Creating a connection

Connecting to the UVM website server ("Z drive")

1. Go to the Start menu, and click on Computer.

2. Select “Map network drive” from the top panel, or click on the “Tools” menu and select “Map network drive”.

   ![Computer screenshot](Image)
3. From the drop down menu in the “Drive:” section, select “Z:”
4. In the “Folder:” section, type “\zoofiles.uvm.edu\comwebsite”
5. Check both the “Reconnect at logon” and “Connect using different credentials” boxes.
6. Click “Finish”.

7. In the next window, type “CAMPUS\yourusername” into the “User name” section, and your UVM campus password into the “Password” section. Check the “Remember my credentials” box. Every time you log on to your computer, you may have to re-enter your password to reconnect to the Z drive.
Connecting to your website in Contribute

1. Open Adobe Contribute.
2. On the Contribute home screen, select “Website Connection” under “Create New”.
3. Click “Next >”. 
4. In the “What is the web address (URL) of your website?” section, type the full URL of your new website. Confirm that you have the right URL entered by clicking the “Browse...” button. Then click “Next >”.

![Image of Connection Wizard]

5. In the “How do you connect to your web server?” section, use the drop down menu to select “Local/Network”. In the “What is the network path to your website?” section, click the “Choose...” button and navigate to the Z drive. Open the folder of your specific website, and click “Select”. Click “Next >”.

![Image of Connection Wizard Website Connection Information]
6. Enter your full name and UVM e-mail address in the next window. Then click “Next >”.

7. Confirm that you are assigned to the role of “Publisher.” This will allow you to work on the website independently. Then click “Next >”.

8. Click “Done”.

9. From now on, when you open Contribute, you will see your website listed under “Begin Editing”. It may be titled “Unnamed Connection 1”. To rename the connection, click on the “Edit” menu on the top bar of Contribute, and select “My Connections...”.

Click “Rename”, type in a new name for your connection, and then click “Close”.

10. When opening your website for editing in the future, click on the connection under “Begin Editing” on the Contribute start screen. Then, click “Connect” in the top right corner. If you receive an error message, confirm that you are connected to the Z drive.