

# Accessing Network Files Using NetStorage

---

Anyone with a St. Norbert College network account may access files stored on the College's computer network drives (M, G, and J) from off campus in several ways. This handout explains how to transfer files between your computer and the network using a web-based interface called NetStorage (Windows or Mac). Note that in Windows Vista, NetStorage does not work with Internet Explorer; we recommend using Firefox instead (a free web browser from <http://www.mozilla.com>). For other methods of accessing network files from outside the network, see the handouts *Accessing Network Files Using NetDrive* (Windows XP only) and *Accessing Network Files Using File Transfer Programs* (Windows and Mac), at <http://www.snc.edu/techsupport>.

## Accessing NetStorage

1. Open your web browser and go to <http://www.snc.edu/netstorage>.  
**Note:** In order for NetStorage to work properly, your web browser must have JavaScript enabled, must be set to accept cookies, and must allow pop-ups from **netstorage.snc.edu**.
2. You will be presented with a new "certificate" or a "security alert" (depending on your browser). Answer that you want to accept the certificate permanently, or that you want to proceed.
3. You will be prompted to log in. Enter your 6-character network login ID and password and click OK.

## Using NetStorage

When using NetStorage, the general procedure is to download the needed file(s) from the network drive to your computer, work on it there, save it, and then transfer it from your computer back to the network drive.

### Transferring files from the network onto your computer

1. Once you're logged in, you'll see a list of network drives that you have access to. For most people, these will be DriveM@SNC (your M: drive), DriveG@G-CLASSES, and DriveJ@J-DEPARTMENT.
2. On the right side, double-click on the folder for the drive you wish to access. You will see a listing of files and folders on that drive. If the list is long, you will not see everything at once; use the horizontal scroll bar at the bottom to move further down the list.
3. Navigate to the file you want by scrolling and double-clicking on the folders. Use the yellow folder with the up arrow (at the top) to go back up a level.
4. To transfer a file from the network drive to your computer, click once on the file you wish to transfer to check it, then from the File menu at the top, choose Download. Do not double-click on files in NetStorage.
5. You should be asked whether you want to save or open the file. Choose to save the file. Do **not** open files directly from within NetStorage – if you edit them this way, your changes will **not** be saved. Note that if you download an entire folder with NetStorage, it will be saved as a .zip file, from which you should be able to open the individual files normally.
6. Select where you would like to save the file on your computer, then click on the Save button.  
**Caution:** When transferring files, you may not be warned if you are about to overwrite or replace a file with the same name. NetStorage may simply overwrite the file without asking, so **be careful**.
7. When you are finished transferring files, click the Logout button at the top.

### Transferring files from your computer onto the network

1. Click on the folder or drive into which you wish to transfer the file. From the File menu, choose Upload.
2. Click the Browse button to locate the file you want to transfer. Click once on the file to select it, then click Open. Click the Upload button. Note that you can't upload folders, only individual files, one at a time.  
**Caution:** When transferring files, you may not be warned if you are about to overwrite or replace a file with the same name. NetStorage may simply overwrite the file without asking, so **be careful**.
3. When you are finished transferring files, click the Logout button at the top.

## Assistance and questions

If you have any questions or need more information, contact the Help Desk at (920) 403-HELP (4357) or [helpdesk@snc.edu](mailto:helpdesk@snc.edu). The Help Desk is for St. Norbert College students and employees only.