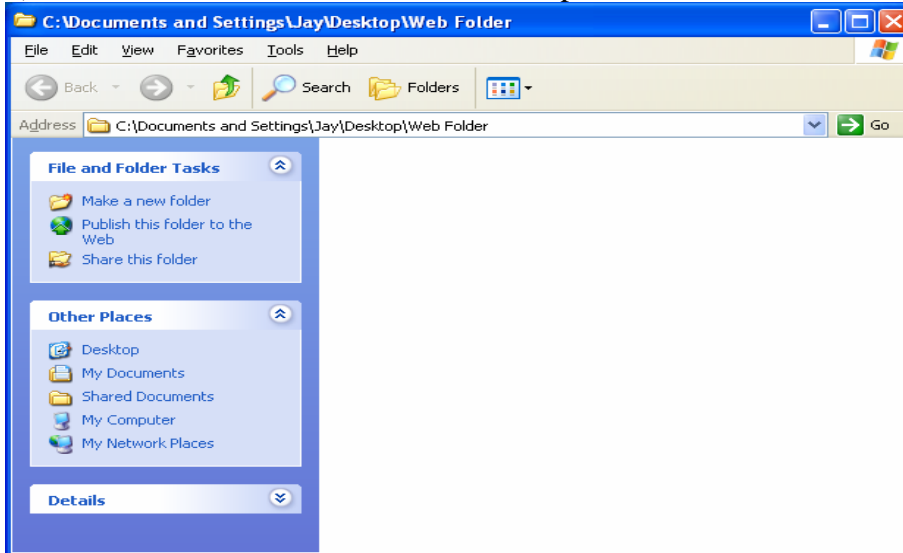


How to make a Web Folder for the SCPS Network

A web folder allows you to open and save files and folders that exist on a server on the Internet as if they were a folder on your computer. The uploading and downloading happens automatically in the background.

1) Right click on your desktop background and highlight NEW, then click on FOLDER. Name the new folder WEB FOLDER.

2) Double click on the WEB FOLDER to open it. It will look like this:

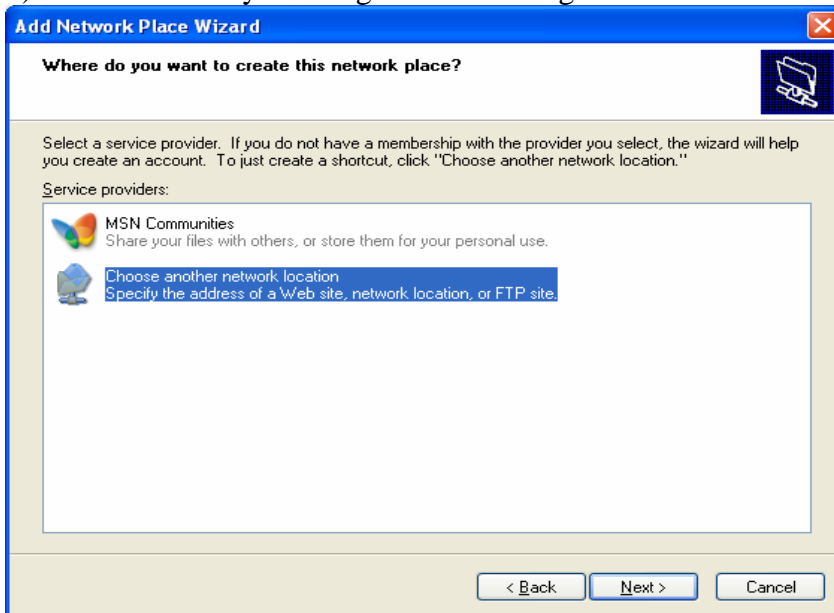


3) Click on My Network Places in the lower left corner. When that opens up, click on "Add a network place" in the top left corner under Network Places.

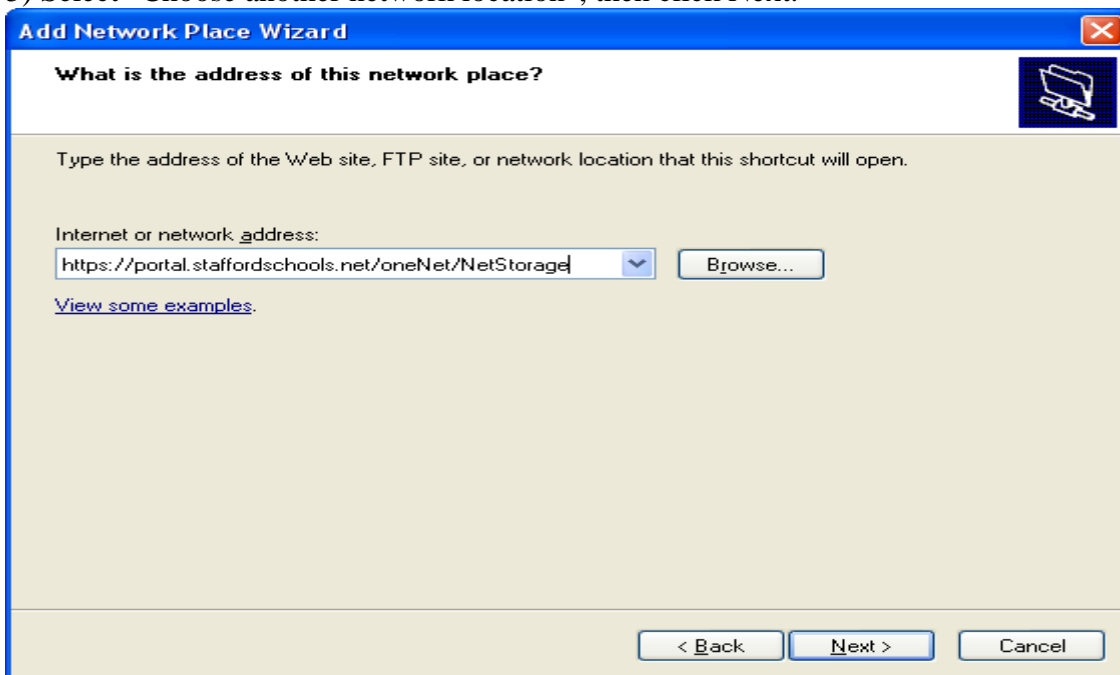
The Wizard will start and will look like this:



4) Click Next and you will get the following screen:



5) Select “Choose another network location”, then click Next.



6) Type in the following (or you can cut and paste)

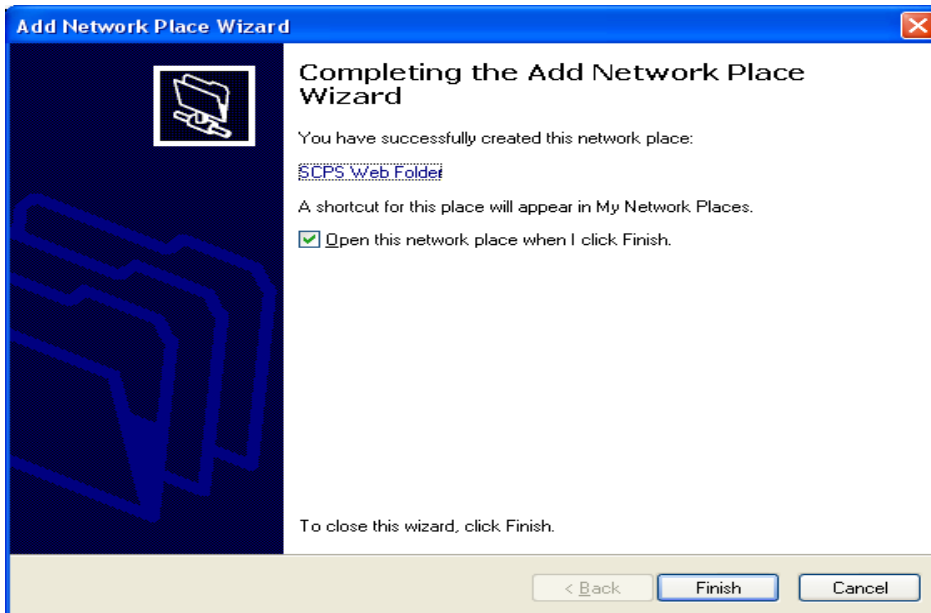
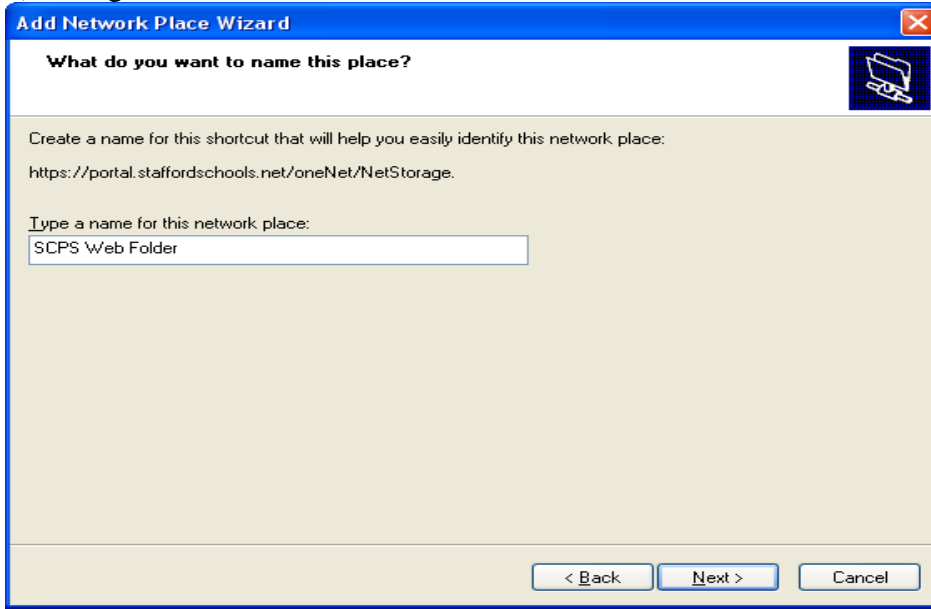
https://portal.staffordschools.net/oneNet/NetStorage

NOTE: The typing is case sensitive.

7) Next you will get a Security Certificate. You have two choices here: Either select YES at the next screen OR you can select View Certificate and then Install Certificate so it will not ask you again.

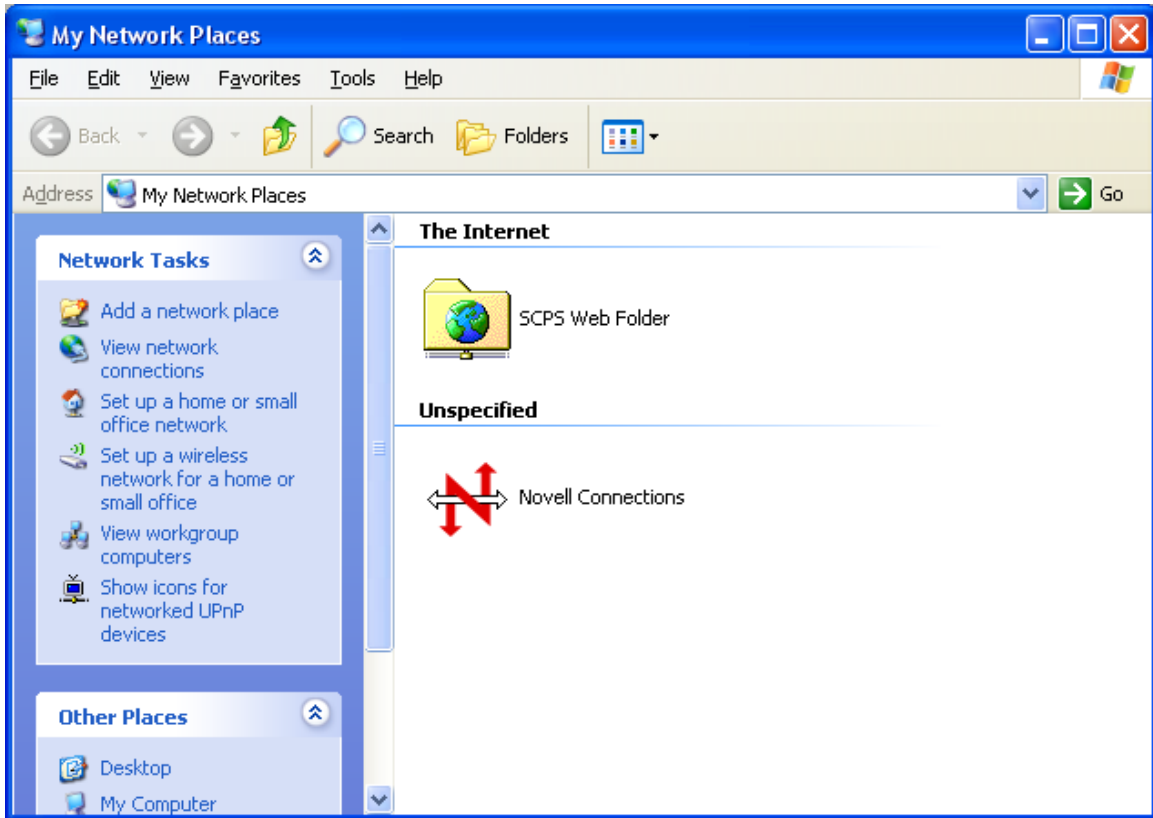
8) You will be prompted for your network name and password.

9) Change the name in the next screen to SCPS Web Folder.



10) Click Finish and the server will ask you to log in again to verify your credentials.

11) Go back to the folder called My Network Places



12) You will have the new network place called SCPS Web Folder. Right click on the SCPS Web Folder icon and select COPY.

13) Right click inside the WEB FOLDER you made at the start and select PASTE. This is your backup icon in case something happens to the one on your desktop.

14) You are DONE! Good job!

A couple of hints:

You can open and save documents in your MSCPS Web Folder just like they are on your hard drive.

After you save the file it may take a little while (up to a minute?) for it to load up to the server, depending on the network speed. Don't immediately close the SCPS Web Folder or shut off your computer until the file upload is done.