

Using Webspaces

By the Students of Writing 1

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What is Webspaces?

Webspaces is the personal file storage. It is a free space for students and teachers of UT.

You can access webspaces by going to <http://webspaces.utexas.edu>.

You can use functions such as:

1. You can download and upload a file.
2. You can copy, move, delete and search a file.
3. You can create your own directories (folders).
4. You can bookmark files.
5. You can share files.
6. You can access your files from any computer.

Why do we use the webspaces?

1. We can save some files easily.
2. We can share a file, etc.
3. We can copy or transport a file anywhere if we have P.C. with an Internet connection.
4. We don't need bring a diskette, CD, or memory stick.

How much space is there?

There are 75MB you can use.

Who can use Webspaces?

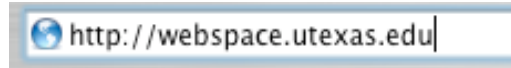
Any UT student, faculty and professor who has a UT E-id can use web-spaces.

How to Login

1. Open the web browser.



2. Type in the Webspaces address (<http://webspaces.utexas.edu>)



3. Type in your username (your UT EID) and your password.

4. Click the “GO” button (or press “enter”)

The image shows a login form with the following fields and buttons:

- Log in** (header)
- Username:**
- Password:**
- GO** (button)

A red arrow points from the text "Click the 'GO' button" to the GO button.

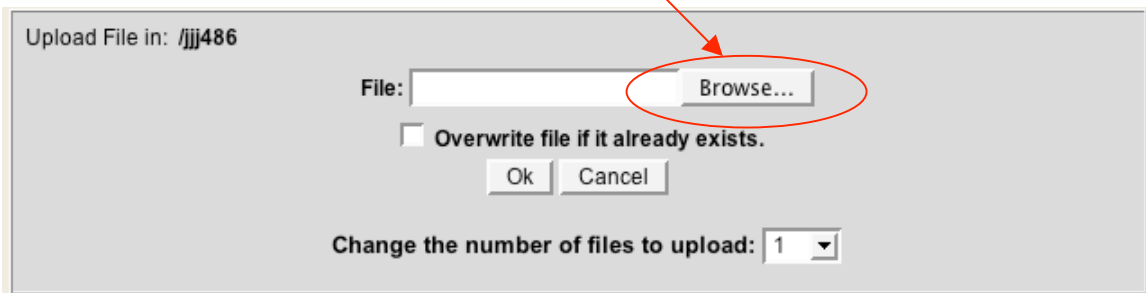
How to Upload

1. Make sure your file is on your computer.

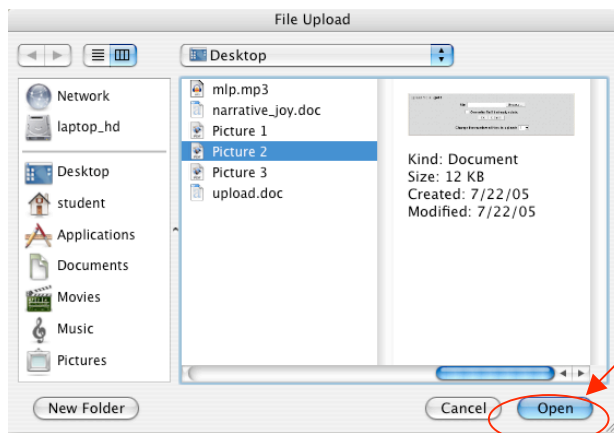
2. Click the “upload button”



3. Click the “browse button”



4. Find your file to upload and click “open”



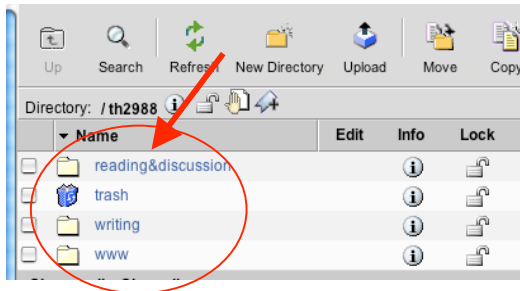
5. Choose “overwrite file if it already exists” if you want to replace an old file.

6. You can change the number of files to upload by choosing a number from the pull-down menu.

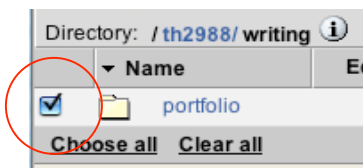
7. Click the ”ok button”

How to share files

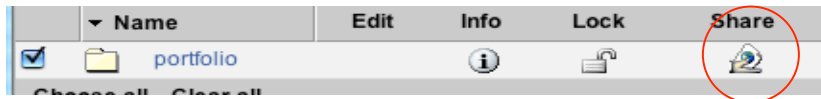
1. Find the file or directory to share.



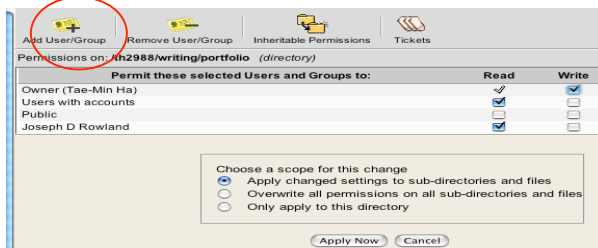
2. Check the box next to the file name.



3. Click the “share icon”.



4. Click the “Add User/Group” on the menu bar.



5. Select “ID” from the pull-down menu and type the “EID”.

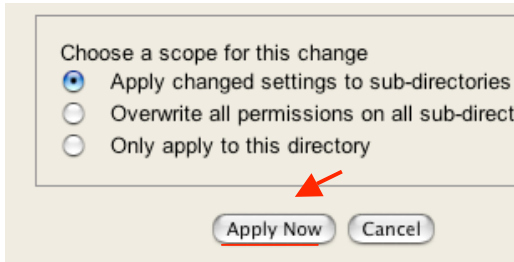


6. Click “ok” at the bottom of page.

7. If you want someone to read file, you just click the “read” box.
If you want someone to write and delete a file, check these boxes, too.

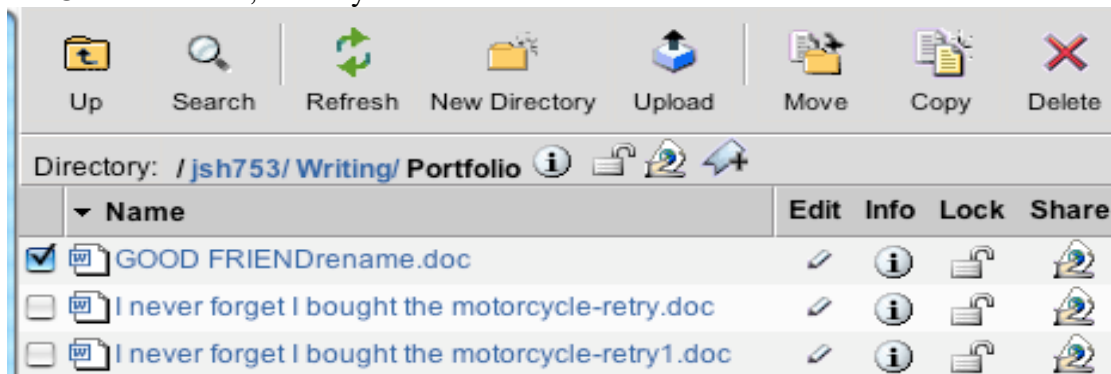
Permit these selected Users and Groups to:	Read	Write	Delete	Administer
Owner (Tae-Min Ha)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Users with accounts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joseph D Rowland	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Click the “apply now” at the bottom of page.

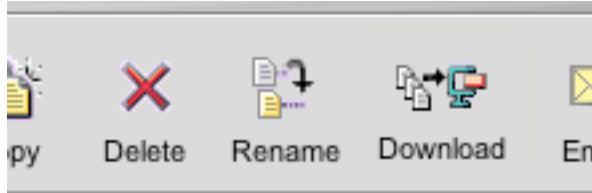


How to Rename a File (Folder)

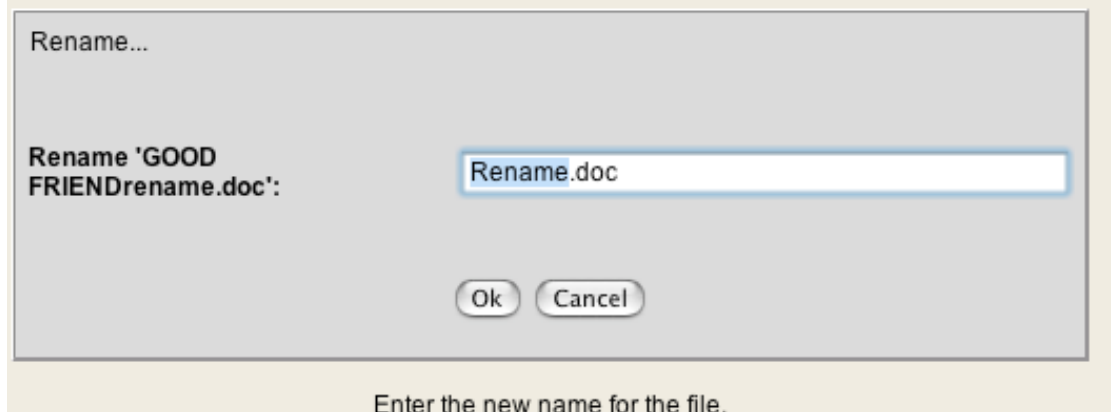
1. Choose the file, which you want to rename.



2. Click the “Rename” button on the tool bar.



3. Change the name, which you want to type the new name.



4. Click the “OK” button.