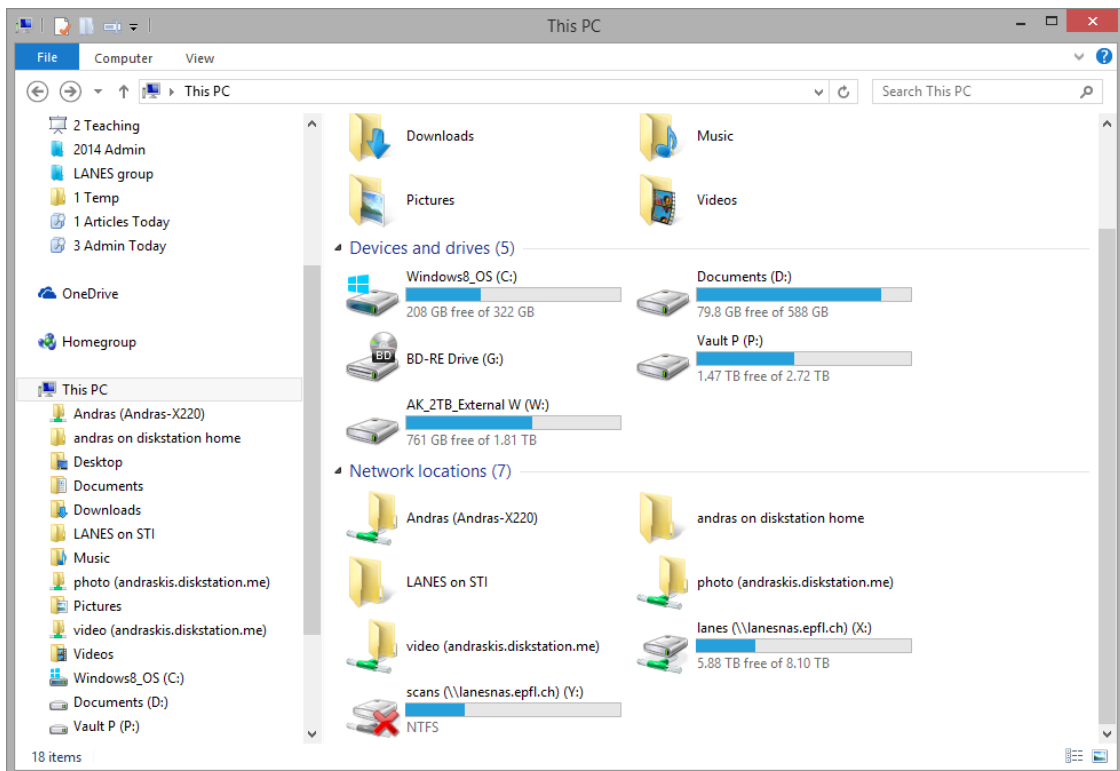# Connecting to the shared document folder

For the sake of simplicity we are using the document repository developed for the use by EPFL collaborators, located at documents.epfl.ch. There are three different ways to connect to it. The first one is the most practical as it allows you to mount the document folder as a network location that can then be used just as any other folder on your computer (as long as you have internet access). Other two work using standard web browsers. All these require that you have a guest EPFL account set up. If you don't have it, please contact the co-ordinator.
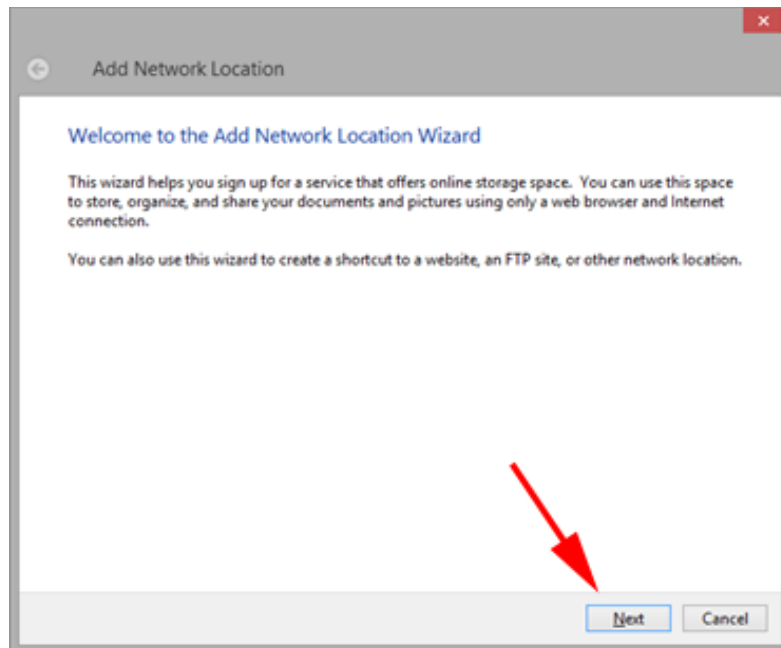
The main MoWSeS folder is divided into the following subfolders: **dropbox** (anybody can put something in there but only people with an account can list the contents), **private** (only pre-authorized users have access to it), **public** (anybody with an EPFL account has access to it) and **www** (the entire world has access to it). These are automatically set up by the documents.epfl.ch server and there is no way to change them. We will exclusively be using the private folder. Sections 1-3 of this document describe how to access it.
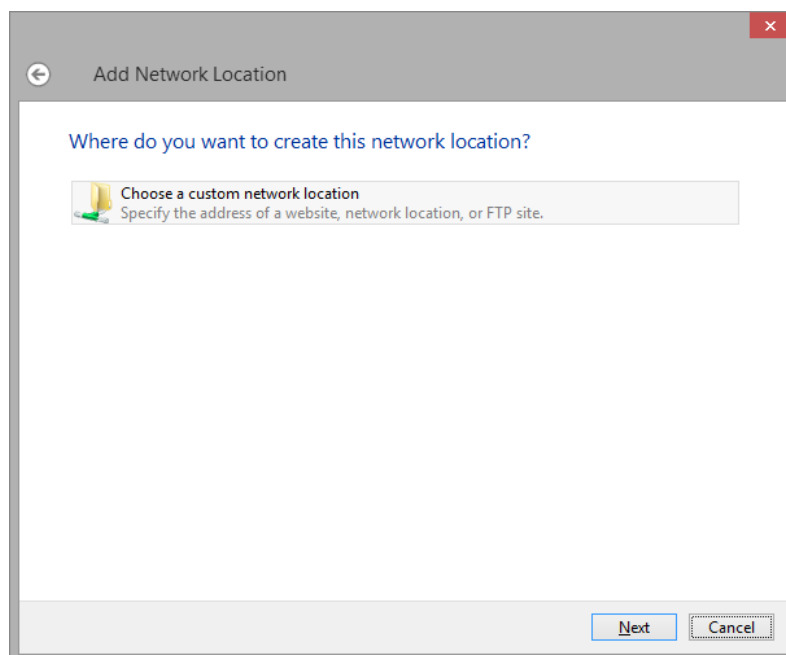
1.   ADDING A NETWORK LOCATION

This description was prepared on a PC running Windows 8.1. IT should be applicable to all PCs running a relatively recent version of Windows (Vista, Windows 7 etc). Open the windows explorer and go to **This PC** or **My computer** (depending on the windows version).
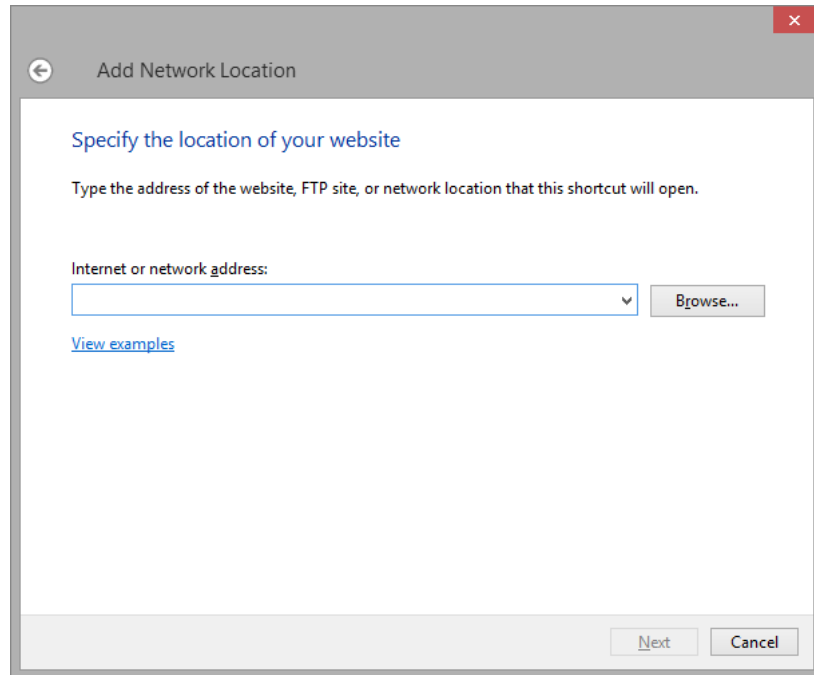
Right-click with your mouse in the panel on the right-hand side and select the option **Add a network location**.

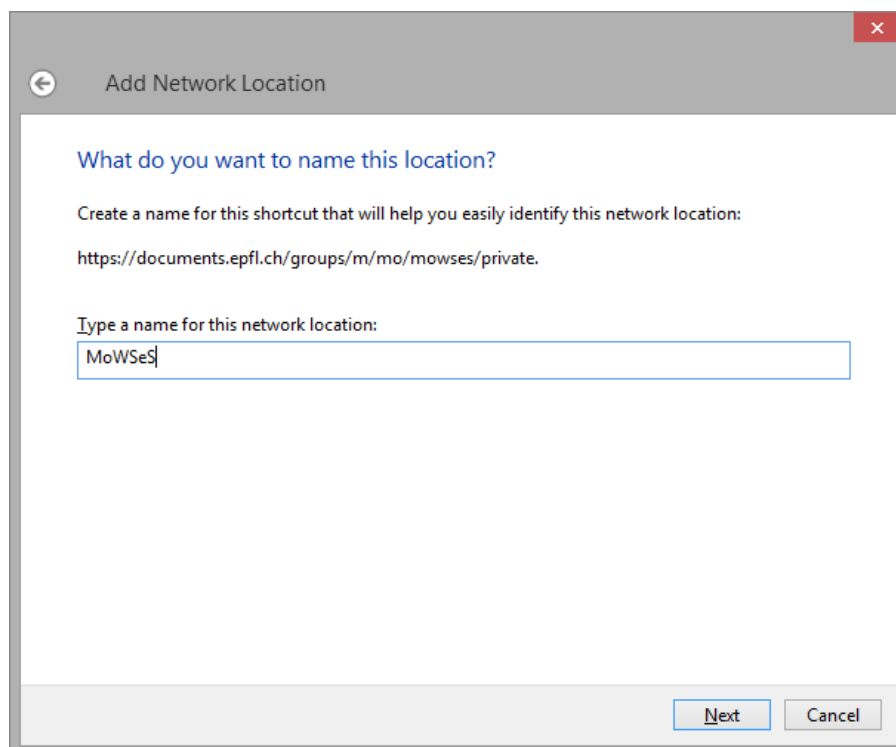Click **Next.** Select **Choose a custom network location** and click **next.**

Under **internet or network address**, paste

https://documents.epfl.ch/groups/m/mo/mowses/private
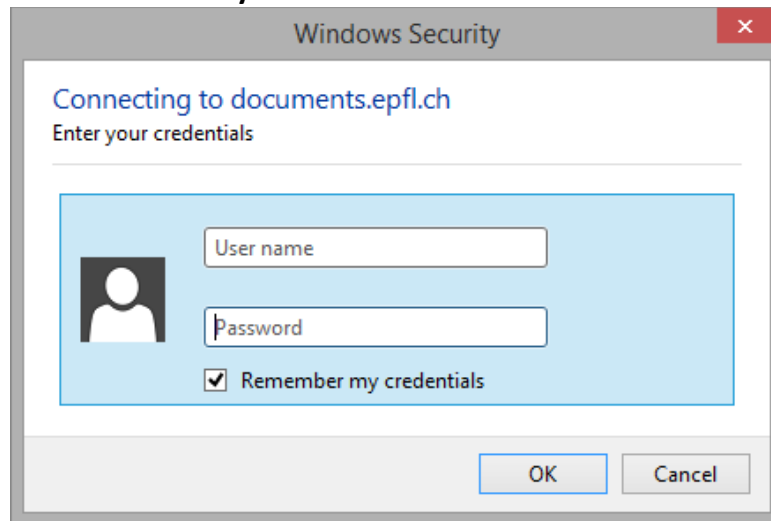
Click next.

Enter MoWSeS under **type a name for this network location**. Click **Finish** on the next window.

If asked for login and password, enter your e-mail address and password provided by the co-ordinator and select **remember my credentials**.

You should now be able to read, place delete etc. files on there as if they were on your computer. If you reboot the computer, windows might ask you for the password the first time you reconnect. In my case (PC running Windows 8.1), it already prefills the password with the right value so I have to only click OK. I'm not sure how it works on other operating systems.

A similar procedure could work on other operating systems. The following two alternative ways of connecting are independent of operating systems and work over a standard web browser.

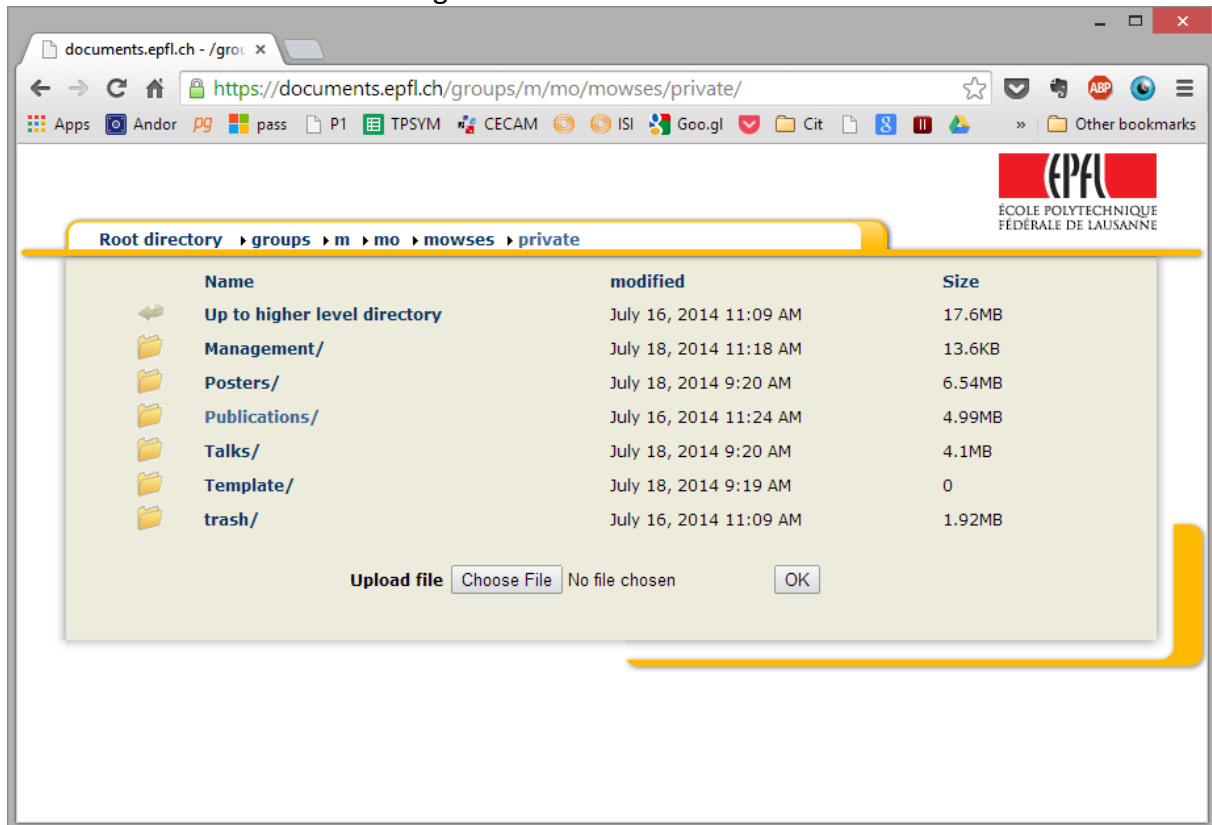## 2.   DIRECTLY CONNECTING TO DOCUMENTS.EPFL.CH

The second approach requires just a standard browser but it only allows you to upload and download files without the possibility of deleting or renaming them.

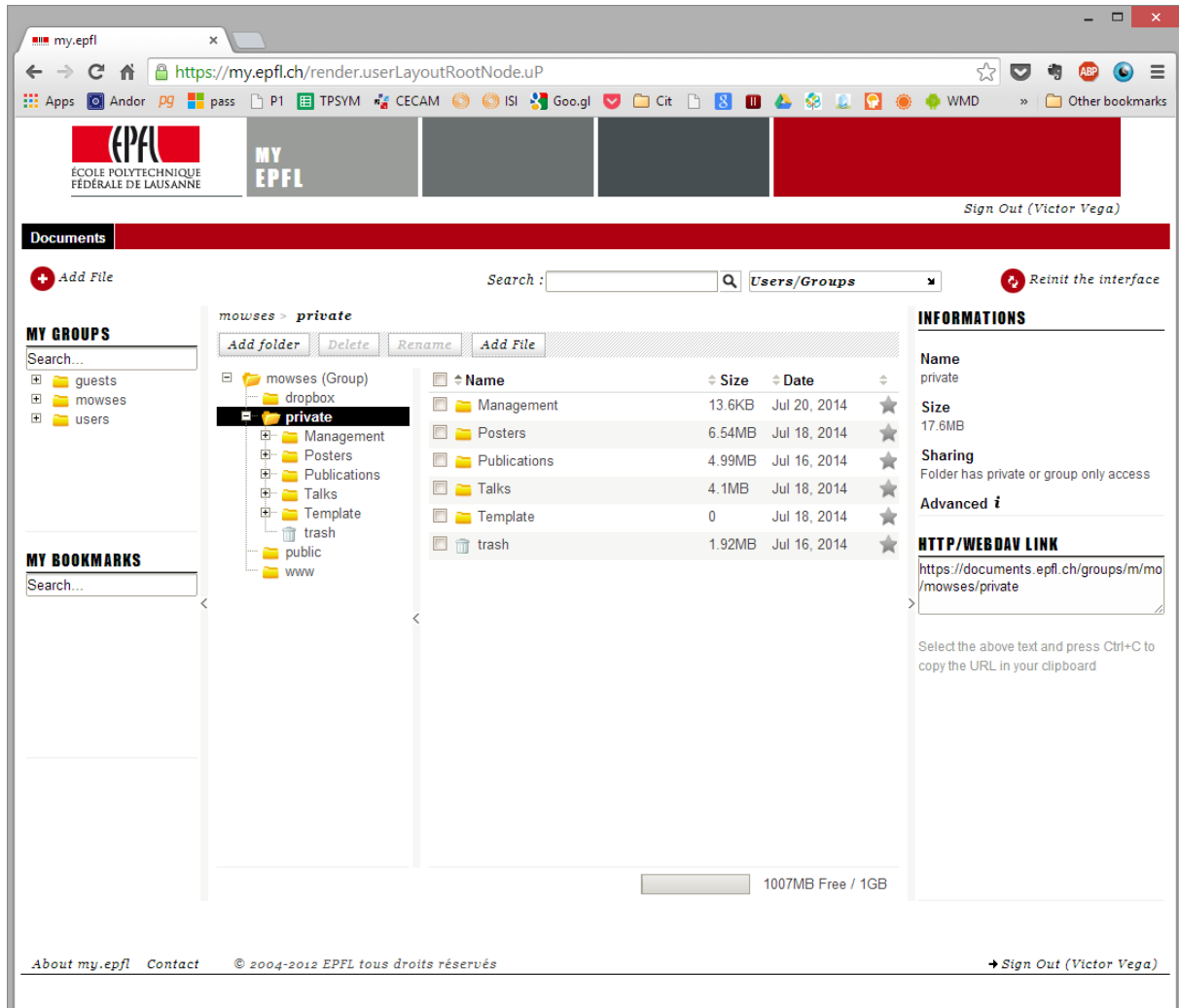Here, open any web browser and paste in the address bar:

<p style="text-align:center; color:red;">https://documents.epfl.ch/groups/m/mo/mowses/private</p>

Enter your e-mail and password provided by the coordinator in the pop-up window.

You should then see the following window:

3.   USING THE MY.EPFL PORTAL

You can also access the files by logging into the my.epfl.ch portal. This offers more flexibility than the procedure described in section 2. Once you log in using your e-mail and the password provided by the coordinator, you should see something like this:

You should now be able to search for files, add individual files to favorites, download, upload rename etc. Please remember to upload files to the **private** folder only, to keep them visible only to MoWSeS members, administrators and the project officer.