



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 98/NT

1. From your "myWebCT", 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. Open "My Computer", then open "Web Folders".
4. Select "Add a Web Folder".
5. For location, paste your WebCT folder URL (the one copied in step #2). Select "Next".
6. When prompted for a User Name and Password, you'll enter your MSU WebCT ID and password. **Important:** If you are sharing a local computer you should deselect the "Save this password in your password list" check box. Select "OK".
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.