

About Cyberduck



Cyberduck is a free FTP browser that will allow you to transfer files from your computer to GVSU supported network storage server drives. These drives include, but are not limited to, your personal network storage drive (N: Drive), your department drive (L: Drive), along with your faculty/staff web account.

Cyberduck Download and Initial Setup

- 1) Visit <http://cyberduck.ch/>
- 2) Click the Download link in the right column
- 3) Once Downloaded, open mount the disk image by double-clicking on the file
- 4) Copy the Application Cyberduck to your Applications folder
- 5) Unmount the disk image
- 6) Open Cyberduck from the Applications folder
- 7) Once Cyberduck opens, choose Open Connection from the application window, go to File -> Open Connection from the menu at the top of the screen
- 8) Fill in the open connection window with the following information:

Server: [ftp.novell.gvsu.edu](ftp://novell.gvsu.edu)
username: .yourusername.department.office
example: .smithj.art.office
password: "yourpassword"
hint: same password as email

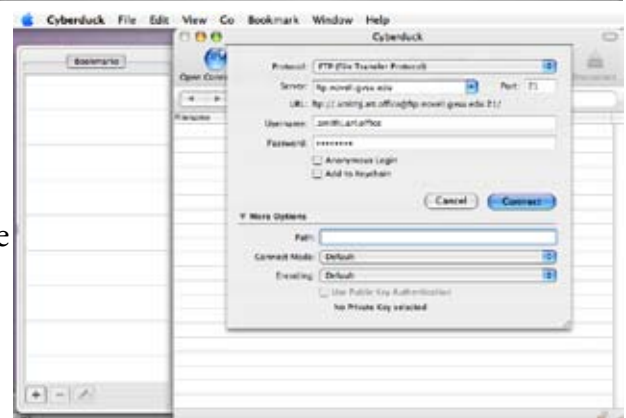
- Note: You need to know your "GVSU login" to type in your user id. You **MUST** type your user id exactly as shown with all periods or it will not work. Your user id will be of the form: .<login>.<department_network_abbreviation>.office
- 9) Click the blue button labeled Connect



Download
2.8.4 (Jan-25-2008)
[Cyberduck-2.8.4.dmg](#) (9.2MB)



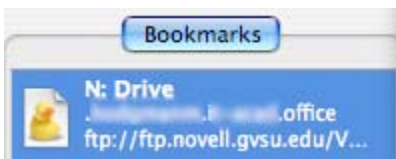
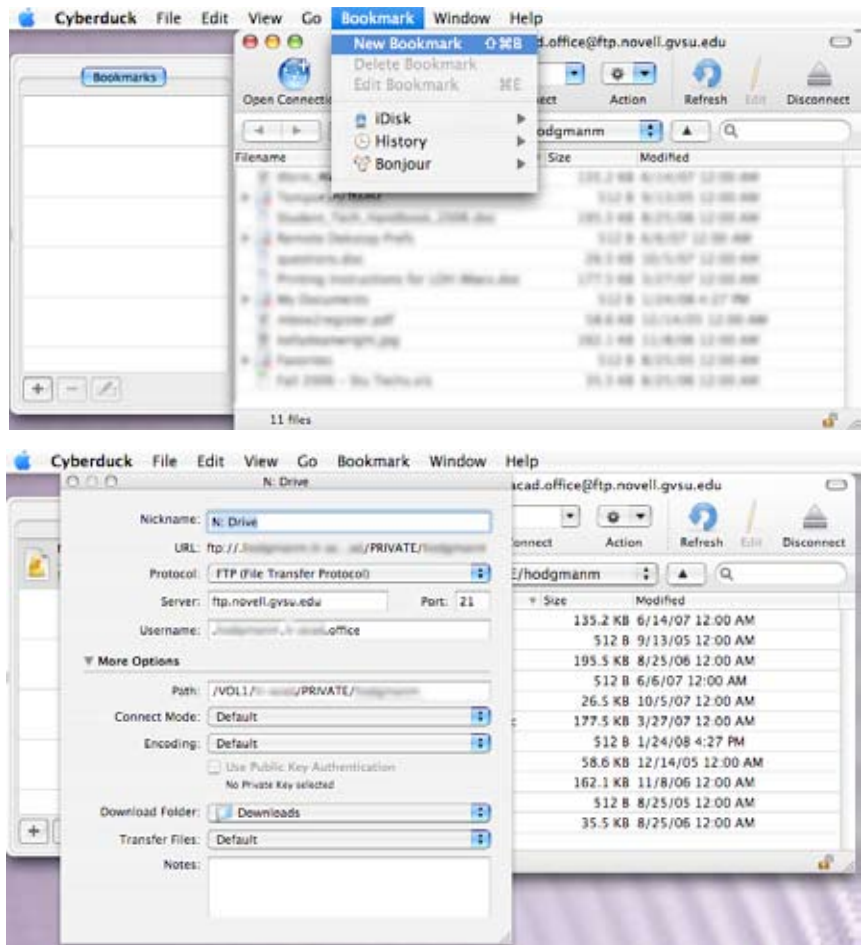
Cyberduck-2.8.4.dmg



Creating Bookmarks to Specific Drives

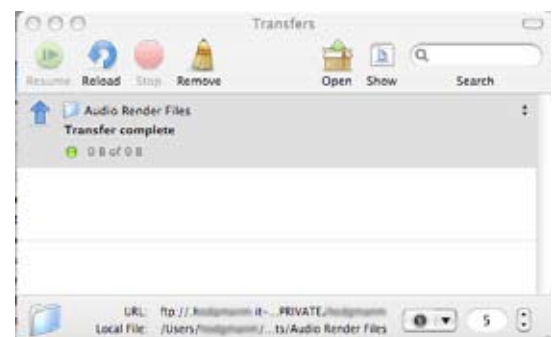
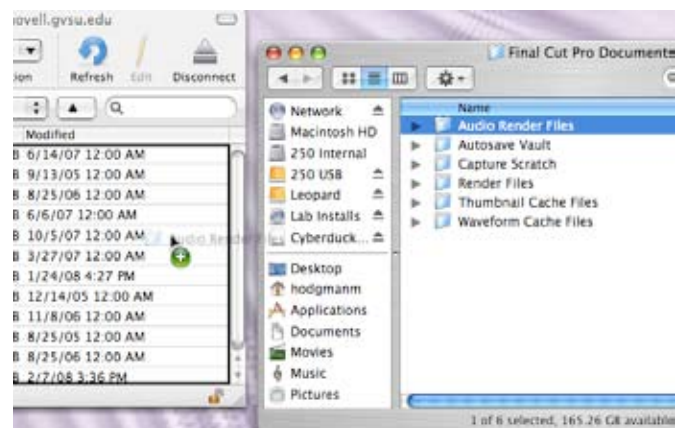
The Initial setup configuration will automatically log you into your personal network storage space. In order save this connection, you must create bookmark (just like with a web browser).

- 1) Go to Bookmark in the menu at the top of the screen and choose New Bookmark
- 2) In the window that opens, change the nickname to N: Drive, and then close the window
- 3) You will now notice there is a new bookmark in the bookmark tab to the left of the file list.



Copying Files to the Network Drive

To copy files or folders to a network drive over FTP, drag and drop the file you want from the computer to the list of files on the in Cyberduck. A green + button will show you that it will copy, and then the transfer window will come up to show you the progress of the file transfer. Also when you want to copy them back from the network drive to the computer, just drag the file or folder to the desktop or in folder on your computer.



Setup for Alternate GVSU Network Drive Locations

All GVSU faculty and staff may have a personal web page. Web pages are created upon request. To request a web page email helpdesk@gvsu.edu from your GVSU email account and indicate if you are faculty or staff. When the account has been created you will receive an email with your account password.

Faculty web account (Personal use)

Server: faculty.gvsu.edu

Username: username (no department) example smithb

Password: (your password here)

Staff web account (Personal use)

Server: staff.gvsu.edu

Username: username (no department) example smithb

Password: (your password here)

Webtest (Departmental special use)

Server: webtest.gvsu.edu

Username: username

Password: (your password here)

Department Network Folder (L: Drive) Access

To connect to your department network folder (L: Drive):

- 1) Connect to your N: Drive (same as initial setup)
- 2) Above the file list, click folder tree (example /VOL1/department/PRIVATE/username)
- 3) Go down two folders (ex. /VOL1/department)
- 4) Open the DATA folder
- 5) Create Bookmark to this folder called L: Drive

