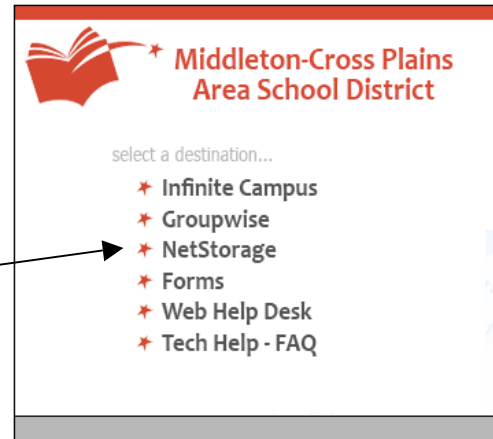


## Using Netstorage

1. Open up your Internet browser (Safari, Camino, Internet Explorer, Firefox) and type in:  
<https://webaccess.mcpasd.k12.wi.us/>
2. This window to the right shows up. Click on **NetStorage**.



3. You will then be asked to insert your credentials to log in. This Username and Password are the same ones you use to access GroupWise or to log in to your directory while at school.
4. Click on the OK button to log in

Enter username and password for "ROOT" at https://webaccess.mcpasd.k12.wi.us

Username:

Password:

Store this password in the Keychain

Cancel OK

5. You can select one of two views. The one directly below is the **Folder View**. **Click here to go to Text View**

NetStorage

User: .JeffW.Staff.KMS.MCPASD

Location: /NetStorage

File | Edit | View | Help

Name	Size	Modified
DriveH@JEFFW	0	01/11/2001 10:02 AM
DriveR@DROP BOX	0	02/21/2008 1:24 PM
DriveS@SHARED	0	02/21/2008 1:14 PM

This is the **text view**.

**Click here to go to Folder View.**

NetStorage

Folder View Show Deleted Files Logout Help

Name	Size	Modified
<u>DriveH@JEFFW</u>	0	01/11/2001 10:02 AM
<u>DriveR@DROP BOX</u>	0	02/21/2008 1:24 PM
<u>DriveS@SHARED</u>	0	02/21/2008 1:14 PM

6. Click on DriveH@Your\_Login\_Name to gain access to your directory.

**NetStorage** (This is in Text View)

<a href="#">Folder View</a> <a href="#">New Folder</a> <a href="#">Upload...</a> <a href="#">Parent Directory</a> <a href="#">Show Deleted Files</a> <a href="#">Logout</a> <a href="#">Help</a>			
Name		Size	Modified
<input type="radio"/> <a href="#">_AW-Word Conversions</a>		0	02/21/2008 4:39 PM
<input type="radio"/> <a href="#">_2007- 2008 Repair Log.pages</a>		0	02/21/2008 4:39 PM
<input type="radio"/> <a href="#">Apple DVD Player Files</a>		0	02/21/2008 4:40 PM
<input type="radio"/> <a href="#">Essential Skills SE</a>		0	02/21/2008 4:40 PM
<input type="radio"/> <a href="#">Essential Skills Updater</a>		0	02/29/2008 11:41 AM
<input type="radio"/> <a href="#">Firmware Password Utility.app</a>		0	02/21/2008 4:41 PM
<input type="radio"/> <a href="#">FoolProof Installs</a>		0	04/30/2008 8:02 AM
<input type="radio"/> <a href="#">MS Office Files</a>		0	02/21/2008 4:41 PM
<input type="radio"/> <a href="#">PC update server application</a>		0	02/21/2008 4:41 PM
<input type="radio"/> <a href="#">Serial Numbers.pages</a>		0	02/21/2008 4:41 PM
<input type="radio"/> <a href="#">_2007-2008 Imaging Notes.doc</a>	<a href="#">Download...</a>	24K	10/03/2007 2:45 PM
<input type="radio"/> <a href="#">.DS_Store</a>	<a href="#">Download...</a>	21K	04/30/2008 8:14 AM
<input type="radio"/> <a href="#">07-08 Summer Tech note.cwk</a>	<a href="#">Download...</a>	36K	08/20/2007 6:52 PM
<input type="radio"/> <a href="#">2007-08 Calendar of Observances.pdf</a>	<a href="#">Download...</a>	72K	10/09/2007 5:15 PM
<input type="radio"/> <a href="#">District Printers</a>	<a href="#">Download...</a>	44K	10/04/2007 7:36 AM
<input type="radio"/> <a href="#">funny school stories.pdf</a>	<a href="#">Download...</a>	44K	04/30/2008 8:14 AM

7. Folders are listed first, followed by downloadable files. If you click on a folder, it will open up and show files or any additional folders inside.
8. Clicking on the Download link to the right of a file name will download that file to your computer and open up the file (assuming you have the appropriate application installed.)
9. Once you have completed work on a file, you will need to upload it to your directory if you want to keep the most current version there. Click on the Upload... button, When the Upload File window opens, click on the Browse... button to navigate to where your edited file is. Select the file and check whether you want to overwrite existing files. Click the Upload button to begin the process.

### Upload File

Note that the following illegal filename characters will be removed from uploaded files: \ / : \* ? " ' < > |

File:

Overwrite existing files

**Note: Netstorage is not a backup for your home files, but a means to access your MCPStaff home directory files away from school. MCPStaff remains the warehouse For your school-only files.**