Information Services – Technical Support

Help Sheet: Uploading Media Files for Web Access

Introduction

This will guide you through the steps of uploading media files to the Multi-Media server for web access. This help sheet includes instructions for both the Macintosh and PC computers.

Note: You will need access to the Multi-Media server before you will be able to upload any files.

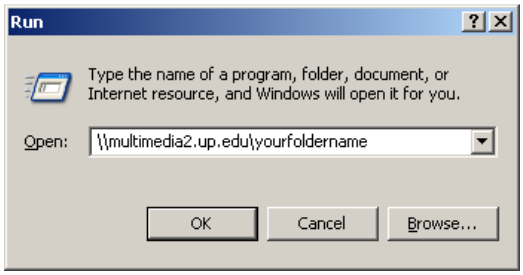
Steps for PC computers

1. Click on **Start → Run**
2. In the Run window type in the following path:

\\multimedia2.up.edu\yourfoldername

Where the 'yourfoldername' portion represents the folder name given to you; for example, if you have been told your folder name is "Training" the path would be:

\\multimedia2.up.edu\Training



3. Click the OK button

4. Type in the username and password which was given to you.

   Note: This is not your standard network username/password

5. Click **OK** and a window should open up.

Drag and drop any media files you want accessible on the media server over the internet into this window/folder.

Any files that you have deposited in this folder are now available over the internet at the following address:

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http://multimedia2.up.edu/*yourfoldername/yourfilename*

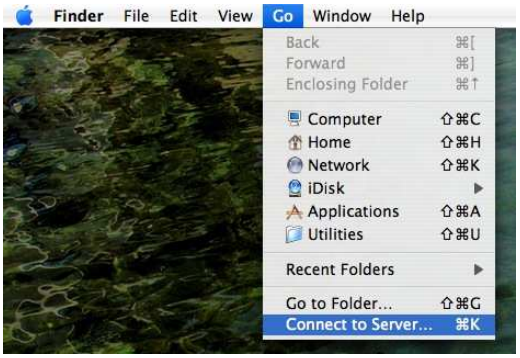
So, for example, if I am in the nursing department, and my department folder is called "Nursing" and my media file is called "Sounds.mp3", after uploading my file to the Nursing folder, anybody on the internet can access this sound file at:

http://multimedia2.up.edu/Nursing/Sounds.mp3

Note: Spaces will not work and all characters are case sensitive. Also all file extensions are needed. File extensions are the three to four letters/numbers at the end of your file name; for example, sounds.mp3. "mp3" is the file extension.

Steps for Macintosh computers

1. From the Finder click on Go
2. Click on Connect to Server

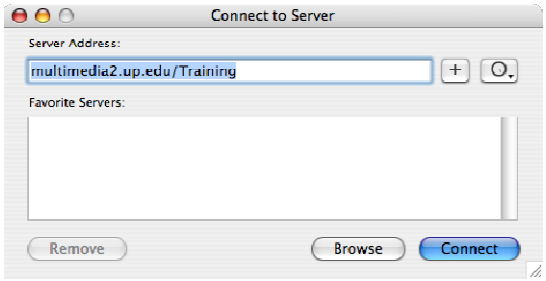


3. Type in the following in the Connect to server window:

multimedia2.up.edu/yourfoldername

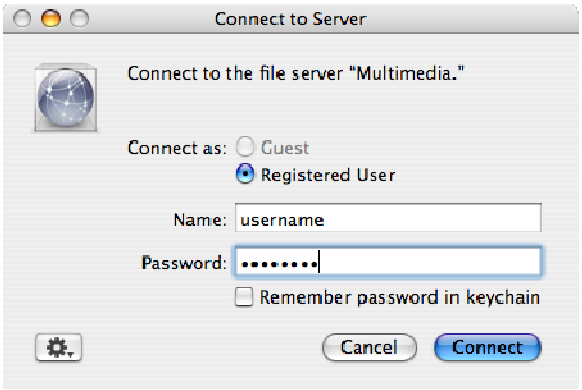
Where the 'yourfoldername' portion represents the folder name given to you; for example, if you have been told your folder name is "Training" the path would be:

multimedia2.up.edu/Training



4. Type in the username and password which was giving to you.

Note: This is not your standard network username/password



5. Click Connect and a window will appear.

Drag and drop any media files you want accessible on the media server over the internet into this window/folder.

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Any files that you have deposited in this folder are now available over the internet at the following address:

http://multimedia2.up.edu/*yourfoldername*/*yourfilename*

So, for example, if I am in the nursing department, and my department folder is called "Nursing" and my media file is called "Sounds.mp3", after uploading my file to the Nursing folder, anybody on the internet can access this sound file at:

http://multimedia2.up.edu/Nursing/Sounds.mp3

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End Help Sheet

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