

Create a web folder in your Discovery account U: drive

1. Access the web site set up to create or remove web folders at <http://www.viu.ca/technology/students/webfolder.asp>. Click on the "Create a Web Folder" link and then on the "online tool" link.
2. Log in with your Discovery username and password.



3. Click on the "Enable Home Page Access" button.

Student Account Status for 488177866

Remote file access allows you to access your files from home through a web browser

Remote file access is not enabled

Enable remote access

Home page access allows you to create your own web site.

If you are having problems accessing your Home page, you can remove it, then re-create your Home page

***** Warning *** You will lose all the files in your /web directory if you remove your Home page access.**

Home page access is disabled

Enable Home Page access

4. Click the Continue button under "Home page access enabled successfully".

Enable Home page access results

Home page access enabled successfully

[Continue](#)

5. The message "Home page access is enabled" in green indicates that your web folder has been created.

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[Remove Home page access](#)