

## M: DRIVE AND NET STORAGE TUTORIAL

### STUDENT TECHNOLOGY CENTER

Zahnnow Library, Second Floor, (989) 964-2299

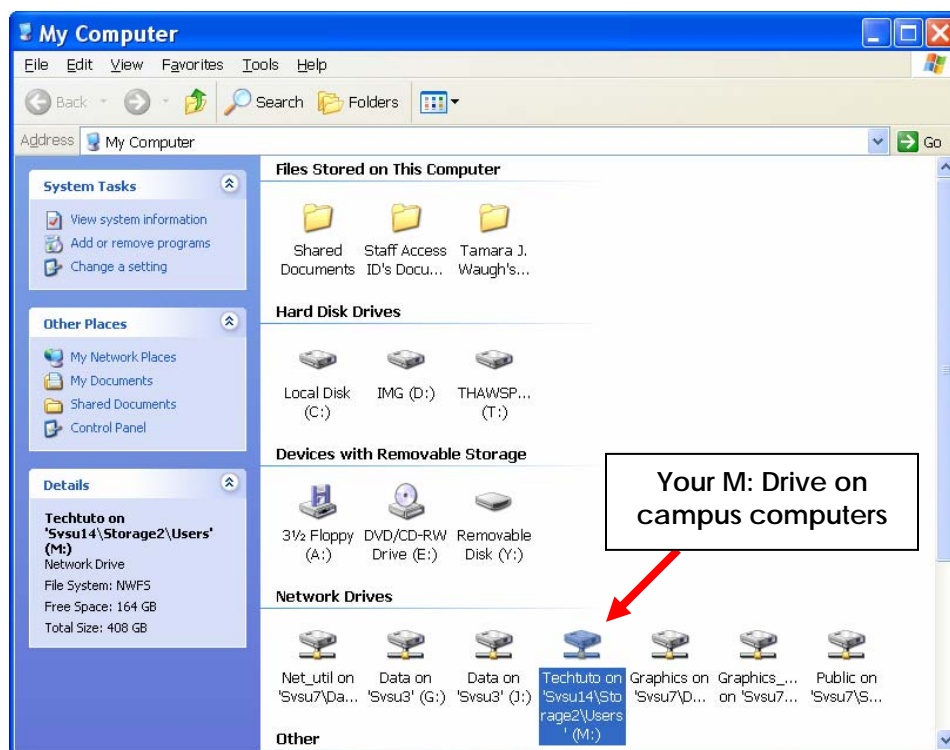
**Email:** techtutor@svsu.edu

**Website:** <http://www.svsu.edu/stc>

You may access your "M:" drive from home, on campus, or from anywhere on the Internet via a new web-based service called **NetStorage**.

Since your "M:" Drive is on an SVSU server, you will have to download (copy) files to your computer to work on those files, and you have to upload (copy) them back to your "M:" drive on the SVSU Server.

**Note:** When you logon to any of the computers on campus, you can easily access the "M:" Drive just like any other drive (for example the C: drive, or floppy drive), under *My Computer* >> *M: (your login id)*

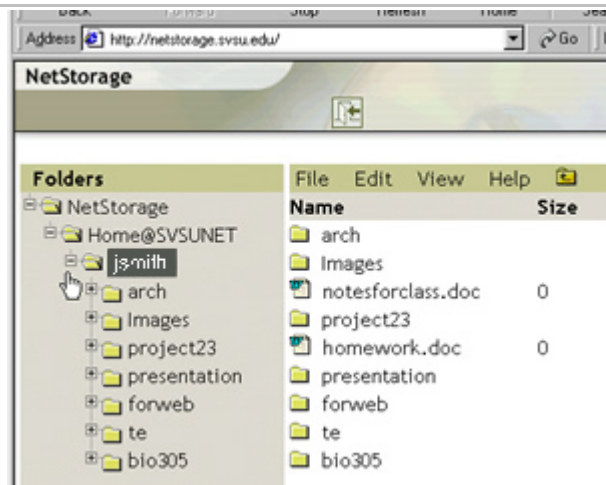


### Getting to your "M:" Drive from the Internet

- Open Microsoft Internet Explorer browser.  
*(Do not use Netscape, as it does not function properly with NetStorage.)*
- Change the URL to: **<http://netstorage.svsu.edu>**.  
*You may want to bookmark (save as a Favorite) this URL.*
- Type in your SVSU UserID and Password  
*(The same UserID and Password that you use for all SVSU systems.)*



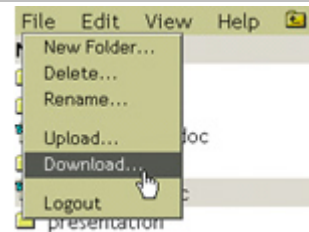
- Double click on the folder named: "Home@SVSUNET"



### Downloading Files

You must download the files from your "M:" Drive to your local computer to be able to work with the files.

- Select the file with your Mouse
- Click on the "File" menu
- Click on Download

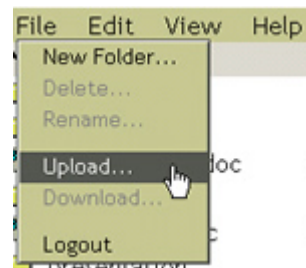


- You will be prompted to save the file to your computer

### Uploading Files

You must upload the files from your local computer for them to be available from your "M:" Drive.

- Click on the "File" menu
- Click on Upload

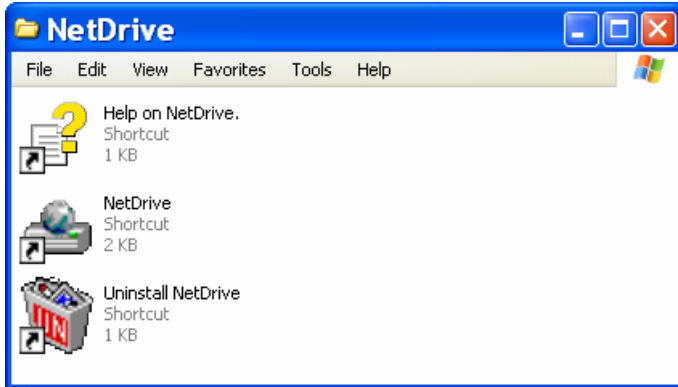


- A window will pop up, use this to browse your computer and select the file you wish to place on the M: Drive

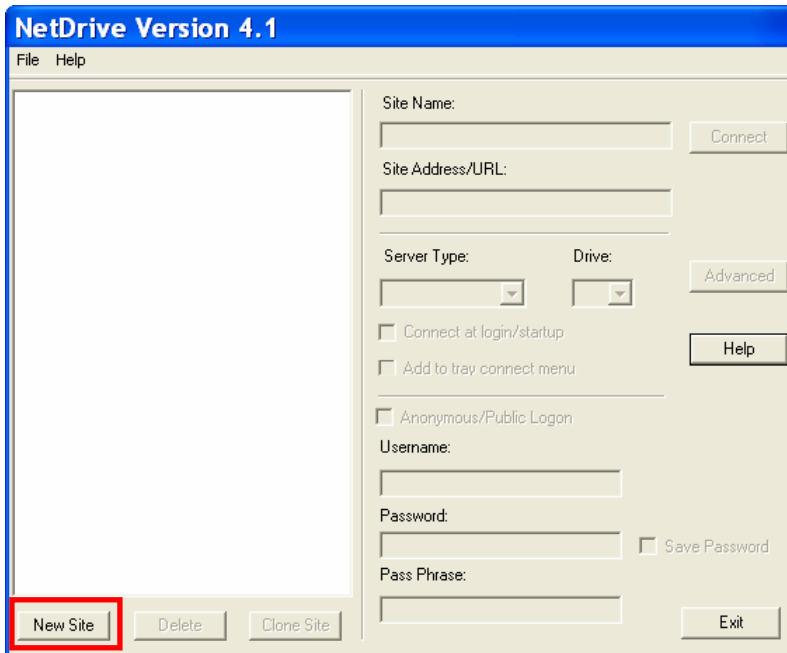
## How to set up Net Drive

Download and install the NetDrive from “<http://www.svsu.edu/support/>” Software Downloads

After install NetDrive, click on the NetDrive Icon



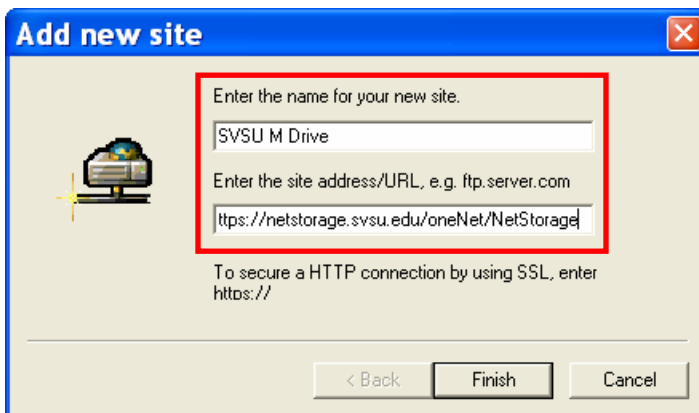
Click the "New Site" button in lower left corner



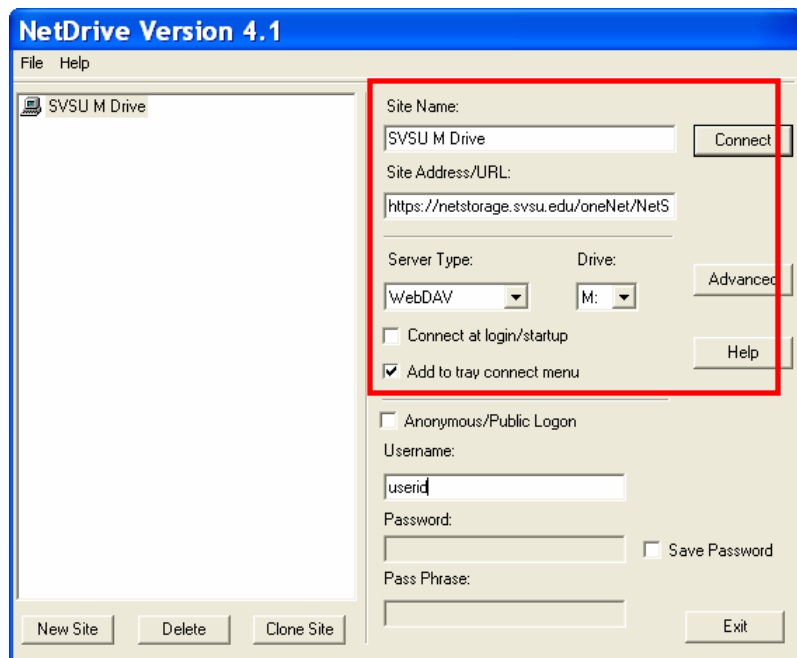
Enter SVSU M Drive for Site Name

Enter in the Site Address/URL: <https://netstorage.svsu.edu/oneNet/NetStorage>

Click Finish

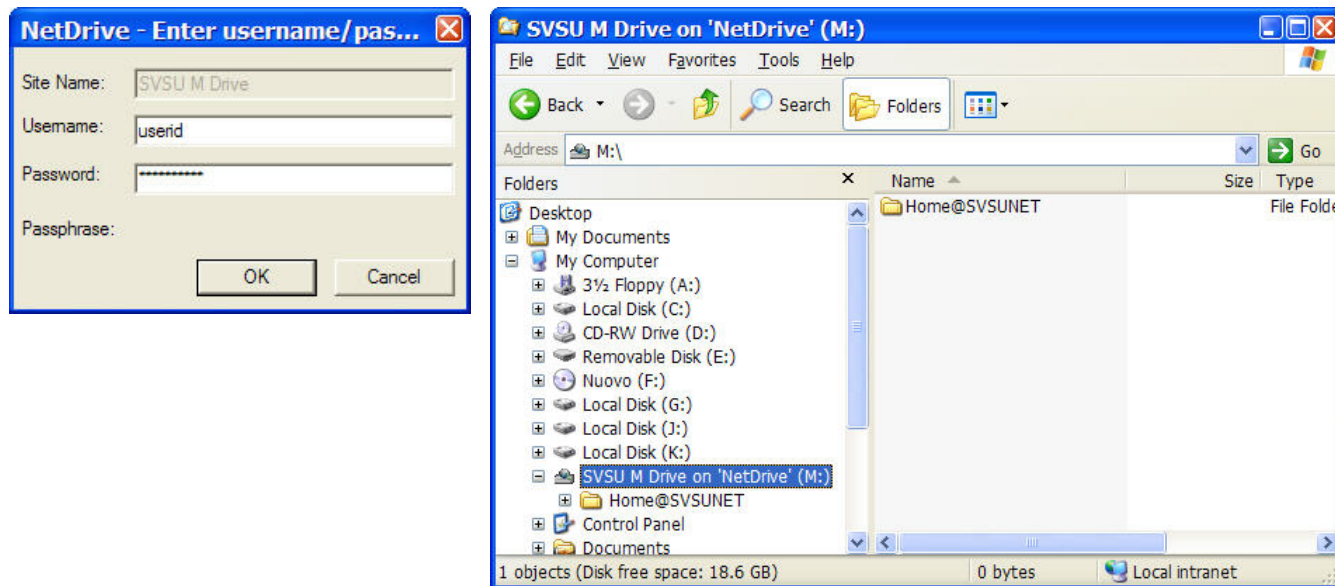


Select server type: WebDAV and an unused drive letter M:.  
 Uncheck Anonymous/Public Logon  
 Enter your SVSU UserID  
 Leave the “Save Password” box empty (unchecked) for your own security at home.



**How to use NetDrive:**

Double-Click on the NetDrive Icon  
 Click on the “Connect” button and login with your SVSU UserID and Password when prompted.



Use Windows Explorer to access your M: drive, as you would use the campus computer system.