



Connecting to the Berkeley IT hosted file server platform

Connection Methods

1. Web browser
2. Windows network place
3. Traditional "network drive"

Web Browser

Simply navigate to;

<https://store.hostedfileserver.com/<ORGANISATION>>

The service will not function on standard HTTP, HTTPS is essential to ensure connection encryption security. This connectivity method can only be used to retrieve data from your organisations storage space. Particularly useful on BlackBerry devices, and other smart phones with HTTPS browser support.

Windows Network Place

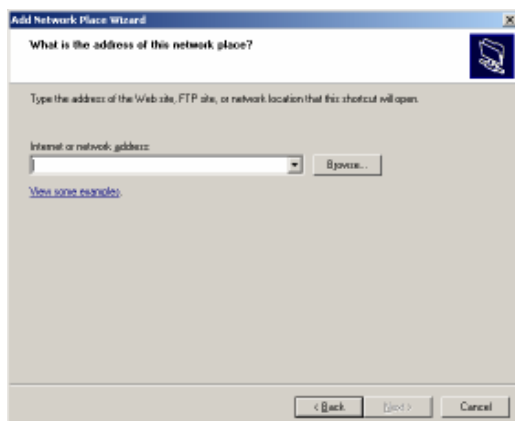
1. Right click "My Computer", select "Map Network Drive"



2. Select "Sign up for online storage or connect to a network server". Click "Next" on the windows that opens.



3. Select "Choose another network location" and click "Next".



4. Input the connection address supplied, usually the https address in bold above. Click "Next".

5. Enter your username and password, click "Next".

6. Give the store a name (this is just how your machine refers to it).

The folder should then open, you can now read and write files to your storage space.



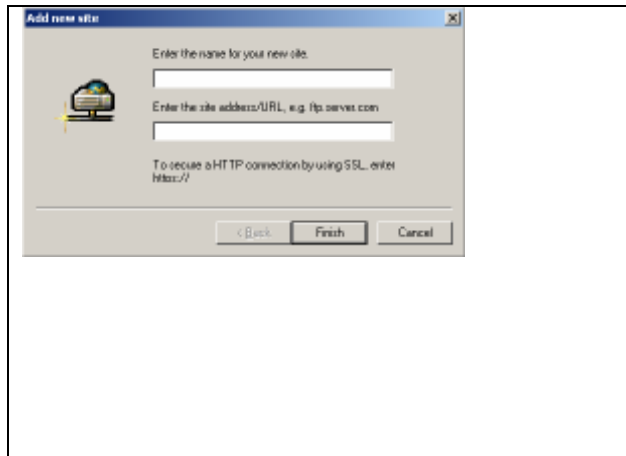
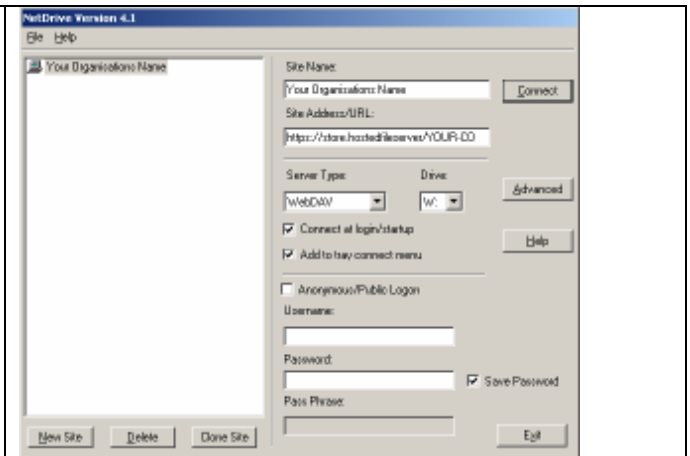
Network Drive

Mapping a network drive to the service requires a free 3rd party application written by Novell called “Netdrive”. This can be downloaded from;

<http://www.berkeleyit.co.uk/downloads/netdrive.exe>

Once downloaded and installed, load the application and follow the instructions below.

1. Click on “New Site”.

	
<p>2. Specify a new name for your site. This can be your companies name.</p> <p>3. Enter the site address found on the first page of this guide.</p>	<p>4. Select an available drive letter</p> <p>5. Tick “Connect at login/startup”</p> <p>6. Untick “Anonymous/Public Logon” and specify your username and password.</p>

7. Click “Connect”, the software will now connect to our service and map the drive to the letter specified.

That’s it, you are configured and ready to go. If you require help or support please submit a support ticket by emailing support@berkeleyit.co.uk or calling us on +44 (0)870 762 2424.