



WebDrive

Share and Retrieve Files on the Clarion Network

Faculty and Staff on Campus PC Macintosh	Using File Sharing on Campus PC Mac	Students & Home Users
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- WebDrive is a software application for Windows that allows users to connect remotely to files stored on a server. Macintosh users connect on campus using Samba.
- Every faculty and staff member, as well as students, has 50 MB of storage on Clarion's Jupiter server and can access their files from computer labs on campus using a PC or Macintosh computer or from home using a PC and the WebDrive software.
- Users can create or open files, make changes, and save them directly to the server and retrieve them at other locations on campus.
- The storage area contains folders for your private as well as your public files.
- When publishing Web pages, you can store them in the public folder for viewing on the Web.
- Files saved in the "private" and "public_html" folders will be backed up on the server.

Created 7/30/04. Jeanne Vilberg, Center for Computing Services.

Installing WebDrive at Clarion University

Faculty and Staff on Campus

This information is for faculty and staff on campus who use Windows PCs. If you use a Macintosh, go to this [link](#).

How Do I Install WebDrive? [\[Watch a Video\]](#)

For faculty and staff who want to use the software on their office computer, they will have to install it using the steps below. You will not have to call the help desk to have this software installed. Contact the Help Desk at x2640 if you have any problems with your installation.

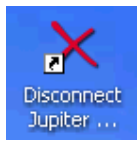
Instructions on Installing WebDrive for Windows Systems (faculty and staff) on Campus

1. Close all open applications.
2. Click Start, Run, and enter the following path in the "Open:" field:
\\taurus\webdrivejupiter\$\setupwebdrive.cmd
3. Click OK in the "Run" window.
4. At the message window "This will install WebDrive 6 and copy icons to the desktop" click OK.
5. The installer will run and then a license agreement window will open. Click YES.
6. Click NEXT at the destination window.
7. Icons will appear on your desktop. To refresh the images so they will appear as follows, restart your computer.



Use this icon to **CONNECT** to Jupiter WebDrive (X)

Center for Computing Services
Clarion University of Pennsylvania July
15, 2004, updated 8/18/04.
URL: http://www.clarion.edu/webdrive/web_drive.htm



Use this icon to **DISCONNECT** from Jupiter WebDrive (X)

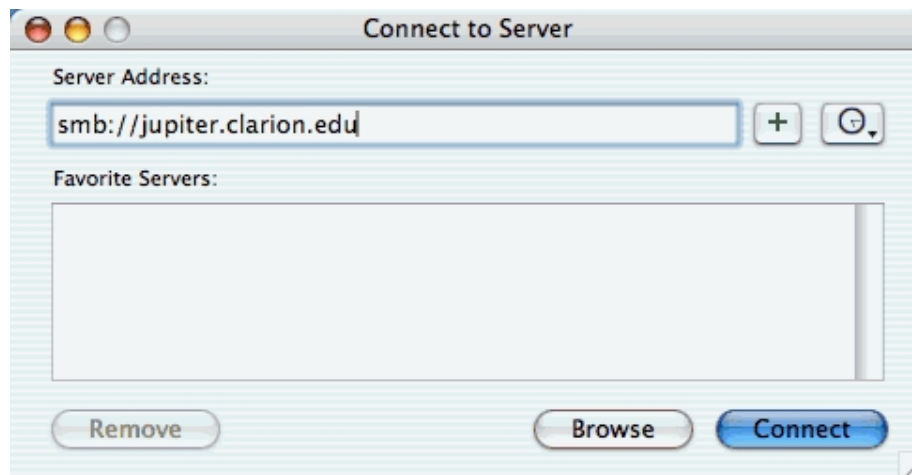
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Accessing your Jupiter Account (Macintosh OS X Users)

To connect to the Jupiter server storage on a Macintosh (OS X), on the menu bar select **GO** and select **CONNECT TO SERVER**.




In the "Server Address:" field enter: **smb://jupiter.clarion.edu**



Once you have connected, a window will open requesting your username and password. Enter your username and password and click on the OK button. Remember that you have "CLARION" in the "Workgroup or Domain" field.

Faculty/Staff Login

Student Login



SMB/CIFS File System Authentication

Enter the workgroup or domain and your user name and password to access the server "JUPITER."

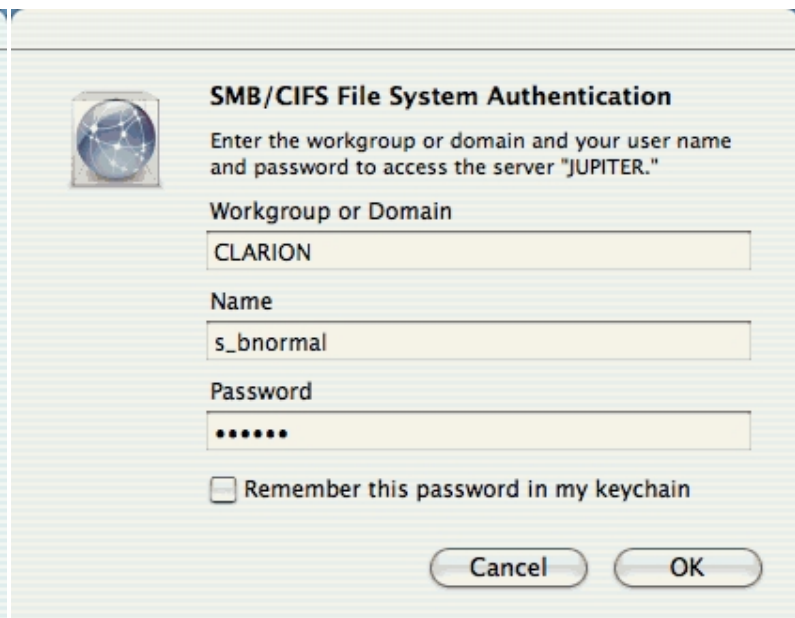
Workgroup or Domain
CLARION

Name
JFaculty

Password
••••••••••

Remember this password in my keychain

Cancel OK



SMB/CIFS File System Authentication

Enter the workgroup or domain and your user name and password to access the server "JUPITER."

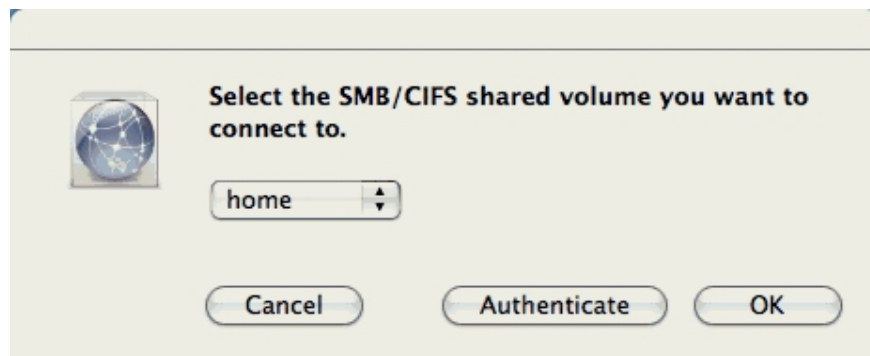
Workgroup or Domain
CLARION

Name
s_bnormal

Password
•••••

Remember this password in my keychain

Cancel OK

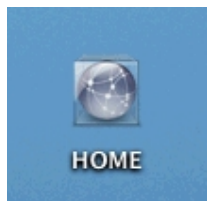


Select the SMB/CIFS shared volume you want to connect to.

home

Cancel Authenticate OK

If your username and password are correct, you will be prompted for a volume selection. Make sure you specify "**home**".



You will also have a shortcut on your desktop labeled "HOME". If you have a problem with accessing the Jupiter server, you may need to reset your password.

To **reset your password**, go to the [computing services home page](#) and click on "Change iClarion Password" (). This process should synchronize your passwords to allow you to connect to the Jupiter server. If you still have problems, contact the help desk for assistance at 393-2640.

IMPORTANT: When you have completed your work, it is important that you **drag the "HOME" icon on your desktop to the trash** to disconnect from Jupiter to secure your files.

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Created/Modified: 1/30/07 - (sb)



Using WebDrive File Sharing on Campus

Use WebDrive to Jupiter when you want to publish files to the Web or store files at a remote location where you can access them from another location. Each student, faculty and staff member has space (50 MB) allocated on the Jupiter server. You can publish files to the Web or merely save files for use remotely. This application is for **Windows PCs**.

There are two icons necessary for using the Jupiter WebDrive software on campus. (The software is installed on all public labs on campus and in the smart classrooms.) One will connect you to the Jupiter server and the other will disconnect you. It is important that you disconnect from the server so that others cannot access your files and make changes to them.

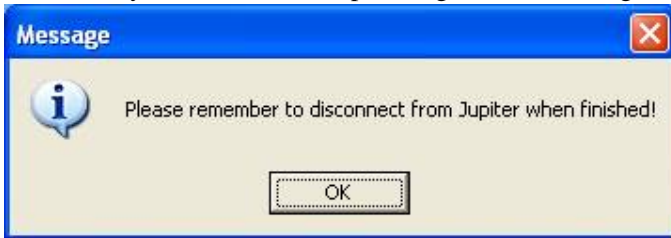


Use this icon to **CONNECT** to Jupiter WebDrive (X)



Use this icon to **DISCONNECT** from Jupiter WebDrive (X)

1. To get started, you will click on the WebDrive to Jupiter icon. A reminder message will appear to disconnect from the server when you have finished uploading or downloading files.



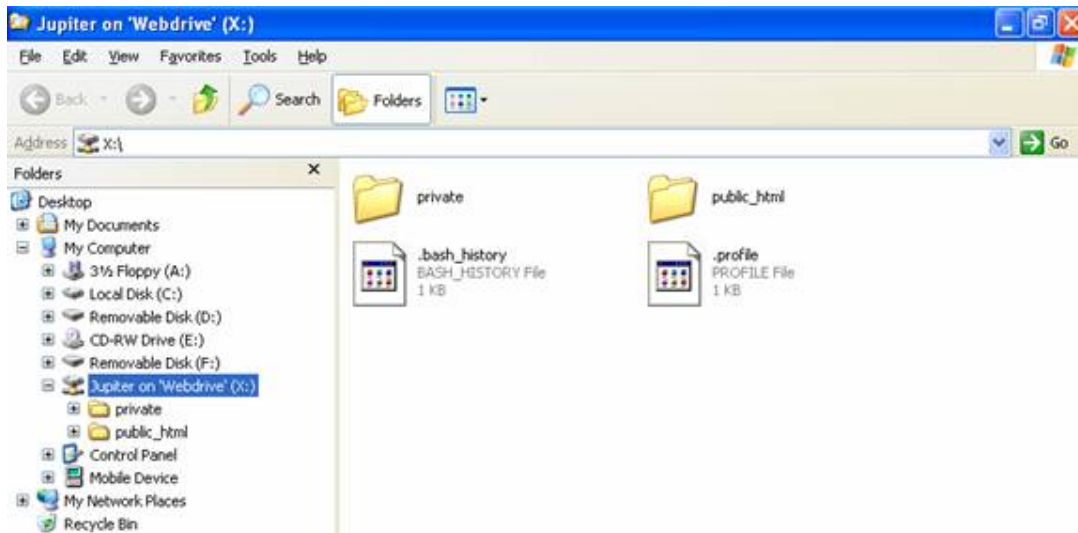
2. Click OK. Then you will be prompted for your Jupiter username and password.



3. Enter your Jupiter username and password and then click OK. The Jupiter username and password should be the same password you use to access the iClarion portal or email.

If you cannot log in, you may need to reset your password. To reset your password, go to Computing Services home page and click on the link to "[Change iClarion Password](#)." It will reset your logon password to Windows as well as iClarion and Jupiter. Please allow a few minutes for all the password changes to update before trying to login to Jupiter.

4. Once you connect to Jupiter you should see the Windows Explorer window for the Jupiter WebDrive (X) as shown below.



IMPORTANT: Ignore the .profile and .bash_history files. They are used for Unix administration and cannot be hidden with WebDrive.
 The **public_html** folder is typically used to publish web pages and the **private** folder is for storing files that only you can access.
 Please be sure to store all sensitive information that you don't want the public to view in your **private** folder and **NOT** in your **public_html** folder.
 Do not put files outside the "private" and public_html" folders.

The public_html and private folders have a combined disk quota limit of 50 MB and the information in these folders is backed up nightly. You can **drag and drop** files and folders to your WebDrive (X) **public_html** and **private** folders just like any other drive or folder on your system.

To **VIEW WEB PAGES** you have put into your **public_html** folder use the URL below:

<http://jupiter.clarion.edu/~username>

(Substitute "username" with the username you used above when signing on to Jupiter.)

Disconnecting from the JUPITER WebDrive (X)

Please remember to click on the **Disconnect Jupiter WebDrive** icon on your desktop when you are finished accessing your Jupiter (X) drive. This step is important to ensure that your files are secure. If you do not disconnect, another user can change or modify your files. When you click on the Disconnect Jupiter WebDrive icon, you will see the following message.



Click OK and your connection to Jupiter will be terminated.

Center for Computing Services Clarion University of Pennsylvania July 15, 2004, updated 8/18/04.

URL: http://www.clarion.edu/webdrive/web_drive_campus.htm

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Installing and Using WebDrive on Your Windows Computer

What is WebDrive?

WebDrive is a WINDOWS software application that will allow users to connect remotely to files stored on a server. At Clarion you will be able to connect to files that are saved on the JUPITER server. Each user has 50 MB of storage space.

[Macintosh OS X](#) users can connect to Jupiter using Samba but only on campus.

How Do I Install WebDrive?

For students and faculty who want to use the software on their personal computer, they will have to install it using the steps in the document linked to below. Contact the Help Desk at x2640 if you have any problems with your installation.

How Do I Use WebDrive from Home?

Use WebDrive when you want to publish files to the Web or to store files at a remote location where you can access them from another location. Each student, faculty, and staff member has space allocated on the Jupiter server. You can publish files to the Web or merely save files for use remotely. The home version of WebDrive does not provide you with desktop icons to connect or disconnect. You will need to open the application manually. For information on using WebDrive on campus,

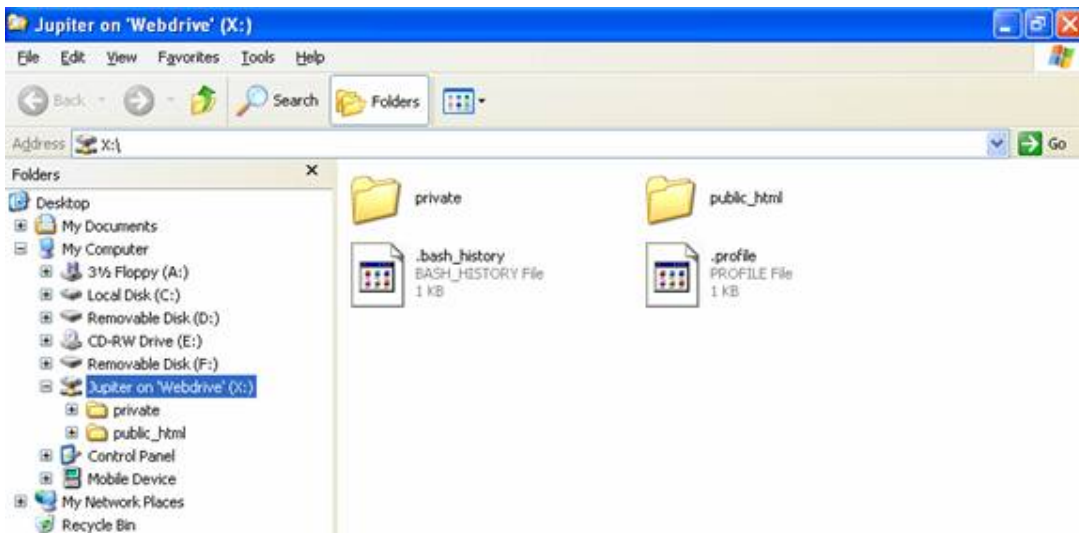
1. To open your file space on Jupiter, go to Start>Programs>Jupiter where you will be prompted for your username and password.



2. Enter your Jupiter username and password and then click OK. The Jupiter username and password should be the same password you use to access the iClarion portal or email.

If you cannot log in, you may need to reset your password. To reset your password, go to Computing Services home page and click on the link to "[Change iClarion Password](#)." It will reset your logon password to Windows as well as iClarion and Jupiter. Please allow a few minutes for all the password changes to update before trying to login to Jupiter.

3. Once you connect to Jupiter you should see the Windows Explorer window for the Jupiter WebDrive (X) as shown below.



IMPORTANT: Ignore the .profile and .bash_history files. They are used for Unix administration and cannot be hidden with WebDrive. The **public_html** folder is typically used to publish web pages and the **private** folder is for storing files that only you can access. Please be sure to store all sensitive information that you don't want the public to view in your **private** folder and **NOT** in your **public_html** folder. Do not put files outside the "private" and public_html" folders.

The public_html and private folders have a combined disk quota limit of 50 MB and the information in these folders is backed up nightly. You can **drag and drop** files and folders to your WebDrive (X) **public_html** and **private** folders just like any other drive or folder on your system.

To **VIEW WEB PAGES** you have put into your **public_html** folder use the URL below:

<http://jupiter.clarion.edu/~username>

(Substitute "username" with the username you used above when signing on to Jupiter.)

Center for Computing Services Clarion University of Pennsylvania July 15, 2004, updated 8/27/04.

URL: http://www.clarion.edu/webdrive/webdrive_home.htm

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