NETSTORAGE MANUAL

INTRODUCTION

Virtual Office will provide you with access to NetStorage, a simple and convenient way to access your network drives through a Web browser. You can access the files on your network drives from anywhere in the world. You can upload, download, copy, move, rename and delete files. Remember, if you are using a dial-up connection, your upload and download speed will not be as fast.

PLEASE NOTE: NetStorage provides Web-based access to your network drives. Because of this, you must be sure to log out of NetStorage, and close all Web browser windows when you have finished. If you do not log out of NetStorage, anyone can have instant access to your files and personal information.

USING VIRTUAL OFFICE TO ACCESS NETSTORAGE

To access NetStorage, simply open your Web browser, and type in the following URL:

https://weboffice.edu.pe.ca/

When the page loads, you will be asked to log in.
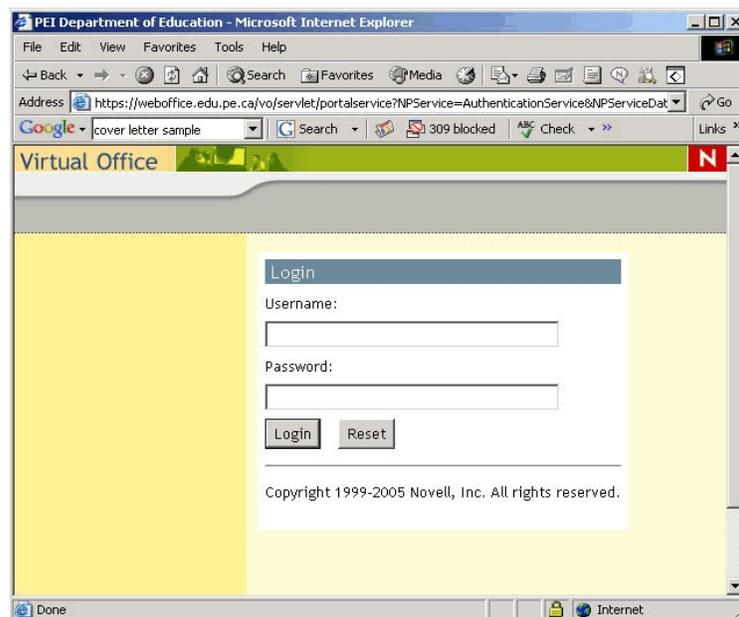
Enter your Username and Password in the spaces provided. Your Username and Password will be the same that you use to log into the network. When you have finished, click the "Login" button.

THE VIRTUAL OFFICE MAIN WINDOW

When you have successfully logged into Virtual Office, you will be presented with the Virtual Office main window. It will look similar to, but not exactly like, the following graphic:
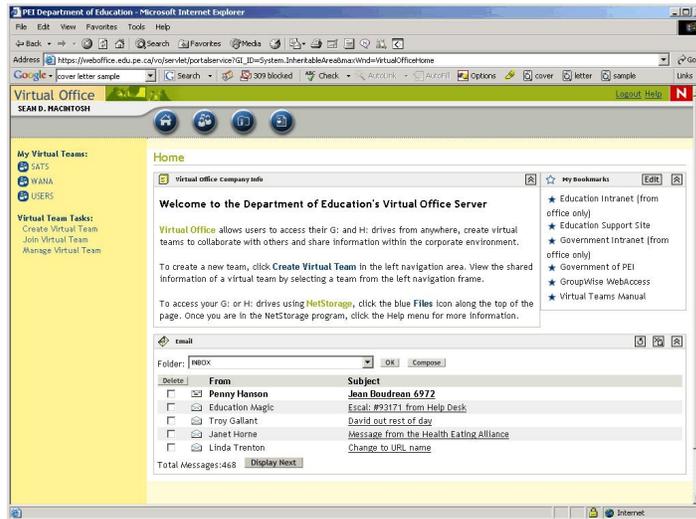
To navigate to the various different parts of Virtual Office, use the button bar at the top of the page.

The first button, labeled "Home," will return you to your Virtual Office home page.

The second button, labeled "Teams," will take you to the Virtual Teams section of the web site. For more information on teams, check out the Virtual Teams Manual here:
http://www.edu.pe.ca/sats/standards/update/Virtual_Teams_Manual.pdf
**Note:** You will require Adobe Acrobat Reader in order to view the manual.

The third button, labeled "Files" will provide you with access to your files on your network drive using NetStorage. This will enable you to store and retrieve files from any computer with Internet access.

PLEASE NOTE: The Teams feature will work anywhere (including your office/school). The NetStorage product is designed to allow you to access your network files only from outside the office/school.   As a result, you may get the following screen when trying to access NetStorage from the office (or school). If you get the screen, you will be unable to access your files.

NetStorage Basics

To use NetStorage, click on the third button labeled "Files." Once you have clicked this button, you will notice that you screen will look similar to, but not exactly like, the following graphic:
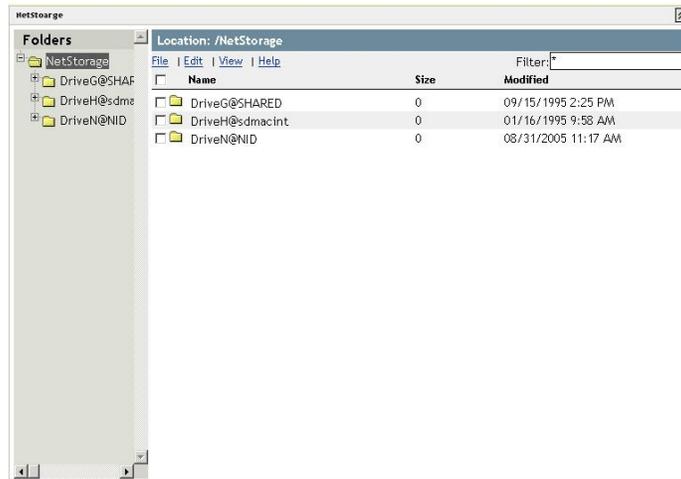

Depending on who you are, you will have access to different drive letters. You may view the contents of your drive by double-clicking on the Drive? (Where ? is the drive letter). Once you have double-clicked your drive, you will be presented with a listing of all of your files and folders.
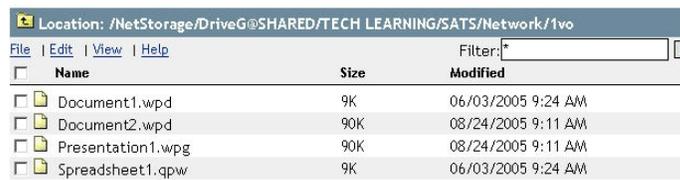

Downloading a File for Use

If you wish to work on a file, you must download the file. Downloading the file will allow you to either save or edit it on your computer. To do so, follow these instructions.

- Locate the file that you wish to download.
- Click once on the file name (this will place a check mark next to the name of the file).
- Click on the "File" menu from within NetStorage and select the "Download" option.
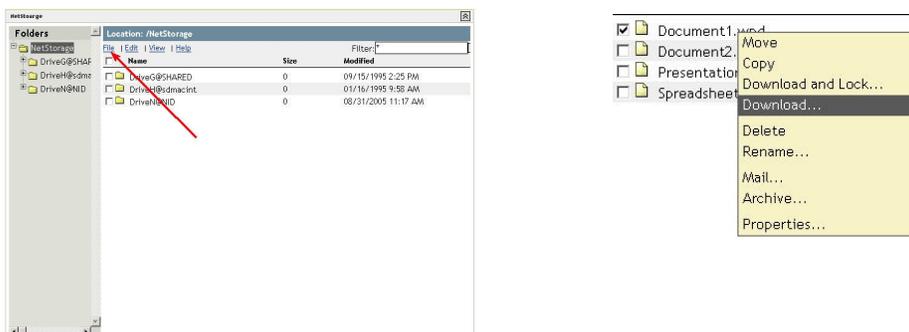
- Once you have selected the "Download" option, you will be asked to save the file to your computer. The request will look something like this:
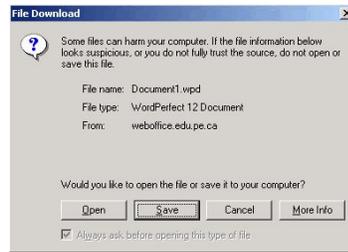
- Click the "Save" button to download the file.
- Once you have clicked "Save," you will be asked to save the document to a location on your computer.
- Find an appropriate location for this file, and click the "Save" button. Doing so will save the file on your computer.

PLEASE NOTE: The speed at which the file will be downloaded depends on two factors: The speed of your Internet connection and the size of the file. The faster the Internet connection, the faster the file will download. Also, the smaller the file size, the faster the file will download.

- Now that the file is saved on your computer, you may begin working with it.

PLEASE NOTE: Be sure to save your work… but, note that saving your work will only save the file on the computer you are working on and not to the network. If you wish to use this file at work, you will have to upload the file to your network drive (using NetStorage). To upload a file to your network drive, please read the instructions below.

UPLOADING FILES

If you have previously downloaded a file for use at home, or if you wish to use a file at work, then you will need to upload that file to your network drive. To do so, follow these instructions:

- If you have not already done so, log into Virtual Office and NetStorage and select the drive, and directory into which you wish to upload your document.
- Click on the "File" menu and select the "Upload…" option.
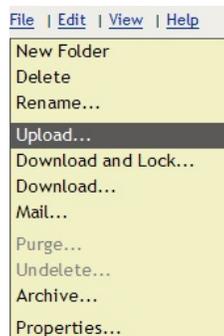
- Once you have selected the "Upload…" option, a new browser window, titled "Upload File" will appear.
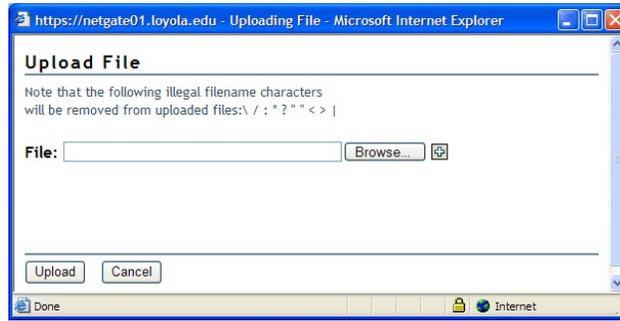
- To upload your file, click the "Browse" button. Doing so will open a new window titled "Choose File."
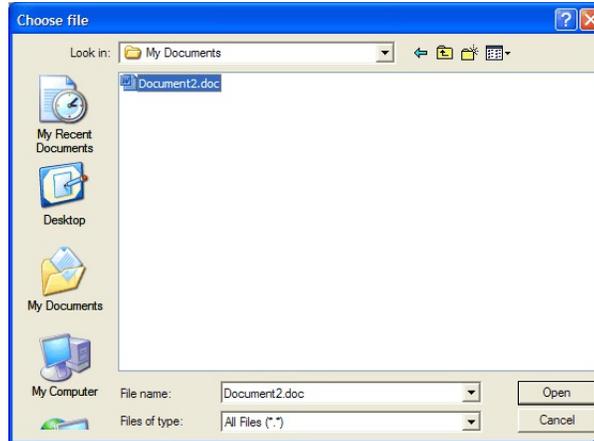
- From this window, you may browse to the location of the saved file, on your computer, that you wish to upload.
- Locate the file, click on it, and click the "Open" button.

- You will notice that the "Choose File" dialog box will disappear, and the path to the file has been placed in the text box next to the "Browse" button.
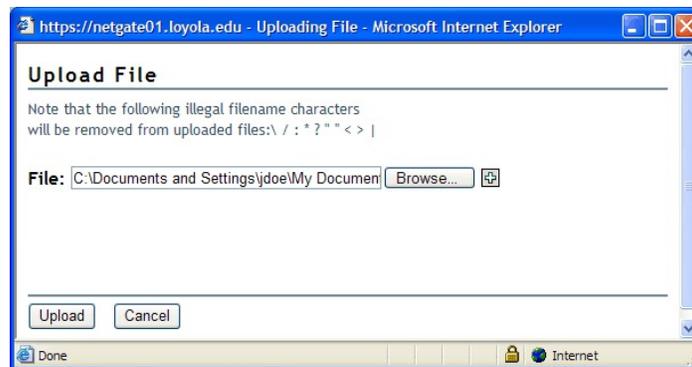

- The file is now ready to be uploaded. Once you are ready, click the "Upload" button to upload your document.
- Once you click the "Upload" button, the dialog box will disappear and the browser window will refresh. You will now notice that your file has been uploaded to the location that you have chosen.

OTHER OPTIONS

NetStorage provides you will other options that may be useful when working with your files. You will notice that you can right-click on any file to reveal a context menu. To reveal the context menu, please follow these instructions:

- Locate the file with which you wish to work.
- Left-click once on the name of the file.
- Once the file is selected, right-click on the file to see the context menu.
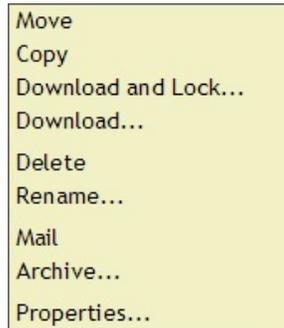
- The context menu will allow you to move, copy, download, delete or rename a file.

Note: The "Mail" and "Archive" options are not currently enabled.

Additionally, you may view and or set the properties of a file by choosing the "Properties..." option.

LOGGING OUT OF VIRTUAL OFFICE

When you have finished using Virtual Office, please remember to log out. To log out, click the "Log Out" link located in the upper right of the screen.

After you have clicked "Log Out," you will be returned to the log in page for Virtual Office. It is recommended that you close your Web browser when you have logged out.