How to set up a “network place” for CatFiles in Windows XP:

1. Click on “Start” and select “My Network Places”:

2. From the “Network Tasks” palette, choose “Add a network place”:

3. Follow the prompts in the “Add Network Place Wizard”. When asked for the address of the network place, type: https://catfiles.linfield.edu

4. When the wizard is complete, you will be able to use the Start button to access your “My Network Places” palette, and you’ll see your CatFiles network place listed. Double click on it to open it (you may be prompted for your CatNet user name and password, then click to your CatFiles folder depending on whether you are faculty, student, staff, etc. Now you can drag and drop multiple files to CatFiles as though it were a folder on your desktop.