

Using the “H” drive on a Macintosh

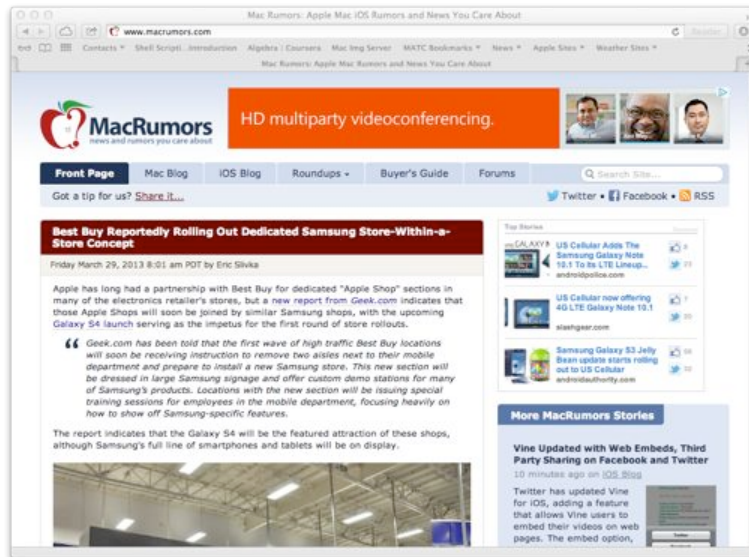
To use the “H” drive, you must have an active Network ID. If you are using Madison College email, Blackboard or perhaps entering in your hours in our time and labor system, you have a valid and active Network ID. If you aren’t sure if your ID is working, please feel free to contact our helpdesk at 246-6666.

Table of Contents

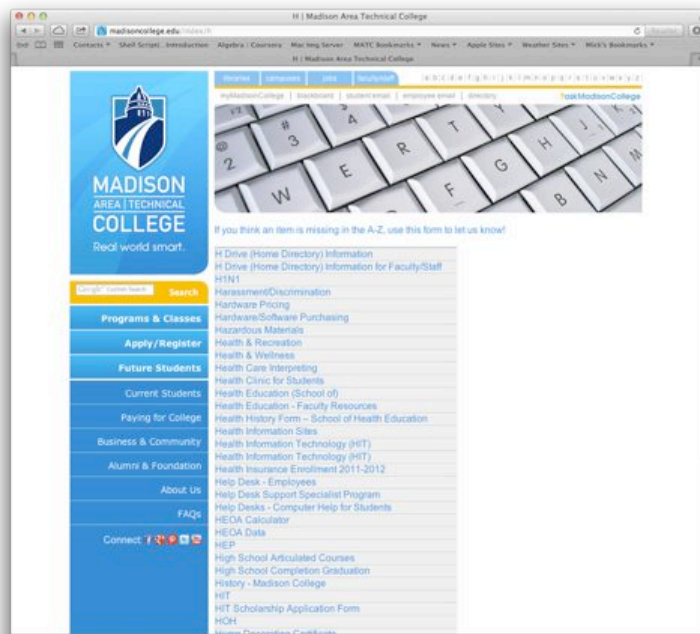
Locating Fileway through Web Browser	2
Uploading a document to your H drive.....	6
Downloading files from your H drive using Fileway	9

Locating Fileway through Web Browser

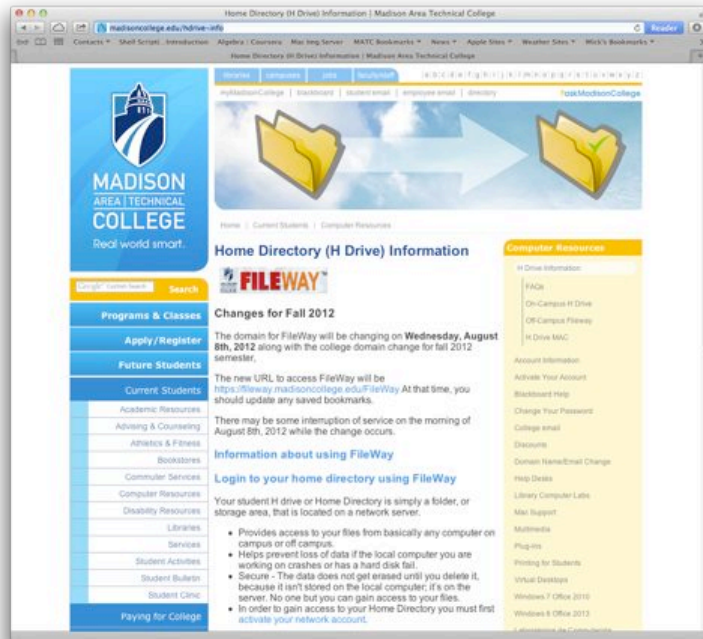
1. Open your web browser of choice, for these step-by-step directions; I am going to be using Safari.



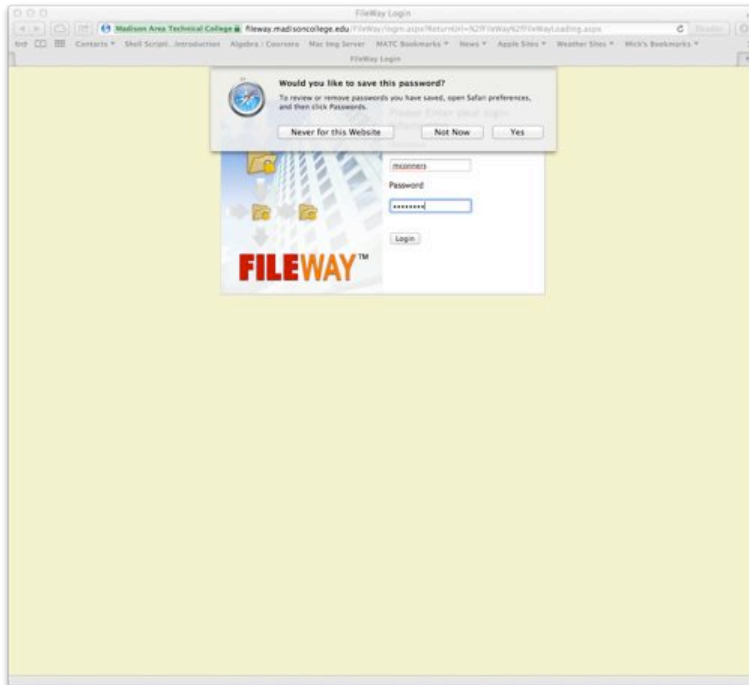
2. With your browser open, click in the address field and type in madisoncollege.edu
3. With the college site now loaded, click on the H in the A-Z Index.
4. The H section loads in the browser window



5. Click on the first link under the H section, H drive information. The H drive information page loads.

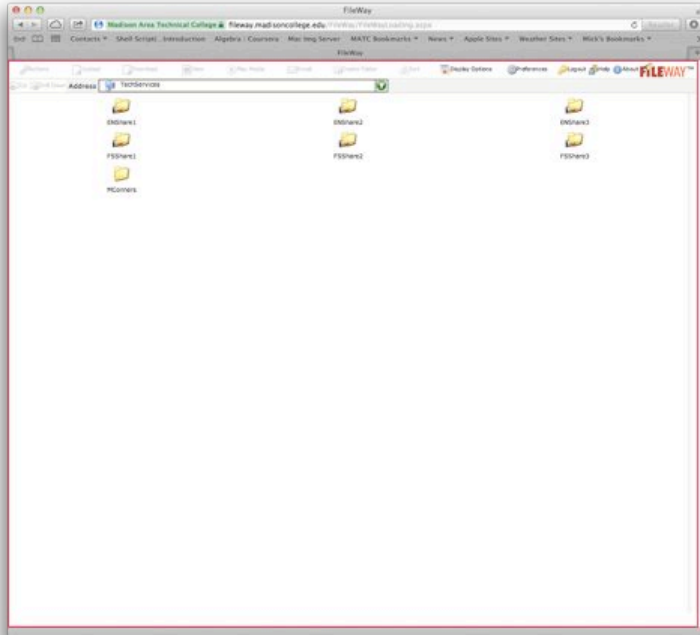


6. Click on the link <https://fileway.madisoncollege.edu/FileWay>. The fileway page opens in your browser.



7. Enter in your network ID information in the user name and enter your password and click on the login button. You may be asked to save your password, you can if you wish.
8. The Fileway browser window opens and you will see a variety of folders based on your network access and what you have been given the rights to see. From this point forward, feel free to explore the various folders.

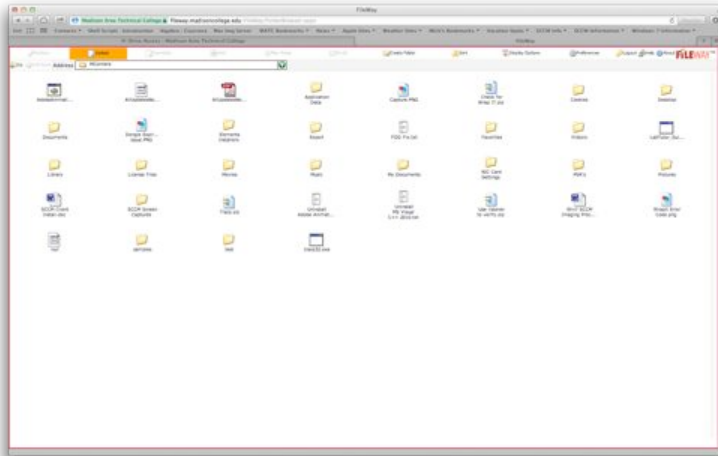
9. In my case, I am going to begin working in the folder called MConners.



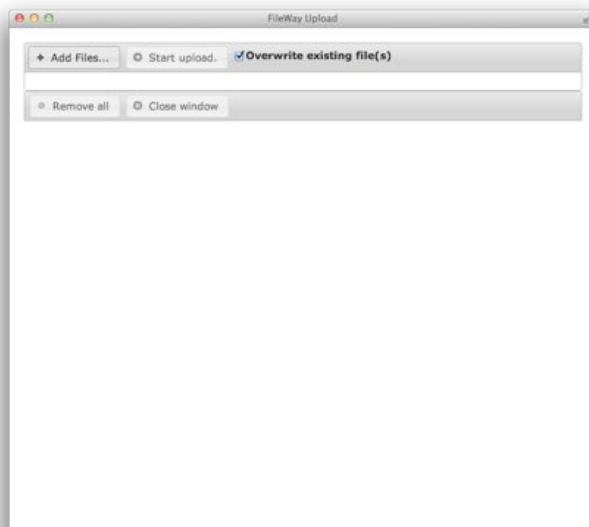
10. Open the H drive folder of choice. I am using MConners.

Uploading a document to your H drive

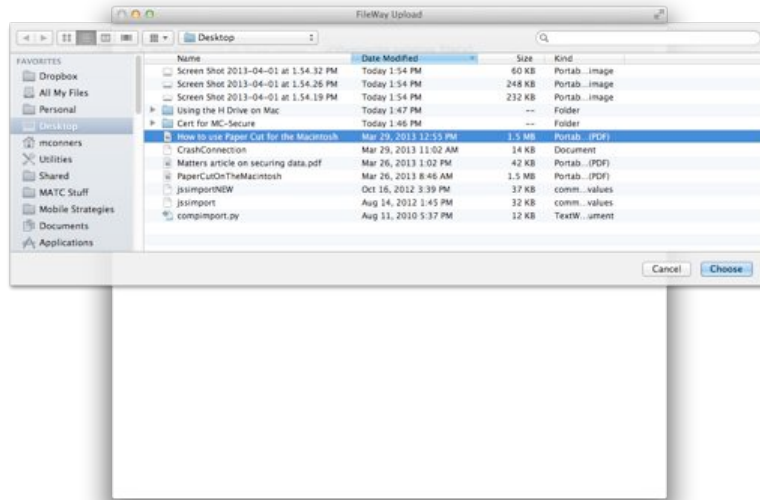
1. With the folder open, we are going to upload a document to this folder.
Click on the icon called upload.



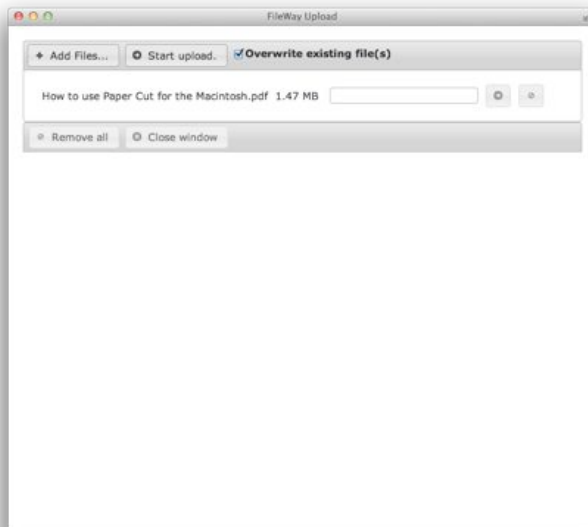
2. The upload dialog window appears.



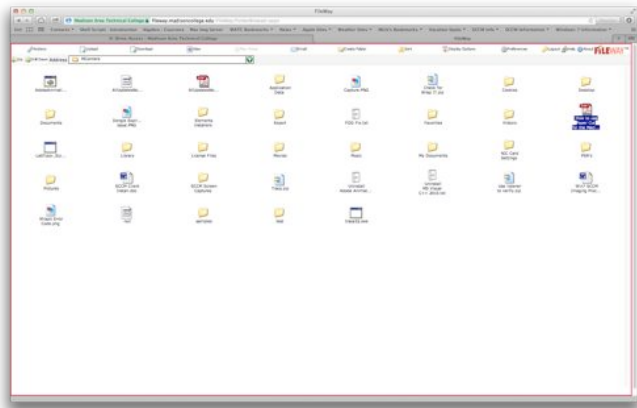
3. Click on the button called, Add Files. A new window opens allowing you to navigate to your Macintosh system's documents, desktop or other location.



4. I am going to add a file to my H drive called, "How to use Paper Cut for the Macintosh." Click on your file of choice and click on Start upload. A progress may appear briefly with slower network connections.

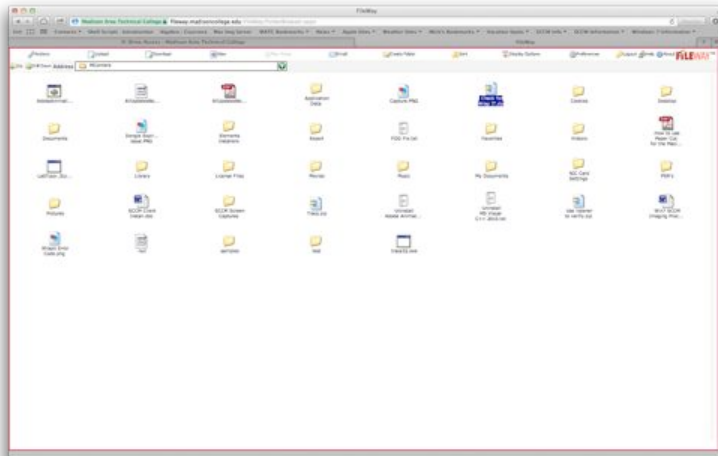


5. When complete, you will be taken back to your H drive and your new file should appear.

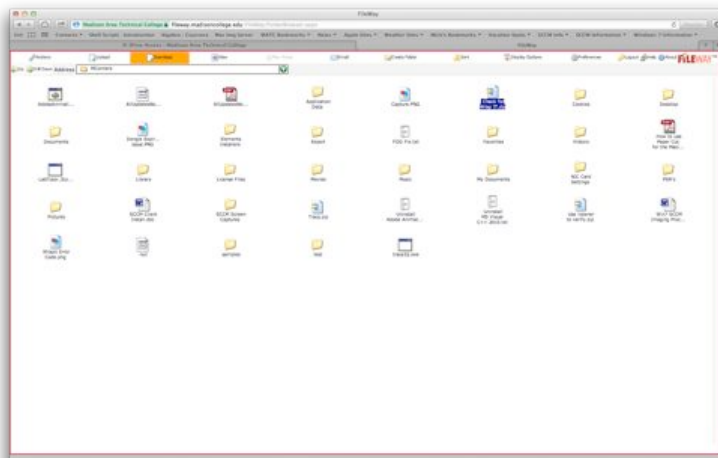


Downloading files from your H drive using Fileway

1. Click on a new file to download to your Macintosh.

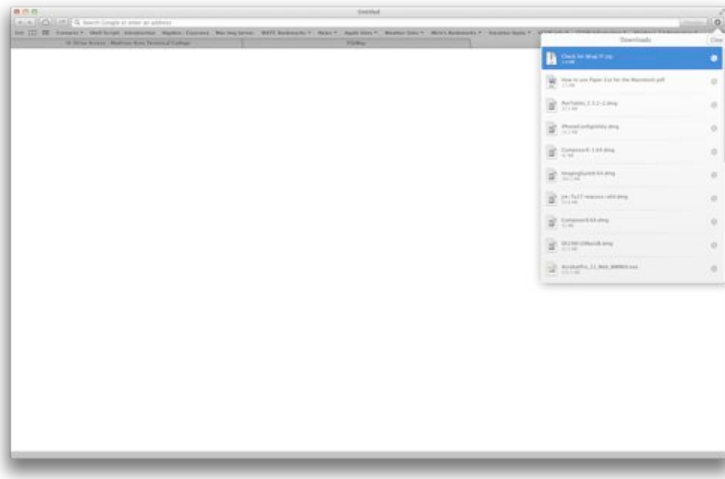


2. With the file selected, click the downloads button.



3. Your download will begin as if you were downloading a file off the Internet.

4. When completed, the download's folder will now contain your newly downloaded file. In my case, Safari shows the results.



5. This concludes the overview on using Fileway or the H drive for the Macintosh. If you have any questions, please contact our helpdesk at 246-6666.