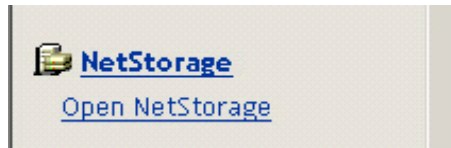


Logging In

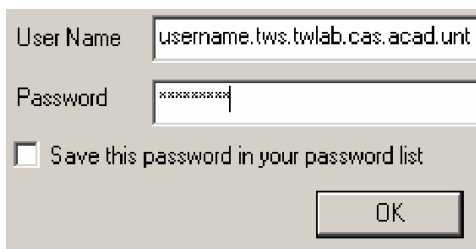
To access your account from the internet, you log into NetStorage. NetStorage is where your account is stored on the internet.

1. Go to the website at: ewl.twlab.unt.edu
Note: The NetWare screen will appear.
2. Click on **Open NetStorage**, located on the left side of the screen



Note: The Security Alert screen will appear.

3. Click on **Yes** to move on
4. Login using the following information:
 - Your **username** is your initials then the last four digits of your student identification number
 - After your username type in: **.twl.twlab.cas.acad.unt**
 - Your **password** is your full student identification number

A screenshot of a login form. It has two input fields: 'User Name' and 'Password'. The 'User Name' field contains the text 'username.twl.twlab.cas.acad.unt'. The 'Password' field contains several asterisks. Below the fields is a checkbox labeled 'Save this password in your password list' which is currently unchecked. To the right of the checkbox is an 'OK' button.

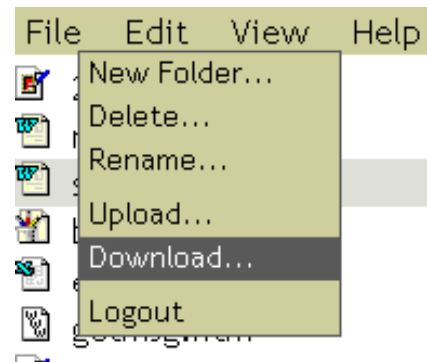
Now you have access to your account!

Getting Files from Your Account

The Home and Public drives look like folders on your screen. To get into these drives, you just double click on the drive folder.

To download files from your account, follow these steps:

1. Double click on the drive folder and click on what you want to download from your account
2. Click on **File** and choose **Download**.



Note: Choose “**File**” located within the NetStorage screen.

3. Choose **Save this file to disk** and click **OK**
Note: The **Save As** menu will appear.
4. Locate where you want to save the file on your computer. After you have saved you can:
 - **Open** the file now
 - **Close** and open the file later

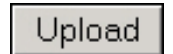
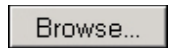
With downloading, you don't need a disk to save your files!

Sending Files to Your Account

You can also save files to the Home drive and Public drive. This is called uploading.

To upload a file to your account, follow these steps:

1. The file you want to upload must be save on the computer you are using
2. If you haven't already, double click in the drive you want to save to
3. Click on **File** and choose **Upload**
4. When the Uploading file menu appears, select the **Browse** button
5. The **Choose file** menu will appear. Find where you saved your file and then double click on it
6. After you select your file, you will go back to the **Uploading file** menu
7. Click on the **Upload** button



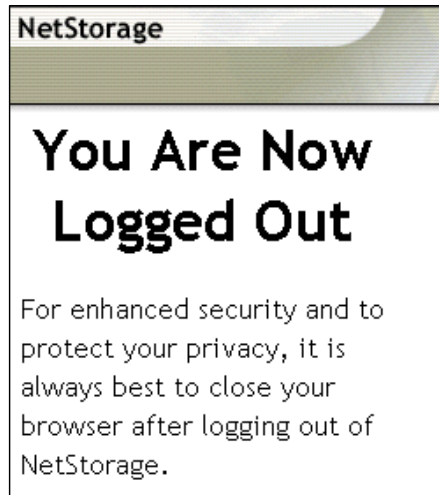
NetStorage gets you past the hassle of having to carry around all those disks.

By uploading your files, you can cut down on time and memory space!

Logging Out

Logging out is important. To logout of your account, follow these steps:

1. Click on **File**
2. Choose **Logout** and you will get the following screen after you are logged out:



3. Close the internet browser you are using after you see the logout screen
4. Close the NetStorage browser also

It is important to close both browsers. If you don't then you are not completely logged out!

Troubleshooting

If you have problems with logging in, downloading, or uploading, you might be having problems with the web address, your username, your password, or uploading.

Web address

If you are getting an error from a web server, check to see if you have typed in "www." at the beginning of the address. If so, take it out!

Username

If you do not have a middle initial, put an "X" where it would be.

Check to make sure the numbers after your name are the last four digits of your student identification number.

Password

Make sure you are only using the numbers of your student identification number. Do not add in dashes.

Uploading

If you are still using the file you want to upload, you will have a file sharing error. Save and shut down the file before you try to upload it.

If you are still having problems you can ask a **Technical Writing Lab tutor**, or you can email the Lab Administrator, Bob Congrove at congrove@unt.edu.

Accessing TWLab Accounts Online

- Logging In
- Getting Files from Your Account
- Sending Files to Your Account
- Logging Out
- Troubleshooting

