



What Is NetStorage?

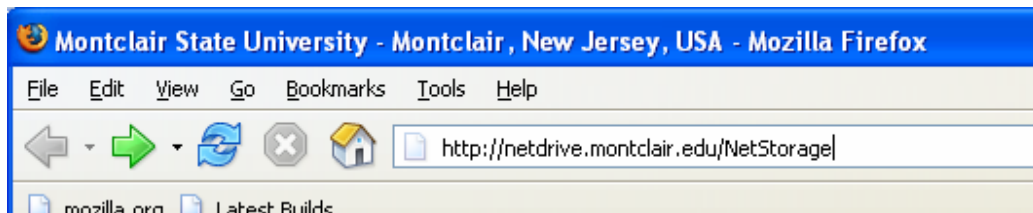
(off-Campus access to NetDrive)

NetStorage is a web based service, which provides access to the NetDrive server. When off campus, NetDrive is network storage space where you are able to store your files and documents. It can be accessed through any computer with an internet connection and a web browser (i.e. Netscape, Mozilla or Internet Explorer).

Getting Started:

- 1) Open any browser (i.e Firefox)
- 2) Type in the address: <http://netdrive.montclair.edu/NetStorage/>

(Note: Make sure N and S is in upper case)



A login prompt will appear.

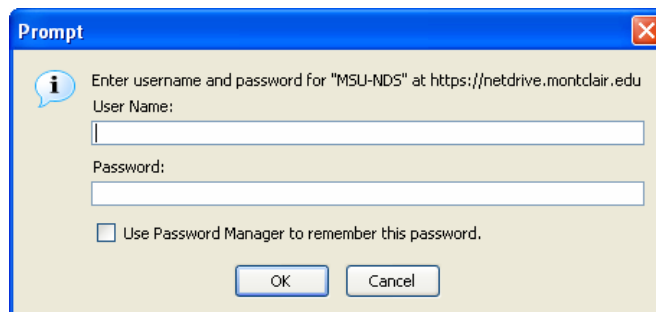
- 3) In the username box, enter the following:

yourNetID

Example: smithj

- 4) In the password box, enter your NetID password.
- 5) Click **OK**

(Note: Do not select the “Save this password in your password list or Use Password Manager to remember these values” option unless you are on your own private computer and it is secure from public access)

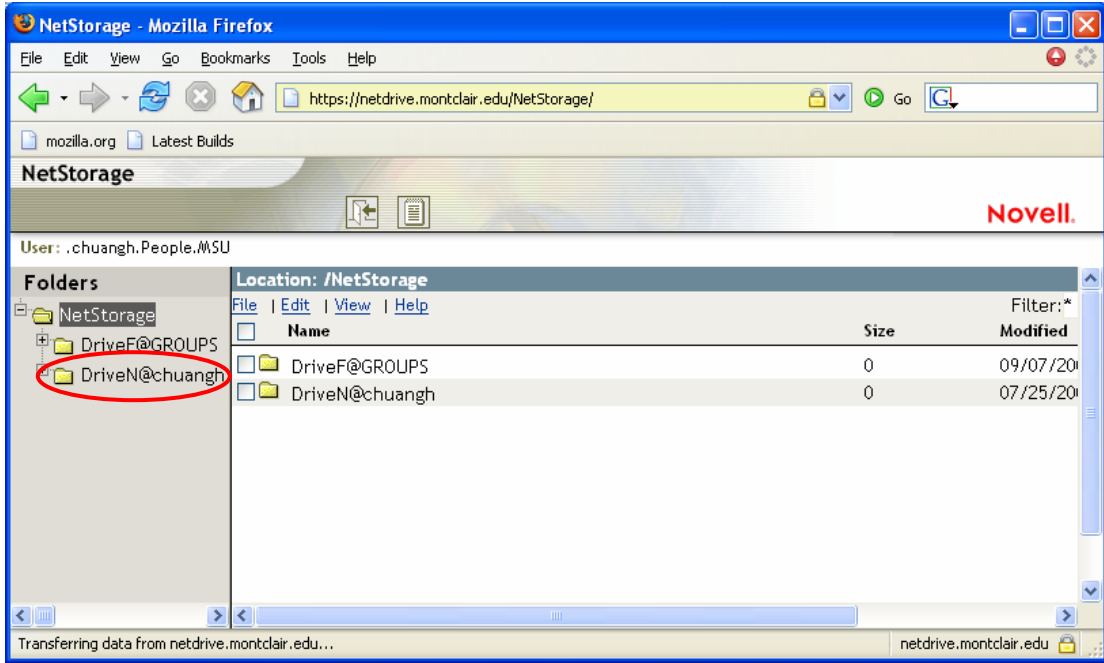


How To Access Your Documents

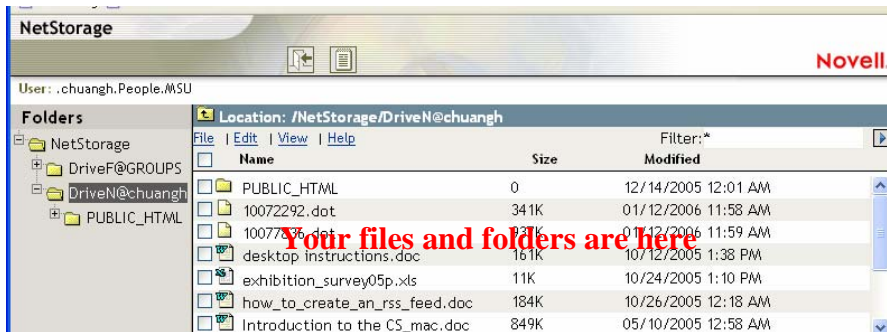
Accessing documents is a procedure of uploading and downloading files.

Understanding Structure: DriveN@username is your personal home directory on the server. (It will also appear as “DriveN@username”. You can access it via either name.)

- 1) Double-click on DriveN@username to view the contents of that directory.

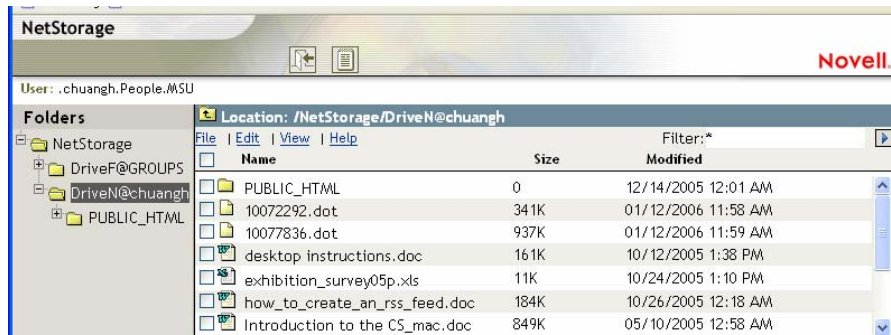


Here’s an example of contents in DriveN directory:

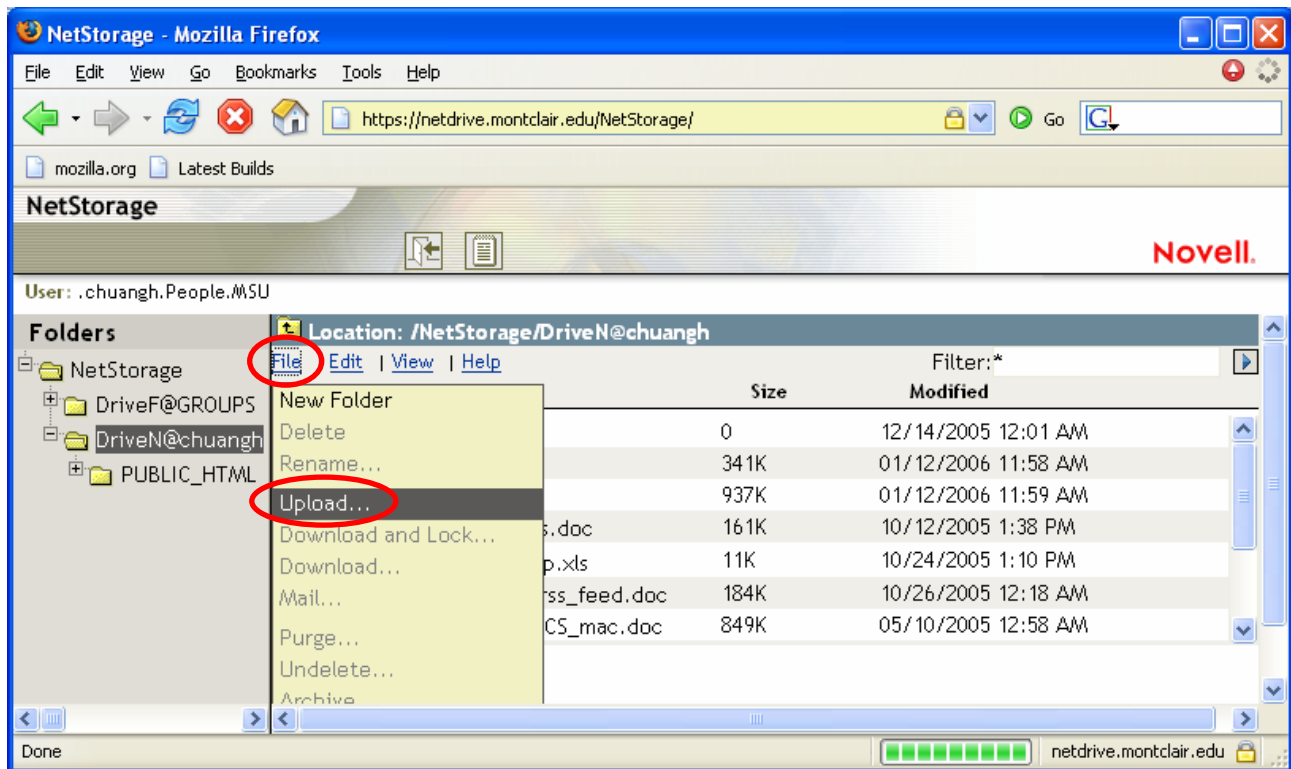


To Upload a File:

- 1) First decide which directory you want to upload to by double-clicking on it.
Example: Click on DriveN to upload a document here.

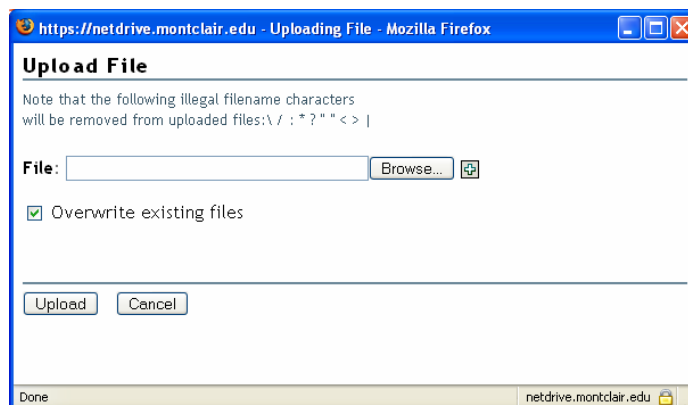


- 2) Select **File**
- 3) Select **Upload**

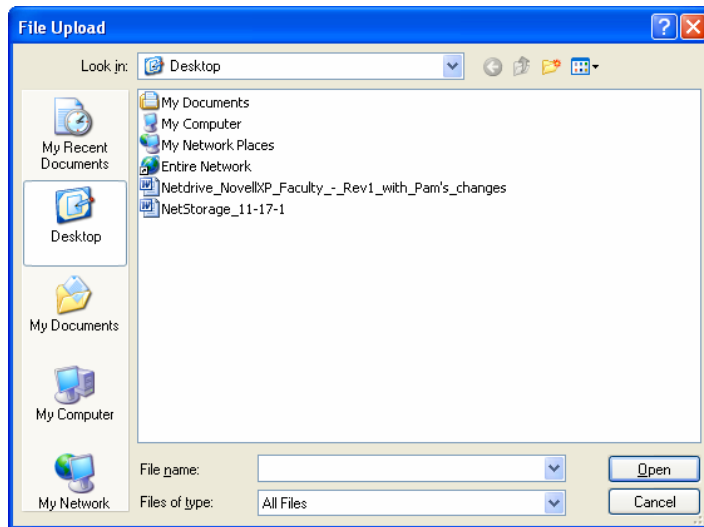



A dialog will ask you to browse for the file you want to upload.

- 4) Select **Browse**

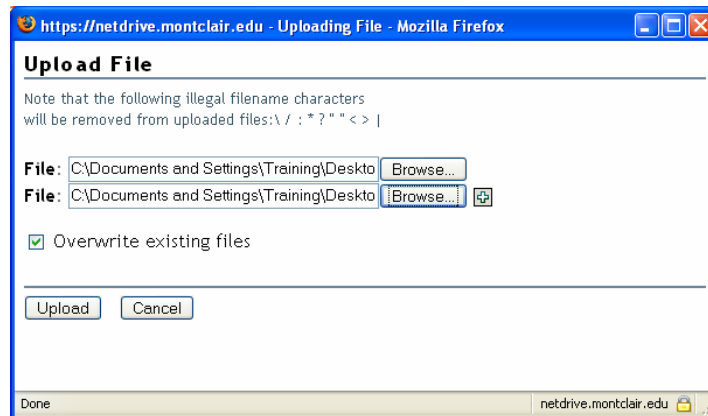


5) Select the file and **Open**



6) To add multiple files. Click on the 

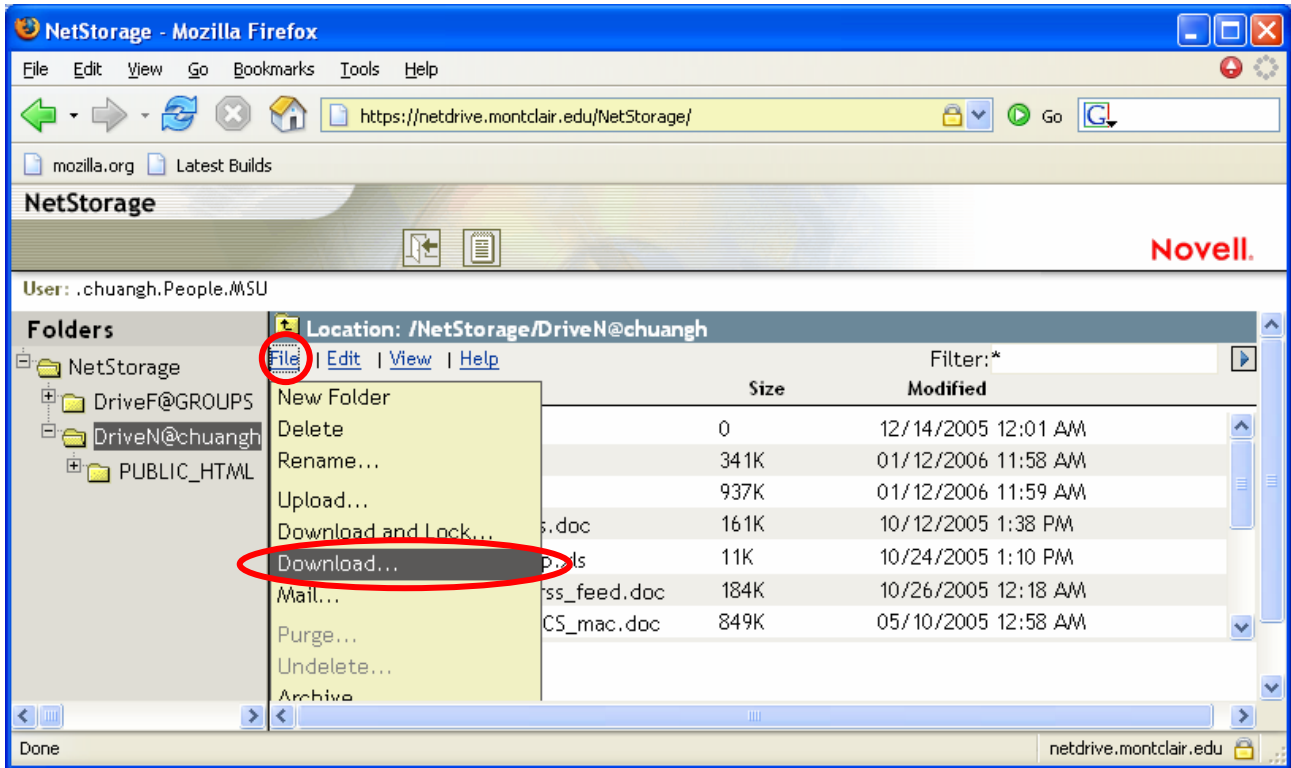
7) Once you've selected the files, click on **Upload**



Your files is now in the DriveN directory

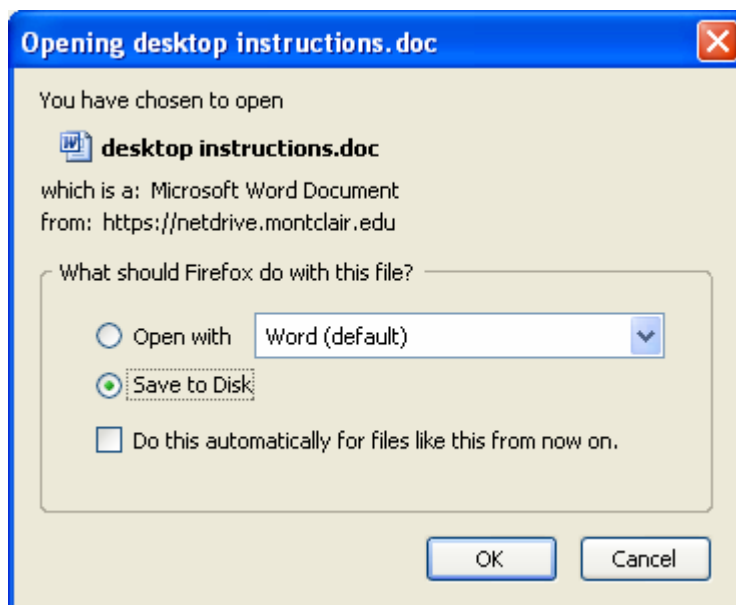
To Download a File:

- 1) Check the box that is corresponding to the file
- 2) Select **File**
- 3) Select **Download**



A Save dialog will appear.

- 4) Select **Save it to disk**
- 5) Click **OK**



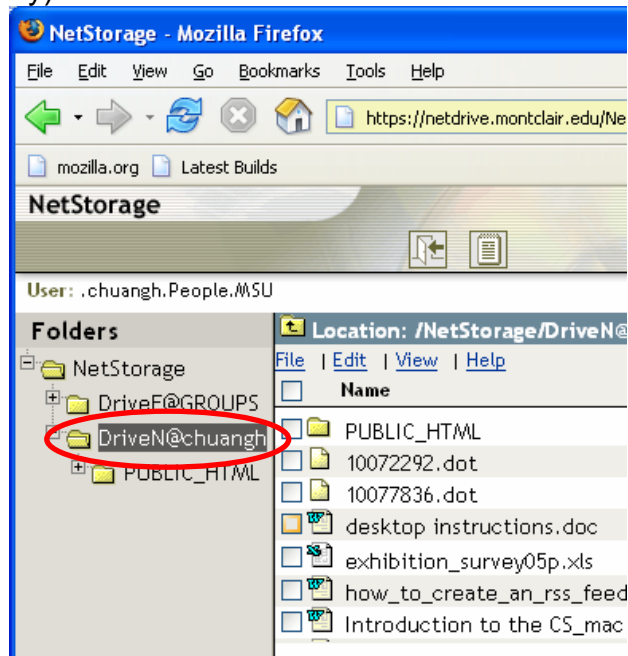
To Update a Document:

To update a document, you will need to download it, edit the document, and upload it back to the server when you are finished.

Note: Before uploading, be sure the file is saved and closed

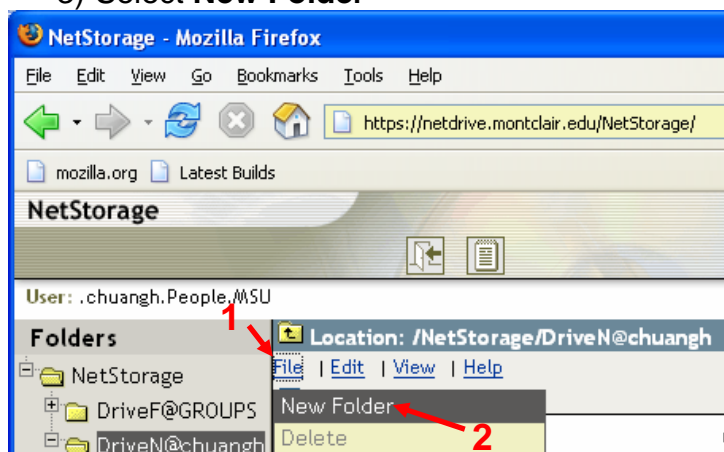
Creating a New Folder:

- 1) Select one of the directories by left clicking your mouse (for example, **DriveN@your username** directory)



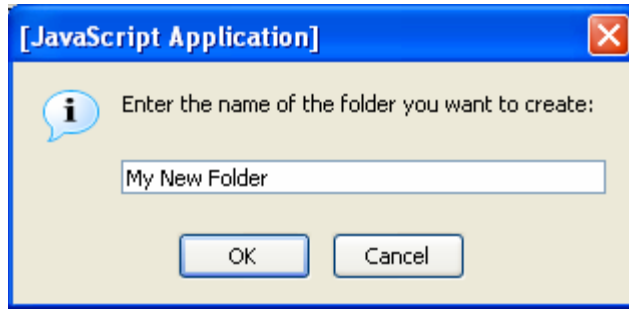
- 2) Select **File**

- 3) Select **New Folder**

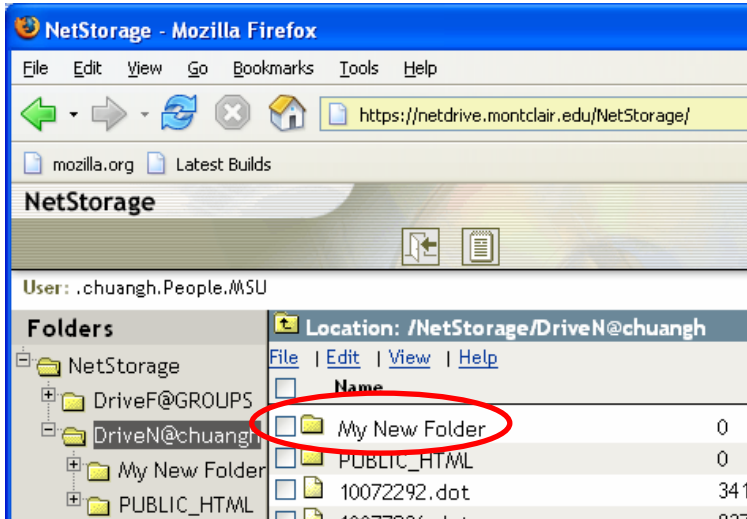


- 4) Type in a name for your folder

- 5) Click **OK**



You've just created a new folder



To Logout from NetStorage:

A logout icon is located on the top. Simply click it to logout.

Be sure to logout to protect the contents of your account

