How to set up a network place for CatFiles in Windows Vista:

Note – if you are using a computer connected to the Linfield network, network places may not be remembered after you have logged off the computer, and the network location will have to be recreated after you log in again.

Click on Start → Computer. Right click on an open area on the right and select “Add a Network Location.”

The Add a Network Location Wizard will appear. Follow the prompts, and pick the “Choose a custom network location” option. When asked for the address, type https://catfiles.linfield.edu. You will be asked to provide your CatFiles username and password. Complete the wizard and click Finish.

You may then access the CatFiles network place in the Network Location section of the Computer window. Double click 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.