

Using your *Pages* Account

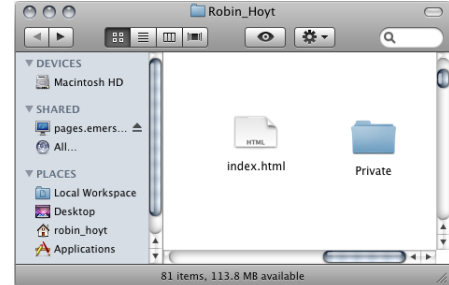
“Pages” refers to the 250MB of space all Emerson students, staff, and faculty members have allocated to them on the Emerson Network (ECnet). This space, accessible wherever there is an Internet connection, is set up as a personal Web publishing space, but can also be used for storage.

Publishing with Pages

To publish to the Web, simply place an html file titled *index.html* in your Pages folder. Your Web site will then be viewable at the following URL:

http://pages.emerson.edu/students/y/your_username

Here, *y* represents the user’s first initial. Staff and faculty should substitute **staff** or **faculty** in place of *students* in the Web address.




After activating your Web space, your Pages folder may still remain private from other viewers. You can set your preferred privacy settings by visiting *http://pages.emerson.edu/MyAccount* and choosing **Fix My Pages Folder Permissions**. Your Pages folder contains a *Private* folder where you can place files you do not want viewed over the Web, even when the rest of your Pages folder is world-readable.


Connecting to your Pages folder from a lab computer

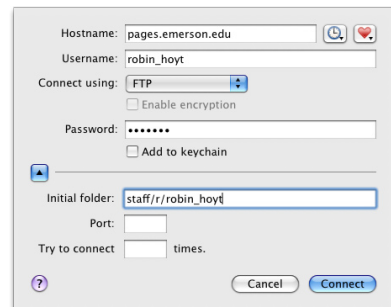
Each lab computer has a **My Pages Folder** icon on the desktop. Double-clicking this icon will connect you to Pages and open your folder on the desktop. (Macintosh workstations will require users to enter their ECnet username and password to connect.) Simply drag and drop a file into your open Pages folder to save it there.

Connecting to your Pages folder outside of the labs

To connect to your Pages folder from an off-campus computer, you must have an Internet connection.

 Windows users can use Windows Explorer to access their Pages folders. Double click on the **My Computer** icon. In the address bar, type in **ftp://pages.emerson.edu** and click **Go**. Enter your ECnet username and password in the window that comes up, and choose **Log On**.

 Macintosh OS X users will need an FTP program, such as Fetch or Transmit to access Pages. When opening a new connection, enter **pages.emerson.edu** for the server or host name, and use your ECnet username and password. Optionally, you may enter **students/y/your_username** (substituting **staff** or **faculty**, where applicable) for the Initial Path (or Initial Folder). Doing so will take you directly to your own Pages folder when you connect. Otherwise, you will find your Pages folder in the students, staff, or faculty folder, listed by your ECnet username, under the subfolder for your first initial.



Editing files in your Pages folder

To open or edit any file you have in your Pages folder, be sure to first copy it to your desktop (or to the *Local Workspace*, in a lab). Make all necessary edits to this local copy. When you are finished and have saved your changes, copy this file back to your Pages folder, choosing to replace the older version, if prompted. Do not edit files directly on Pages.

For additional information, please contact the IT Help Desk at 617.824x8080