

# CCG Server Project Access

## Netdrive (Preferred Method) – Download and Upload

1. Download and install Novell Netdrive 4.1 from our server ([netdrive\\_4.1.exe](#))
2. Open NetDrive
3. Add a new site  
Name: CCG storage server  
URL: <https://ccgsrv.geostats.ualberta.ca/ccg/Projects/YOUR-DIRECTORY/>
4. Server type is WebDAV
5. Select a drive letter
6. Deselect to anonymous logon and enter the user name and password
7. Click connect to login to the server

Netdrive will add a drive to windows explorer so you can easily drag-and-drop files from the server as long as you are connected to the internet.

## My Network Places – Download and Upload

1. Open up the “My Network Places” from the desktop, windows explorer, or start menu
2. Double click on the “Add Network Place”
3. When prompted for the network place location, select “Choose another network location”
4. Enter the following url for the internet address:  
<https://ccgsrv.geostats.ualberta.ca/ccg/Projects/YOUR-DIRECTORY/>
5. Accept the certificate for the website
6. Enter your user name and password
7. Choose a name that is easy to refer to; i.e. “CCG Storage Server”
8. Finish setting up the network place

## Access via a Browser – Download Only

1. Open up any web browser
2. Enter the following url for the internet address:  
<https://ccgsrv.geostats.ualberta.ca/ccg/Projects/YOUR-DIRECTORY/>
3. Accept the certificate for the website
4. Enter your user name and password