



Setting Up and Using WebDrive Information & Communication Technology

You can use WebDrive software to publish and manage files and folders on your Homefile from remote locations. WebDrive makes the files on Homefile appear as a local drive. In effect, when you are connected to your Homefile via WebDrive, it is just like working on your computer at work. You can use the familiar Windows Explorer or My Computer interface or any other file manager software to drag-and-drop, rename and delete files, and create and remove folders. Follow the steps below to install and configure WebDrive for Windows OS.

WebDrive is available as shareware and can be downloaded and used under the conditions described on the download site.

To download and install WebDrive for Windows OS on your home computer:

1. Go to the [PC World WebDrive Download page](#).
2. Follow the installation instructions provided by the site.
3. Save the download to your desktop.
4. On your desktop, double-click the WebDrive603.exe icon.
5. Follow the instructions provided by the installation wizard.

To configure WebDrive for Windows OS on your home computer:

1. Start WebDrive.
 - a. In Windows XP, click the **Start** button, select **All Programs**, and then select **WebDrive**.
 - b. In Windows 98/2000/Me, click the **Start** button, select **Programs**, and then select **WebDrive**.
2. In the **Site Name** text box, type: Homefile
3. In the **Site Address/URL** text box, type: `https://web3.txwes.edu:8080/[Your ID]/`
 - a. **Note:** Replace [Your ID] with your University User ID.
4. From the **Server Type** drop-down list, select **WebDAV**.
5. From the **Drive** drop-down list, select a drive letter that is not in use on your computer. We recommend "H:" so it will be the same as your work computer.
6. If you have a permanent Internet connection, such as Ethernet, DSL, or cable modem, place a check in the **Connect At Login/Startup** check box.
7. Clear the **Anonymous/Public Logon** check box.
8. In the **Username** text box, type your University User ID.
9. Clear the **Save Password** check box.
 - a. **Important:** Clearing the Save Password check box means you will be prompted to enter your password when logging on to WebDrive. This is recommended for security reasons.
10. Click the **Properties** button.
11. Select the **Cache** tab.
12. Place a check in the **Override Cache Settings for This Site** check box.
13. Clear the **Cache Files** check box.
14. Clear the **Cache Directory Listings** check box.
15. Place a check in each remaining check box.
16. In the **Expire Directory Listing After (X) Seconds** text box, type: 3
17. In the **Expire Files After (X) Seconds** text box, type: 3
18. Click **OK**.
19. Click the **Connect** button. A logon window will appear.
20. In the **Password** text box, type your university password.
21. Click **OK**.

To disable your Homefile connection: On the system tray, right-click the **WebDrive** icon, select your Homefile connection, and then select **Disconnect**.