## How to setup WebDav on a Windows XP computer

1. Go to My Network Places



2. Click on Add a network place



3. Click on Next, and then Choose Another Location

Where do you want to create this network place?         Select a service provider. If you do not have a membership with the provider you select, the wizard will help you create an account. To just create a shortcut, click "Choose another network location."         Service providers:         MSN Communities         Share your files with others, or store them for your personal use.         Image: Choose another network location         Specify the address of a Web site, network location, or FTP site.
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MSN Communities Share your files with others, or store them for your personal use. Choose another network location Specify the address of a Web site, network location, or FTP site.
< Back Next > Cancel

4. Type your site's url with /webdav at the end like this: <u>http://mysite.com/webdav</u> and click on Next

Add Network Place Wizard
What is the address of this network place?
Type the address of the Web site, FTP site, or network location that this shortcut will open.
Internet or network address:
http://mysite.com/webdav Browse
View some examples.
< <u>B</u> ack <u>N</u> ext > Cancel

5. Login with your dotCMS user



- 6. If you have issues login in, click on Cancel and Try again. Windows sometimes complains the first time but it always works the second time
- 7. Type a name for your Webdav connection

Add Network Place Wizard		
What do you want to name this place?	\$C)	
Create a name for this shortcut that will help you easily identify this network place:		
http://www.keystone.edu/webdav.		
<u>Type a name for this network place:</u>		
webdav on mysite.com		
	< <u>B</u> ack <u>N</u> ext> Cancel	

You will have your Network Connection created on "My Network Places"

8. If you click on the connection you will find a list of all the hosts on your dotCMS application. If you click on one of the hosts you will see all the folders for your site. You can drag and drop files into your folders.

Since dotCMS 1.5 released Webdav as Beta we don't guarantee the use of this tool. You can use it for the first time upload but we don't recommend using webdav to manage your files, you should still use the backend of dotCMS for the management of your files.