

Chittenden Central Supervisory Union  
NetStorage - User Guide

If you are already familiar with how to use NetStorage then the links are:

**NetStorage URL:**

<http://files.ccsuvt.org/netstorage>

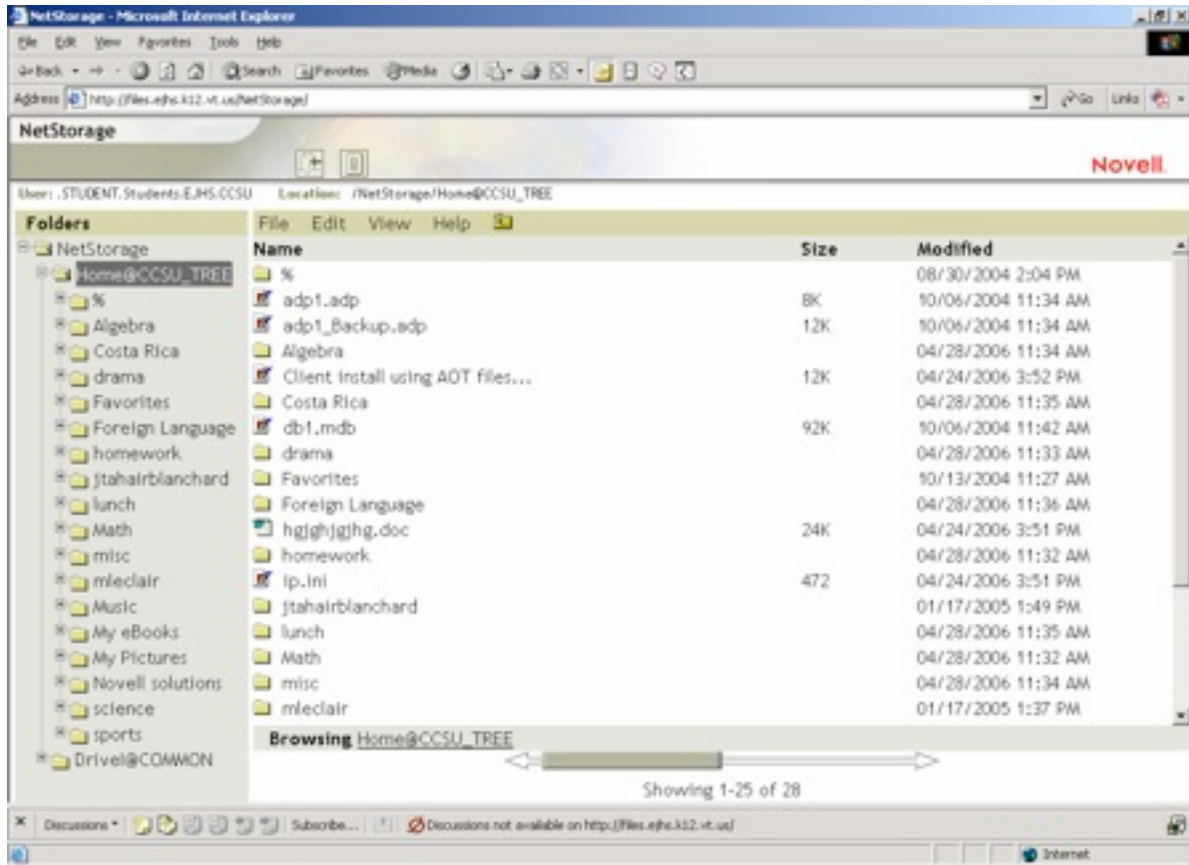
If you want an encrypted connection then use the following URL: (You may be asked to accept a certificate which you must accept for the encrypted connection. Also this connection will tend to be a bit slower.) <https://files.ccsuvt.org/netstorage>

Using NetStorage from a Computer Outside of ESSEX HIGHSCHOOL/CTE  
(Netstorage will also work for users at Summit and Westford) (January, 2006)

Here is a short guide on using NetStorage from a computer outside of ESSEX HIGH SCHOOL/CTE. NetStorage allows you to access any files that you have rights to on the ESSEX HIGH SCHOOL/CTE network. **Note:** If you have problems using Netstorage it might be due to your Internet browser (some versions of Netscape and AOL do not work properly). At this time Internet Explorer and Firefox browsers work with Netstorage. If you have another browser and experience problems, install Internet Explorer or Firefox. After installing the new browser, go online the way you normally do, then once you are connected to the Internet minimize the old browser window and run Internet Explorer or Firefox.

**To access NetStorage:**

1. A window may appear with a "Security Alert" message, if so, click the **Yes** button.
2. Login using the same username and password that you use to log into the network at school
3. After typing a password and clicking OK, a new window will appear with two columns.



### Navigating within the NetStorage browser screen:

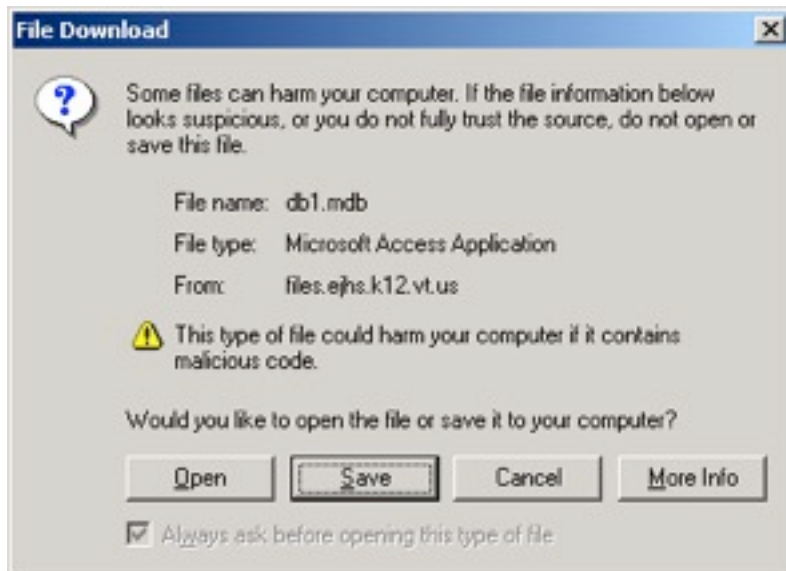
EThe left column shows drives and folders that match those that you would see if you logged in at school.

EThe right column shows folders and files and this is the column where you will manage files.

EAt the bottom of the right column is a horizontal arrow that can be used to move up and down the list of files or folders. If you click on the ends of the arrow it will page up or down. You can also drag the cursor to move up and down. Note that in the right column, you have to scroll to see all of the files and folders before paging down with the horizontal arrow.

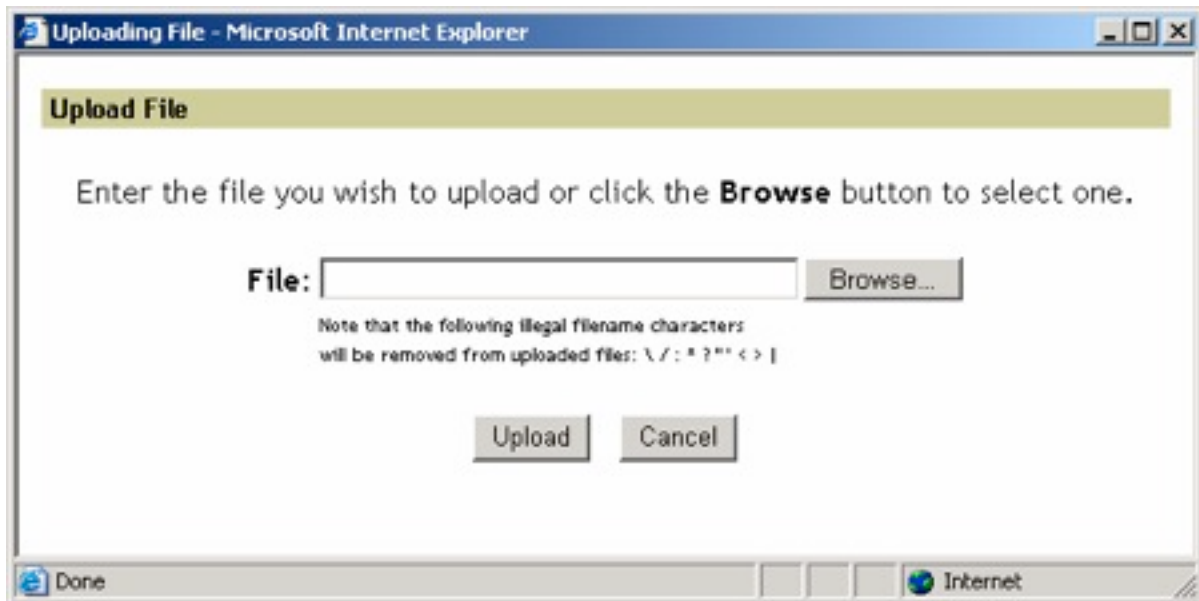
## 1. Download (copy files FROM ESSEX HIGH SCHOOL/CTE):

- In the Netstorage left hand column SINGLE click on the area of the network that you want to use (such as your F: drive). Keep clicking on folders in the LEFT hand column until you find a file to download in the right sided column.
- RIGHT mouse click on the file you wish to download.
- From a drop-down menu click on **Download for Viewing....**
- A window will appear asking you to open or save the file, make sure the **Save to Disk** option is chosen (DO NOT OPEN THE FILE) then click **OK**.
- The file will automatically be saved to the location that you have chosen where it can be opened and worked on.
- Note that the transfer time of the download will be as fast as your Internet connection.

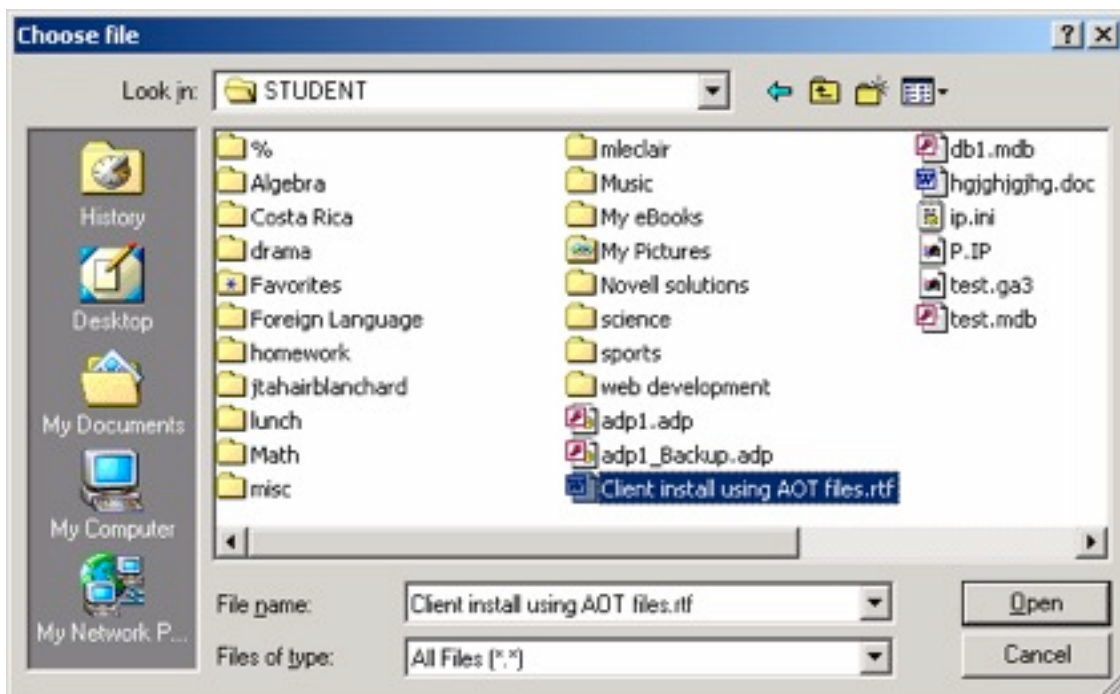


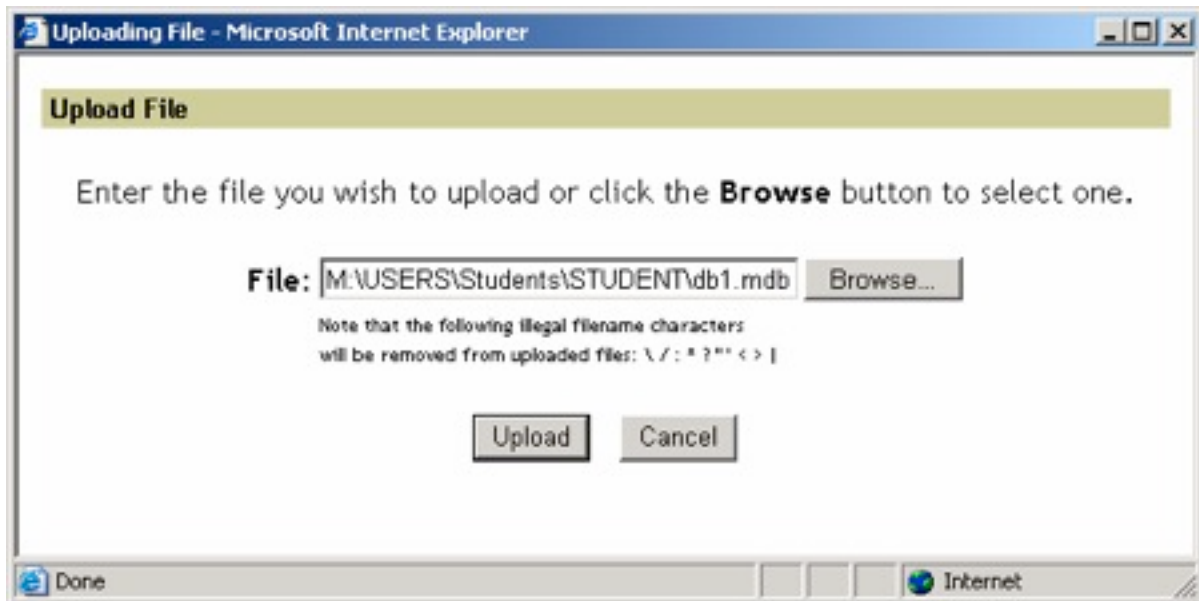
## 2. Upload (copy file TO ESSEX HIGH SCHOOL/CTE):

- First, make sure that the folder in Netstorage where you want the file copied to is showing in your browser window.
- Click on the Netstorage pull down menu **File** (in the brownish gold menu bar).
- Click on **Upload**.
- A new window will appear, click on the **Browse** button.



- A file management window will appear, choose the file to move (such as from your Desktop).



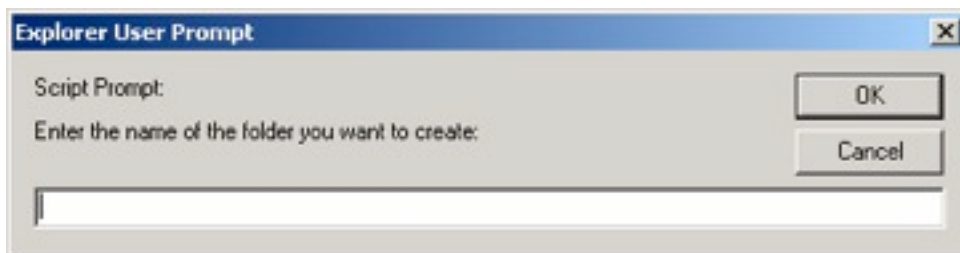


- Lastly, click the **Upload** button.

### **Creating or deleting a folder:**

ENavigate to where you want to create the folder in the left pane.

EClick on file-new folder and you will be prompted for a name, enter the name of the new folder.



EA window will appear that says please wait, when done it will disappear and the folder will be there in alphabetical order.

### **Additional Menu Choices**

EIf you select files or folders in the right pane, then either right mouse click or click on the top menu you will have other choices such as copy, move, and rename.

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