



## Setting up WebDAV for use with your MSU WebCT course:

WebDav allows you to view, manage, move, copy, save and rename the files and folders that exist in your course on the MSU WebCT server just as you would while working locally. WebDAV requires that the designer's local computer(s) be configured for it. To utilize WebDav, you must first create a network folder on your local machine that connects to your course located on the MSU WebCT server.

### Windows 2000/XP

1. From your "myWebCT" area, click the "WebDAV info" link. The WebDAV Info page appears.
2. From your "WebDAV Info" page, select the URL for the course and folder you want to establish local access to (*Course Files* or *Course Backups*) and copy the URL. **Note:** The URL will begin with `http://`
3. From your Windows desktop, open "My Network Places". **Note:** Additional information on using "My Network Places" is available through your Microsoft Windows online help.
4. From your "My Network Places" folder, select the "Add Network Places" hotlink. The "Welcome to the Add Network Place Wizard" appears.
5. Follow the steps of the wizard. In the "What is the address of this network place?" text box, paste your WebCT folder URL (the one copied in step #2).
6. Continue to step through the wizard. When prompted for a "Network Password", you'll enter your MSU WebCT ID and password. Eventually, the "Completing the Add Network Place Wizard" screen appears.
7. To complete your WebDAV setup, click "Finish". A Microsoft Web Folder appears containing your WebCT course files. **Note:** Additional information on Microsoft Web Folders is available through your Windows online help.

**Note:** When using WebDAV with Windows XP, you may have to enter your WebCT username and password multiple times.