

File Services for Faculty, Staff and Students – September 27, 2005

Please note: This document refers to *your Wheaton ID*. Your Wheaton ID is the number preceded by a ‘w’ on your College-issued ID card. Use it to log in to your email and other networked services.

Wheaton provides file space on centrally-managed computers for all members of our community. File space for both students and faculty/staff was recently consolidated onto one server named “fileserver.wheatonma.edu” (also known as “fileserver.wheatoncollege.edu”). (See note below.) Each faculty and staff member has approximately 200 megabytes of storage and each student is allotted 50 megabytes.

Home Directory

Your allocated storage space is called your Home directory. It is labeled with your email ID in this convention: lastname_firstname (or first initial and first seven characters of your last name if you are grandfathered into the old ID style). Access to your Home directory is through the use of your Wheaton ID (wnnnnnnnn) in conjunction with the password you use to access electronic mail. Your Home directory contains several special-purpose folders; they include:

private

Your private folder is restricted to your access only. No one else can see, place or remove files from it. This is the best place to backup your desktop files so you have a second copy available in case anything happens to your computer.

public

Files that you place in your public folder can be seen and copied out by others who have access to the server (anyone with a Wheaton ID). This is the place where you should put files you would like others Wheaton users to copy out. Only you can delete or change these files.

dropbin

This is the folder others should use to give you files. Once files are placed in this folder, you alone can view and retrieve them.

www

This is the folder you can use to publish to the World Wide Web. Only you have access to add and remove files from this folder. If you have a file named "homework_sample.html" and you want others to have access to it, simply place a copy of the file into your *www* folder and give them one of the following addresses.

http://filesserver.wheatonma.edu/lastname_firstname/homework_sample.html
http://filesserver.wheatonma.edu/~wid/homework_sample.html

Be sure that files in this folder have names that use lower-case letters, with no spaces or special characters.

How do I connect to my networked file space?

There are several different ways to gain access to your networked file space; they are listed here in the order we recommend. Please follow these links to jump down to the access method that pertains to you.

Windows - Mapping a Drive

Macintosh - Connecting through Shared Folder (OS 10.x)

Windows - Connecting through FTP

Macintosh - Connecting through FTP (necessary when dropping or picking up files from others).

Windows - Mapping a Drive

If you are on a computer that is running Windows 2000 or Windows XP **and** you are on campus, we recommend that you connect to "filesserver.wheatonma.edu" by mapping a network drive.

Go to the Windows Explorer file manager. From the "Tools" menu, select "Map Network Drive". Select the drive letter you would like and, in the "Path", enter:

```
\\filesserver.wheatonma.edu
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If you are running Windows 2000 or WindowsXP, and you do not log into your computer with your Wheaton ID, you will have to select the option "Connect as a different user". Once you hit the "OK" button (or "Finish" as it is called in WindowsXP) you may or may not be prompted for a password. If you are prompted for a password, please enter your Wheaton College email password.

Once you have accessed your file space, you will see small number of folders. In addition to your Home directory folder, you will see another folder called Others. Inside the Others folder, you will

find a folder for faculty and staff (facstaff) and each of the currently active student classes (2007, 2008, 2009 for example).

Macintosh - Connect through Shared Folder (OS 10.x)

The procedure for connecting to a volume on a Macintosh OS X system is slightly different. From the icon bar at the bottom of the screen, select the "Finder". From the top menu headings select "Go" and then select "Connect to Server...". In the "Address:" field enter the name "fileserv.wheatonma.edu" and then select the "Connect" button. For the "Name:" entry box, enter your Wheaton ID (with a lowercase "w") and enter the corresponding password in the "Password:" box. Select "Connect". If your Wheaton ID and password are correct, highlight the "Home" entry from the heading "Select the volumes you wish to mount". Select "OK". The "Home" volume should appear on your Macintosh desktop where you can access it just like any other drive. This method of connecting to the server is only available if you are located on Wheaton's network.

Windows - Connecting through FTP (File Transfer Protocol)

Central file services allow FTP access to the faculty and staff Home folders from anywhere, including the Internet. When connecting from a Windows system, you can connect using WS_FTP or a similar file transfer protocol client.

Launch WS_FTP. The host name should be set to "fileserv.wheatoncollege.edu". Your user ID is your Wheaton ID (with a lowercase "w"). Fill in these two pieces of information and click OK. You will be prompted for the password associated with your Wheaton ID (same as your email password).

Once you are connected through FTP, you will be in your Home directory and your dropbin, public, private and www folders will be available to you.

If you want to access another person's Home directory in order to give or pick up a file from them, navigate to the facstaff and student folders by typing:

```
/home/samba
```

in the remote site navigation box at the top right hand side of the application. Double-click on any of the available folders to gain access to the Home directories of the people in those categories.

If you want to connect to your Home directory only, you can also FTP through Internet Explorer (version 5 or higher). To FTP from a Windows system, launch your browser and enter this URL in the Address bar:

<ftp://wid@fileserv.wheatonma.edu>

You will be prompted for the password associated with your Wheaton ID (same as your email password).

Macintosh - Connecting through FTP (necessary when dropping or picking up files from others)

The predominant FTP client used at Wheaton by Macintosh users is Fetch. With the Fetch dialogue box open, enter the Host name; it should be "fileservr.wheatonma.edu". Your User ID is your Wheaton ID (with a lowercase "w"). Your password for your Wheaton ID is the same as your email password.

Once you are connected through FTP, you will be in your Home directory and your dropbin, public, private and www folders will be available to you.

If you want to access another person's Home directory in order to give or pick up a file from them, navigate to the facstaff and student folders by selecting:

/

from the navigation pull-down menu which is located at the top of the application window (to the right of your Wheaton ID). Double-click on any of the available folders to gain access to the Home directories of the people in those categories.

Support

If you run into any issues while working with file services, please feel free to call the LIS Technology Support Staff at x3900.