



# ITS Division

---

## Monash Mobility services

Shared file access via  
Novell<sup>®</sup> NetStorage

## Table of contents

<b>Table of contents</b> .....	<b>1</b>
<b>Introduction</b> .....	<b>2</b>
<b>NetStorage – A way to remotely access your Novell files</b> .....	<b>2</b>
<b>Accessing NetStorage</b> .....	<b>3</b>
<b>1. Access NetStorage via a web browser</b> .....	<b>3</b>
Logging in .....	3
<b>2. Using the NetStorage Web browser</b> .....	<b>3</b>
Currently opened folder .....	4
Folder Navigation .....	4
Folder contents.....	4
Folder contents scroll bar .....	4
Logging out.....	5
Download and Upload functions. ....	6
Downloading a file .....	6
Uploading a file.....	6
Logging out.....	8
Important note .....	8

## Introduction

### NetStorage – A way to remotely access your Novell files

There is a service available at Monash as part of the Mobility services called NetStorage©. This allows you to remotely access the files stored on your personal or shared Novell drives via an internet connection.

This method of accessing your personal or shared files should only be used when connecting remotely (i.e. from off campus or a campus location other than your office). When connected to the Monash network via a wall point, the full Novell network client should be used to access your files and other services such as printing.

NetStorage uses a standard web browser to display and access your files. This method is not dependent on any operating system - Windows, Mac or Linux users can all access their Novell drives.

The web interface is accessible at:

<https://netstorage.its.monash.edu.au/NetStorage/> This address is CASE SENSITIVE.

Note: The NetStorage web interface will provide a web-based upload and download mechanism which allows basic access to your files.

This type of method will result in you having files on your local machine and on the server, which may result in you having multiple copies of the files stored in two locations at any one point in time.

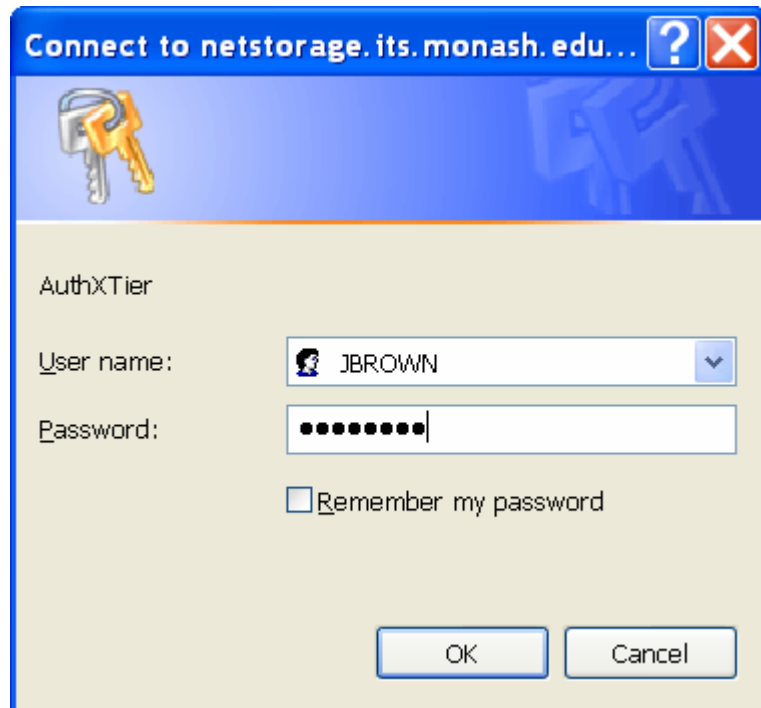
## Accessing NetStorage

### 1. Access NetStorage via a web browser

#### Logging in

Go to <https://netstorage.its.monash.edu.au/NetStorage/>.

Log in using your Authcate username and password when prompted.



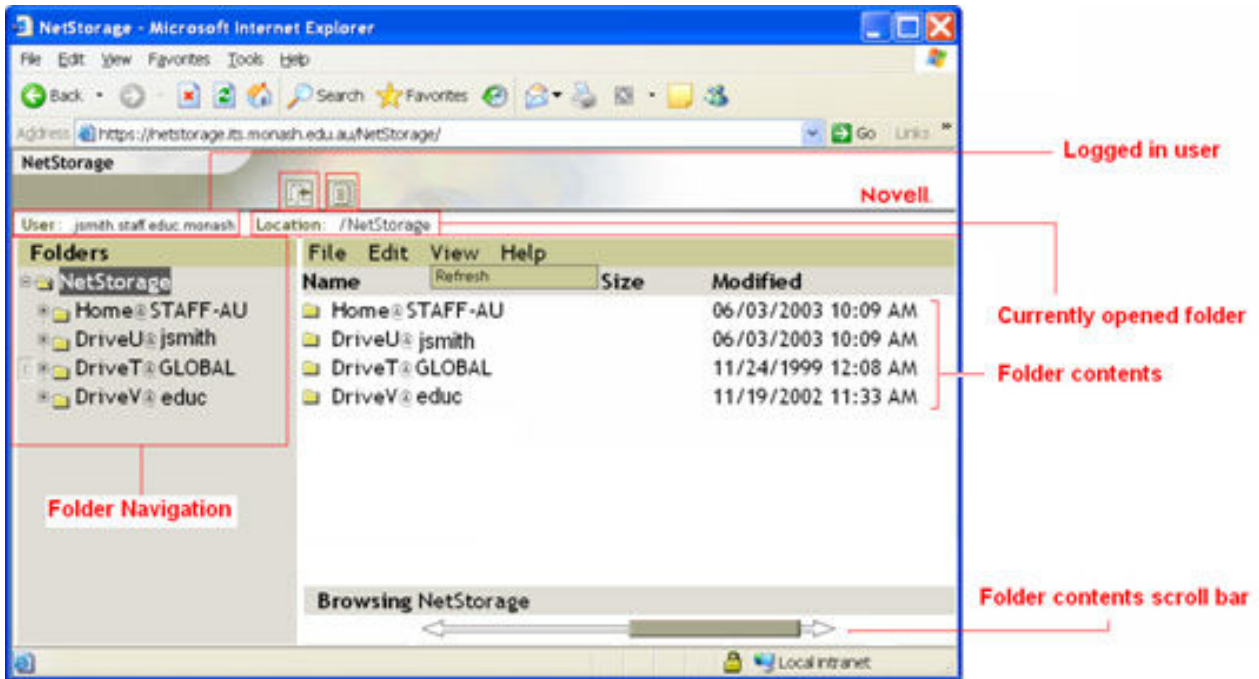
### 2. Using the NetStorage Web browser

The screen that is presented is a web representation of your Netware 6 drives. The web page that is displayed has a similar look to your standard “Windows Explorer” or “My Computer” interface, however, it works quite differently to these tools.

When using the web interface to access NetStorage, the files and folders that are displayed and manipulated cannot be directly altered from the web pages. Any alteration of a document requires the file to be “**downloaded**” to bring it down onto the local machine, edited and then “**uploaded**” to the Netware 6 server again (people who use FTP to transfer files from one area to another will be familiar with this concept).

This may lead to a number of versions residing on both the server and your local workstation. You will need to monitor these versions to avoid any confusion.

Below is a description of each of the highlighted areas on the screen displayed.



### Currently opened folder

The “Location / Address” item at the top of the web page gives you the full path to your current location.

### Folder Navigation

This works in a similar way to “Windows Explorer” folder navigation. A single click of your left mouse button will display the contents of that folder in the “Folder contents” screen and display any sub folders in the “Folder Navigation” section of the web page.

This list of folders is for navigation only and cannot be used to rename or delete folders. These operations are handled in the “Folder contents” section of the web page.

### Folder contents

This area of the web page allows manipulation of any folders or files that are listed. There are standard Windows icons next to each listed item to indicate the type of object.

Once an item is selected, any actions you can take are available via the menu that is displayed just above the “Folder contents” area of the web page. The options for each menu item will automatically drop down when the mouse is moved across the “File”, “Edit”, “View” or “Help” words.

### Folder contents scroll bar

Unlike “Windows Explorer” or “My Computer”, scrolling through a large list of files or folders in the “Folder contents” area of the web page is handled by the horizontal arrow at the bottom of the section.



Using this slide will allow the list of the “Folder contents” to update with the next portion of the list of items.



The “Text View” button displays the web page in text only with no graphical displays.

### Logging out



This button is the “Logout” button which will disconnect your session with the Novell server so that no further access can be made to your files until another valid login is made.

It is important that you click on this button once you have finished your session. If you do not logout from the session and just close the web browser, your session remains open from that computer and anyone can gain access to your files simply by opening your web browser and going to the NetStorage web page.

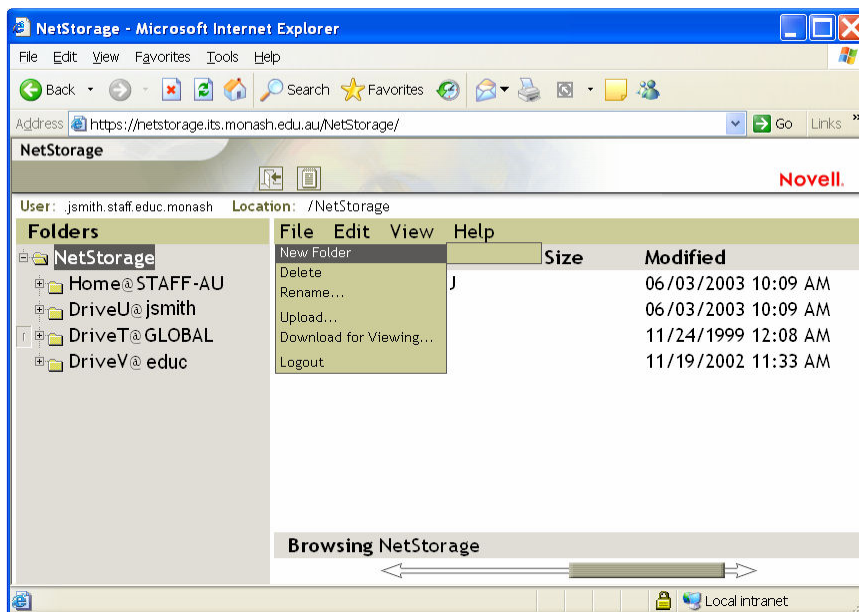
## Download and Upload functions.

Documents are altered using a download and upload process. Files must be “downloaded” to the local machine to be edited and then saved on that local machine. Once this has taken place you must upload (and overwrite) the same file on the NetStorage folder in order to keep these files synchronized.

If you do not wish the file to remain on the local workstation, you must delete this local copy of the file from within “Windows Explorer” or “My computer”.

### Downloading a file

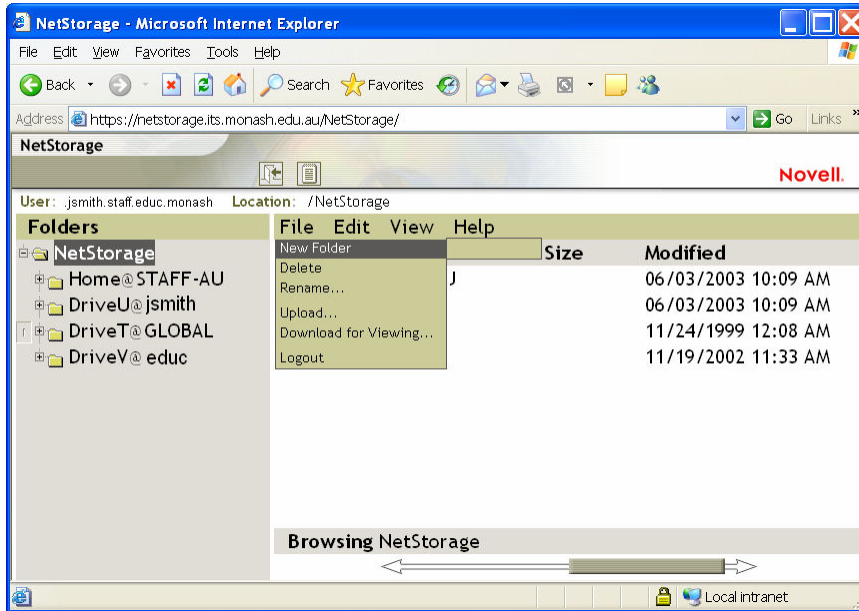
- a) Select the file you wish to download and edit from the list in the “Folder contents” area of the web page.
- b) Click on the “File” menu and select the “Download for viewing” option as shown in the below example.



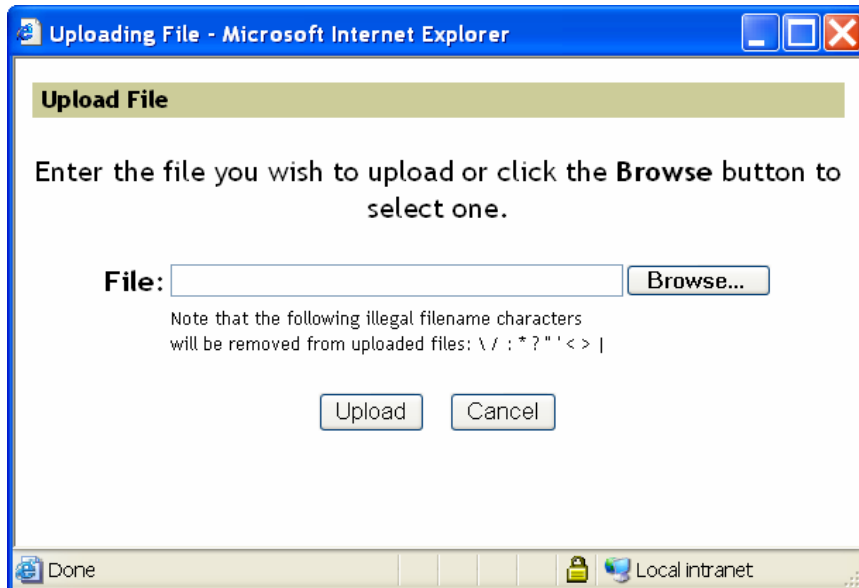
- c) You will be prompted with a dialog screen requesting what action should be performed on the file (Open directly, Save or Cancel). In most cases the “Save” option is the best so that you can store the file locally in a temporary folder.
- d) Once you have saved it locally, you can open this file with the appropriate application and perform editing, printing, etc. If any changes are made and you wish to keep these on the NetStorage folder you will need to “upload” the file back to its original folder via the NetStorage web page.

### Uploading a file

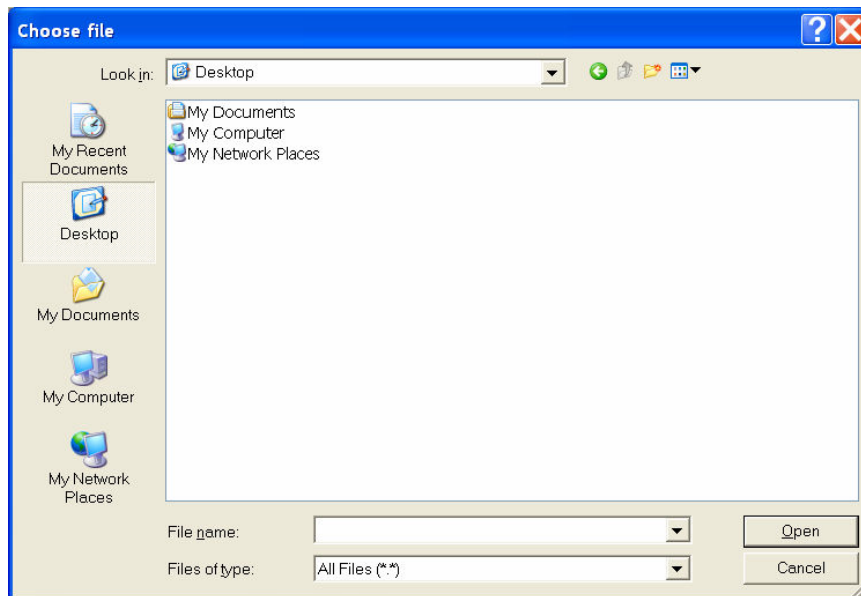
- a) To upload the file you have worked on back to the Novell drive, click on the “File” menu and select the “Upload” option as shown in the below example.



b) You will be prompted with the following screen requesting the file you wish to “upload”.



Click on the “Browse” button to display a list of your local workstation files.



- c) Select the file you wish to upload and click the “Open” button. The file will be transferred to the NetStorage folder and will be listed with the other items on the web page.

## Logging out.

To completely logout from NetStorage, you need to close down your browser at the completion of your session. This will prevent other people accessing your account via this browser session.

## Important note

Note that this service is secured through a certificate issued by the Monash Certificate Authority, and may not be automatically recognised by all web browsers.

It may be necessary to import the Monash Certificate Authority certificate, as detailed in the document “Using Monash certificates with non-supported software” which can be found at: <http://www.its.monash.edu/security/certs/configclient.html>