Creating a connection to your website in Contribute (on a UVM Medical Center computer)

Mapping your drive

Connecting to the UVM website server (“L drive”)
1. In your start menu, right click on ‘Computer’
2. Choose ‘Map Network Drive’
3. Select drive letter L
4. In the Folder window, type `\med.uvm\shared`
5. Click ‘Reconnect at logon’
6. Finish

Creating an Adobe Contribute Connection

1. Open Adobe Contribute.
2. On the Contribute home screen select, “Website Connection” under “Create New”.
3. Click “Next>”.

[Image of Adobe Contribute interface]
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 >”.

![Create Connection dialog box](image.png)
5. In the “How do you connect to your web server?” section, use the drop down menu to select “Secure FTP (SFTP)”. In the “What is the name of your SFTP server?” section, enter “zoo.uvm.edu”. In the “What is the SFTP username?” section, enter your UVM NetID. In the “What is the SFTP password?” section, enter your UVM campus password. (If needed, go to www.uvm.edu/account to set up a password). Then, click “Next>”.

![Connection Wizard](image)

Connection Wizard

Website Connection Information

To edit pages on your website, Contribute needs to connect to your web server.

**How do you connect to your web server?**

- Secure FTP (SFTP)
- Advanced...

**What is the name of your SFTP server?**

- zoo.uvm.edu (Examples: ftp.mysite.com, 192.161.5.7, 192.161.5.7:90)

**What is the SFTP username?**

- Your UVM NetID

**What is the SFTP password?**

- **********
6. The next screen is the wrong folder path. Change it to "/shares/websites/medicine/yourwebsite". Then, click “Next>“.
7. Enter your full name and e-mail address in the next window. Then click “Next>”.

8. Confirm that you are assigned to the role of “Publisher”. This will allow you to work on the website independently. Then click “Next>”.
9. Click “Done”.
10. From now on, when you open Contribute, you will see your website listed under “Begin Editing”. It may be title “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”.

![Image of Contribute application interface showing the Edit menu and My Connections... option]