ONet User Guide

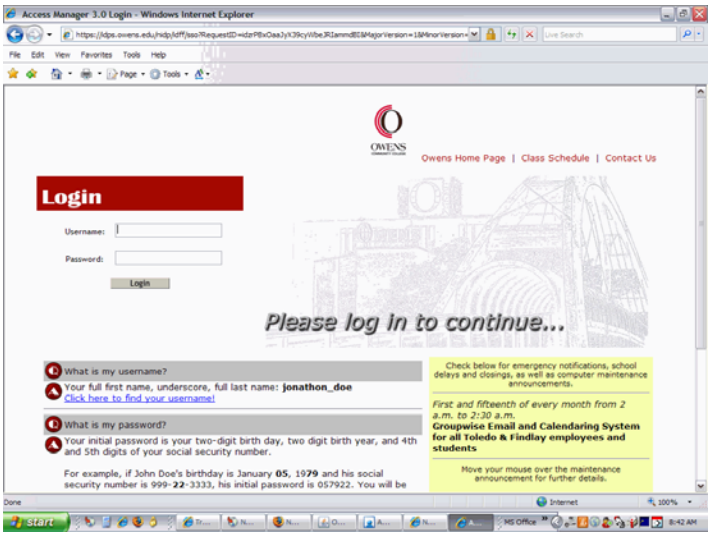
ONet provides users with the ability to copy, move, rename, delete, read, and write files between a secure Internet connection and the Owens network. Users can access their Novell Network Storage on an OCC server from any computer connected to the Internet via a web browser such as Microsoft Internet Explorer or Mozilla FireFox.

To Access ONet

Open any Internet browser and enter the following URL: https://ozone.owens.edu

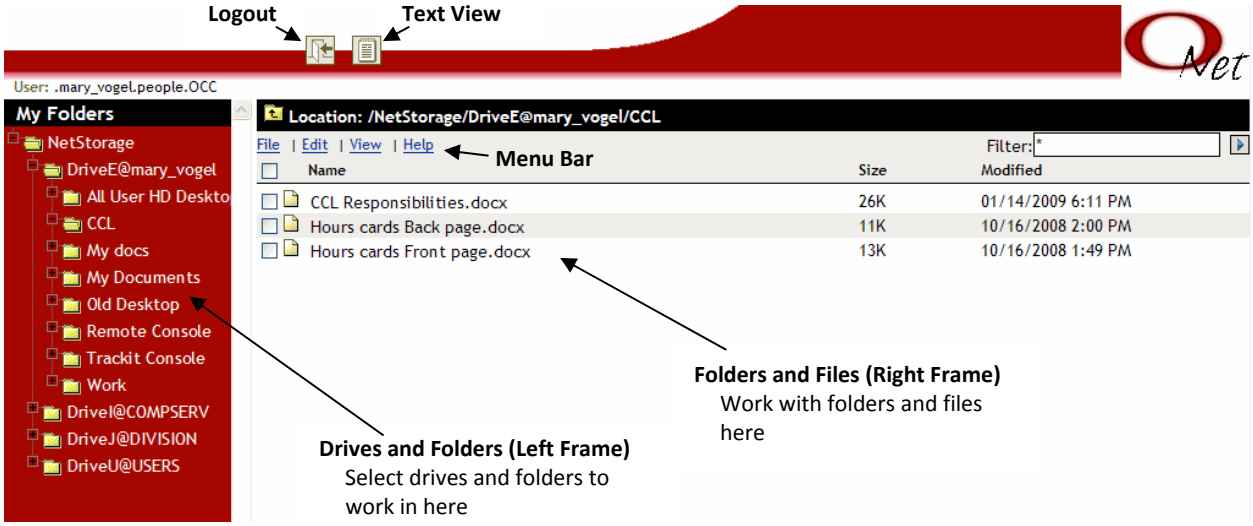
You will be prompted to log in.

Log in entering your universal username and password.



Click the **ONet tab** at the top of the screen

Folder View Screen:



To View the Contents of a Folder

Click once on the **folder name** under the **My Folders** list.
The contents of the folder will show up in the right frame.

OR

Double-click the **folder name** in the right frame.
The contents of the folder will show up in the right frame.

Working with Files and Folders

To work with a file or folder, you first need to select it.

Click once on the **filename** or **folder name** to select it .

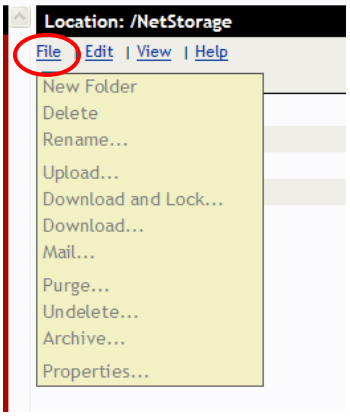
OR

Click the C**heck Box** before the name.

The Menu Bar

The **Menu Bar** allows you to manipulate files by selecting the options under **File, Edit,** or **View.**

File Menu Options



Clicking the **File** link in the menu bar will bring up the File/Edit Options Menu.

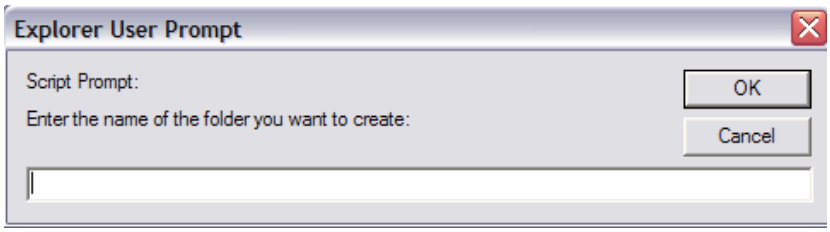
NOTE: Right-clicking the file or folder name will also bring up the File/Edit Options Menu.

To Create a New Folder

Click once on the **folder** you want to create a new folder in under **My Folders** (in the left frame).

Click File on the menu bar.

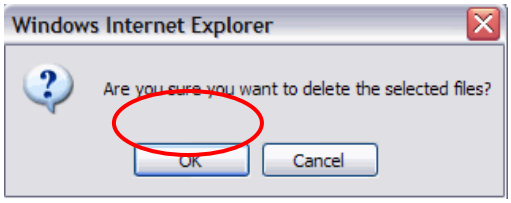
Click New Folder.
A dialog box will pop up prompting you to enter a name for the new folder.



Enter a name.

Click OK.
The new folder will be added.

To Delete File or Folder



Click once on the **file or folder** you want to delete**.**

Click File on the menu bar.

Click Delete.

Click OK .

To Rename File or Folder

Click once on the **file or folder** you want to rename.

Click File on the menu bar.

Click Rename.
The name highlights for editing.

Type the new name.

Press the **Enter** key.
The file or folder is renamed.

Downloading Files or Folders

If you are working with a file in a shared directory, someone else can make changes to that file **unless you lock it**. You should select **Download and Lock…** if you wish to make changes to a shared file. This will lock the file so another user cannot make any changes until the file is uploaded again.

To Download a File or Folder

Click once on **the file or folder** you want to download.

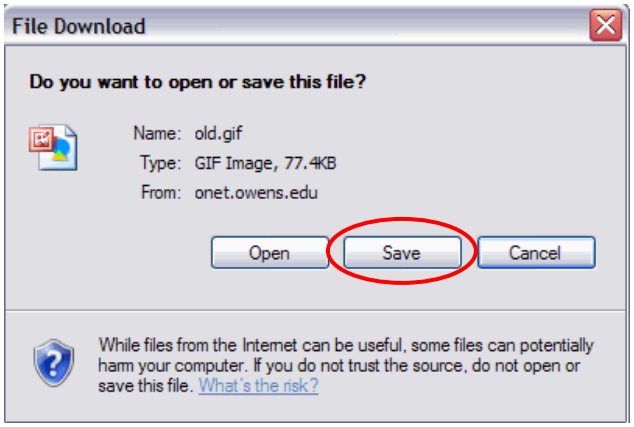
Click File on the menu bar.

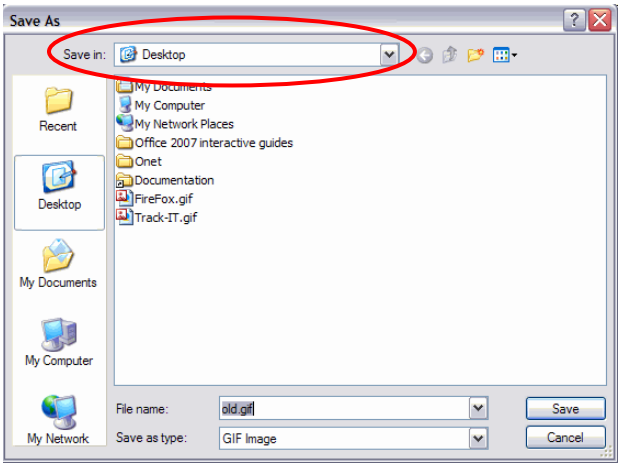
Click Download.
The File Download window appears.

Click Save.

The **Save As** window opens.
Select the location where you want the file saved.

Click Save.
The file is saved to your computer.





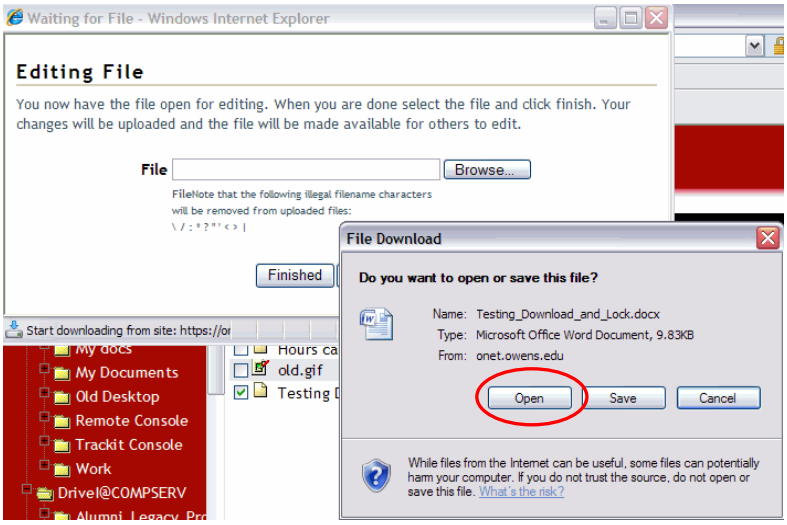
To Download a File for Editing

Click once on **the file** to be downloaded.

Click File on the menu bar.

Click Download and Lock.
The **Waiting for File** window and **File Download** windows open.

Click Open.
The file opens in its associated program.

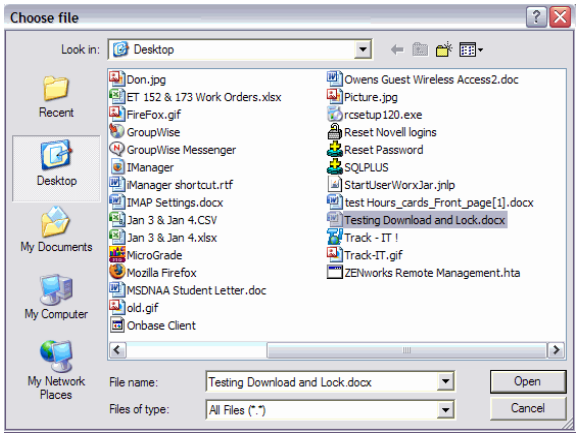


Make the changes to the file.

Select Save As.
Save the file on your hard drive.

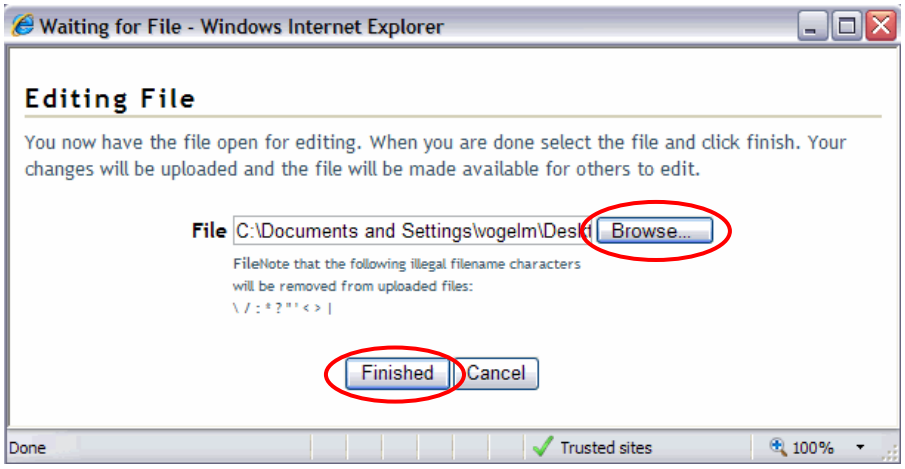
To Upload File after Editing

Click Browse on the **Waiting for File** window.
The **Choose file** window opens.



Click once on **the File** you want to upload and click **Open**.

Click Finished.
The file is uploaded.



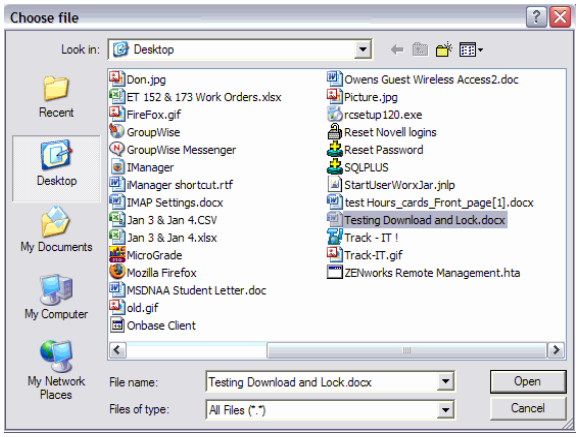
To Upload a File

Click File on the menu bar.

Click **Upload.**
The **Uploading File** dialog box appears.

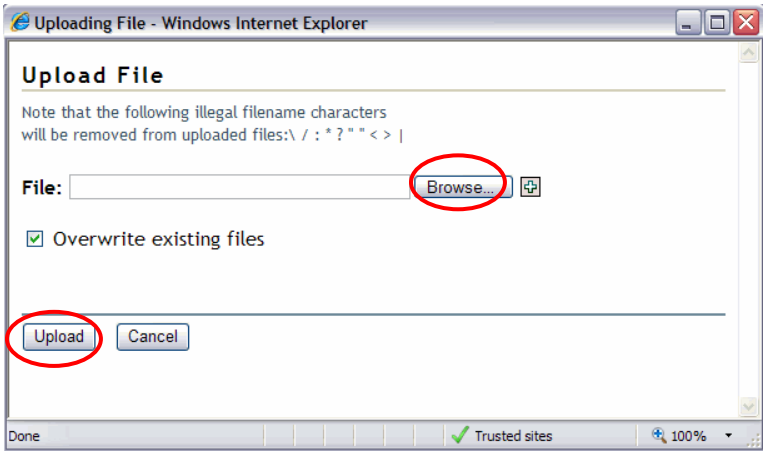
Click Browse on the **Uploading File** window.
If more than one file is to be uploaded, click the plus sign icon ⊞ next to the Browse button.

The **Choose file** window opens.



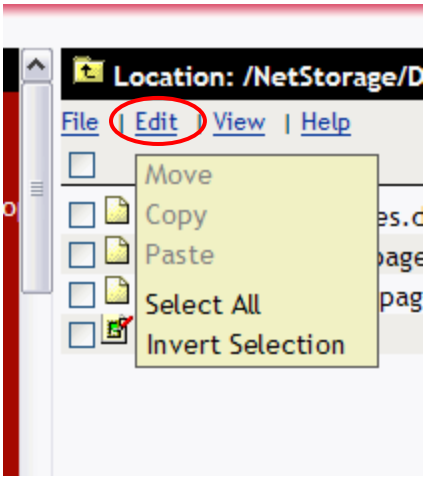
Click once on **the File** you want to upload and click **Open**.

Click Upload.
The file is uploaded.



Edit Menu Options

Clicking the **File** link in the menu bar will bring up the File/Edit Options Menu.



To Copy a File or Folder

Click once on the **file or folder** you want to copy.

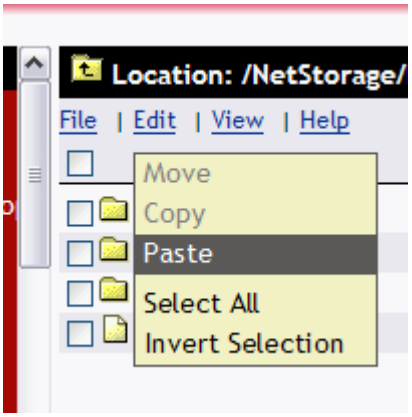
Click Edit on the menu bar.

Click Copy.

Click on the folder you want to copy to.

Click Edit.

Click Paste.
A copy of the file or folder will show up in the new location.



To Move a File or Folder

Click once on the **file or folder** you want to Move.

Click Edit on the menu bar.

Click Move.

Click on the folder where you want to move the file or folder to.

Click Edit.

Click Paste.
A Move of the file or folder will show up in the new location.

Logging Out of QNet

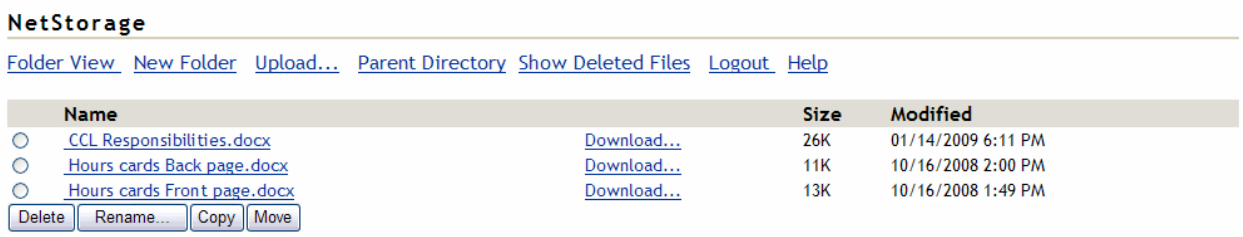
Click the **Log Out** button.

Close the browser window.

To View in Text View

Click the **Text View icon** at the top of the screen.

QNet Text View Screen



Pop-up Blocker

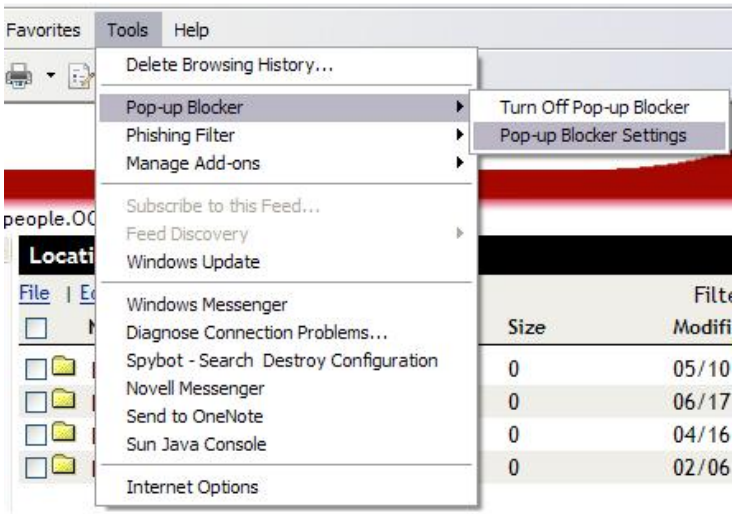
If the Pop-up Blocker in turned on, you will need to add Owens to the allowed sites.

Open Internet Explorer

Click Tools

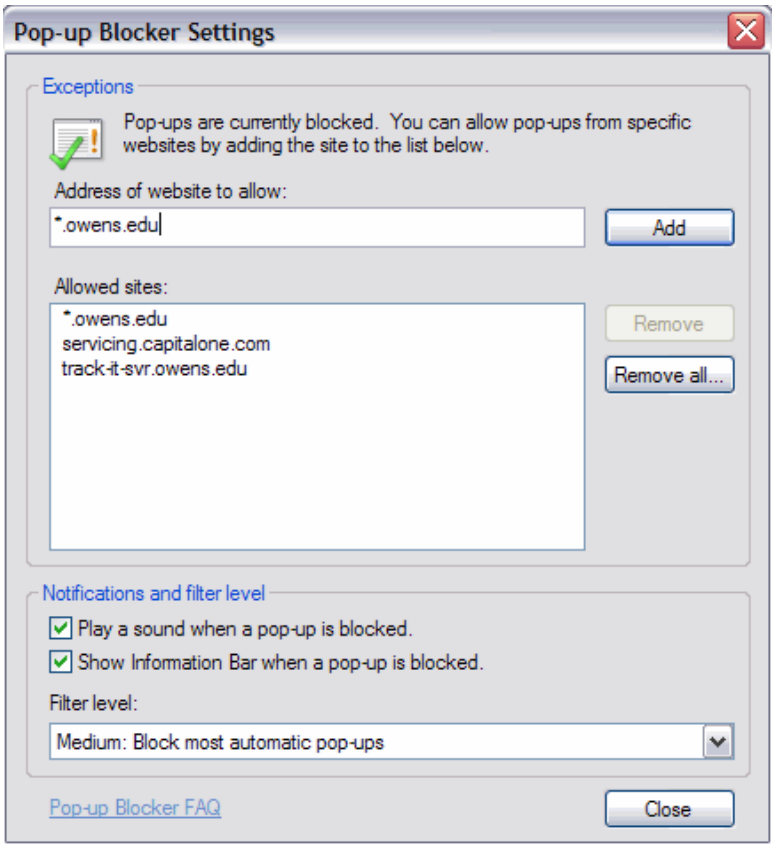
Click Pop-up Blocker

Click the **Pop-up Blocker Settings**
The Pop-up Blocker Settings window opens



Add
***.owens.edu**

Click Close



Known Issue with Microsoft Windows XP with Service Pack 2 applied

You may be unable to download if running MS Windows XP with Service Pack 2 applied. To remedy this problem, add the ONet web site as a trusted site in the browser settings.

To add ONet as a trusted site in Internet Explorer

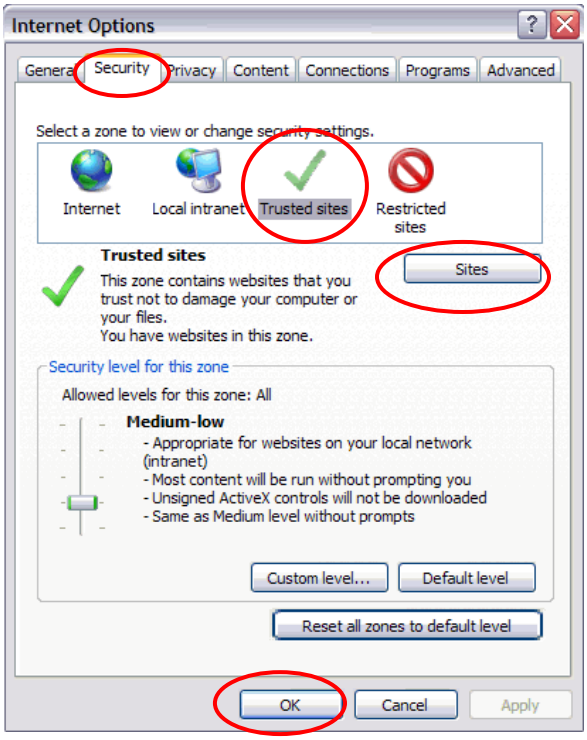
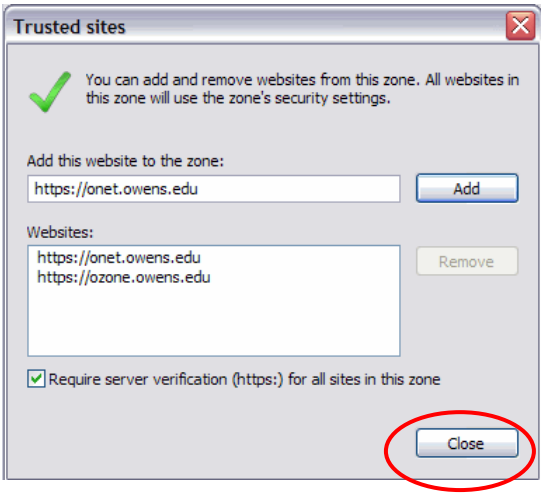
Open Internet Explorer.

Click Tools.

Click Internet Options.
The Internet Options window opens

Click the **Security** tab.
Click Trusted Sites icon.
Click the **Sites** button**.**
The Trusted Sites window opens.

Add the following web addresses:
https://onet.owens.edu
https://ozone.owens.edu

Click Close.

Click OK.