

Version

5.0

MyWeb
SPACE - GROUP DIRECTORY

University of Wisconsin – Madison

Administrator Manual

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Getting Started

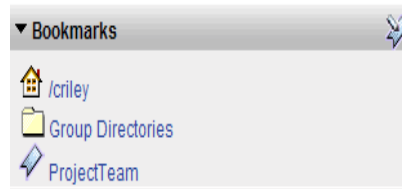
To request a Group Directory, please go to the My WebSpace Group Directory Request Form, located at <https://mywebspace.wisc.edu/xythoswfs/groupDirectoryRequest>

You will be required to supply the following information:

- Directory Name (must be unique)
- Primary Administrator - netid
- Back-up Administrator - netid
- Description of the Need for the Directory

Once you have provided this information and submitted the request, your request will be evaluated and, if approved, your Group Directory will be created within 3 business days.

To access your Group Directory, you will need to login to your personal My WebSpace account located at <http://mywebspace.wisc.edu>.



Once you have logged in, you will notice that a new bookmark with your group directory name has been created automatically for you. In the example to the left, the Group Directory name is "ProjectTeam". You can now access your Group Directory in one of two ways:

1. Click on the bookmark and be taken immediately to the Group Directory.
2. Click on the Group Directories link to see all the Group Directories to which you have been given access.

As a Group Directory Administrator, you are responsible for setting the access permissions for all sub-directories and files. This includes creating contacts and groups and well as setting the sharing options. Setting up contacts and groups is explored further in Chapter 4 and Sharing Options are explored further in Chapter 6.

You will also be responsible for managing the Trash Directory for the Group Directory. If your group members delete or overwrite files that they need to recover, you will be able to assist them with this task. If files are deleted permanently from

the trash can however, they cannot be retrieved, so be sure you want to permanently delete something before you choose this option. Common practice is to review your trash can contents every 30 days and delete those objects that are over 30 days old. You may establish your own set of guidelines to suit your group's requirements. Further information on Trash Can Management is located in Chapter 7.

Do's and Don'ts for every administrator

DO:


- ✓ Request the Group Directory at <https://mywebspace.wisc.edu/xythoswfs/groupDirectoryRequest>
- ✓ Make any changes to the group directory name or administrators by using the form located at:
http://www.doit.wisc.edu/mywebspace/mws_grpdir_chg.asp
- ✓ Set all sharing permissions (Chapter 6)
 - Create contacts and groups (Chapter 4)
- ✓ Monitor and manage the Trash Can (Chapter 7)
 - Restore files as necessary
 - Permanently delete files on a regular basis
- ✓ Monitor the Quota allocation for the directory (Chapter 8)
 - Request additional quota as necessary
- ✓ Complete the annual audit requirements on a timely basis (Chapter 10)
- ✓ Assist your group members with creating WebDAV connections (Chapter 9)
- ✓ Assist your group members with creating directory bookmarks (Chapter 3)

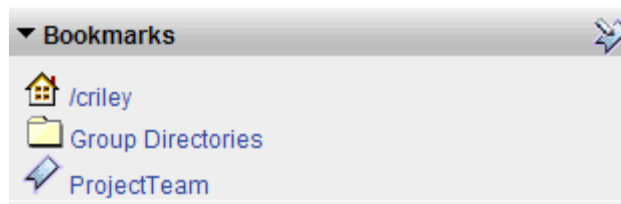
DON'T

- ✓ Change/Modify the name of the main Group Directory within My WebSpace. Please complete the change/modify form located at:
http://www.doit.wisc.edu/mywebspace/mws_grpdir_chg.asp
 - ✓ Change/Modify the main Group Directory administrative contacts within My WebSpace. Please complete the change/modify form located at:
http://www.doit.wisc.edu/mywebspace/mws_grpdir_chg.asp
 - ✓ Delete the main Group Directory from within My WebSpace. Please complete the delete directory form located at:
http://www.doit.wisc.edu/mywebspace/mws_grpdir_chg.asp. *If you delete the directory, the directory and all of its files will be gone and will not be able to be retrieved.*
-

- ✓ Change/Modify the permissions to give yourself or anyone else Delete permissions on the main group directory.
- ✓ Permanently delete items in the group trash directory, by clicking on your Empty Trash icon. The Empty Trash icon will permanently delete the files in your personal trash directory.

File Management

The My WebSpace browser interface has been logically sectioned off to help you easily navigate throughout your account. Upon logging into your personal account, you will always first see your personal home directory's  contents listed. To access your group's directory, you must click on the bookmark to the directory or on the "Group Directories" link under My Bookmarks in the left column.



From here, you can work directly with the directories that are listed.

The Current Directory Path and Refresh Directory Listing Link

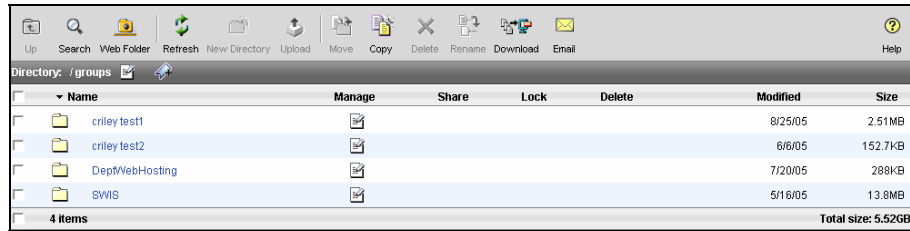
Directory: / [groups/](#) team1    

The current directory path is located directly above the directory contents listing. It can be used both for verifying the location of the current directory and for navigating to parent directories. You can also use the action icons directly to the right of the directory path to manage the current directory. You will not be able to navigate to your personal account directories using the current directory path. Please click on your home directory under "My Bookmarks" in the left column.

Do not use your browser's refresh button to redisplay the current directory listing. Depending on your browser, you may not see the results you wanted. For example, Internet Explorer automatically loads your personal home directory listing and ignores the original page from where you started.

Directory Contents

Your "Group Directories" listing shows the directories that you have permission to access with information pertaining to each item. You can access this listing by clicking on the Group Directories link in the Bookmarks section. Each directory is listed on a separate row and contains the item's name, size, and date of last modification. For directories, the size represents the total size of all files within the directory, including subdirectories.

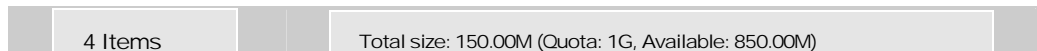


The order of the directory listing may be sorted according to name, size, or date of last modification. By clicking on the title of each of these columns, files and directories will automatically sort in ascending order, grouping directories separately from files. To sort in descending order, click the column title again. The black "up" arrow indicates that the contents are sorted in ascending order while the black "down" arrow indicates descending order.

Quota Information

The total quota initially available per group account is 1GB. This includes all directories (including the trash directory). To increase this total quota amount, you may request additional storage quota by completing the My WebSpace Feedback Form located at: <https://mywebspace.wisc.edu/xythoswfs/feedback>.

The bottom gray bar of File and Directory Management features the "Choose All" link, the "Clear All" link, and the current directory's quota and size information. By checking and unchecking the "Choose All" and "Clear All" checkbox you can select and deselect all of the directories and files in the current directory contents listing, respectively.



The quota information is:

- Total Size** The sum of the size of the directory including all files and the size of all subdirectories, including each subdirectory's contents.
- Quota** The maximum amount of information that can be saved in the current directory.
- Available** The difference between the total size and the quota, i.e. how much space remains available for you to use for saving files and directories within the current directory.

Moving Forward...

For more advanced instructions on managing your My Web Space Group Directories, please review the rest of this Administrator's Manual. For more information on using

MY WEBSpace USER MANUAL

My WebSpace, please see the on-line help within My WebSpace, or the FAQ located at <http://www.doit.wisc.edu/mywebspaces>.



Terms of Service (Appropriate Use Guidelines)

We are excited to be able to offer you this service, and hope that you will find it beneficial for you in your studies and employment. As you log in for the first time, we want you to be aware of some of the rules of the road for usage. In addition to the terms for computer usage that you agreed to when you activated your NetID, there are some additional rules specific to usage within My WebSpace.

By logging in and using My WebSpace, you are agreeing to adhere to the following terms of service:

I. Appropriate Use

Individuals using this service are required to:

- Follow the "Guidelines for Appropriate Use of University of Wisconsin-Madison Information Technology Resources", located at <http://www.cio.wisc.edu/policies/appropriateuse.aspx>.
- Protect the privacy and confidentiality of student, patient, employee and other institutional information, as required for example by FERPA (privacy of student information) described at <http://registrar.wisc.edu/ferpa/>, and HIPAA (privacy of patient information) described at <http://www.wisc.edu/hipaa/>.
- Comply with all other applicable University policies, State and Federal laws, including for example: copyright law, described at <http://www.copyright.gov/help/faq/> and the student code of conduct, located at <http://www.wisc.edu/students/saja/misconduct/misconduct.html>.

II. System Use

My WebSpace is available only to UW-Madison students, faculty and staff with an active NetID.

- You are responsible for the integrity of your data files.
- We recommend that you keep backup copies of your critical files on other media, such as a local hard drive, CD-ROM, and/or zip disks. In the unlikely event that there is a system outage, your online files will not be accessible until service returns.
- Before you leave the University, be sure to download copies of your data to other media, such as a local hard drive, CD-ROM, and/or zip disks.
- My WebSpace administrators will verify your eligibility after each fall and spring semester begins. If you are no longer eligible for My WebSpace at those times, you will be notified and your files will be deleted.
- My WebSpace allows for 1GB of disk space for storage and 400MB/hour for uploading and downloading of files. Additional storage space may be requested.

III. Privacy Statement

UW-Madison respects the legitimate privacy interests of My WebSpace Users within appropriate limits for educational, ethical and legal reasons.



- My WebSpace administrators routinely monitor the volume of My WebSpace traffic for system management purposes.
 - Usage may also be subject to security testing and monitoring.
 - If the University receives a credible report that a violation has occurred, or if, in the course of managing the service, discovers evidence of a violation, then the matter will be referred for investigation, University disciplinary action, and/or criminal prosecution.
 - Complaints that specific material violates the law or University policy should be reported to Badger Incident Response Team (BadgIRT), as described at: <http://www.cio.wisc.edu/security/report/>.
 - If you are employed by the University, you should be aware that any documents that you save or publish in My WebSpace may be subject to the Wisconsin Open Records Act. For more information on the Records Management, please go to: http://archives.library.wisc.edu/rm/manual/ManualLegal_ch6_.html
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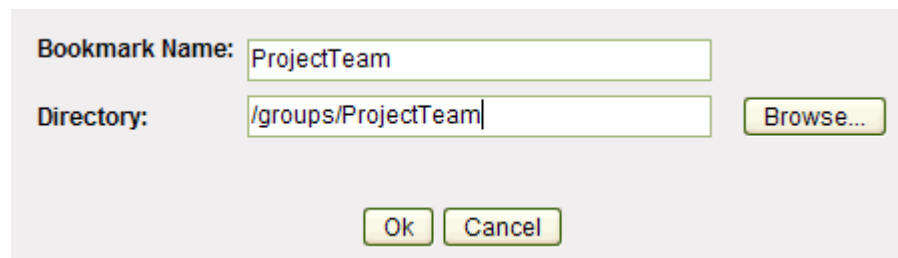
Creating Bookmarks

Bookmarks are shortcut links to directories within your My WebSpace account. Using Bookmarks you can conveniently create shortcuts to Group Directories to which you have access. As an administrator, a bookmark will automatically be created for you when your Group Directory is created. You can use the following instructions to help your users create bookmarks to your Group Directory.

A user must have “read” access to a Group Directory in order to bookmark it. Once they have created a bookmark for a Group Directory, it will appear in their list of bookmarks every time they log in.

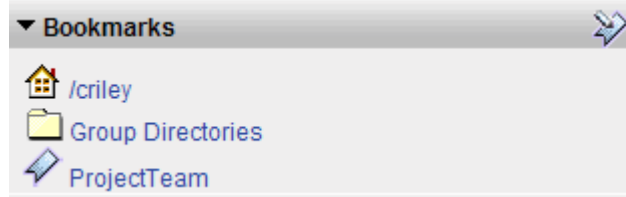
To bookmark a directory:

1. Click on the **Manage bookmarks** icon  in the title bar of the Bookmarks section.
2. Select the **Add Bookmark** button  from the top toolbar.
3. Type in the exact path for the directory. When you type in the path, you must include the top-level directory within in this path and the path must be exact. The path is not the url, but includes the top-level directory and sub-directories. For instance if you were going to bookmark a Group Directory named ProjectTeam, the path that you would type in would be /groups/ProjectTeam. If your user does not know the exact directory path, you will need to supply it to them.
4. After choosing the directory to bookmark, click on **OK**.





The screenshot shows a dialog box for adding a bookmark. It has two text input fields: "Bookmark Name:" with the value "ProjectTeam" and "Directory:" with the value "/groups/ProjectTeam". To the right of the "Directory:" field is a "Browse..." button. At the bottom of the dialog are "Ok" and "Cancel" buttons.



The bookmarked Group Directory will display under My Bookmarks during every future My WebSpace session.



To edit a bookmark:

1. Click on the **Manage bookmarks** icon  in the title bar of the Bookmarks section.
2. Select the **Edit** icon  for the bookmark you wish to edit.
3. You may edit with the directory path for the name of the bookmark.
4. When finished, choose **OK** to save your changes.

To delete a bookmark:

1. Click on the **Manage bookmarks** icon  in the title bar of the Bookmarks section.
2. Select the **Delete** icon  for the bookmark you wish to delete.

Creating User Groups

Contacts


Contacts are other My WebSpace users you have chosen to add to your list of contacts and groups. Your Contacts should be the users you wish to allow access to your files and directories including the Group Directories you administer. By using the Contacts link and then the Sharing link, you can add another user as a Contact, and then grant them access to your files or directories on an individual basis.

Additionally, whenever you choose "Add User/Contact", you will be offered a list of your current contacts as well as the choice to search for other users who you have not added as a contact previously.

Note: It is also possible to share files with the Public, All Users with Accounts, and non-My WebSpace users. These concepts are discussed in Chapter 5.




To add a new Contact:

1. Click on the "Contacts and Groups" link under Utilities. Clicking on "Contacts and Groups" opens your *existing* contacts.
2. Click the "Add New Contact" button  from the top toolbar.
3. Search for a user either by using that user's My WebSpace user login ID (NetID) or by using that user's display name. If you do not know the user's full display name, you may use asterisks for wild cards (i.e. j* doe). Type in the appropriate string and click "Ok".
4. You will then be prompted to choose the correct user(s). Check each user you would like to add as a Contact. Click "Add Contact".

Now you can specify the files and directories this user may access, using the Sharing features (Chapter 5).

Note: If a user has privacy flagged their directory information under FERPA, they will not be found in these searches. If you cannot find a user and you are sure that you have their information correct, please verify that the user you are looking for is not FERPA protected. If they are FERPA protected, you will not be able to add them as a contact.

To delete a Contact:

1. Click on the "Contacts and Groups" link under Utilities. Clicking on "Contacts and Groups" opens your existing Contacts.
2. Click on the  the delete icon, which corresponds to the Contact you wish to delete. The Contact is deleted right away.

In addition to adding single users as Contacts, you can add a Group of contacts.



My Contact Groups

You may wish to make your files available to a customized *group* of users rather than to individual users or to the entire My WebSpace "Public". Contact Groups are a convenient way for you to organize groups of users that need to access the same files.

By granting the "Group" permission to access a file or directory, you allow every user in that contact group to access it. You can also move individuals in and out of the contact group and retain the existing permissions.




To add a new Contact Group:

1. Click on the "Contacts and Groups" link under Utilities which shows your existing contacts and groups.
 2. Click the "Create Group" button  from the top toolbar.
 3. Type the name you wish to give this group into the "New Group Name" text box.
 4. Click "Ok".
 5. Once you are taken back to the Contact Group's properties page, click on the "Add New Members" button  in the top toolbar.
 6. Either find the users you wish to add to this group using Find Users or if available, choose users from your current list of Contacts (your Operating System's multi-select functionality will work).
 7. When you are finished, click the "Ok" button. Click on the "Add New Members" button as many times as you need to add additional users to your group. Once complete, click the "Back Arrow" at the top of the page.
-

To add or remove users to an existing Group:

1. Click on the "Contacts and Groups" link under Utilities.
2. Click on the name of the Group to which you wish to add or remove users.
3. You can delete any of the existing users from the group by clicking on the delete icon located to the right of the user's name.
4. To add a new member, click on the "Add New Members" button and find and add the users you wish to add to this Group.
5. Once finished with the Group changes, click the "Back Arrow" to return back to the Contacts and Group screen.

To delete an existing Group:

1. Click on the "Contacts and Groups" link under Utilities.
 2. Click on the delete icon  next to the group you wish to delete.
 3. Click the "Back Arrow".
-


Directory Management

As the Group Directory administrator, you are responsible for all directory management. Organizing your files into sub-directories will help you to better manage and keep track of the files that have been uploaded to your Group Directory. Directories also have their own properties which further help in managing your files.

Although there are several directory management options available from the main directory listing page (sharing, move, rename, etc.), the Directory Information page is the central location for a single directory's management options.

If you would like to manipulate several directories together, do so from the Directory Listing page, using the various options available from the Navigation Toolbar. However, to work with a particular directory, you should start from the directory's information page.

To View a Directory's Manage Page:

1. Navigate to the appropriate directory.
2. Click on the manage icon  that corresponds to this directory.

This will open the Directory's Manage page which is divided into the following sections:

Collaboration Properties

Collaboration properties are the properties used to keep track and manage your directories in regard to how other users are accessing the files within those directories. You can use the collaboration properties to keep track of how, when, and what was done to the directory and the files within them over time.

You may also use these properties to share your directories with other My WebSpace users (people with a UW Madison NetID) as well as with other people who are not users in the system (people without a NetID). To find out more about the individual collaboration properties, refer to the specific section in this chapter.

- Locks
 - Default Logging
 - Sharing
-


- Default Versioning
- Tickets
- Comments
- Subscriptions

Directory Properties

The Directory Properties section includes all of the "static" properties which are not editable by you but can only be changed through the system. The Directory Properties also include one optionally editable property, the directory's quota.

Each My WebSpace Group Directory initially receives 1GB of storage. All directories (including your trash directory) in a My WebSpace account have storage quotas that apply towards this 1GB. You may regulate how much of your total quota can be used by each sub-directory. When an action is attempted which would cause a quota to be exceeded, the action is aborted by My WebSpace and an error message is returned. You may request additional quota by completing the My WebSpace Feedback Form (<https://mywebspace.wisc.edu/xythoswfs/feedback>).

To change a directory's quota:

1. Open the Information screen of the directory in question by clicking on the Manage link  for the respective directory.
2. Click on the "Quota" Link in the File Properties section. Note that this link will only be available if you have permission to change the quota of this directory, so you will not see this button in your home directory.
3. Enter the amount of space in megabytes you would like to grant this directory. It must be less than or equal to the amount of space granted in your home directory.
4. Click "OK".


Custom Properties

Custom Properties are used for creating places to hold additional information not provided by the standard My WebSpace file properties. Custom properties are very useful for searching purposes as well. You can search on any custom property you create for a file or directory.

For example, suppose you would like to save a collection of articles into your My WebSpace home directory. Because you are uploading those files, My WebSpace makes you the creator of those articles. However, suppose you would like to keep track of the actual author of those articles for future reference. You could create a custom property called, "Author" which would hold the author's name as its value.


To create a new custom property for a directory:

1. Navigate to the Manage screen of the item for which you wish to create a custom property.
-

2. Scroll down to the "Custom Properties" section.
3. Click on the "Create Custom Property" link.
4. Click on "Add New Custom Property" button  from the top toolbar.
5. Give the custom property a name and then assign it an actual value. In the articles example above, the name of the property would be "author" and the value would be the name of the person who wrote the article.
6. Click "Ok".

The new custom property now lists in the table of custom properties. Click "Back" to return to the Information screen.

To edit a custom property:

1. Navigate to the Manage screen of the item for which you wish to create a custom property.
2. Scroll down to the Custom Properties section.
3. Click on the name of any custom property.
4. Click on the "Edit" icon, , for the property you wish to edit.
5. Click "Ok".
6. Click "Back" to return to the Information screen.

To delete a custom property:

1. Navigate to the Manage screen of the item for which you wish to delete a custom property.
 2. Scroll down to the Custom Properties section.
 3. Click on the name of any custom property.
 4. Click on the "Delete" icon, the small x, for the property you wish to delete.
 5. Click "Ok".
-




6. Click "Back" to return to the Manage screen.

All Properties

"View All Properties" is used primarily as a troubleshooting tool. The list of properties displayed includes all custom properties and all classification properties.

Directory Navigation


The first three buttons of the Navigation Toolbar, "Up", "Search", and (optionally) "Web Folder" allow you to navigate to your other directories within My WebSpace, as well as create Web Folders mapped to your My WebSpace directories when using Internet Explorer.

	Allows you to navigate up one directory from the currently selected directory.
	Enables you to perform a search on the current directory.
	This button will only appear if using Internet Explorer on a PC. It enables you to create a Web Folder mapped to your My WebSpace directory from within the Web application.

To Move Up One Directory

1. First, determine where in your My WebSpace directory structure you currently are. The gray bar directly above the directory listing displays your current path after the "Directory:" label. The first directory on the left, is the top-level directory.
2. If no other directory name appears after the top-level directory, you are in the highest directory within your current path and the Up button is disabled. If a sub-directory does appear after the top-level directory, clicking the Up button brings you to the parent of the current sub-directory. For example, if your current directory path is:

Directory: / groups/team    

3. By clicking on "Up"  , you will be taken to your main Group Directory listing.

To Move To Another Directory (within your current path)

It is also possible to navigate to another directory within your current path using your directory path which is displayed directly above your directory listing.


1. First, determine where in your My WebSpace directory structure you currently are. The gray bar directly above the directory listing displays your current path after the "Directory:" label. The first directory is the top-level directory.

- Clicking on any parent directory (underlined) within the directory path takes you directly to that directory. For example, if your current directory path is:

Directory: / groups/ team/ docs    

- By clicking on "team/", you will be taken directly to the "team" directory which is a top level Group Directory.

To Create a Microsoft Web Folder when using Internet Explorer on a PC:

- Find the directory for which you wish to create a Web Folder and check off the checkbox directly to the left of that folder.
- Click on the "Web Folder" button .
- Use Windows Explorer to access the new folder under "My Network Places" (Windows 2000) or "Web Folders" (Windows 98 and NT). For more information about mapping Web Folders, refer to Using WebDAV (Chapter 8).

Locking Directories

Locking directories prevents other users from editing or saving changes to a particular file for a particular period of time. My WebSpace enables you to control who is able to write to any file or directory at any specific time. A lock stays locked for 7 days or until you release it, whichever comes first. Locking does not prevent users from reading or saving a file to their local computer, only from overwriting the existing file.


Types of Locks: Simple, Partial and Total

Simple, partial and total locks differ according to whether they apply only to a single file or to a single directory versus applying to a directory and all of its contents. Simple locks are applied to a specific file; partial locks are applied to a directory, but not the files within the directory, whereas a total lock applies to a directory and all of its contents, including both files and subdirectories.




For instance, if you are working on several files within a particular directory, you may wish to lock the whole directory for a time to prevent anyone else's writing to any document in that directory. Such a situation requires a total lock. It is important to note that you can only place a total lock on a directory which has no current locks on its contents. If you attempt to create a total lock on a directory which has some locked content, you will receive an error.

To create a lock on a directory:


There are two ways to create a lock on a directory:


- You can create a lock by simply clicking on the  icon which appears on the right of each directory's row. Note that locking the directory in this manner creates a **total** lock. A total lock can only be placed on a directory with all unlocked content.

OR

1. Navigate to the directory's manage screen by clicking on the Manage icon  next to the name of the directory.
2. Click on the "Locks" link in the Manage screen for that directory.
3. To lock the current directory and every item within it (a **total** lock), click on the "Lock Directory & Contents" button  in the top toolbar. You can only place this type of lock on a directory with all unlocked content. To simply lock the directory so that no other user can upload files to it but other users may edit current files within the directory (a **partial** lock), click on the "Lock Resource" button .
4. Click the "Back Arrow" in the upper left hand corner to return the directory listing.

To remove a lock on a directory:

If you have the correct permissions, there are two ways to remove a lock on a file or directory. Note the "correct permission" is indicated by the appearance of a green lock .




- You can remove a lock by simply clicking on the green lock icon  (see table below) which appears on the right of each item's row.

OR

1. Go to the Manage screen of the directory you wish to unlock.
2. Click on the "Locks" link for that item.
3. Click on the "Remove" button.
4. Click on the "Back Arrow" in the upper left hand corner to exit the Locks summary screen.

Lock Icon Definitions

There are several types of lock icons which can be displayed. Each lock icon defines the type of lock that is or is not on the specific file or directory. The appearance of the lock icon indicates the current lock status according to the following table.

	The item is unlocked. You can create a lock on the file or directory by clicking the item's lock icon.
	The item is locked but you can unlock it by clicking on the icon.
	The item is locked and you do not have permission to unlock it.
	If you see no icon, you do not have the correct permissions to know if the file is locked, i.e. you only have permission to "read" or view the item in question.

[Default Logging](#)

The Logging option on a directory differs from the logging setting of a file. With files, My WebSpace allows you to keep a record of who accesses your files and when they do so. However, logging on a directory merely represents the *default* logging


setting for all files created within that directory. There is no logging history for a directory.

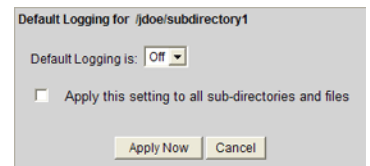
If Logging is "Off" for a directory, each new file uploaded to that directory will be uploaded with Logging disabled. Additionally, all new subdirectories will have a Default Logging parameter of "Off". You may change that setting on a per-subdirectory or per-file basis.

If Logging is "On" for a directory, each new file uploaded to that directory will be uploaded with Logging enabled. Additionally, all new subdirectories will have a Default Logging parameter of "On". You may change that setting on a per-subdirectory or per-file basis.

To turn default logging on or off for a directory:

You may change this setting by accessing the logging link on your Directory's info screen.

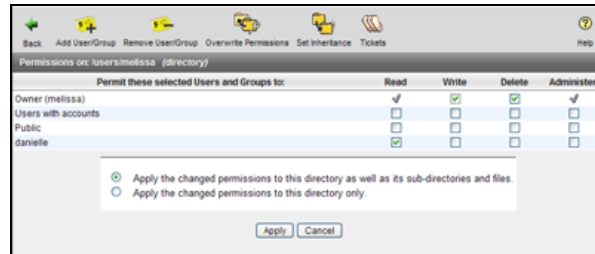
1. Navigate to the directory for which you wish to change default logging.
2. Click on the Manage icon  for the respective directory.
3. Click on the "Default Logging" link in the Collaboration section.
4. Use the Logging on/off drop-down to turn logging on or off. If you would like this parameter changed for all existing files and subdirectories within this directory, check off the "Apply this setting to all sub-directories and file". Otherwise, this setting will only apply to new files and subdirectories created in the future in this directory.
5. Click "Apply Now".
6. Click the "Back Arrow" to return to you directory's manage screen.



Sharing Your Directories

My WebSpace allows you to share your directories with other My WebSpace users using its Sharing functionality. Sharing consists of granting other users permission to view, edit, delete, and/or administer your files and directories.

My WebSpace allows you to share any directory for which you have "Administer" permission which, by default, includes all the directories you own. For a full explanation of the different types of sharing, i.e. the different permissions you can grant to users refer to Chapter 5 "Sharing Group Directories".



Sharing directories differs from sharing files. When sharing a directory, you must select a scope for applying permissions. The scope represents how permission settings will be applied to sub-directories and files within this directory. You have 3 choices:


- Apply changed settings to sub-directories and files**
 The permissions set will be applied to this directory and any future file and directory created within it, but will not overwrite current settings for existing files and subdirectories.
- Overwrite all permissions on all sub-directories and files**
 The permissions set will be applied to all future and currently existing sub-directories and files within this directory.
- Only apply to this directory**
 The permissions set will be applied to this directory only. All sub-directories and files created in the future within this directory will be granted permissions based on this directory's Inheritable Permissions.


To share a directory with another My WebSpace user or group of users:

- Navigate to the directory's Sharing page.

Either click on the "Share" icon  of the directory you wish to share.



OR

Navigate to the directory's Manage page by clicking on the Manage Icon  and then clicking on the "Sharing" link.



- The Sharing page displays the current permissions on the chosen directory.
Click the "Add User/Group" button  from the top toolbar.
- Choose a user or group with which you wish to share your directory. The Find a User page displays both your personal contact list and also provides a means for you to search for a specific user or group.
 - Either choose a user or user group from Your Contacts and click "Ok".

- b. Or search for a user either by that user's My WebSpace user ID (NetID) or by that user's display name. Type in the appropriate information and click "Ok". If more than one user fits your search criteria, you will be prompted to choose the correct user.
4. Adjust the permissions to "On" or "Off" by checking or unchecking the respective permission. For more information on types of permission, refer to Chapter 7 "Sharing".
5. Choose a scope for your permissions.
6. Click "Apply Now" to effect the changes in permissions.
7. Verify that the permission changes that you have made are accurate and click "OK".
8. Click the "Back Arrow" in the upper left-hand corner to exit the Sharing screen.

To change the way your directory is shared with another My WebSpace user or group of users:

1. Navigate to the directory's Sharing page.
 - a. Either click on the Share icon  of the directory you wish to share.
 - b. Or navigate to the directory's Manage page by clicking on the Manage icon  and then clicking on the "Sharing" link.
2. Adjust the permissions to "On" or "Off" by checking or unchecking the respective permission box. For more information on types of permission, refer to Chapter 5 "Sharing Group Directories".
3. Choose a scope for your permissions.
4. Click "Apply Now" to effect the changes in permissions.
5. Verify that the permission changes that you have made are accurate and click "OK".
6. Click the "Back Arrow" in the upper left-hand corner to exit the Sharing screen.

To prevent a user or user group from sharing your directory:

1. Navigate to the directory's Sharing page by clicking on the "Share" icon  of the directory you wish to unshare.
2. The Sharing page displays the current permissions on the chosen file. Click the "Remove User/Group" button  from the top toolbar.

3. Check off the check box next to each user and/or group you wish to remove sharing privileges.

Note: It is possible to remove all permissions and keep this user/group in your list of sharing contacts for this directory. If you wish to keep this user/group without allowing them access privileges, simply turn off all permissions by unchecking the boxes.

4. Choose a scope for your permissions.
5. Click "Apply Now" to remove these user(s) and/or group(s).
6. Click the "Back Arrow" in the upper left-hand corner to exit the Sharing screen.

Inheritable Permissions

Inheritable permissions are the permissions that you grant for a directory that will be inherited by all additional directories or files created within that directory. For instance, your web directory has public access permissions that are inheritable. Therefore, all files and directories that are added to your web directory will also have public access permissions automatically, without you having to set new permissions. Inheritable permissions are set when you choose the permissions scope on the directories. For more information, please see Chapter 5 "Sharing Group Directories".

Default Versioning

The Versioning option on a directory differs from the versioning setting of a file. With files, My WebSpace allows you to track every change made to any file by saving a copy (version) of a file each time that file is saved. However, versioning on a directory merely represents the *default* versioning setting for all files created within that directory. There is no versioning history for a directory.

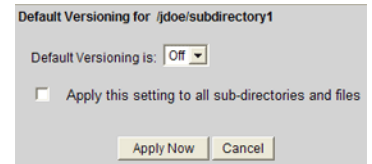
If Default Versioning is "Off" for a directory, each new file uploaded to that directory will be uploaded with Versioning disabled. Additionally, all new subdirectories will have a Default Versioning parameter of "Off". You may change that setting on a per-subdirectory or per-file basis.

If Default Versioning is "On" for a directory, each new file uploaded to that directory will be uploaded with Versioning enabled. Additionally, all new subdirectories will have a Default Versioning parameter of "On". You may change that setting on a per-subdirectory or per-file basis.

To turn default versioning on or off for a directory:

You may change this setting by accessing the Versioning link on your Directory's info screen.

1. Navigate to the directory for which you wish to change default versioning.
2. Click on the Manage icon for the respective directory.
3. Click on the "Default Versioning" link in the Collaboration Section.
4. Use the Versioning on/off drop-down to turn versioning on or off. If you would like this parameter changed for all existing files and subdirectories within this directory, check off the "Apply this setting to all sub-directories and file". Otherwise, this setting will only apply to new files and subdirectories created in the future in this directory.
5. Click the "Apply Now" button.
6. Click the "Back Arrow" to return to you directory's manage screen.



Tickets

Tickets allow both non-My WebSpace and My WebSpace users access to your My WebSpace directories. By using the My WebSpace Ticket functionality, you may allow specific access to your directories, their subdirectories, and the files within them. A directory ticket can be thought of as a direct link to a directory. Once a user clicks on that link (sent to them by you), the directory's file and subdirectory listing displays just as you would see it in its regular directory listing screen.

Directory Tickets, unlike file tickets, require an entry in your directory's permissions table so that you can define the access permissions on any user who uses that directory ticket. However, adding the entry to your directory's permissions table can be performed in a number of ways, including automatically through the system.

It is also possible to password-protect a ticket. Once the user receives the ticket link via email, the recipient user will be required to enter that password before being granted access to the directory. This is an added security measure that is separate from the permissions defined on the ticket. Note that you may grant a ticket read/write access permission but if the ticket has been password protected and the user receiving the ticket link is unable to enter the password, that user will not be able to read or write to that directory.

Directory Tickets Concepts

Regardless of the manner in which you create a directory ticket, after it is created, the following changes to your account are made either automatically by the system or by you.

Directory Ticket Group	When you create a ticket, a group is automatically added to your Contacts and Groups with the corresponding ticket name. For this reason we highly recommend that if you rename your ticket you keep "Ticket" somewhere in the new name.
Directory Sharing Permissions Entry	A directory ticket will always have an entry in the directory's Sharing Permissions table which can be reached by clicking on the directory's Share icon. When you create the ticket, an entry to the directory's Sharing Permissions table is automatically created with the corresponding ticket name.
Password-Protection is Optional	A Directory Ticket may have two links, a password-protected and direct link.



Tickets have the following properties:

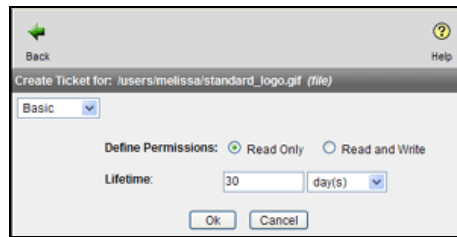
Property	Default Value	Options
Permissions	Read-Only	May be Read-Only or Read/Write
Lifetime	30 days	Can be anywhere from 1 minute to an unlimited amount of time
Name	System-determined. The default name is "Ticket For <directory_name><current_date><id>" where <directory_name> is the directory's name, <current_date> is today's date, and <id> is a randomly generated identifier should you create more than one ticket for this file or directory on a particular day.	May be any name that has not already been used for another ticket. We recommend that you make the name something that will be meaningful to you, so that you will recognize it in the future.
Password	None	There are no limitations on the password other than a reasonable character length.

There are several ways in which directory tickets can be created and used throughout My WebSpace.

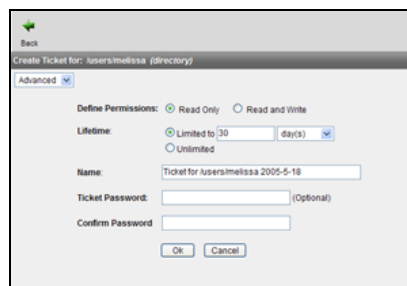
To create a Basic ticket:

After following this set of instructions, the system will automatically create a group corresponding to this ticket and will automatically add that ticket to the directory's permissions table.

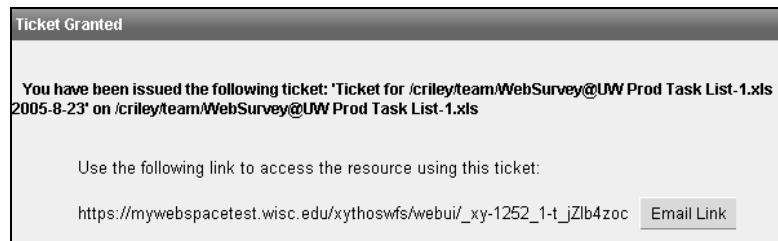
1. Navigate to the directory for which you wish to create a ticket.
2. Click on the Manage icon  for the directory.
3. Click on the "Tickets" link.
4. Click on the "Create Ticket" button  in the top toolbar.



- At this point, you may choose the "OK" button and accept the default values of the ticket. If you wish to change the default values, change the edit ticket mode from Basic to Advanced by clicking on the drop-down menu in the upper left-hand corner of the page. Change the values as desired.



- Click "Ok" to create your ticket. You are then shown the URL that can be used to share this directory through the ticket to other users. You may choose the "Email Link" button to send this link to other users now. Or, you may use this link at a later date. As long as the ticket exists, you can find this link on the Manage Tickets page.



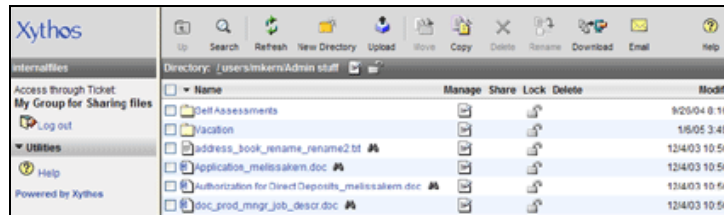
- Click the "Back Arrow" to return to the main directory info screen.

What happens when I email this ticket?

If you have created a ticket in the above manner and have chosen "Email Link", an email message is automatically created using your existing email client that will contain the link. From here, you may send ANY user (My WebSpace or non-My WebSpace) this email.

Once the user receives the email, he/she will be able to click on this link and see the directory listing. If the user is not a My WebSpace user (or is a My WebSpace user


but is not logged into the system), the below is an example of what that user will see:

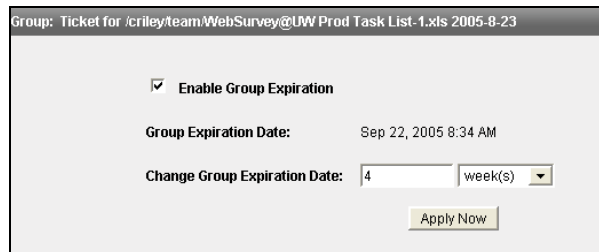


If the user is a My WebSpace user and is logged in, that user will remain logged in and their directory listing will automatically refresh with the /jdoe/subdirectory1 directory listing.

The user will be able to perform functions according to the permissions granted on the ticket.


To change the Lifetime of a ticket:


1. Click on Contacts and Groups under Utilities which shows your existing contacts and groups.
2. Select the ticket for which you wish to change the expiration date.
3. Click on the "Change Group Expiration" button from  the top toolbar.
4. Enter the desired options.

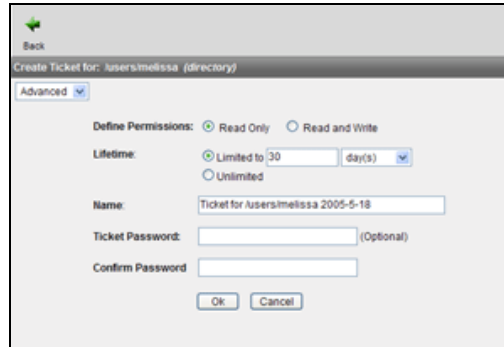


5. Click the "Apply Now" button.
6. Click the "Back Arrow" until you return to your Contacts and Groups summary screen.

To create a ticket that is password-protected:

1. Navigate to the directory for which you wish to create a ticket.
2. Click on the Manage icon  for the respective directory.
3. Click on the "Tickets" link.

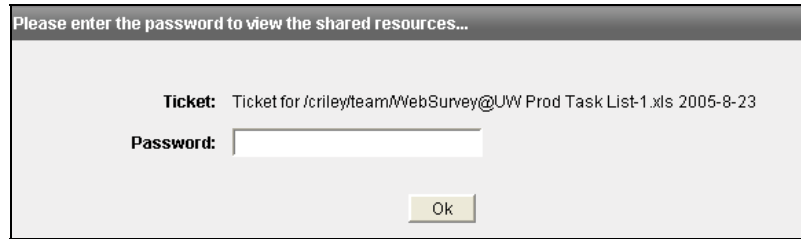
4. Click on the "Create Ticket" button  in the top toolbar.
5. Click on the Drop Down menu and select Advanced.



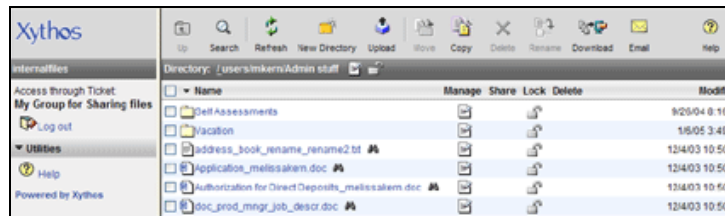
6. Define the permissions you wish to grant on this ticket.
7. The Ticket must be named so that it can later be identified in the permissions table (access through the Share icon). Therefore, you may rename your ticket or you may keep the default name.
8. Optionally, you may limit the ticket's duration or lifetime. Once that lifetime passes (from the time of creation), the ticket will no longer be valid and users will not be able to access the file through the corresponding ticketed link.
9. Type in the password you have chosen for this ticket and then confirm the password.
10. Click "Ok" to create your ticket. You are then shown the URL that can be used to share this file through the ticket to other users. You may choose the "Email Link" button to send this link to other users now. Or, you may use this link at a later date. As long as the ticket exists, you can find this link on the Manage Tickets page.
11. Click the "Back Arrow" to return to the main directory info screen.

What happens when I email a password protected ticket?

If you have created a password protected ticket in the above manner, you may send ANY user (My WebSpace or non-My WebSpace) this email. Once the user receives the email, that user must enter the correct password before being granted access to the directory's listing.




If the user enters the correct password, the user will see the following:




If the wrong password is entered, a message will display on this screen informing the user of the incorrect password. This screen will remain in the browser window until the user enters the correct password. There is no limit on the number of incorrect attempts.


To email an existing Ticket:

1. Navigate to the file's Manage Tickets page by either:

Choosing the directory's Manage icon . Then, click on the "Tickets" link on the file info page.

OR

Choosing the directory's Share icon. Then, select the "Tickets" button  from the top toolbar.


2. From the Manage Tickets page, select the ticket you wish to email and click on the email icon . You will be given the option of emailing a ticket that does not require a password and a ticket that does require a password (if you have chosen this option) for access.

- a. To email the direct link which does not require a password, you may either copy and paste the "Direct Link" or choose the email icon and then select the "Email Link" button for the link under "Use this link to allow others to access this directory without entering a password."




- b. To email the password-protected link, you may either copy and paste the "Password Enabled Link" or choose the email icon and then select the "Email Link" button for the link under "Use this link to require others to provide the password you have designated for this group before allowing access to this directory."
3. Once you have finished composing the automatically-generated email message, you may email the link to any non-My WebSpace or My WebSpace user. If you have sent the password-protected link, you must separately provide your email recipients the correct password.

To edit the password of an existing ticket:

There are two ways to edit the password of an existing ticket.



1. Click on Contacts and Groups under Utilities which shows your existing contacts and groups.
2. Select the group or ticket for which you wish to change the password.
3. There is no means for checking what an existing password is. Therefore, you must reset the password in order to "remember" or determine it. Click on the "Change Group Password" button from  the top toolbar.
4. Make sure that the check box for "Password Enable this Group" is checked.
5. Enter the desired password and confirm that password.
6. Click the "Apply Now" button.
7. Click the "Back Arrow" until you return to your Contacts and Groups summary screen.

OR




1. Navigate to the directory whose ticket you wish to edit.
 2. Select the Manage icon  for the corresponding directory.
 3. From the Manage page, choose the "Tickets" link.
 4. Select the edit icon  next to the ticket for which you wish to change the password.
 5. There is no means for checking what an existing password is. Therefore you must reset the password if you forget it. Click on the "Change Ticket Password" button  from the top toolbar.
 6. Make sure that the check box for "Password Enable this Group" is checked.
 7. Enter the desired password and confirm that password.
 8. Click the "Apply Now" button.
-

9. Click the "Back Arrow" until you return to your directory listing.

To display existing tickets or delete an existing ticket:

1. Navigate to the directory where the tickets have been created.
2. Click on the Manage icon  for the respective directory.
3. Click on the Tickets link. A list of tickets for this particular directory is displayed.
4. Click on the small  icon to delete the ticket.
5. Click the "Back Arrow" to return to the Directory Management screen.



OR

1. Navigate to the directory's sharing page by choosing the directory's Share icon  as opposed to its Manage icon.
2. Click the Tickets  button from the top toolbar.
3. Click on the small  icon to delete the ticket.
4. Click the "Back Arrow" to return to the Directory Management screen.



Commenting Your Directories

Available to My WebSpace users for remarking directories are Comments. The comments feature offer users the ability to create notes about a particular directory without altering the contents of that directory. You must have write permissions to add comments to a directory.



 **To comment a directory:**

1. Navigate to the directory you wish to comment.
 2. Click on the Manage icon  for the respective directory. Next, click on the "Comments" link.
 3. The Comments page displays the current comments. Click the "Create Comment" button  from the top toolbar.
 4. Enter the text for the comment and click "Ok".
 5. Once you've finished adding comments, click the "Back Arrow" in the upper left hand corner to return to the manage screen.
-

To delete a single comment on a directory:

1. Navigate to the directory where you wish to delete the comment.
2. Click on the Manage icon  for the respective file. Next, click on the Comments link.
3. The Comments page displays the current comments. Click the  delete icon next to the comment you wish to delete.
4. Click "Yes" to delete the comment or "No" to cancel your request.
5. Once you've finished deleting comments, click the "Back Arrow" in the upper left hand corner to return to the manage screen.

To delete all comments on a directory:


1. Navigate to the directory where you wish to delete all of the comments.
2. Click on the Manage icon  for the respective directory. Next, click on the "Comments" link.
3. The Comments page displays the current comments. Click the "Delete All Comments" button  from the top toolbar.
4. Click "Yes" to delete all comments or "No" to cancel your request.
5. Once you've finished deleting comments, click the "Back Arrow" in the upper left hand corner to return to the manage screen.

Creating Subscriptions

Subscriptions are requests to be notified via email when files or directories, to which that user has read access, are viewed, changed, or commented.

Once created, subscription notifications are sent via email either when the viewing, changing or commenting occurs or at 12:00 am each day. Such notifications are known as subscription "reports". You specify the type of report (view, change, or comment) and frequency of the report when the subscription is created.

**To create a new Subscription:**

1. From your directory listing, choose the directory to which you wish to subscribe by clicking on that directory's Manage icon .
2. Click on the "Subscriptions" link.
3. Next, click the "Create Subscription" button on the top toolbar.
4. Check off the type of subscription according to the table below.

Create Subscription

Subscribe to: Users/melissa/standart_logo.gif

Notify me of:

change events

read events

comment events

Frequency:

When events occur

Daily report



5. Choose the frequency of the report as either when the event occurs for an immediate notification or "Daily Report" which sends all notifications for all of your subscriptions once a day.
6. Click "Ok" when you are done creating your subscription.
7. To return to the directory listing, click on your directory of choice from the directory path in the gray bar.

Note: If choosing the "with daily report" option for your subscription, the time of day the daily report will be sent at 12:00 am.

"Notify me of" Options

Change Events	<p>Change Events on directories include:</p> <ul style="list-style-type: none"> • When any file or sub-directory within the specified directory is copied, moved, deleted, renamed or downloaded • When a file is initially uploaded to a directory and when a file within the specified directory has been moved • When a sub-directory is created within the specified directory • When the directory itself has been deleted
Read Events	<p>A directory read event occurs whenever a file within the directory is viewed/opened.</p>
Comment Events	<p>A comment event occurs whenever a comment is created on a directory.</p>




To cancel an existing Subscription:

1. From the directory's manage screen , click on the "Subscriptions" link.
2. Click the  icon in the Unsubscribe column of the subscription you wish to cancel.
3. Click the "Back Arrow" in the upper left hand corner of the screen when you have finished canceling subscriptions.

[Emailing a Directory Link](#)




To email the Intellilink address of a directory:

The primary advantage of sending the directory's Intellilink is to take advantage of the shorter link or "shortcut" link. Once the link is pasted into the email message itself, the link should not wrap and thus allow the recipient user to simply click on the link to access the directory. Keep in mind that correct access permissions must also exist in order for the user to browse to the directory.

1. Navigate to the directory for which you wish to email a link.
2. Click on the Manage icon  for the respective directory then click on the email button  in the tool bar. Or you may select the checkbox of the respective directory from the directory listing and click the email button  in the tool bar. (The primary advantage of emailing from the directory listing is the ability to email more than one directory at a time).
3. The default for sending a link is the Intellilink or short URL, so you can simply select "Email" again on the email page.
4. My WebSpace automatically opens a new email message, using your existing email client, with the chosen URL pasted into it.
5. Once you finish writing and sending the appropriate email, return to your My WebSpace browser window.

To email the long address (or full URL) of a directory:

The primary advantage of emailing the full URL is to expose the directory path to the recipient user. Should the user have problems accessing the directory, it becomes easier for the recipient user to browse to the directory knowing the full path. Keep in mind that correct access permissions must also exist in order for the user to browse to the file.

1. Navigate to the file for which you wish to email the URL.
 2. Click on the Manage icon  for the respective file then click on the email button  in the tool bar. Or you may select the checkbox of the respective file from the directory listing and click the email button  in the tool bar. (The primary advantage of emailing from the directory listing is the ability to email more than one file or directory at a time).
 3. On the Email page, select the "Advanced Link Options" button.
 4. Next, check off the "Send Long URL instead of Intellilink" checkbox and select the "Email" button at the bottom of the page.
 5. My WebSpace automatically opens a new email message, using your existing email client, with the chosen URL pasted into it.
 6. Once you finish writing and sending the appropriate email, return to your My WebSpace browser window.
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Sharing Group Directories

Sharing Properties

As an administrator you may share your Group Directory with other users. By using the My WebSpace Sharing functionality, you may grant specific access to individual users, a group of users, all users with accounts or to the Public as a whole.



IMPORTANT NOTE: For a user to see the Group Directory under the “Group Directories” link they **MUST** have read permissions on the top level directory and the subsequent sub-directories that you would like them to see.


Sharing your files makes it possible for multiple users to both view and edit your file without requiring you to maintain multiple copies of the shared file.

By default, every item is created with 3 sets of permissions:

- **Owner** - You are the owner of the items within your own My WebSpace account.
- **Users with Accounts** - These are any other users within the My WebSpace site. Users falling into this category must be logged in to see the files and directory to which access has been granted. Use this category for making your files and directories available to all users within My WebSpace.
- **Public** - Any user accessing the site without a My WebSpace account or those users with My WebSpace accounts who have not logged into My WebSpace. Use this category for making your files and directories public to the outside world.

The sharing icon displayed for a particular file or directory depends on which users have permission to read a file or directory. Those icons include:

	This icon indicates the file or directory is not shared.
	This icon indicates the file or directory is shared with one or more users, but not all

	other users.
	This icon indicates the file or directory is shared with either the Public or shared with all users with an account on My WebSpace ("Users with accounts").

My WebSpace enables you to control access to your files in four different ways, represented by the four columns of permissions: Read, Write, Delete, and Administer.

Read Permission

Read permission allows the user or group of users to view the file or directory only. Because read permission pertains to reading or viewing the *contents* of a file or directory, users who have only read permission are not allowed to move or rename the item. However, users with read permissions may download the file to their local computer.

Write Permission

Write permission allows the user or group of users to edit the file or directory. Write permission permits renaming, and viewing of the properties and contents of that item, including the lock status and each property listed in the item's Information page.

Delete Permission

Delete permission allows the user or group of users to move the file or directory to the trash.

Administer Permission

Administer permission allows the user or group of users to change all permissions as if they were the owner of the file or directory. Administer also allows users to edit the properties of a file or directory which include all those listed in the item's information page.

Inheritable Permissions


The Inheritable permissions determine the default regular permissions for all sub-directories and files of an existing directory. The Inheritable Permissions are simply the default permissions for all new directories and uploaded files.

Upon the creation of a file or directory, My WebSpace looks to the Inherit Read, Inherit Write, Inherit Delete, and Inherit Administer values of the parent directory to create the Read, Write, Delete, and Permission permissions for the child directory.


For example, suppose you want to grant Read and Write access to User B for all files within your home directory. You would make your User B's Read and Write home directory permissions "Yes". However, suppose you do not want User B to have Read and Write access to files within any future directories created within your home directory. You would, thus, make User B's Inherit Read and Inherit Write home directory permissions "No". Any new directories created within your home directory will be invisible to User B.


To grant Inheritable Permissions on a directory:

1. Navigate to the directory's Sharing page.
-

Either click on the "Share" icon  of the directory.

OR

Click on the Manage icon  and then choose the "Sharing" link for the directory.

2. Click on the "Set Inheritance" button  from the top toolbar.
 3. Adjust the inheritable permissions to "On" (checked) or "Off" (unchecked) according to how you future files and directories permissions to be created.
 4. Click "Apply" to accept the changes.
 5. Click the "Back Arrow" to return to the Management screen.
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Trash Can Management

Trash

When you or others with access to the group directory choose to delete files, the files are not immediately deleted from the server, but are instead moved into the Group Trash Directory, which is a sub-directory in your main Group Directory. When you overwrite a file, the previous file is also moved to your trash. In case you or someone in your group deletes or overwrites a file by accident, as an administrator, you can move or copy files out of the Group Trash Directory to restore them.

Files in your Group Trash Directory count against your total Group Directory quota. Therefore, if you need to free up some space in your directory, permanently deleting files from the trash directory should help.

To restore a deleted file:

1. Click the "trash" directory located in your group directory listing (do not click on "Empty Trash" on the Utilities Menu).
2. Displayed is the list of files that have been previously deleted. Find the file, files, or directory you wish to restore. Check the checkbox to the direct left of the item to be restored.
3. Click the "Move" button from the Navigation Toolbar.
4. Enter the destination directory to where you wish to restore your file, files, or directory. Removing "/trash" from the default destination path restores the item to your group directory.
5. Click "Ok" to restore your data.

To **permanently** delete a file(s) within your trash directory

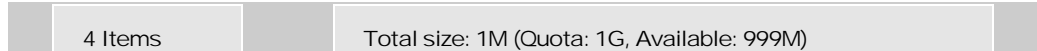
1. Navigate to the trash can in your Group Directory.
 2. Check the box to the left of the file(s) that you would like to delete.
-

3. Click on the Delete Icon in the top tool bar.
4. You will be presented with a Confirm Delete Screen. Verify that the item(s) to be deleted are correct and click on "OK".



To **permanently** delete all files within your trash directory

1. Navigate to the trash can in your Group Directory.
2. Check the "Choose all" checkbox to the left of the item count in the gray line at the bottom of the directory listing.



3. Click on the Delete Icon in the top tool bar.
4. You will be presented with a Confirm Delete Screen. Verify that the items to be deleted are correct and click on "OK".



Note: If you click on the Empty Trash icon  under Utilities on the left hand side of your screen, you will be permanently deleting all files in your personal trash directory.

Quota and Bandwidth

Quota Information

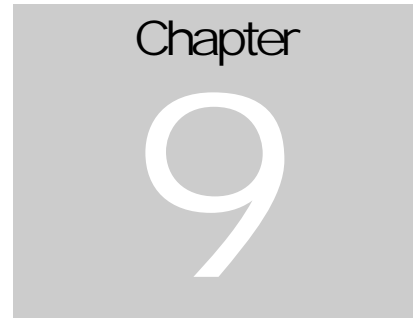
The total quota initially available for each group directory account is 1GB storage and 1GB per hour for bandwidth. This includes all sub-directories (including the trash directory). To increase this total quota amount, you may request additional storage by completing the My WebSpace Feedback Form located at <https://mywebspace.wisc.edu/xythoswfs/feedback>.

The bottom gray bar of File and Directory Management features the "Choose All" and the "Clear All" checkbox and the current directory's quota and size information. By checking and unchecking the checkbox for "Choose All" and "Clear All" you can select and deselect all of the directories and files in the current directory contents listing, respectively.

4 Items	Total size: 150M (Quota: 1G, Available:850M)
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The quota information is:

- Total Size** The sum of the size of the group directory including all files and the size of all subdirectories, including each subdirectory's contents.
 - Quota** The maximum amount of information that can be saved in the current directory. You can set this amount on a sub-directory level.
 - Available** The difference between the total size and the quota, i.e. how much space remains available for you to use for saving files and directories within the current directory.
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Using WebDAV

What is WebDAV?

Web-based Distributed Authoring and Versioning (WebDAV) allows you to use a remote web server as though it were a local file server. This means you have local access to your My WebSpace file directories and can use your computer's file manager to upload and download multiple files.


You can view, manage, move, copy, save, and rename the files and directories in your My WebSpace account just as you would perform the same actions in file manager. In particular, you can drag and drop files to and from the My WebSpace directory to other directories on your local computer.

WebDAV is a function of the OS. The My WebSpace application works well with the WebDAV interfaces in MS Windows, Mac OS X and Unix. Following are instructions for setting up the WebDAV application interface in both Windows and Mac environments.

Enabling Web Folders and WebDAV Support for Windows

Prior to setting up Windows to run with WebDAV, you must login to your My WebSpace account using a browser. This allows your Windows Operating System to recognize your My WebSpace security settings. If you do not login, WebDAV will only be able to access files that have been granted "Public" user access.

To Create a Microsoft Web Folder when using Microsoft Windows and Internet Explorer:

1. Navigate to the directory for which you wish to create a Web Folder
2. Click on the "Web Folder"  button.
3. Use Windows Explorer to access the new directory under "My Network Places" (Windows 2000 or XP) or "Web Folders" (Windows 98 and NT).

If you are not using Microsoft Internet Explorer as your browser, you will not see the Web Folders icon in your tool bar. In this case you will need to create your Web Folders from within your operating system.

To create a Web Folder in Windows 98 or Windows NT:

1. In Windows 98 or NT, right click on the "My Computer" icon and then left click on "Explore".
2. Windows Explorer will open. Locate your Web Folders in the left directory listing.
3. Click on "Web Folders".
4. Double click on the "Add Web Folder" icon in the right directory listing.
5. Enter the location of the My WebSpace directory which you wish the Web folder to access. The proper format for your group directory is <https://mywebspaces.wisc.edu/groups/DirectoryName> (where DirectoryName is the name of your Group Directory). Click "Next" to continue.
6. Provide your Web Folder with a name and then click "Finish".

To create a Web Folder in Windows 2000:

1. In Windows 2000, right click on the "My Computer" icon and then left click on "Explore".
2. Windows Explorer will open. Locate your Network Places in the left directory listing.
3. Click on "My Network Places" in the left directory listing.
4. Double click on "Add Network Place" in the right directory listing.
5. Enter the location of the My WebSpace directory which you wish the Web folder to access. The proper format for your group directory is <https://mywebspaces.wisc.edu/groups/DirectoryName> (where DirectoryName is the name of your Group Directory). Click "Next" to continue.
6. Provide your new Web folder with a name and then click "Finish".

To create a Web Folder in Windows XP:

1. In Windows XP, click on "Start" and then click on "My Network Places".
 2. Under Network Tasks, click Add a network place.
 3. When prompted, "Where do you want to create this Network Place?" choose "Choose Another Network Location" and click on "Next".
 4. In the Add Network Place Wizard, follow the instructions to add a shortcut to your My WebSpace directory. The proper format for your group directory is <https://mywebspaces.wisc.edu/groups/DirectoryName> (where DirectoryName is the name of your Group Directory).
 5. When prompted for a user name and password, type in your My WebSpace user name and password. Click "OK".
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6. Next, name your Network Place. When you have successfully added the shortcut, an icon for your new shortcut will appear in the My Network Places directory.

You can access the folder you've just created as if it were a local directory on your machine. Save files, open files, and delete files to and from this directory through most WebDAV-enabled application. You can also drag and drop files or cut and paste them directly into your new Web Folder.

Using My WebSpace through WebDAV-enabled Windows Applications

Once you've set up your Web Folders, you may access your directories through other WebDAV-enabled applications including Office 2000 and Windows Explorer.

Open a file through Windows Explorer (Windows 98 and NT)

Opening a file in your My WebSpace account through Windows Explorer is as easy as opening a file stored on your local hard drive.

1. First launch Windows Explorer. Right click on the "My Computer" icon and then left click on "Explore".
2. Windows Explorer will open. Your My WebSpace Web folder should appear either under My Network Places (Windows 2000 and XP) or under Web Folders (Windows 98 and NT).
3. Click on the My WebSpace Web Folder in which you stored the document you wish to open. If you are logged into My WebSpace through your web browser, the list of files within that directory will appear. If you are not logged into My WebSpace, only the files with public access will be visible.
4. Finally, simply find your file and double-click to open it.

Open a file through My Network Places (Windows 2000 and XP)

1. In Windows XP, click on "Start" and then click on "My Network Places".
2. An icon for your My WebSpace Groups Directory should appear in the My Network Places folder.
3. Click on the My WebSpace Web Folder in which you stored the document you wish to open. If you are logged into My WebSpace through your web browser, the list of files within that directory will appear. If you are not logged into My WebSpace, only the files with public access will be visible.
4. Finally, simply find your file and double-click to open it.

Saving a file through Word 2000 (one example of a WebDAV-enabled application)

1. In order to Save a file to your My WebSpace account, from Word you need to click on "File" and then "Save As".
 2. In the *Save in:* dialogue box, choose "My Network Places" (Windows 2000 and XP) or "Web Folders" (Windows 98 and NT). This should bring up your My WebSpace Web Folder(s).
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3. Finally, simply find the location where you want to save, name the file, and click "Save".

Uploading Multiple Files and Directories using WebDAV and Windows

It is possible to upload several files to My WebSpace at one time using WebDAV and Windows. Because Web Folders share similar functionality to regular Windows directories, it is possible to upload several documents to My WebSpace using the Windows *Copy* function.

1. First launch Windows Explorer or My Computer (Windows XP).
2. Navigate to the files you wish to upload to My WebSpace. Highlight those files by clicking on them once and using the Ctrl button to highlight multiple files.
3. Right click on the highlighted files and choose "Copy".
4. Next, navigate to your My WebSpace Web Folder under "My Network Places" (Windows 2000 and XP) or "Web Folders" (Windows 98 and NT). This should bring up your My WebSpace Web Folder(s).
5. Click on your My WebSpace Web Folder in the left directory listing so that the contents of the directory appear in the right directory listing.
6. Right click anywhere in the right directory listing or simply right click the My WebSpace Web Folder in the left directory listing. Choose "Paste".
7. If you are already logged into My WebSpace, the files you copied will transfer to My WebSpace. If you are not logged into My WebSpace, enter your user name and password when prompted. Your files will then appear in your My WebSpace Web Folder.

Enabling WebDAV Support for Mac OS 10.4

1. In Mac OS 10.4, choose "Go" from the main menu and "Connect to Server..." from the Go sub-menu.
 2. Under Connect to Server, add your directory's address. To access a "Groups Directory, the address you need to enter is The proper format for your group directory is <https://mywebspaces.wisc.edu/groups/DirectoryName> (where DirectoryName is the name of your Group Directory).
 3. Click on "Connect".
 4. Under WebDAV File System Authentication, type in your NetID and password.
 5. Click "OK".
 6. For future use, click on the "plus" sign to add these directories to your favorite servers.
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Annual Audit Process

On an annual basis - sometime in October, you will receive an email asking you to verify that your group directory is still valid. You will be asked to go to a website and validate the current name, sponsor administrator, backup administrator and contact information. Please verify and update all information as soon as possible.