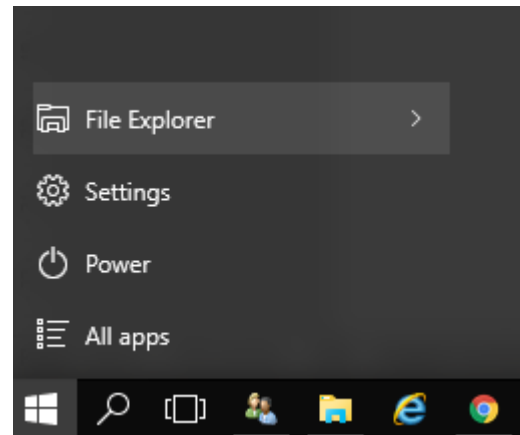


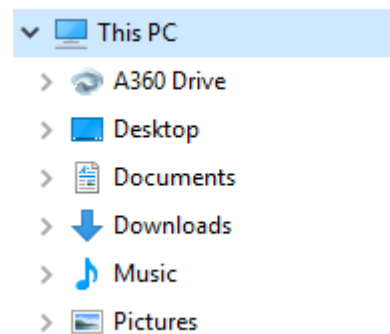
WebDAV (Internet File Access) Windows 10

This guide will show you how access your files without having to connect to a UCLan computer. You will need to have internet access. You will be able to log onto your own computer and access your UCLan files.

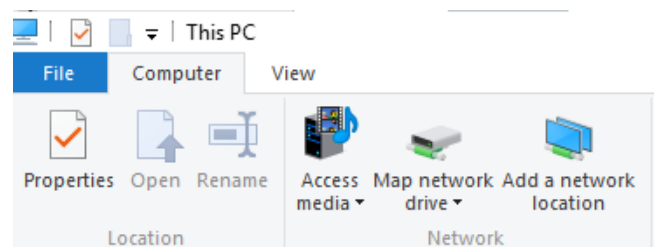
1. Select the **Start** menu and select **File Explorer**

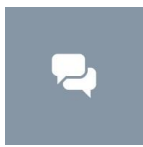


2. From the left menu select **This PC**



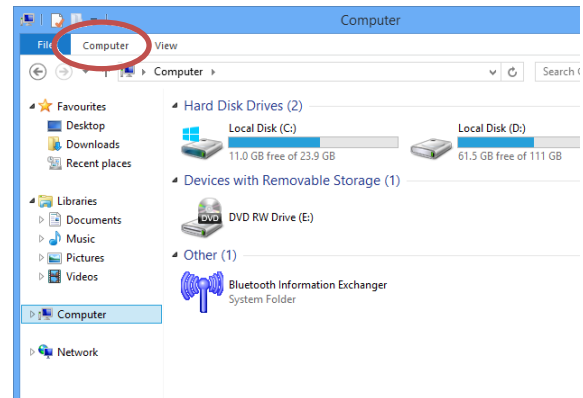
3. Look for the Ribbon at the top of this window



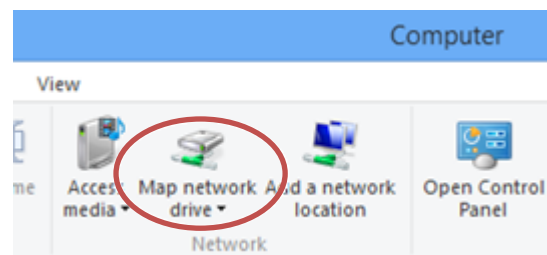


WebDAV (Internet File Access) Windows 10

4. Select the **Computer** tab

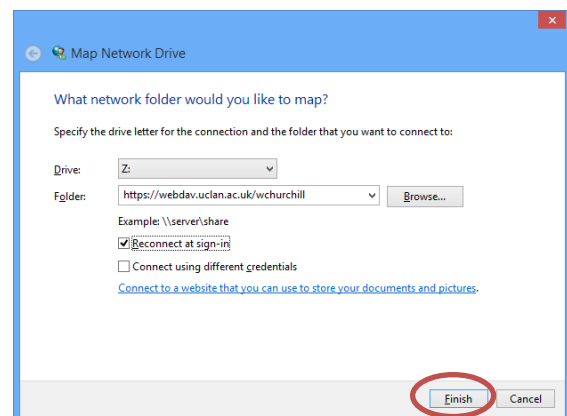


5. Select **Map network drive**

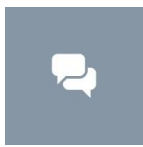


6. Enter or select the following settings:

- **Drive:** Select a drive that you are not already using e.g. Z: /
- **Folder:** <https://webdav.uclan.ac.uk/your> username
- **Reconnect at login:** should be **ticked**
- Select **Finish**



Please Note: A Windows Security box will appear.



WebDAV (Internet File Access) Windows 10

7. Enter and select the following settings:

- **Username:** Your **UCLan Username**
- **Password:** Your **UCLan password**
- Select **OK**

Please Note: only select **Remember my credentials** option if you are using your own personal computer

Please Note: You can access your UCLan drives and files within your **Computer** window. You can get to this location by following steps 1-3.

