

Establishing and Using ZipSpace

Each student, staff and faculty member has 50MB of personal storage space (ZipSpace) on the University of Akron GoZips server.

Each user's directory contains a folder called "www". This is your personal web site. It is accessible by this URL "http://gozips.uakron.edu/~**your-uanet-id**". Anything under this directory can be displayed by the web server. Please do not put anything you don't want others to see in this directory. Your root directory and any additional folders you create are only accessible by your ID and password.

The following procedures outline the steps necessary to establish your ZipSpace storage. Two methods are shown – either method can be used. Once the folder is established, it can be accessed just like any other storage device (c: drive, floppy diskette, zip drive). Keep in mind, however, that the web folders must be setup each time you go to a new computer.

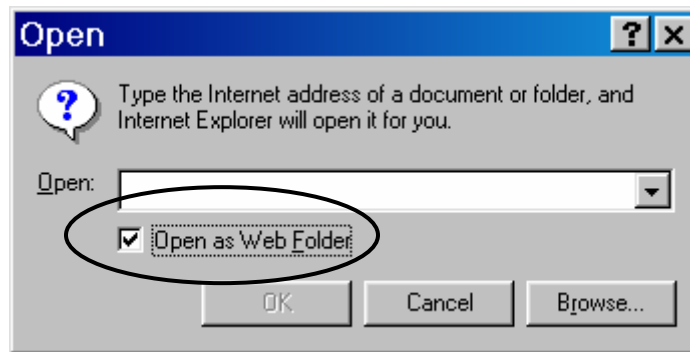
NOTE: The public labs will not permit a user to perform the "Open as Web Folder" feature due to security issues. Therefore, these instructions will not work in a computer lab setting.

In order to work around this problem, the majority of the labs have been setup so that ZipSpace will be available under the user's My Documents. This will occur automatically upon signing on to the computer. A pop-up message should appear, informing the user that My Documents is mapped to ZipSpace. Failure to see this popup is an indication that you **do not** have access to your ZipSpace in that particular lab.

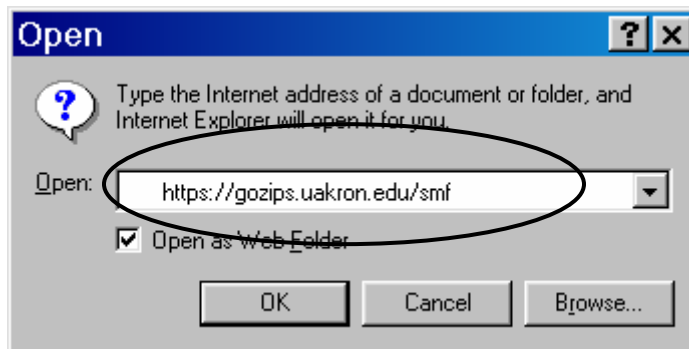
NOTICE TO AUTOCAD USERS: The AutoCAD software does not work with ZipSpace, therefore, if you wish to store AutoCAD files on ZipSpace use Webdrive to access the files. Instructions for setting up and using WebDrive are located at the following url: <http://www.uakron.edu/its/learning/training/OnlineStorage.php>

Method 1 – Use Internet Explorer

1. Start Internet Explorer
2. From the menu bar, select **File-Open**.
3. Check the box “*Open as Web Folder*”.

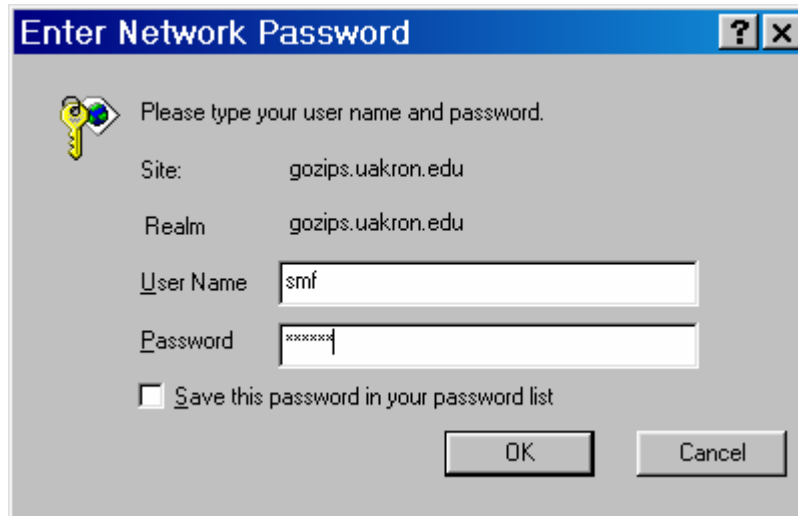


4. Type the following in the open box: <https://gozips.uakron.edu/uanetid> where uanetid = your uanetid



Note: Make sure to include the “s” in https!

5. Enter your uanetid and password when prompted:



6. A view of your web server space is returned. In this example, 2 folders reside on the web server space – **English Comp** and **www**. The www folder is used for files that you want to publish to your web site.



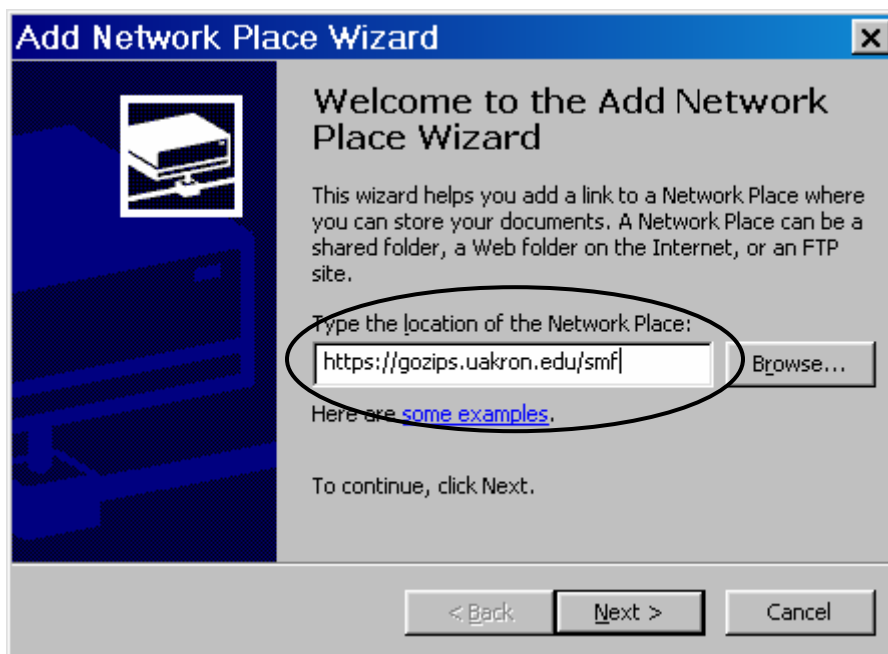
Note: From here, you can create new folders (File – New Folder), copy and paste files, etc.

Method 2 – Add a Network Place using the Wizard

1. From the desktop, double click on the “**My Network Places**” icon (may also be labeled as “**Network Neighborhood**”).



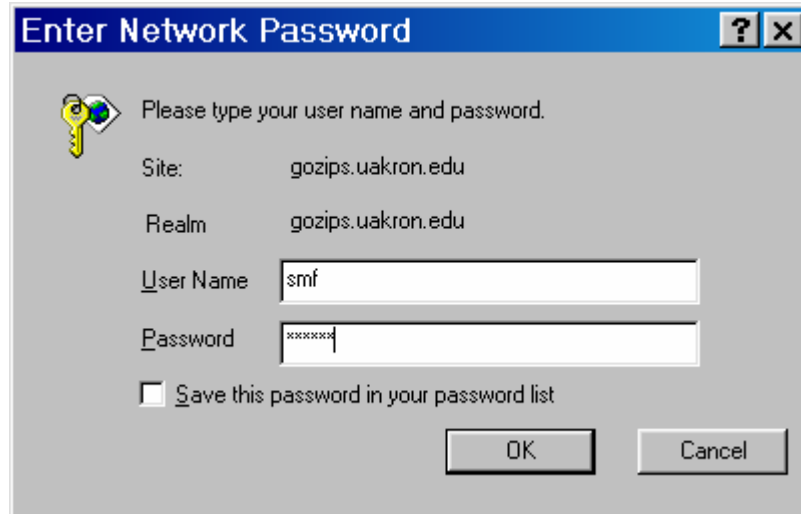
2. Double-click “**Add Network Place**”.
3. Type the following in the Network Place box: **https://gozips.uakron.edu/u Janetid** where Janetid = your Janetid.



Note: Make sure to include the “s” in https!

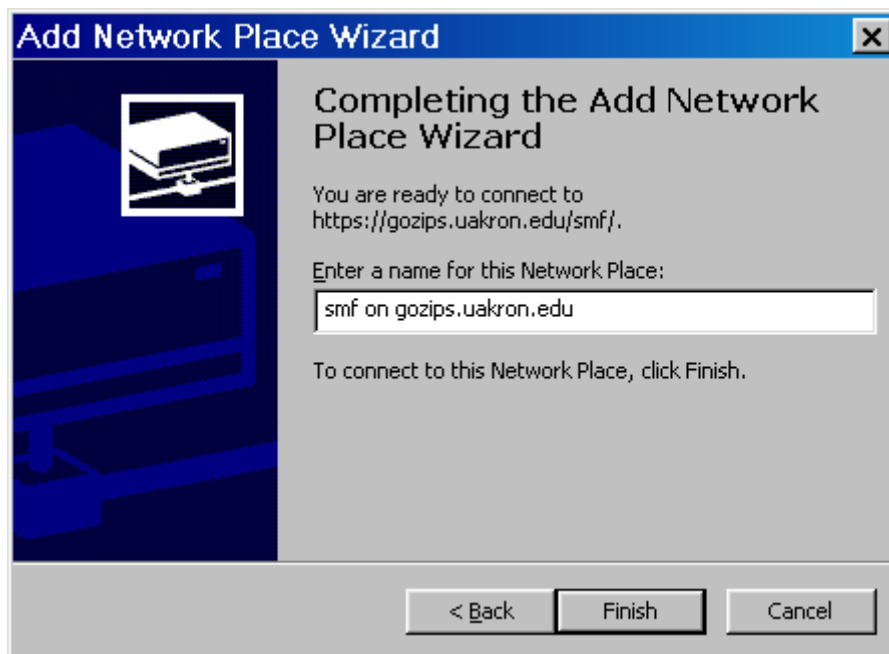
4. Click the **Next** button to continue.

5. Enter your uanetid and password when prompted:



Click the **Ok** button.

6. You will be prompted to name the network place – you can leave the default name.

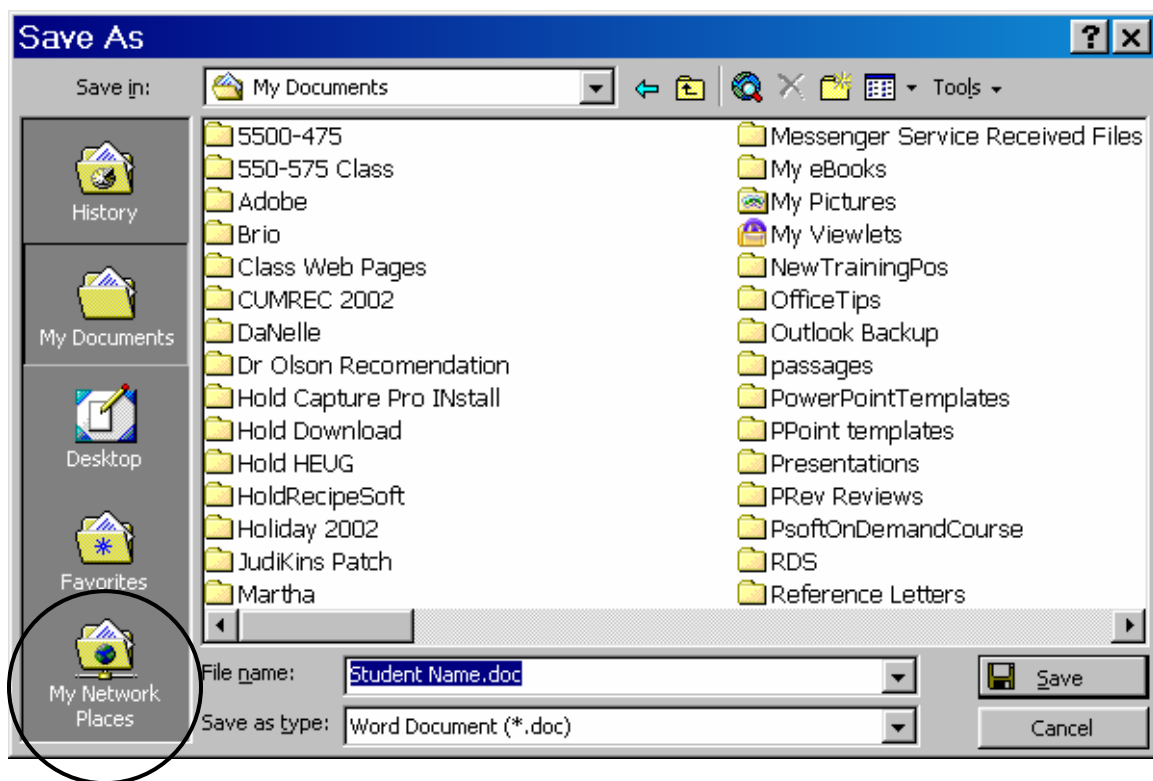


Note: From here, you can create new folders (File – New Folder), copy and paste files, etc.

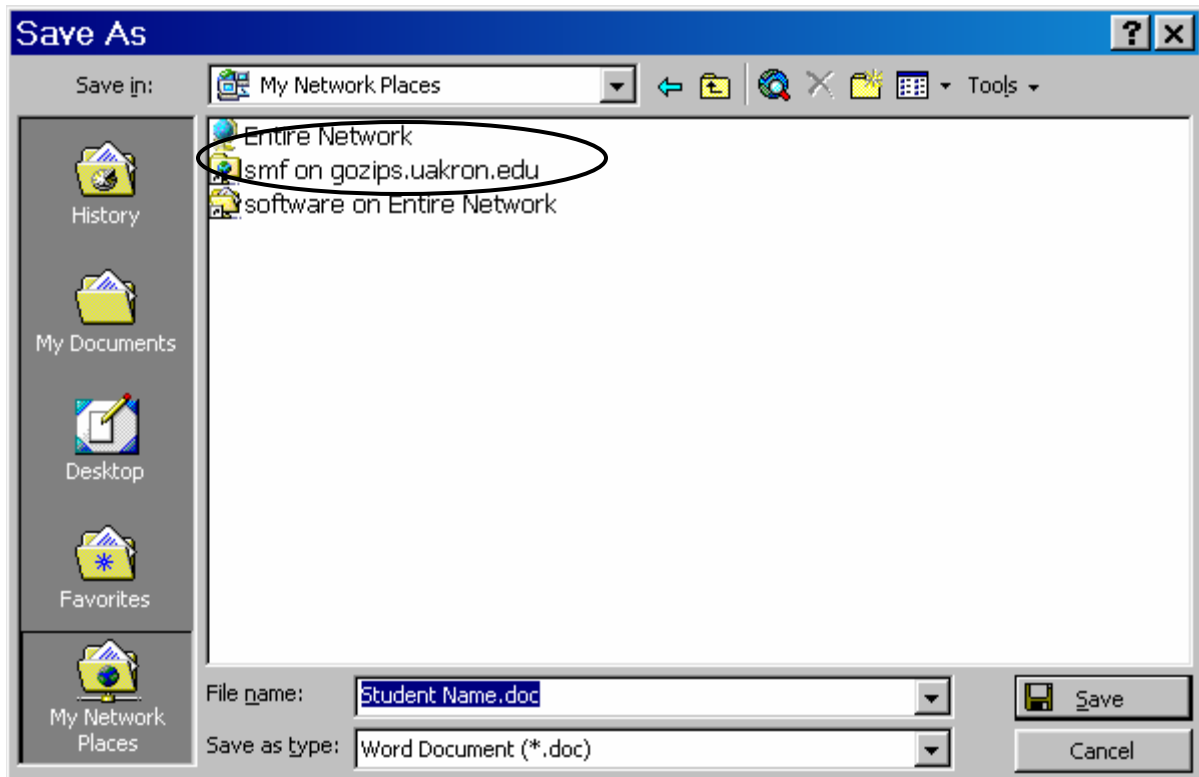
Saving a document directly to ZipSpace

1. Start Microsoft Word and type in your document.
2. When you are ready to save, select, **File – Save.**
3. Click on “**My Network Places**” on the left side of the dialog box to navigate to your web server space.

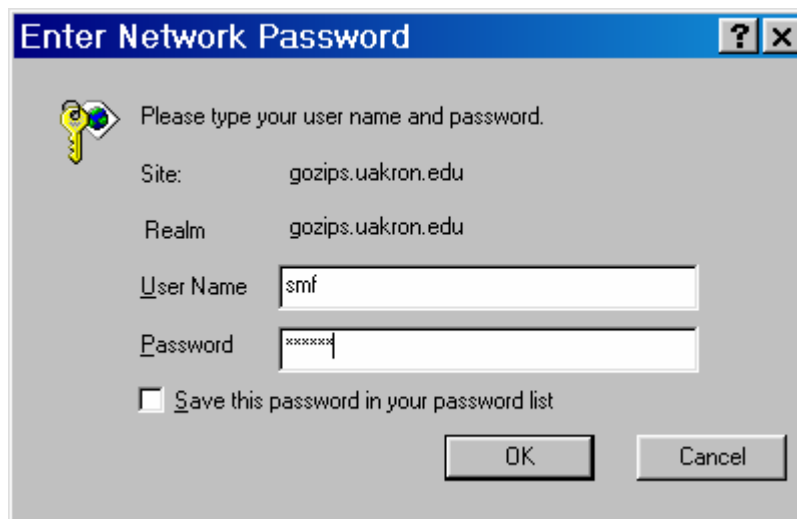
NOTE: If you are in a public lab your ZipSpace will be available under My Documents if the lab is setup to allow access to your ZipSpace (see the **Note** on Page 1).



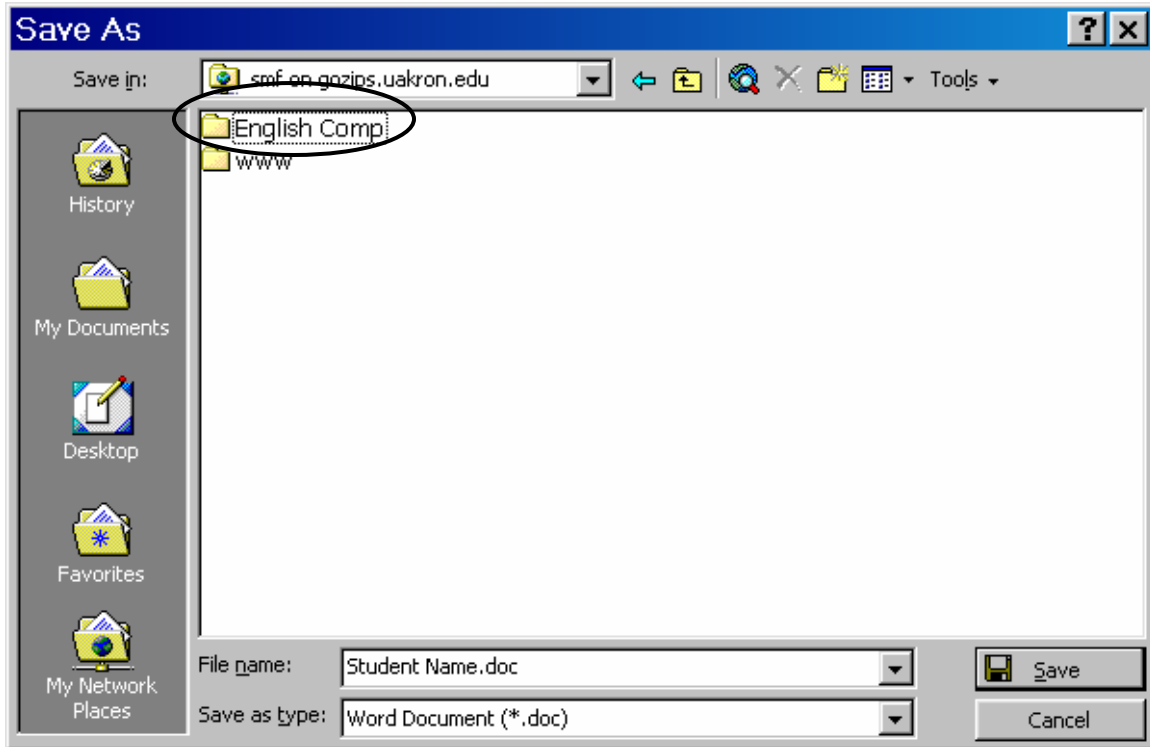
4. Double click on your web server area that was established using the steps outlined in the beginning of this document.



5. Enter your uanetid and password when prompted:



6. You may now select a folder (if you wish) to place your document in. In order to easily find documents, it is a good idea to create folders and store your documents in a related folder. To select a folder, double click on the folder name. In this example, we will double click on **English Comp**.



7. Enter a meaningful name for your file (or leave the default name). Click the **Save** button to finish saving the file.

