Mapping a Drive to Your WEB Page
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Note: If you are in a County that runs on a County network rather than on UFAD you must log in using your IFAS VPN connection prior to mapping your drive. If you wish to work from your home computer you can also map the drive if you log in to your IFAS VPN first.

Before you begin you need to map a drive to your web page. This will allow you to work on your site as if the pages were on your own computer.

1. Double click on the My Computer icon on your desktop and select Tools, and then Map Network Drive.

2. Use the drop down arrow next to Drive and select a letter that is not in use (there is nothing next to it). Do not select a letter above H.

3. Type in the path to your WEB Site in the Folder box. It will be \if-srv-web\websites$\county.ifas.ufl.edu (where county is your county name).

4. Make sure the Reconnect at logon box is checked and then click the Finish button.

A box will come up displaying the files and folders that are on in your WEB site. From here you can modify your files with any WEB software such as Contribute, Front Page or Dreamweaver.