

## Using eDocs on Your Desktop - Vista

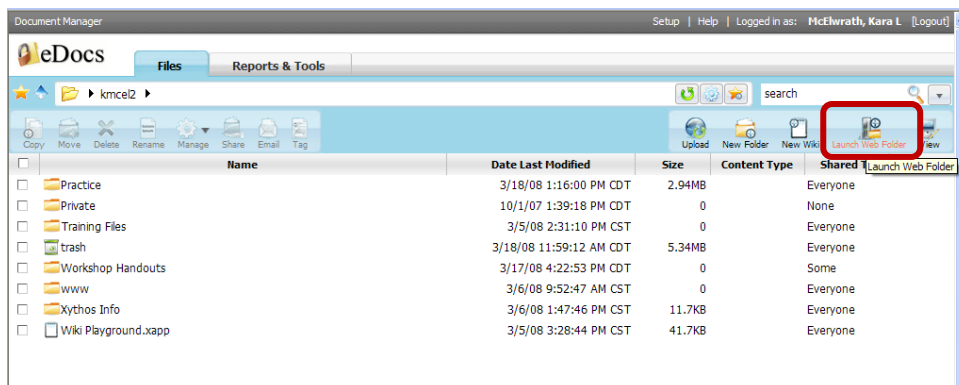
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While anywhere, anytime web access to eDocs is convenient, you may want a less cumbersome way to access your files on a daily basis. You can use software built into your operating system that makes eDocs easier to use. This document provides instructions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

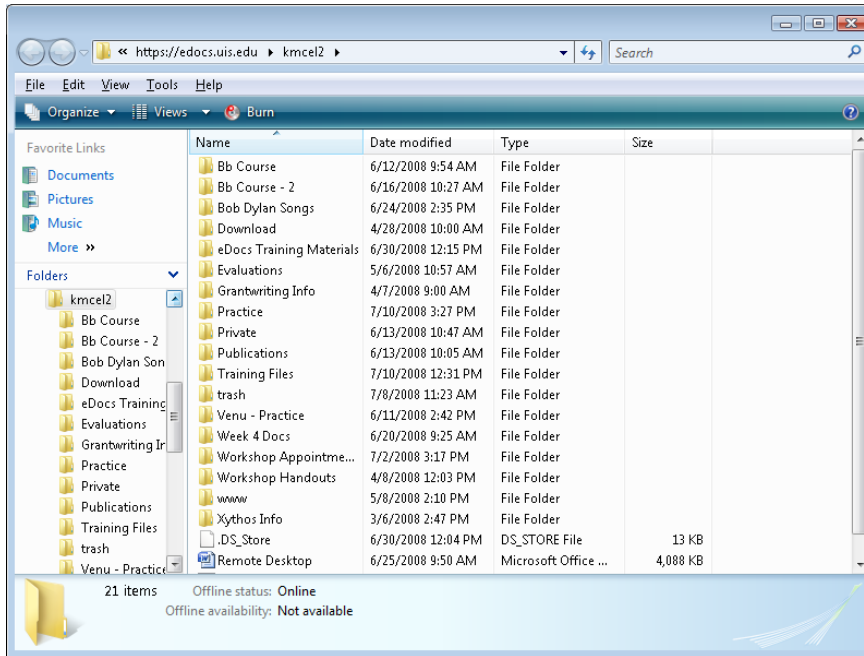
The **Launch Web Folders** feature allows you to view your eDocs environment in a typical Windows Explorer view, where you can drag and drop files. You can also open, edit, and save files from this environment. This feature is only available in Internet Explorer, although an add-on can be installed to make this option available in Mozilla Firefox (<https://addons.mozilla.org/en-US/firefox/addon/1419>).

### Launching Web Folders

1. Using Internet Explorer (or Firefox, once the add-on has been installed), navigate to the folder in which you want to launch as a Web Folder.
2. Select the folder, then click **Launch Web Folder**.



3. This folder now opens in a Windows Explorer environment. You can now upload files/folders by dragging and dropping. You can also open, edit, save, and delete files.

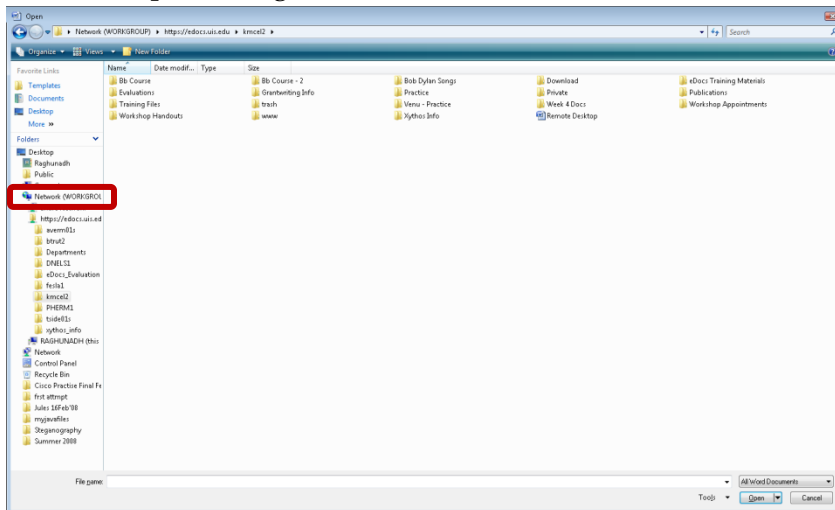


## Using Web Folders

Once you have launched a web folder, it becomes available in Network and is accessible through any application that uses the WebDAV client. (WebDAV is the technology that eDocs uses to support Internet-based collaboration on files.)

Any Microsoft Office product is an example of a WebDAV client. For example, if you are working in Microsoft Word and would like to open a file in your eDocs account,

1. From the Open dialog box, click **Network**.



2. Double-click your Web Folder on eDocs.

3. Enter your NetID and password, if prompted.
4. Navigate to the appropriate folder and double-click the desired file.

