

Faculty & Lab Files on the OEB Web Server

Where are the lab files?

Lab web sites that are served from the OEB web server are located in an FAS-IT shared storage area. Each lab site is contained in a folder identified by the last name of the faculty member. The folder contains not only the lab site, but also the official OEB faculty page of the faculty member.

Who can connect to the folder?

Each faculty member has access to his or her own folder and can designate up to 3 lab members who may also access the folder contents. Faculty members should contact Deborah Smiley with the names and OEB e-mail addresses of those who will be given access to the faculty folder. Limiting the number of people with access to the files will provide a greater level of security and also minimize the risk that files are unintentionally overwritten. There is no file check out system. To avoid problems, be sure to let other users in your lab know when you are making changes. To avoid simultaneous edits, some labs designate a lab computer to be used for website editing.

How do I connect to the server using Windows from my campus computer (not wireless)?

1. Make sure that you are connected to the Internet over a wired campus connection, not by wireless.
2. Go to My Computer, then choose Tools, then choose "Map network drive."
3. Type this server address using backward slashes and omitting the "<" and ">" characters.
\\lsdivfs4.lsddiv.harvard.edu\oebwww\- 4. Select the link for a different user name and enter your complete OEB e-mail address as username and your OEB e-mail password as the password.
- 5. The share folder will show as a mounted drive, probably the Z drive.

How do I connect to the server using a Mac from my campus computer (not wireless)?

1. Make sure that you are connected to the Internet over a wired campus connection, not by wireless.
2. From the Finder's drop-down menu, choose Go, then choose Connect to Server
3. Type this server address using forward slashes and omitting the "<" and ">" characters.
4. smb://lsdivfs4.lsddiv.harvard.edu/oebwww/<facultylastname>
5. If prompted, choose OEBWWW from the dropdown window.
6. If prompted, enter "oeb" for the domain and enter your oeb e-mail user name and your oeb e-mail password. If you are only prompted for a username and password, then enter <username>@oeb for your username omitting the "<" and ">" characters and then enter your oeb e-mail password.
7. The OEBWWW faculty folder will appear on your desktop and your faculty folder will open.

What do I need to do if I have a wireless connection or am connecting from an off-campus location?

You need to establish a VPN (Virtual Private Network) connection to the server and then follow all the instructions above to work with your files.

How does VPN work?

A VPN is a private network that uses a public network (usually the Internet) to connect to your files securely, as if you were on campus and connecting over the campus network.

How do I connect/login with VPN?

1. Go to <http://www.fas-it.fas.harvard.edu/> and click on Software Downloads.
2. Download and install the Cisco VPN client software.
3. Open the software.
4. Click Connect and to log in use username@lsdiv (filling in your oeb email username) and your oeb email password for your password.
5. You should get a message saying you're connected. Click Continue to remain connected. When you're done you can disconnect.

Note: If you have problems with the VPN Client software, try logging in via the VPN web client by opening a web browser and going to <https://vpn.fas.harvard.edu>. Follow the login directions above.
(VPN instructions courtesy of Andra Hollis, FAS-IT)

Is there anything else in the folder that I need to know about?

Yes, there is a file called <facultylastname>-oeb.html in the folder. That file is the official faculty page on the OEB server and located there so that faculty publications and course lists can be kept updated directly from the lab. Please do not change the formatting, just edit the content in the faculty information when appropriate.

Can I change anything I want to?

Your login gives you privileges to change, add and delete files in that folder. This might be a good opportunity to do some cleanup of old files! The changes will take place immediately, these files are the live server files. Visitors to your site during editing will see the content in transition as you edit it.

Can I work on the files offline and update the live server after I am happy with the changes?

Yes. Make a backup of the entire site folder from the share to your computer before making any changes. Work locally on the backup files and preview your pages in your browser. Once everything looks good, replace the files on the server with your updated files. *Please make sure that the official faculty page is still in the folder when you make your updates.* You should always work from a fresh backup of the server files when you log in, just in case someone else has made changes to the site since the last time you did.

Is there software available for me to create and edit my pages?

Yes, FAS has keyed copies of Adobe Dreamweaver at <http://www.fas.harvard.edu/computing/download> that can be used to edit pages in the lab site. Other HTML editors will also work. Due to coding eccentricities in Microsoft Word, please do not use it to work on your Web pages. Work instead in a text program like Notepad, TextWrangler or BBedit to avoid problems.

What if I make a mess of it?

Contact Deborah Smiley for assistance in restoring your files. (dsmiley@oeb.harvard.edu)

I am installing the site for the first time, what's different about that?

If you are installing a site for the first time you will see only one file in the faculty folder, the aforementioned OEB faculty page. You can add your site index page and other pages and folders alongside this file in the faculty folder and your site address will be [http://www.oeb.harvard.edu/faculty/<facultyname>/](http://www.oeb.harvard.edu/faculty/<facultyname>)

After you have loaded your site please contact Deborah Smiley if you want help adding the link to your site from your OEB faculty page. To add it yourself, please insert the code right after the office address as
Website: <a href="/faculty/<facultyfoldername>"><http://www.oeb.harvard.edu/faculty/<facultyfoldername>>