

# Access/download files from an off-campus location using Webdav

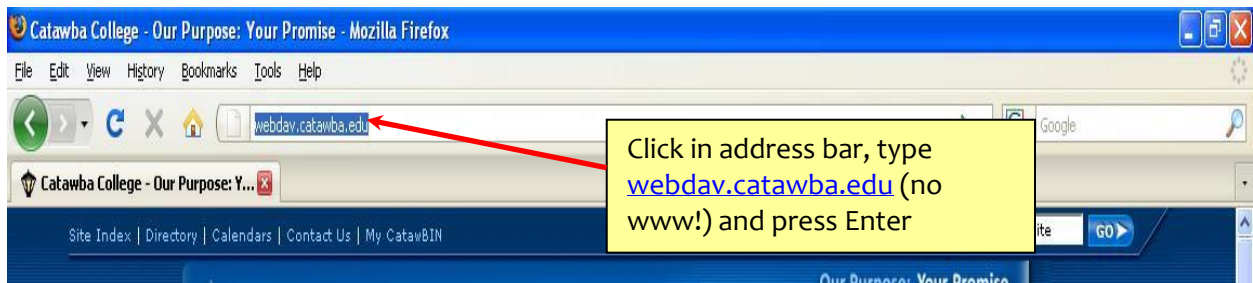
Provided you have internet access, you should be able to use Webdav to access your H, I, or T drive files and folders from any remote (off-campus) location. Follow the instructions below.

**Important note:** Computer Services very strongly recommends that you use Mozilla Firefox as your web browser for accessing and using Webdav, particularly when you are downloading and working with XML files created using an Office 2007 program (i.e. Word, Excel, PowerPoint).

If you need to install Mozilla Firefox, click here: [Mozilla | Firefox web browser](#) (or type [mozilla.com](http://mozilla.com) in your address bar and press the Enter key)

If you must use Internet Explorer to access Webdav, please make sure to follow the Internet Explorer instructions found at the end of this article before logging in to Webdav.

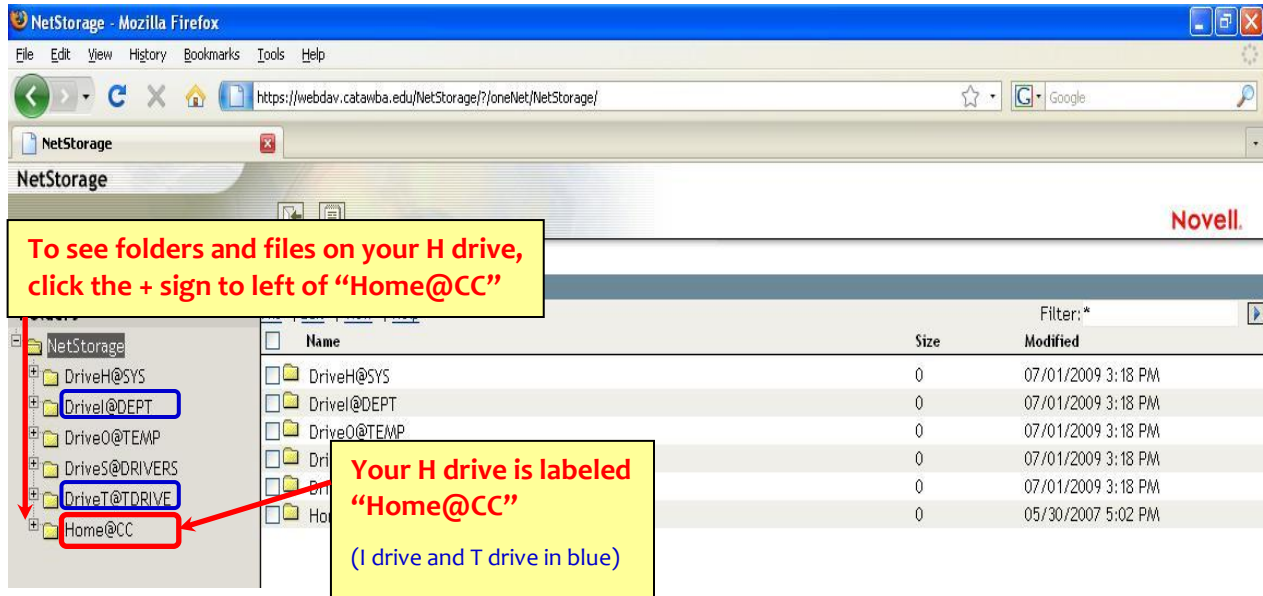
1. Open the Mozilla Firefox web browser, click once in the address bar to highlight the existing URL, type [webdav.catawba.edu](https://webdav.catawba.edu) (no www!), then press Enter on the keyboard.



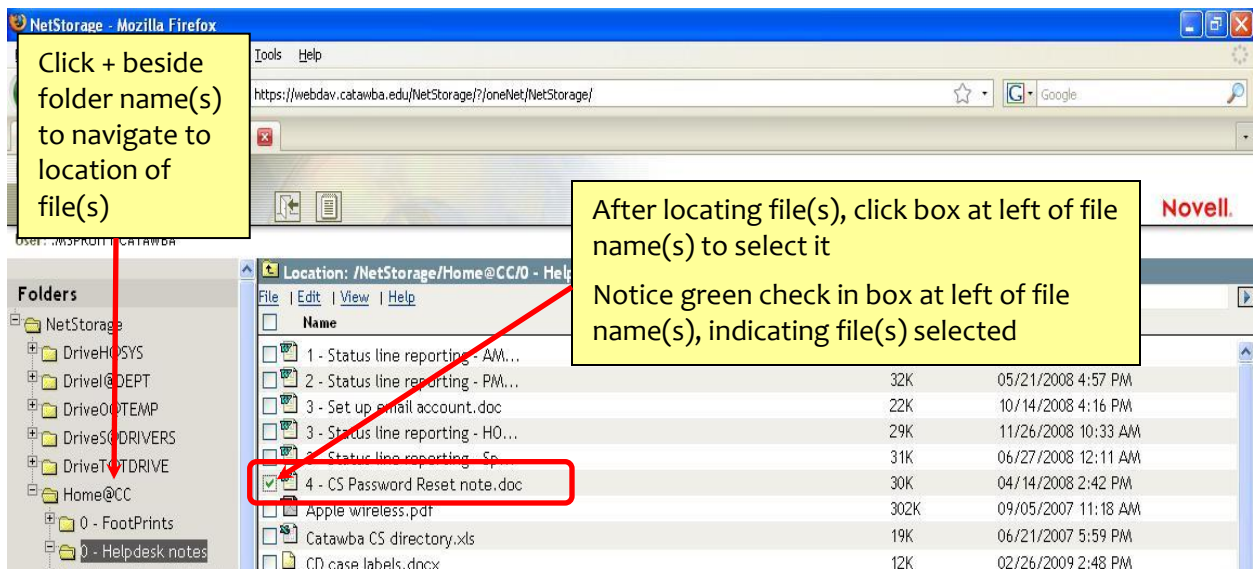
2. You will see a pop-up window asking for a Username and Password – enter your Catawba username and password, then click the OK button.



- The NetStorage screen will appear. In the left frame, you will see a list of drives, folders and files that you may normally access while on campus. **Notice that your H drive appears as HOME@CC, DriveI@DEPT is your department's I drive, and DRIVET@TDRIVE is the campus-wide T drive. Click the + sign beside HOME@CC if you wish to access a file on your H drive.**

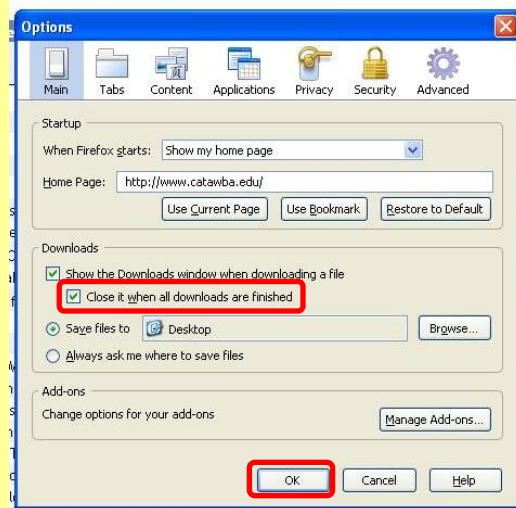


- You should see your H drive files and folders in the left task pane, with slightly more detail showing up in the main part of the screen. Continue to click + buttons on the left pane as needed to navigate to the folder and file(s) that you wish to access.
- In the main screen area, click the small box at left of the file(s) that you wish to open. A green check will appear in the box, indicating the file(s) has/have been selected.

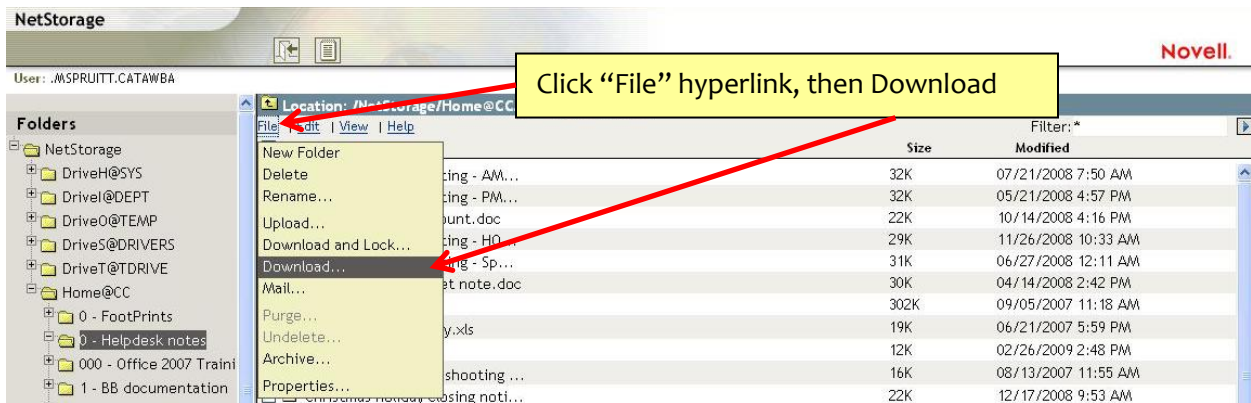


**Firefox Helpful Hint:** Before downloading file(s), check your Firefox settings to make sure you will be notified when file(s) has/have finished downloading.

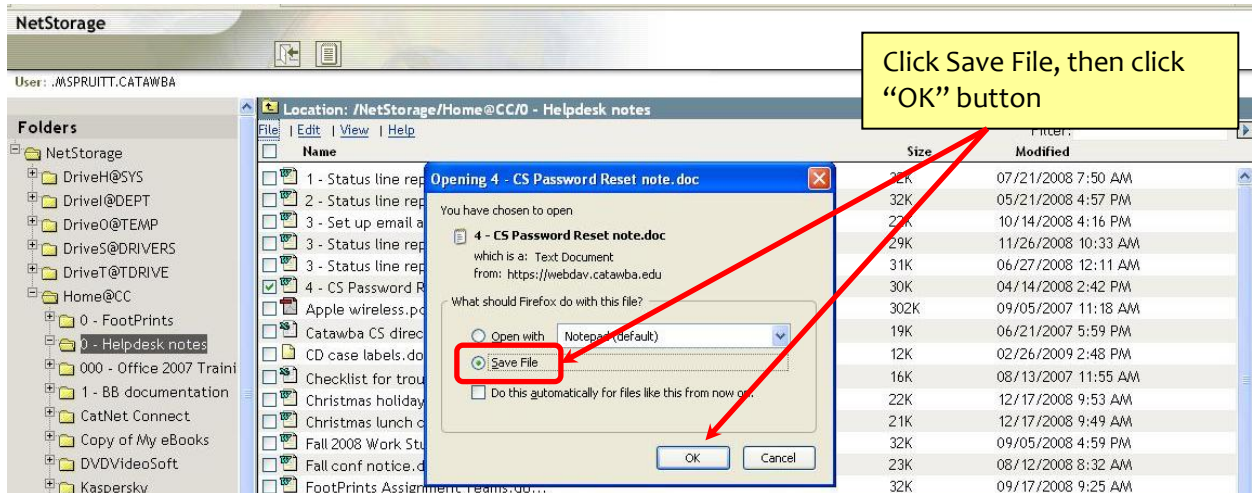
On the Firefox menu, click Tools, Options, and under the Downloads section, make sure there is a green check beside "Close it when all downloads are finished," then click OK.



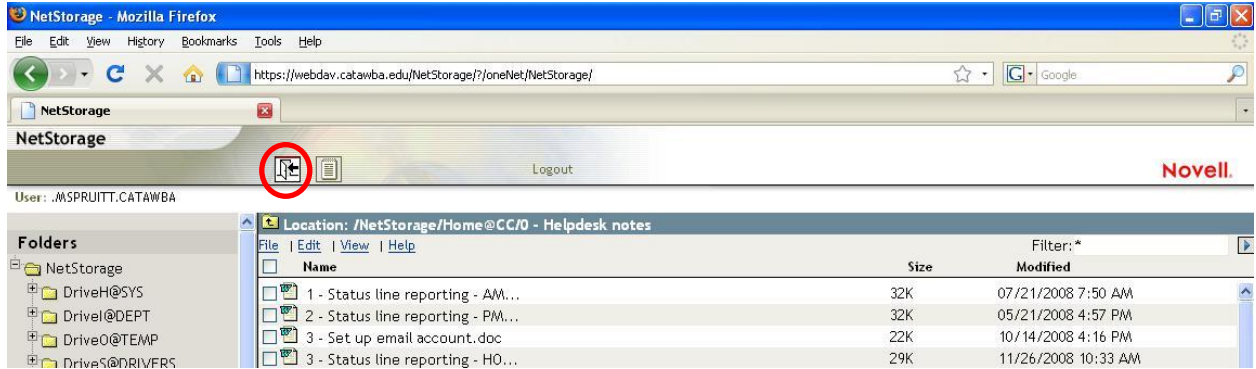
6. Click the "File" hyperlink above the main part of the screen, then click Download.



7. You'll see a pop-up box asking if you want to open or save the file – click Save, then click the OK button. When the pop-up box disappears, your file has been saved and is on the desktop.



- Before editing your downloaded file(s), click the door icon above the main section of the screen to logout of Webdav – this keeps Webdav from locking up due to inactivity while you work on your downloaded file(s).



You'll see a message confirming that you are logged out of Webdav and you may go to the desktop and open the file(s) you downloaded.

If you must use Internet Explorer as your web browser, do this before opening Webdav:

- Open Windows Explorer – if you can't find it on your desktop, click Start, Programs, Accessories, and click Windows Explorer.
- Click Tools, Folder Options, View, and make sure "Hide extensions for known files" is **UNCHECKED**.
- Click OK.

Webdav – To access files using Internet Explorer:

- In the address bar, type [webdav.catawba.edu](https://webdav.catawba.edu) (no www!) and press the Enter key on the keyboard.
- Enter your Catawba username and password when prompted, then click OK.
- In the left pane on the screen, your H drive is HOME@CC, while DRIVEI@DEPT is your I drive and DRIVET@TDRIVE is your T drive. Click the + beside HOME@CC in left pane to expand your drive.
- Continue to click + besides folder(s) as needed to navigate to file you wish to download.
- In main screen area, click to place a green check in box at left of file name.
- Above main screen area, click File, Download.
- Look just below the address bar for a light yellow box security box – click the box, then choose Download.
- You'll see a pop-up box asking if you want to open or save the file – click Save, then OK. In the Save As box that appears, you may choose the location for saving the file, take note of the file name, then click OK.
- After the file has been saved, logout of Webdav – click the door icon above the main screen to logout.