

## ***Instruction to Access My Document Files from Dorm***

- Open internet browser
- Type the following in the address bar  
<https://webdav.utm.edu/labfiles/username>
- A box with this heading “Security Error: Domain Name Mismatch” will appear.
- Click the OK button to proceed
- Enter username as follows  
[Mar-ut-lab\username](#)
- Enter password
- Click OK
- A list of files from your My Documents folder should be listed
- Select “File>Open”.
- Type the address or Browse to find the file
- Make sure that “Open as WebFolder” is selected; otherwise the folder is read only.
- Click OK

Note: Where *username* is listed you will insert your own username.

*Call the HelpDesk if you should have any questions  
From the lab, pick up the phone and dial 9  
From the dorms, call 7900*