
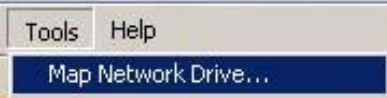
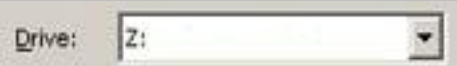
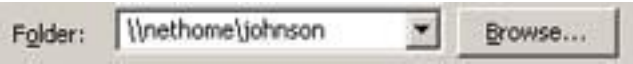

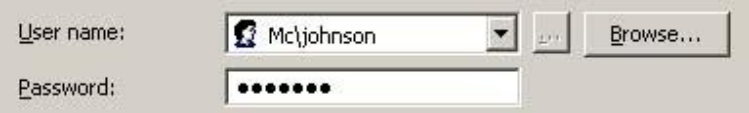





**Uploading a File on Campus to MCC's server ( Nethome, formerly Homedirs) - from a Windows (PC) computer**

If you are on a computer in the CTL or in your office using Windows XP, map the Network drive so you can drag and drop your file/folder into it.

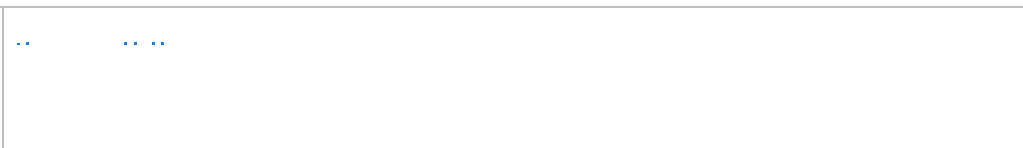
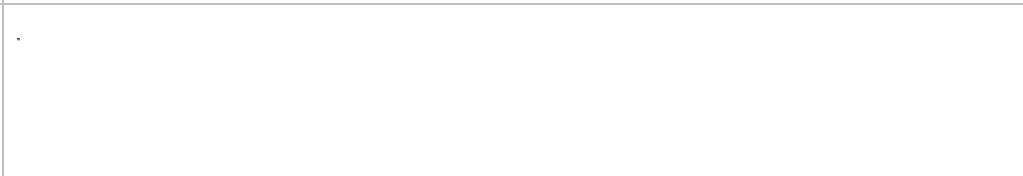
Open My Computer.	
Select the Tools dropdown menu>Map Network drive.	
Select the Z: Drive	
In the box next to Folder: type in \\nethome\yourmccusername	
Click on the blue link labeled 'different user name'	
Type in Mc\yourmccusername. Fill in your password (the one you use to log onto MyMCC).	
Click OK	
Uncheck the box that says "Reconnect at login"	
Click on Finish	
A folder should open for Nethome. Click on the www folder therein. Drag and drop your file/folder into the www folder.	

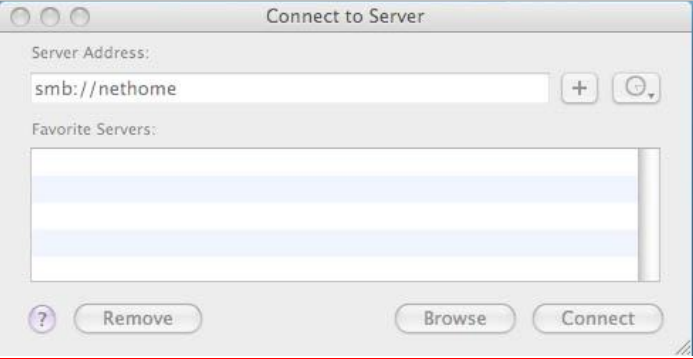

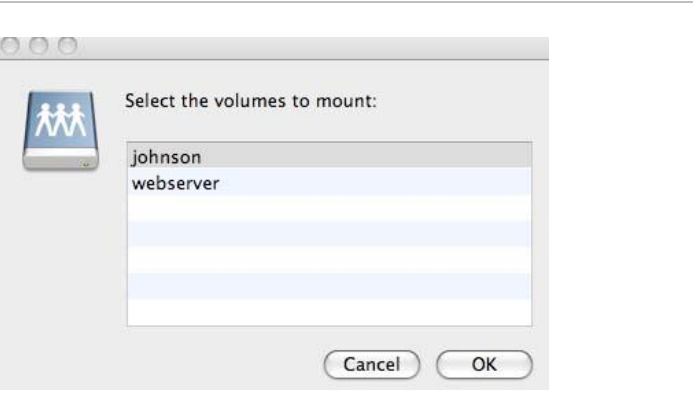


<p>On the website of your choosing, make a link to the file you have uploaded. If the file is inside a folder you uploaded, the file name is part of your link.</p>	<p>For example, If the file named Syllabus.html were placed directly into the www folder for faculty member johnson, the HTML code would read  <pre>&lt;A HREF= "http://www.mc.maricopa.edu/~johnson/Syllabus.html"&gt;Syllabus&lt;/A&gt;</pre></p> <p>(only the word Syllabus would appear on the webpage for the link.)</p> <p>For example, the HTML code for a file named Washington.html located inside a folder named chapter one in a directory that belongs to faculty member johnson would read  <pre>&lt;A HREF= "http://www.mc.maricopa.edu/~johnson/chapter one/Washington.html"&gt;Washington&lt;/A&gt;</pre></p> <p>(only the word Washington would appear on the webpage as t link)</p> <p><i>Note:</i> The link is case sensitive. Your HTML must be EXACTLY correct as to folder name and file name. Include the quotation marks where shown.</p>
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Note: **Because you are working on a shared computer in the CTL, be sure to disconnect the mapped drive before you leave.** Open My Computer, right click with your mouse on the Z: drive and select Disconnect.

***Uploading a File on Campus to MCC's server (Nethome, formerly Homedirs) - from a Macintosh computer***

If you are on a Macintosh computer in the CTL or in your office, map the Network drive so you can drag and drop your file/folder into it.

<p>With Finder selected, choose Go (top tool bar).</p>	
<p>From the pull-down menu, select Connect to Server</p>	

<p>In the server address box, type in smb://nethome</p> <p>Click connect.</p>		
<p>Type in Mc\yourmccusername. Fill in your password.</p> <p>Click connect.</p>		
<p>Select your user name. Click OK.</p> <p>Your nethome folder (www) will appear on either the desktop or under Shared (left side of screen).</p>		
<p>Click connect</p>		
<p>Drag and drop your zip file/folder into the www folder.</p>		
<p>On the website of your choosing, make a link to the file you have uploaded. If the file is inside a folder you uploaded, the file name is part of your link.</p>	<p>For example, If the file named Syllabus.html were placed directly into the www folder for faculty member johnson, the HTML code would read</p> <pre>&lt;A HREF= "http://www.mc.maricopa.edu/~johnson/Syllabus.html"&gt;Syllabus&lt;/A&gt;</pre> <p>(only the word Syllabus would appear on the webpage for the link.)</p>	

For example, the HTML code for a file named Washington.html located inside a folder named chapter one in a directory that belongs to faculty member johnson would read

```
<A HREF= "http://www.mc.maricopa.edu/~johnson/chapter one/Washington.html">Washington</A>
```

(only the word Washington would appear on the webpage as the link)

*Note:* The link is case sensitive. Your HTML must be EXACTLY correct as to folder name and file name. Include the quotation marks where shown.

Note: **Because you are working on a shared computer in the CTL, be sure to disconnect the mapped drive before you leave.** Select the nethome folder (or www) and hit the Eject button. Or right click with your mouse and hit eject.