Accessing Your Web Drive from Off-Campus

All faculty, staff, and students who have a web drive (typically assigned the letter I: when on campus, though departmental drives will be W: ) can access and add to files on that web drive from off-campus. This way, you can update or publish information on your web pages from anywhere with an Internet connection.

The procedure uses FTP (file transfer protocol), so the steps are a bit different from accessing your private network drive (N: drive) from home. (The latter procedure is explained in either the Faculty IT Handbook, available via http://domin.dom.edu/documents/facstaffdocs.htm or DU Technology: An Introduction for New Students, available via http://domin.dom.edu/documents/studentdocs.htm.)

Logging Onto Your Web Drive

The easiest way to access your files will be by using Internet Explorer. The address you type into the Address box of the browser must be in one of the following formats, depending upon your status at Dominican:

Faculty:
ftp://domin.dom.edu/faculty/username/

Staff:
ftp://domin.dom.edu/admin/username/

Students:
ftp://domin.dom.edu/students/username/

For example, if you are a faculty member named R. J. Johnson who wishes to update material in a folder, you would type in: ftp://domin.dom.edu/faculty/rjohnson/.

Assuming the address is typed correctly, you will see the following dialog box:

![Log On As dialog box](image)

You must type in your entire email address, including the @dom.edu! Typing your user name alone will not work. Use your regular network password.
Type in your entire Dominican email address (including the @dom.edu) and password (the same you use to access your email remotely or that you use while on campus), and click the Log On button.

When successfully logged in, you will see a screen similar to the following, displaying anything you have on your web drive:

You will be able to access any of the folders by double-clicking on the folder names. You can also copy and paste files or folders from your home computer into the web drive using conventional copy and paste commands in this dialog box. Should you want to place a web page into a new folder, you can create a new folder by clicking File>>New>>Folder:

That's all there is to it! To exit, simply close your browser.

This IS the "World Wide Web" After All
Be aware that anything on your web drive is "open to the world." You should not place any material that you do not want anyone else to access! Dominican's site is visited and indexed by Google and other search engines.

This FTP access will allow you to publish web pages to your directory using applications such as Dreamweaver or other web publishing programs. This procedure is outlined below.
Publishing Web Pages from Off-Campus Using Dreamweaver

In order to publish your web pages from Dreamweaver, you will have to edit the Remote Info settings for the Dreamweaver site that you created on your computer. While simply copying and pasting files from your hard drive to your web drive, as described above, may work, it is safest to publish an entire site at once to retain all relative links and folders in your site.

Once in Dreamweaver, click on the Site drop-down menu and then Manage Sites and click on the site name. Then, click the Edit button:

In the ensuing dialog box, click on the Advanced tab at the top, and go to the Remote Info category. Once there, set your Access: to be FTP:

Once you do that, another series of text boxes will open. The following should be filled out in each text box:
**FTP host:** domin.dom.edu

**Host directory:**
- faculty/username/destination_folder_name for faculty
- students/username/destination_folder_name for students
- admin/username/destination_folder_name for staff

Be sure to include the destination folder name if you created one for your site. This could be a class folder name, for example. If you do not do this, the site will be published at the "root" level of your I:
drive. (Avoid using spaces in folder names on your web drive! That is what creates those annoying %20 symbols in the middle of web page addresses you'll see from time to time.)

**Login:** Your complete email address

**Password:** Your usual network password

That should be it. Before trying to alter any of the firewall settings, try publishing it without any additional information. We strongly encourage you to click the Test button before trying to publish your pages. Below is a typical setup for a faculty member named R. J. Johnson, who will publish to a previously created folder called **cis120**:

![Site Definition for CIS120](image)
Once this is created, you will be able to publish all of your files to the domin.dom.edu site by clicking the **Put Files** button (Nickname) within *Dreamweaver*. Be aware that *all subdirectories created within Dreamweaver* (such as an *images* folder), will automatically be created within your site when you publish it. The only folder you have to create ahead of time is your destination folder for the site.

After publishing it, we suggest you try looking at it using a web browser and by typing in the address as you would for any other web page:

**Faculty:**

http://domin.dom.edu/faculty/username/folder_name (if any)/index.htm

(It is always suggested for all users that your "home" page within any folder is named index.htm)

**Staff:**

http://domin.dom.edu/admin/username/folder_name (if any)/index.htm

**Students:**

http://domin.dom.edu/students/username/folder_name (if any)/index.htm

This is the best way to test *any* web site: view it the way other users will be viewing it!