Creating a Connection in Contribute
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1. Map a drive to your WEB folder (see document Mapping a WEB drive).
2. Open Contribute and click on **Create a Connection**.
3. You will get a message about a key, click **Next**.
4. In the **What do you want to connect to** box select **Website**.
5. In the What is the Web address (URL) of your Website box enter the path to your website and then click **Next**.
6. In the **How do you connect to your web server** box use the drop down arrow to select **Local/Network**.
7. In the **What is the Network path to your Website** box use the browse button to browse to the drive that you mapped in step 1 and then click **Open** and then **Select**.
8. Click **Next** and then enter your Name and email address in the boxes provided.
9. Click **Next** and then click **Done**.