



FREIE UNIVERSITÄT BOZEN

LIBERA UNIVERSITÀ DI BOLZANO

FREE UNIVERSITY OF BOZEN · BOLZANO



# Accessing a Web Folder on Windows XP

## Step 1/9

If you work with Windows you can access the folder by way of the Windows Web Folder.

Go to your desktop and find the icon that says "My Network Places".



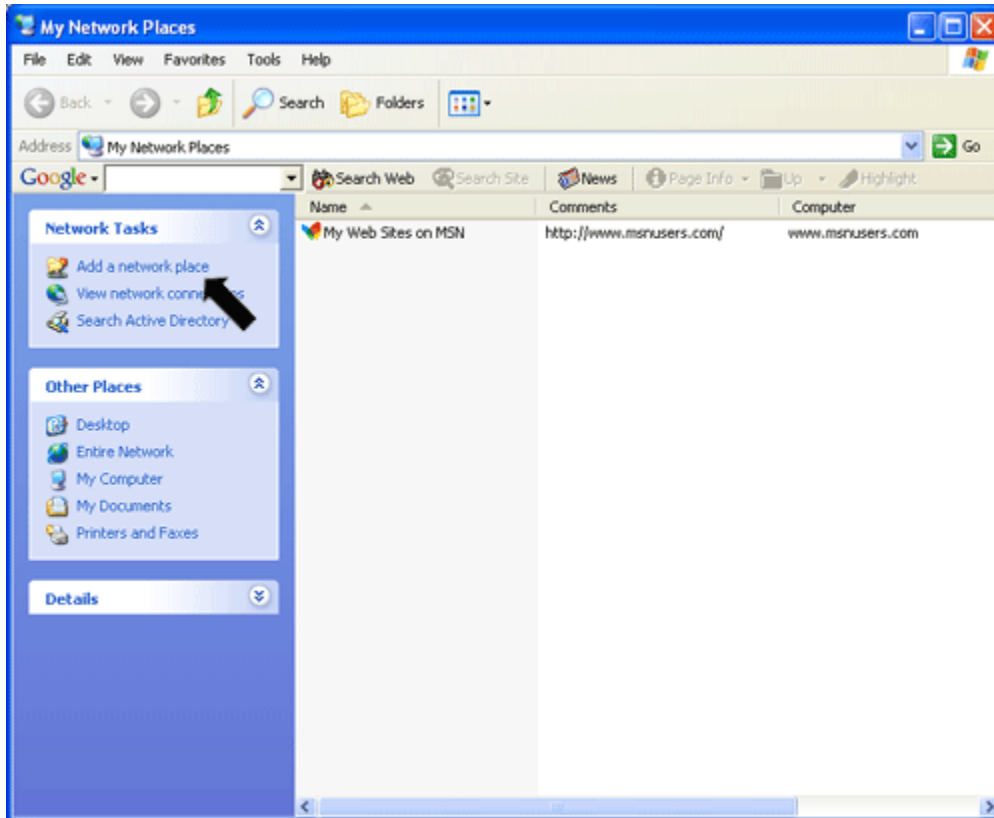
Double Click on this icon.

**Note:**

*If you are running Windows 98 or ME, you will need to go to My Computer. There is an icon within my computer called Web Folders. This is the icon you need to double click on.*

## Step 2/9

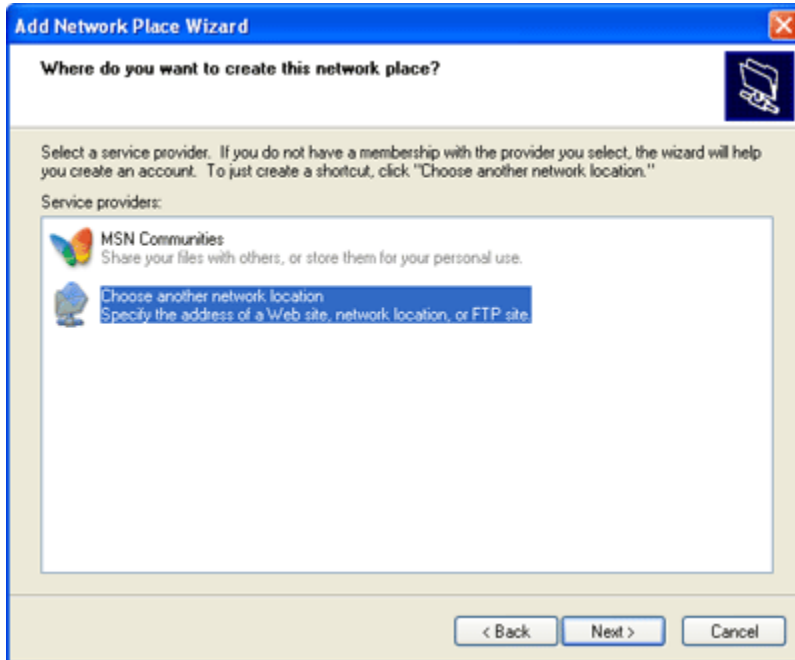
Click on "Add a network place".



### Step 3/9

You will see the Add Network Place Wizard. Click on "Next".

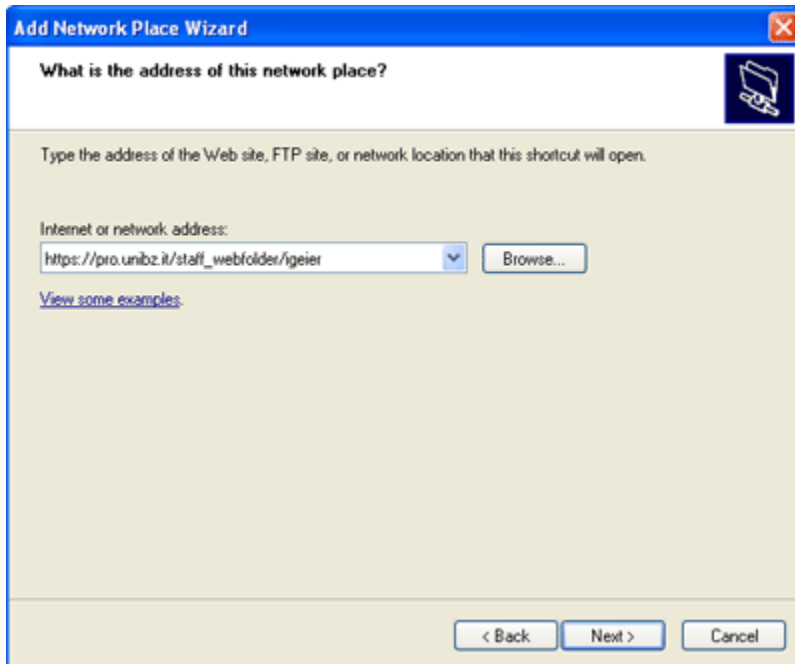
A window will open and some information will be downloaded from the internet. Please wait a moment, then the following window will appear:



Select "Choose another network location" and click on "Next".

## Step 4/9

Please insert the URL to your Web Folder into the appropriate field.



Click on "Next".

## Step 5/9

A login window will appear.

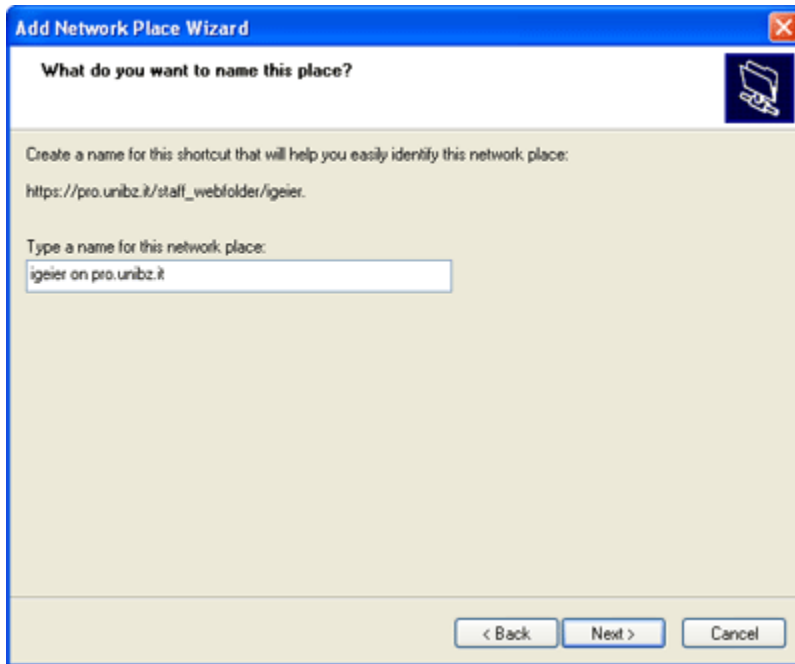


Insert your network account and password.

It is possible that you will be asked more times to logon.

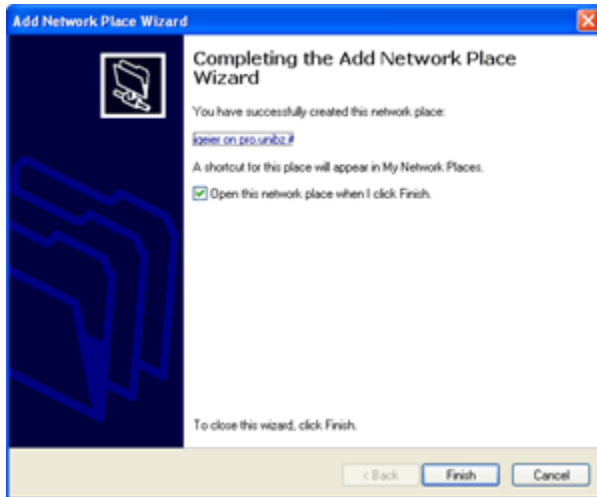
## Step 6/9

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



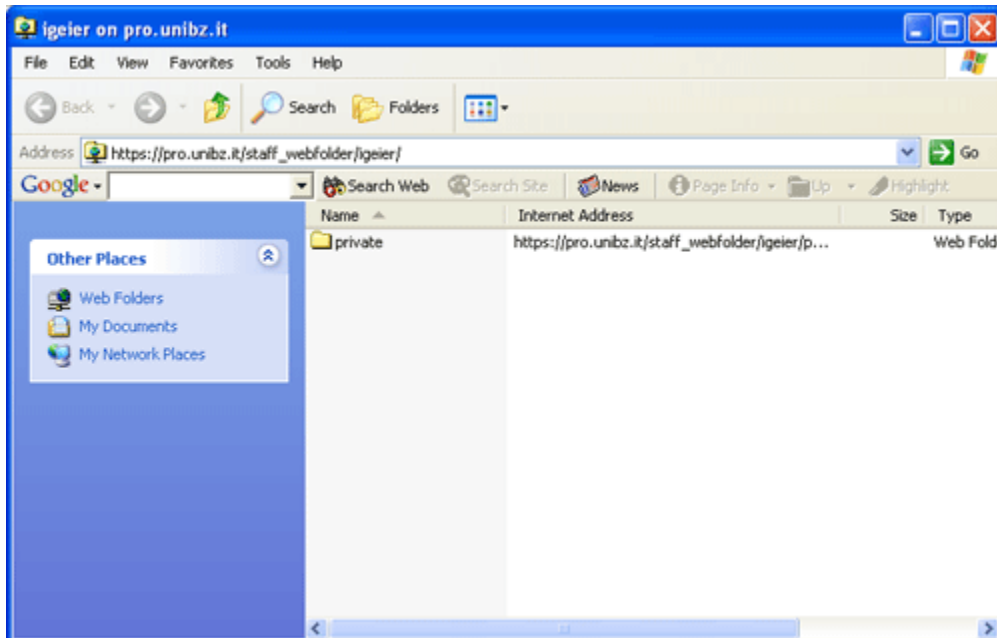
## Step 7/9

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



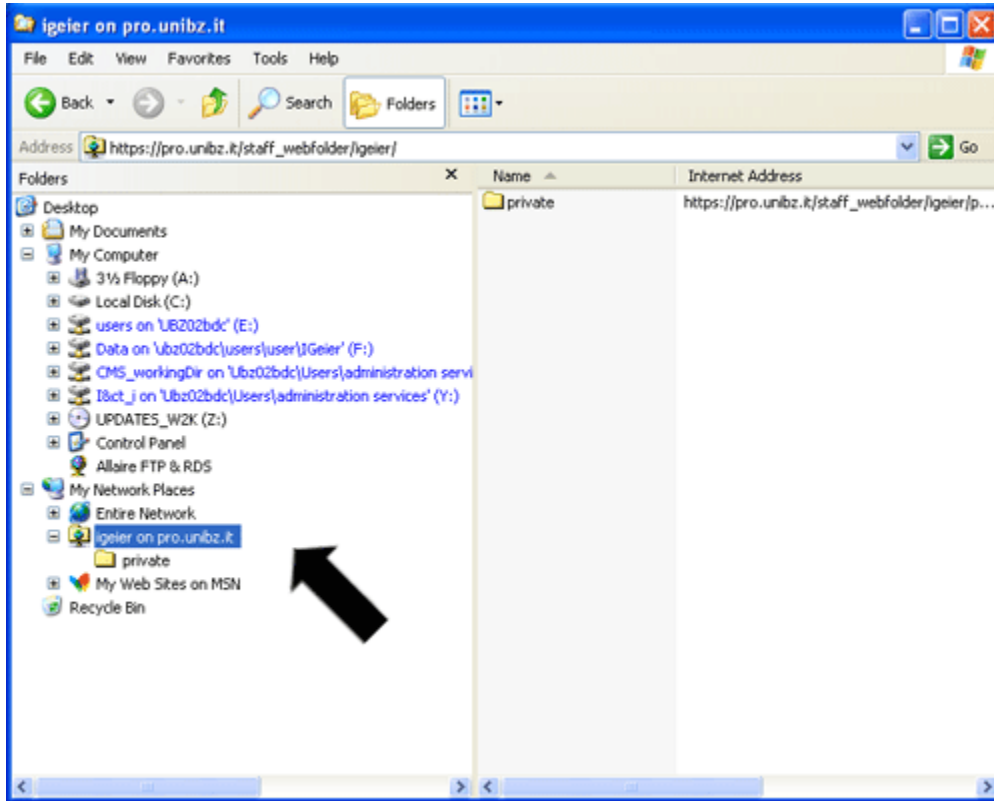
## Step 8/9

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



## Step 9/9

You can open your folder in Windows Explorer clicking on "My Network Places".



Another possibility to reach your folder is by way of the icon "My Network Places" on your desktop.