

WebDav Mapping

02/12/2024 2:58 pm EST

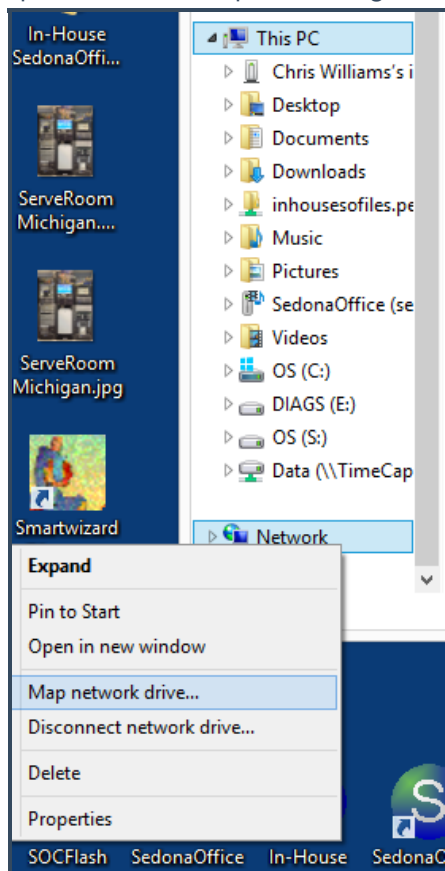
WebDav network drive mapping (Windows Vista or newer):<http://inhousesofiles.perennialsoftware.com>

User: your email address

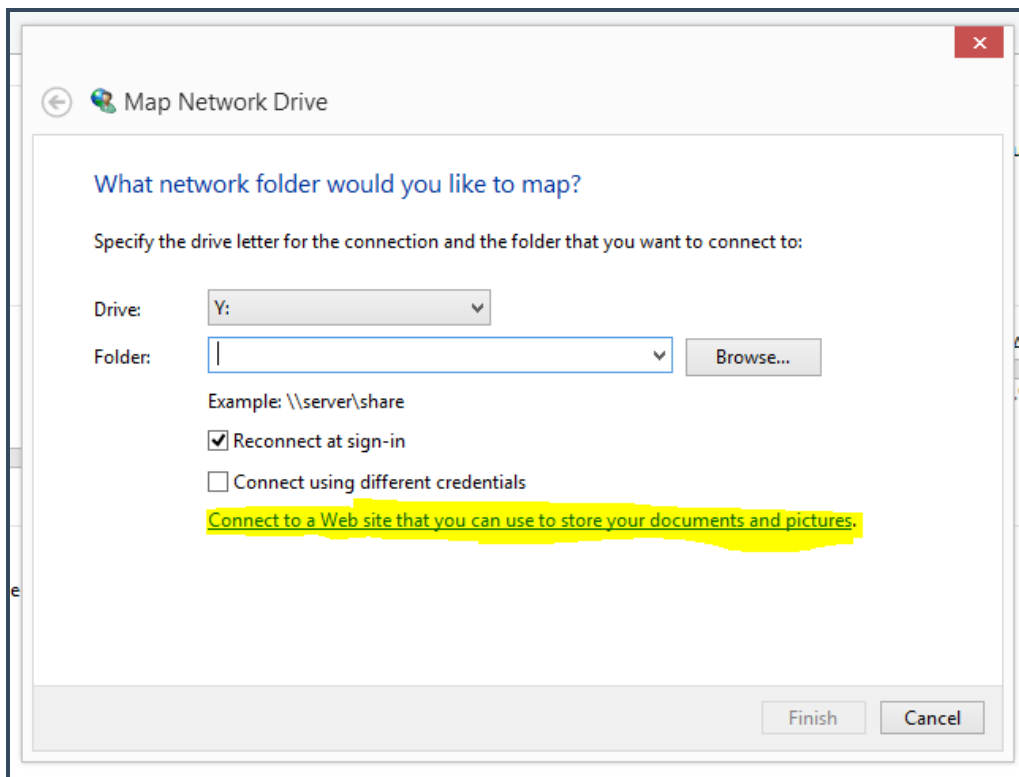
Password: your email password

Maps to 'Public Documents' file folder on the remote server.

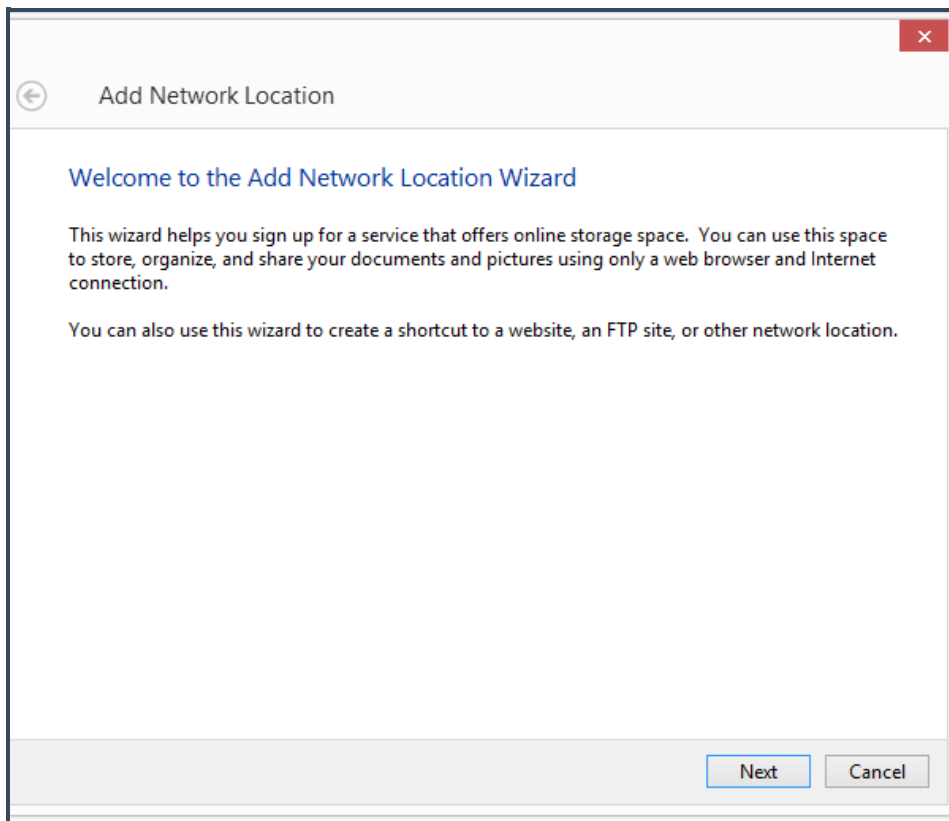
Open windows file explorer and right click on 'Network', select 'Map Network Drive'



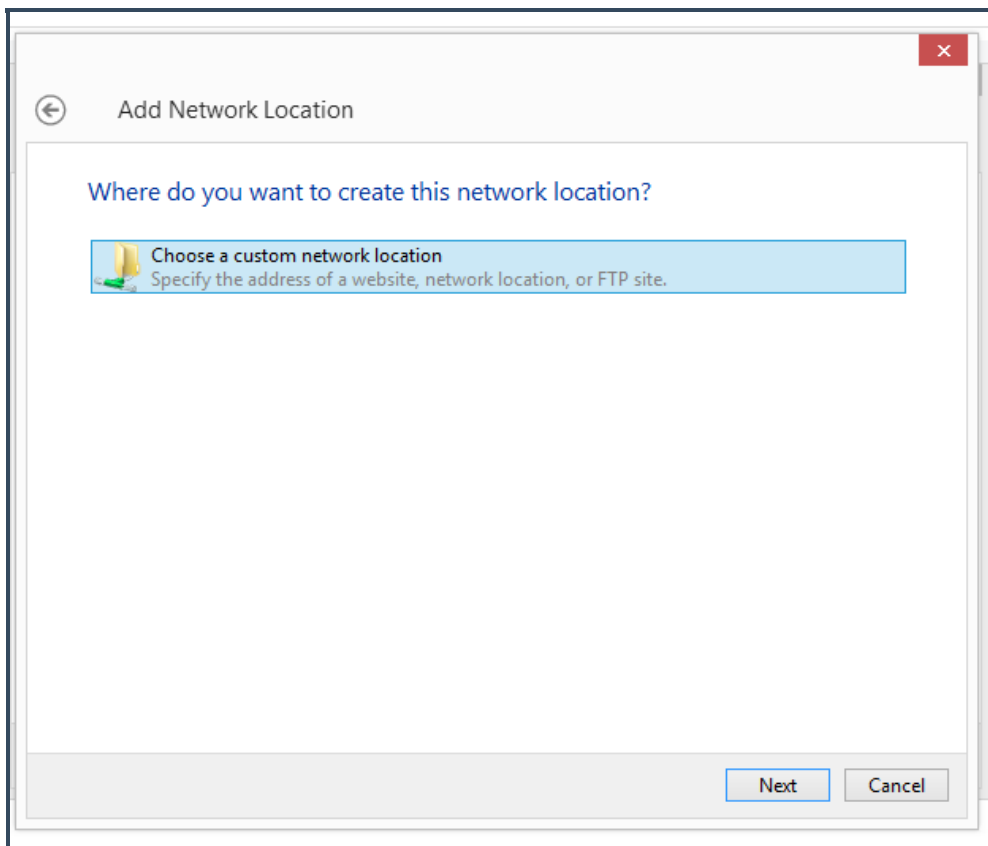
Click on 'Connect to a Web site'



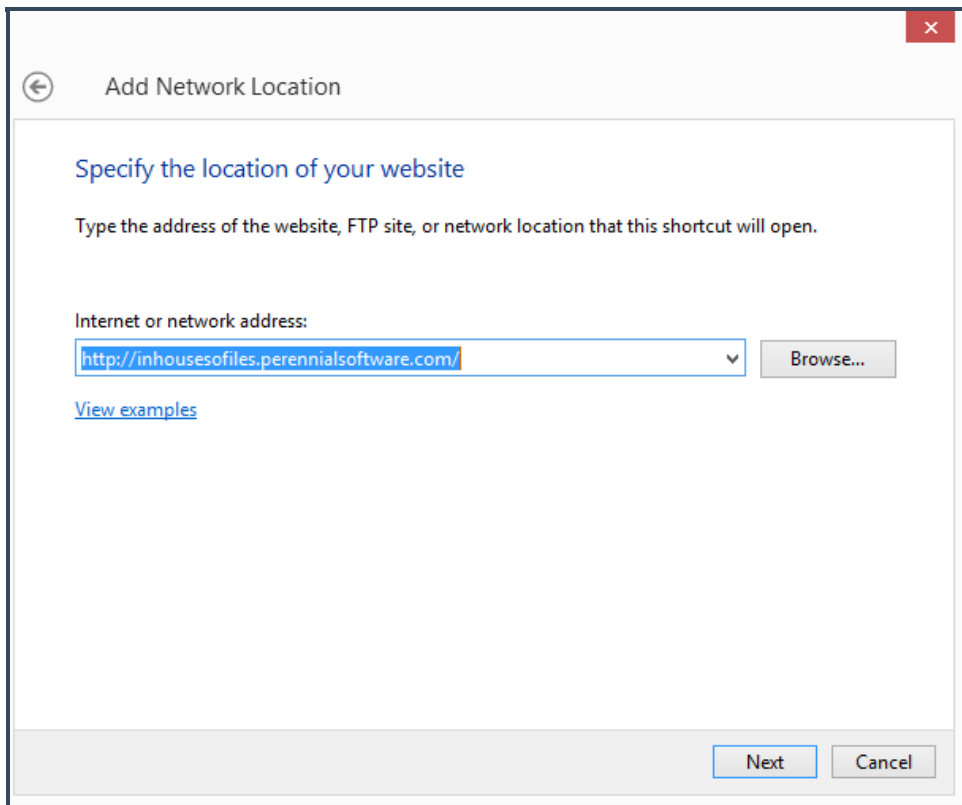
Click 'Next'



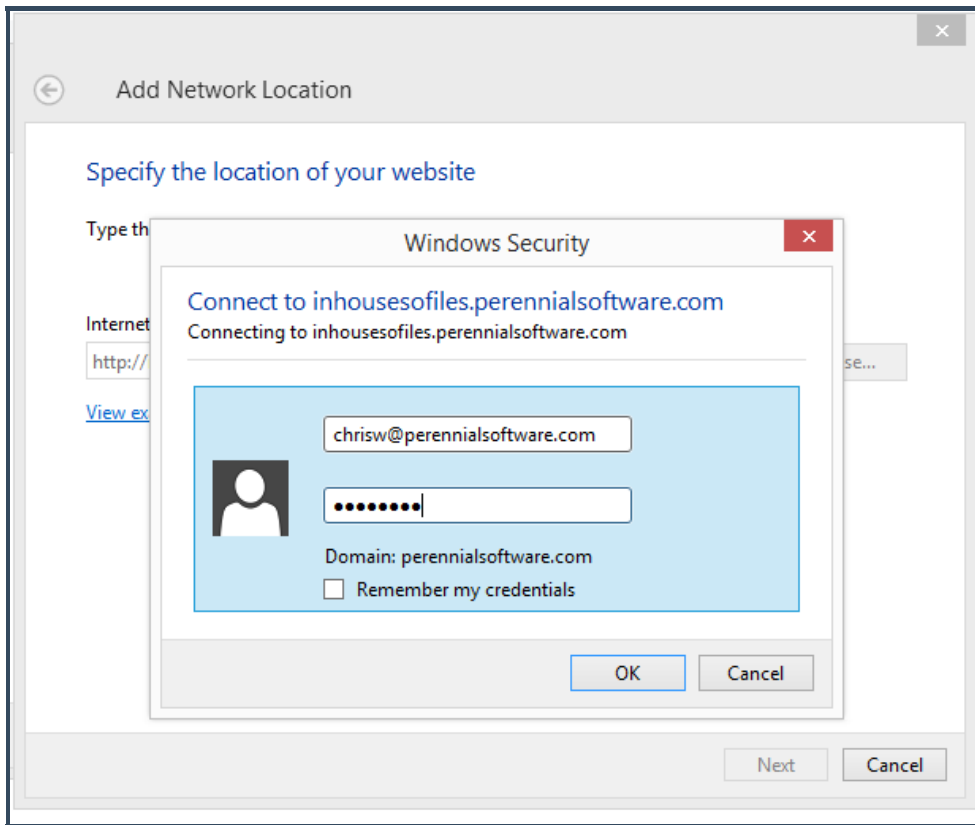
Click 'Choose a custom network location' then 'Next'



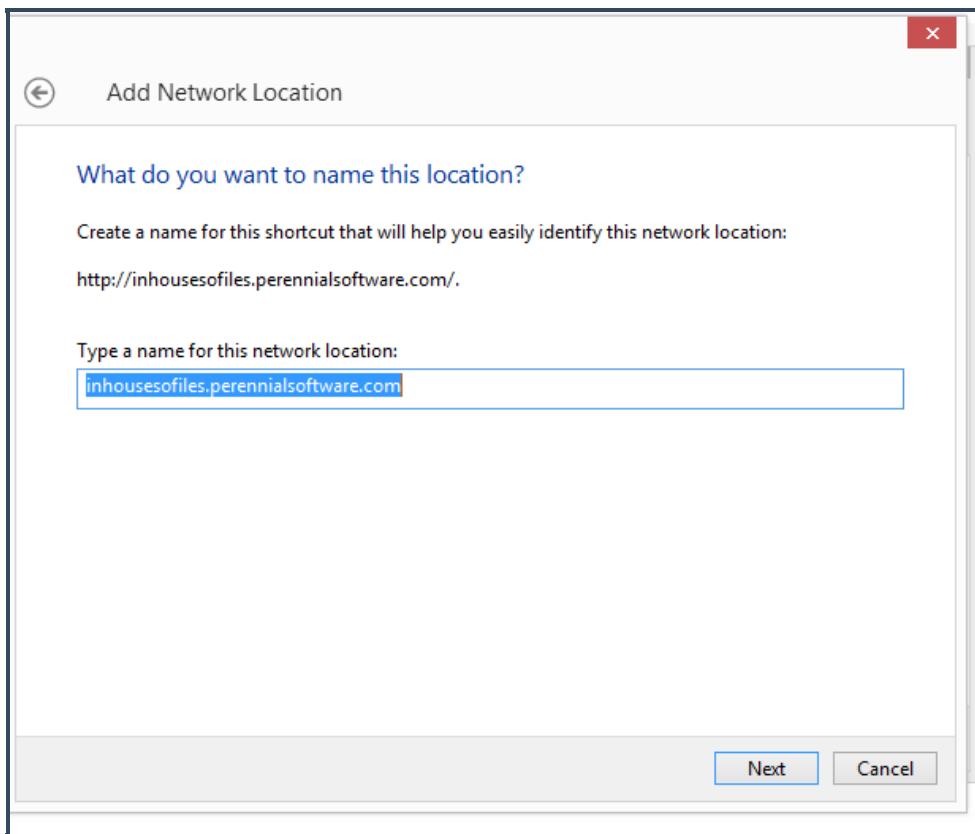
Enter the address, then click Next



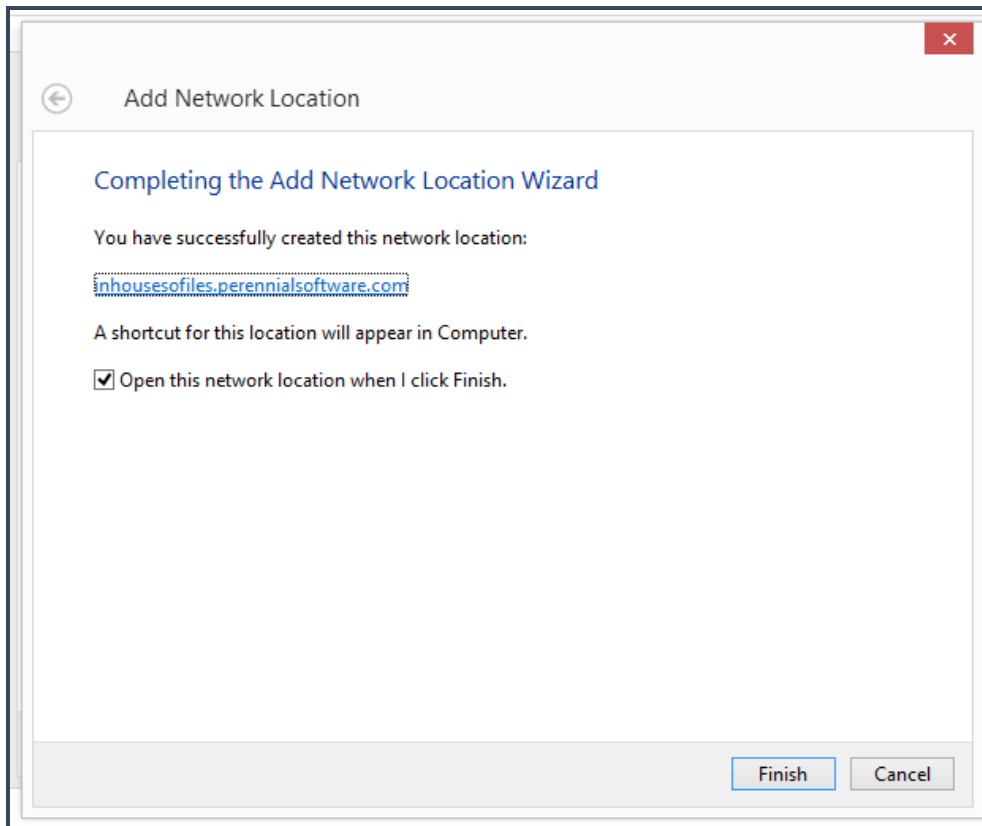
When asked for your login info, use your cloud portal username and password (you can click 'remember my credentials' if you like)



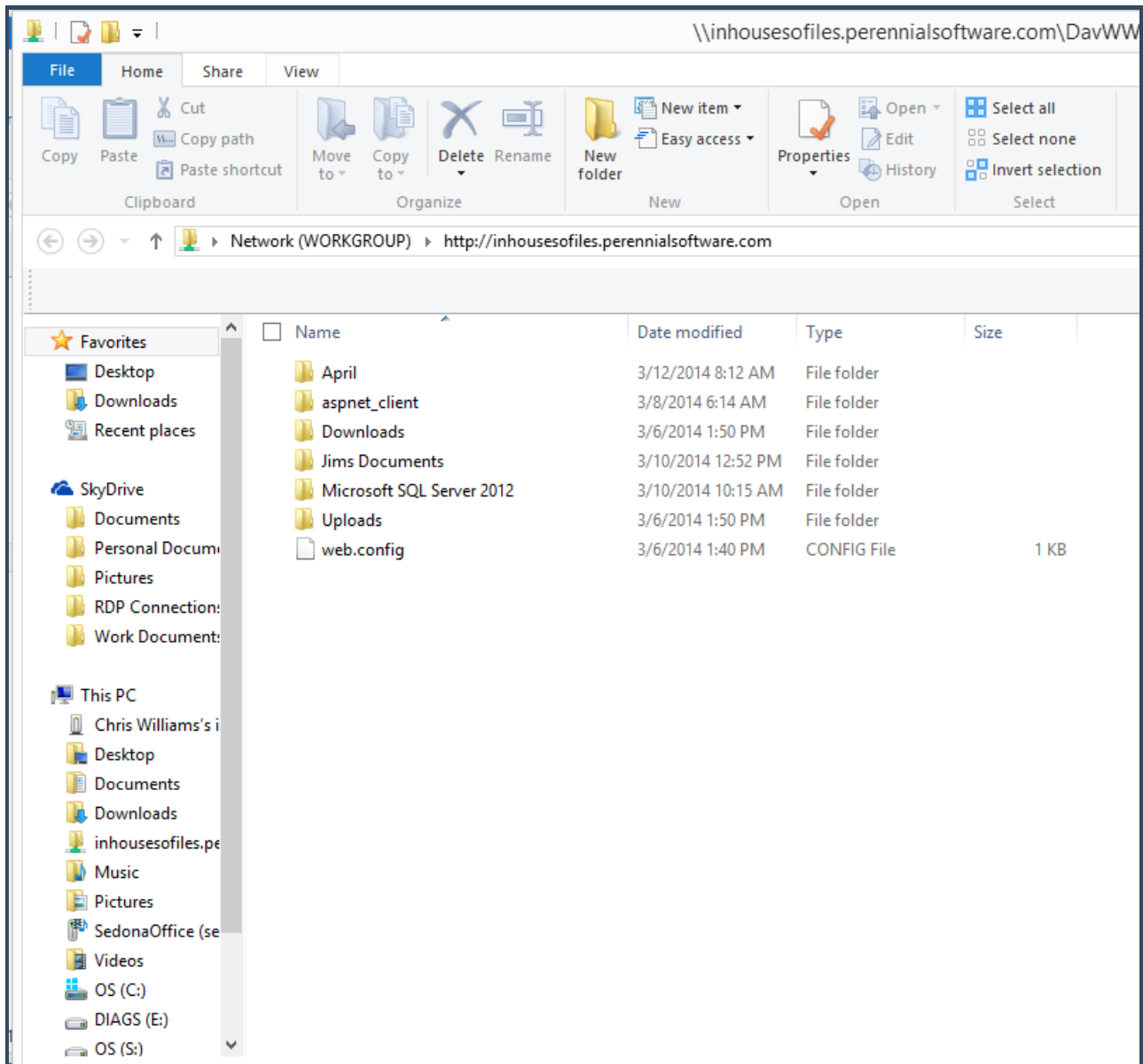
If your name and password are accepted you are offered the chance to name the connection, you can use the default or name it if you wish. Click Next



Click 'Finish'

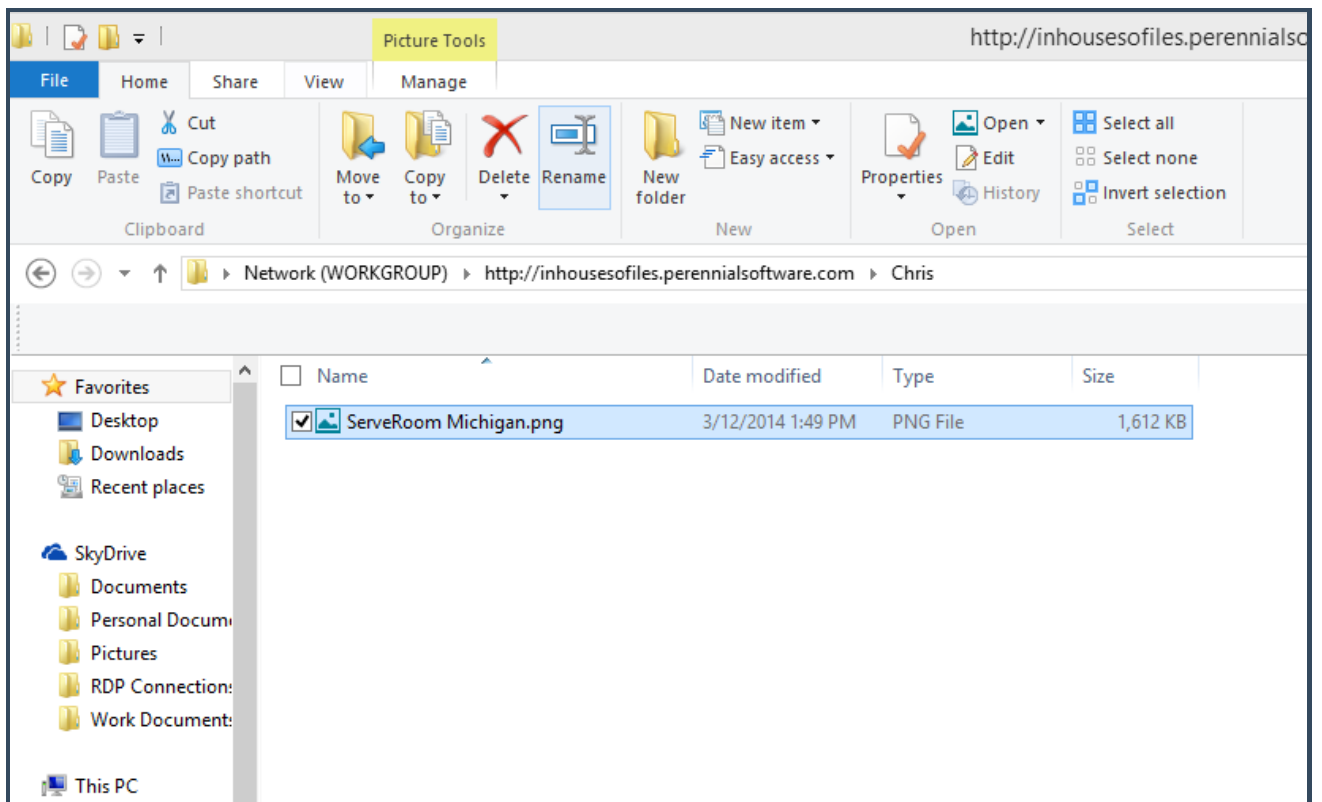


This will create a folder on your local workstation that ties to your VM, linked to the public documents folder, that can be used like any other folder on your computer

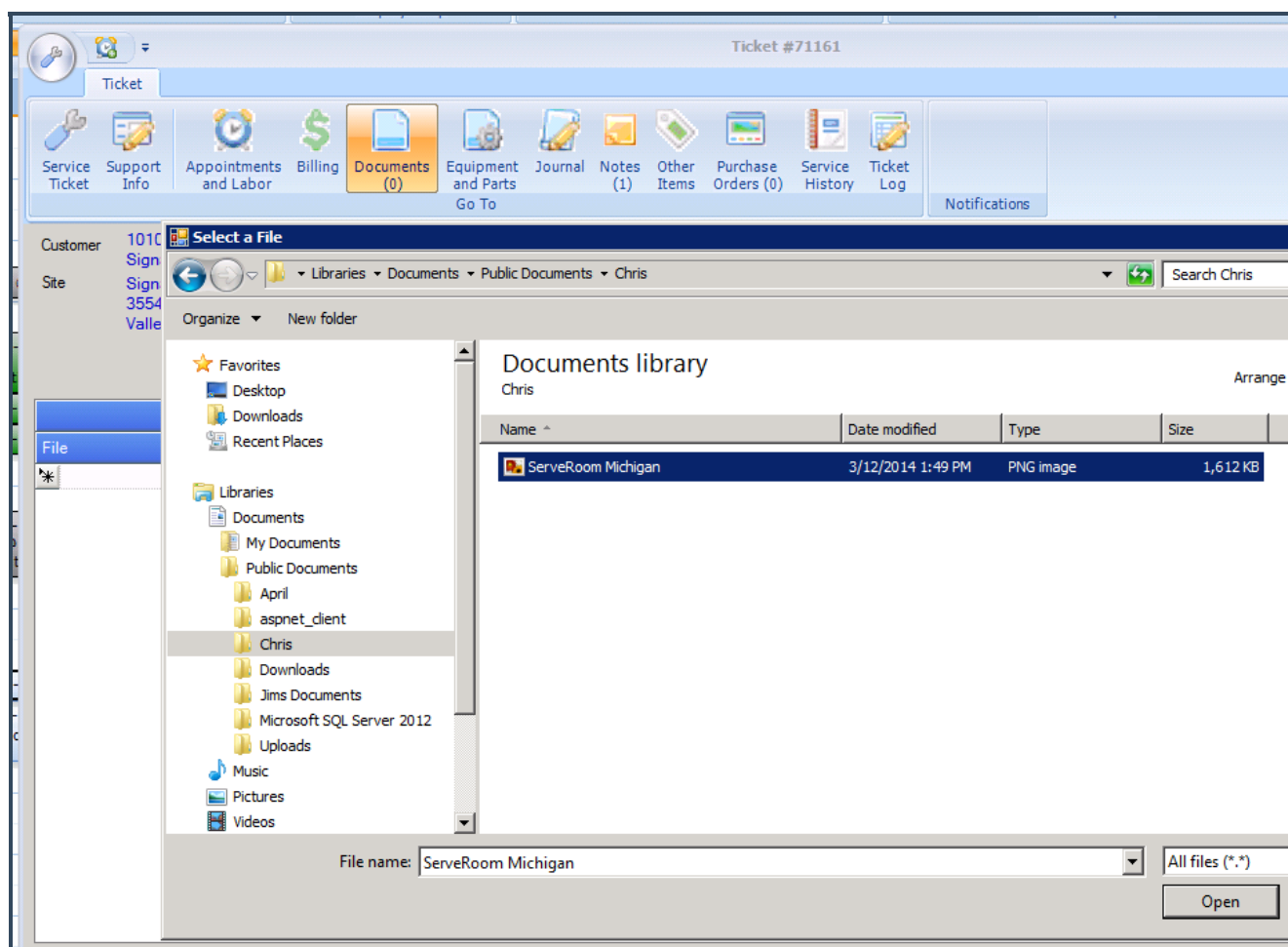


Recommend you create a folder for yourself, makes it easier to manage.

Any document you copy to these folders can be uploaded into SedonaOffice



To add a document, simply navigate to the 'Public' folders directory and select the file (wherever you may have copied it to)



You can also download documents or reports by saving them to the same public directory and then copying them to your local computer.