

## Connecting to WebDAV with Windows 7

WebDAV is a technology used to connect your computer to a remote server for file viewing and transfers. This is a technology that was fully standardized in the early 2000's, and is today widely supported on most computers and in most web editors. YCCD offers WebDAV as a connection option for all websites hosted by the district.

Using WebDAV to connect to your website has many advantages over traditional FTP. The first, and most important, of these advantages is the native support for WebDAV that is already included in all modern computer operating systems and popular web editors. Unlike FTP, WebDAV requires no client side software. Files and folders can be created, renamed, and dragged between computers using the familiar file management tools already included with Microsoft Windows 7. This file system transparency also allows web editors to maintain their content directly on the remote server using the editing tool of their choice, whether that tool is Adobe Dreamweaver or Notepad. Finally, WebDAV is very fast and secure, which will allow you to quickly move files onto your website without compromising your login credentials or the security of your data.

To begin establishing a connection, please follow these steps. There are two methods outlined here. The first establishes a Drive Letter Connection, which will work for most users and is the best option if you will be connecting regularly from your current computer. The second is a Network Shortcut, and should only be used if you are establishing a one-time connection to your website from your current computer, or if the security settings on your computer do not allow a Drive Letter Connection.

### Drive Letter Connection Instructions

1. Begin by opening the Computer window. Click the Windows button at the lower-left corner of the Desktop. Next, click the Computer menu option on the Start menu.
2. In the upper portion of the window, find and click the Map Network Drive button.
3. Complete the first screen of the Map Network Drive workflow
  - a. Choose a drive letter. By default, Windows 7 will select the highest letter not currently in use. To change this letter, simply choose another available option from the dropdown window.
  - b. In the Folder text box, enter the full URL, or web address, of the site you are connecting to. **Example: <https://demo.sites.yosemite.edu>**. It is very important that you enter the address with the "https:", and not "http:".
  - c. Check the "Reconnect at Logon" checkbox only if your computer is private and cannot be easily accessed by others. This feature will speed future connections, but slightly reduces security.

- d. Check the “Connect using different credentials” box **ONLY** if you need to connect using a different username and password than the one you are using on your local computer.
    - e. Click “Finish” when done on this screen.
  4. Your computer should now prompt you for your login credentials. Websites are accessed using the same username and password using the same credentials provided for district email and computer logins.
    - a. Your username should be preceded with a lowercase “yccd\” prefix, and should always be lowercase. **Example: “yccd\username”**.
    - b. Enter your standard YCCD network login password.
    - c. Checking the “Remember My Credentials” checkbox will speed later connections and will prevent you from being repeatedly prompted for your password. This box should not be checked if you are on a shared computer, as doing so will allow others to access your website. Never check this box in a computer lab or classroom.
    - d. Click “OK” when finished.
  5. Your computer should now open a window that will display your website content. You can edit, delete, rename, and copy files to this folder as if it were local.
  6. To access this drive letter share again in the future, simply reopen the Computer window as outlined in Step 1. The Computer window is divided into three sections on most computers, and the lowest of the three will be “Network Location”. Simply click the DavWWWRoot link with the drive letter assigned in step 3, and your window will re-open.
  7. To save files directly to your website from other applications, simply choose “Save As” in that application and point it to the drive letter assigned in step 3.

### Network Share Shortcut Instructions

This type of connection is similar to using a Drive Letter shortcut, but is less flexible and is directly supported by fewer applications. This method should only be used if the first method does not work.

1. Begin by opening the Computer window. Click the Windows button at the lower-left corner of the Desktop. Next, click the Computer menu option on the Start menu.
2. Point your mouse to an empty section of the right pane in the Computer window and click the **right** mouse button.
3. In the contextual menu that pops up, select the “Add a network location” option. This will launch the Add Network Location wizard.

4. Click Next on the wizard introduction screen, and “Choose a custom network location” on the second screen. Click Next again.
5. The third screen of the wizard will request the location of your website. Enter the full URL, or website address, of the website you are trying to connect to. **Example:** **https://demo.sites.yosemite.edu**. It is very important that web addresses use the https:// prefix, and not simply http://. Click next when done on this screen.
6. Your computer will now prompt you for your YCCD network username and password. This is the same username and password utilized to access district email, or to login to district computers. Your username should be preceded with a lowercase “yccd\”. Example: “yccd\username”
7. The next screen will ask you for a shortcut name that you will use to access this WebDAV share. The default name will be the website address you entered previously, but it may be changed to any name you like (e.g. “My Website”). Click Next when done.
8. Your computer will now show you a final information screen, confirming the successful creation of the Network Share Shortcut. Clicking Finish on this screen will open a window to your WebDAV share. You may use this window to create, delete, rename, or edit files.
9. To access your website in the future, open the Computer window as described in step 1. You should see your Network Share Shortcut under the Network Location portion of the window. The Network Share Shortcut will be labeled using the shortcut name we assigned in step 7.