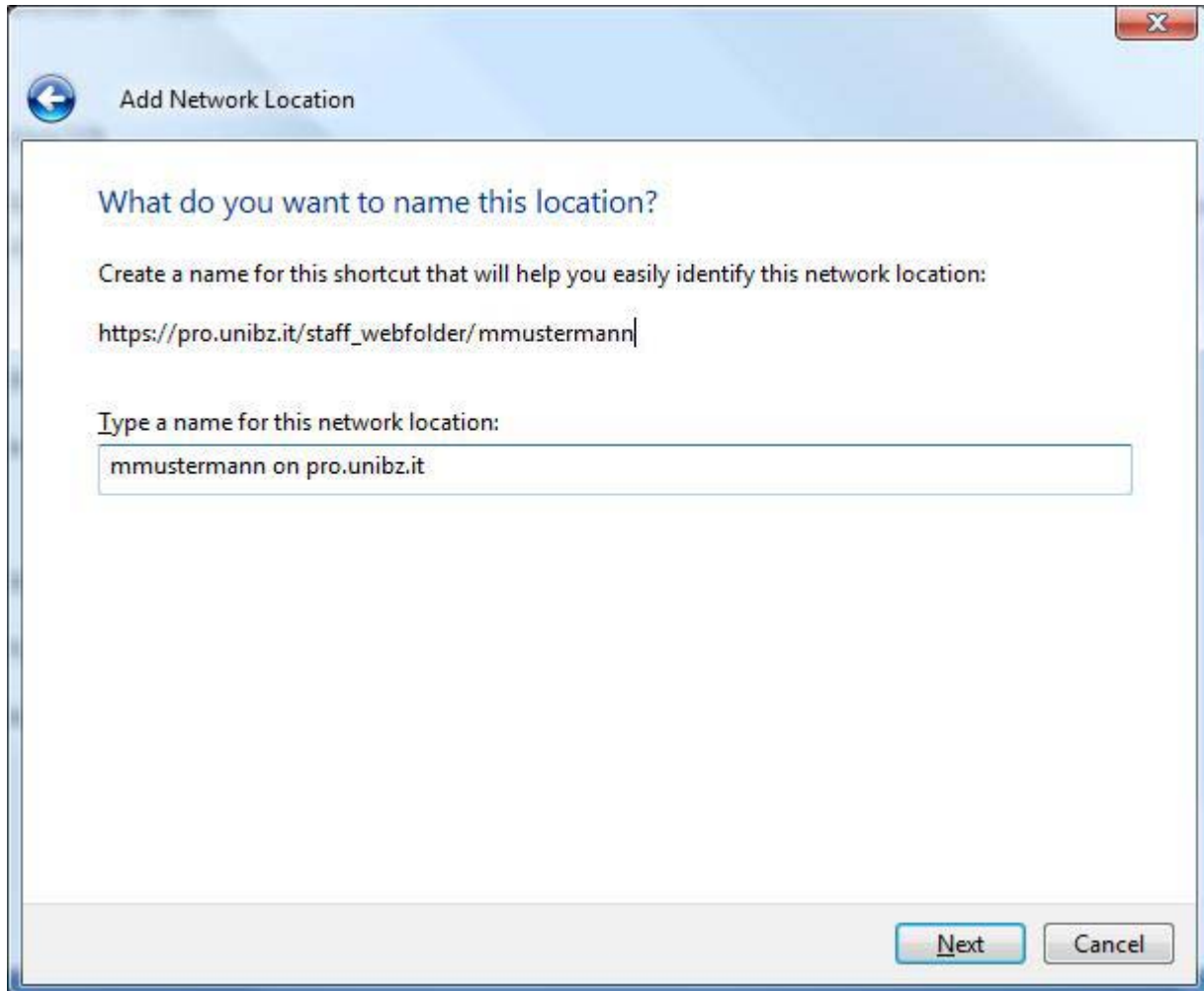
e.g.:

Username: "unibz\mmustermann"



Step 6/9

You will be asked for the name of your new network connection. You can accept the suggested name and click on "Next".



The screenshot shows a Windows dialog box titled "Add Network Location". The dialog has a blue header bar with a back arrow icon on the left and a close button (X) on the right. The main content area is white and contains the following text:

What do you want to name this location?

Create a name for this shortcut that will help you easily identify this network location:

`https://pro.unibz.it/staff_webfolder/mmustermann|`

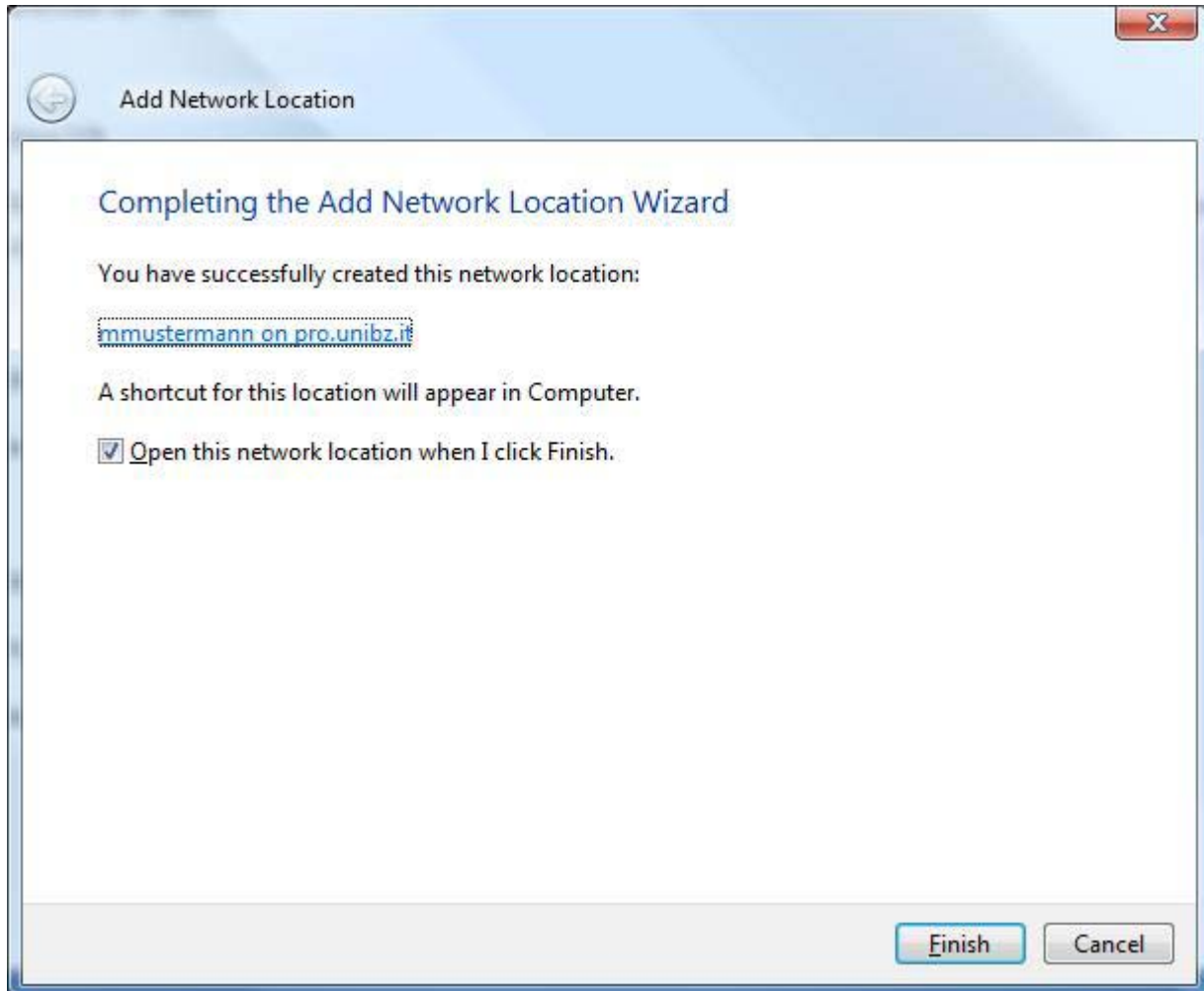
Type a name for this network location:

mmustermann on pro.unibz.it

At the bottom right of the dialog, there are two buttons: "Next" (which is highlighted in blue) and "Cancel".

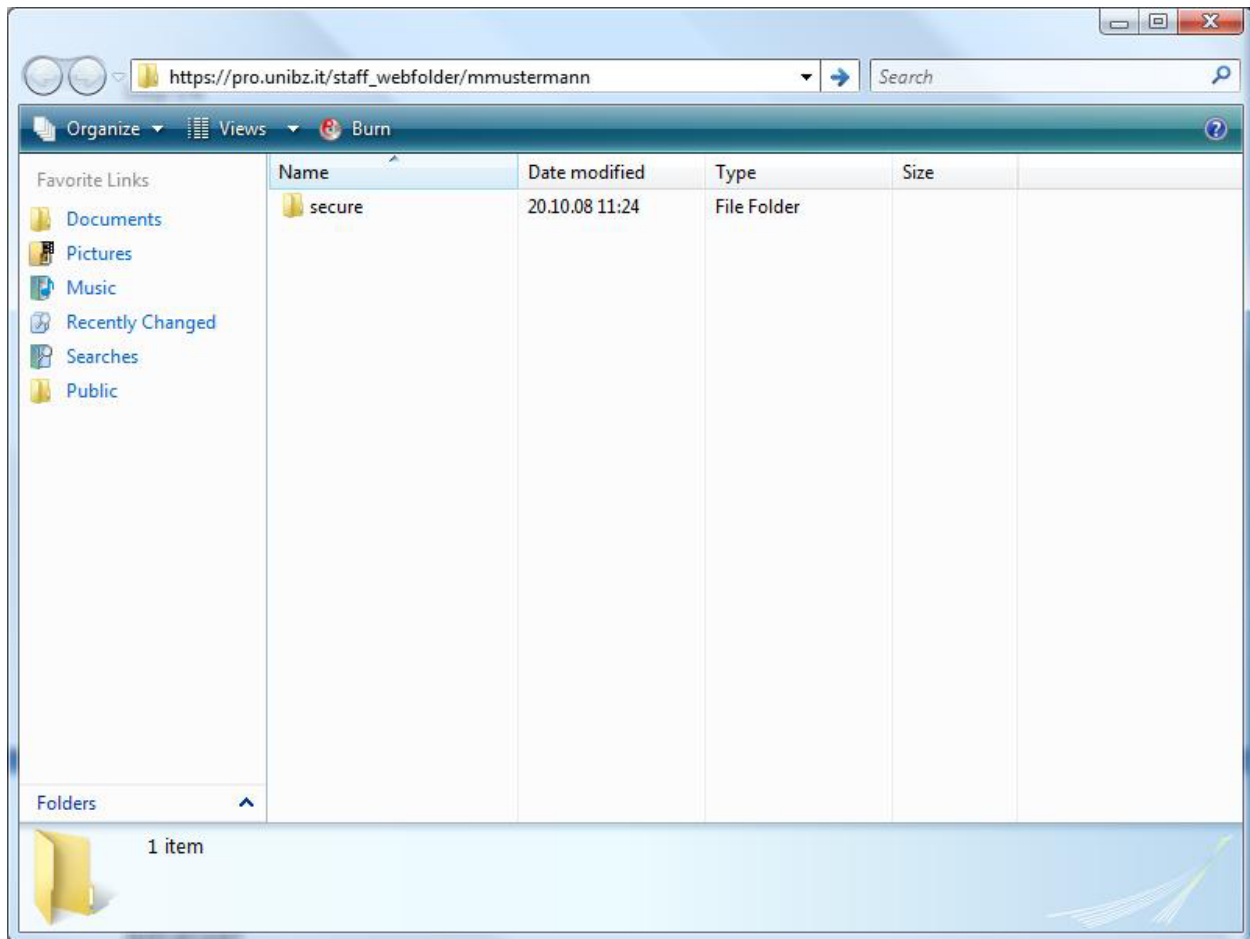
Step 7/9

The process is finished now. Leave the option "Open the network place when I Click Finish" checked and click on "Finish".



Step 8/9

A window will open with the content of your folder on the web server.



Step 9/9

You can open your folder by clicking on "Start/Computer". There you'll find the web folders under "Network Location".

