

## How to Map a Share to Your Web Site

After requesting an IIS web site, and the site is complete, you will receive an e-mail with instructions for access. The following are instructions on how to map a share.

In the instructions for access, the specific path name will be provided after " **Your site share is:** ".

### Steps on Mapping a Network Drive:

1. Go to the Start Menu and right click on "My Computer" (If you have a shortcut to "My

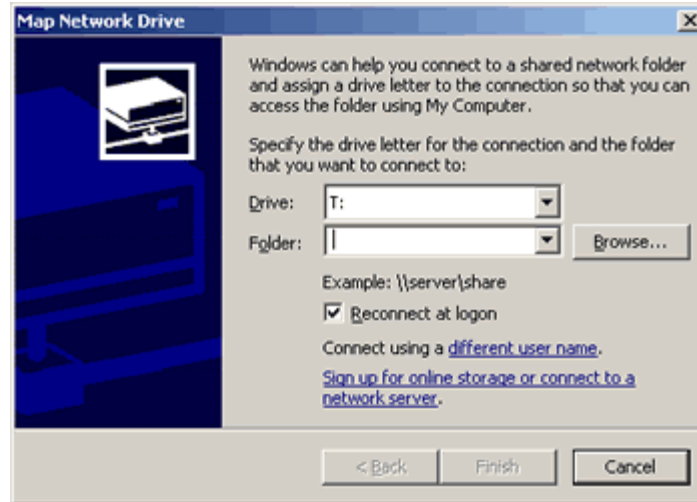


Computer" on your desktop, you could right click on "My Computer" and proceed.)



2. Select "Map Network Drive..."
3. Select from the "Drive:" pull down menu the drive letter you want to assign to your connection so that you can access the folder using "My Computer."

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4. Then type the UNC (Uniform Naming Convention) path that you received from the e-mail into the white area next to "Folder:"
5. Check mark "Reconnect at logon".

### **Things to remember:**

- This is a mapping to a live site. Changes - additions or deletions **will be visible immediately**.
- If you want to test pages first or have someone review them. Create a new directory in your site called "test" and work in there.
- Each folder must have a default file. This file can be of the following file names in the following rank: Default.asp
  - Default.htm
  - Index.htm
  - Default.aspx
  - Index.cfm
  - Index.html
- **DO NOT** have more than one type of default file in a folder.
- Do not use spaces in file or folder names, but do it LikeThis.htm or Like-This.htm
- It is suggested that you create an "images" folder for all your images and a "docs" folder for documents you wish to distribute via web. Each new directory/folder can have these new folder types if you like – makes it easy to connect.

**Please log out of your machine and log back in after mapping your share.**

### **Off Campus Access Via FTP**

If you need to edit the pages off campus you will not be able to access it via the mapped network share. FTP is used to access sites outside the UNO network. When using FTP use your fully-qualified user name as in this example: **username@uno.edu**