ITS Resource Center Home

Windows Web Publishing

Contact Information

Web Services
315-859-4WEB
webhelp@hamilton.edu

Windows users can connect to the web server using Windows networking. This will make your web space appear as a disk or folder on your personal computer, allowing you to drag and drop files and folders to and from the web server, just as you do for other disks on your system.

Windows 7/Vista

Connect to the Web Server

1. Open the **Start** menu
2. Type "\\Polaris*{foldername}*" into the search box and hit **Enter.** *{foldername}* is the name of the folder that you wish to connect to and should be one of the following:
    - academics
    - courses
    - people
    - students
    - www
3. The folder will open as a new window.

Map a Drive

1. Open the **Start** menu
2. Right click on **Network** and select **Map Network Drive...**
3. In the **Folder** field, type "\\Polaris*{foldername}*" and hit **Enter**. *{foldername}* is the name of the folder that you wish to connect to and should be one of the following:
    - academics
    - courses
    - people
    - students
    - www
4. The folder will now appear as a shared drive and is accessible from My Computer and Windows Explorer.

Windows XP

Connect to the Web Server

1. Open the **Start** menu
2. Choose **Run**
3. In the open field of the dialog box, type
   \\Polaris
4. Click **OK**
5. The folder will open as a new window.

Map a Drive

1. Open the **Start** menu
2. Right click on **My Network Places** and select **Map Network Drive.**
3. In the **Folder** field, type "\\Polaris*{foldername}*" and hit **Enter**. *{foldername}* is the name of the folder that you wish to connect to and should be one of the following:
   - academics
   - courses
   - people
   - students
   - www
4. Click OK
5. The folder will now appear as a shared drive and is accessible from **My Computer** and **Windows Explorer.**

Troubleshooting

Please contact the Help Desk x4181 if you are having trouble connecting to Polaris.

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