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| Jan 2009

# Newslab Webfile System Guide

Department of Communication  
Technology Services

## Table of Contents

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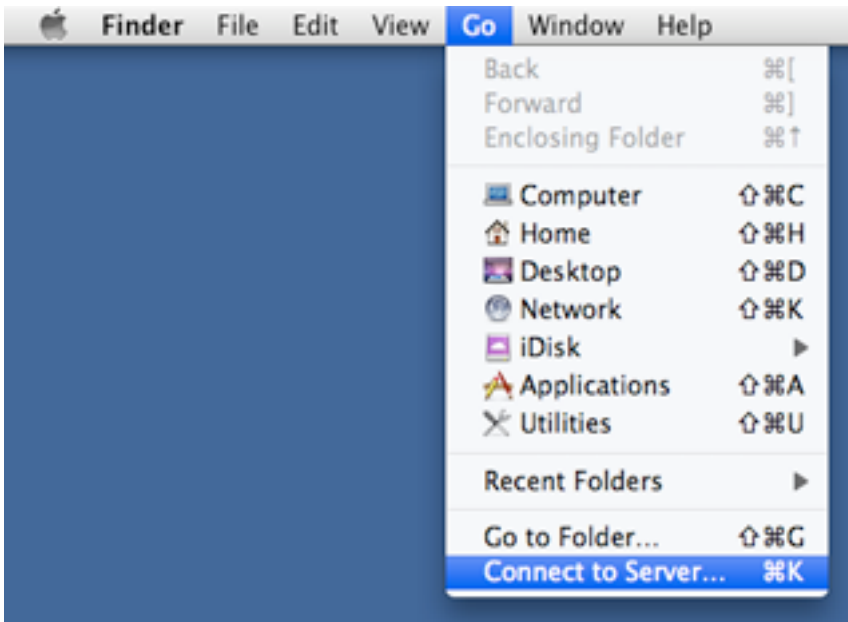
Accessing Chung2 via WebDAV – Mac OS X 10.4 and above.....	3
Accessing Chung2 via WebDAV – Windows XP: Internet Explorer .....	6
Accessing Chung2 via WebDAV – Vista: Map Network Drive .....	7

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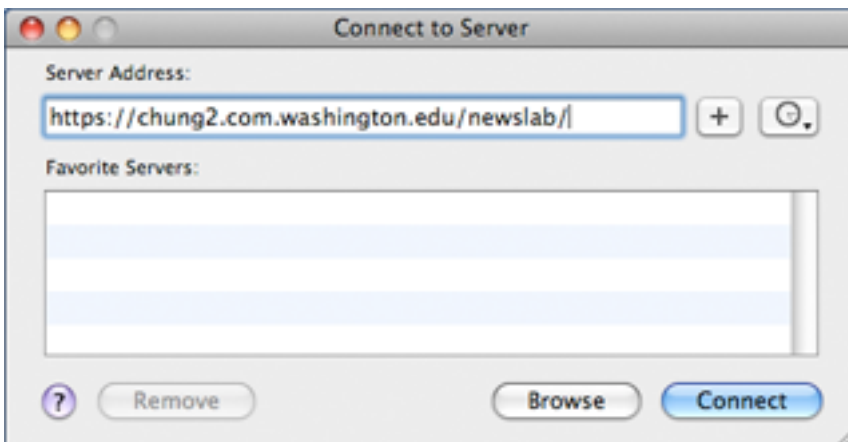
## Accessing Chung2 via WebDAV – Mac OS X 10.4 and above

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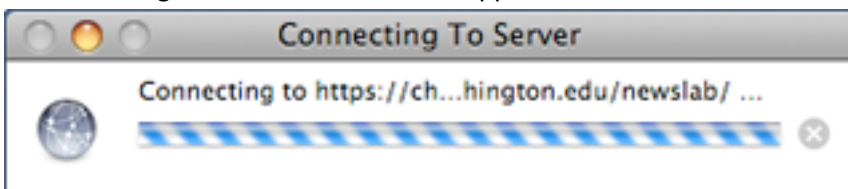
1. From the Finder, select "Go" from the menu followed by "Connect to Server":



2. In the "Connect to Server" dialog, enter <https://chung2.com.washington.edu/newslab/> as the Server Address. The Newslab directory will mount on the desktop, just like any other network share:



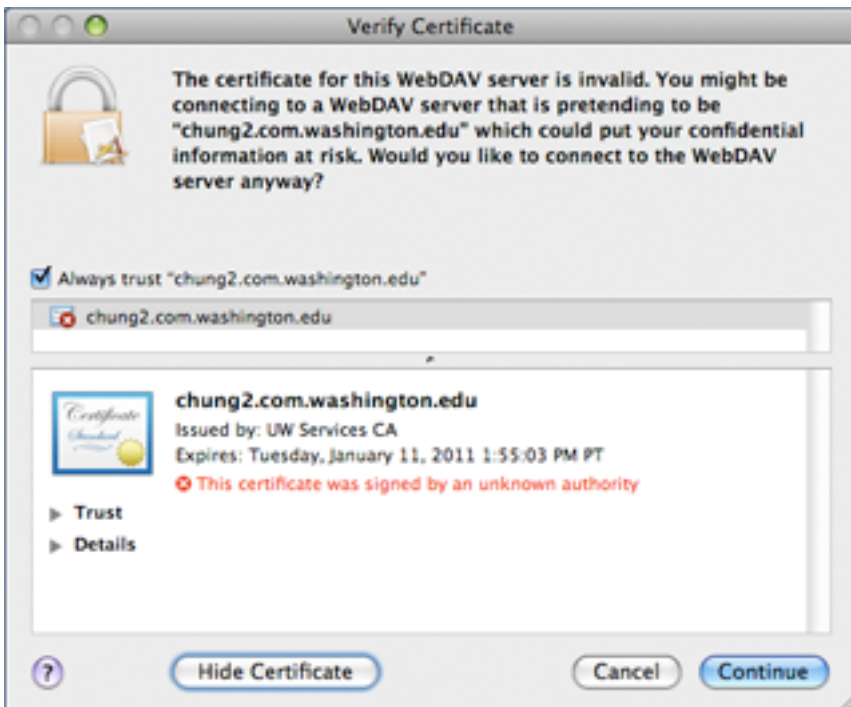
3. A "Connecting to Server" indicator will appear:



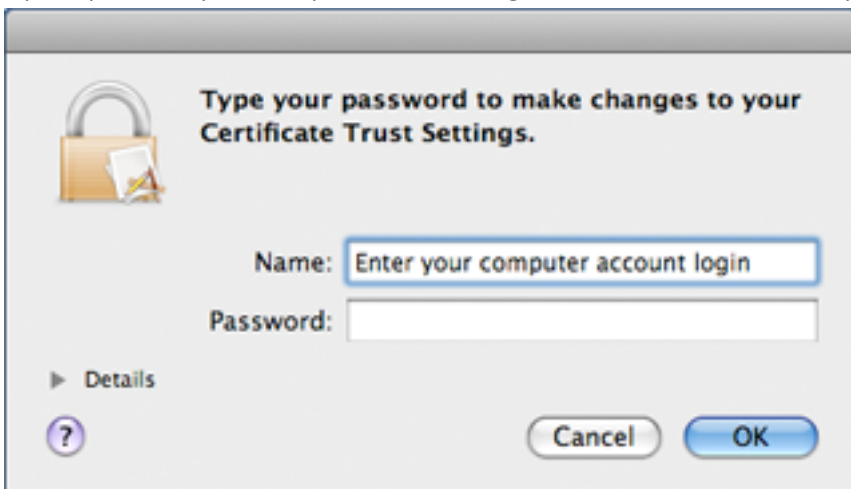
4. A moment later, a Verify Certificate dialog may appear click "Continue" or...



To add the UW's Service Certificate Authority to your Trust Settings, click on "Show Certificate" then check the box marked "Always trust 'chung2.com.washington.edu'" then click "Continue":



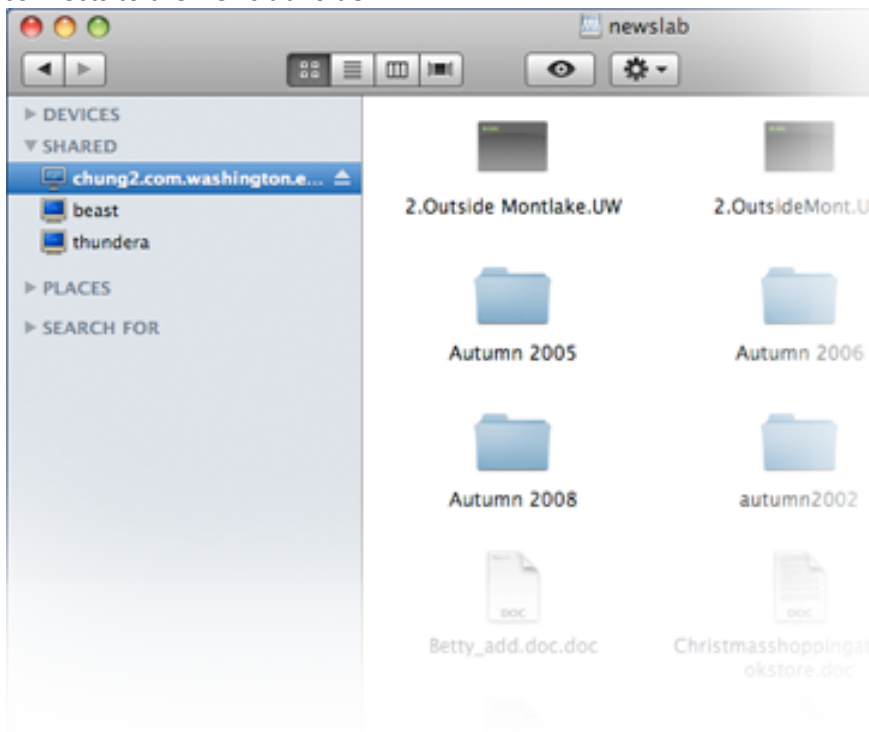
If prompt, enter your computer account login for OS X to authenticate your changes:



5. Finally, an authentication dialog will appear:



6. Enter the Newslab login and password and click "OK"
7. You should now have a new network icon on your desktop and/or see it in the Finder sidebar, which connects to the Newslab folder:



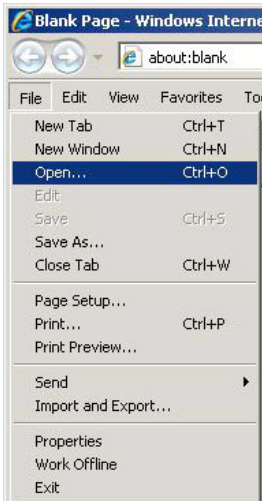
You can now simply drag-and-drop files between your computer and the Newslab Webfile System!

# Accessing Chung2 via WebDAV – Windows XP: Internet Explorer

1. Launch Internet Explorer:

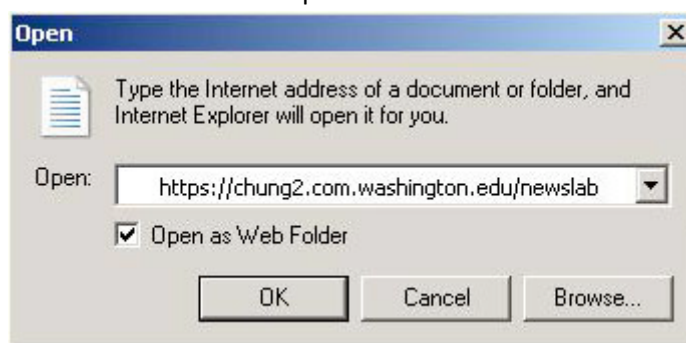


2. Pull down the File menu to Open... to bring up an "Open" dialog. **Note:** On IE7, the File menu may be hidden. If you do not see the File menu, press Ctrl-O



3. Enter <https://chung2.com.washington.edu/Newlab/>

4. Check the box next to "Open as Web Folder". Click OK.



5. When the 'Security Alert' Dialog box pops up. Click 'Yes':



6. Enter the Newslab login and password and click "OK"



7. You should now have an Explorer window connected to Chung2. You can now simply drag-and-drop files between your computer and the Newslab Webfile System!

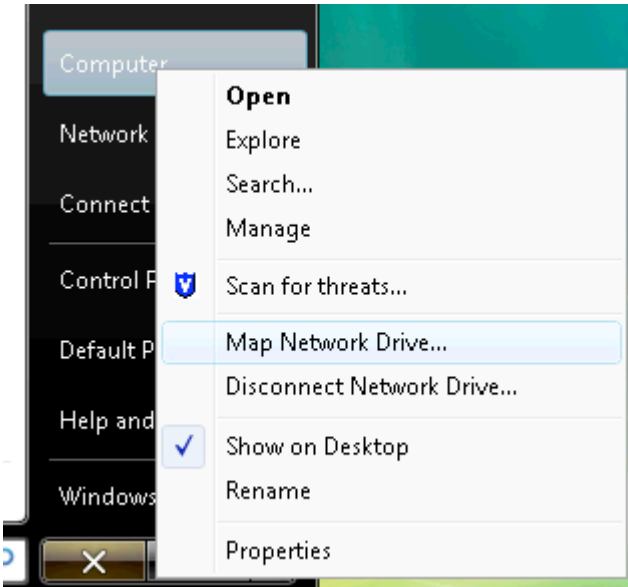
## Accessing Chung2 via WebDAV – Vista: Map Network Drive

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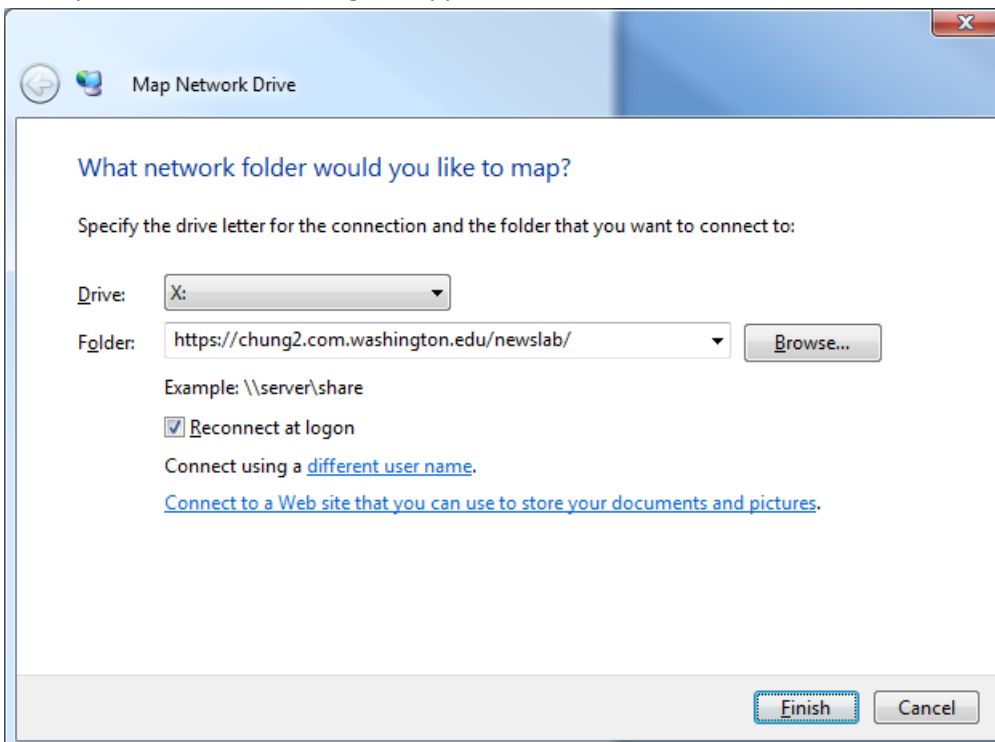
1. Click on the Start Menu in the taskbar:



2. Right-click on Computer, then click on "Map Network Drive...":

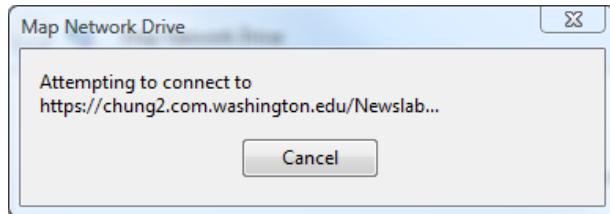


3. A "Map Network Drive" dialog will appear:

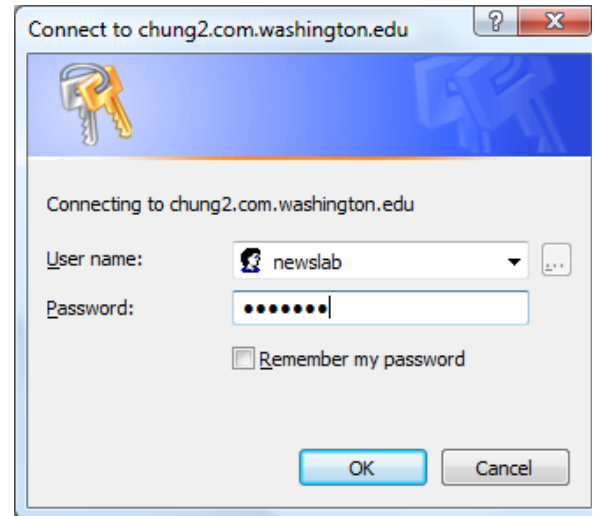


- Choose a drive letter, and enter `https://chung2.com.washington.edu/Newlab/` as the Folder. Click "Finish".

- An attempt to connect indicator will appear:



- Followed by an authentication dialog:



- Enter the Newslab login and password and click "OK"
- You should now have an Explorer window connected to Chung2. You can now simply drag-and-drop files between your computer and the Newslab Webfile System!

