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How To Configure WebDAV

This page will tell you how to configure WebDAV to upload your files

STEP 1:

First step is to login to Wallace Online 4. Once logged in, then you should see a button at the top of the page that says WebDAV info. Click this button.

[Bookmarks](#) | [Global calendar](#) | [Password settings](#) | [Preferences](#) | [WebDAV info](#) | [Course functions](#)

STEP 2:

Find the course you want to set up the WebDAV for and highlight the Course Files for that course starting at http://.

Course files: <http://www.wallaceonline.com:80/dav/troubleshooting/>

STEP 3:

After you have have this highlighted, you need to copy the text. Either right click the highlighted text and say copy, go to the edit menu --> Copy, or use the shortcut CTRL+C,



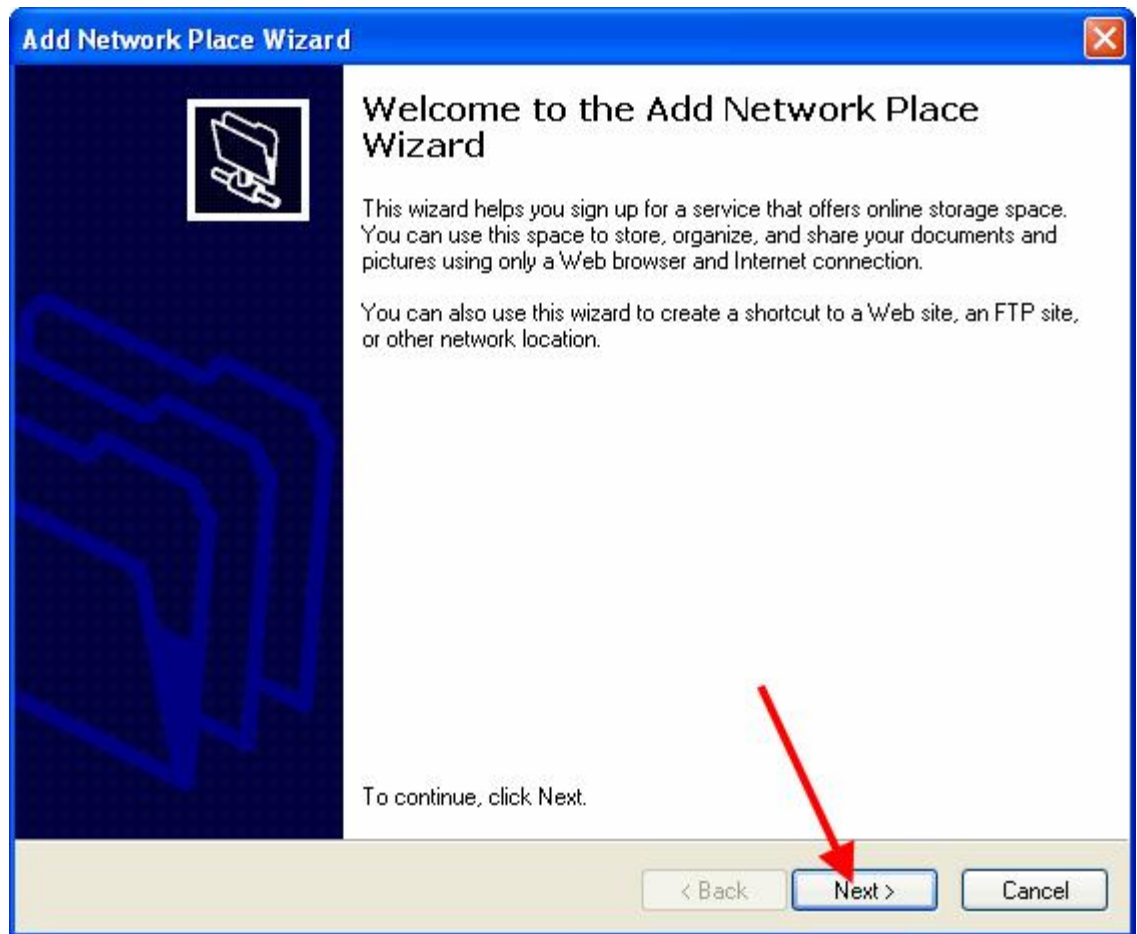
STEP 4:

Minimize all your windows that are open. Find the My Network Places icon either on your desktop or on your Start Menu.

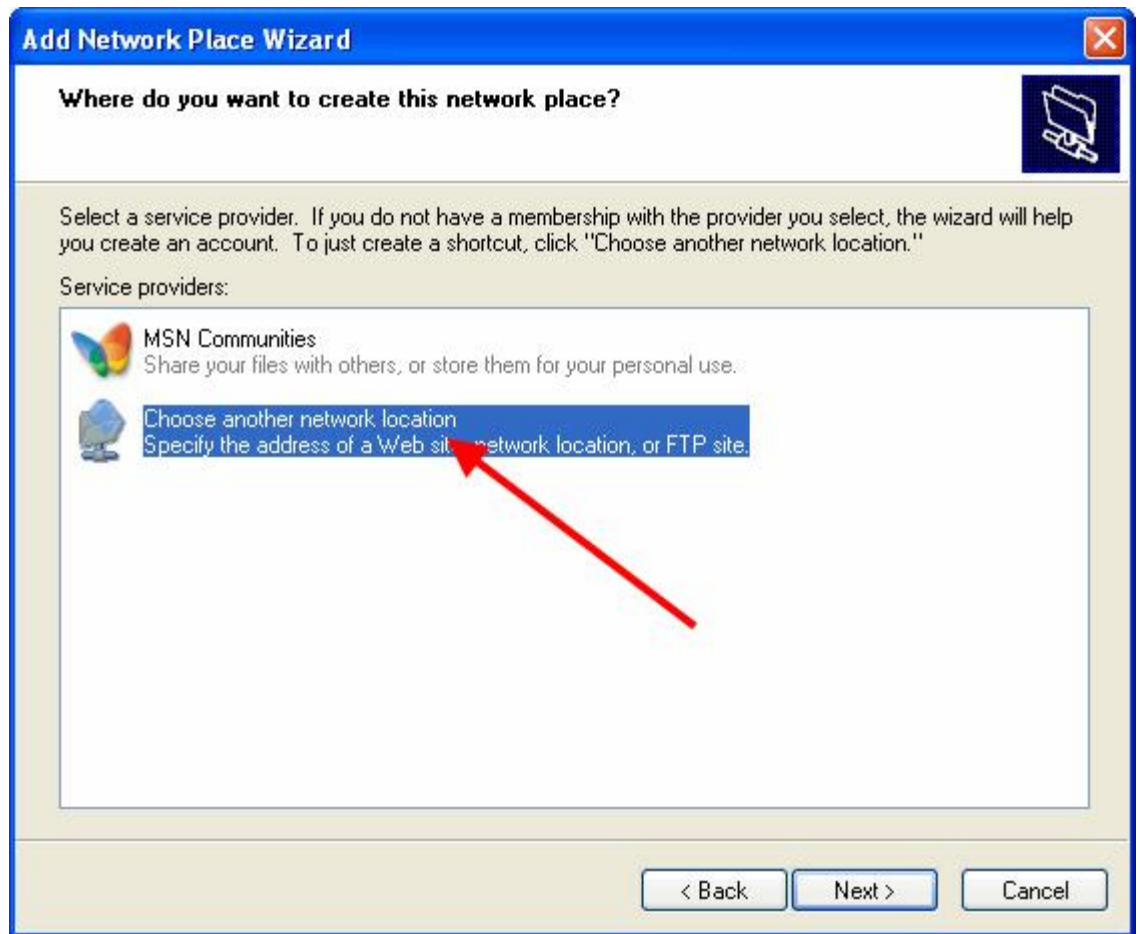
**STEP 5:**

When you open the My Network Places window, on the left side you will notice a link that says Add a network place. Click it.



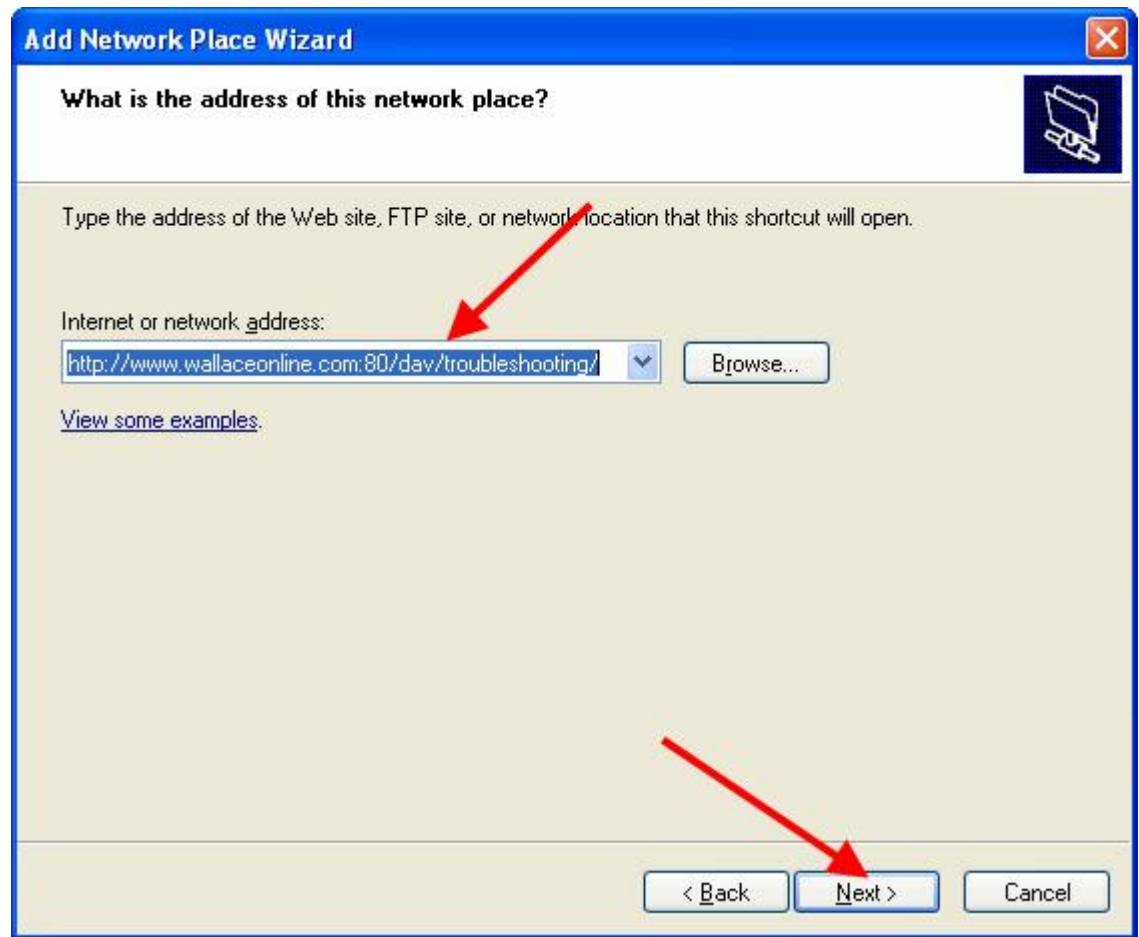
STEP 6:**Click next on the Welcome window.**

STEP 7:
Choose the option of "Choose another network location."



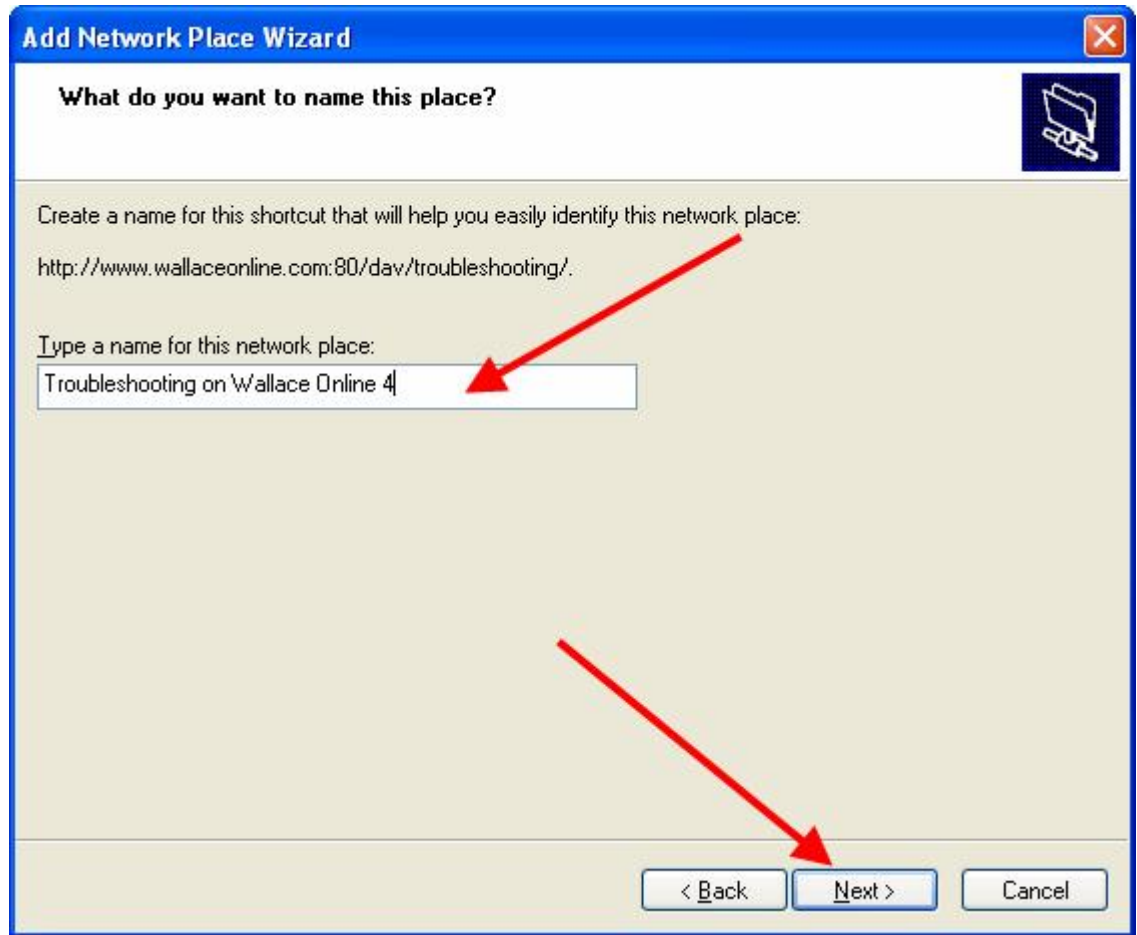
STEP 8:

In the box where it says Internet or network address, you need to paste the address that you copied earlier from Wallace Online 4. To do this either right click in the white box and say paste or use the shortcut CTRL+V then click Next.



STEP 9:

It will ask you for a username and password. This is your Wallace Online 4 username and password. Once you supply this info you will be asked what you want the link to be named. You can type anything that will help you remember which link this is. Click Next.



STEP 10:

You have finished setting up your WebDAV. If you want to use this feature now, make sure the option to open folder now is selected and click finish. You will be asked for a username and password one more time. This is the same as the one before. Sometimes the username/password box gets hidden behind the folder window, so you might have to minimize that window. The first time was to show that you had authority to add the link. This time, is making sure you have the rights to open the folder.

