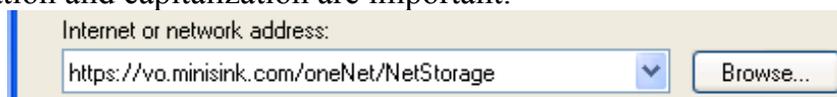# Using Virtual Office

Virtual office allows you to securely access all of your network files remotely across the Internet. There are 2 sets of directions bellow. The first will only work on Windows 2000 and XP and the second will work using any standard web browser running on any version of Windows or Macintosh.

WebFolders method: only for Windows 2000 or XP
1. Locate, then double click on the "My Network Places" icon. It should be on your desktop or in "My Computer" as pictured.
2. From the "My Network Places" folder, double click on "Add Network Place", then click Next
3. Click on the "Choose another network location" option, then click the Next button.
4. The wizard should now ask for the network location. Type in the following address exactly as shown, punctuation and capitalization are important:

Internet or network address:
https://vo.minisink.com/oneNet/NetStorage

5. When you click next, a security alert may ask if you want to continue. Click "View Certificate", then click "Install Certificate", click "Next" twice, then click "Finish". Click "Yes" to proceed.

6. Windows will ask for your user name and password. Use the same Novell login as you do at school. If you don't check the "Save this password" box, windows will continually ask for it.
7. The wizard will ask you to name the network place, accept the default and click next.
8. Click finish, and a window should appear containing all of your accessible network drives. The wizard created a new icon in the "My Network Places" folder that you can access from now on.

Web Browser Method: for any Windows Or Mac version
1. Open your web browser and enter the following address exactly as shown including capitalization and punctuation:
2. If a security warning pops up, Click "View Certificate", then click "Install Certificate", click "Next" twice, then click "Finish".

3. Login using the same Novell login as you do at school.
4. Click on the folder icon at the top of the page:
5. You will now see a list of accessible network drives. Double clicking on files and folders will open them. You can also check multiple files and folders, and download a single zip file by clicking on the File menu then Download.
6. After editing a file you will need to upload it back to the server. This can be done by clicking on File, then Upload, browse for the file, then click the Upload button.