Sheffield Hallam University

Online File Access via Windows 8

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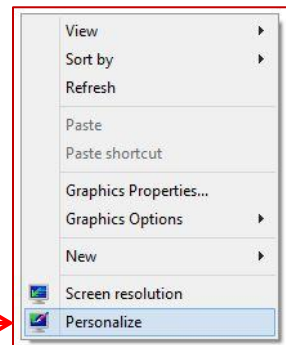

Data protection:

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 Use of Personal Data by students: Your Responsibilities, the University's Data Protection Policy, and Data Encryption.
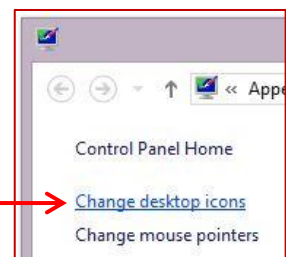
There is advice about keeping files and information secure in our Guide to staying safe online.

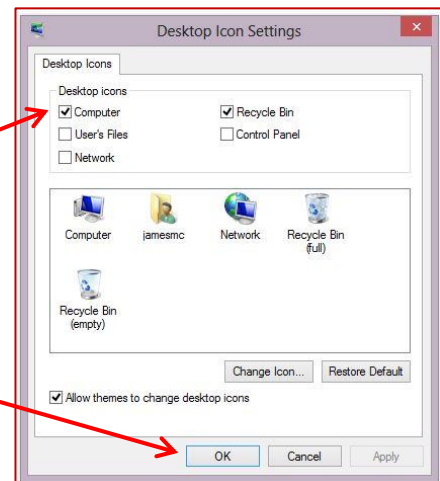1. Right-click on the desktop to display the menu.

2. Click on **Personalize**.

3. Click **Change desktop icons**.

For More Help: ✉ ITHelp@shu.ac.uk ☎ 0114 225 3333 👤 Learning Centre Helpdesk

4. In the **Desktop Icon Settings** dialog box.

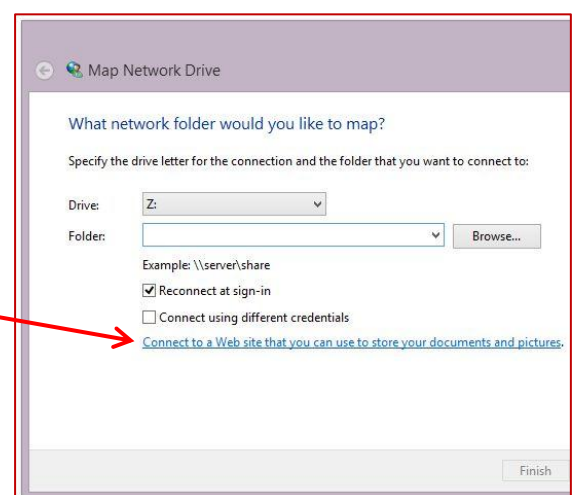5. Make sure the **Computer** box is ticked.

6. Click **OK** to all open dialog boxes.

7. **Right click on Computer.**

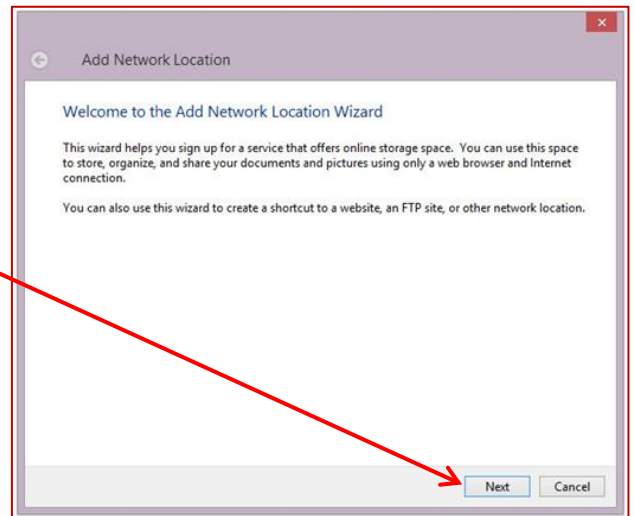8. **Click on Map Network Drive.**

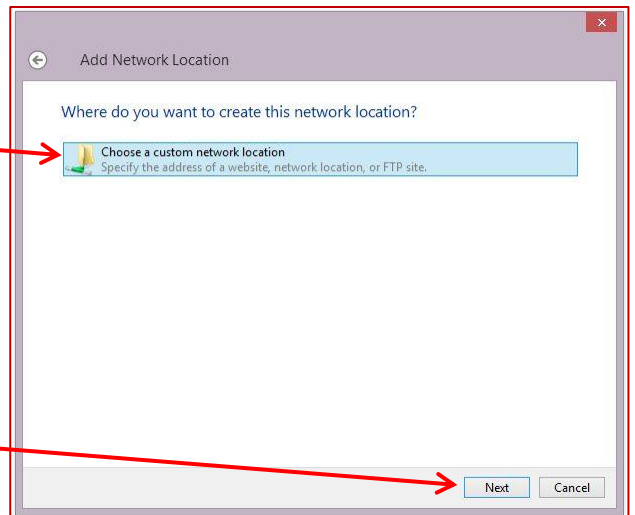9. Click on **Connect to a Web site that you can use to store your Documents and Pictures.**
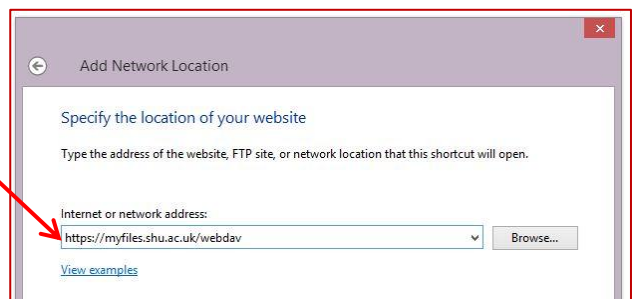
Online File Access via Windows 8

10. Click **Next.**

11. Click **on Choose a Custom Network Location.**

12. Click **Next.**

13. Enter the following address in the **Internet or Network address** field:

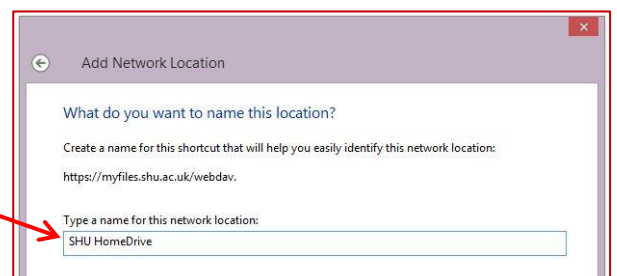   https://myfiles.shu.ac.uk/webdav

14. Click **Next.**

15. Enter your SHU **Username and Password.**

You must leave this box EMPTY so that your files are not left available to other people and so that password changes do not stop you accessing the service.
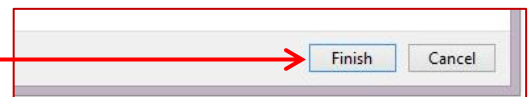
16. Click **OK.**

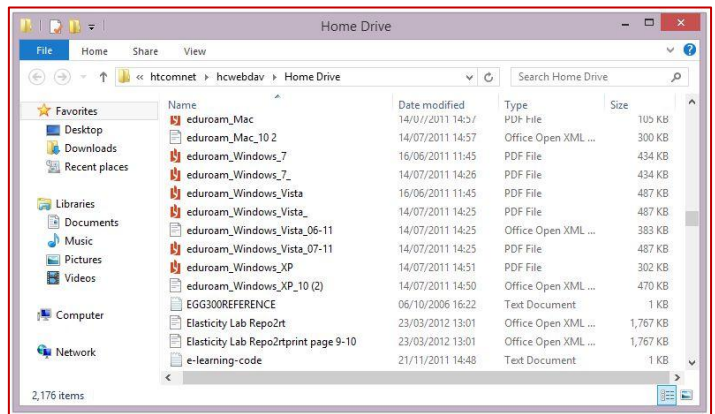17. Type in a name for this location e.g. SHU HomeDrive**.**

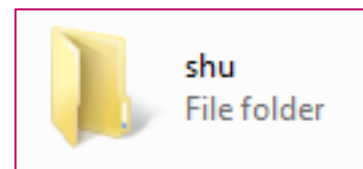18. Click **Next.**

19. Click **on Finish.**

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

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.