

There is **no** specific login to view the files in the **R: drive**. Therefore, you need to login to your **N: drive** and change the directory to be able to view the files in the **R: drive**. After changing the directory, you will view all the folders available in the R: drive.

Source for Fetch software <http://www.fetchsoftworks.com/>

1) Logging in to the R: Drive

First, you must have a computer that is connected to the internet and have an FTP client installed (these instructions are written for the popular Macintosh client called Fetch©, but the instructions will also help if you're using a different client.) Second, you must know your login and password for your GVSU email/network account (often called the "GVSU login".) Please, follow the instructions:

a) Immediately after opening Fetch, a dialog box appears entitled "New Connection..." (if it doesn't appear, select the "File..." menu and choose "New Connection...".) Enter the following information (you may need to clear out some existing information.) In a moment we'll ask the computer to remember the settings so that in the future you don't have to enter them each time.

Host: ftp.novell.gvsu.edu

User ID: .smithj.s.student (type your user id here; instructions follow)

Password: (your password here)

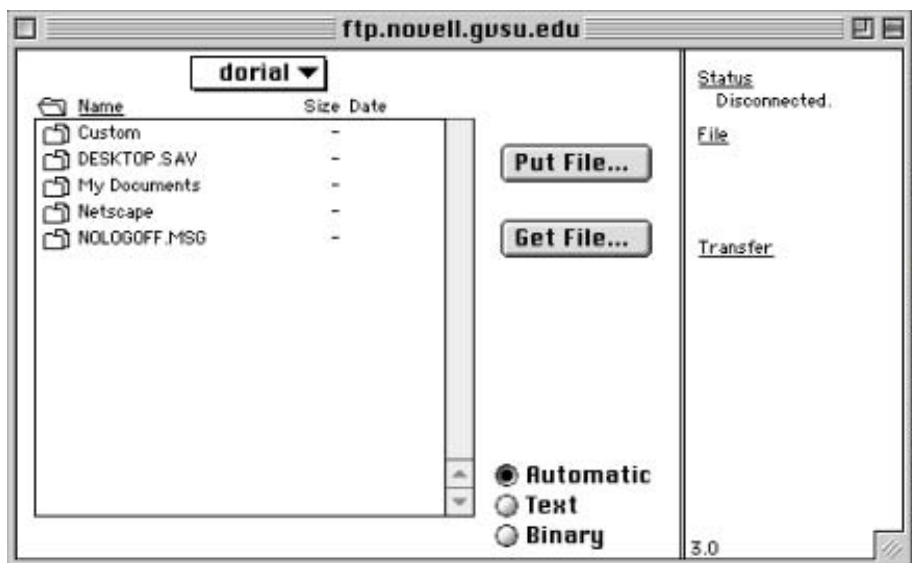
Directory: (leave blank)

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>.< first_letter_of_your_login>.student

Example: John Smith would be: .smithj.s.student

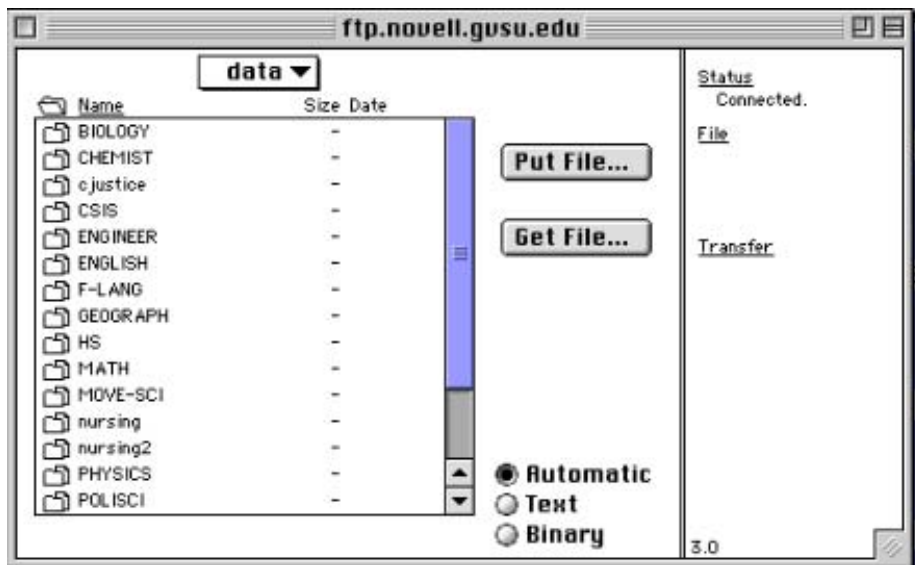
You will get the following window:



b) After entering the information, click on the "OK" button to connect to your network directory. Create a "shortcut" to your network directory by selecting the "Configure" menu and choosing "New Shortcut...". Type "N Drive" in the "Name" field. Click "OK" to save the settings. In the future, when you're logging onto the system with the "New Connection..." dialog, you can quickly find the profile by clicking on the "Shortcuts" button and selecting the item "N Drive."

Note: If you see gibberish listed like "RWCEAFM" instead of your file names, choose the current directory from the directory pop-up menu above the file list. Fetch will redisplay the directory information, using a different format.

c) Click on the *Directories* menu and choose the *Change Directory* option. Then, type the following path: [\\Labdata\vol1\data](#). This will change your current directory to the R: drive. You will get the following window:



d) You can move to a different network directory and work with those files by:

- Double-clicking on a folder icon or name from the list
- Clicking on the directory name above the list of file names and choosing a new directory

e) Here are instructions on how to do some common actions:

- Move a file into the network directory: drag a file icon from the hard drive or diskette into the Fetch window
- Move a file from the network directory to the hard drive or diskette: drag the file's name from the Fetch window to the hard drive or folder
- Delete a file on the network directory: drag the file's name to the trash can
- Rename a file on the network directory: select the "Remote" menu, then "Rename File or Folder..."
- Create a new folder: select "Directories..." menu, then "Create New Folder"

e) In general, treat the list of files on the network directory as a normal Macintosh folder... drag files to and from the listing to folders on the local computer. Or, select a file's name and choose an action from the menus on the menu bar. To copy or delete multiple files at once, first select them by clicking on their names while pressing the COMMAND/APPLE key.

f) After you are done to transfer your files, click on the *File* menu and choose *Quit* to finish your connection and close the Fetch application.