

## Connecting to My Collyers

If you're using Internet Explorer 6 you can simply click on the link and it will open without problems. However if you use the up to date IE7/IE8/Mozilla/Chrome/Safari etc (which is highly recommended!) then you will sometimes have problems connecting.

There is a simple way round this which also makes accessing it easier, unfortunately it requires a couple of extra steps to setup in the first instance.

First browse into My Collyers in the normal way and it will give you an error instead offering to view the web folders in a default view, giving you a link like to the right.

Copy the address from the address bar which we will need later. It should look something like;

<https://easylink.collyers.ac.uk/easylink/wf.svr-dc-03.s/username/>

The rest of the guide is different depending which operating system you use. Please use the appropriate guide below;



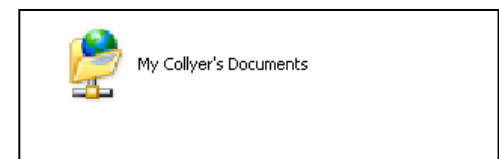
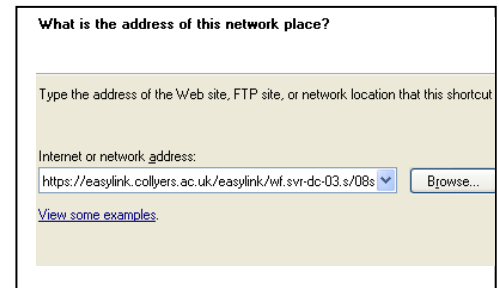
## Windows XP

click on Start and go to "My Network Places".

Click on "Add Network Place"

Click 'Next' and then double click on "Choose another Network location". On the next screen paste in the URL you have copied, click 'Next' and enter your login details. It will ask you to give a name, choose one you will recognise and click 'Next' and then 'Finish'.

Now every time you want to access your My Documents you don't need to go to the My Collyer's website. Instead go to "My Network Places" and double click on the folder you have created and then login using your Collyer's details.



# Windows Vista

Click on the Windows button and then on "Computer".

On the bar along the top, click on "Map a network drive"

Set a drive letter of your choice.

In the folder field, paste the address we copied earlier.

Click Finish.

You will be asked to login, enter username and password like below;

"Collyer\username"  
"Password"

e.g

collyer\08studentid  
password

If this is a public or shared computer do not choose to "save password" otherwise other people will be able to access your drive.

It will then open your folder in a new window.

To get to this in the future simply browse to "Computer" and it will appear as a network drive along with your CD Drive and Discs.

