

Novell NetStorage

SECURE WEB-BASED FILE ACCESS

Overview of Novell NetStorage Secure Web-based File Access

Novell NetStorage provides a simple, Internet-based way to access network file storage. NetStorage provides a bridge between the protected Novell storage network at Lane Community College and the Internet – with nothing to download or install on the user's workstation.

Novell NetStorage allows an LCC faculty/staff person to access network files from any pc with an internet connection by using a web browser. Examples of web browsers include Internet Explorer, Mozilla, Firefox, Netscape and Safari. Access is available from any Internet-attached workstation, anywhere in the world.

After logging in and accessing files, a user can copy, move, rename, delete, read, write, and recover files between the LCC Novell storage network and an off-campus computer. There is no longer a need to e-mail or copy data from one machine to another.

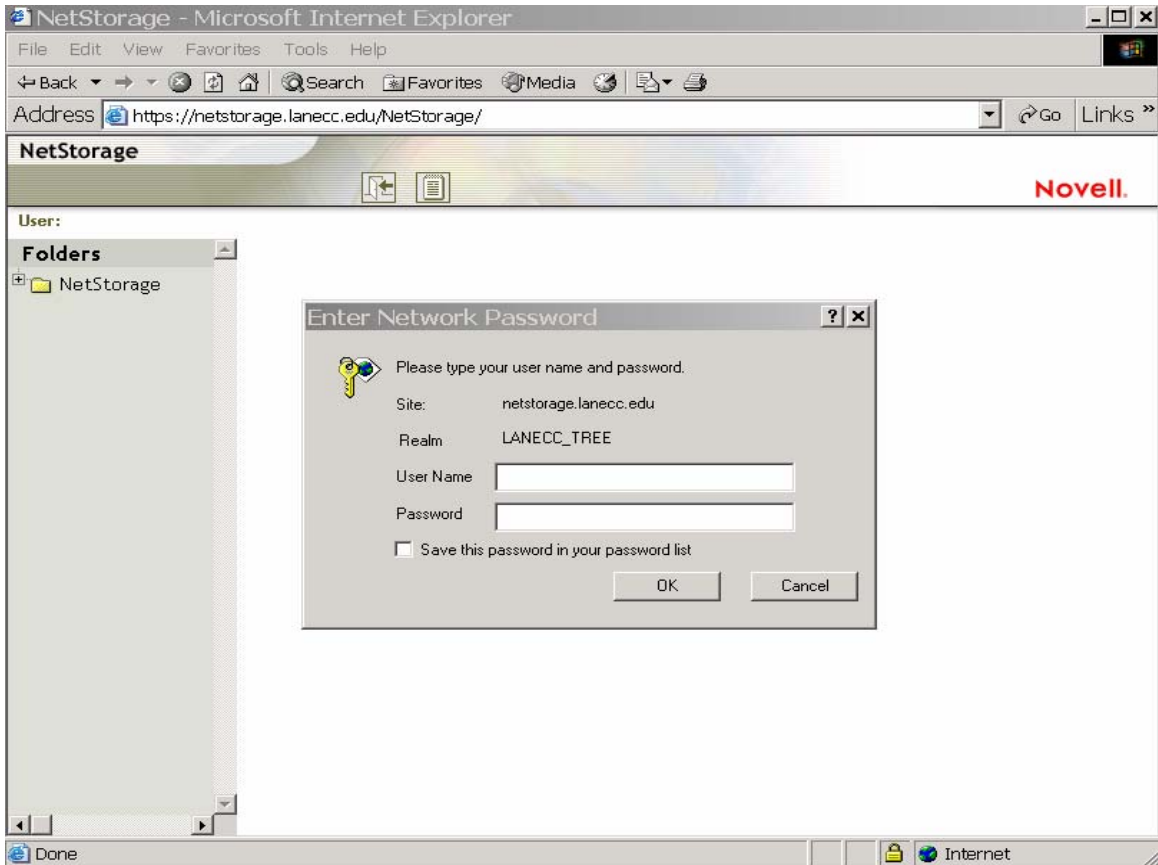
Logging in to Novell NetStorage Web-based File Access

Accessing NetStorage requires only your Novell user name and password and a pc connected to the internet. If you do not know your Novell user name and password, please contact your department technical support or contact the LCC helpdesk at x4444 or at helpdesk@lanecc.edu.

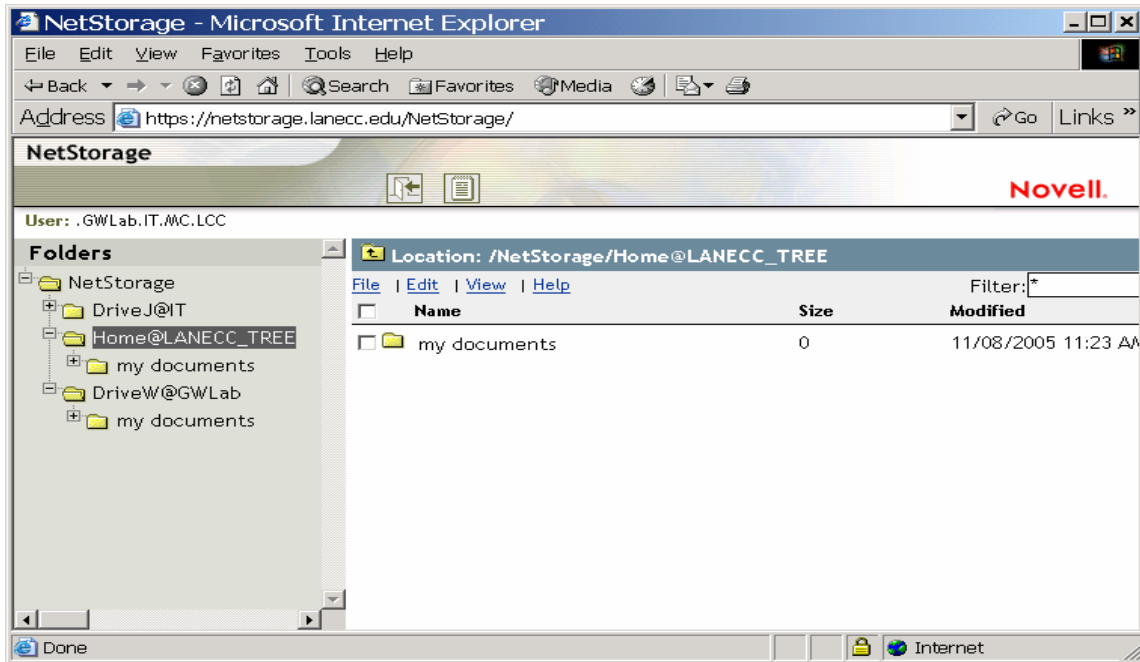
Open your browser and enter the following line in the address or network location box: <https://netstorage.lanecc.edu> Press Enter and a login screen like one below will appear.

WARNING!: DO NOT check the box to save your password. If you save your password, you allow anyone access to confidential and sensitive LCC information by simply typing in your user name on the login screen.

Use your Novell user name and password on the login screen.

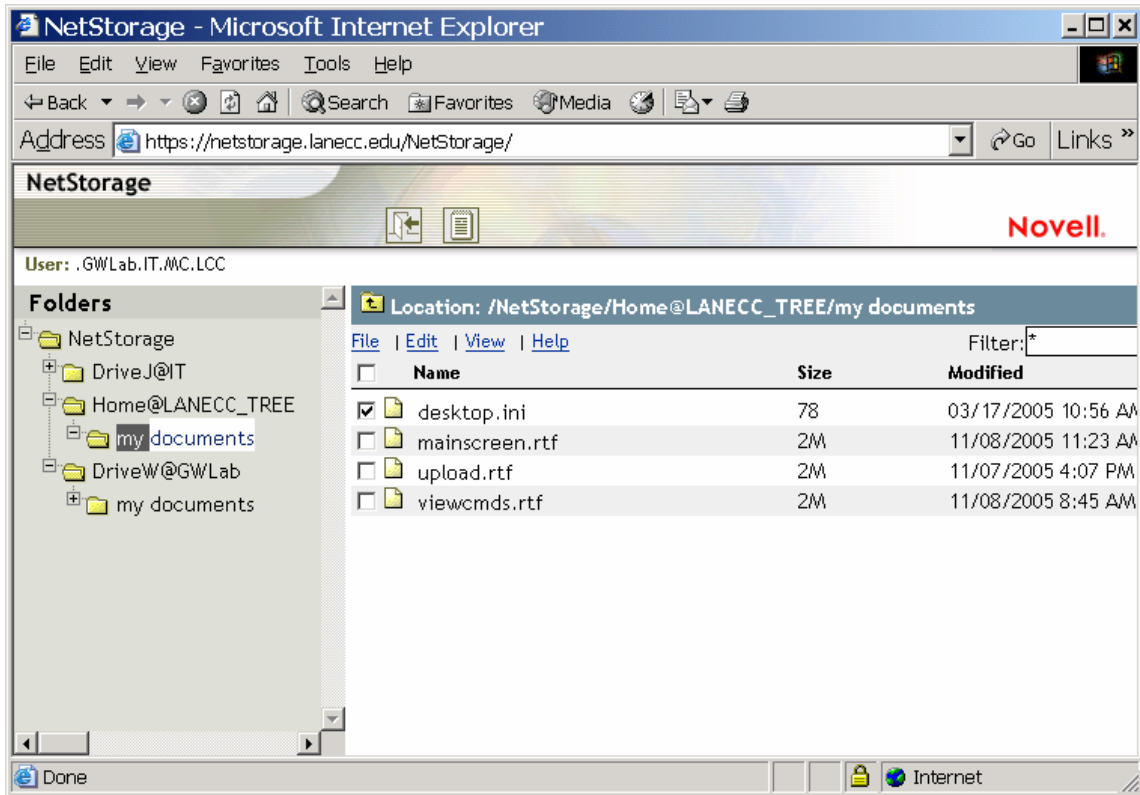


After you log in, a web page displays lists of files and directories. On the right hand side, the underlined words, File, Edit, View, and Help are the headers for menus allowing you to work with files on the network. To view files in a folder, double-click the folder.

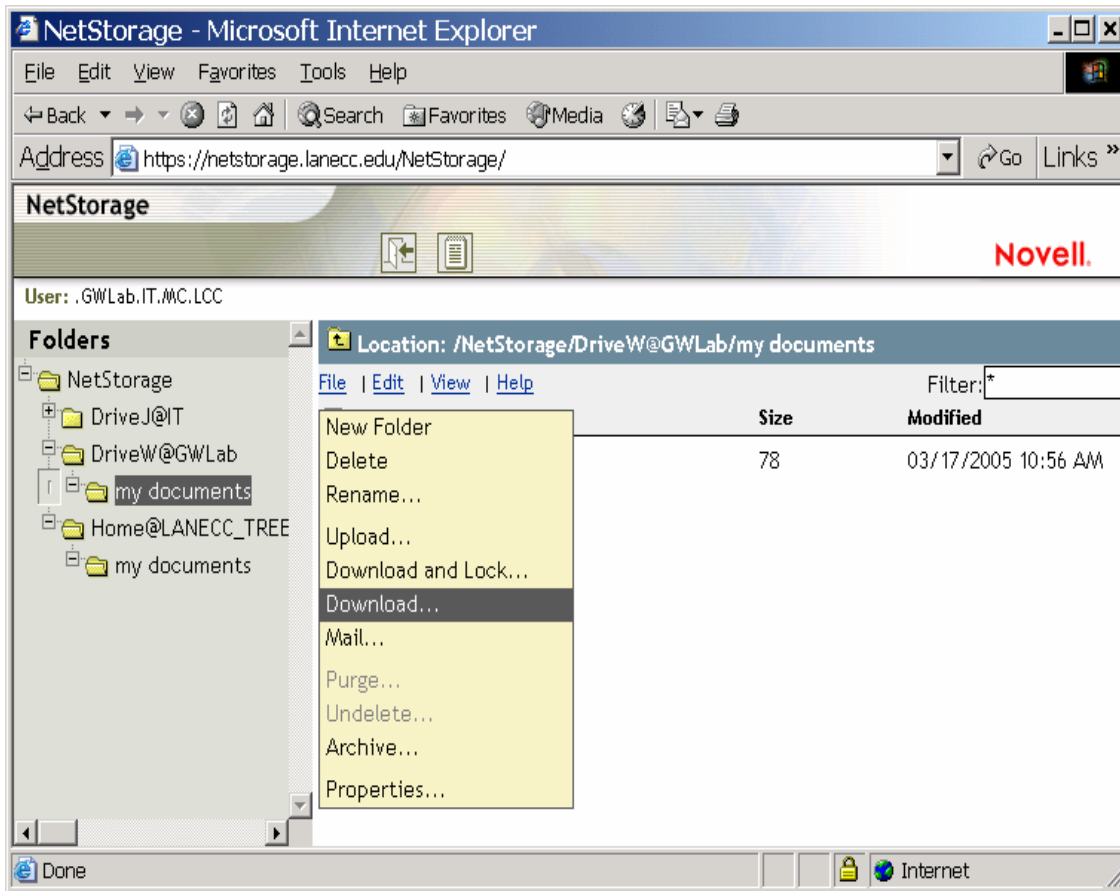


How to Download a File

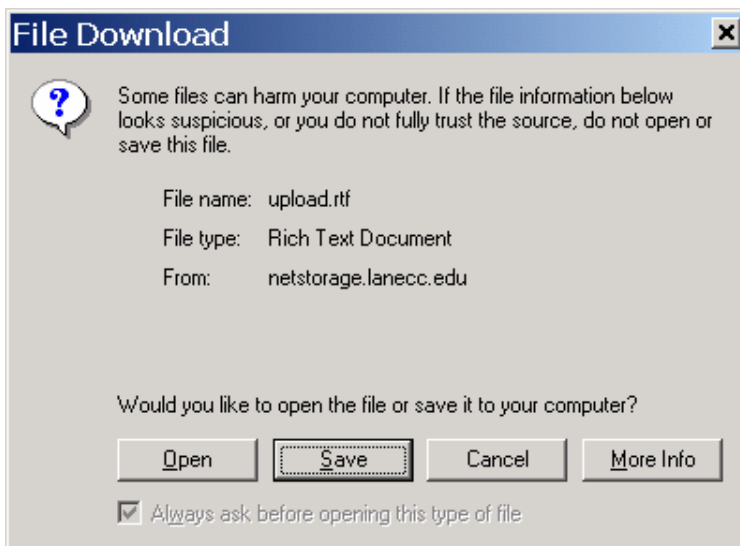
You will need to download a file in order to work on it. Locate the file by double-clicking the folder where the file is stored. A list of all the files in the folder will appear. Click on the file you wish to download and a check will appear in the box to the left of the file.



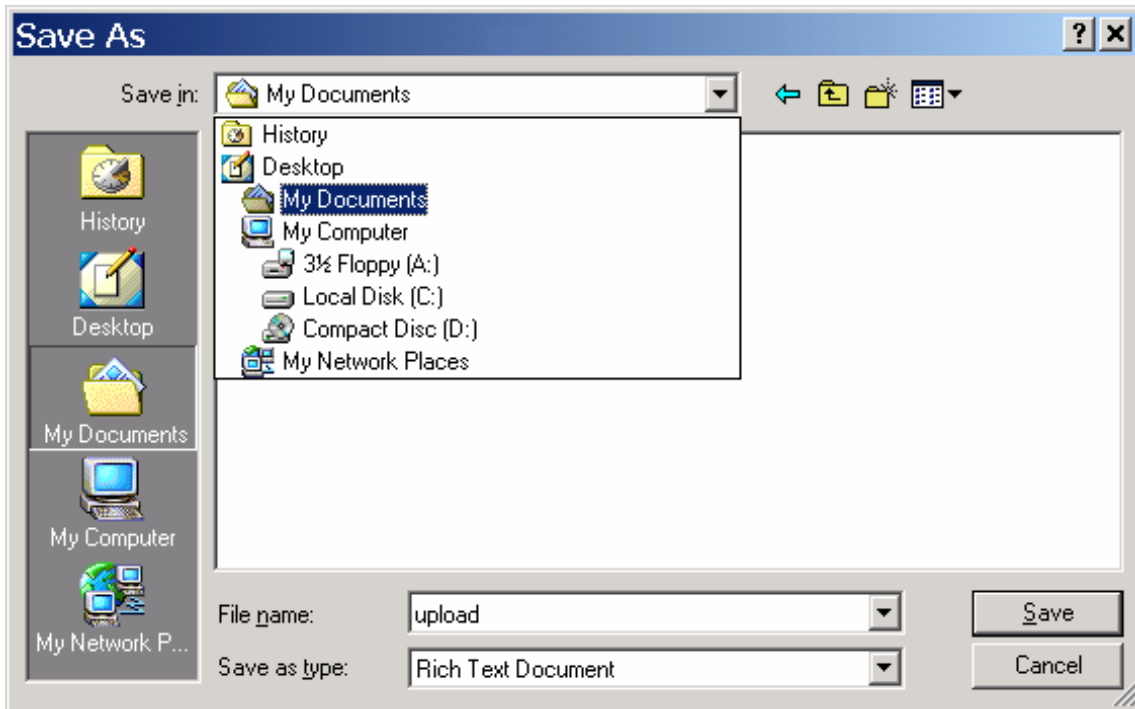
After you mark the file you want to download, you will want to perform the download action. Click on “File” directly above the column of check boxes, then click on “Download” in the menu that comes up. Download is also available if you right-click the file itself.



When you click on “Download,” the “File Download” screen appears and prompts you to open or save the file. Click on “Save.” Clicking on “Open” will not download the file to your hard drive.



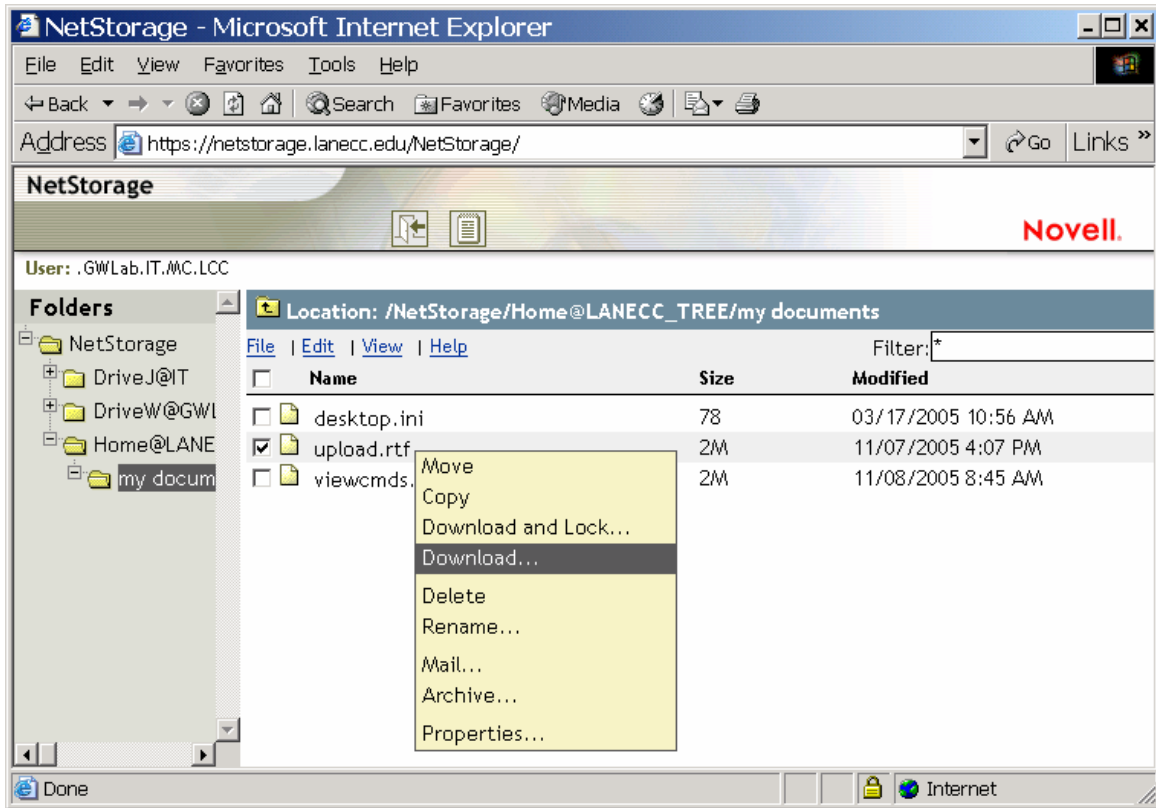
The Windows “Save As” screen appears next, allowing you to choose where to save the file on your local pc. Choose the location using the arrow at the right end of the box labeled “Save in” then press “Save” in the lower right hand corner to save the file.



The file is now on your local hard drive and you may work on it.

Using the Right Mouse Button

Using the right mouse button is a quicker way to download a file. If you use the right mouse button to click on a file, the check in the box to the left of the file appears to mark the file and a menu with the option to download appears. You may then choose “Download” and proceed with the download to your hard drive.



Download Time

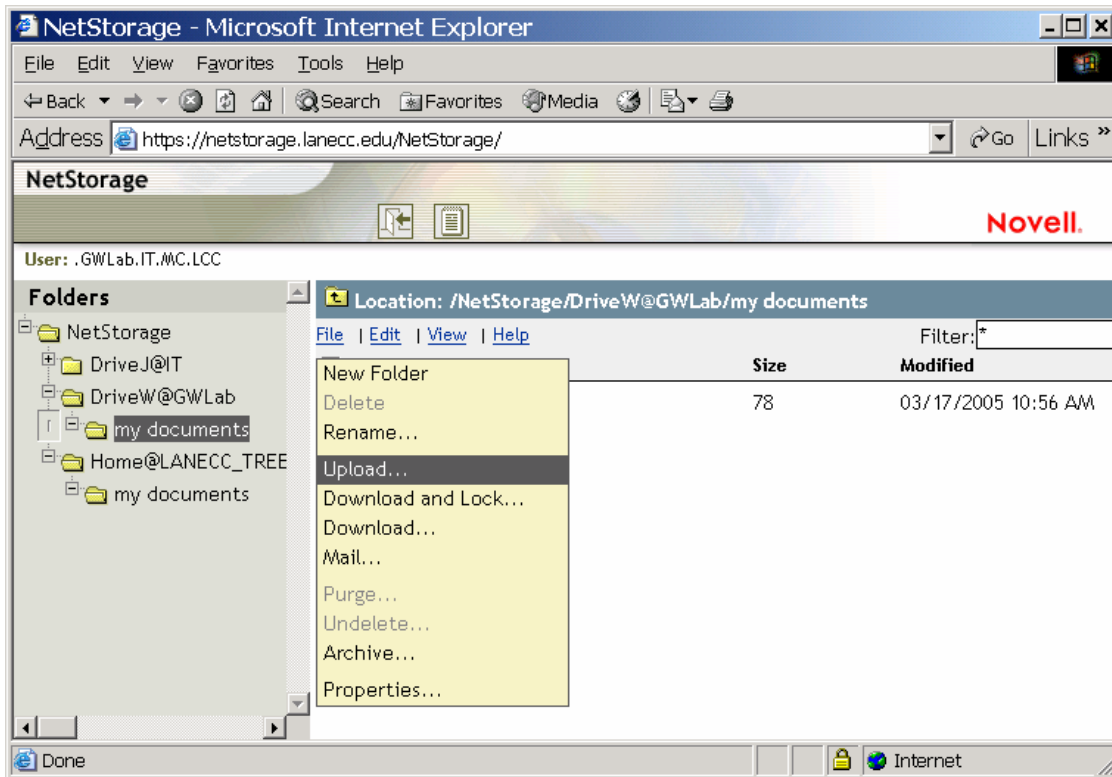
Download time depends on two things – the speed of the internet connection and the size of the file. If the internet connection speed is slow as often happens with a dial up modem or heavy network traffic, download of a file can take a long time. If you have a fast cable modem or DSL connection, heavy network traffic or a large file can cause the download to take a long time.

When you have finished work on your file, you will need to save the file back to the network. The instructions in the next section – “How to Upload a File to NetStorage” tell you how to do this.

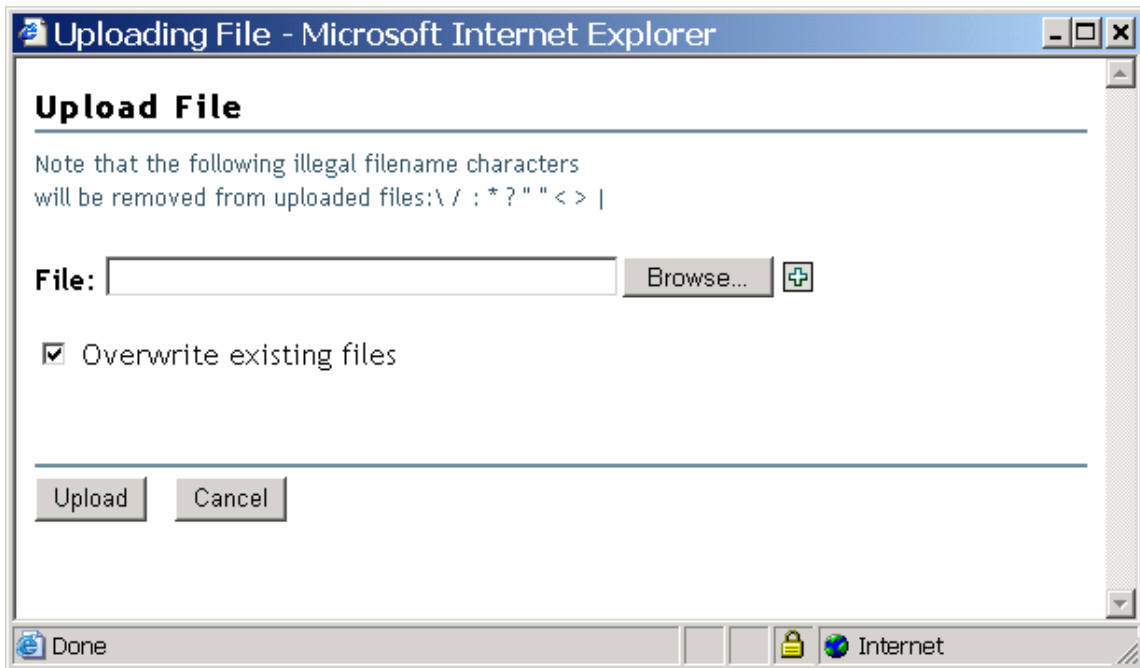
How to Upload a File to NetStorage

First, make sure you save your work on your local pc before you upload the file. Then click on the the NetStorage folder where you want to save the file to make sure the folder is open. If you have not been working in NetStorage for a while, you may have to log in again.

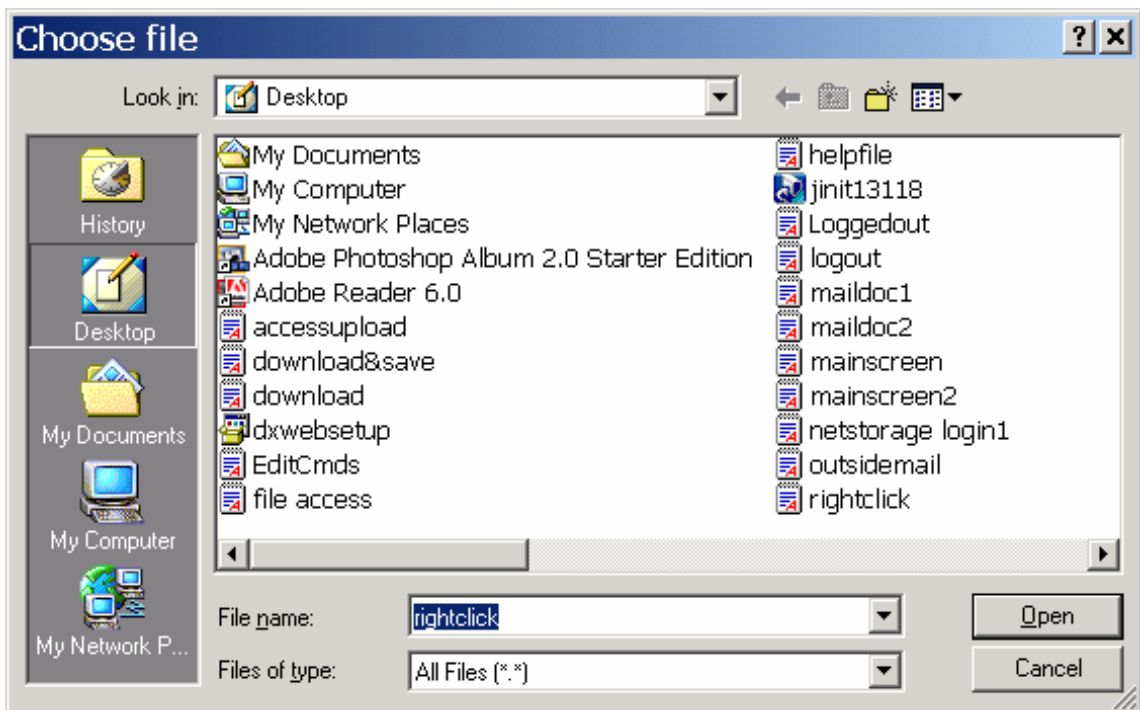
Click on the header “File” on the NetStorage screen and select “Upload.”



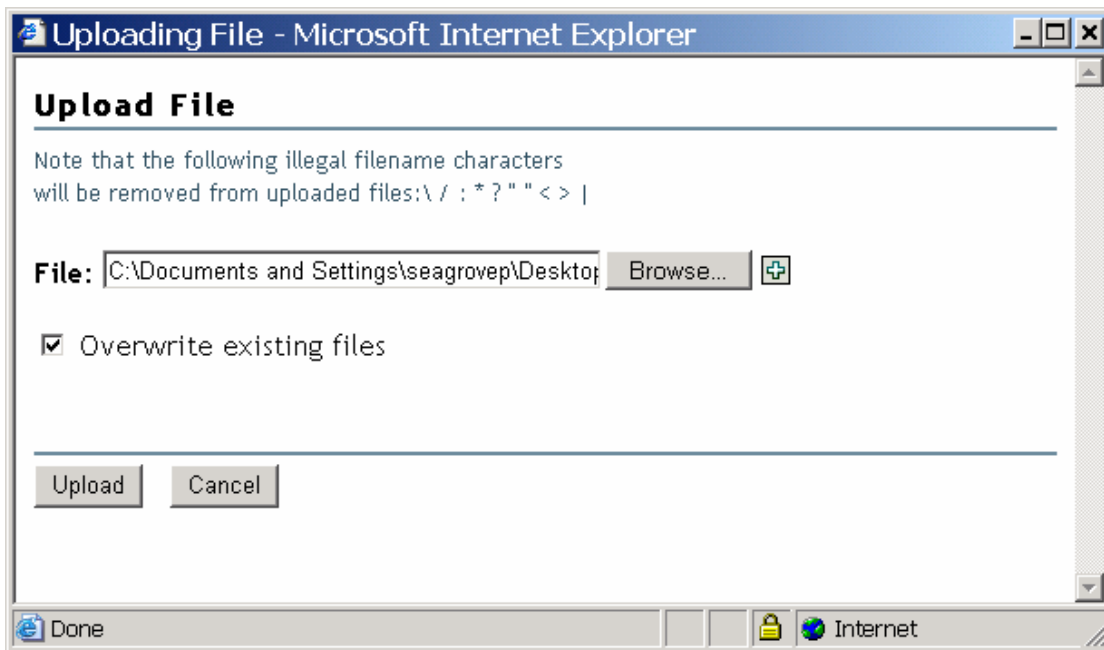
After you click on “Upload,” the “Upload File” screen will appear. Use the “Browse” button on the right side of the screen to browse to the folder on your local hard drive that contains the file you want to upload.



Clicking on "Browse" brings up the "Choose file" screen, so that you may tell the system which file you want to upload. When you find the file, click once on the file and press "Open" in the the lower right-hand corner.



The “Upload File” screen will reappear. The path to the file on the local hard drive displays in the box labeled “File.” Make sure there is a check in the box labeled “Overwrite existing files.” Also, double-check that the NetStorage folder where you want to save the file is open. If everything is in place, click “Upload” and your file will move to the NetStorage folder.



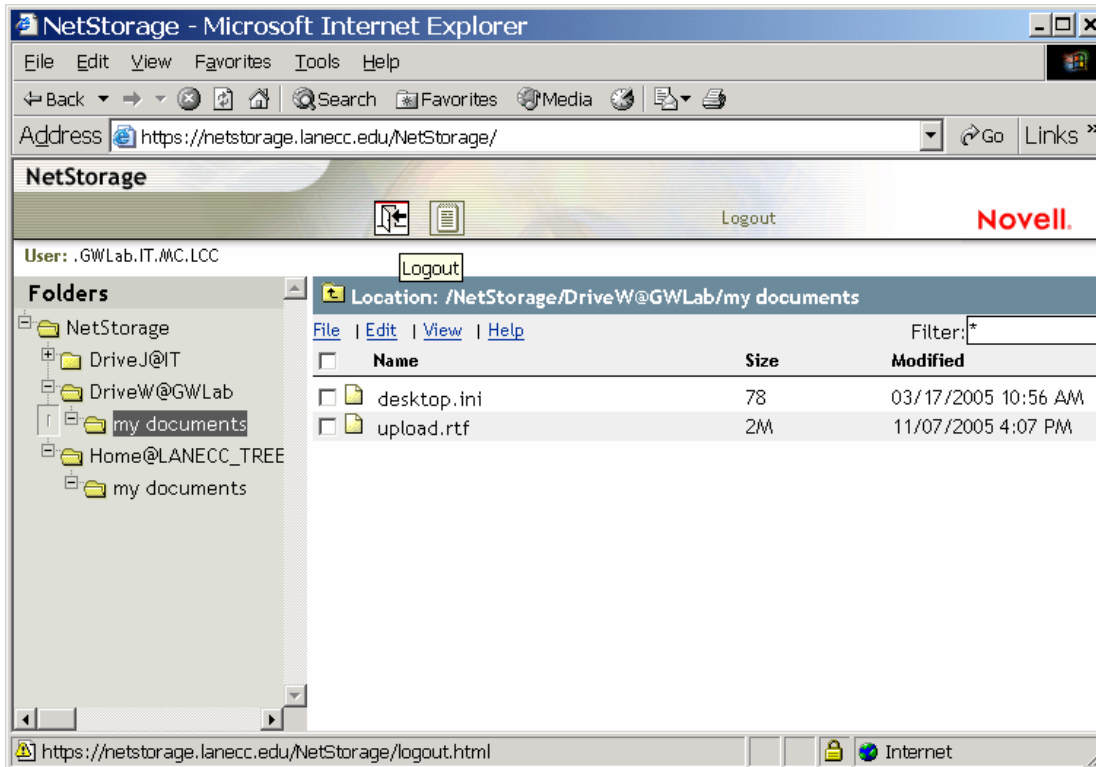
Again, the amount of time required for the file to upload depends on the size of the file and the speed of the internet connection. So, if you have a large file and/or if the network connection is slow, expect the upload to take a while.

Other NetStorage Commands for Working with Files

What has been written so far is a basic primer for uploading and downloading files between a PC and NetStorage. When you work with the basic download and upload menus, you will notice other commands. To find out how to use these commands and expand your knowledge of NetStorage, go to the Help menu.

Logging Out of NetStorage

When you have completed all your work requiring a connection to NetStorage, look for the icon of a door with an arrow at the top of the page. When you move your mouse over it, the word “Logout” will appear. Click on the icon to log out of your NetStorage session.



The last screen is the logout screen confirming the end of your NetStorage session. As the instructions on the screen say, please close your browser. Otherwise, someone can click back into your NetStorage session using the browse arrow at the top.

