



Sharing Images on MyWebSpace

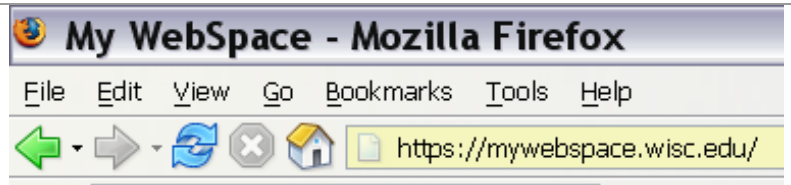
All UW students, staff, and faculty have access to MyWebSpace, a web accessible file storage system that provides each user with 200 megabytes of disk space.

For more information about the uses and parameters of MyWebSpace, go to:

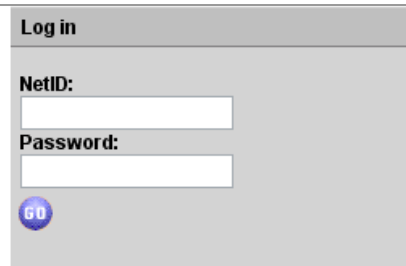
<http://www.doit.wisc.edu/mywebspace/>

Signing in to MyWebSpace

1. Open your browser and go to <https://mywebspace.wisc.edu>



2. Enter your **NetID** and **Password**
3. Click “Go”

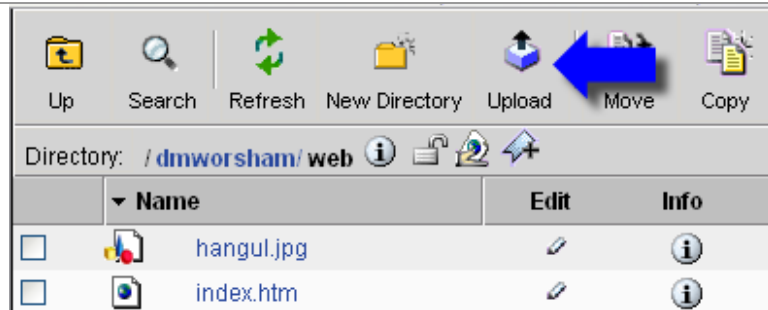


4. This is the main screen for MyWebSpace. Note that you have a **private** folder for storing your private documents and a **web** folder for sharing documents publicly. We will use the **web** folder to share pictures for the wiki project.

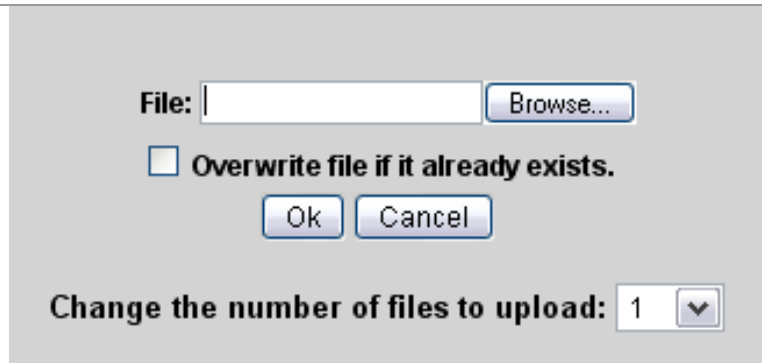
Name	Edit	Info	Lock	Share
private		i	🔒	👤
web		i	🔒	👤

Uploading a File

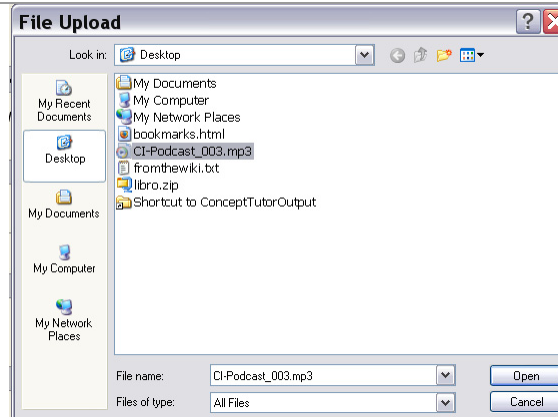
5. From your **web folder** click **Upload**



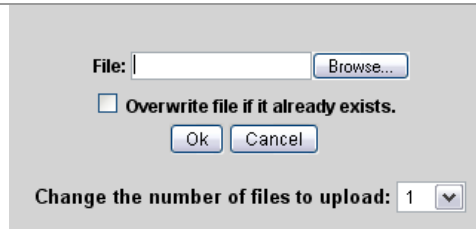
6. Click **Browse**



7. Browse for the file you want to upload and then click **Open**




8. Click **Ok**



9. Your file will upload!

Accessing File Information and Sharing Files

10. To get more information about your file, click the manage icon () next to the file.

11. If necessary, click “File Properties” to view the file properties

12. In the **Properties** window, you will find the **Full URL** for your file.

13. Copy the **Full URL** and paste it into your wiki page.

*Note – always use **Full URL***

Properties	
Owner:	DOUGLAS M WORSHAM
Content Type:	audio/mpeg Edit content type
Full URL:	https://mywebspace.wisc.edu/dmworsham/web/CI-Podcast_003.mp3
Intelliink URL:	https://mywebspace.wisc.edu/xythoswfs/webui/_xy-2859494_1
Created By:	DOUGLAS M WORSHAM
Created On:	6/9/05
Last Modified By:	DOUGLAS M WORSHAM
Date Last Modified:	6/9/05
Size:	15.76MB