
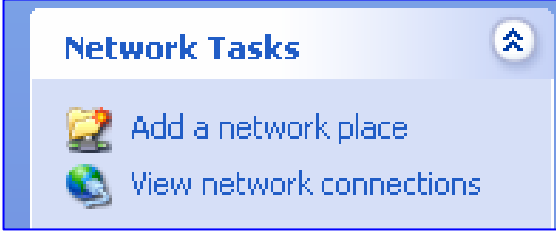



# How to Connect to the Instructional Web Server Using Windows XP & 2000

## Objective

Making a connection on your PC to the Instructional Web Server makes it easier to publish your materials to the server by allowing you to save directly onto the server without having to use a File Transfer Program.

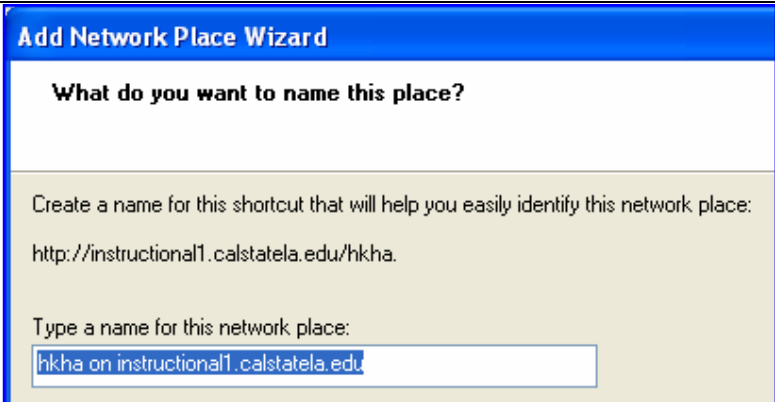
## Steps & Procedures

<p><b>Steps 1</b></p> <p>Click on the Start menu and select the "My Computer" option. Select the My Network Places on the new window.</p>	 The image shows the 'My Network Places' icon from Windows XP, which features a globe and a computer monitor.
<p><b>Steps 2</b></p> <p>On the top left hand corner click the "Add a network place" link.</p>	 The image shows the 'Network Tasks' dialog box in Windows XP. It has a blue header with the text 'Network Tasks' and a small icon. Below the header, there are two options: 'Add a network place' with a folder icon and 'View network connections' with a globe icon.
<p><b>Steps 3</b></p> <p>Go through the Wizard. Click the <b>Next</b> button.</p>	 The image shows the 'Add Network Place Wizard' window in Windows XP. The title bar reads 'Add Network Place Wizard'. The window has a dark blue background with a white icon of a hand pointing to a folder. The text inside says: 'Welcome to the Add Network Place Wizard. This wizard helps you sign up for a service that offers online storage space. You can use this space to store, organize, and share your documents and pictures using only a Web browser and Internet connection. You can also use this wizard to create a shortcut to a Web site, an FTP site, or other network location.'

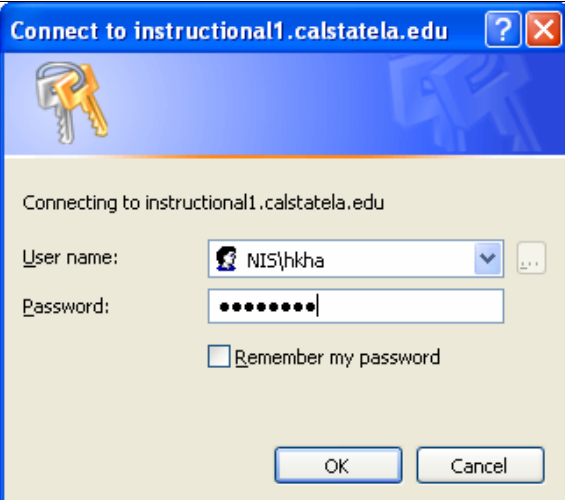
<b>Steps 4</b>	<p>Select "<b>Choose another network location. Specify the address of a Web site, network location, or FTP site</b>" then click the Next button.</p>	
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<b>Steps 5</b>	<p>In the Internet or network address text box. Type: <b>http://instructional1.calstatela.edu/username</b> Then click the <b>Next button</b>.</p>	
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<b>Steps 6</b>	<p>Type in your NIS user name with capital <b>NIS\username</b> then your <b>password</b> in the log on screen. Then click the <b>OK</b> button.</p> <p><b>Note: you must type NIS\username as shown in the picture for the connection to work.</b></p>	
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<b>Steps 7</b>	
<p>You can leave the name for this network place as is. Click the <b>Next</b> button to continue.</p>	

<b>Steps 8</b>	
<p>Click the <b>Finish</b> button to finalize the process.</p> <p>Note: After you click the Finish button your web folder will open in a new window.</p>	

<b>Steps 9</b>	
<p>You will need to type in your username and password again to confirm your account.</p> <p><b>Note: you must type NIS\username as shown in the picture for the connection to work.</b></p>	

<b>Steps 10</b>	
<p>You can use <b>Windows Explorer</b> to transfer your files from your local storage space to the server.</p>	