

# WAGNER COLLEGE

## INFORMATION TECHNOLOGY

### NetDrive Introduction and Information

**Introduction:** NetDrive is the web portal to use when files from one's network drives are needed when you are away from campus. The following should give you a better understanding on what to expect and how to navigate the web portal. If you have any issues or questions please feel free to contact the IT Helpdesk at 718-390-3410

1. Navigate to [netdrive.wagner.edu](http://netdrive.wagner.edu)
2. Press the Log in button



Log in

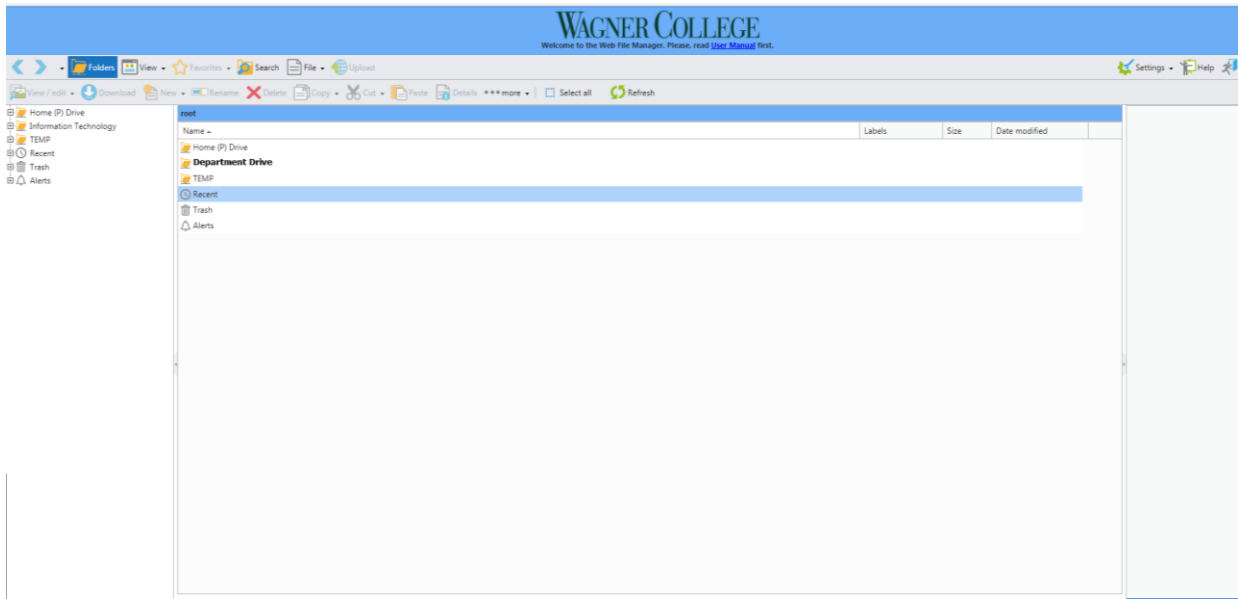
3. Sign in with your active directory credentials when prompted.

A screenshot of an "Authentication Required" dialog box. The title bar says "Authentication Required" with a close button (X) in the top right corner. The main text reads "https://netdrive.wagner.edu requires a username and password." Below this, there are two input fields: "User Name:" with the text "AD.Username" entered, and "Password:" with "\*\*\*\*\*" entered. At the bottom, there are two buttons: "Log In" and "Cancel".

If you are having issues logging in, please go to [sspr.wagner.edu](http://sspr.wagner.edu) to manage your account. For more info on this please see [wagner.edu/it/campus-computer-accounts/](http://wagner.edu/it/campus-computer-accounts/)

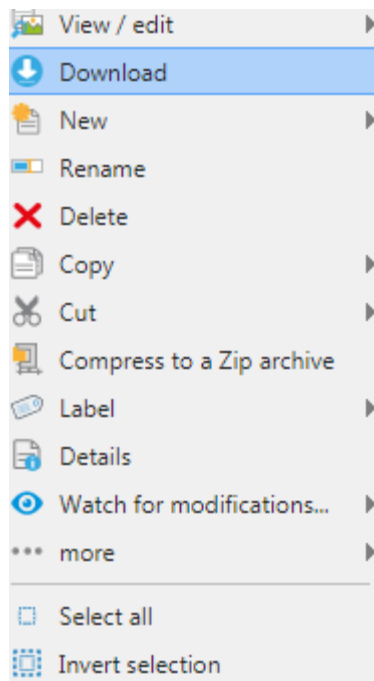
4. You should see the following screen.

The folder tree on the left. The current folder in the middle. The details pane on the right.



The main two you need should be listed first. The P drive and your department drive.

From here you can navigate either folder to find the file(s) needed. You can download any files you need to work on by right clicking or double clicking on them.



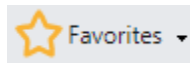
## Navigation



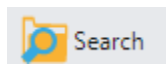
Shows/Hides the folder tree. This is the left most section from step 4.



Gives option to switch between thumbnail (icon) or a list view for items in current selected folder. You can also toggle the details pane. This is the right most section from step 4. The favorites and refresh buttons are also placed here. They will be explained below



This allows us to mark a folder (not a file) as a favorite for quicker access.



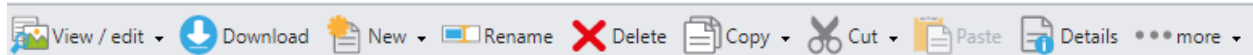
This allows you to search the contents of your NetDrive. You have several options such as searching by the file name, search locations, or by a date range. The location section would mean the current directory versus anywhere in your NetDrive. Anywhere would consist of your entire department drive as well as your P drive.



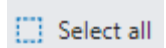
This would give the same submenu as double clicking on a file.



Allows you to send a file from your current machine to the NetDrive. These files sent will be available when you return to campus and log into your work computer with your AD credentials.



This entire section is the same as clicking the  or double clicking on an individual file.



NetDrive supports selecting multiple files. This can be done by shift or ctrl with a mouse click. Or you can use this button to select all files within your current view.



This button will ensure your current view matches the drive at campus. So if you are expecting a coworker to upload a document and you log into NetDrive before they save the file, instead of logging out and back in you can just click refresh. You do not need to hit refresh after uploading a file document.



This will log you off.