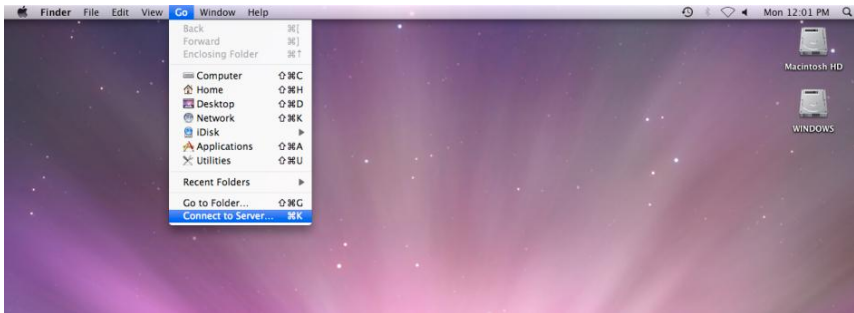


Using eDocs on Your Desktop - Mac OS

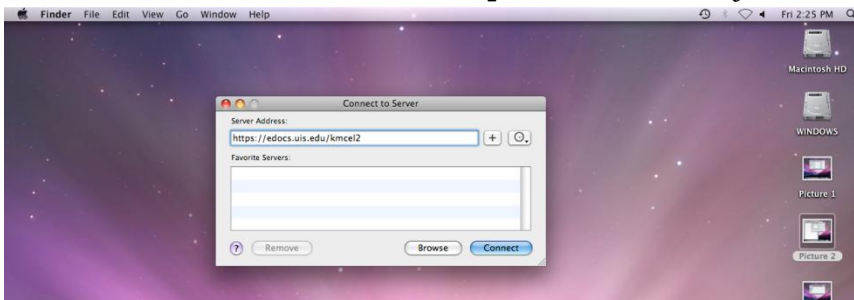
While anywhere, anytime web access to eDocs is convenient, you may want a less cumbersome way to access your files on a daily basis. You can use software built into your operating system that makes eDocs easier to use. This document provides instructions for Mac users to access their eDocs account through a WebDAV folder.

Creating an eDocs WebDAV folder

1. From the **Go** menu, choose **Connect to Server**.



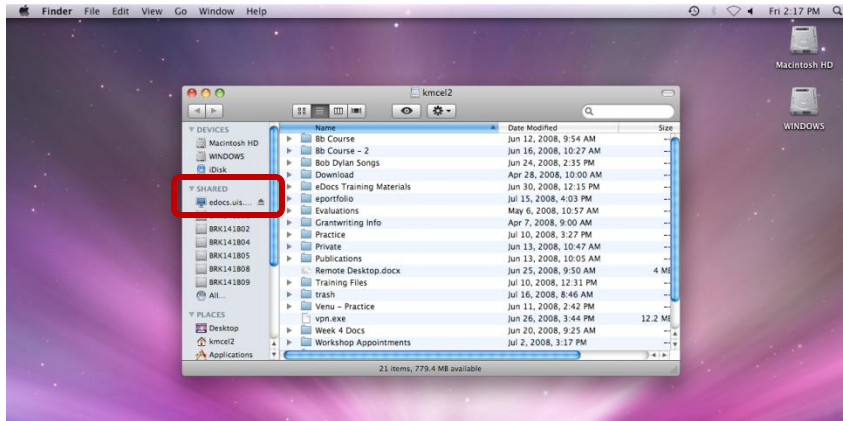
2. In the **Server Address** field, enter '<https://edocs.uis.edu/yourNetID>'. Click **Connect**.



3. Enter your NetID and password. Click **OK**.



4. eDocs will now be shown under **Shared**. Double-click the edocs.uis.edu folder to navigate to the files and folders you have uploaded to eDocs.



Using Your Mounted eDocs Drive

Now that you have connected to eDocs, you can easily upload files by dragging and dropping. In addition, you can open, edit, save, and delete files from this environment – all without accessing eDocs via a browser.

For example, if you wanted to open a Word document that had been uploaded to eDocs,

1. From the **File** menu, choose **Open**.
2. Under **Shared**, select **edocs.uis.edu**. Then double-click your NetID folder and navigate to the desired file.

