

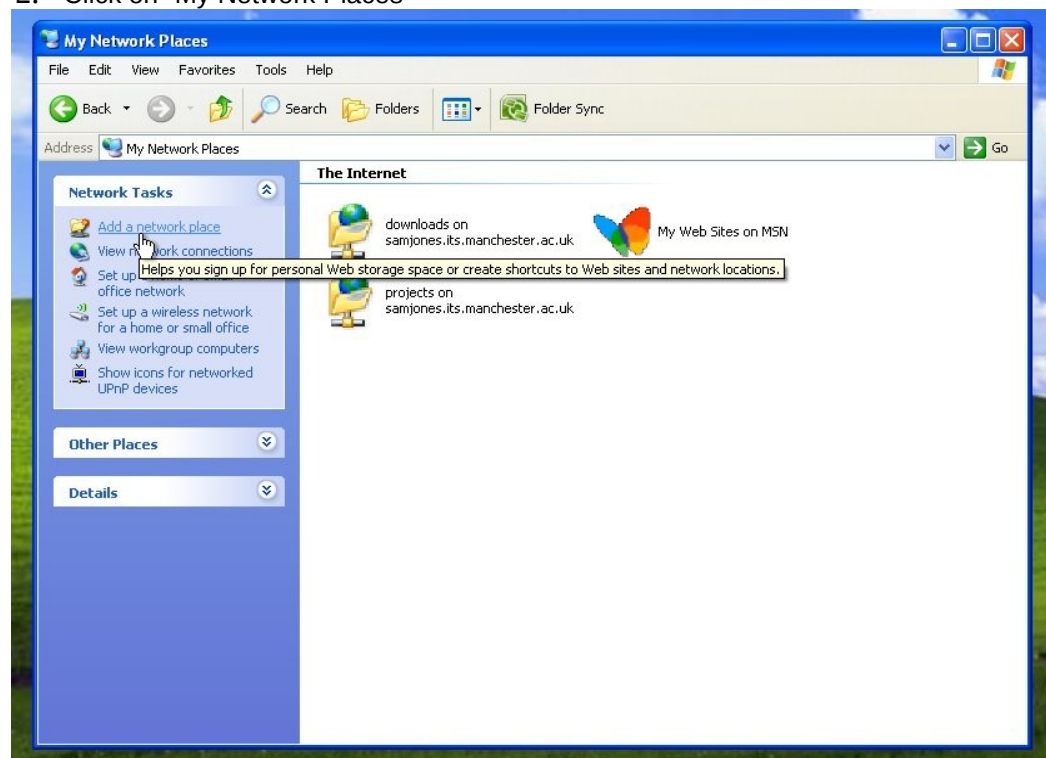
How to configure your computer to be able to add content to the EML Service.

Before you begin you must arrange for your account to have access to the relevant folder on the service. Once this has been arranged you can set-up a new network folder on your computer that will let you publish content. To do this:

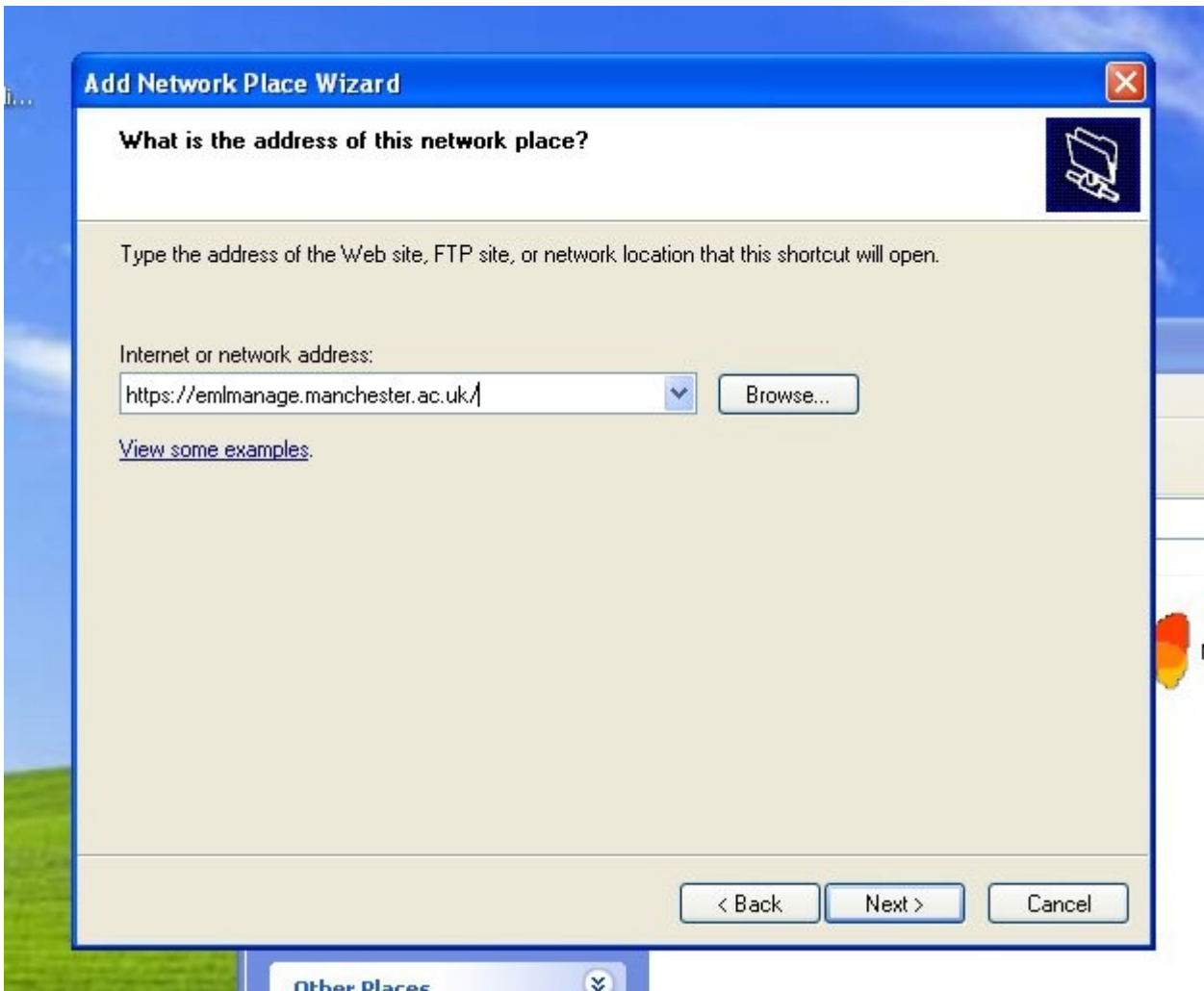
1. Click the "Start Menu", then click on "My Computer".



2. Click on "My Network Places"



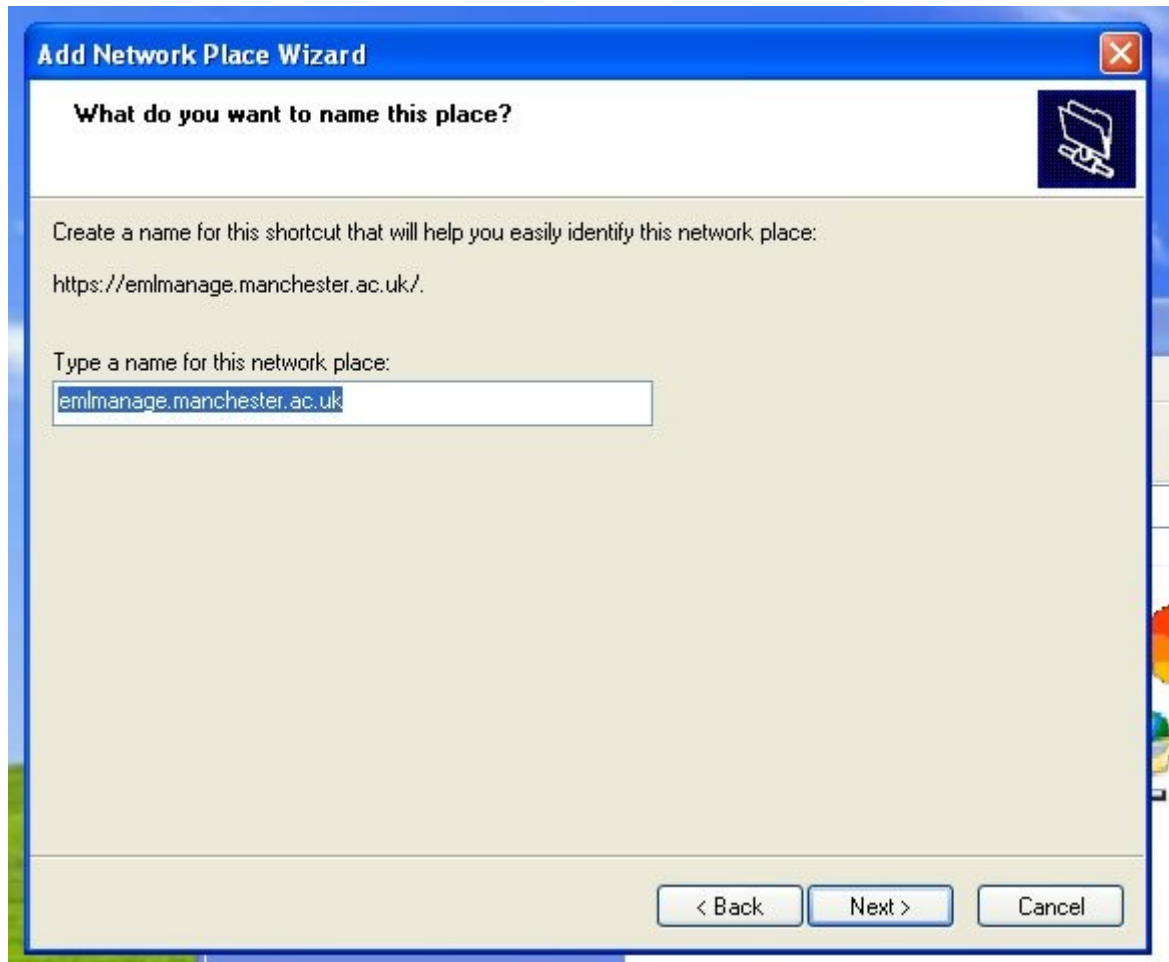
3. Click on Add a network place
4. Click Next
5. Choose "Choose another Network Location" and click Next.



6. Enter "<https://emlmanage.manchester.ac.uk/>" as the Internet address, click Next.



7. Enter your central services user name and password, click OK.



8. Enter a name for the network place, this can be whatever you want. By default the wizard will choose emlmanage.manchester.ac.uk and there is nothing wrong with using this value. Click Next.
9. Click Finish

You will now be able to access the EML repository using the emlmanage network place in the "My Network Places" window. Once you've open that folder you will be able to copy files to and from it as you normally would in Windows.