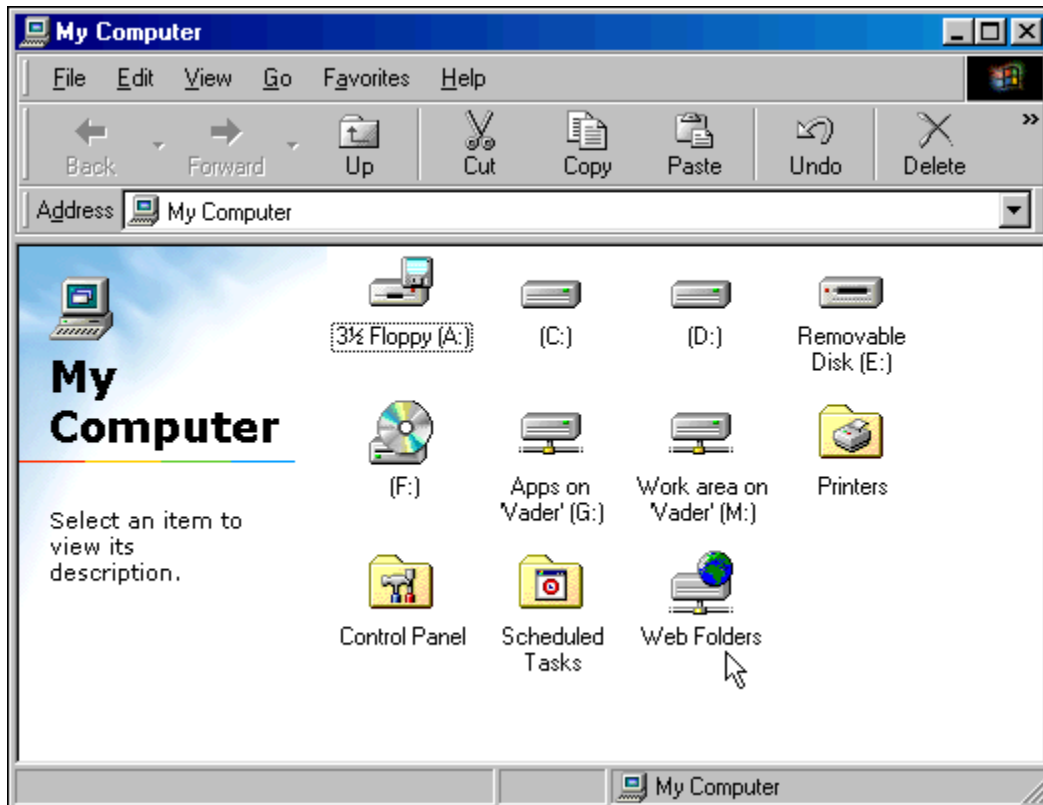


## WebDAV Setup Windows 98

The Windows 98 operating system contains native support for WebDAV; Microsoft refers to WebDAV connections as "Web Folders." Please use the instructions that follow to add a Web Folder for your WebCT course. Once created, you will need to enter your username and password to access this folder whenever you restart Windows.

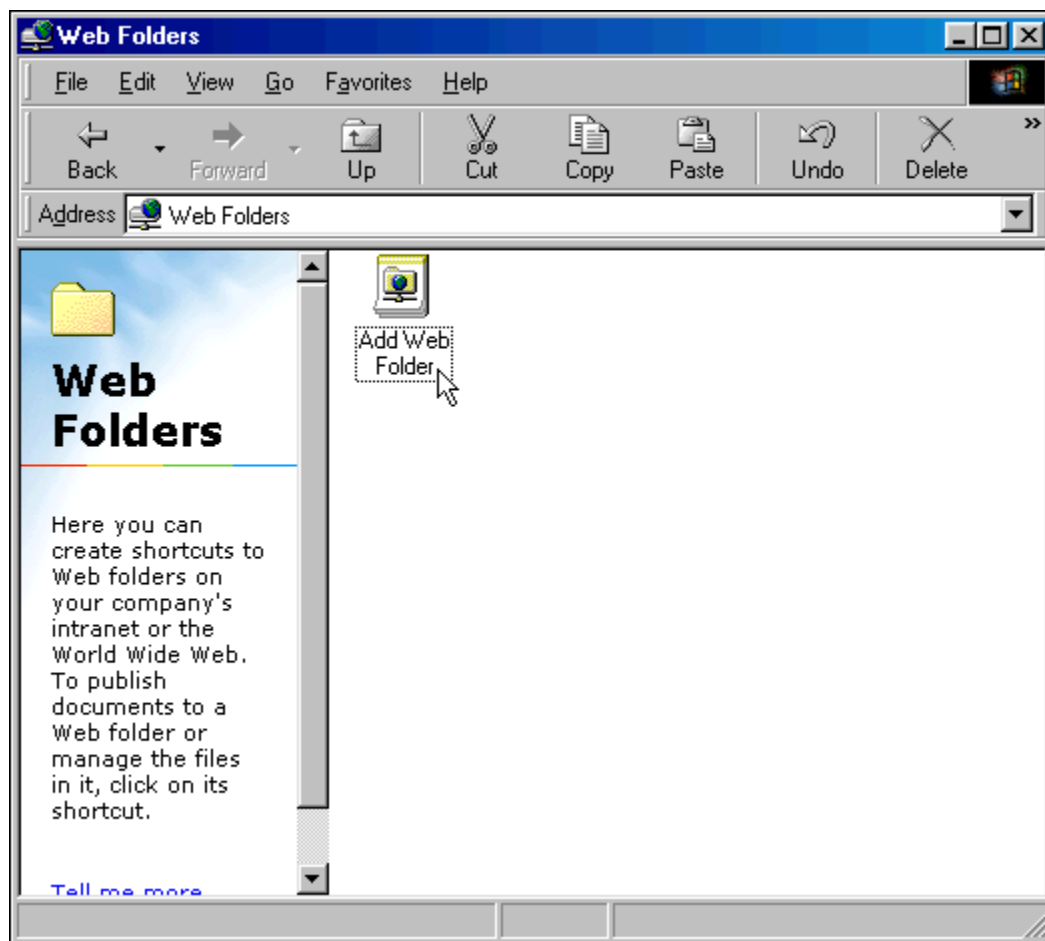
Step 1:

Open your 'My Computer' folder and then double-click on **Web Folders**.



Step 2:

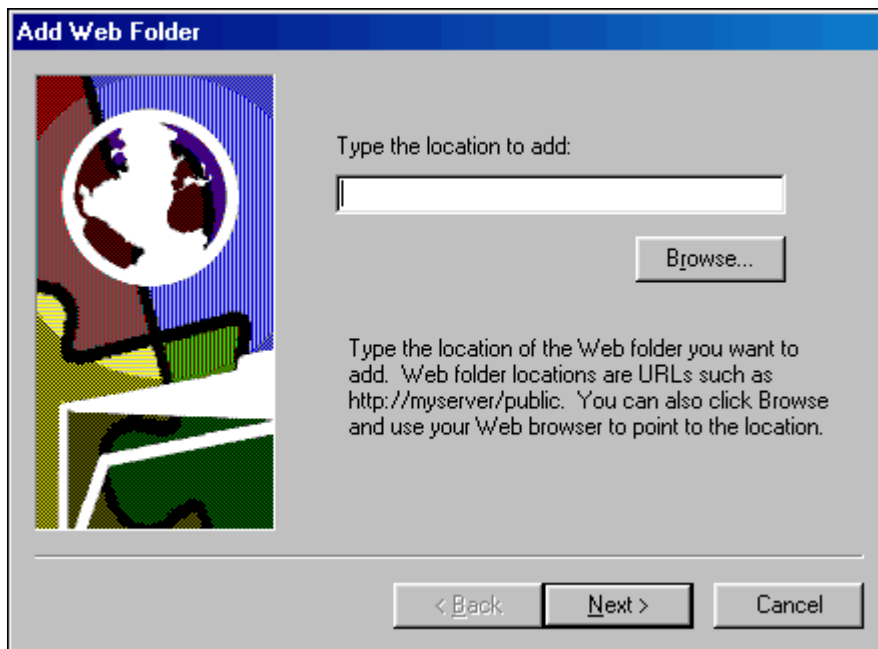
Double-click on **Add Web Folder**.



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Step 3:

The next step requires you to enter a complete URL for your WebCT course. See [Finding the WebDAV URL for your Course](#).



Tip: the WebDAV URL looks like `http://webctserver/dav/courseid/` or `https://webctserver/dav/courseid/` (if your server supports secure connections).

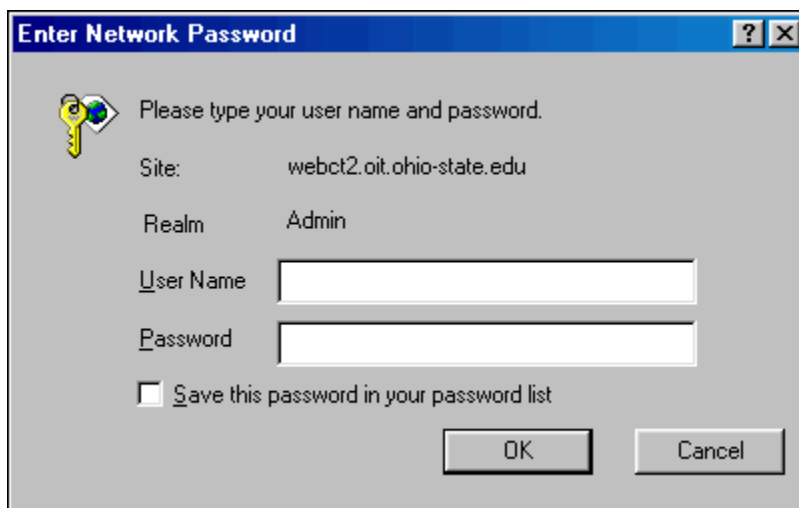
Locate the appropriate URL and type it in the "location to add" box on the "Add Web Folder" screen and then click on the **Next** button.

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Step 4:

Type the **username** and **password** you use for logging in to WebCT and click on **OK** to continue.

Note: Be very careful about deciding whether to check the "Save password" box. If this box is checked and others have access to your computer, they also will have access to your course files.



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#### Step 5:

When prompted for a name for the Web Folder you just created, you can change the default displayed if you like. Be certain to choose a unique name so you can easily identify the folder. To proceed, click on the **Finish** button.

Once created, the folder for your course will appear within the "Web Folders" window as an additional item.

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#### Important:

You must repeat Steps 1 through 5 to create a separate Web Folder for each WebCT course you want to access using WebDAV.

After you have the folder(s) set up, you can work with files and directories just the same as you do on your local computer using standard menu files and actions. You also can drag local files into your WebCT folder (upload files) or from WebCT to your hard drive (download files).

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Special thanks to Ohio State University for permission to use their documentation.