



Thommen's Timely Technology Tips "My Files are Sooo Big..." Express Server: A Place for Large Files

This summer Information Technology Services (ITS) established a new server named Express, which allows faculty to store large files as an alternative to storing them on the ANGEL server.

### ***To Set up your Express File Area:***

Before you can save or access files to the express server, you have to establish a link on your computer to your files area on the express server. These instructions work for the 32 bit version of VISTA (not the 64 bit) and both versions of Windows 7, if you are unsure of your Vista version, you probably have the 32 bit version.

1. **Click** the Windows **Start** button.
2. **Click** the **Computer** link.
3. **Right-Click** the in the **Directory** window, to the right and select **Add Network Location** from the context menu.
4. **Click** the next button. Select **Choose a custom network location** and **click** the **Next** button
5. In the **Internet or network address:** box, type the following:  
*https://upload-express.lcc.edu/faculty/YourTUID/* (Substitute your LCC TUID for the "YourTUID" text).
6. **Click** the **Next** button.
7. In the **Type a Name for This Network Location:** box, type a name that will remind you that this is a link to the express server.
8. **Click** the **Next** button and Windows will offer to open this file space as a directory.
9. At this point, you can copy or add files to the directory just like any Windows folder.

### ***To Link Express Files to the ANGEL Server:***

1. Open ANGEL and go to the class/folder where you want to insert the link to the file.
2. **Click** on the **Add Content** folder menu item and select the **Link** object from the object listing. The setting screen for the link object will appear on the screen.
3. Type in a title for the object in the **Title** box. In the **Link URL** Box, type the address of your file location using this format: *http://express.lcc.edu/faculty/YourTUID/myfile.mp3*. Note that this format doesn't use the "https://" prefix and that the "upload-express" location has been changed to "express."
4. **Click** the **Save** button and you are done. Clicking on your new link should activate that object in ANGEL. If you use Internet Explorer to access Express server content, you may receive a warning window that the web page that you are about to view "contains content not delivered securely." Just click the button that allows the content to be delivered.

This timely tip can also be found at:

ANGEL: Faculty Community Group > Content > Tps&Trks > TTTT  
[http://www.lcc.edu/cte/resources/thommen\\_tips/](http://www.lcc.edu/cte/resources/thommen_tips/)

