

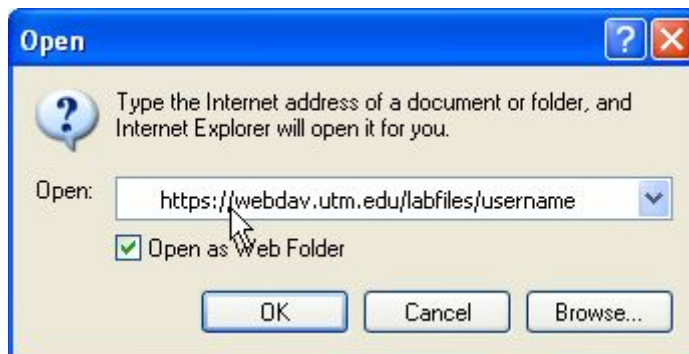
Accessing My Documents Outside of the Computer Labs

Documents that are saved to the My Documents folders in the computer labs are stored on a central server. IT Services has deployed a WebDAV service to provide access to those items from areas outside of the computers labs. Any WebDAV client that supports the SSL encryption (https) can be used to manage My Document files. This tutorial demonstrates the process using Internet Explorer on a Windows PC and the open as web folder option.

1. Open Internet Explorer.
2. Click on “File” and select “Open.”



3. In the “Open” dialog box, type the address associated with your “My Documents” directory. This will be of the format “https://webdav.utm.edu/labfiles/**username**”, where username is your myUTMartin username. After you have typed the correct address, click on the “Open as Web Folder” check box. You can then click “OK.”



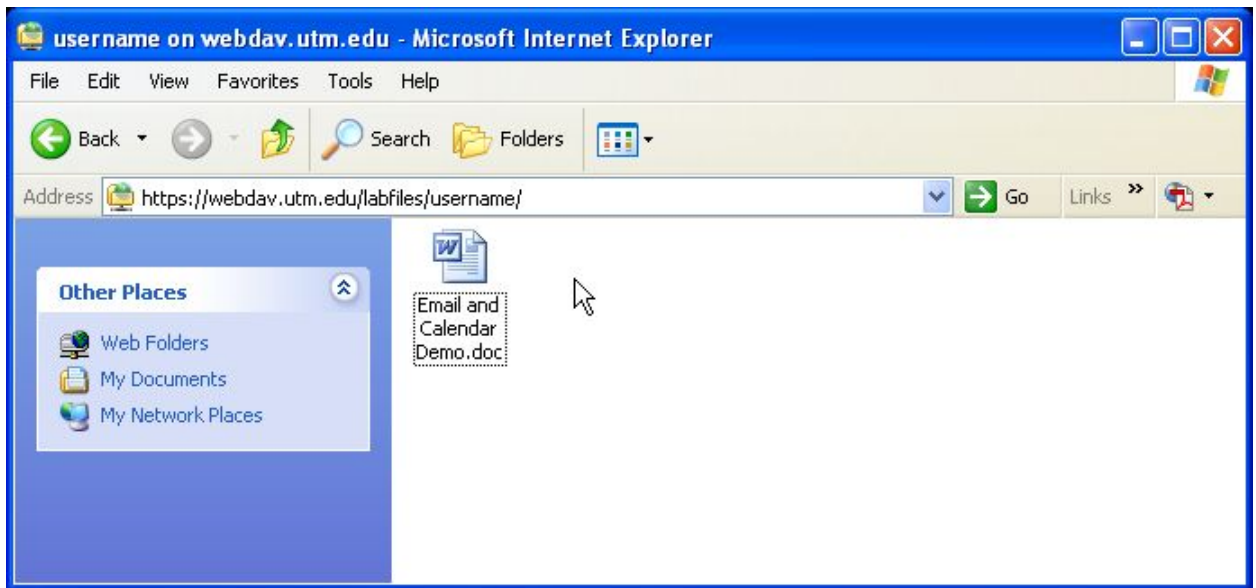
- Click “Yes” on the Security Alert window that may pop up.



- Enter the appropriate username and password information in the “Connect to webdav.utm.edu” window. The username in this window should be entered as “**username@utm.edu**” or “**mar-ut-lab\username**” where username is your myUTMartin login name. The password will be the same as your myUTMartin Portal or email password.



- You can then use “Copy/Paste” and drag-and-drop to move files to or from the folder. To avoid re-entering your username and password when editing an existing item, it is recommended that you copy the file to your computer. You can edit the file locally and then copy the revised version to the web folder.



Should you encounter any problems accessing your "My Documents" or have any questions, call the Helpdesk at 7900 from the dorms or at 731-881-7900 from off-campus.