

Introduction

WebDAV (Web-based Distributed Authoring and Versioning) allows you to upload and download large files (over 200MB), multiple files, or folders of files to your lab files or web server site more easily.

The AnyClient web-based can be used on the web, regardless of operating system. It will not work with the default installation of Google Chrome.

Saving files directly to WebDAV (i.e., from within an application, such as Word, Excel, or Internet Explorer) does not work reliably. For best results, save the file to your computer first and then upload it to your site.

Note: Filenames that include certain characters cannot be accepted. If you have filenames that include any of these characters, you might consider changing the filenames so you can use AnyClient. The following characters cannot be accepted:

\ Back slash

/ Forward slash

? Question mark

* Asterisk

" Quotation mark

: Colon

< Less than

> Greater than

Hash mark

% Percent sign

= Equal sign

Web Access

To use the web-based version of AnyClient:

1. If you are using Google Chrome as your web browser, please use a different browser such as Internet Explorer, Firefox, or Safari for this particular applet. Click [here](#) to go to the [AnyClient Applet page](#).

2. If and when the security warning appears, click **Run**. On a Mac, choose **Trust the certificate** or **Allow**.
3. Continue to the instructions below for [Connecting to your site's Resources](#).

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Connecting to Your Site's Resources

Once you have AnyClient running, you will see two columns; the one on the left is your local system (likely your computer), and the one on the right is the remote system (likely a server).

To connect to your site's Resources:

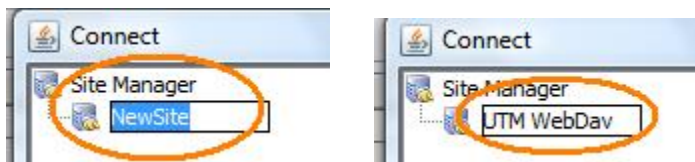
1. At the bottom of the page, click **Connect**.



2. In the bottom left corner of the **Connect** dialog box, click **New**.



3. A directory called `NewSite` will appear in the "Site Manager" column; you can give this a meaningful name such as `UTM WebDav` if you want to.



4. Under "General", click in the "Host" field, and enter a URL that points to the destination folder. This URL will depend on your role at UTM and what you are accessing. Here are some common examples for UTM folks:

- Students accessing their "My Documents" folder, enter the following URL, replacing `username` with your UTM username:
`https://webdav.utm.edu/labfiles/username`
- Students accessing their Web Server space, enter the following URL, replacing `username` with your UTM username: `https://webdav.utm.edu/students/username`

- Staff members accessing their Web Server space, enter the following URL, replacing `username` with your UTM username:
<https://webdav.utm.edu/staff/username>

- Fill in your UTM credentials in the "Username" and "Password" fields. Your complete username will depend on your role at UTM. Here are some common examples of complete usernames for UTM folks:

- Students** enter the following username, replacing `username` with your UTM username: `mar-ut-lab\username`
- Faculty** enter the following username, replacing `username` with your UTM username: `mar-ut-fac-01\username`
- Staff** enter the following username, replacing `username` with your UTM username: `mar-ut-staff-01\username`

- From the "Connection type" drop-down list, choose **webDAV**.

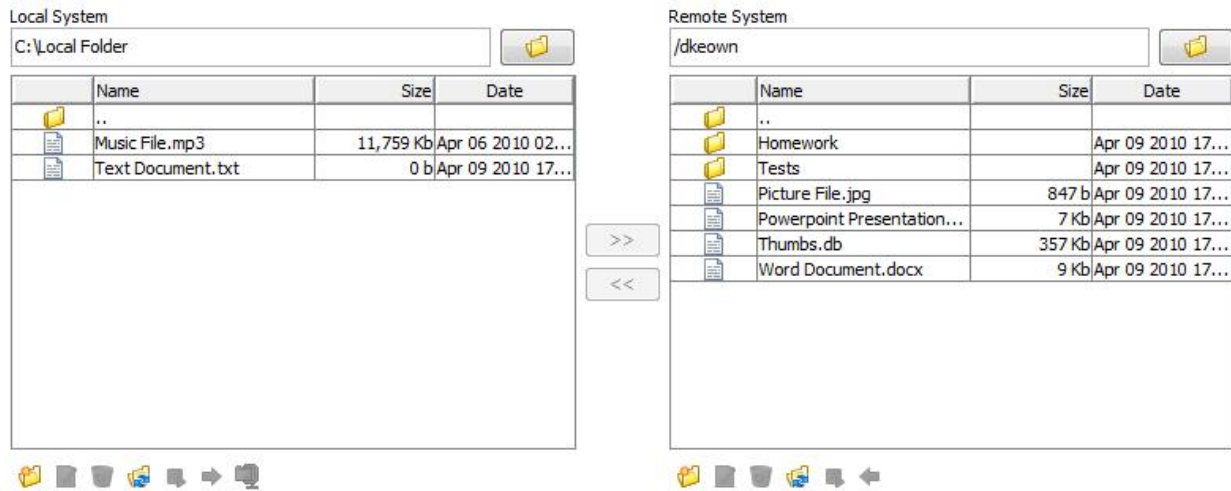
- Click **save** and **OK**.



8. Click **Connect**.



After a few seconds, the "Remote System" column on the right will display the files and folders in your lab files or web server site. Navigate into folders by double-clicking them. Click to select the file or folder you want to copy, and click the arrows (>> or <<) to copy it to the destination location. You can also drag and drop items if you wish.



When you have finished copying files, click **Disconnect**.

