

How to Set Up a WebDAV Connection

to Your Web Site on the YCCD Web Hosting Server

Terms to Know

WebDAV – WebDAV (Web-based Distributed Authoring and Versioning) is a way to publish and manage files on a remote Web server. It can be set up via a folder on your desktop. NOTE: Native WebDAV clients differ in various operating systems.

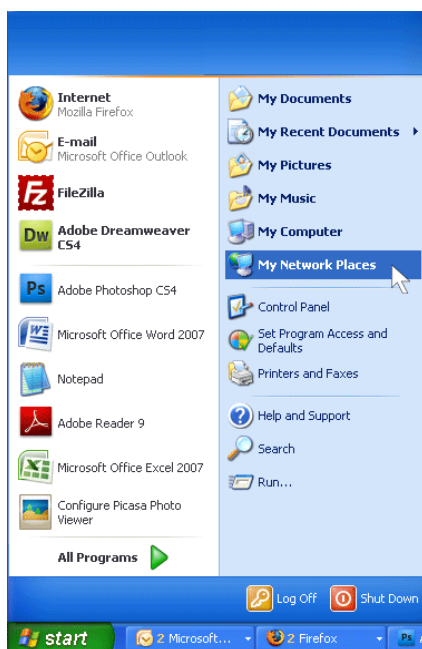
Local Site – Your computer's hard drive or a thumb drive – it's where you keep a local copy of your Web site files.

Remote Site – The YCCD Web Hosting Server which serves up your Web pages for all the world to see.

Windows 2000/XP

The Network Place Wizard will help you set up a WebDAV connection to the YCCD Web Hosting Server.

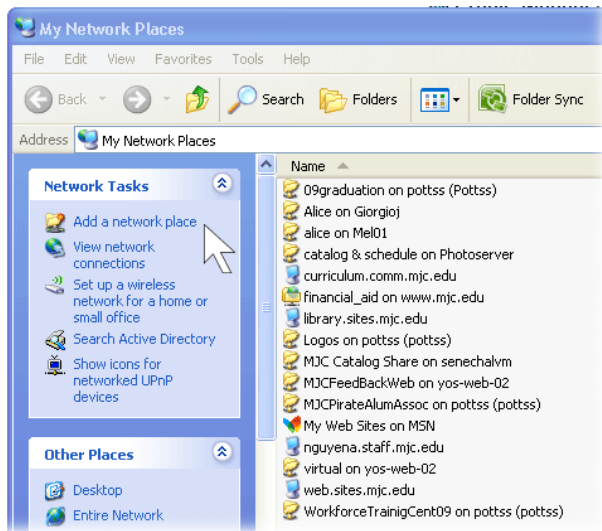
1. Open the *Start* menu and select *My Network Places*.



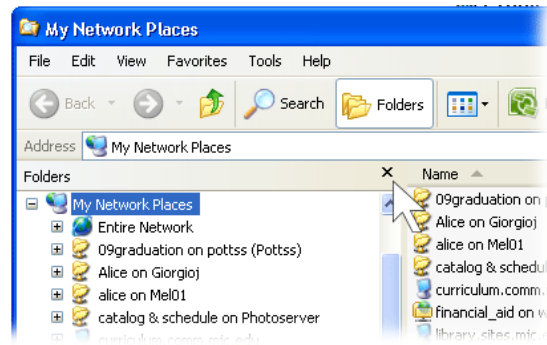
Windows 7: Open *Start* menu, choose *Computer*. In the file browser window that opens, right-click in the white space and choose *Add a network location* to launch the wizard.

Windows Vista: Open *Start* menu, choose *Computer*. In the file browser window that opens, right-click in the white space and choose *Add a network location* to launch the wizard.

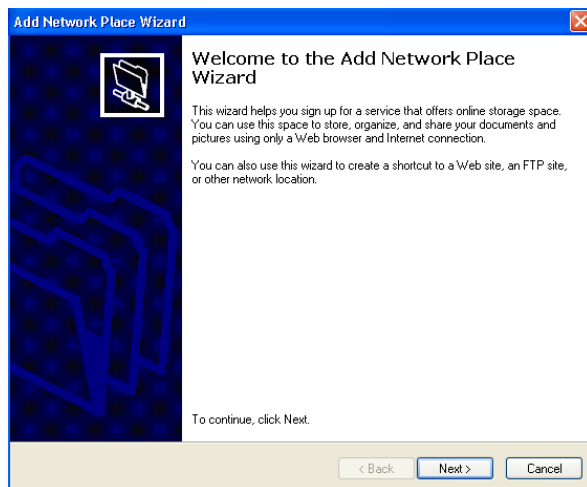
2. The *My Network Places* screen will open.
3. The *Network Tasks* pane should appear in the left. Click *Add a network place*.



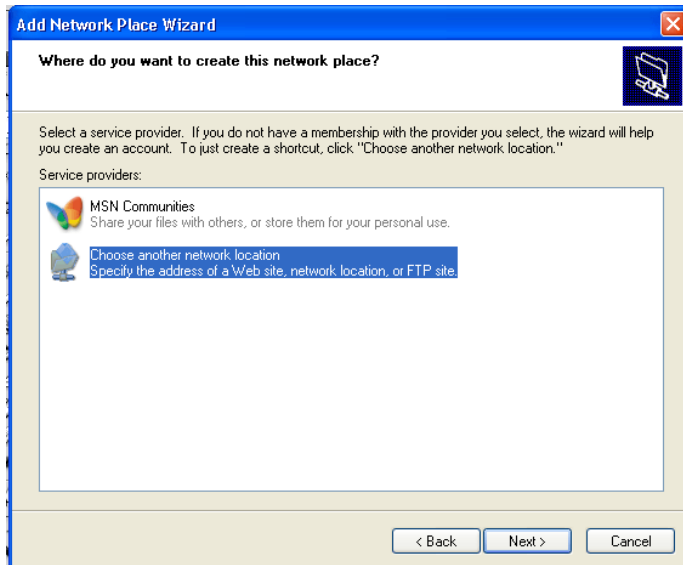
NOTE: If you see Folders in the left pane instead of Network Tasks as above, just click on the X to close the folder view and bring up Network Tasks.



4. The *Add Network Place Wizard* will appear. Click *Next >* to continue.



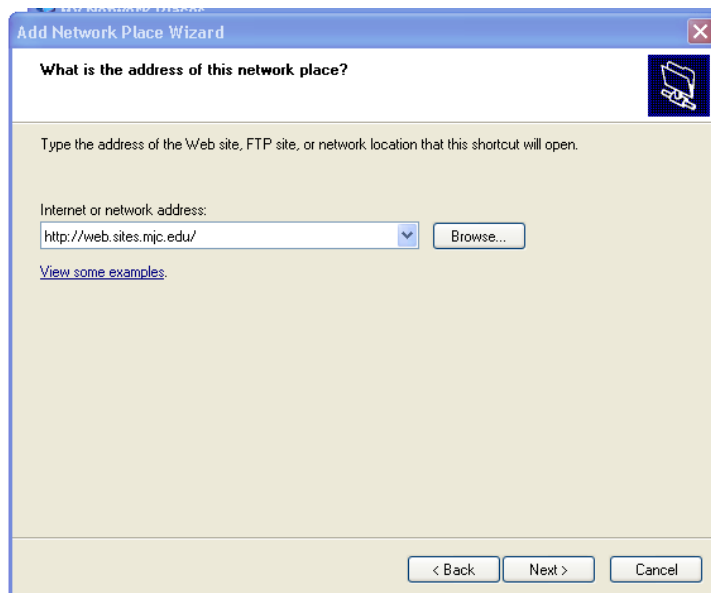
5. Click Next> to *Choose another network location*.



Windows 7: The option is named *Choose a custom network location*

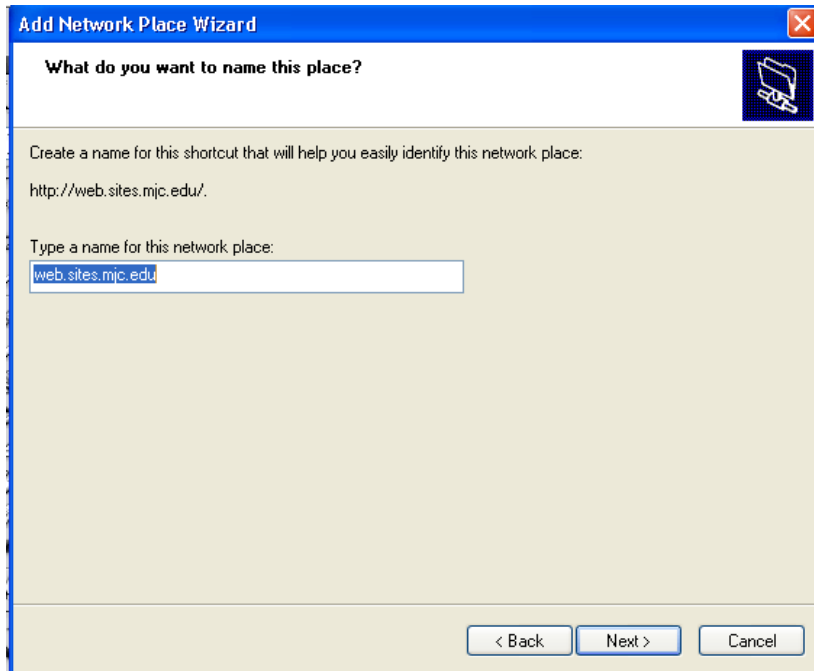
Windows Vista: The option is named *Choose a custom*

6. In the next screen, you will be prompted to type an Internet or Network address. Use the address of your site on the YCCD Web Hosting Server. For example: <http://teachalots.faculty.mjc.edu/>. Click Next >.

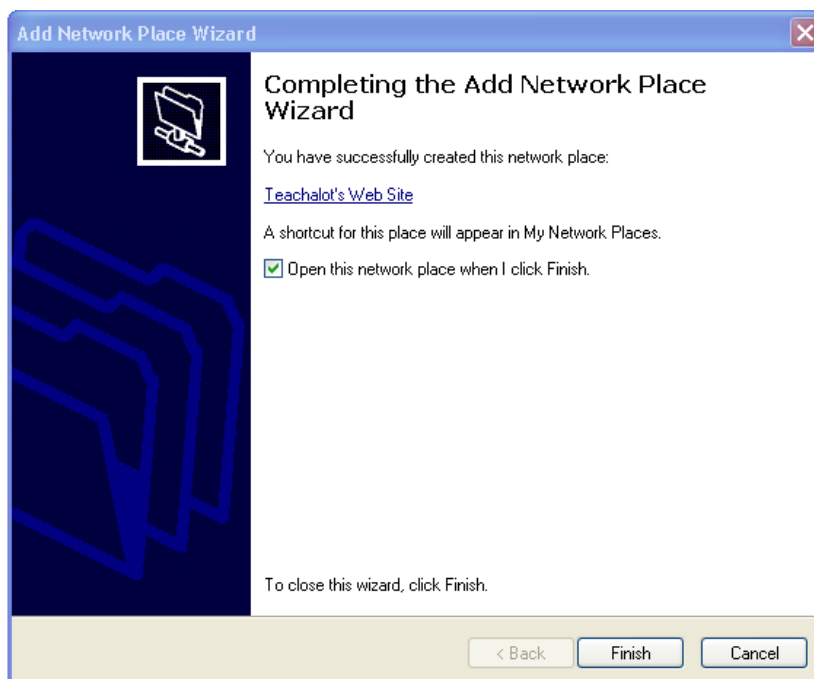


7. When prompted, enter your network username and password. Click Next >.

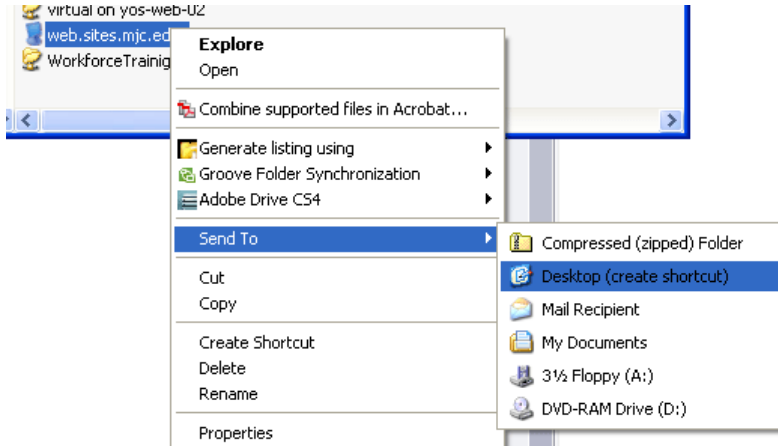
8. You will be prompted to type a name for this network place. Use a friendly name, such as My Web Site, or leave as-is to use the suggested default name. Click Next >.



9. You have completed the *Add Network Place Wizard*. Click Finish.



10. You should see your Web site network connection listed. You can create a shortcut to your WebDAV connection by sending an icon to your desktop. Right-click on your Web site connection, choose *Send to*, then *Desktop (create shortcut)*. Your WebDAV connection will be accessible from the icon on your desktop and in My Network Places.



11. WebDAV will allow you to edit files and save changes right on the YCCD Web Hosting Server, which can be really convenient. A word of caution: Don't trade convenience for sound practice. Maintain a local copy of your Web site. Make changes to your local files, then upload/copy these files to the YCCD Web Hosting Server using FTP or WebDAV.