

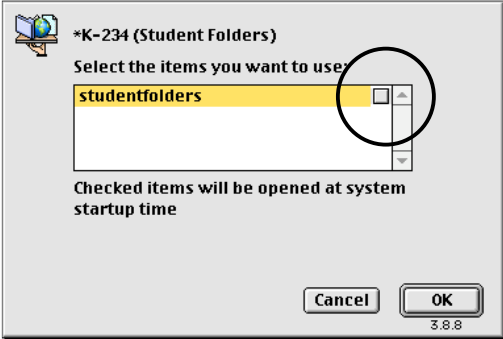

Step-by-Step

Accessing a server and other WWW-based storage

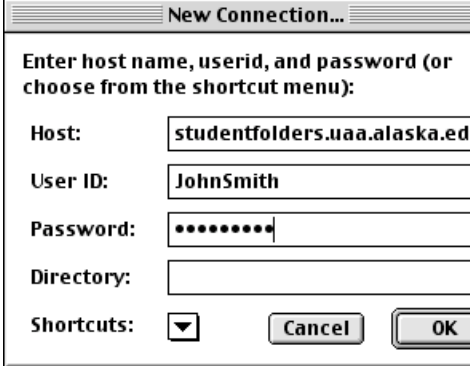
Your program may set up a file server so that you can access your personal files from off-campus as well as in the Computer Lab. Here are instructions on how to use AppleShare for within a computer lab and FTP (File Transfer Protocol) using Fetch for outside of the lab.

Using AppleShare (Macintosh System 9)

*For more detailed information, please see: Step-By-Step: Setting up File Sharing on a Macintosh with System 9.x

1. Open up the **Chooser** under the **Apple Menu**.
2. When the window appears, select the **AppleShare** icon in the left side of the window and AppleShare servers will appear in the right side of the window.
3. To access the student folders in a Computer Lab, select the AppleShare server with the name provided by your program and double click on it.
4. A new window will appear for you to type in your username and password. Your username is assigned by your program.
5. After typing in your password (also case sensitive), click **Connect** and a new window will appear. Click on that folder and Click **OK**. **Do not click** inside the small box.
6. Close the Chooser window and you will notice that a new icon appears on the desktop that looks like another hard disk drive. Open that drive, find the folder with your name, and double-click on the folder. You should set up additional folders inside to store your files.

Using Fetch 3.x

1. Open up the Fetch program and a window will appear. You will need to fill out the Host, User ID, and password.
2. You will be provided with the host name (shown here as **studentfolders.uaa.alaska.edu...** your program will provide you with the appropriate name) but you will need to enter your own User ID, which is also provided by your program. Your password is usually the same password that you use within the lab while file sharing to your personal folder.
3. After clicking the **OK** button, a new window will appear showing the files that are located in your folder on the server. Double-click on a folder to see the files inside.
4. To place files into your folder you need to click and drag the file from your computer to the Fetch window and drop it. It will then automatically upload your folder to the server. (or use **Put File...**)
5. To retrieve files simply click on the file(s) in the Fetch window and drag and drop to your desktop. They will automatically start downloading to your computer and will shortly appear on your desktop (or use **Get File...**).

WEB BASED STORAGE

There are a few web sites that give your free storage space on their servers that is accessible via the Internet (most free web storage was discontinued in 2001). The remaining free web based storage companies are listed at: <http://www.freewebspace.net/guide/diskstorage.shtml>

Yahoo Briefcase (at <http://yahoo.com>) allows 25MB of file storage and can be configured to appear as a Y: Drive on a Windows computer.

Apple Computer's iDisk service, which was free until September 2002, is now a subscription service called .Mac, providing 100 MB of online storage.