WebFolders – Access School Network Files from Home

To Set up Your Laptop to Access Network Files from Home

Using Windows XP

1) Click the Start menu.
2) Click My Network Places
3) Click "Add Network Place" on the task pane (on left).
4) Click "Next" on the Welcome screen.
5) Select "Choose another network location."
6) Click "Next."
7) Type the following in the "Internet or network address" field:

http://webfolders.bscoh.org/yourschoolname/yourusername

Note: In the school name field, high school and Hickory Ridge should be entered as "highschool" and "hickoryridge" (no spaces).

1) Click OK.
2) This will create an icon for this connection under My Network Places.

To Set up a Shortcut on the Desktop for the Network Drive

1) Click Start.
2) Click My Network Places
3) Right-click on the new icon you just created.
4) Click Send To > Desktop (Create Shortcut).
- Files can now be copied to the network by copying them to this location.
- To delete items from this location, right-click and choose Delete.
- (You cannot drag and drop items from this location to the Recycle Bin.)