

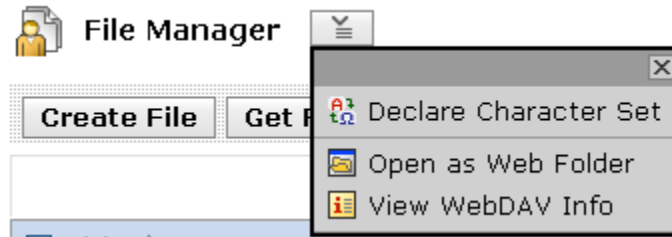
## Uploading files using WebDav (PC computer only running Windows 2000 or XP)

WebDav (World Wide Distributed Authoring and Versioning) folders allow you to access and manage WebCT files and folders from your computer without logging in to WebCT. To do this, you set up WebDav folders on your computer that mirror your File Manager folders in WebCT. When you add, edit, copy, move, or delete files and sub-folders using the WebDav folders, these changes are made in WebCT. Conversely, when you add or modify files and sub-folders in WebCT folders, these changes are made in the WebDav folders.

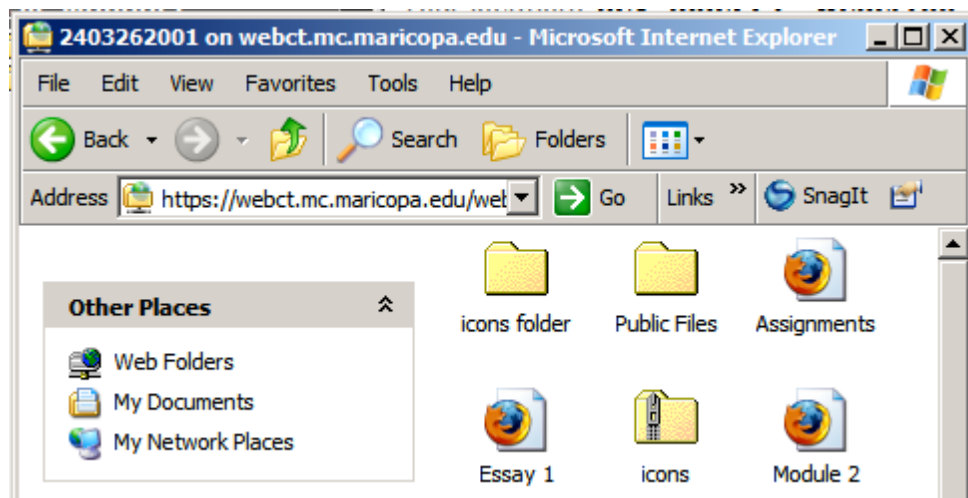
Depending on the browser that you are using, do one of the following:

### Microsoft Internet Explorer

- Navigate to your File Manager and click the Action Links icon. From the menu that appears, click "Open as Web Folder".



- A WebDav folder is created in My Network Places on your computer and a window appears, displaying the contents of the WebCT folder. Files and folders that are added or modified in the WebDav folder are reflected in the WebCT folder when you are connected to the Internet.



### **Other browsers**

- Navigate to your File Manager and click the Action Links icon. From the menu that appears, click "View WebDav info".
- A pop-up window appears displaying the server path to the folder in the Folder Path text box.
- Select and copy (CTRL+C) the text in the Folder Path text box.
- From your Windows Desktop or inside the MyComputer area, double-click "My Network Places".
- Double-click "Add Network Place"
- Place your cursor in the "Type the location of the Network Place" text box and press CTRL+V to copy the Folder Path information.
- Click "Next". The "Enter Network Password" pop-up window appears.
- Enter your MyMCC username and password and click "OK". The Add Network Place Wizard pop-up window appears.
- Click "Next". Your MyMCC username and password are authenticated. This may take a few minutes.
- Click "Finish". A WebDav folder is created in My Network Places on your computer and a window appears, displaying the contents of the WebCT folder. Files and folders that are added or modified in the WebDav folder are reflected in the WebCT folder when you are connected to the Internet.