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**G Drive – Remote Access - Vista**

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## Introduction

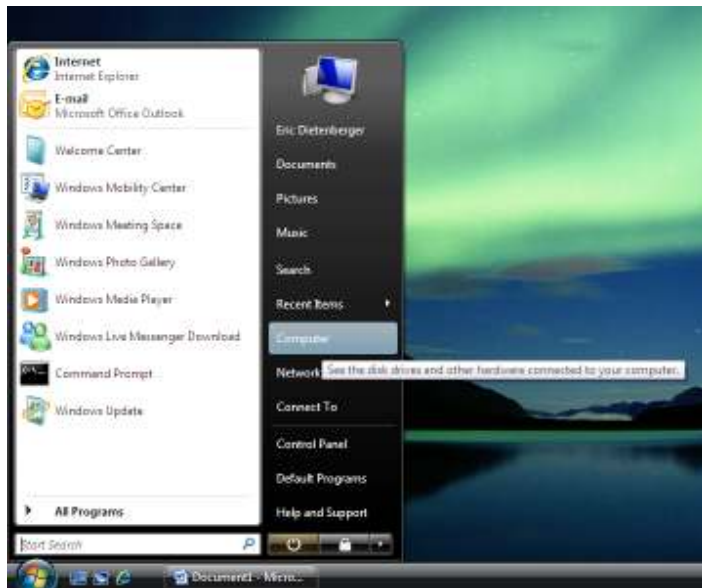
The purpose of this document is to provide information on accessing the SBA G Drive using the Internet. The technique used to accomplish this uses a technology known as WebDAV (Web Distributed Authoring and Versioning). WebDAV is an industry standard technique that is implemented in many operating systems (For more information see [www.webdav.org](http://www.webdav.org) ). It was designed to make it possible to share and exchange documents over the Web. In order to use the techniques described in this paper **you must be running Windows Vista.**

Before you begin – you must install the following update:

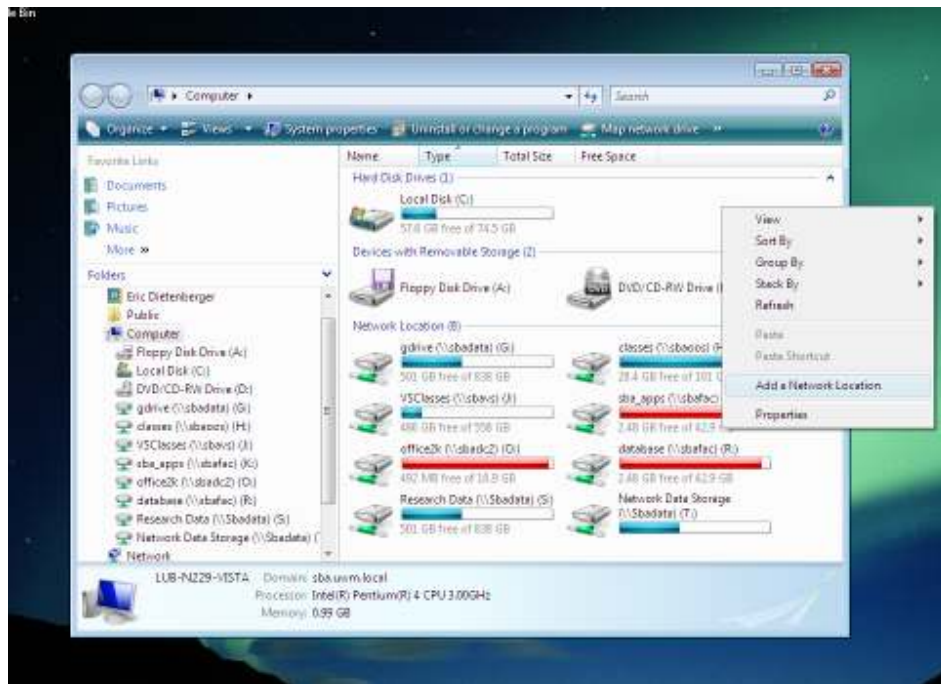
<http://www.microsoft.com/downloads/details.aspx?FamilyId=17C36612-632E-4C04-9382-987622ED1D64&displaylang=en>

## Step One – Network Location

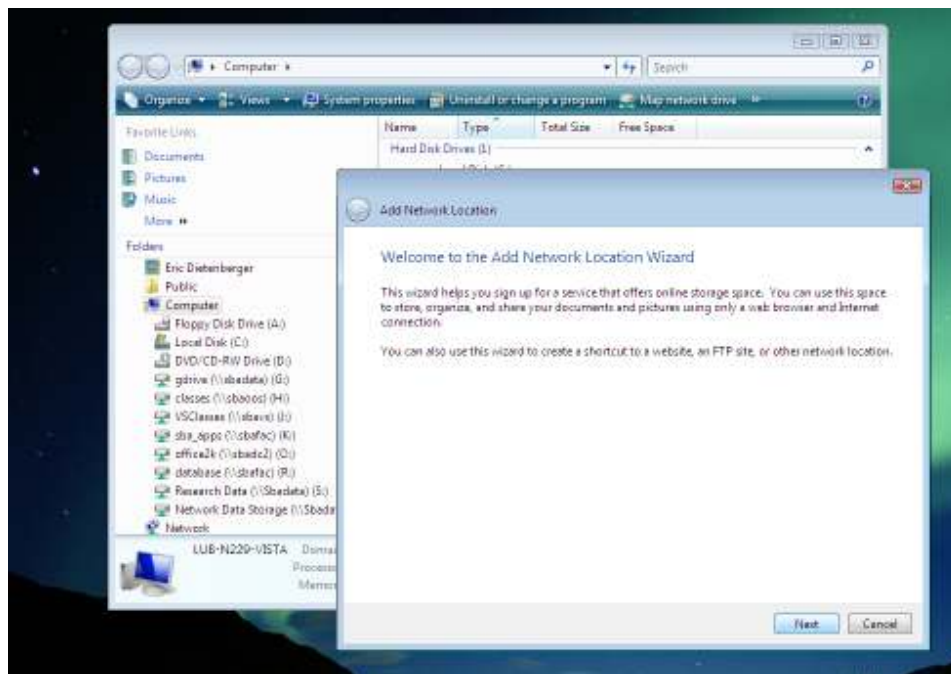
- ✚ Click on the windows logo to open you start menu.
- ✚ Click on Computer.



- Right click in the white space in the right pane.



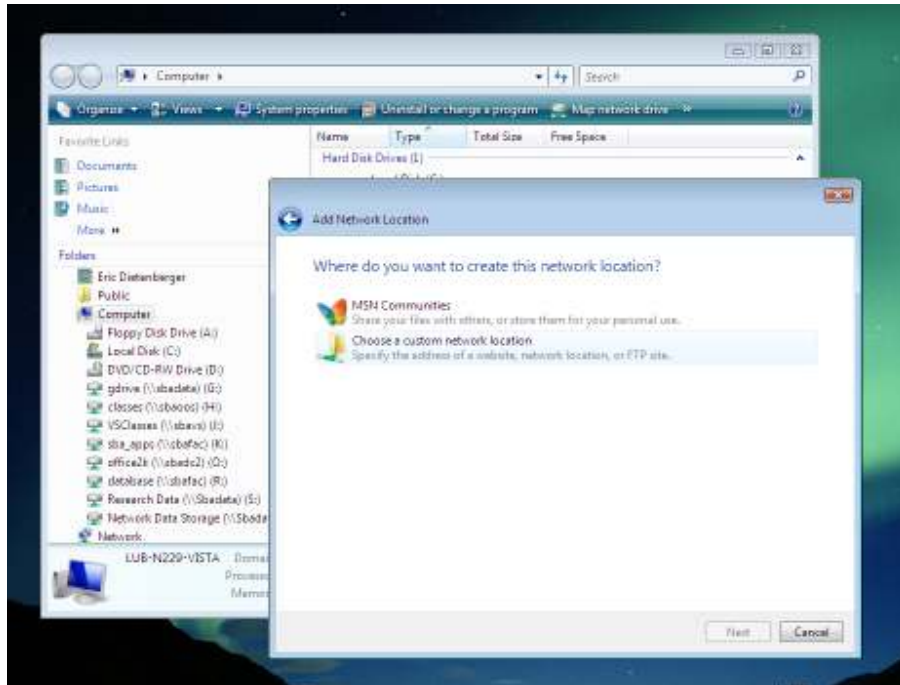
- Click on Add a Network Location – you should see the following.



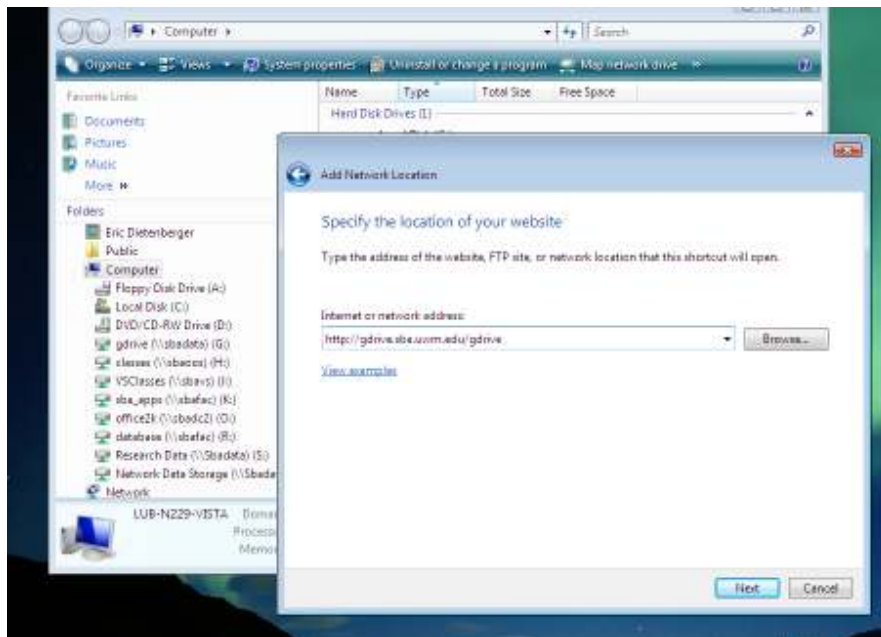
- Click on Next

## Step Two – Location

- Click on Choose a custom network location.



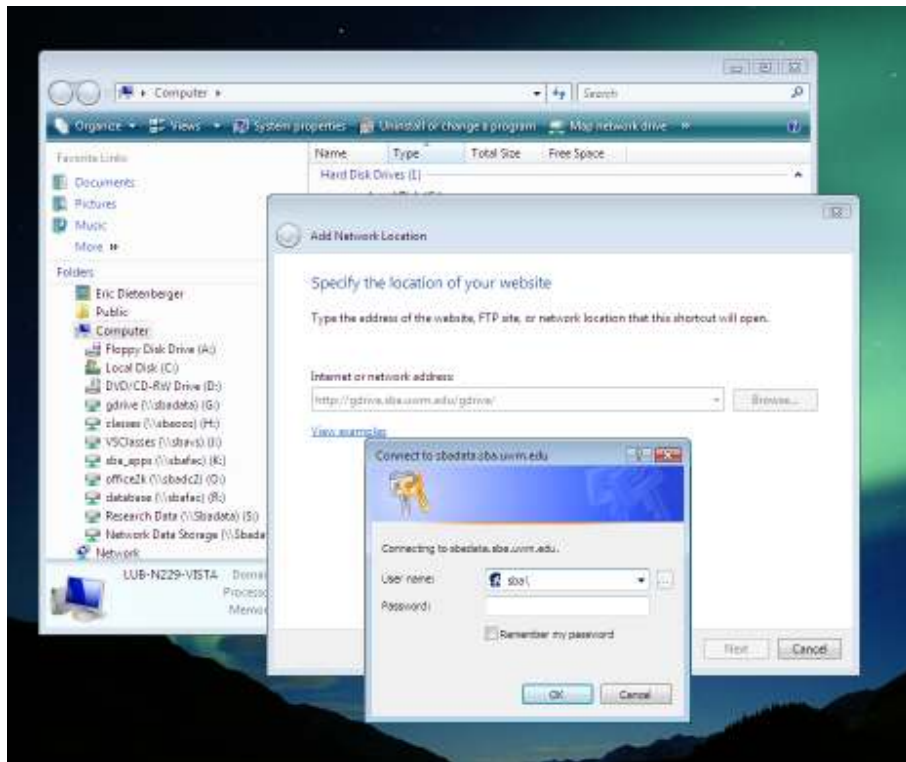
- Type in the following: <http://gdrive.sba.uwm.edu/gdrive>



- Click on Next.

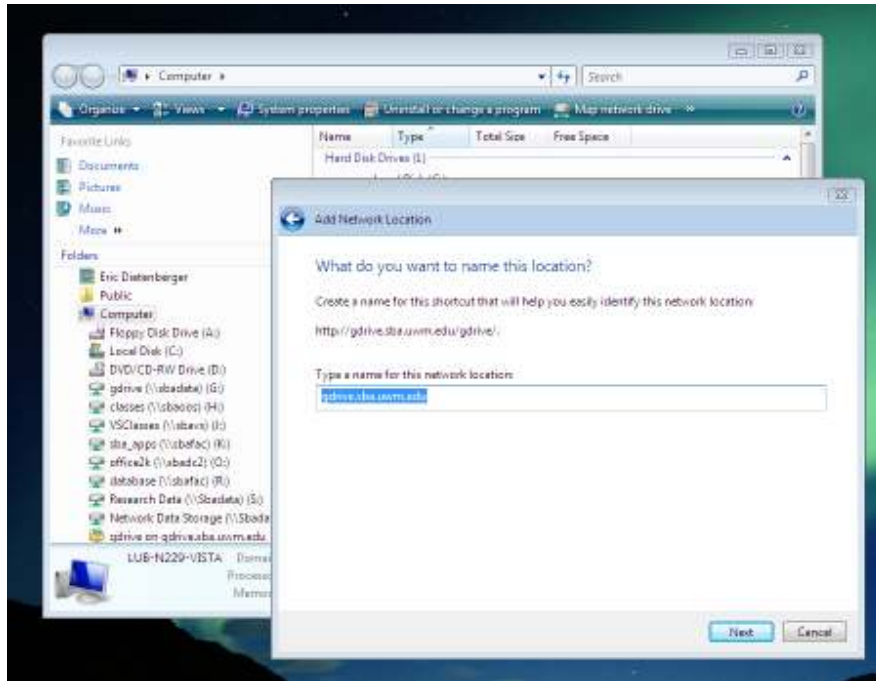
### Step Three – Authentication

- At this point you need to enter your SBA userid and password. The user id should be prefixed with “sba\”. For example if your userid is efudd, then enter “sba\efudd” (without the quotes) as in the example. You may check or uncheck the “Remember my password” box as desired. Click on OK.
- Note: You may be asked to enter your password twice.

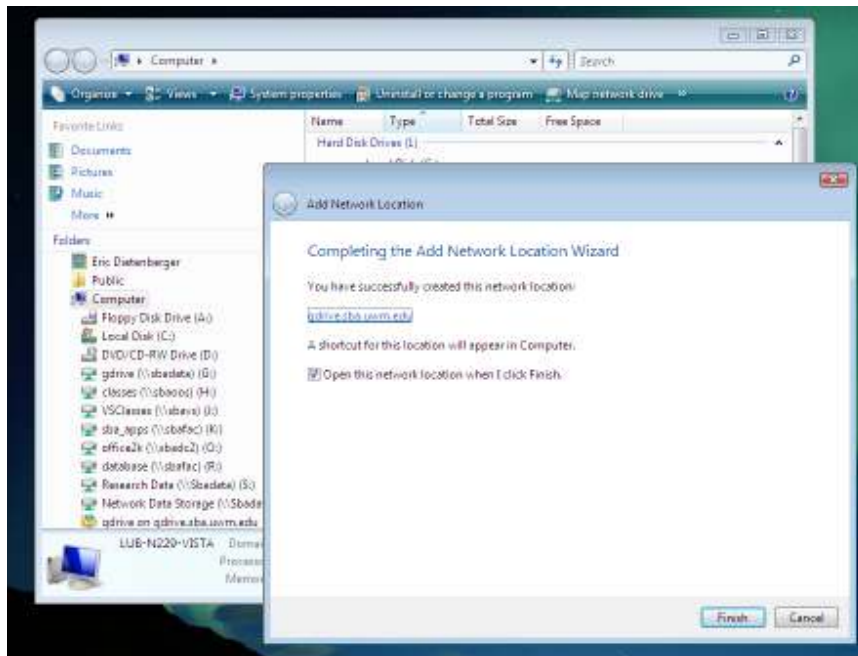


## Step Four – Connecting

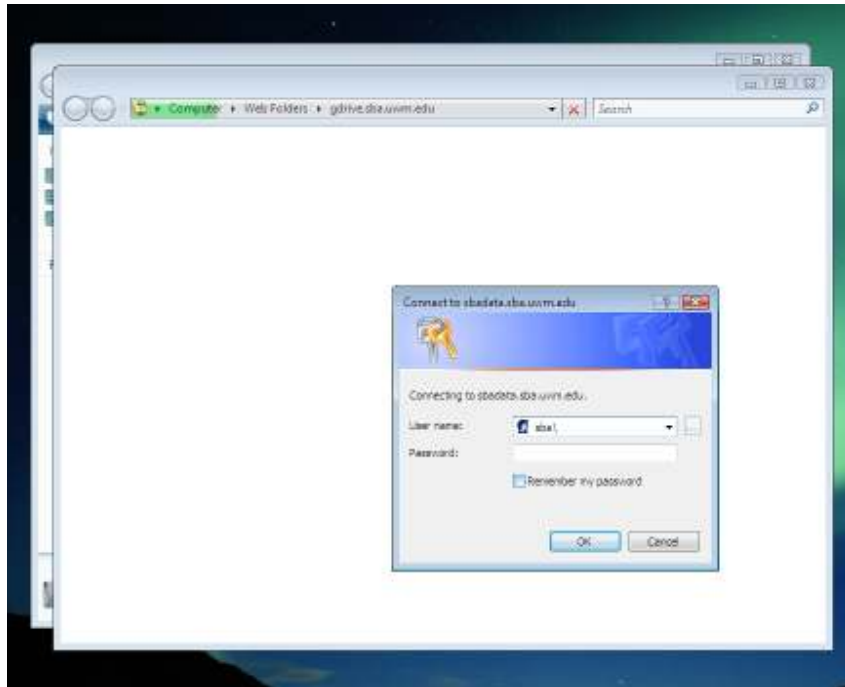
- You can call the Network Location anything you want.



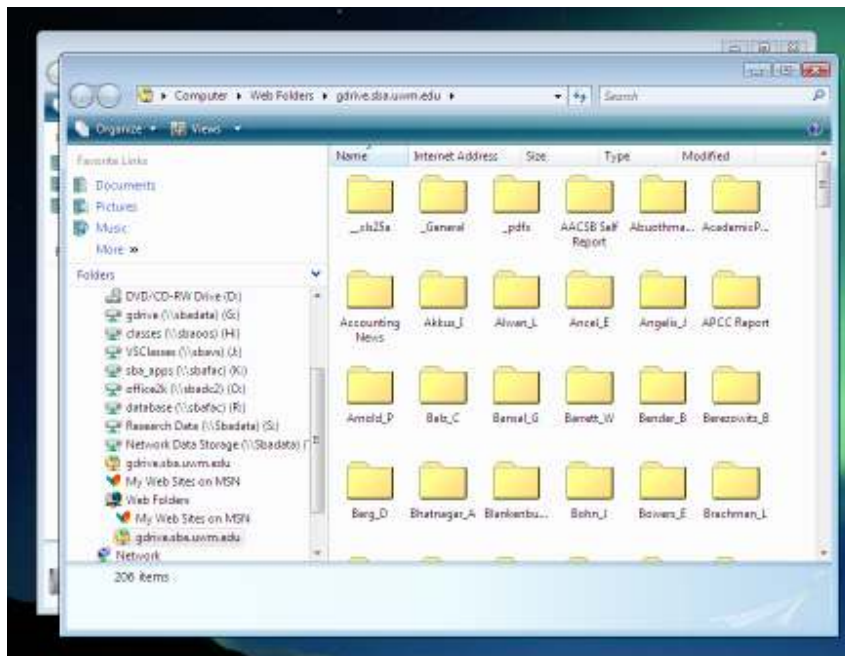
- Click on next and you will get one screen similar to the following:



- Click on Finish and you are done – simply re-authenticate.

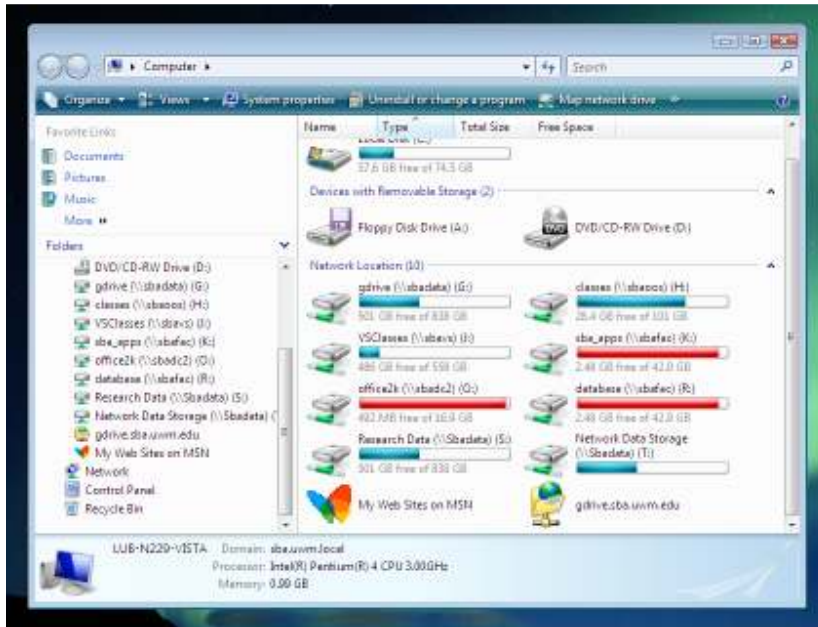


- You will then see the G Drive folders.



## Step Five – Using

A Network place can be used through a Windows Explorer interface just as you would a local drive or folder. Simply open Network Places, click on the name of the Network place that you created in the steps above (If you have logged off, you may need to re-enter your userid and password) and you will see an display similar to the following



You can copy, create, delete, rename files/folders just as you would in Windows Explorer.

Many applications can save files directly to a network place. For example, from an Microsoft Office application, you can if you click on Save, you can select “Network Places” and then select the name that you assigned to your Network Place and store the file directly. Other applications such as Notepad cannot save directly to a Network Location. However, you may notice that saving directly from applications requires you to re-enter you userid and password multiple times. To avoid this simply use the explorer interface to copy, move, rename and delete files. It may take a little experimentation to find the best method of operation.

Finally be aware that while Network Location makes it look like you have a local folder, you are still subject to the limitations of your network link’s speed. In other words, if you try and copy/save a large file using a dial up connection, it will still take a long time.

## General Notes

- ✚ This procedure may not work through all firewalls. The fact that it uses standard HTTP decreases the chances of problems due to firewalls. If you are having problems, however, you should try to temporarily disable your firewall to see if that corrects the problem.
- ✚ Network places are stored in a User's profile. There is no equivalent of the "All Users" concept for Network Location. Therefore if you have multiple users on your computer, you will need to define Network Location for each user individually.