

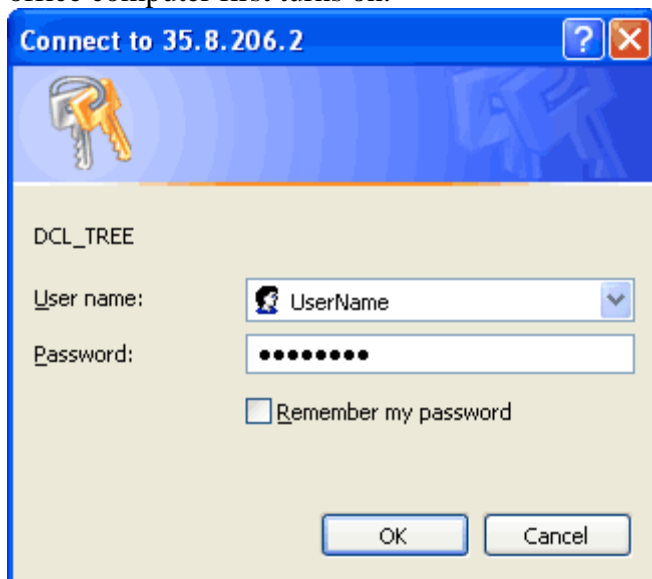
How to use NetStorage to access your files

Use the link on <http://www.law.msu.edu/tech/netstorage.html> to access NetStorage.

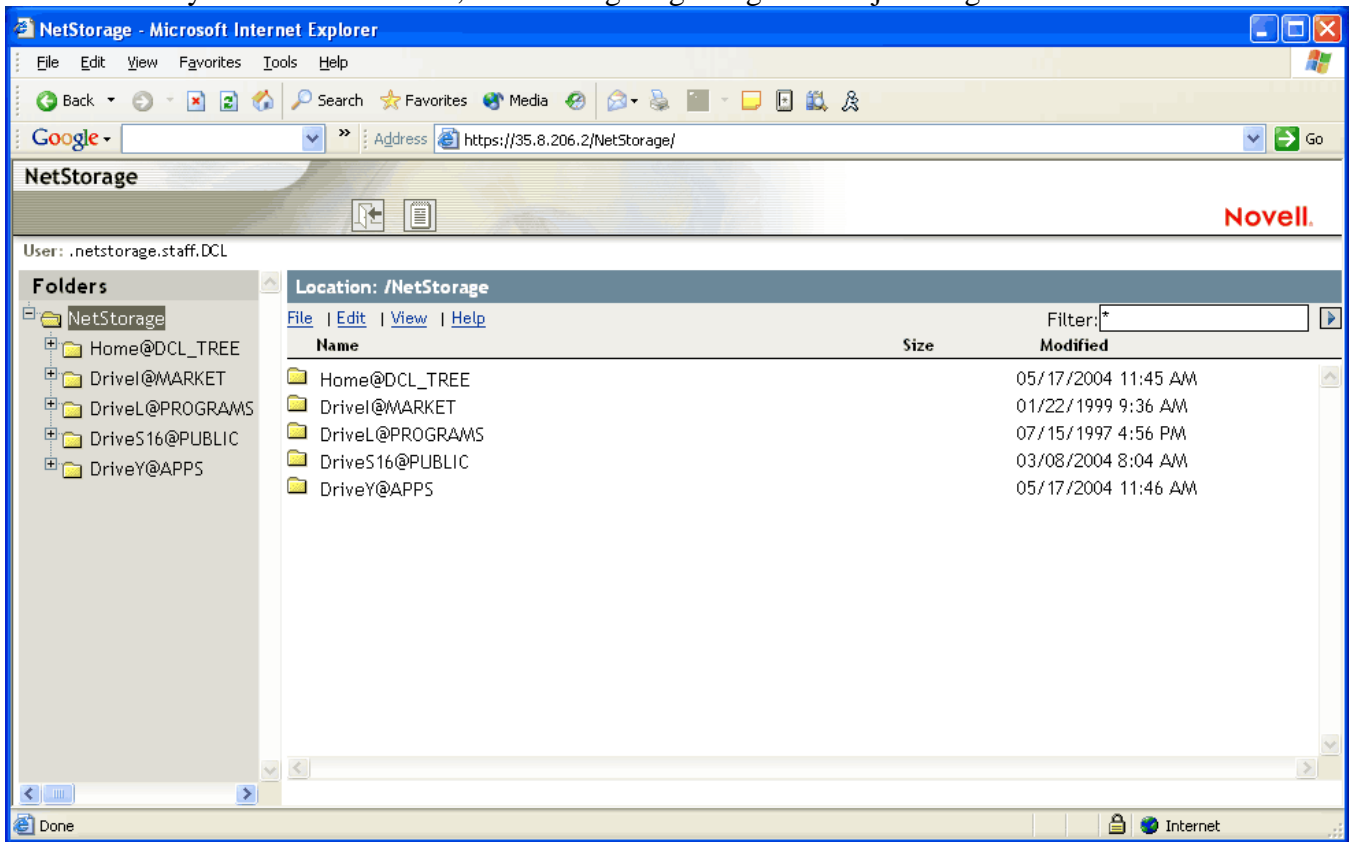
You may see this Security Alert, just click on **Yes**. Even if you see this screen, all traffic with NetStorage is encrypted.



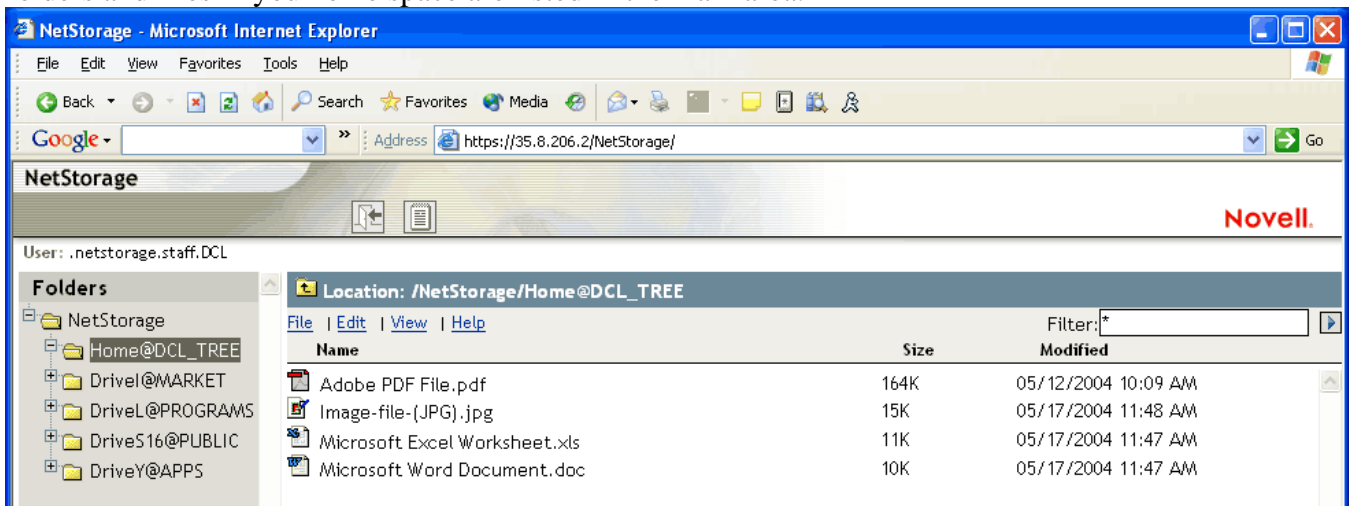
Log in using your normal network ID and password. This is the ID and password you enter when you office computer first turns on.



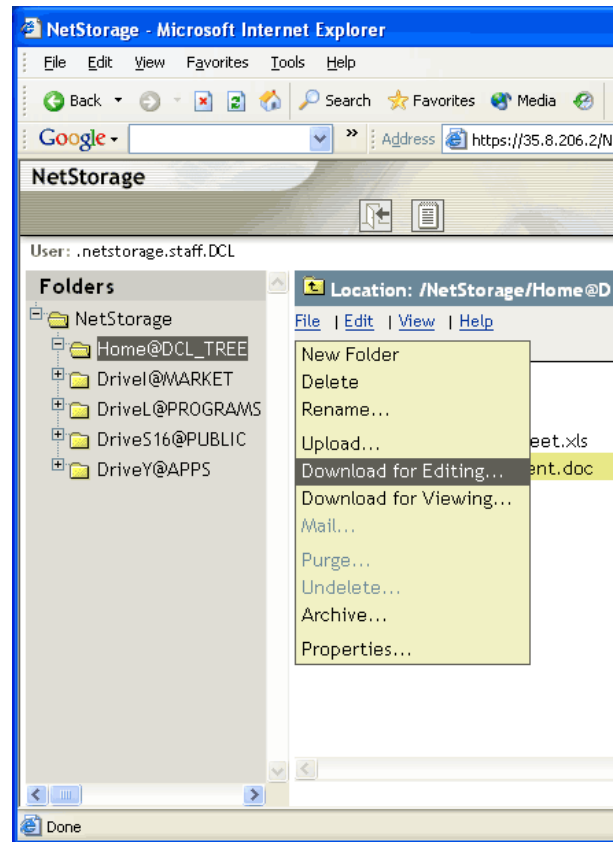
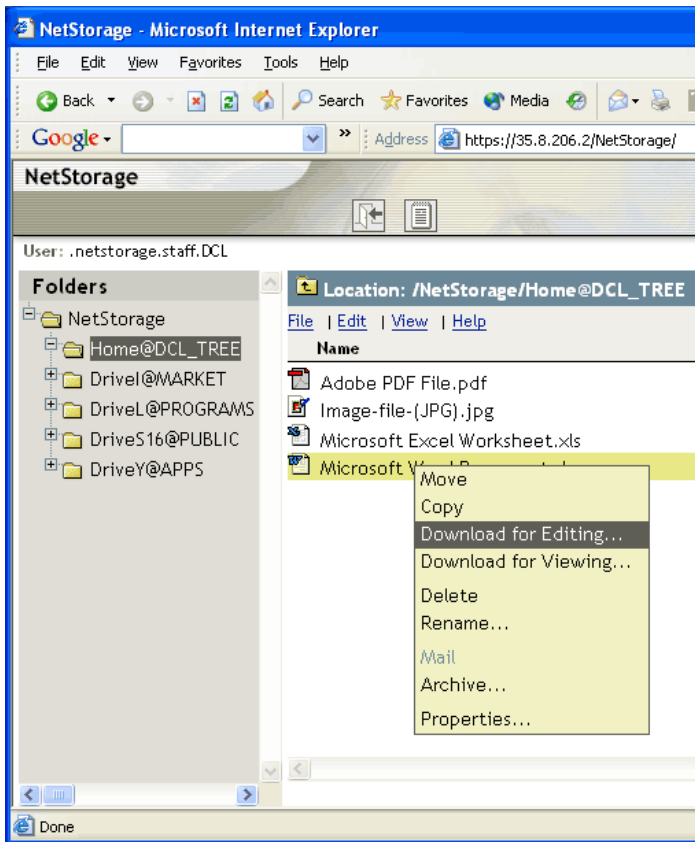
Once you log in you will see the main screen. Your network home space (H:) and any other network drives you have will be listed in the main area. To open a folder or drive, double click on it. There is also a directory tree on the left side, when navigating using the tree just single click.



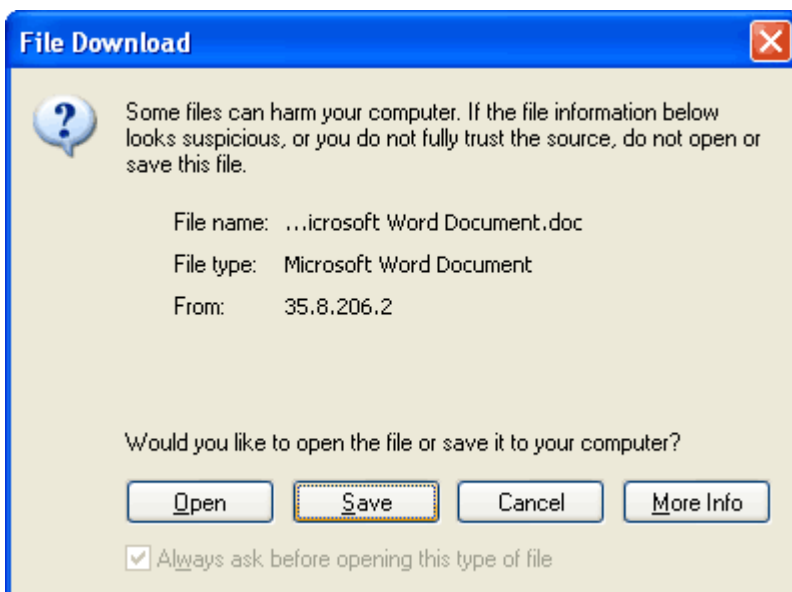
In this screen we have opened `Home@DCL_TREE` which is your network home space (H:). All of your folders and files in your home space are listed in the main area.



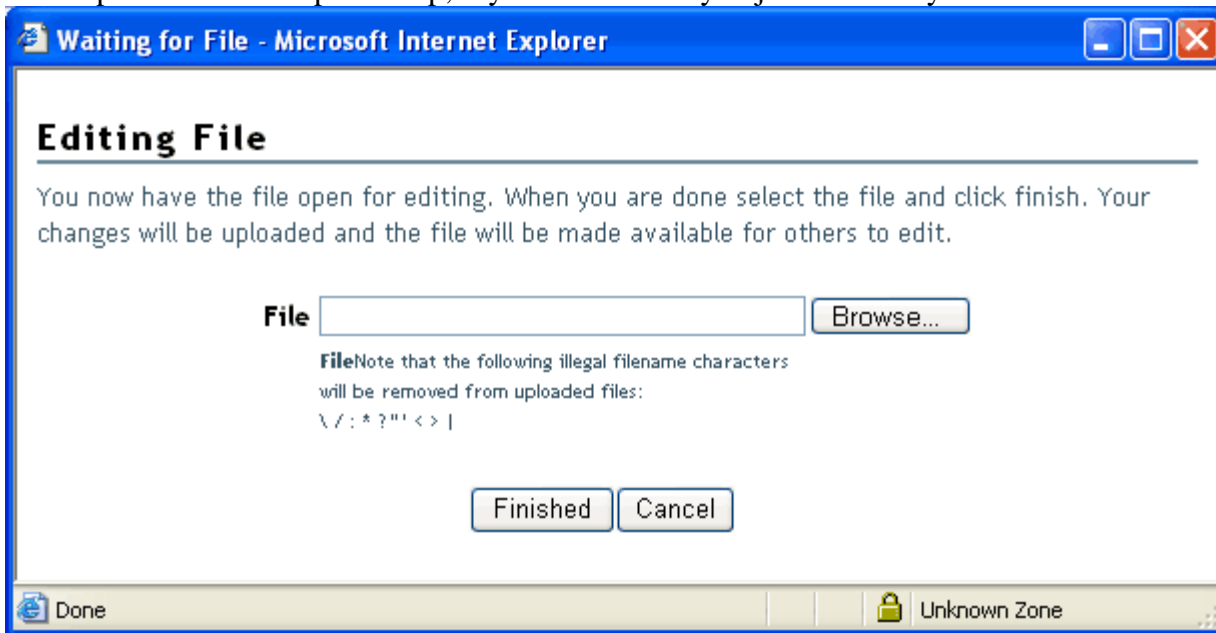
To download a file, right click on it. You have two options: “Download for Editing” and “Download for Viewing.” If you just want to look at a file or make a copy of it on the local computer use “Download for Viewing”. If you plan on making changes to the file and then uploading it back to the server, use “Download for Editing”. You can also highlight the file then use the file menu at the top of the page.



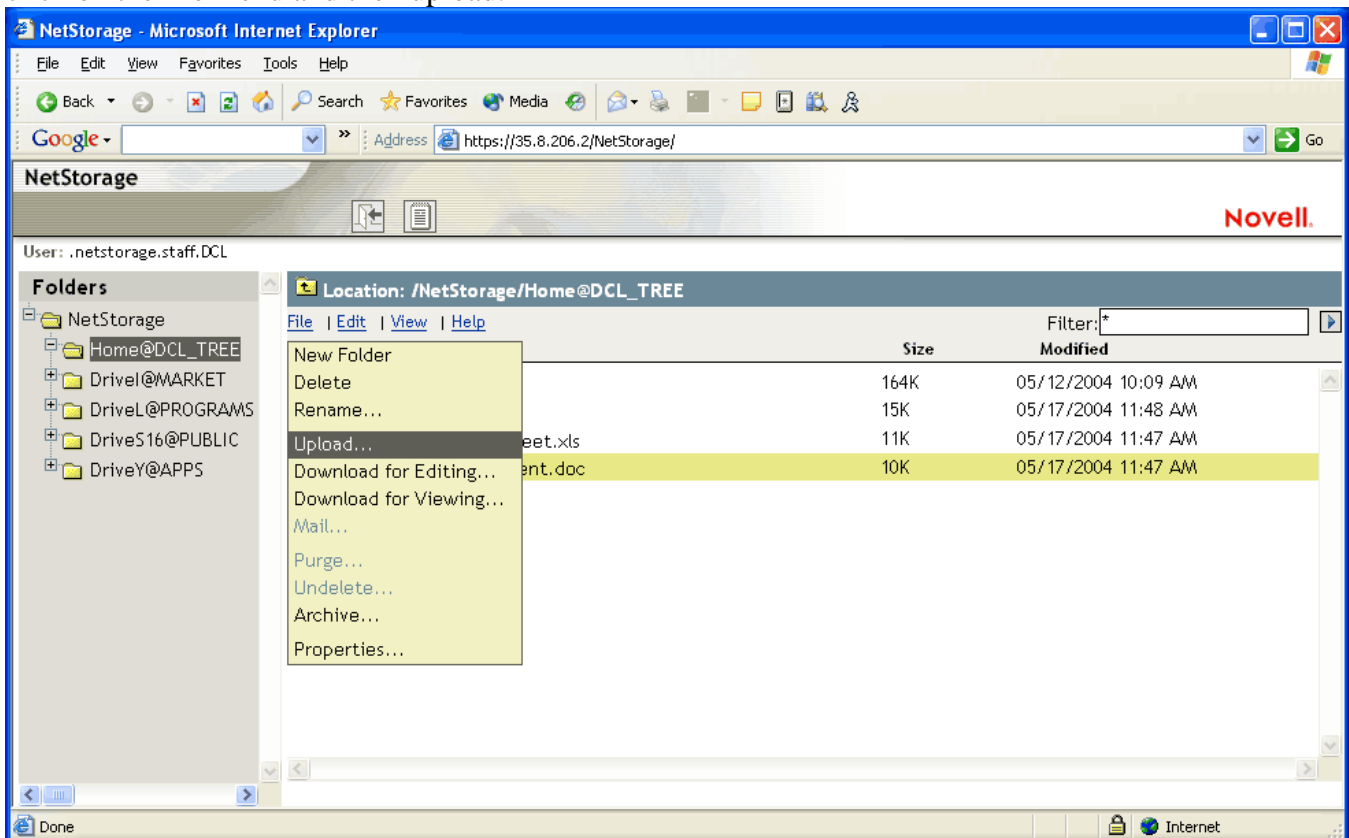
In both cases you will be prompted to save the file on the local computer. Click **Save** and then select where to save the file. Use a location that easy to find, like My Documents or the desktop.



If you chose to “Download for Editing”, you will see this screen. Once you are done editing, save the file. Then click on **Browse**, go back to where you downloaded it to and select the file. Click **Finished**. It is important not to skip this step; if you do the edits you just made may be lost.



You can also add new files. In NetStorage, move to the folder where you want to add the file and click on the file menu and then upload.



Use the **Browse** button on this screen to locate the file you want to add and then click **Upload**.

