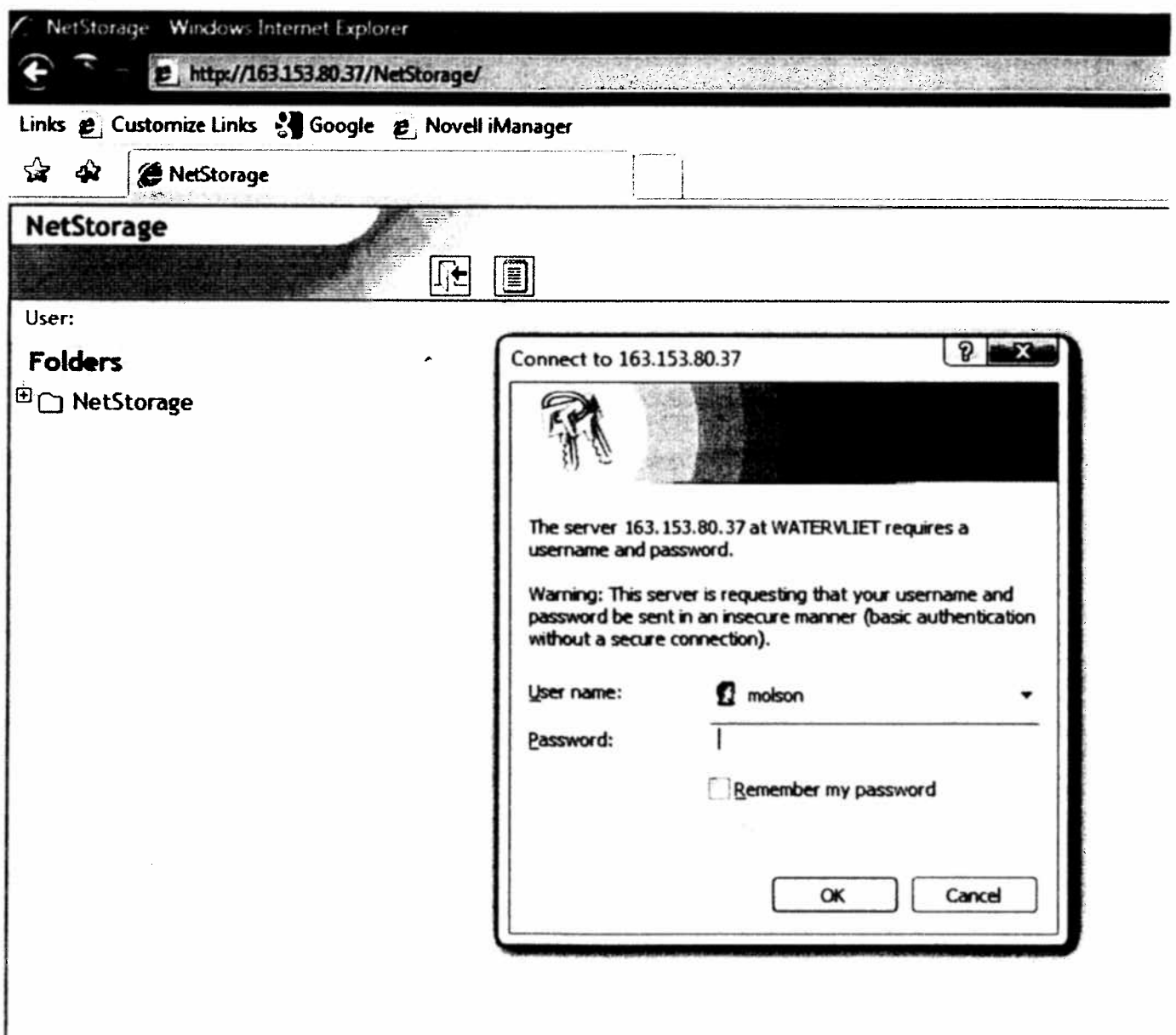


NetStorage Instructions

"Novell® NetStorage acts as a bridge between a company's protected Novell network and the Internet, providing protected file access from any Internet location."

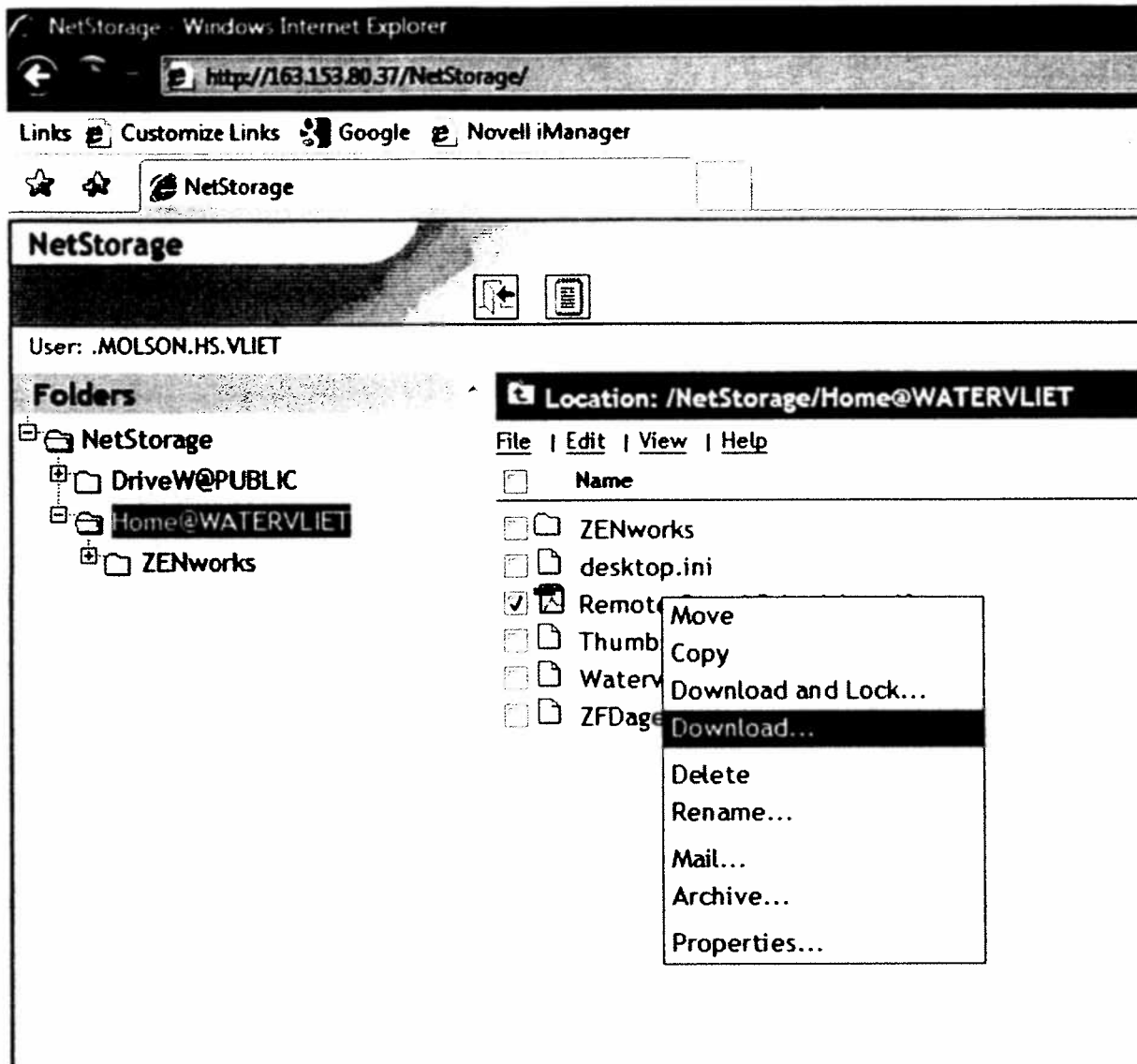
1. Go to the following website by typing it into your web browser or clicking on the link in your Groupwise email: <http://163.153.80.37/NetStorage/>
2. Type your Novell network login credentials in the box that pops up – this is the username/password combo you use to access the network at school.



You will see all available network drives on the left side of the screen.

3. Highlight the folder you want to access (typically Home@WATERVLIET, your H drive) and you will see its contents in the main window.

To download and edit a file, right-click on the filename and left click Download



4. You will be prompted to Open or Save the document.

Links Customize Links Google Novell iManager

NetStorage

NetStorage



User: .MOLSON.HS.VLIET

Folders

- NetStorage
 - DriveW@PUBLIC
 - Home@WATERVLIET
 - ZENworks

Location: /NetStorage/Home@WATERVLIET

File | Edit | View | Help

Name

- ZENworks
- desktop.ini
- Remote Coord Schedule.pdf

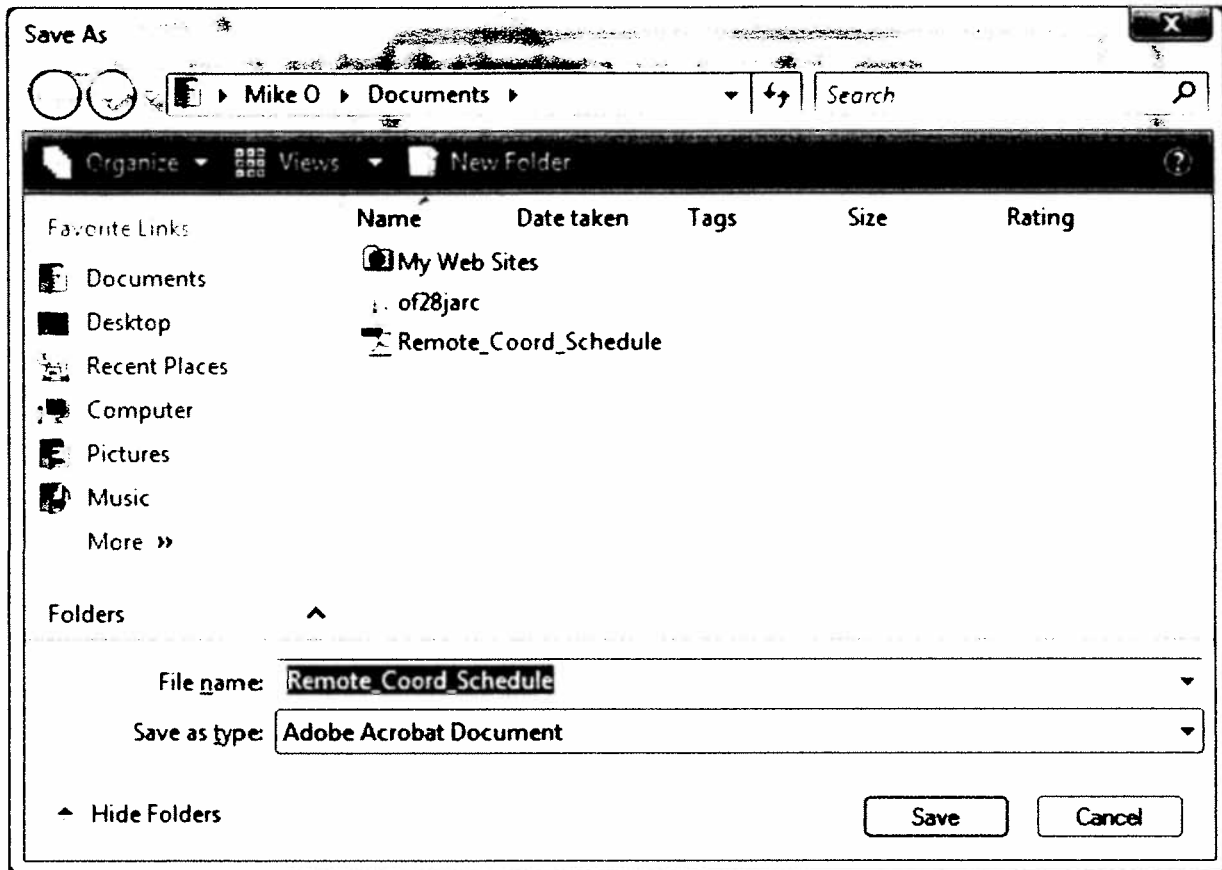
File Download

Do you want to open or save this file?

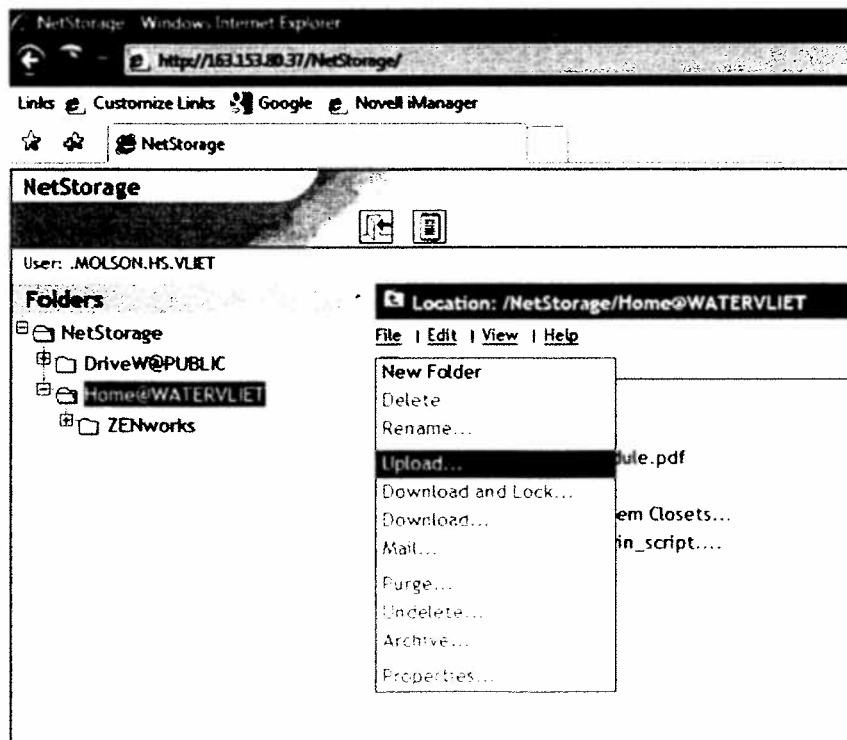
Name: Remote_Coord_Schedule.pdf
Type: Adobe Acrobat Document, 56.6KB
From: 163.153.80.37

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

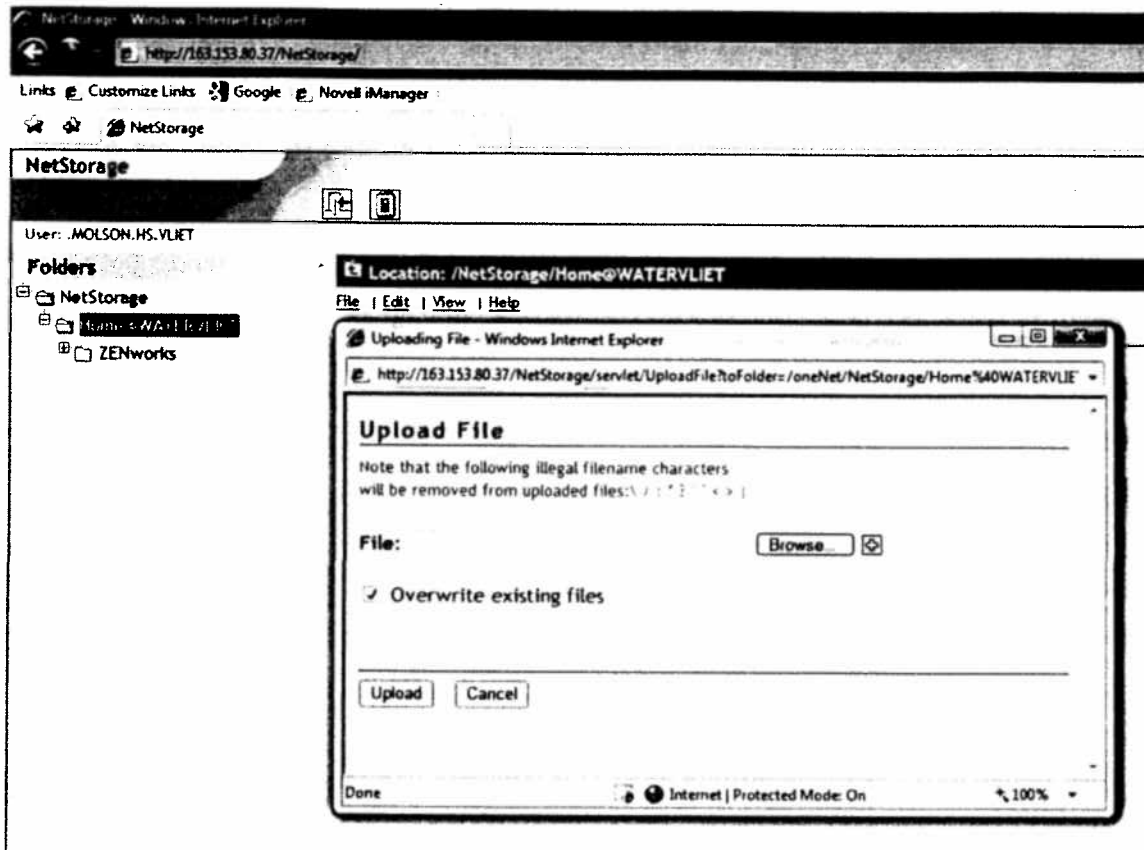
5. Save the document to your computer using Windows Explorer

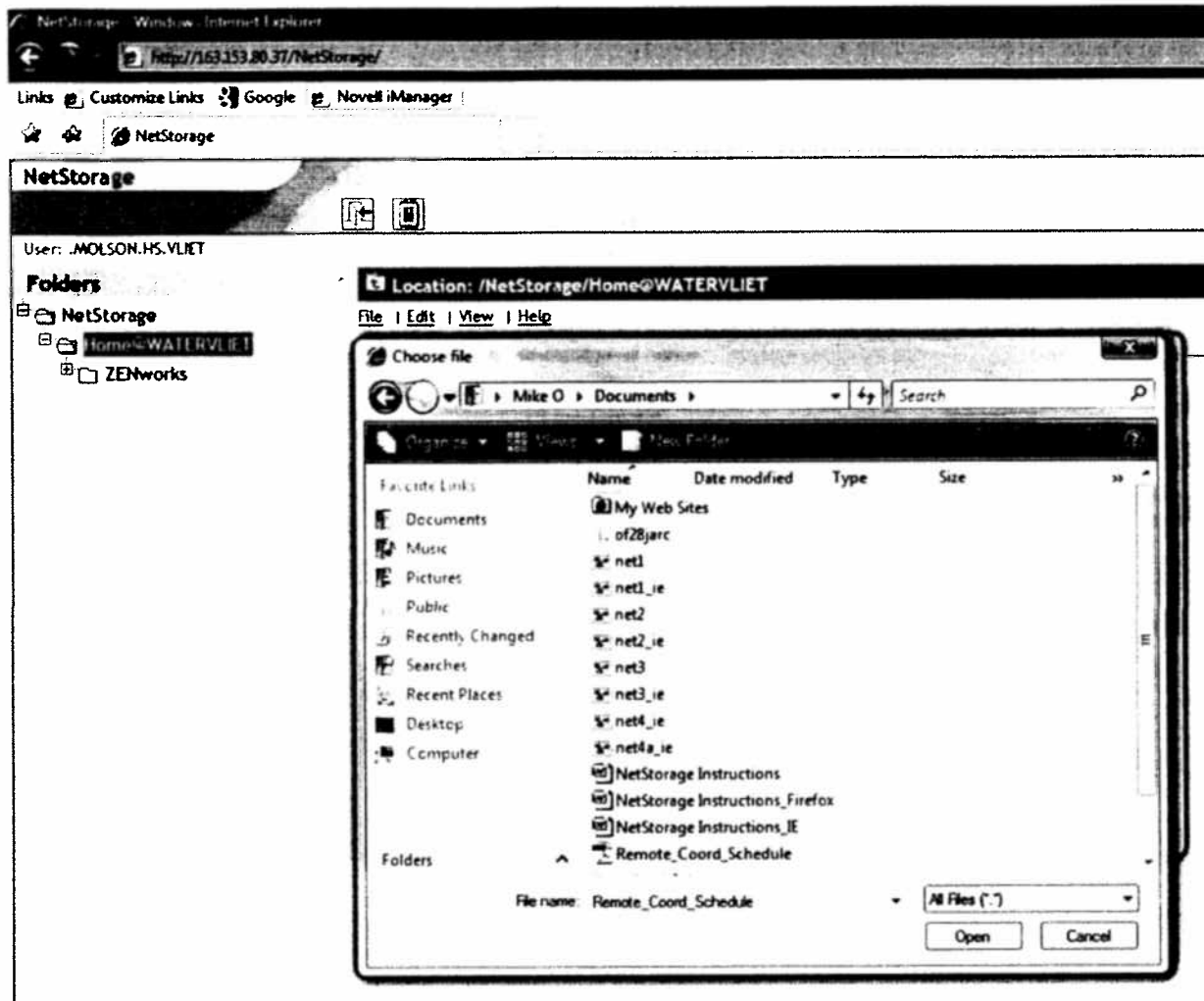


- If you make changes to the document and want them saved to your H drive, highlight the Home@Watervliet on the left side and click File > Upload

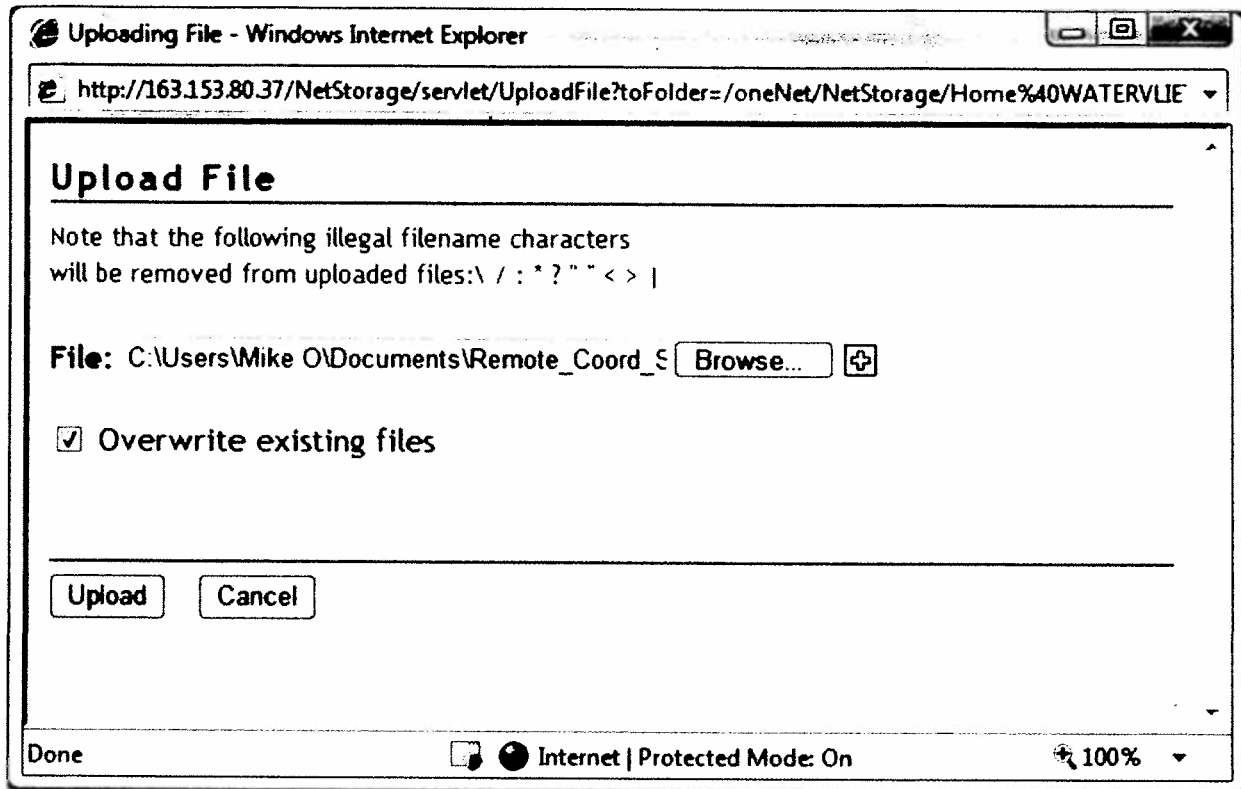


7. Browse for the file by clicking Browse button & then click Open






8. Click the Upload button:



Please note that all files must be educationally relevant and cannot be files that are not allowed on the Watervliet City School District network.

9. Click on the Logout icon  when finished: If you leave NetStorage open when you are not supervising its use, anybody who has access to your computer can have access to your WCSD network files. You are responsible for access to your network account. If you feel access to this account has been jeopardized, please contact Tech Help and change your network password ASAP.