

# TAPACOM Resource Document

**Subject:** Accessing a WebDAV folder on a TAPACOM server  
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## Sharing Files using WebDAV

WebDAV (**Web Distributed Authoring and Versioning**) is a that extends the http protocol to provide file sharing over the internet. WebDAV allows geographically separated people to work together by sharing files via the Internet.

A WebDAV client application or WebDAV “aware” operating system provides access to a WebDAV folder. The contents of the shared folder appear either as a mounted volume on the desktop or in a new window.

## Accessing the Web Folder using the Internet

A folder published using WebDAV can be accessed on Macintosh OS “classic,” Mac OS X, and Windows computers.

- On **Mac OS X**, support for WebDAV is built right into the Finder. Choose the **Go** ▶ **Connect to Server** menu item and enter the URL for the shared folder.

The URL will be in this form:

<http://www.tapacom.net/<realm>

Replace <realm> with the name of the folder if one is assigned.

In a few moments, an Authentication dialog box will appear. Enter a valid user name and password. If authorized, the folder will appear as a mounted volume on your desktop. A separate application such as Goliath can also be used under Mac OS X.

- On **Mac “classic”**, use a WebDAV client application such as Goliath. Enter the URL as well as a valid user name and password in the dialog box. If authorized, the contents of the folder will be listed in a new window.

- On **Windows**, use MS Internet Explorer (or another Office application) as the client. For example, from Internet Explorer, choose **File ▶ Open** and enter the URL of the shared folder. Be sure to check the Open as Web Folder checkbox.

When the Authentication dialog box appears, enter a valid user name and password. As with Goliath, the contents of the shared folder appear in a new window.

### **Via My Network Places**

You may also connect to the WebDAV folder via My Network Places.

#### *Windows 2000*

1. In Windows 2000, right click on the "My Computer" icon and then left click on "Explore".
2. Windows Explorer will open. Locate your Network Places in the left directory listing.
3. Click on "My Network Places " in the left directory listing.
4. Double click on "Add Network Place" in the right directory listing.
5. Enter the location of the directory to which you wish the folder to access. The proper format for this location is:

`http://www.tapacom.net/<realm>?<username>`

Replace <realm> with the name of a folder if one is assigned.

Replace <username> with a user id.

Click "Next" to continue.

6. Provide your new Web folder with a name and then click "Finish".

#### *Windows XP*

1. In Windows XP, click on "Start" and then click on "My Network Places".
2. Under Network Tasks, click Add a network place.

3. When prompted, "Where do you want to create this Network Place?", choose "Choose Another Network Location" and click on "Next".
4. In the Add Network Place Wizard, follow the instructions to add a shortcut to the directory. The proper format for this directory is:

`http://www.tapacom.net/<realm>?<username>`

Replace <realm> with the name of a folder if one is assigned.  
Replace <username> with a user id.

Click "Next" to continue.

5. When prompted for a user name and password, type in the user id and password. Click "OK".
6. Next, name your Network Place. When you have successfully added the shortcut, an icon for your new shortcut will appear in the My Network Places directory.

## WebDAV Client Applications

**Windows:** All Microsoft Office applications support WebDAV. In a Microsoft Office Open dialog box, you can click the WebFolder icon to view a list of WebDAV folders. Select the desired folder, click Open, and enter your user name and password to open the file directly into the application.

**Macintosh Classic:** Macintosh users who are not using Mac OS X can download Goliath from <http://www.webdav.org/goliath>.