

NetDrive - An Easylink alternative for accessing your Salesian school files

EasyLink does not always work so if you are having problems try NetDrive which allows a connection to your school user or shared areas using a different method. NetDrive is a free download for home use. Once you've installed NetDrive, please follow the instructions below under **How to set up your NetDrive connection**.

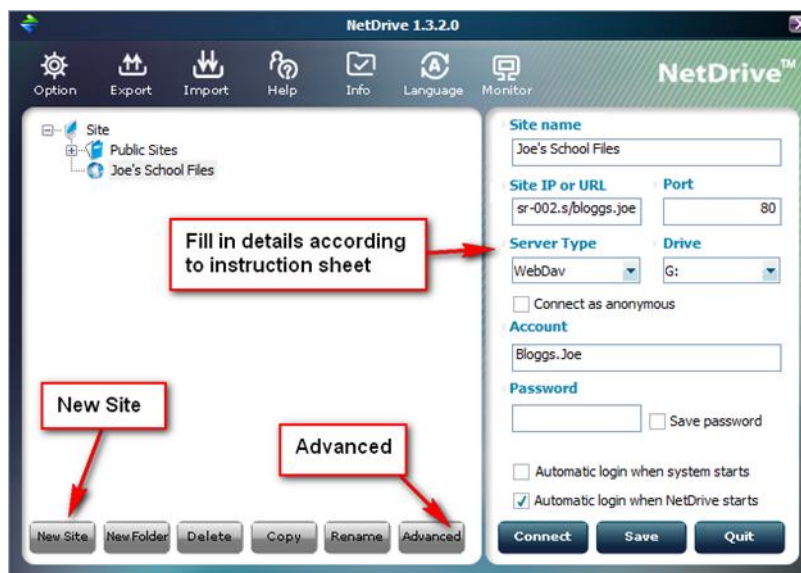
You can download NetDrive from (will open in a new window)
<http://www.netdrive.net/download.html>

Installing NetDrive

- Click on Download, then Save and save the Netdrive-Setup.exe file to a temporary location such as your desktop. You can delete this file when you've finished the setup. You do NOT need to purchase this program.
- You can close the Download window when the file download has finished.
- Double-click the NetDrive-Setup.exe icon
- Agree to the Licence Agreement, Ignore the purchase/contact us and click Next, click Install, click Next, Finish
- You have the option to start NetDrive immediately to configure it or click on the NetDrive icon - see below

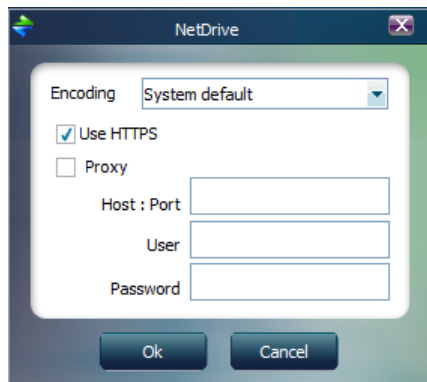
How to set up (configure) your NetDrive connection

- Click on the NetDrive icon on your desktop



- Click on **New Site** and choose a name for your connection e.g. Joe's Files - press enter (You can delete any other names that may be in the site list)
- In the **Site IP or URL** box, enter folders.salesian.hants.sch.uk/easylink/wf.sal-sr-002 (or 003).s/Bloggs.Joe (002 - most but not all surnames beginning with A-J or 003 surnames beginning with K-Z - you can get this information from ICT support)


- Leave the 'Port' box as it is
- Change the **Server Type** dropdown to **Webdav**
- Change the **Drive** dropdown to any spare letter (e.g. G)
- Make sure the **Connect as anonymous** is **UNTICKED**
- Enter your normal school username (eg Bloggs.Joe) in the **Account** box
- Leave the **Password** box empty (you will be asked for your password when you click Connect)
- **Untick** the **Save Password** box (this is for security)
- Tick the **Automatic login when NetDrive starts** box - Cancel the NetDrive logon window that appears
- Click the **Advanced** button on the bottom right side of the left pane and tick the **Use HTTPS** box, then click **OK**



- Click on the **Save** button
- Click the **Connect** button, enter your password and your network space should appear
- Drag and drop files between your home computer and the school - **do not** open files online. Once work is completed at home save it locally THEN drag and drop it back to your school folder.
- **To Log Off:** Click the **Disconnect** button when you've finished.
- Next time you start NetDrive, it will ask for your password before giving you access to your files. **NEVER LEAVE YOUR PASSWORD FOR OTHERS TO USE**

To set up a connection for the shared folders

Follow the instructions above and set up another new site, but use the following in the Site IP or URL box: `folders.salesian.hants.sch.uk/easylink/rf/sd/` and a different Drive letter

To stop or prevent NetDrive automatically loading on startup right-click the NetDrive icon  in the System Tray at the bottom right of your screen, then untick **Run at startup**.