

# Webdav

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# 1 Introduction

This document is to aid in configuring a Webdav connection for customers, who have their Exact environment hosted by Exact Cloud Services. Many thanks to previous authors whom have provided the basis for this document.

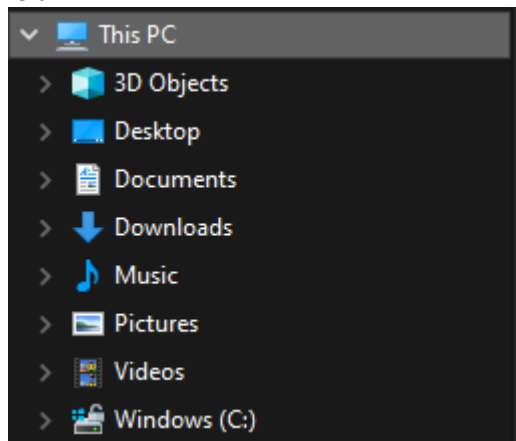
By using Webdav you can approach documents/files in the hosting environment, from your own local workstation or PC. After configuring the Webdav connection on your local device, you can 'see' these files as if they were on your own PC. The connection is set up to our server and once set up, can be found among the Drives in Windows Explorer.

## 2 Configuring Webdav

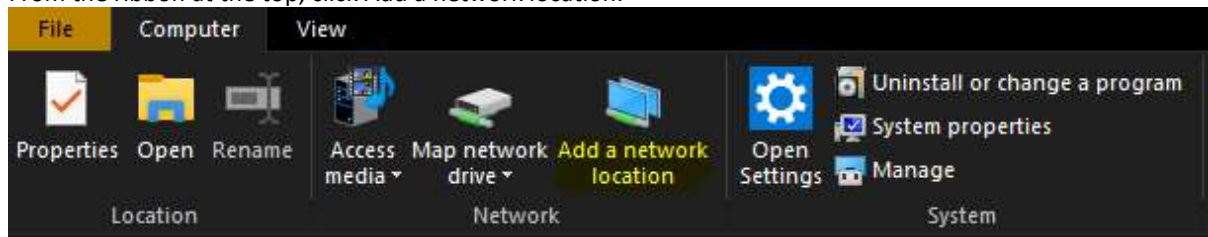
### 2.1 Via Explorer

There are two methods to set-up and configure a Webdav connection on your computer. The first one is via the Windows Explorer. This is the more user friendly method, which we recommend.

To configure a Webdav connection, open the Windows Explorer and choose This PC from the menu on the left.



From the ribbon at the top, click Add a network location.



A pop-up will open, click Next, and Choose a custom network location.. Enter the address provided by Exact Cloud Services.

### Specify the location of your website

Type the address of the website, FTP site, or network location that this shortcut will open.

Internet or network address:

[View examples](#)

Log-in credentials are requested, you can use your Hosting log-in. The Webdav connection is created and will be saved to your computer.

Exact. Focus on what's next.

## 2.2 Via Command prompt

The second method to configure a Webdav connection, is via Command Prompt, or 'cmd'. This is for advanced users, we recommend to only use this if the Software you use requires it, or you want to add a Drive letter to the connection for other reasons.

To start, open Command Prompt from the Start menu. Search for cmd, hit Enter, the Command Prompt will open.

The rule you will need to enter is:

```
net use Z: "https://webdav-voorbeeld.parentix.nl/data" /User:Username Password
```

The values 'Z', 'https://webdav-voorbeeld.parentix.nl/data', 'Username' and 'Password' are customer specific. Exact Cloud Services will provide the address, username and password. The Drive letter you can change to your personal preference.

If entered correctly, the connection will appear in This PC.

