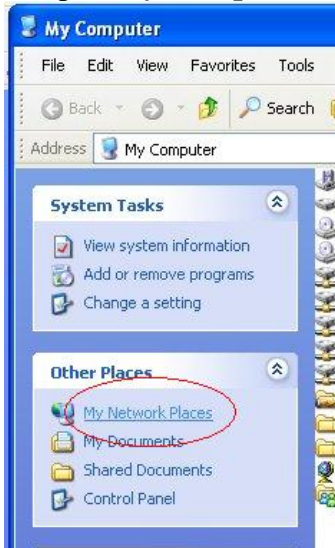


ASPIRE Board Online File Folder

This document describes how to setup My Network Places to access the online file folder from windows explorer...

1. Open **My Computer** and click on **My Network Places**.



2. Once you have **My Network Places** open, click on the **Add a network place** wizard.



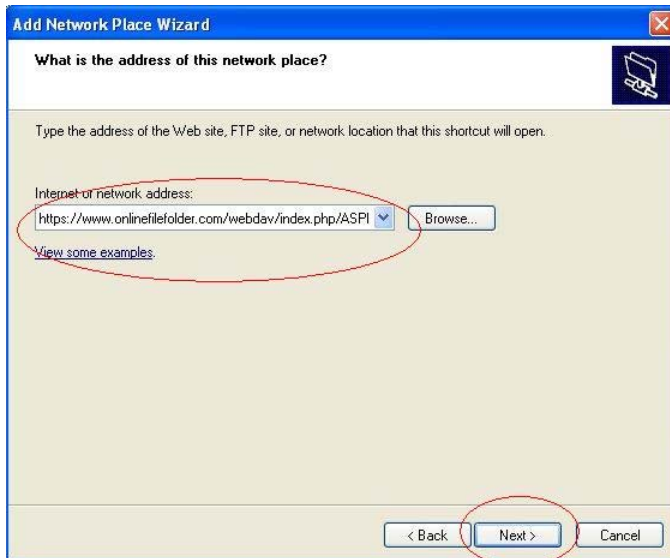
3. When the wizard starts click on **next**.



4. When this screen opens, select **Chose another network location** and then click on **next**.



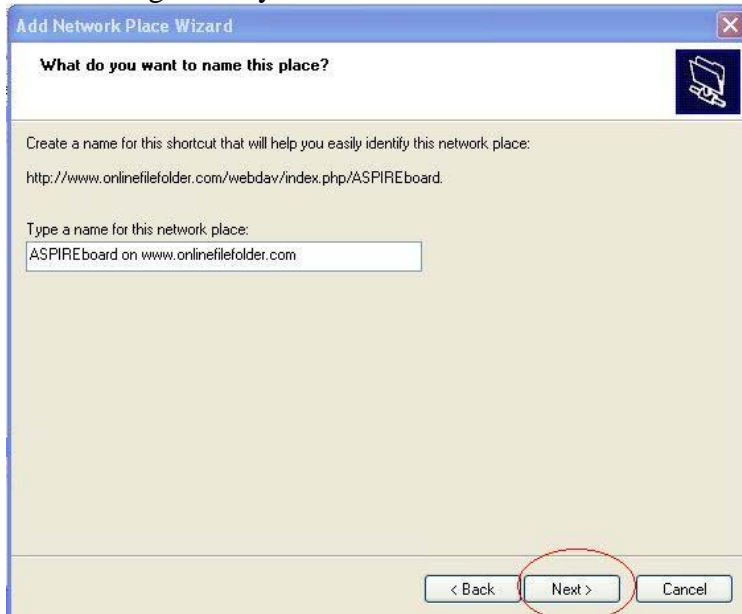
5. In the field for internet address type **https://www.onlinefilefolder.com/webdav/index.php/ASPIREboard** and then click on **next**.



6. That will open a password dialog box type **“ASPIREboard”** for the username and then type the password. If you’re the only one that uses your computer then you can check the **Remember my password** box. However, if you share your computer with others, please leave don’t check the **Remember my password** box or anyone that uses your computer will be able to access the files. You can get the password from Allyn, please do not share it with anyone not on the ASPIRE Board. Click on **ok** to move to the next step.



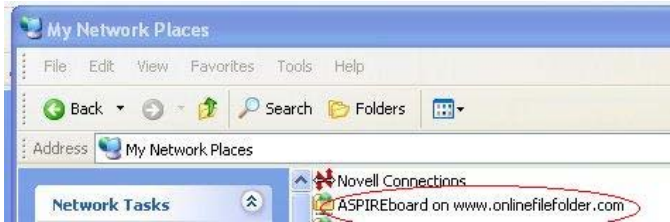
7. Windows will default to the name below for your new network place. You can change it something else if you like. Click on **next**.



8. When you see this box you're done. Click on **Finish** to finish.



9. From now open when you open **My Network Places** you'll see the ASPIREboard link. Click on it to open the online folder. You can also drag a shortcut to your desktop if you like.



10. When you click on the link in **My Network Places** the folder below will open. You can use the folder like any other folder on your computer. If you didn't store the password back in step 6, you will be asked for the username and password again.

