

NetStorage

What is NetStorage?

NetStorage is a secure service which allows staff members access to their network drives from personally owned computers. To use NetStorage, you must have an active Bernards Township Schools Novell account, a connection to the Internet, and a Web browser.

NetStorage provides users with the ability to download, upload, and delete files from their network drives, including home directories and any other shared drives.

NetStorage is available on Windows, Mac OSX, and Linux through a number of different Web browsers.

Using NetStorage

Logging in (and out) of NetStorage

1. You can access your network drive from home or anywhere that has an internet connection. Open a web browser such as Internet Explorer or Mozilla Firefox to the following addresses:

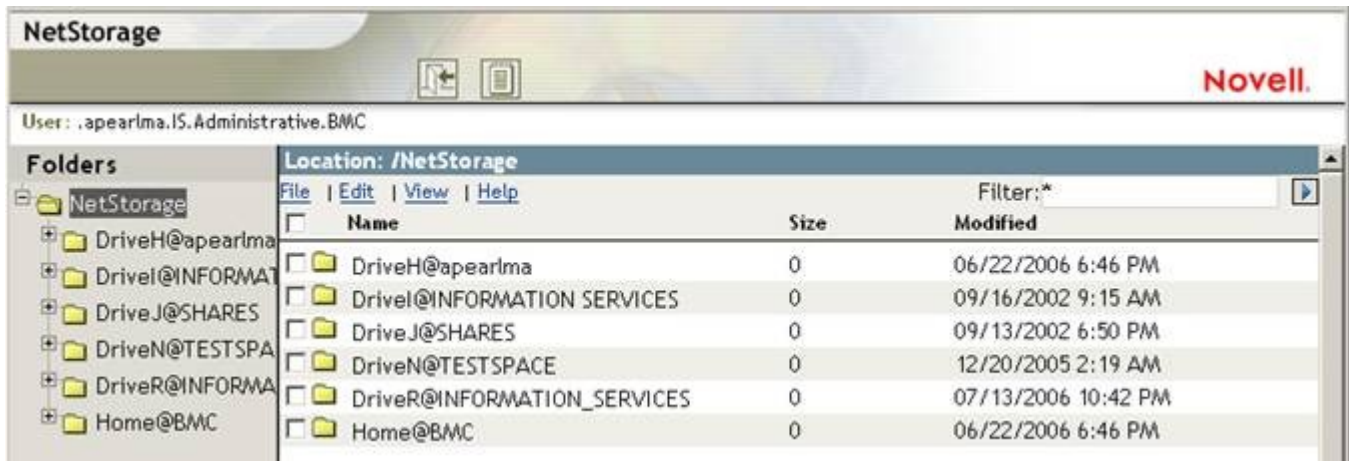
Elementary Staff	https://k5net.bernardsboe.com
Middle School Staff	https://anninnet.bernardsboe.com
High School Staff	https://ridgenet.bernardsboe.com

You may be prompted with the following warning:

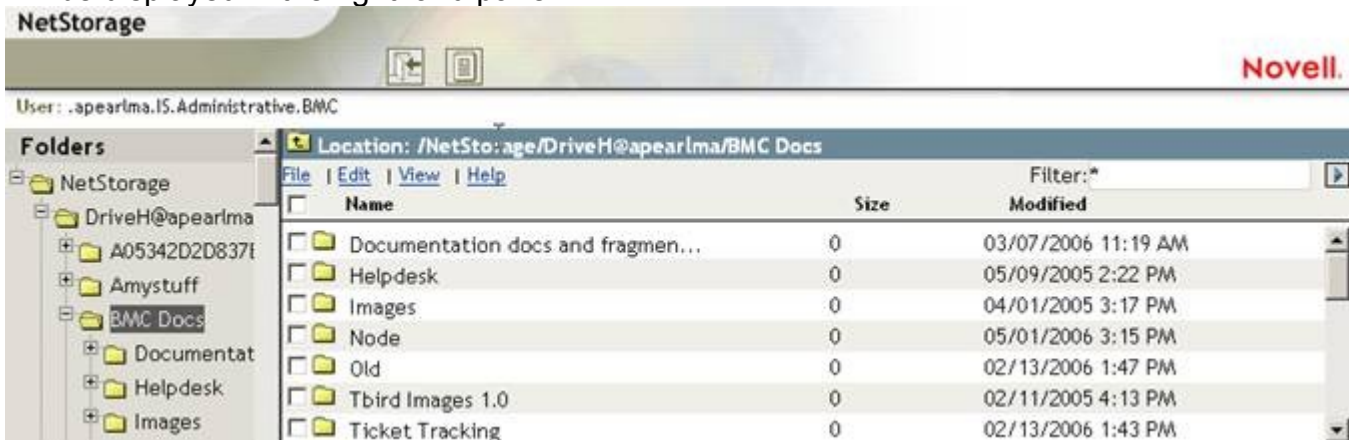



Click “Yes” to proceed. Then click the “Net Drive” button and login using your Novell username and password.

3. After logging in you will see the main NetStorage window. It will list all of the drives that are automatically mapped when you log into Novell via the Novell client on a campus computer.



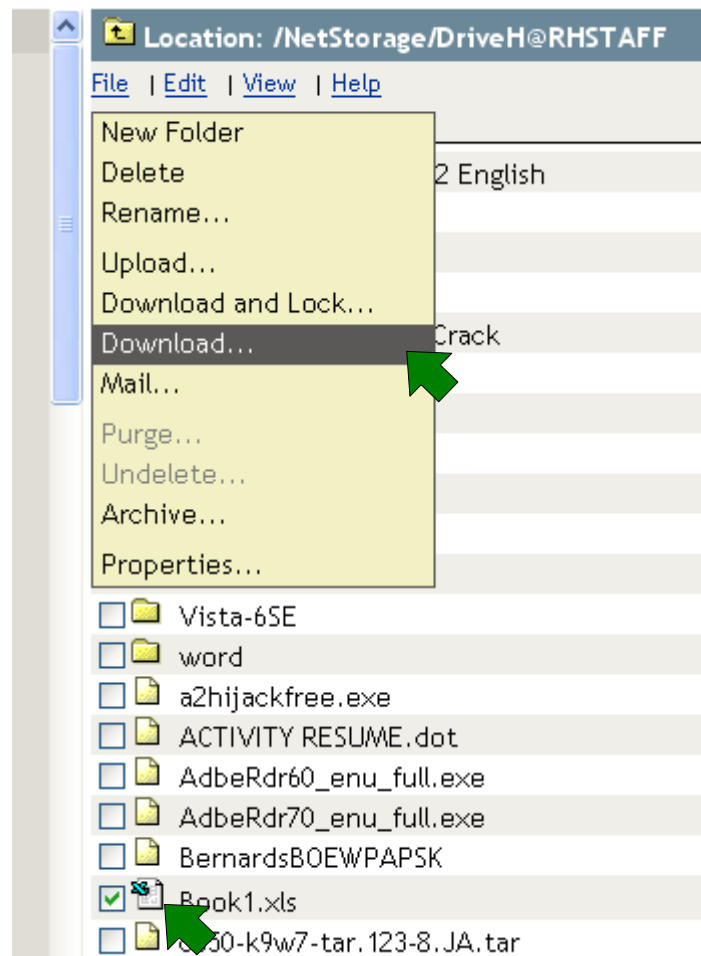
4. To access the contents of a drive or folder, click on the plus sign next to the name of the desired folder icon in the lefthand pane under the "Folders" heading, or double-click on the drive or folder name in the righthand pane, under the "Name" heading. A list of the contents will be displayed in the righthand pane.



 5. Once you are done, click on the logout button at the top of the screen.

Downloading from the network drive to your computer

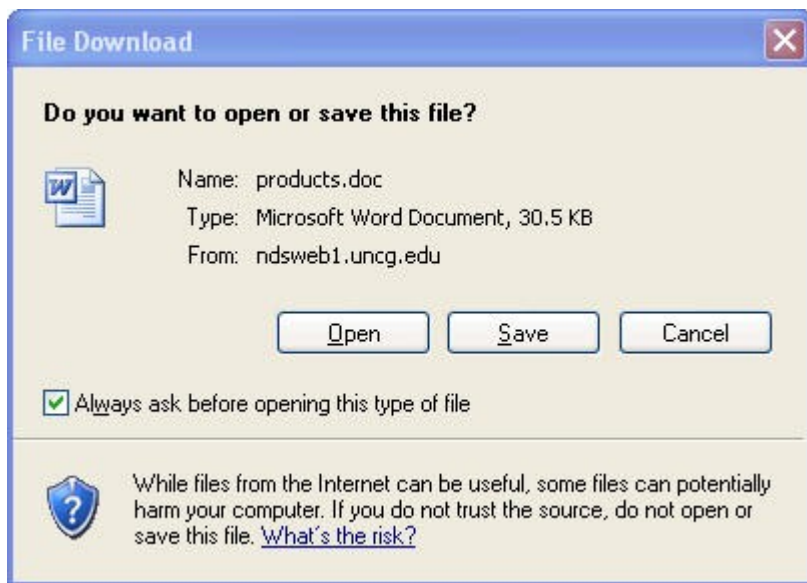
1. To download a file from the your network drive to your computer, click on the file you wish to download on the right to select it.



2. Click on **File**, and select **Download**.



3. The **File Download** dialog box will appear.

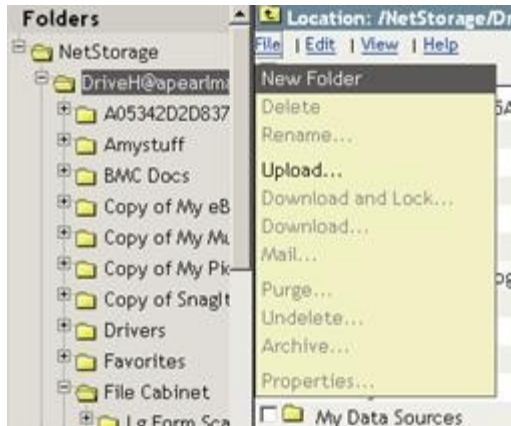


4. Click **Save** and the **Save As** dialog box will appear. Browse to the place on your computer where you want to store the file, and click on **Save**.

Uploading a File:

Uploading is the way to get new and changed files up to the server.

1. In your NetStorage window, navigate to the folder in which you want to store the file.



2. Click on the File link and choose "Upload..." from the menu.

Note: When accessing your files from home make sure any pop-up blocker software that you may have running allows pop-ups for the address your using to access your network drive (ie, k5net.bernardsboe.com).

3. Click on the Browse button to locate the file you wish to upload. Select the file and click "Open". The name of your file will be displayed in the "File:" field.

Upload File

Note that the following illegal filename characters will be removed from uploaded files: \ / : * ? " < > |

File: Browse... 

Overwrite existing files

Upload Cancel

4. Checking "Overwrite existing files" will replace any file with the same name as the one you are uploading with your new file. If you have downloaded and edited a file, you will want to leave it checked. If you are adding a new file, unchecking it is safer.

5. Click the Upload button. Depending on the speed of your internet connection and the size of the file, this may take only seconds, or several minutes.

Deleting a file or folder:

1. Locate the file in NetStorage.

2. Right-click (ctrl-click for Mac users) the file and choose "Delete". **Have caution when deleting folders, deleting a folder will delete its contents without further warning.**

Note: If you delete something by accident, there is an undelete option. Click on the File link once and click on undelete. This option is only available if the file has been very recently deleted.

Renaming a file or folder:

1. Right-click (ctrl-click for Mac users) the file and choose "Rename"

2. Type in the change to the file name. A small window may briefly appear and then close.

Creating a folder:

1. Browse to where you want the new folder to be created.
2. Click the "File" link and choose "New Folder".
3. A window will pop up asking you to name the folder. Type in a name and click "OK".