



Accessing “Educlabs” Network Drive

Connecting to “Educlabs” using a Web Browser

1. Open an FTP capable web browser (e.g. Internet Explorer, Safari, Netscape).
2. Enter the following address in the URL/Address field (this is a text box near the top of the browser window; it usually has your current location entered: e.g. <http://www.uvic.ca/>):

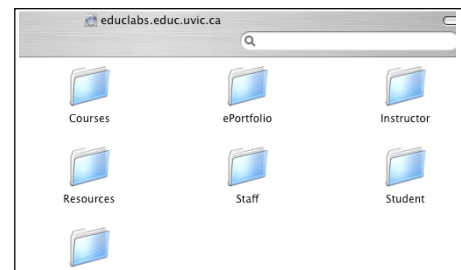
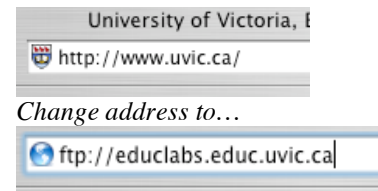
ftp://educulabs.educ.uvic.ca

3. Press the “Enter” (or “Return”) key on your keyboard.
4. In the dialog box that appears, enter the following:

username: **uvic\NetlinkID**

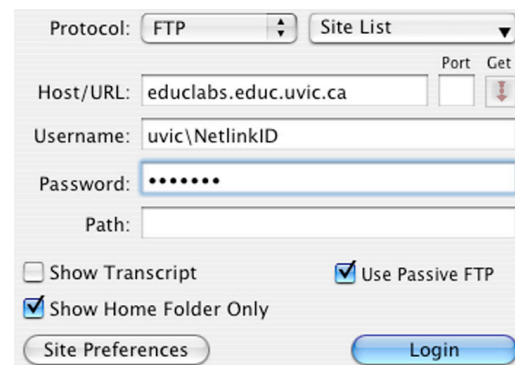
password: **your Netlink ID password**

5. Click the “Log On”/”OK” button.
6. The window should now display the folders available in the “Educlabs” network drive.



Connecting to “Educlabs” using any FTP (File Transfer Protocol) Program

1. Launch your FTP program.
2. Login using:
Host/Location: **educulabs.educ.uvic.ca**
Username: **uvic\NetlinkID**
Password: **your NetlinkID password**
3. Your FTP program window should now display the folders available in the “Educlabs” network drive.



FTP software and instructions for use are available from the UVic Helpdesk website at:

<http://helpdesk.uvic.ca/software/applications/ftp/ftp.html>

Accessing “EducLabs” Network Drive (cont.)

“Mapping” a network drive provides an easier to use interface and tighter security. Before mapping drives from off campus, you may need to login with a secure “VPN connection”. For more information on VPN security and how to download, install and configure the software, go to the UVic Computer Helpdesk site:

<http://helpdesk.uvic.ca/network/vpn>

“Mapping” the EducLabs network drive with Windows 2000/XP

1. Right click on “My Network Places”. Select “Map Network Drive...” from the menu.
2. In the box that opens:
 - Drive: Choose a drive letter, such as W:
 - Folder: **\\willow.educ.uvic.ca\educlabs**
3. Click “Connect using a different user name”.
4. Enter your Netlink ID and password:
User: **uvic\NetlinkID**
Password: **your Netlink ID password**
5. Click “OK”.
6. You will return to the first dialog box. Click the “Finish” button.
7. Open “My Computer.” The “EducLabs” network drive you selected above will be listed. Double-click “EducLabs” to open.
8. To disconnect, right-click on the “EducLabs” network drive and select “Disconnect”.

“Mapping” the EducLabs network drive with Mac OS X (any version)

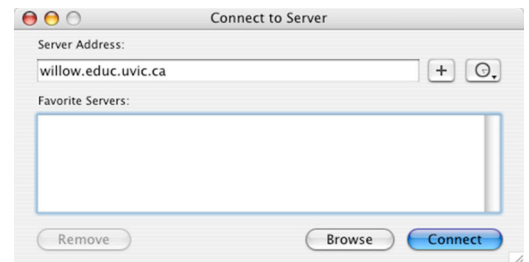
1. Under the “Go” menu, select “Connect to Server...”
2. For the Server Address, type: **willow.educ.uvic.ca**
Hint: Clicking the + button to the right of the server address will add the location to your favourites list!
3. Click “Connect”.
4. In the box that appears, enter the following:

Name: **uvic\NetlinkID**

Password: **your Netlink ID password**

Click the “OK” button.

5. Choose “EducLabs” from the list and click OK.
6. An icon of the “EducLabs” network drive will appear on your desktop.
7. Double-click “EducLabs” to open. (If it hasn’t auto-opened already.)
8. To disconnect, drag the “EducLabs” network drive to the Trash.



<http://learningcommons.educ.uvic.ca/quickreference.html>