

## How can I update my website?

Beginning in January 2006, the supported method for updating student and organization websites will be secure WebDAV. This type of access will allow drag-and-drop file transfer for site maintenance. It will utilize the same single-sign-on infrastructure that myUTMartin Portal and lab computers use. That means that the same username and password for those systems will also work with the new webpage system.

The specific steps for configuring a computer to access a site vary depending on operating system and Web design software. Instructions for a few scenarios follow.

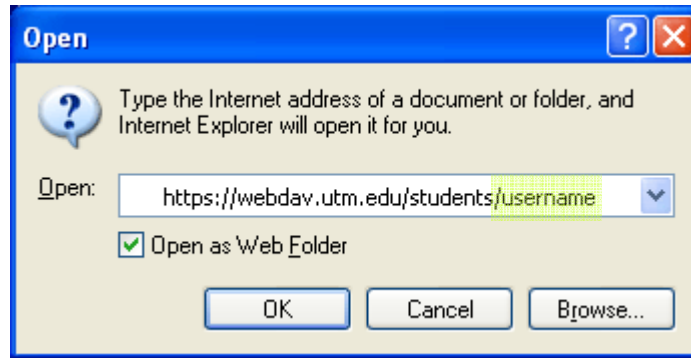
## Using Internet Explorer on a Windows PC

One method of gaining access to the web files is through the “Open as Web Folder” option. This is a quick way to get into your web directory and doesn’t create a permanent connection, thus you would have to complete each step every time you want to edit your site. Specific steps follow.

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



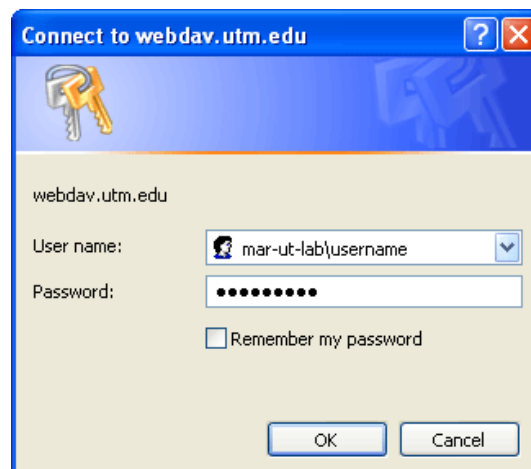
3. In the “Open” dialog box, type the address associated with your web directory. For student pages this will be of the format “https://webdav.utm.edu/students/**username**”, where username is your myUTMartin username. After you have typed the correct address, click on the “Open as Web Folder” check box. You can then click “OK.” Note: organizations can edit their pages at “https://webdav.utm.edu/organizations/orgusername”.



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



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



6. 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.

