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WebDisk Benefits using Open WebMail




This document highlights the benefits using the WebDisk feature in Open WebMail.

The WebDisk feature in Open WebMail provides a web interface to a 50MB area of storage. This storage can be used for e-mail attachments (between e-mail messages and the WebDisk). Files from your PC can be uploaded to WebDisk, and files from WebDisk can be downloaded to your PC. The major benefit of WebDisk is to provide an area of file storage that can be accessed via the web.

WebDisk supports basic file operations, eg: mkdir, rmdir, copy, move, rm, file upload and download. Downloading of multiple files or directories is also supported. WebDisk compresses the files into a zip stream on the fly in the transmission. It also handles many types of archives, including zip, arj, rar, tar.gz, tar.bz, tar.bz2, tgz, tbz, gz, z, etc. The user can compress, decompress, or list the contents of archives without copying them to their computer.



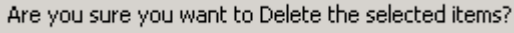
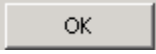
SAVING ATTACHMENTS FROM E-MAIL MESSAGE TO WEBDISK

The following steps show how to save an attachment from an e-mail message into a specific folder using WebDisk:

1. Access Open WebMail (<https://openwebmail.umaryland.edu>).
2. From Open WebMail Inbox, open an e-mail with an attachment.
3. At the bottom of the page, click on  to save the attachment to WebDisk.
4. Click on the desired folder's name. Click .
5. A confirmation message should appear. Click .


DELETING FILES FROM WEBDISK

The following steps show how to delete a file from WebDisk:

1. From Open WebMail (<https://openwebmail.umaryland.edu>), click on the WebDisk  icon at the top of the Index page. WebDisk will display the contents of your file space in your Open WebMail account.
2. Locate the file you want to delete.
3. Check the box to far right of that file.
4. Click the  button.
5. At the  message, click .
6. A confirmation message should appear in the **Messages** box.


UPLOADING TO WEBDISK (from your PC)

The following steps show how to upload a file into a specific folder using WebDisk:

1. From Open WebMail (<https://openwebmail.umaryland.edu>), click on the WebDisk  icon at the top of the Index page. WebDisk will display the contents of your file space in your Open WebMail account.
2. Click on the desired folder's name to display its contents. Otherwise, the uploaded file will be copied into your default or root folder.
3. In the bottom right area of the page, locate the box labeled **Upload**. Click on the **Browse** button to the left of the box to display the **Choose File** dialog box.
4. Locate the file you want to upload or copy to your WebDisk.
5. Double click on the file's icon to select it. The dialog box will close and return you to WebDisk.
6. Click on the **Upload** button to the right of the **Browse** button and WebDisk will copy the selected file into your account.
7. A confirmation message should appear in the **Messages** box.



DOWNLOADING FROM WEBDISK (to your PC)

The following steps show how to download a file into a specific folder using WebDisk:

1. From Open WebMail (<https://openwebmail.umaryland.edu>), click on the WebDisk  icon at the top of the Index page. WebDisk will display the contents of your file space in your Open WebMail account.
2. Locate the file you want to download or copy from your WebDisk and click on the file name.
3. If the selected file is compatible with your web browser, it will open in a new browser window. Should this happen, select **Save As** from the browser's **File** menu.
4. If the selected file is not compatible with your web browser or not recognized by your system, WebDisk will display a **File Download** dialog box. Click on the **Save** button to open a **Save As** dialog box.
5. From the **Save As** dialog box, double click on the folder to which you will save the file and click on the **Save** button in the lower right corner. WebDisk will save the file to the selected folder.

SEARCHING FOR A FILE USING WEBDISK

A file with a particular name or all files with a particular extension can be found using the Search tool available in WebDisk. The following steps show how to locate a file or files using the Search tool in WebDisk:

1. From Open WebMail (<https://openwebmail.umaryland.edu>), click on the WebDisk  icon at the top of the Index page. WebDisk will display the contents of your file space in your Open WebMail account.
2. In the bottom left area of the WebDisk page under the word **Search**, select a category by which to search. The default value for this field is **Filename**.
3. In the box to the right, enter the file name or a part of a file name for which you want to search. You may use wildcard characters ***** or **?** to make your search more efficient. For example, to search for all JPEG files, you would enter ***.jpg** or **?jpg** (without quotes).
4. Finally, click on the button to the right labeled **Search**.
5. To return to your root or default folder after viewing your search results, click the  **Back to Homedir** icon on the WebDisk toolbar.

QUESTIONS?

If you require further assistance using WebDisk in Open WebMail, please contact the ASC Help Desk at 410-706-HELP (weekdays, 8:00 a.m. - 5:00 p.m.) or send e-mail to help@umaryland.edu