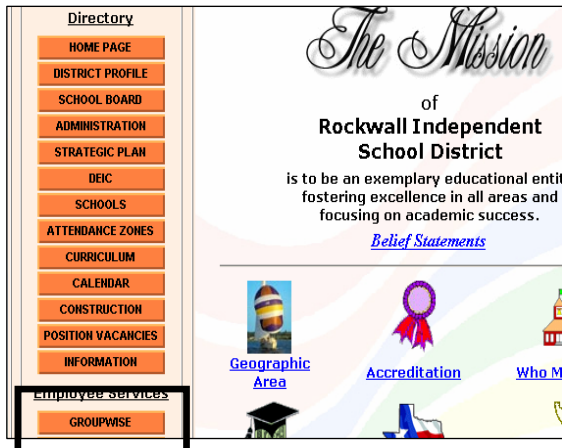


NetStorage from Home Shortcut Card

To Log onto NetStorage

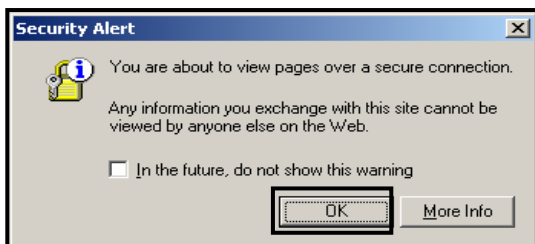
1. Log onto the Internet from any PC.
2. Go to the following website:
www.rockwallisd.com
3. Scroll down the RISD Homepage until you see the **GroupWise** button.



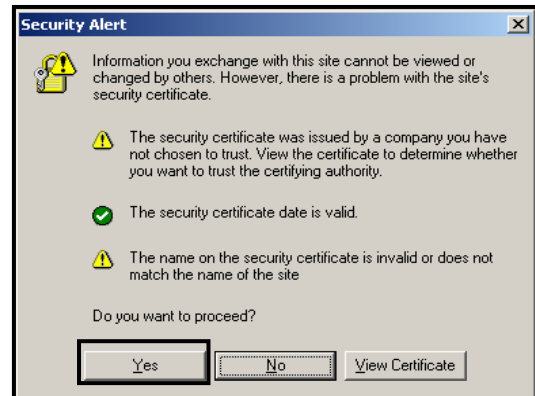
4. Click the **GroupWise** button.
5. Click the link to [NetStorage from Home](#).



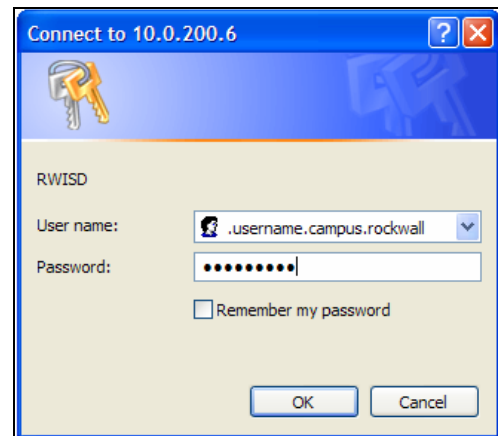
6. You may receive a *Security Alert* dialog box. Click the **OK** button.



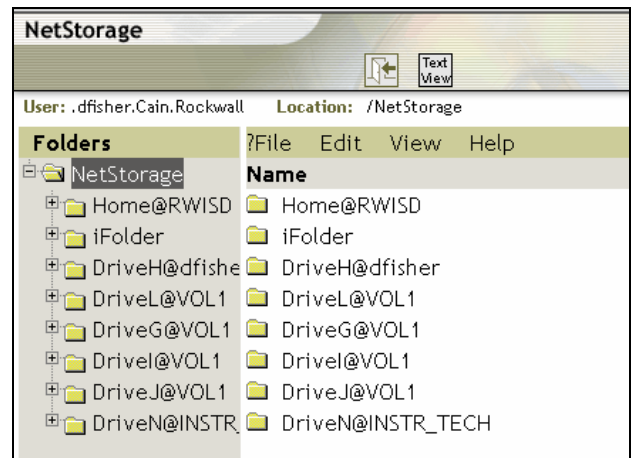
7. You will receive another *Security Alert* dialog box. Click the **Yes** button.



8. Log onto NetStorage using full context and your Novell Password:
Ex: **.USERNAME.CAMPUS.ROCKWALL**



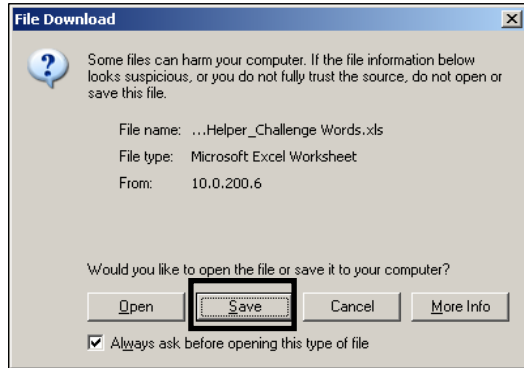
9. When you've logged onto the server, you will see a folder list along the left-hand pane of the window. When you click on a folder, the contents of that folder will be displayed in the main window.



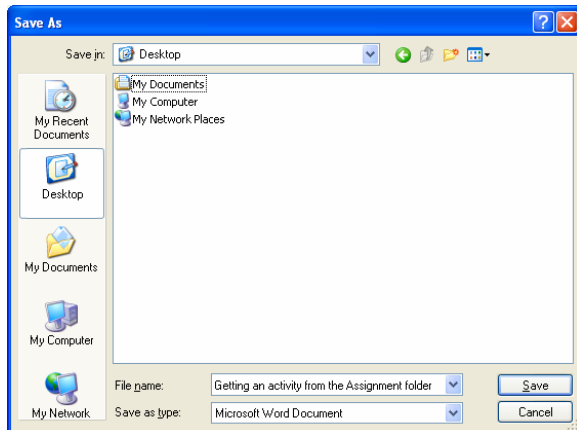
NetStorage from Home Shortcut Card

To Download a File:

1. Find the file you want to download and double click on the file.
2. From the *File Download* dialog box, click the **Save** button.



3. Choose a place to store the file on your PC and click the **Save** button.

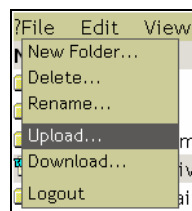


Note: Don't change the name of the file if you place on uploading it back to the server.

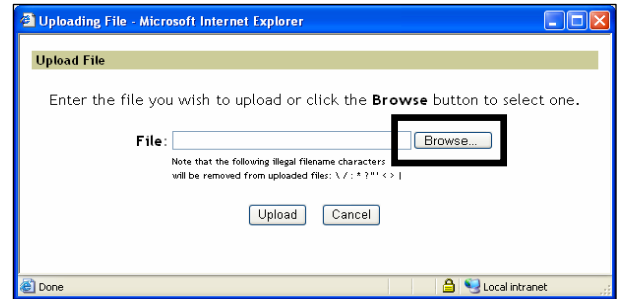
Note: To work on the file, minimize the NetStorage window. Find the file you've just downloaded and double click to open and edit or add to the document.

To Upload a File:

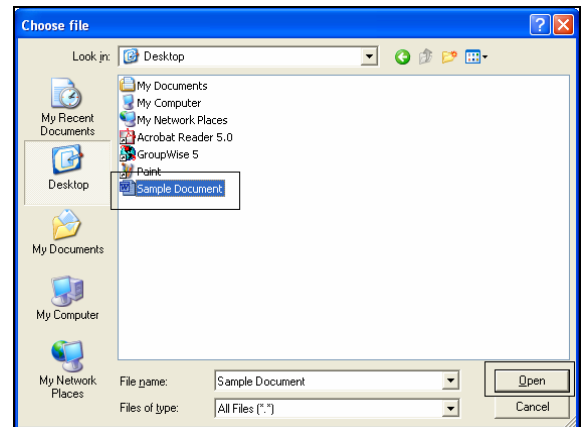
1. Make sure you have saved the document you are working on and have it closed.
2. From the NetStorage window, choose **File, Upload**.



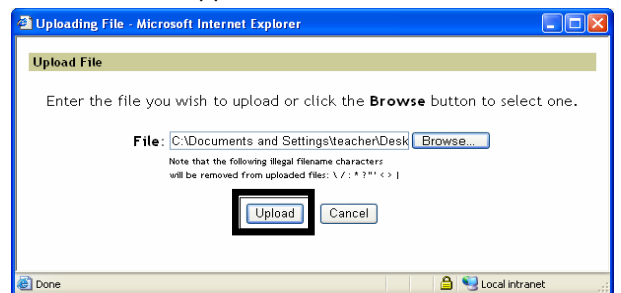
3. An *Uploading File* dialog box will appear. Click the **Browse...** button.



4. When the *Choose File* dialog box appears, find to the file you want.
5. Click the file once to select it (highlight) and then click the **Open** button.



6. When the Uploading File dialog box reappears, the file path for the file you've just added will appear in the **File:** field.



7. Click the **Upload** button.

Log Out of NetStorage

1. When you are finished working in NetStorage, click the **Logout** button.

