

Files: Setting up Network Files

Activity Preface

Once a connection to network files is set up, it may be referenced in much the same manner as other folders. It will be available from Windows Explorer and also may be referenced from within an application. For example, you can start Word, and navigate to a Word document stored in network files from the Open menu.

Network files may be referred to in Oracle documentation as iFS, which is an Oracle term and stands for Internet File Systems.

Tasks

1. Double click on **My Network Places** on the Windows desktop.

If you have Windows XP, goto task #2. Otherwise, goto task #11.

2. Single click on the icon **Add Network Place**.

Add Network Place is located under Network Tasks on the left side of the window.

3. Click the **Next** button.
4. Select Choose **Another Network Location**.
5. Click the **Next** button.
6. Enter the location for the network place.

The location of the network files is: **<https://ocs.lcc.edu/content/dav/lcc/>**

7. Click the **Next** button.
8. Authenticate to the server, if necessary.

A pop box will be displayed if authentication is necessary.

- Enter your User Name.
This is your TUID.
- Enter your Collaboration Suite password.
- Click the **OK** button.

9. Enter the name of the network site.

Recommended name for network files: **LCC_Files**

10. Click the **Next** button.

Goto task #16.

11. Double click on the icon **Add Network Place**.

12. Enter the location for the network place.

The location of the network files is: **https://ocs.lcc.edu/content/dav/lcc/**

13. Click the **Next** button.

14. Authenticate to the server, if necessary.

A pop box will be displayed if authentication is necessary.

- Enter your User Name.

This is your TUID.

- Enter your Collaboration Suite password.
- Click the **OK** button.

15. Enter the name of the network site.

Recommended name for network files: **LCC_Files**

16. Click the **Finish** button.

17. Enter your User Name and Password again, if requested.

The contents of the Network Files just added will be displayed. You can access one of the files, if desired or close the window.

An Icon will be added to My Network Place with the specified name.

18. Repeat this process for each connection to Network Files that is created.

Enable your Personal Library

19. Login to Star Port

20. Click the **Content Services (Files)** link in the **Employee Quicklinks** portlet.

Employee Quicklinks

December 21 - Employee Email is changing - [Read More!](#)

 Messages	 Traditional Mail Client	 Messages - before 12/21
 Content Services (Files)	 Calendar	
 Web Conferencing	 Downloadable Components	
 Tip Sheets	 LCC Directory	
 Room Scheduling	 Desk Manual	

21. Click Yes to enable your Personal Library.
22. The personal library creates your private file store.

<https://ocs.lcc.edu/> - Oracle Collaboration Suite Content Services - First Sign In - Windows Internet Explorer

ORACLE[®] Collaboration Suite Content Services

Welcome to Oracle Content Services!

Before you get started, you may want to change some of the ways Oracle Content Services is set up for you.

To modify any of these settings, click User Preferences from the main application window.

The following information about you may only be set in your [Oracle Internet Directory ...](#)

Your Preferences

You have the option to enable a Personal Library to which only you will have access. Would you like it enabled?

Yes
 No

Maximum number of files to list in My Recent Files

TIP The maximum number of files that can be listed is 50.

How often would you like to be prompted for your single sign-on password when

End of activity.

