

# WebDisk Essentials

## Access & Manage Your H Drive with a Web Browser

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 =Shortcut  =Advice  =Caution

### What Is WebDisk?

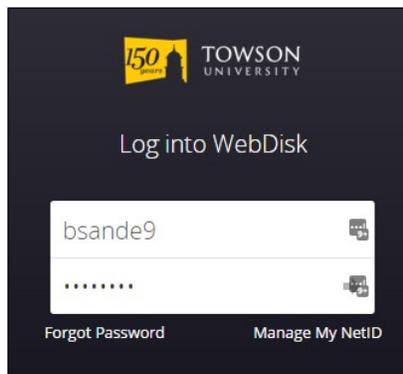
The university provides each TU student with 1GB of network file space referred to as your **H Drive** (or Home Drive). It functions much like the online storage space associated with your Google Drive and Office365 OneDrive—services offering virtually unlimited capacity.

WebDisk is a browser-based tool that you can use to access and manage your H Drive files when you're not working on a campus computer. Simply stated, your H Drive and your WebDisk are the same space. Since this guide focuses on WebDisk, that is how we'll refer to the space as we continue.

### Opening Your WebDisk

To access your WebDisk, open **http://webdisk.towson.edu** in your preferred web browser and log in using your **TU NetID** and **password** (Fig 1). WebDisk presents a straightforward, drag-and-drop interface.

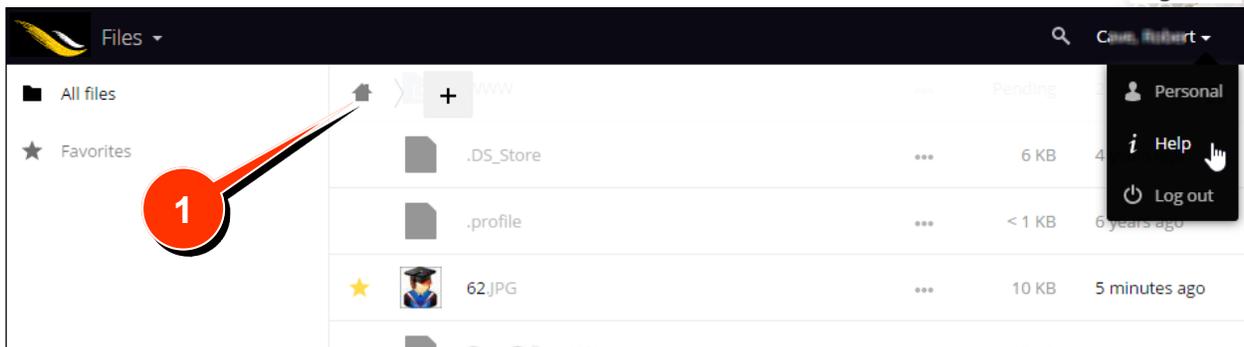
Figure 1



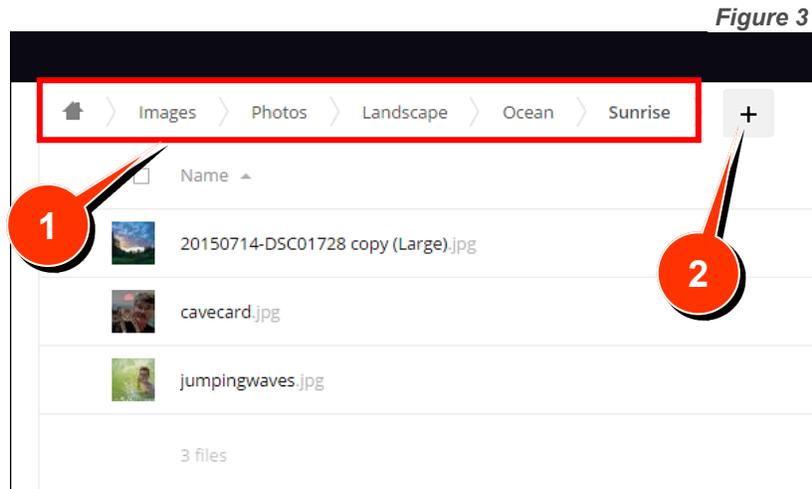
### Navigating Your WebDisk

When you first log into WebDisk, it displays the folders and files at the highest level of your file space (Fig 2). To open a folder, simply click on the folder's name. To return to the top level, click the **home symbol** displayed above the folder/file list (Fig 2, 1).

Figure 2



As you open folders, subfolders and sub-subfolders, WebDisk creates a **breadcrumb trail** representing each folder you opened above the folder/file list (Fig 3, 1). You can click anywhere in this **bread crumb trail** to return to a previous level.



### Copying Files To WebDisk (Uploading)

To upload a file to WebDisk, just click and drag it from its original location, then drop it onto the WebDisk page in your browser.

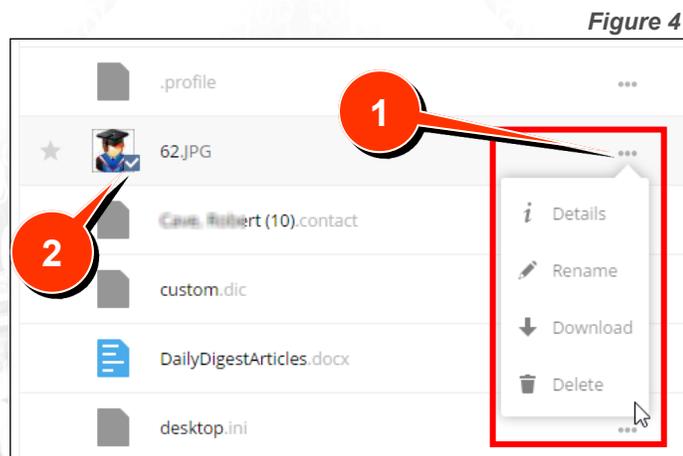
Want to upload **to a specific folder**, navigate to the folder in WebDisk and click its name to open it. Then, drag and drop as before.

Yet another option is to click the **plus (+)** symbol above the file list area and select **Upload** from the drop-down menu (Fig 3, 2).

### Copying Files From WebDisk (Downloading)

To download a file, use the most appropriate of the following procedures.

- A. Click the ellipsis symbol (Fig 4, 1) to the right of the file to reveal a menu. Select **Download**, specify a location, and click **Save**.
- B. Select multiple files, by clicking the checkbox in the lower right corner of the icon for each item (Fig 4, 2). Then, click the **Download** link at the top of the page. WebDisk will combine the files into a single archive (Zip) file. After downloading, you can unzip the archive and work with the individual files.

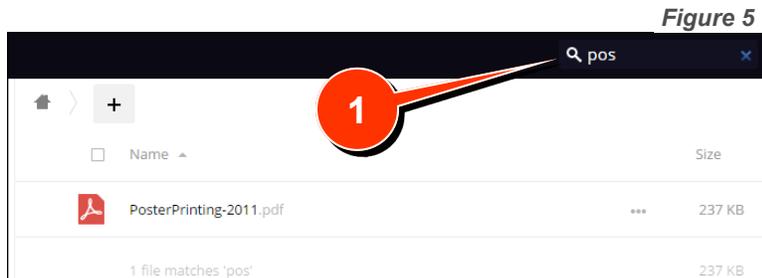


- C. Click a file's **name** and WebDisk will try to display it in your browser. If it can (e.g., if it's an image or PDF file), you can view it without saving it to your computer.

## Searching For a File or Folder

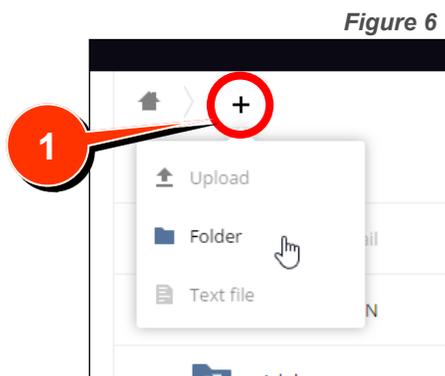
To locate a specific folder or file, click the **Search Tool** (magnifying glass symbol) in the upper right corner of the page (Fig 5, 1).

Enter the text you wish to search for and WebDisk will immediately start displaying file and folder matches in the file list area.



## Creating a File or Folder

To create a folder or a text file from within WebDisk, click the **plus (+)** symbol above the file list area and select the appropriate option from the drop-down menu (Fig 6, 1).



## Deleting a File or Folder

Select one or multiple files, by clicking the checkbox in the lower right corner of the icon for each doomed item. Then, click the **Delete** link in the upper right corner of the page. WebDisk will delete all selected files and folders.

**Please Note:** Your TU WebDisk does not include a Recycle Bin. When you delete a file, you remove it for good. You may want to consider downloading a copy of your doomed file before using WebDisk's delete functions.

## Moving a File or Folder

To move a file or folder, just click, drag and drop it on another folder or on one of the folders displayed in the **bread crumb trail** at the top of the page. For example, to move a file from a sub-folder to the top level, drag and drop the file on the **Home** symbol at the left end of the **bread crumb trail**.

## Renaming a File or Folder

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Click the ellipsis symbol (. . .) to the right of the file or folder to reveal a menu. Select **Rename** from the menu and enter a new name.

## Using Favorites

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Whenever you hover over a file or folder, WebDisk displays a gray star to the left of the items icon. If you click on the star, its color changes to yellow and you have marked that item as a favorite.

Click **Favorites** in the upper left corner of the page at any time and WebDisk will display **ONLY** your favorite items. Click **All Files** in the upper left corner to again see everything.

Using favorites can help you keep your active or most important files and folders within easy reach!

## Additional Resources

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While we sincerely hope that this guide meet your needs, we recognize that different learners have different learning styles. If you feel that you would benefit from personal instruction, let us know ([scs@towson.edu](mailto:scs@towson.edu)); one of our support specialists will be happy to meet with you.

