

## Installing NetDrive

The Service First Helpdesk has made the NetDrive application (client) available for you to install on your personal computer. You may install the NetDrive client on a laptop, home computer or any other computer from which you would like to access your "P" drive.

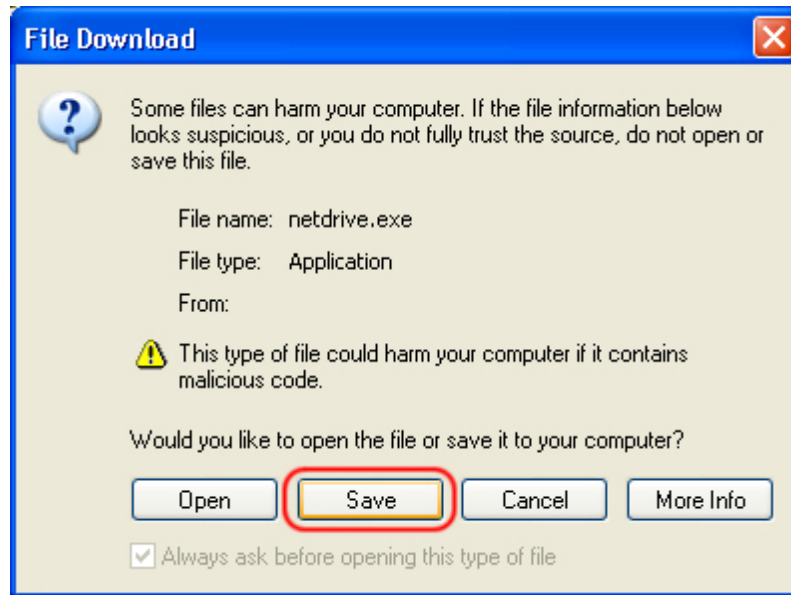
Please Note: You do not need to install this software on an office, lab or classroom computer. For students, faculty, staff and administrators, logging into the Novell network from your lab or office computer makes the client unnecessary.

**Downloading the NetDrive Installer** To download the installer, use the link below:

<http://helpdesk.macewan.ca/students/downloads/netdrive.exe>

When you click the "Download the NetDrive Client" link, you will be prompted to either save or open the file.

Click the "Save" button.



Once you click save, you will be prompted to select a location to save the installer. It is recommended that you save the installer on your desktop.

**Installing NetDrive** Once you have downloaded the file, close Internet Explorer, and any other applications that you are running. Locate the "NetDrive.exe" install file, and double-click the icon to start the installer. The installer will have the following icon:

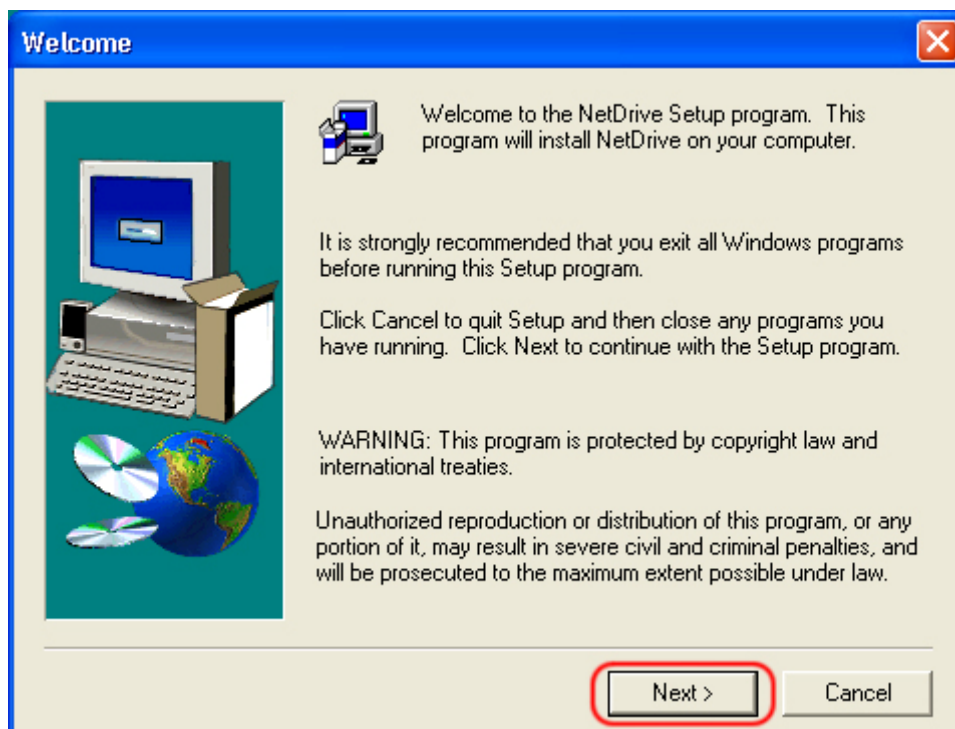


netdrive

When the installer begins, you must select the language that you would like to use to install the software. The default language is "English." It is strongly recommended that you do not change this setting.



Click the "OK" button to continue. The next screen will begin the installation process. When you are ready, click the "Next" button to continue.



The next screen presents the license agreement for this software. If you accept the terms of the agreement, click the "Yes" button to continue installing the software. If you do not accept the terms of the agreement, click the "No" button to exit the installer.

The next screen will prompt you for the install location. This is the location, on your hard drive, where the files will be installed. It is recommended that you accept the default location for the installation of this program. However, if you wish to install this application in another location, you may click the "Browse" button to select another location. Once you have finished choosing the location, or if you accept the default location, click the "Next" button to install the software.

To create a shortcut on your desktop, right-click on the "NetDrive" shortcut icon, and select the "Copy" option.

Next, close the window that was opened when the installer finished. If there are any other open windows, close them now so that you can see your desktop. Right-click on your desktop and choose the "Paste" option.

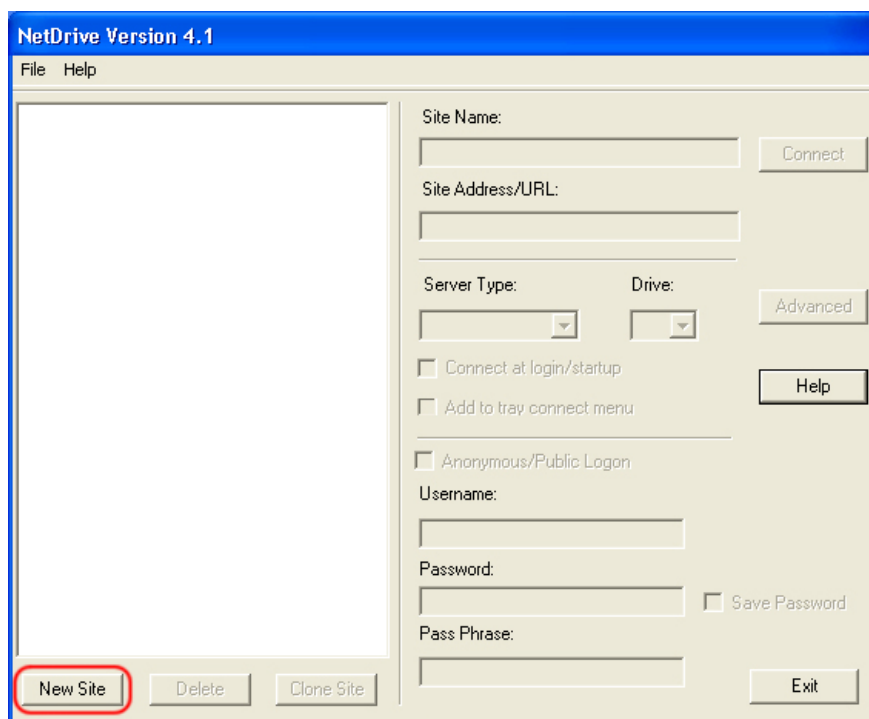
A shortcut to the NetDrive application has now been placed on your desktop.

You have now successfully installed the NetDrive application, created a shortcut to the application on your desktop and delete the installation program. Next, you will learn how to configure the NetDrive application to access your "P".

**Configuring NetDrive** Before you can use NetDrive, you will need to configure the software to access your "P" drive. To configure NetDrive, open the NetDrive application by double-clicking the "NetDrive" shortcut on your desktop. The icon will look similar to the following graphic.



When the application opens, click on the "New Site" button.



A dialog box will open and ask you for the name and address of the site.

Add new site

Enter the name for your new site.

Enter the site address/URL, e.g. ftp.server.com

To secure a HTTP connection by using SSL, enter https://

< Back Finish Cancel

Use the following information:

*Name:* MacEwan For "P" Drive access:  
*Address:* ftp://ren.macewan.ca

When you have finished entering in this information, click the "Finish" button to continue.

Add new site

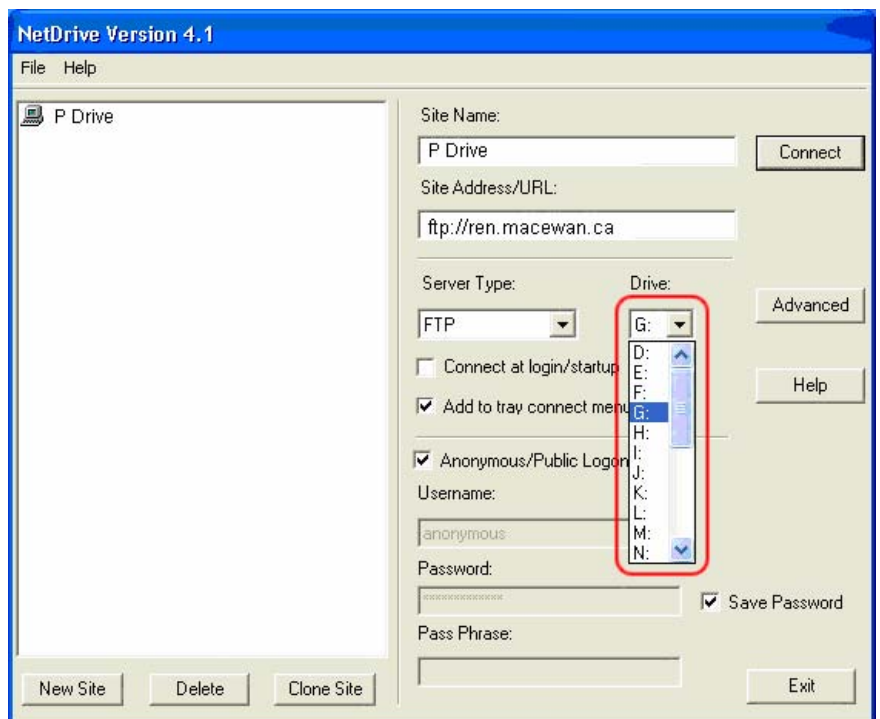
Enter the name for your new site.

Enter the site address/URL, e.g. ftp.server.com

To secure a HTTP connection by using SSL, enter https://

< Back Finish Cancel

Once you click the "Finish" button, you will be returned to the main window. Next, you will need to set the "Drive Letter" for this site. Click on the drop-down box under drive and select "P:" as the drive for this site. This assumes that your computer is not already using the letter "P" to designate one of your existing drives. If "P" is not available, choose another letter of your choice and remember what you chose.



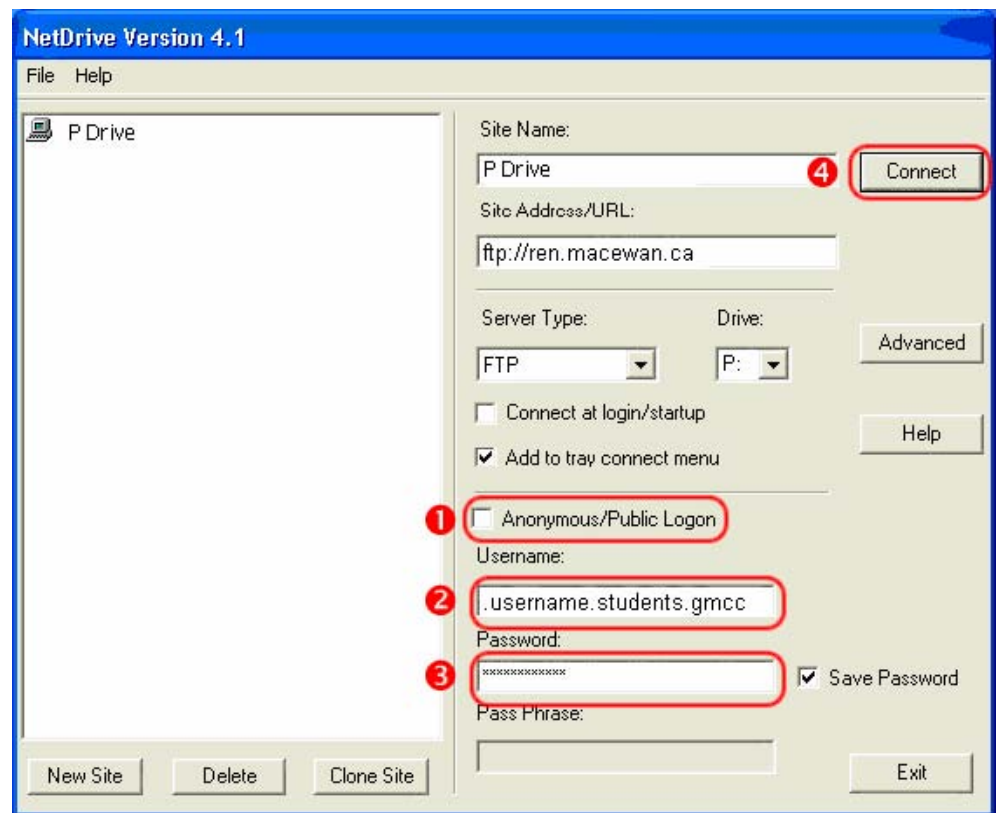
(1) uncheck the check box next to "Anonymous/Public Logon"

(2) Then, enter your full Novell Username. (.username.students.gmcc)

(3) and your password

in the boxes provided. If you do not wish to have NetDrive save your password, uncheck the checkbox next to "Save Password." When you have finished, click the "Connect" button

(4) to connect to your "P" drive.



After you click the "Connect" button, a new Windows Explorer window will open and display the contents of your "P" drive. At this point, you may begin using your "P" drive.

**Please Note: You will only need to set these options one time. The next time you launch NetDrive, you will be able to click the "Connect" button and immediately connect to your "P" drive.**

## Using Your "P" Drive

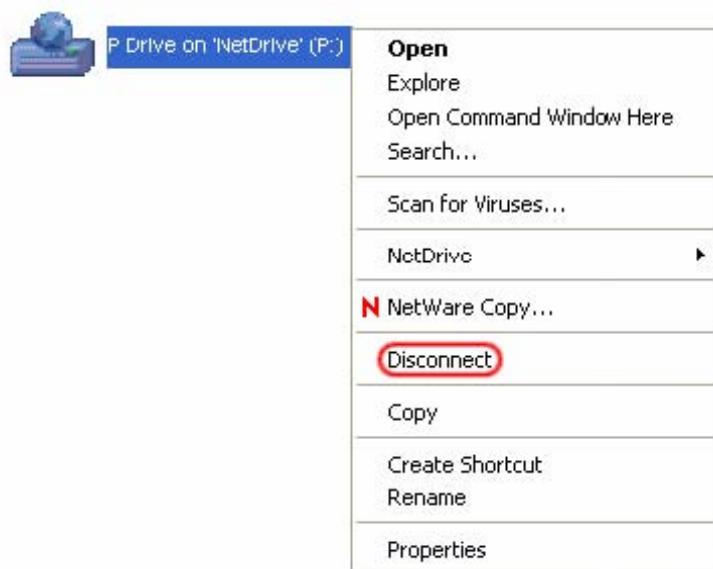
To locate your "P" drive, double-click on the "My Computer" icon on the desktop.

Next, locate the icon that says "P Drive Login on 'NetDrive' (P:)." Double-click this icon to access your "P" drive.

You can open any file, as you would normally do using My Computer, Microsoft Word, etc. You may also save data, copy data, move data and delete data to or from your "P" drive. Please note that if you are accessing your "P:" drive from off campus, the speed to retrieve or save a file will be somewhat slower than if you were on campus, even if you are using a high-speed Internet connection.

To log out, or disconnect, from your "P" drive, double-click on the "My Computer" icon on your desktop. Locate the your "P" drive. Right-click on your "P" drive and select the "Disconnect" option.

### Network Drives



You will notice that your "P" drive will no longer be available to you. This is your indication that you have successfully logged out of (disconnected from) your "P" drive.

**If you have Further questions or concerns please call the Helpdesk at 497-HELP (4357) or e-mail at [helpdesk@macewan.ca](mailto:helpdesk@macewan.ca) .**