



WEBDAV Instruction

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MAC

1 To connect to our WebDAV server via a Mac:

- Click on your desktop.
- Select Connect to Server from the Go menu.
- Enter the path to your WebDAV share (link example).

2 When you are challenged for a username/password enter:

- Enter Username in the name field.
- Enter your Password in the password field.
- Once you connect, you will be able to drag and drop items in and out of your site like it was a normal folder on your Mac.



WINDOWS

1 Open Computer from the Windows' Start menu.

- Right-click on your mouse and select Add a Network Location from the pop-up menu.

You will see a pop up titled "Welcome to the Add Network Location Wizard".

- Click the "Next" button.
- Click the "Next" button again.
- Type in the exact full WebDav address provided for you.

A pop up comes up, asking for your User name and Password.

- Use your username and password.

2 You'll get a pop up that says, "What do you want to name this location?"

- Please pick the name of your organization or whatever you feel best describes the website you are trying to access.

Example:

- The name would be **My3D.Cloud**
- Click "**Next**" button.
- Then click "**Finish**"

- Click the "Next" button.
- Click the "Next" button again.
- Type in the exact full WebDav address provided for you.

A pop up comes up, asking for your User name and Password.

- Use your username and password.



3 Now, you have made a network connection.

- You will see under your C Drive listing, your organisation name "network" / folder.

This is your connection to all the live files on the server.

You can then create a local folder (outside of this network folder) to store your web files and make your changes.

When you are done with making changes on your local system, you can then drag the file(s) over to the network folder.

Please note:



You are not to make edits directly on the network files;



Please drag and drop files into the network folder.

UBUNTU

1 Open "Places" > "Connect to Server..."

- Select "WebDAV (HTTP)" or "Secure WebDAV (HTTPS)" for the service type.

- Enter the path to your WebDAV share (link example).

- Click "Connect" to initialize the connection.

- Enter the password of the username for authentication. Please make sure the user name and its password has the WebDAV privilege to access this share folder.



Please make sure the user name and its password has the WebDAV privilege to access this share folder.

- That's it. This WebDAV connection has been established successfully. A linked folder will be created on the desktop automatically.