

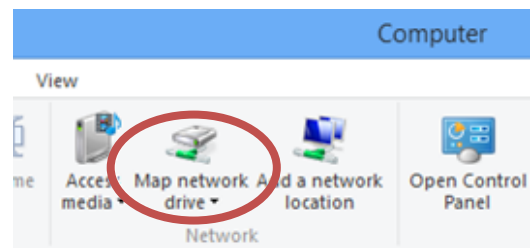
# WebDAV (Internet File Access) Windows 8

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

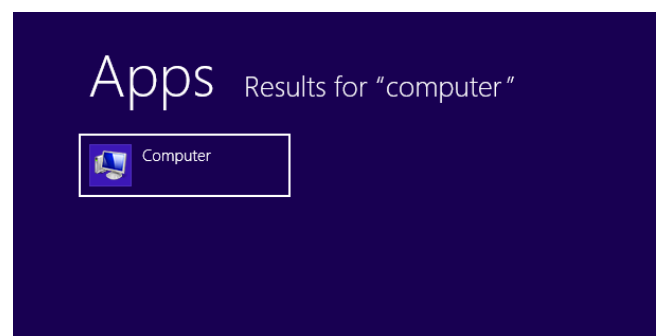
1. Select the **Start** menu

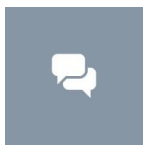


2. Search for **Computer**



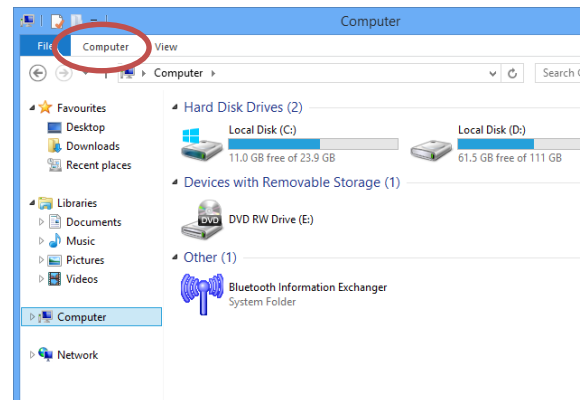
3. Select **Computer**



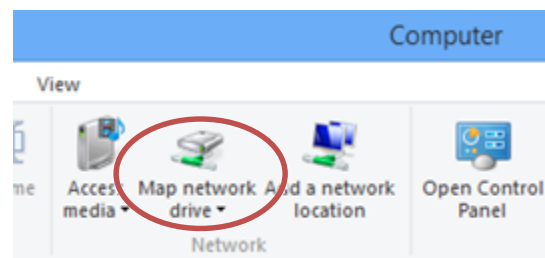


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4. Select the **Computer** tab

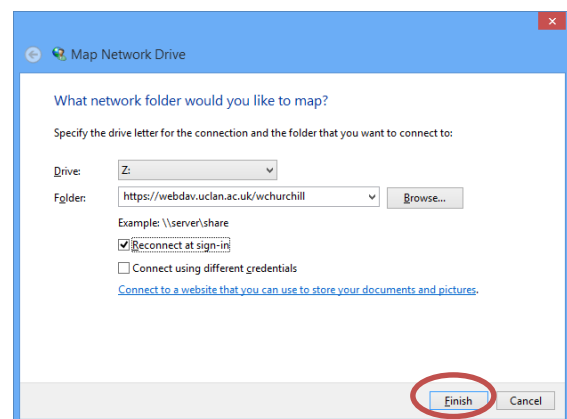


5. Select **Map network drive**



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.



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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.

