

Net storage

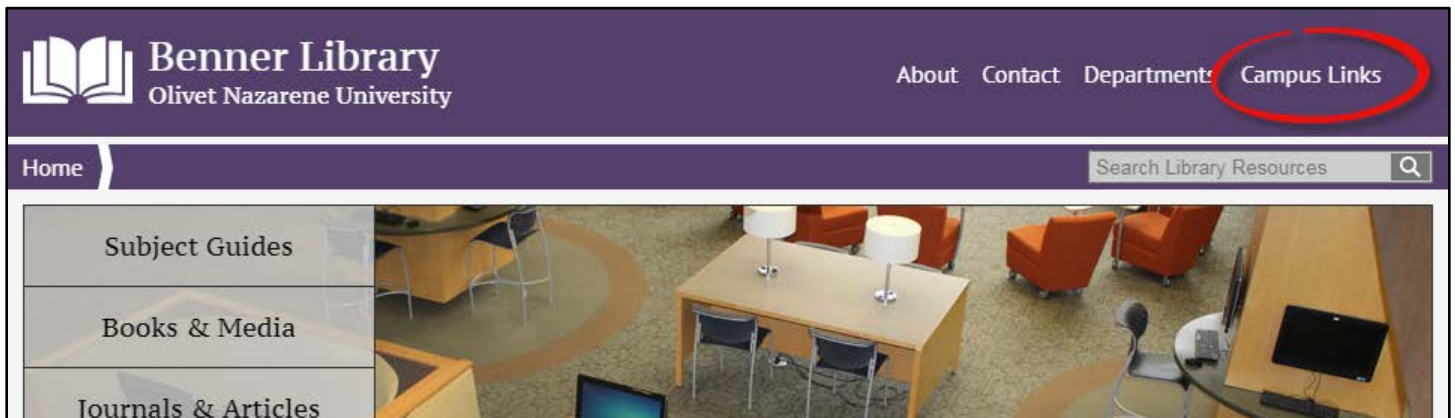
Navigation

Step One: Access the Benner Library homepage at library.olivet.edu.

Step Two: Click on or hover the mouse over the Campus Links drop down menu in the top banner of the website.

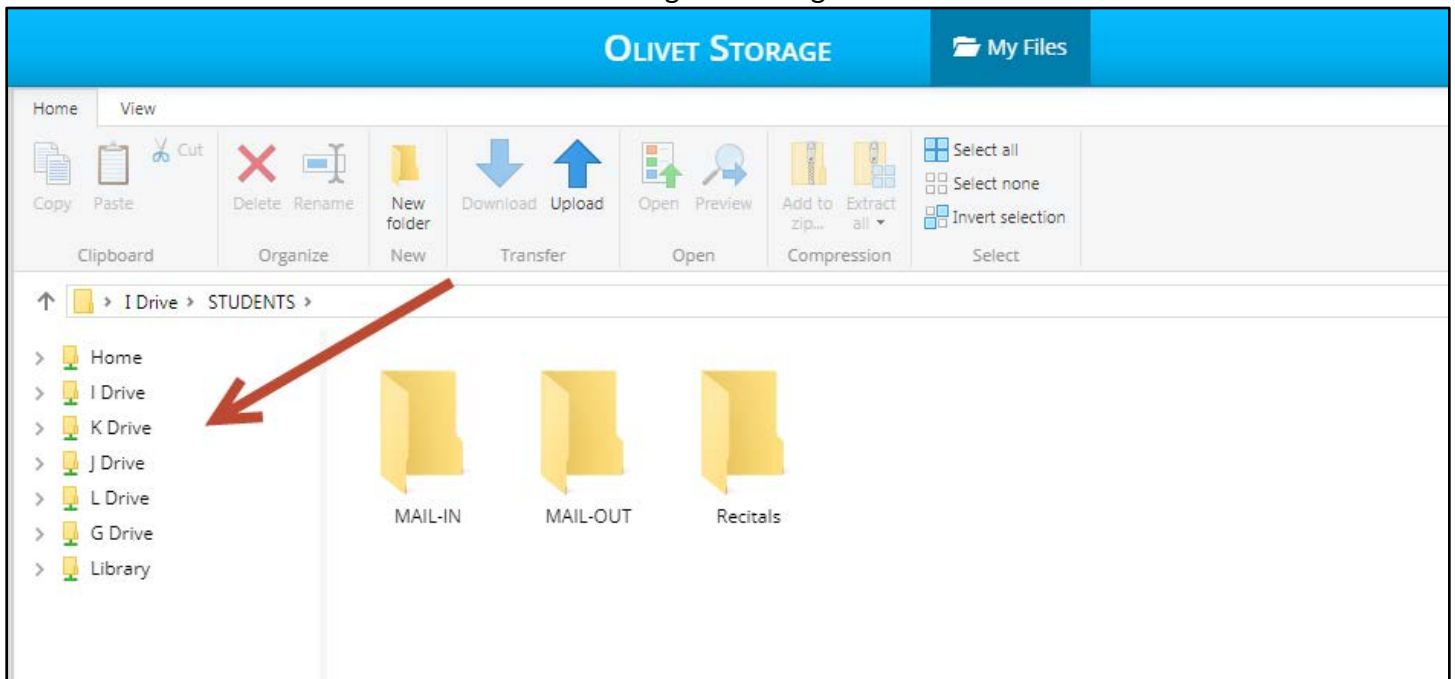
Step Three: Click on Net Storage.

Step Four: Sign into Net Storage with Olivet credentials (excluding @olivet.edu in the username).

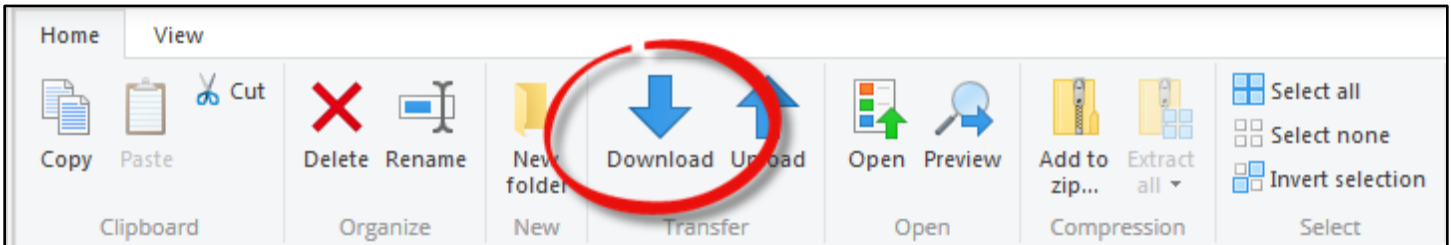


Downloading Documents

Step One: Navigate to the desired document by clicking on the appropriate folders in the left sidebar. Notice the H-drive is labeled as the Home drive when using Net Storage.



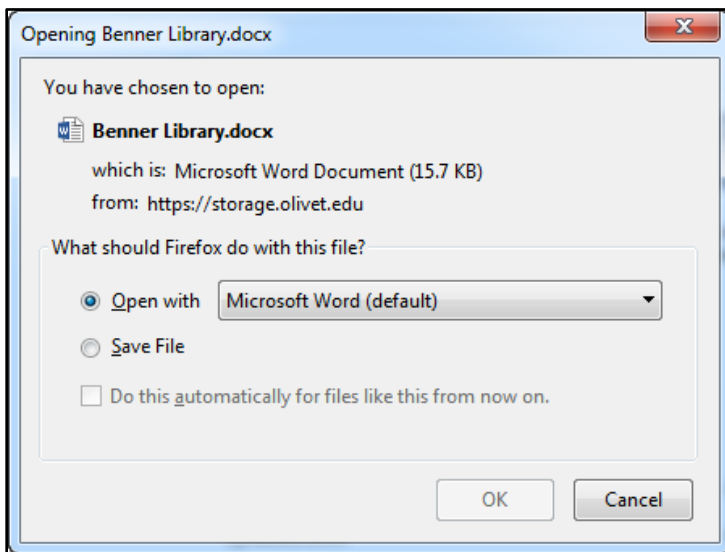
Step Two: Once you have located the appropriate document, either single click on the document and select “Download” in the top ribbon,



or double-click on the document and click the download icon.



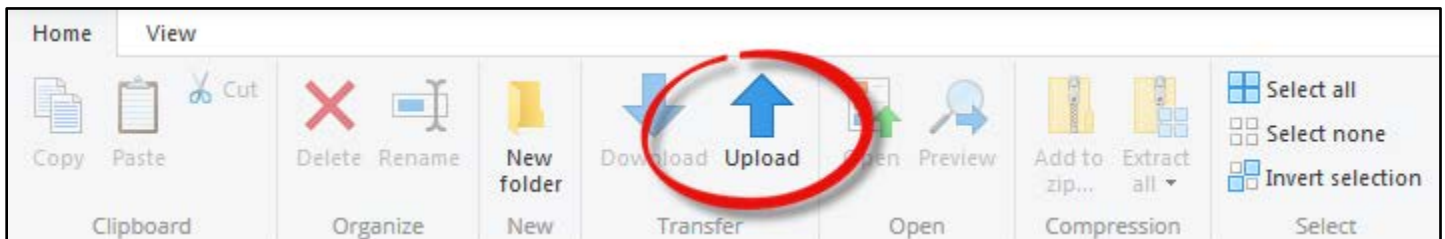
Step Three: A dialog box will pop up and ask to either open or save the document to the device. Choose the appropriate command. However, if you open the document and do not save it to the device before closing, any changes made will not be saved.



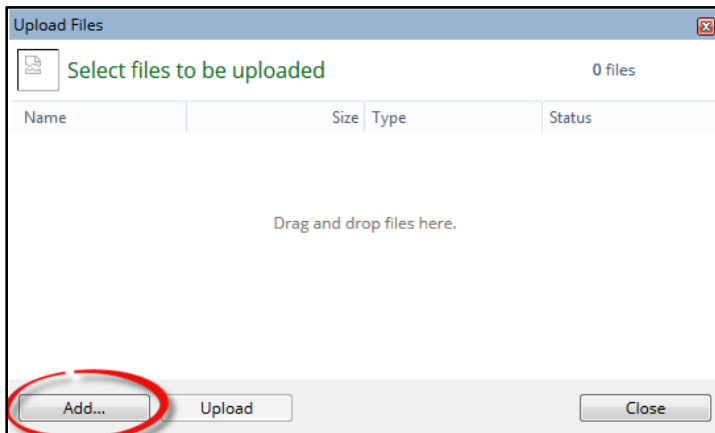
Uploading Documents

Step One: Navigate to the appropriate folder the document belongs by clicking on folders in the left sidebar.

Step Two: Click “Upload” in the top ribbon.

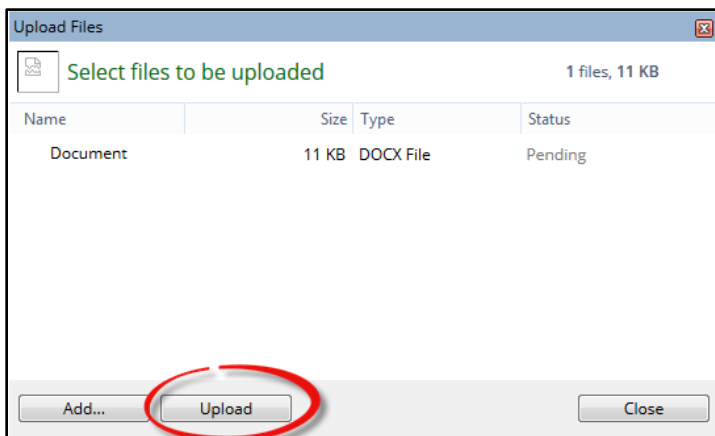


Step Three: Click “Add...” in the popup dialogue box.



Step Four: When windows explorer pops up, navigate to the desired document on the device, select the document, and click open.

Step Five: Click “Upload” in the popup dialogue box.



Note: Net Storage allows users to access their documents from anywhere on or off campus. Only those with permissions to access a drive will see it in Net Storage. For example, library staff members can access the T drive through Net Storage; however, students without permissions cannot.

Remember, documents are not automatically saved in Net Storage. Once a document is downloaded to a device, the updated document will not be shown in Net Storage until it is uploaded again. Therefore, if a document is saved on multiple devices, updates will not be shown across devices.