

How to access your networked files off campus and on your own devices using the Webdav service.

Data protection:

If you work with sensitive or personally-identifying data, you must encrypt it before storing, sending or working with it anywhere other than on the University networked drives.

For details about IT security and data protection, please see the documents on <u>Use of Personal</u> <u>Data by students: Your Responsibilities</u>, the University's <u>Data Protection Policy</u>, and <u>Data</u> <u>Encryption</u>.

There is advice about keeping files and information secure in our Guide to staying safe online.

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		View	
		Sort by	•
1. Right-click on the desktop to display the		Refresh	
		Paste	
menu.		Paste shortcut	
		Graphics Properties	
		Graphics Options	- F
		New	•
		Screen resolution	
2. Click on Personalize .		Personalize	





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9. Click on Connect to a Web site that you can use to store your Documents and Pictures.	Map Network Drive What network folder would you like to map? Specify the drive letter for the connection and the folder that you want to connect to: Drive: Z: Folder: v Example: \\server\share @ Reconnect at sign-in Connect using different credentials Connect to a Web site that you can use to store your documents and pictures.
	Finish

0114 225 3333

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ITHelp@shu.ac.uk

For More Help:

Learning Centre Helpdesk





- 13. Enter the following address in the Internet or Network address field:
 Add Network Location
 Specify the location of your website
 Type the address of the website, FTP site, or network location that this shortcut will open.
 https://myfiles.shu.ac.uk/webdav
 View examples
- 14. Click Next.





17. Type in a name for this location

 e.g. SHU HomeDrive.
 What do you want to name this location?
 Create a name for this shortcut that will help you easily identify this network location:
 https://myfiles.shu.ac.uk/webdav.

18. Click Next.

19.	Click on Finish.	Finish	Cancel
			TITIST

Type a name for this network location:

SHU HomeDrive



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20. When connected you will see your Home Drive and any Shared Drives you have access to e.g. N.

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🔆 Favorites	Name	Date modified	Type PDF File	Size 105 KB
Desktop	eduroam_Mac_10 2	14/07/2011 14:57	Office Open XML	300 KB
) Downloads 🔛 Recent places	geduroam_Windows_7	16/06/2011 11:45	PDF File	434 KB
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Cibraries	👌 eduroam_Windows_Vista	16/06/2011 11:45	PDF File	487 KB
	kg eduroam_Windows_Vista_	14/07/2011 14:25	PDF File	487 KB
	eduroam_Windows_Vista_06-11	14/07/2011 14:25	Office Open XML	383 KB
J Music	🖞 eduroam_Windows_Vista_07-11	14/07/2011 14:25	PDF File	487 KB
Videos	b eduroam_Windows_XP	14/07/2011 14:51	PDF File	302 KB
	eduroam_Windows_XP_10 (2)	14/07/2011 14:50	Office Open XML	470 KB
🛒 Computer	EGG300REFERENCE	06/10/2006 16:22	Text Document	1 KB
	Elasticity Lab Repo2rt	23/03/2012 13:01	Office Open XML	1,767 KB
🙀 Network	📄 Elasticity Lab Repo2rtprint page 9-10	23/03/2012 13:01	Office Open XML	1,767 KB
	e-learning-code	21/11/2011 14:48	Text Document	1 KB

21. Once the connection has been made it will remain on your PC as a Network Folder and can be accessed via **My Computer** at any time.



You can open and edit files from the SHU Network or you can copy them between your device and the SHU Network by dragging and dropping or copying and pasting.

You can save files straight to your Home drive or Shared Drive on the SHU Network from applications such as Word.

