


# Accessing Network Files via the Web

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Anyone with a St. Norbert College network account may access files stored on the College's computer network drives (M, G, and J) from outside of the network via the web. Note that some details may vary based on your operating system and web browser. If the system does not work well for you, try a different web browser such as Firefox (free from <http://www.mozilla.com>) or Chrome (free from <http://www.google.com/chrome>).

The recommended procedure for working with network files is to download the needed file(s) from the network drive to your computer, work on it there, save it, and then upload it from your computer back to the network drive.

1. Open your web browser and go to <http://www.snc.edu/netstorage>.
2. Log in with your 6-character network login ID and password.
3. Once you're logged in, you will see the M, J, and G drives listed on the left side.
4. On the left side, click once on the drive you wish to access. A list of files and folders on that drive will be displayed on the right side.
5. Navigate to the file you want by scrolling and single-clicking on the folders to open them. You can navigate through the folders on either the left or the right side – clicking a folder on either side will open the folder. To go back/up a level, click the green up arrow  at the top of the right side.
6. To transfer a file from the network drive to your computer:
  - a. Double-click or right-click on the file you wish to transfer and choose Download. To select multiple files, use Ctrl+click or Shift+click.
  - b. You should be asked whether you want to save or open the file, but this behavior may vary depending upon your browser settings. Choose to save the file. Do not open files directly or you may lose your work.
  - c. Choose where to save the file on your computer, then click the Save button.
7. To transfer files from your computer to a network drive:
  - a. Navigate to the folder into which you wish to transfer the file.
  - b. You may be able to drag files from your computer directly into the right side of the browser window and let go to upload them, but not all browsers support this. Otherwise, click the Upload button in the blue menu bar at the top.
  - c. You will see the available options for uploading, which will vary depending upon your browser.
  - d. Using the "Simple" tab, click the first Browse button, choose the file/folder you wish to upload, and click Open. Repeat for additional files if desired, then click the Upload button.
  - e. Using the "Drag and drop" or "Silverlight" tabs, if available, you can drag files/folders from your computer into the window, then click Upload.
  - f. (Optional) When finished uploading files, click the Reset or Clear List button in the upload window to erase the list of files that were uploaded.
8. When finished transferring files, click on your login ID in the upper right corner to log out. If you are using a shared computer, be sure to close the browser and restart the computer when finished to ensure that your login and password are cleared.

## Other file management options

When you right-click on a file or folder (or double-click on a file), there are additional options for managing files, such as Rename, Delete, Copy, Cut (Paste is available only after you've cut or copied something), Select all, and New – Folder. The Compress to the Zip option is for compressing files into a .zip file. The Details and View, edit and sharing options should be ignored.

Note that Netstorage does not like ampersands in file/folder names, so they should be avoided.

## 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 account holders only.