

# DISTRICT 220 NETSTORAGE MANUAL

With Novell NetStorage, you can securely access network files from any Internet-enabled computer. You can move files between a local computer and the Novell Network. This means that your network home directory [P: Drive] is available from any Internet-attached computer, anywhere in the World.

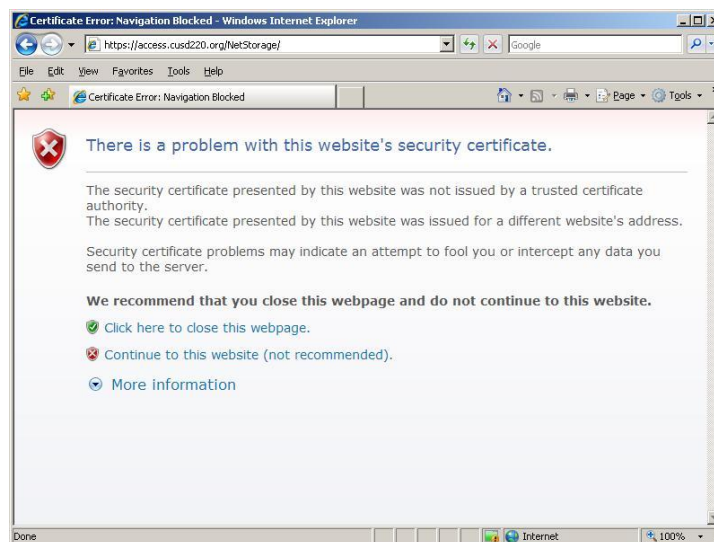
## Access NetStorage

Open a browser on any Internet connected computer and enter the following

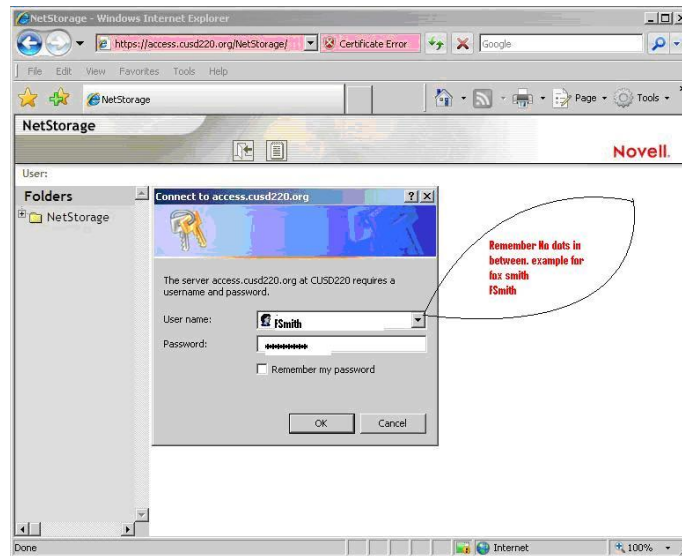
URL: Email: <http://email.barrington220.org>

**Note:** Personal files-P-Drive: <http://mail.barrington220.org>

On Some browsers, specially with Internet Explorer 7 you might see a websecurity alert. If you get an alert, Please click “Continue to this website”



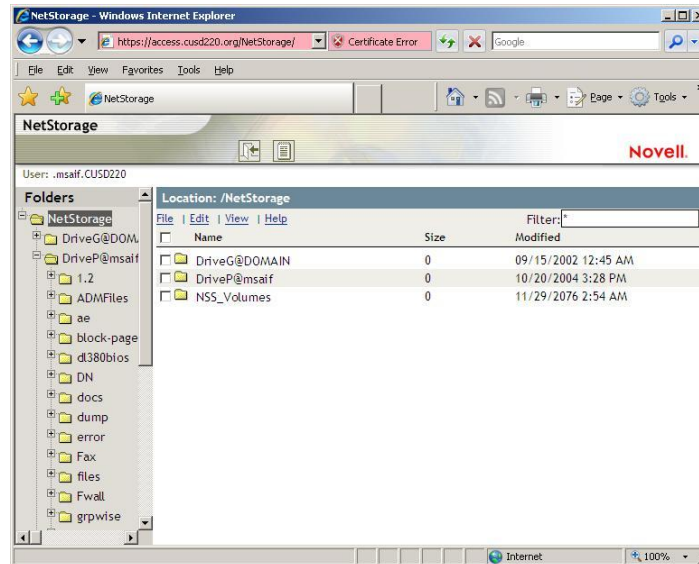
A dialog box will appear asking you to login to the Novell network. You will provide your network loginname and password. (The exact format will differ depending on which browser you use. ie. Firefox and Internet Explorer will look different, but the behavior will be the same.)



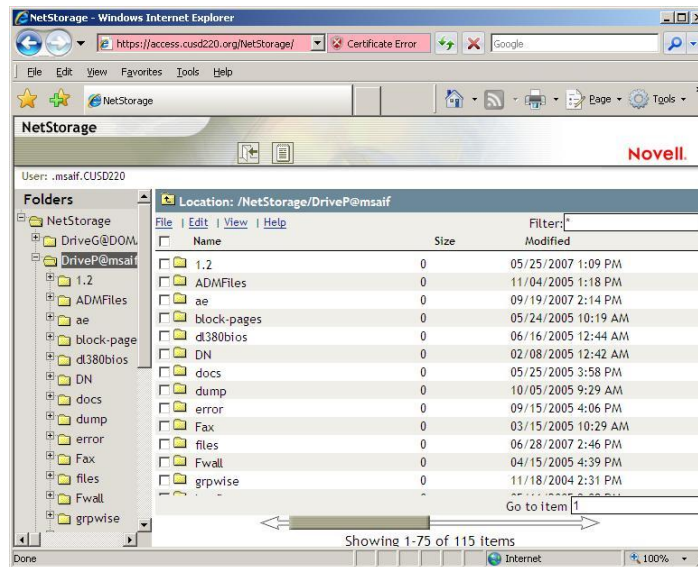
**Note:** - When you login make sure you don't type any dots in between your username and password. For example: Fox Smith will type his name as FSmith.

## Accessing Your Files

After logging in, the following screen will be displayed showing all the drives that are normally created when you login into the network. Drive P: is your home directory and is where all your files are located.



Click on 'Drive P:' in the left-hand pane. The files and folders in your home directory will appear. From there you can navigate to the folder of your choice.



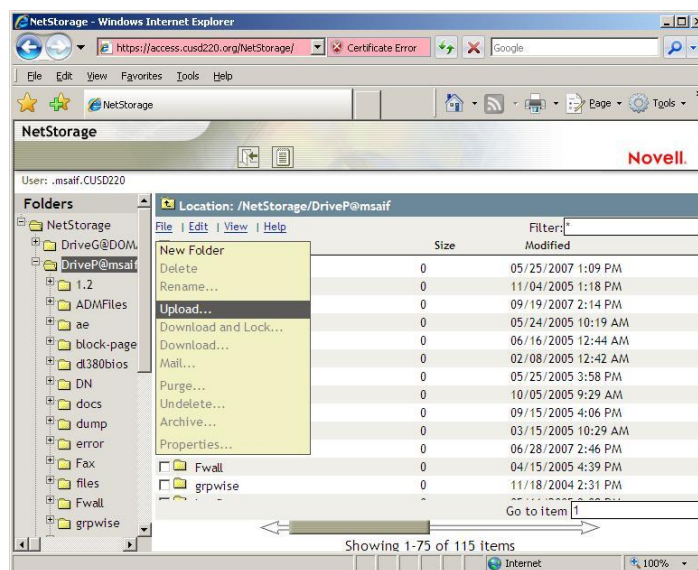
The main operation you will be doing is copying files between your network account and your home computer.

- You will 'Upload' files from your home computer to the Network.
- You will 'Download' files from the network to your home computer.

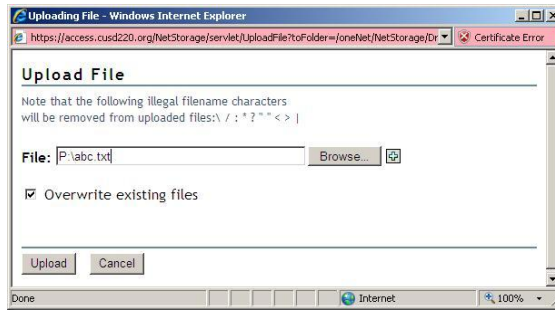
## Upload Files

Move a file from your home computer to the network.

- 1) In NetStorage, navigate to the folder where you want the file uploaded to.
- 2) On the Menu: **File — Upload File**



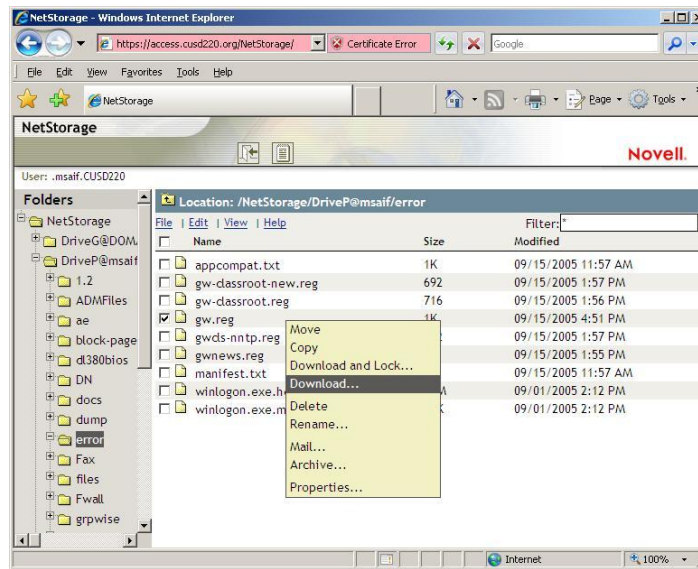
The following dialog box will appear. You can either enter the file name or click the browse button to locate the file on your local computer. Click the 'Upload' button to copy the file up to the network from your local computer.



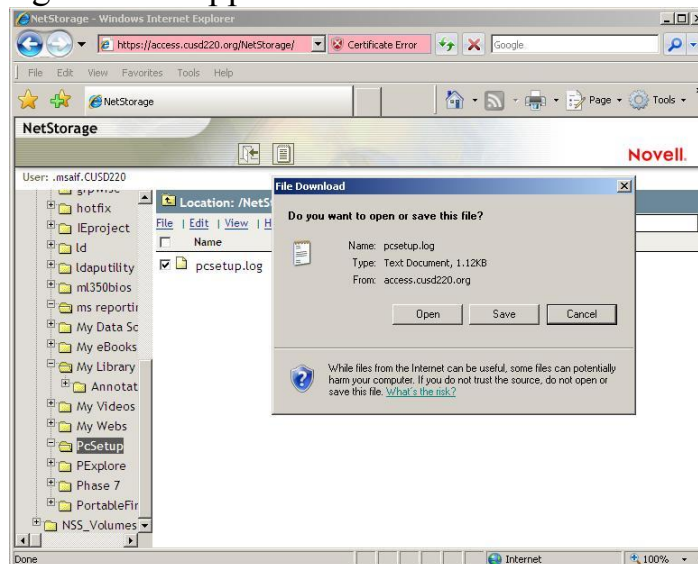
## Download Files

Move a file from the network to your local computer.

- 1) In NetStorage, navigate to the file you want to download and click on the filename so that it is highlighted.
- 2) File - Download for Viewing or Right-click on the filename and choose 'Download for Viewing'



The following dialog box will appear:



Click the 'Save' button and then navigate to where you want the file stored on your local computer.

If you choose 'Open', then your local computer will download the file and attempt to open in the appropriate application.

## Quitting

Click on the 'Exit Door' icon at the top of the page.

