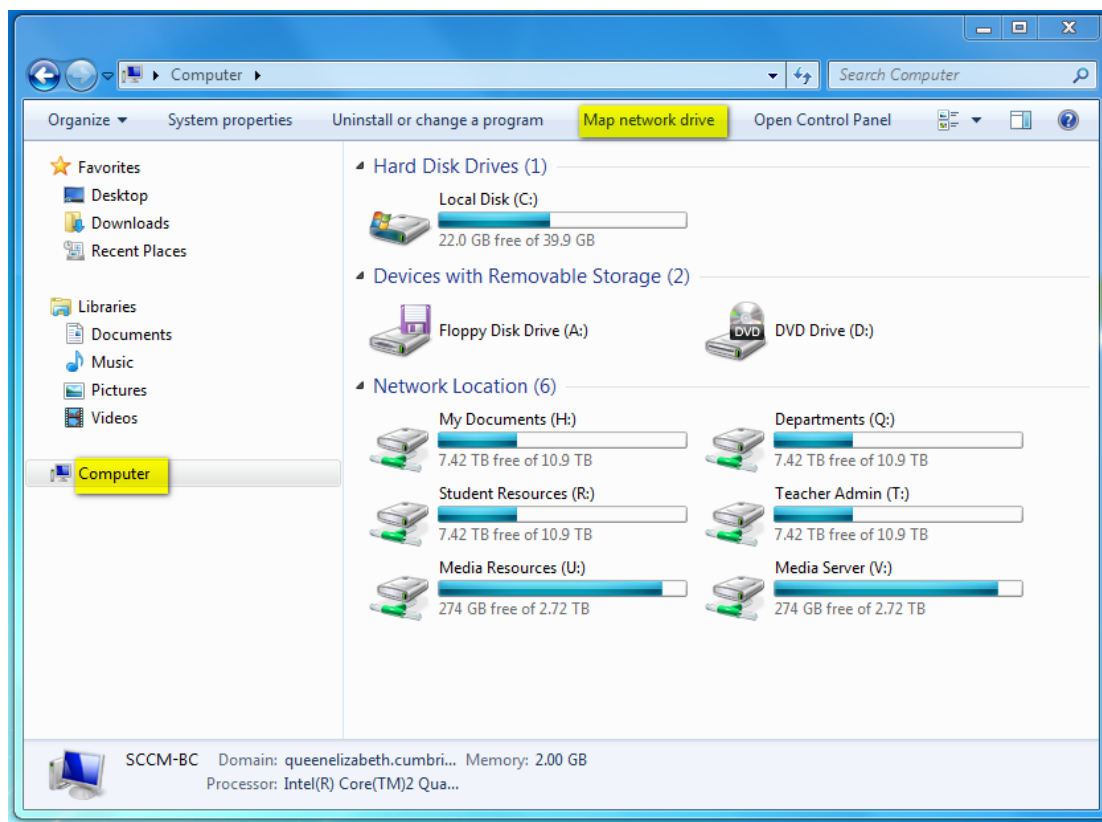


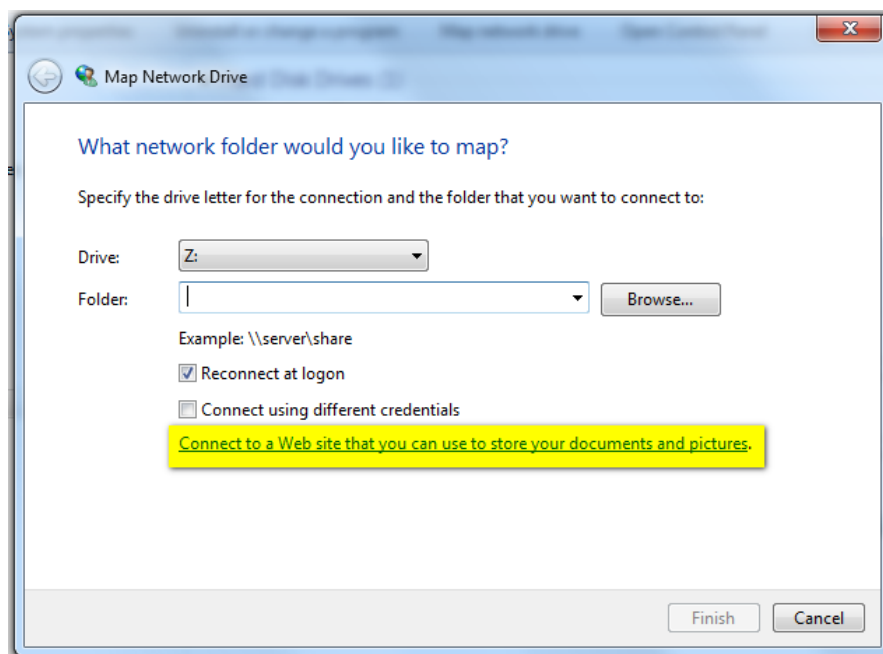
## USING WEBDAV TO CONNECT TO QES DOCUMENTS IN WINDOWS 7

The following screenshots show the process of creating a network drive that connects to QES. The process is very similar for Windows 8.

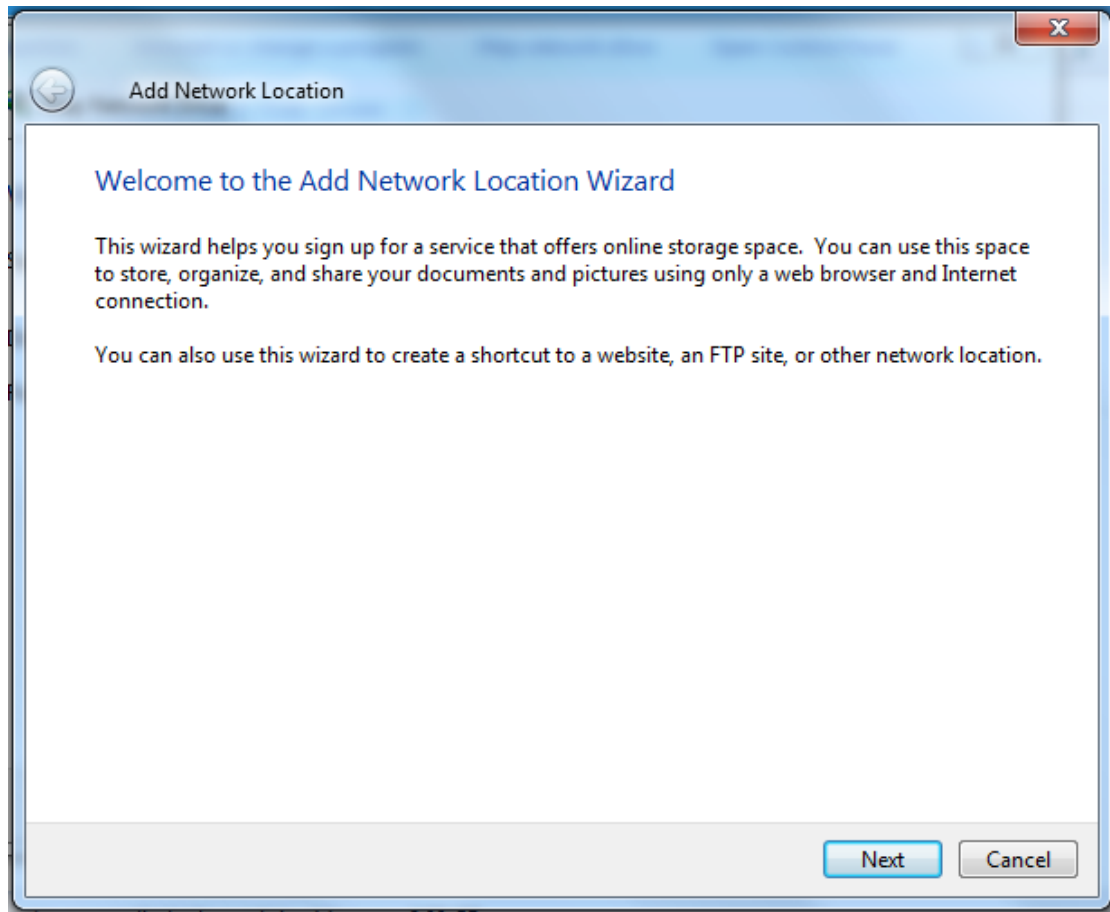
1. Select **Computer** in Windows Explorer and choose **Map network drive**.



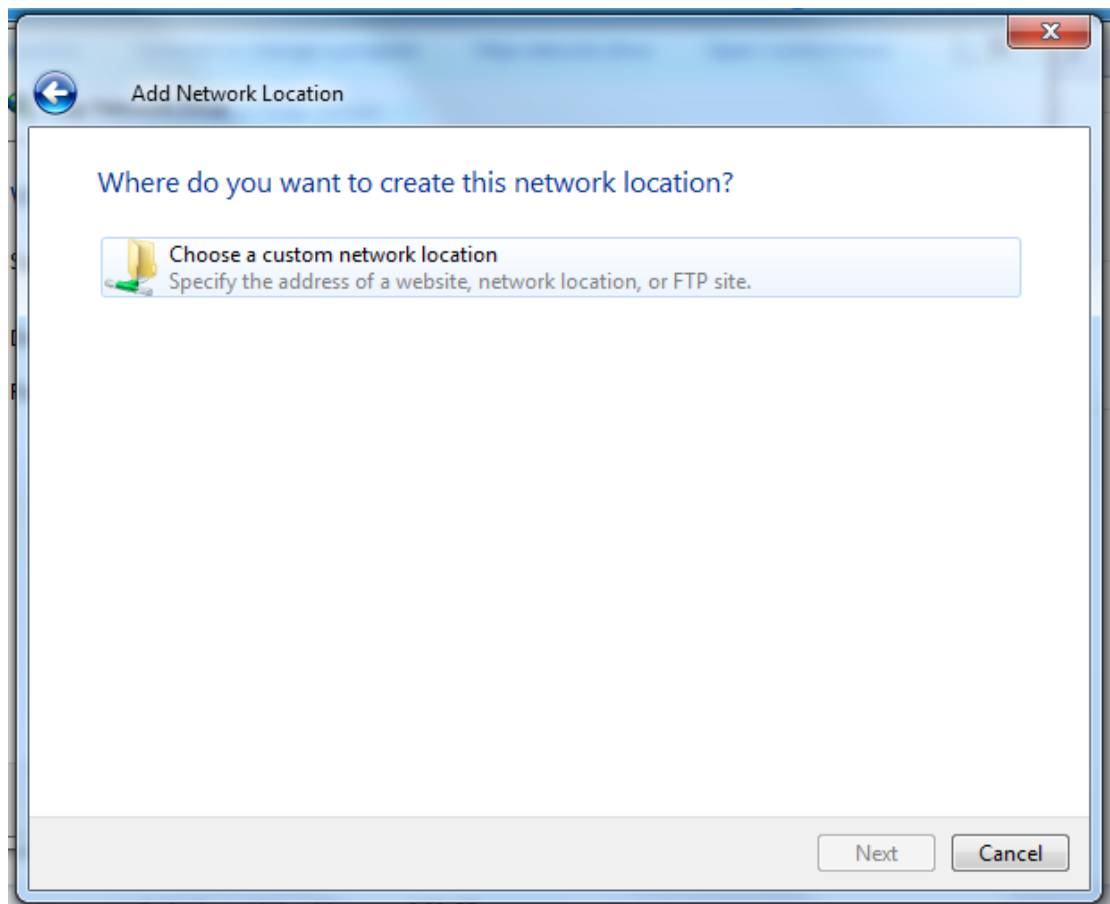
2. On the Map Network Drive dialog, choose **Connect to a Web site...**



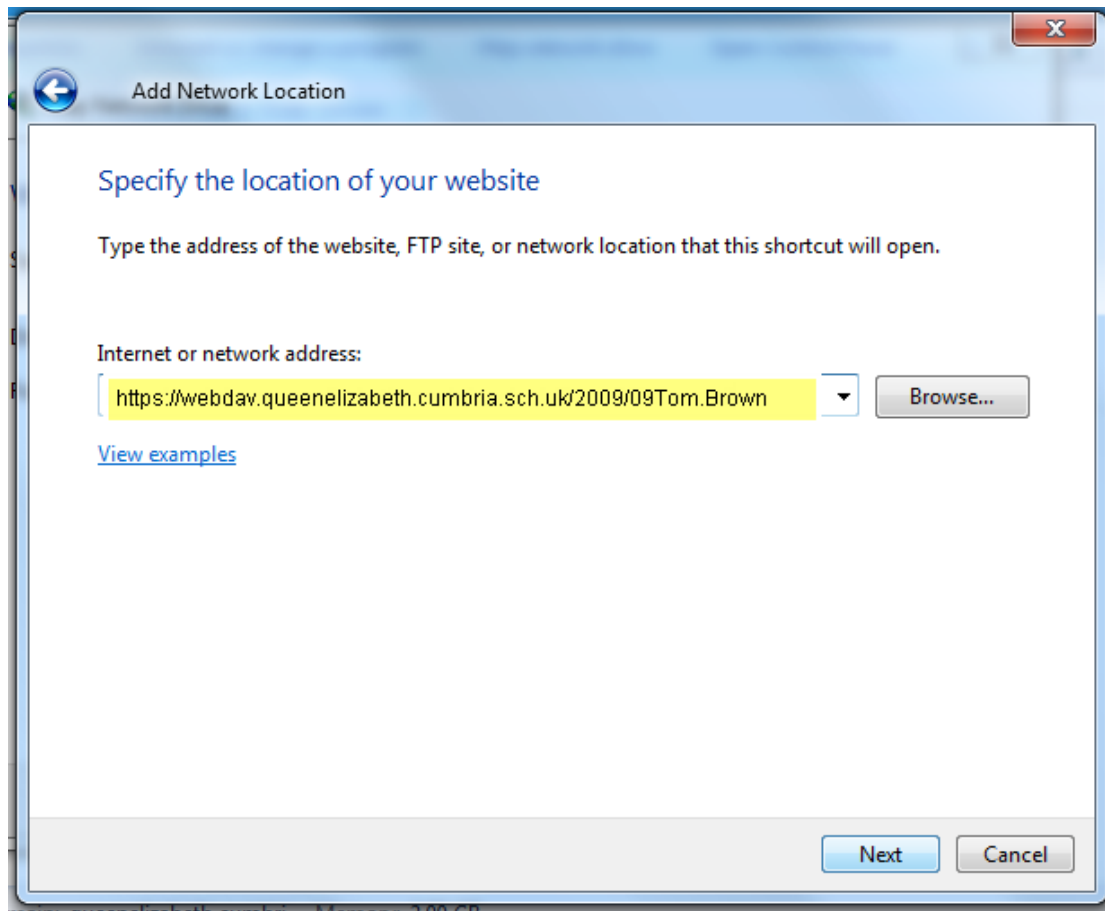
3. The **Add Network Location Wizard** will start; click on **Next**.



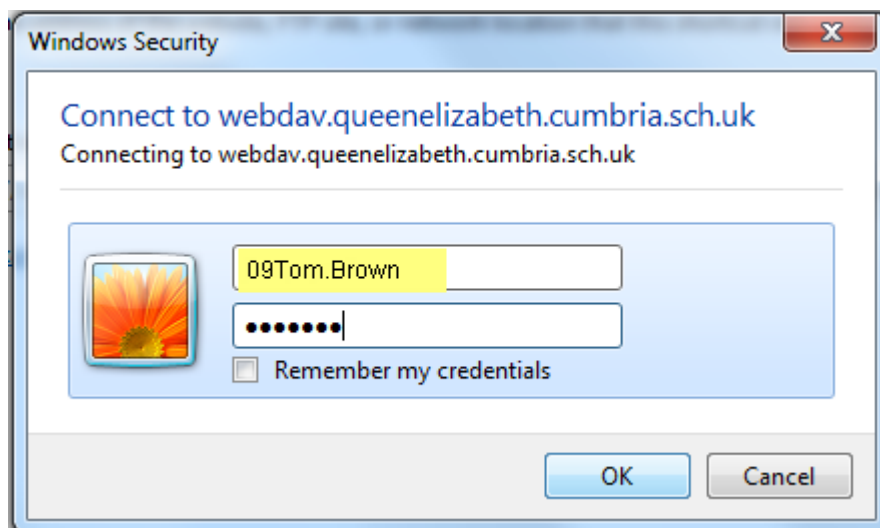
4. Click on **Choose a custom network location...**



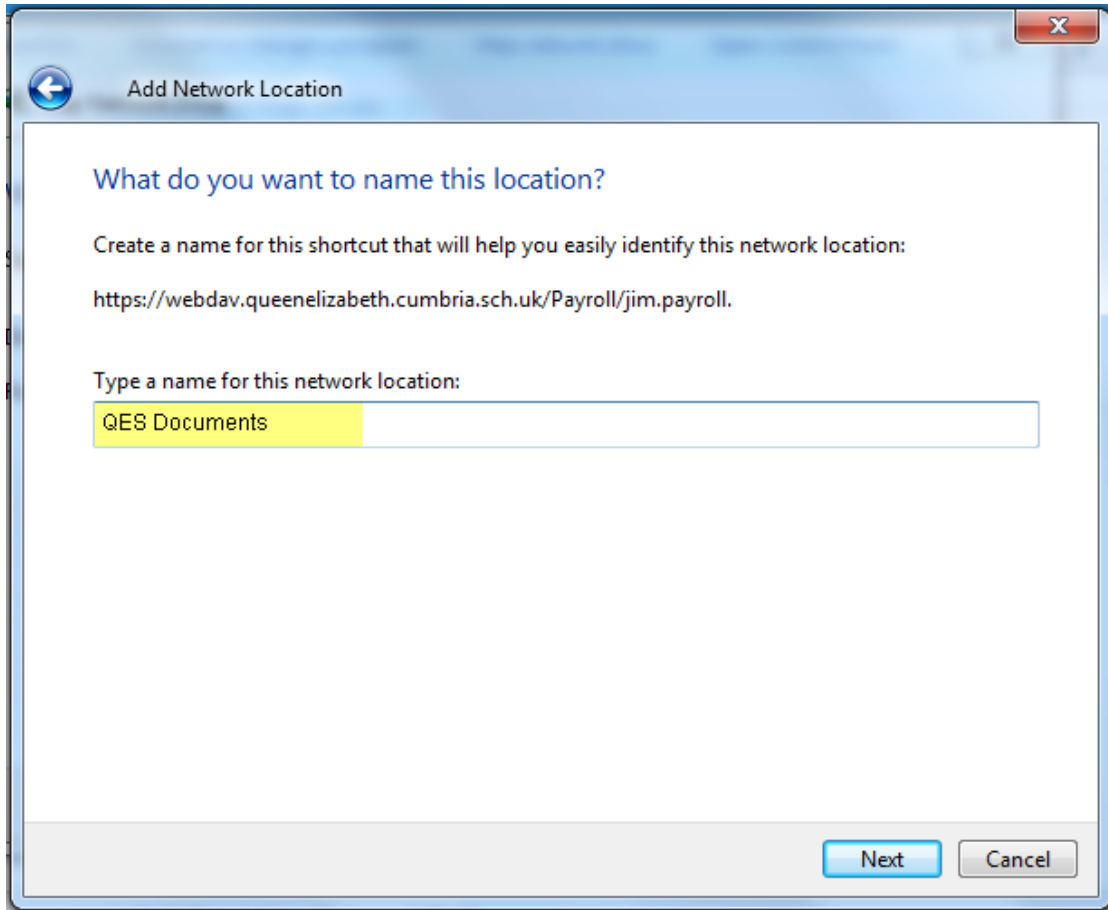
5. Enter the network location that you're connecting to; this is the address of your school Documents in the format .../Year of Entry/Username. For example; for a user in Year 12 whose username starts with 09 and whose username is 09Tom.Brown', the address is: <https://webdav.queenelizabeth.cumbria.sch.uk/2009/09Tom.Brown>



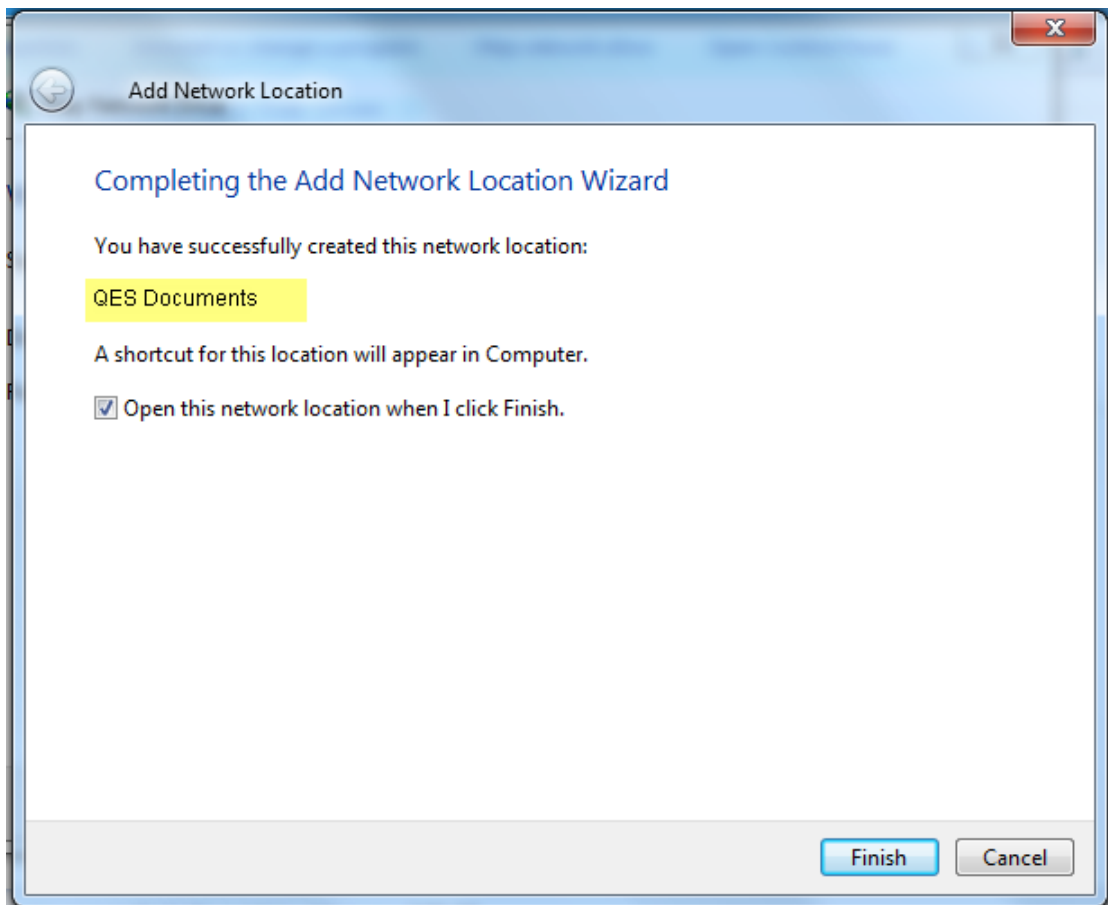
6. It **may take several seconds** for the connection to configure. Once it does, you'll be prompted for your username and password. Enter these and click OK.



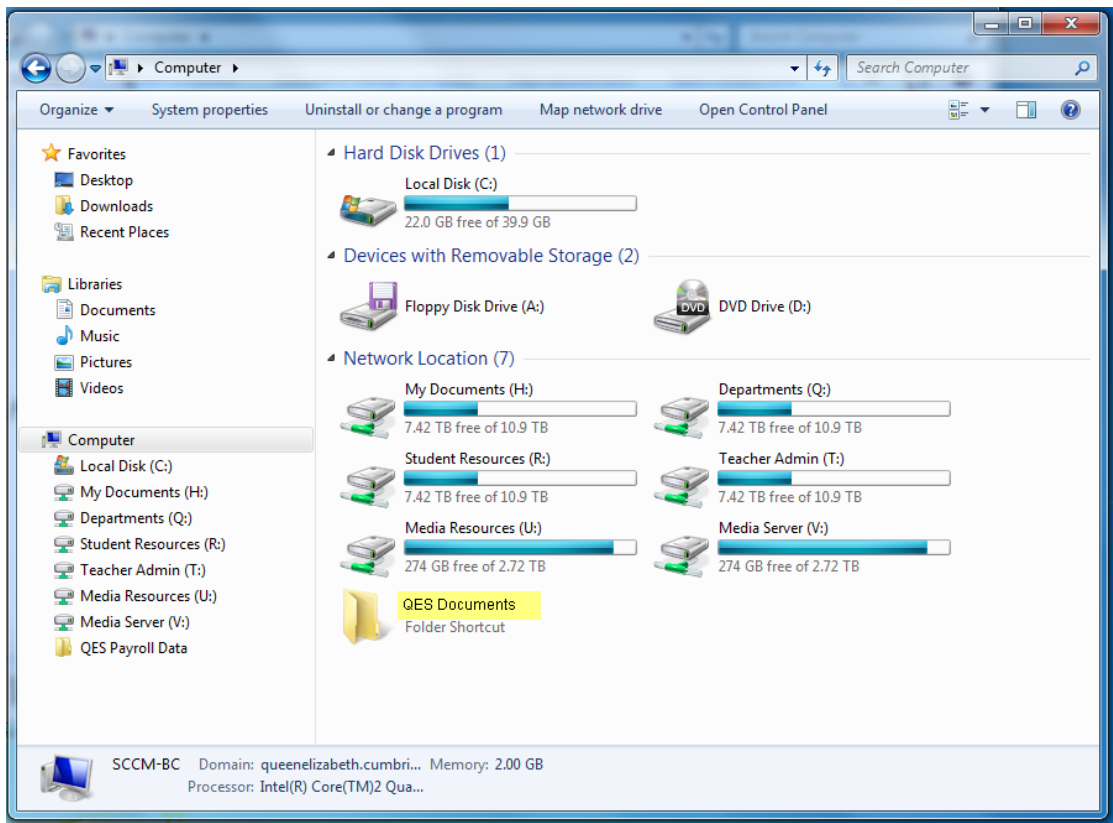
7. Give the network location a meaningful name.



8. The process is now complete and you should be able to view your files stored at QES.



9. The network connection is stored under **Computer** in Windows Explorer...



...you can open the location to view the files.

