# HOW TO CONFIGURE WebDAV TO YOUR FILES EXPLORER

While we recommend the use of synchronization client to sync files to DCP or sync down from DCP to a local device (especially shared folders by others), however, sometimes due to disk storage limitation, you might not want to sync down certain files or folders to your local device but still want the convenience of direct open, read & edit the shared files on DCP.
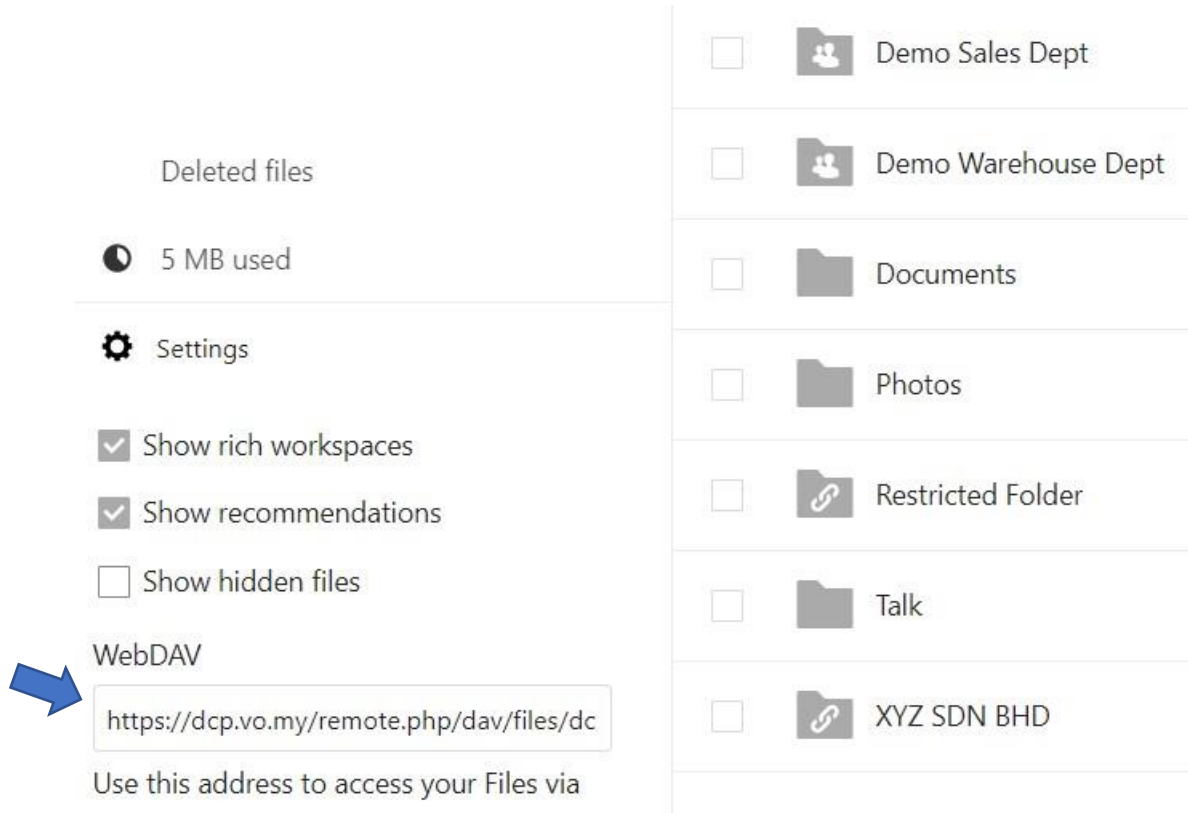
As we all know, only image, videos (certain formats) and PDF files can be opened and viewed directly from DCP via web browser. Word, Excel & Powerpoint files can only be opened and viewed after download to local device.

Solution to the above is by configuring WebDav to your Windows device Files Explorer. The following are the steps you need to follow.

1. Log in to your DCP and go to your Files page. At the left pane, scroll down and you will see "**Settings**" – click on it.
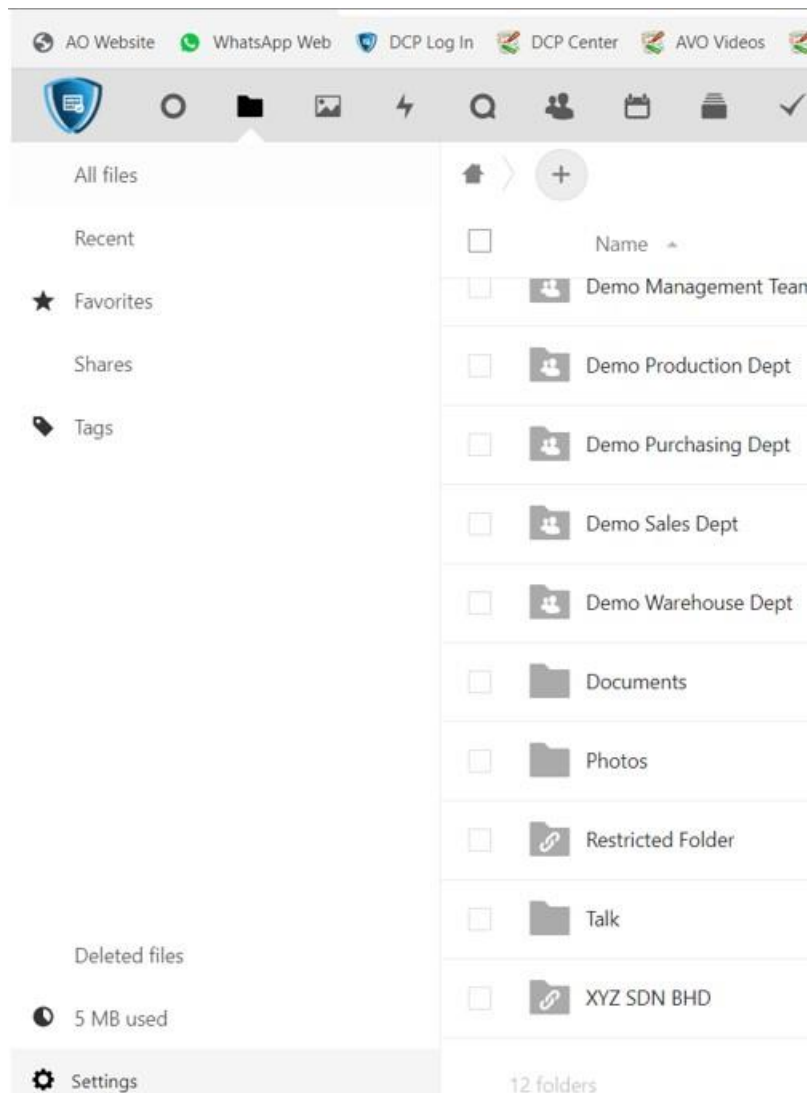
2. You will see "**WebDav**" and the server address link to your Files, i.e. https://dcp.vo.my/remote.php/dav/files/dcpdemo, point your mouse to the link address, right click your mouse and select "Copy" to copy the link address.

Deleted files

◑ 5 MB used

✿ Settings

☑ Show rich workspaces

☑ Show recommendations

☐ Show hidden files

WebDAV

https://dcp.vo.my/remote.php/dav/files/dc

Use this address to access your Files via

☐ 👥 Demo Sales Dept

☐ 👥 Demo Warehouse Dept

☐ 📁 Documents

☐ 📁 Photos

☐ 🔗 Restricted Folder
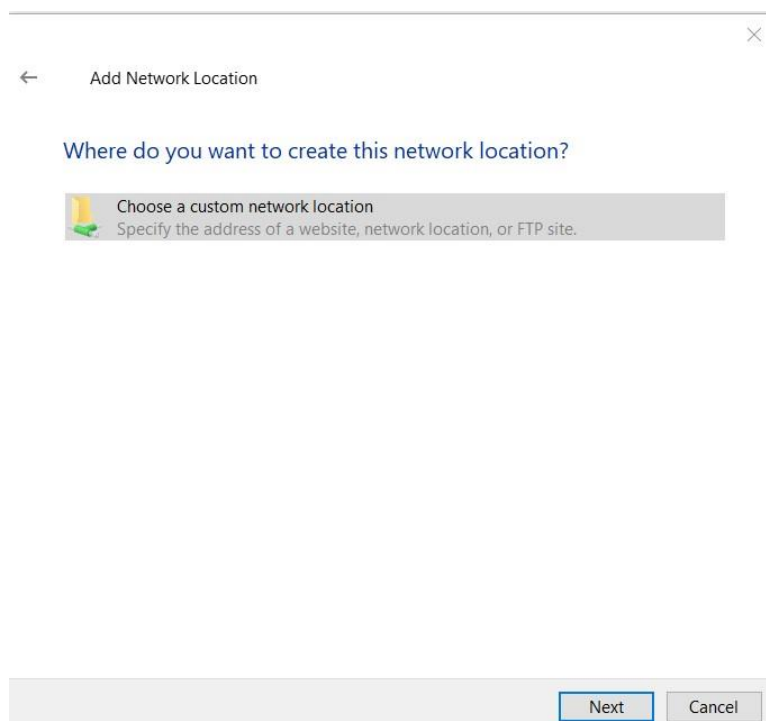
☐ 📁 Talk

☐ 🔗 XYZ SDN BHD

3. Open up your Windows device Files Explorer and click on "**This PC**" and at the top menu, click on "**Add a network location**"
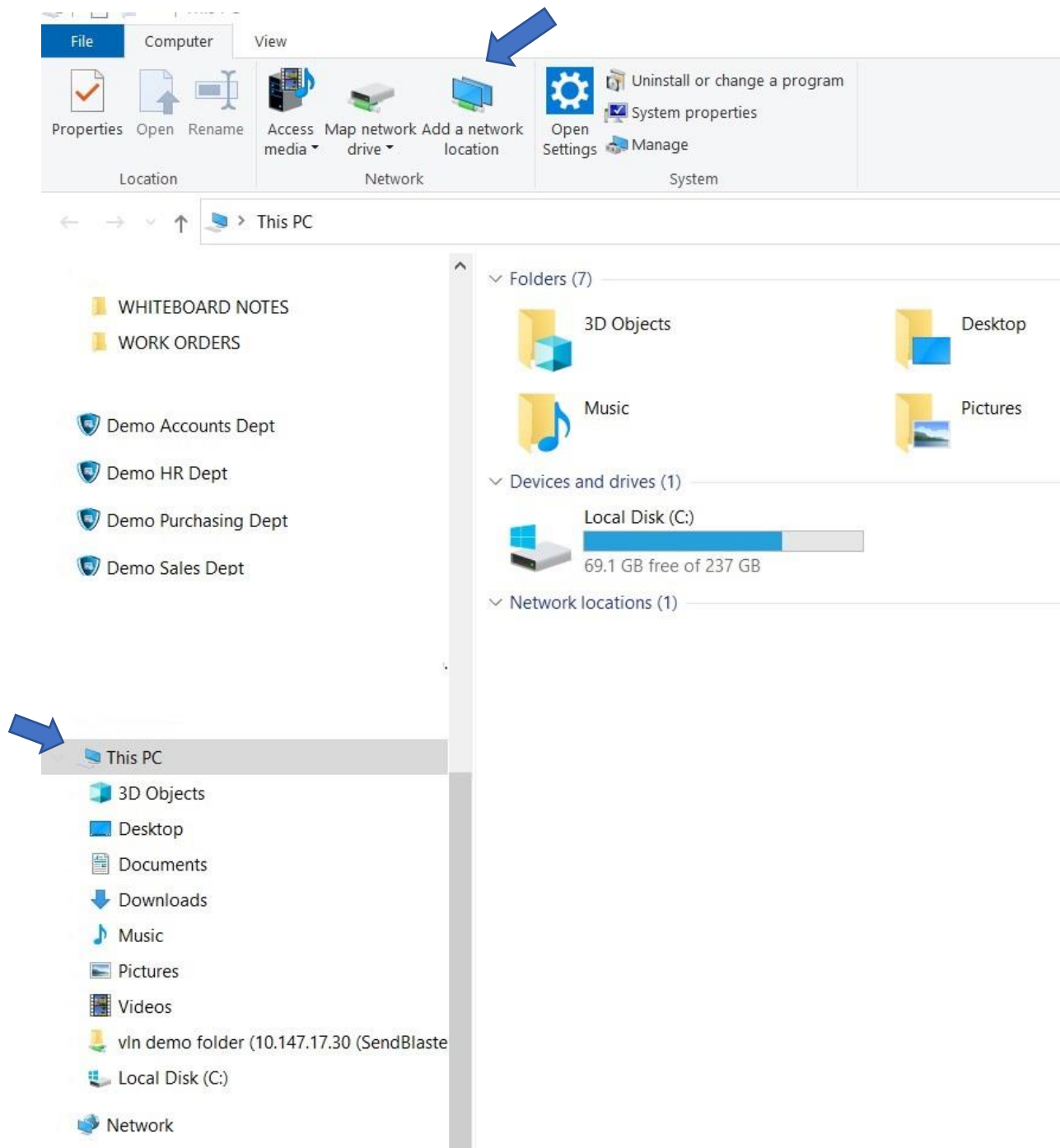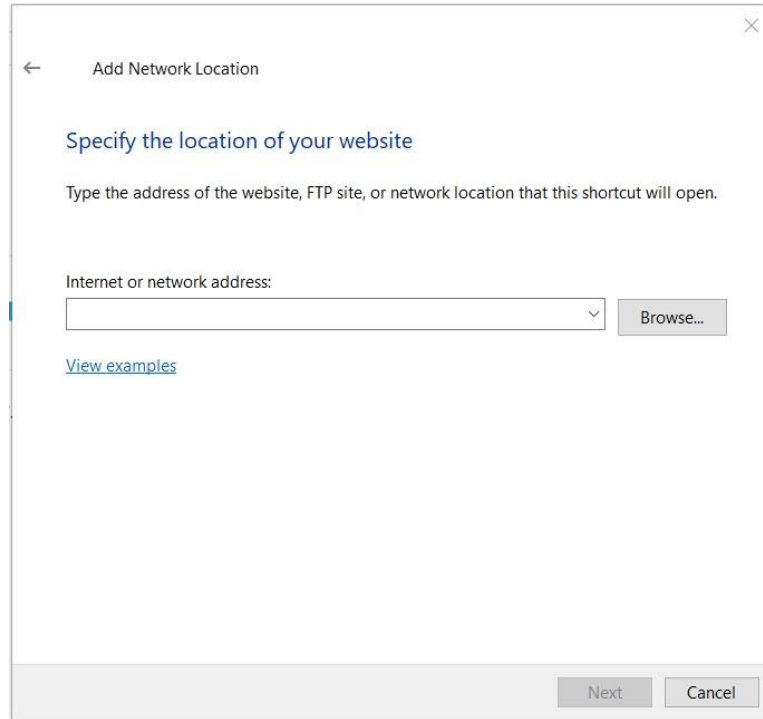
4. An instruction box pop-up as below, click "**Next**"
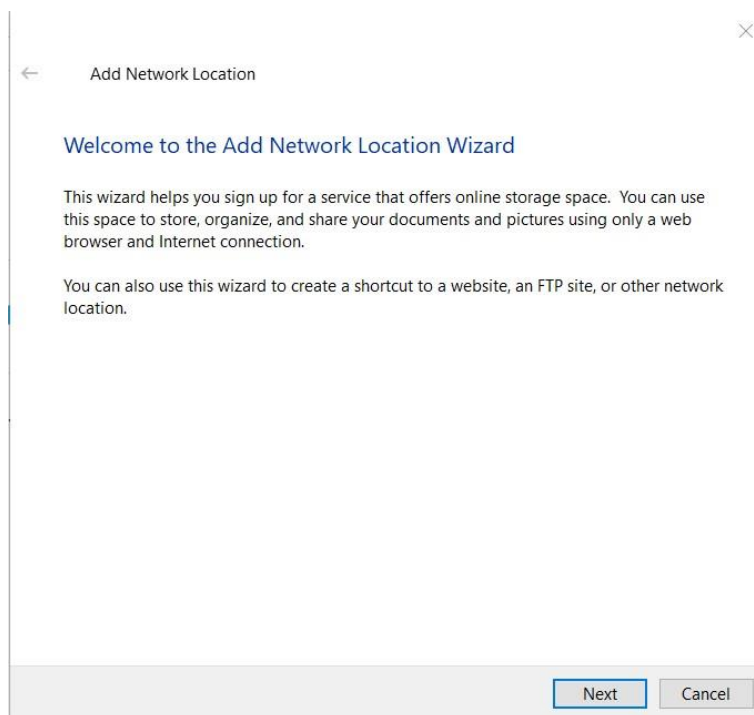
5. Another instruction is displayed as below, click "**Next**" again

6. Point your mouse to the empty space under "**internet or network address**" and right click the mouse then select "**Paste**" to paste on the WebDav server link address which was copied earlier from DCP then click "**Next**"

7. A log in box appears, key in your DCP account username and password, accordingly then click "**OK**" to connect to your dcp cloud server.

8. Another instruction box appears "**What do you want to name this location?**" Type in your preferred location name. In this example, it shall remain as "**dcp.vo.my**" and click "**Next**"

← Add Network Location

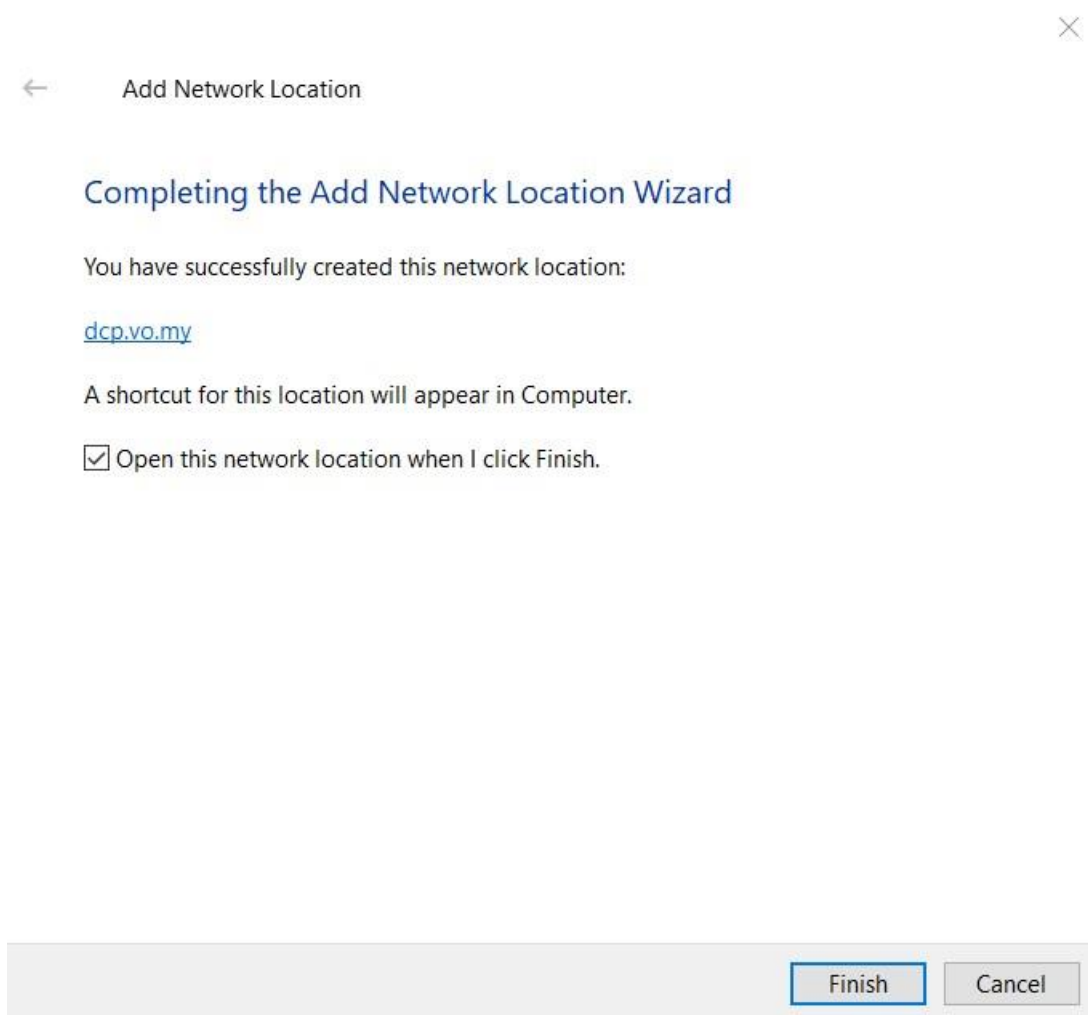## What do you want to name this location?

Create a name for this shortcut that will help you easily identify this network location:

https://dcp.vo.my/remote.php/dav/files/dcpdemo/.

Type a name for this network location:

dcp.vo.my

Next   Cancel

9. To complete the WebDav configuration to the Files Explorer, click "**Finish**"

←   Add Network Location

Completing the Add Network Location Wizard

You have successfully created this network location:

dcp.vo.my

A shortcut for this location will appear in Computer.

☑ Open this network location when I click Finish.

Finish   Cancel

10. You will see all the folders on your DCP being mirrored on your Files Explorer as below:
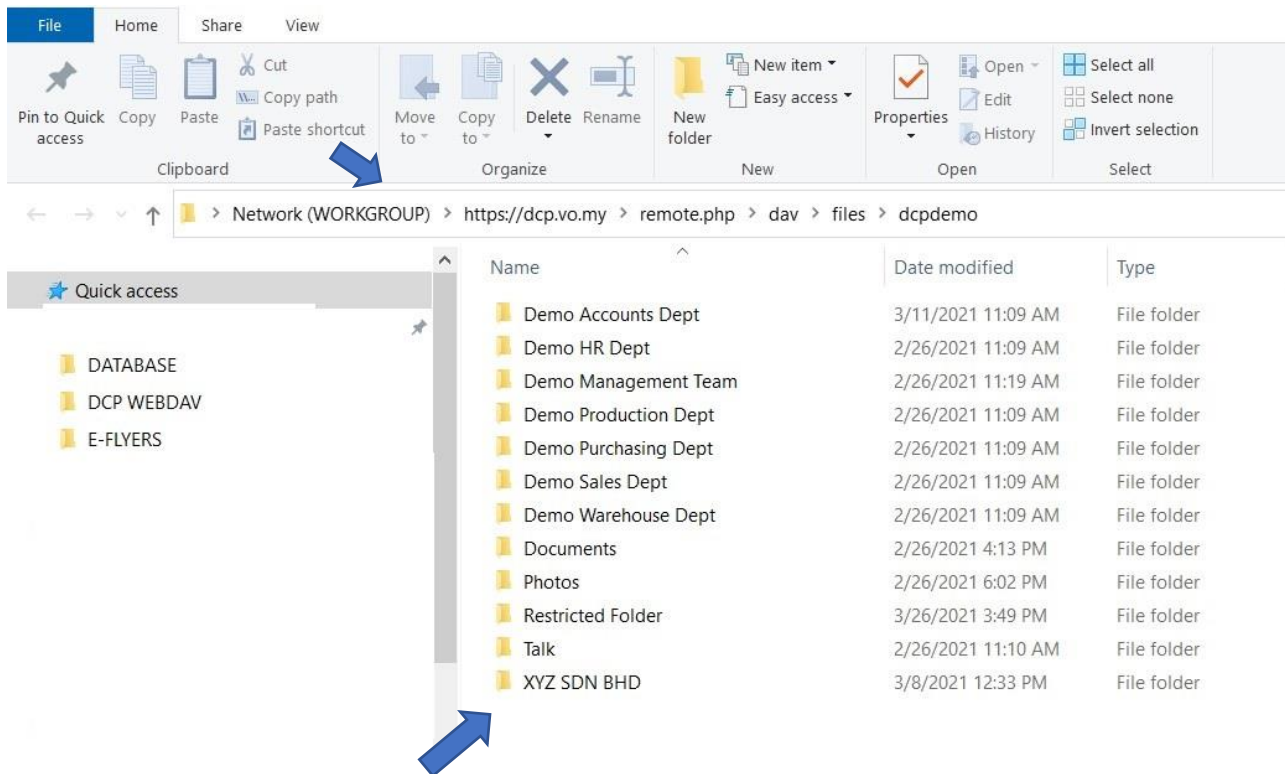
11. If you click on "This PC" again, you will see a network location, i.e. you DCP Cloud server has been added and you can now, directly access to your Folders on DCP from your Files Explorer and open up files (Word, Excel etc) directly from there.
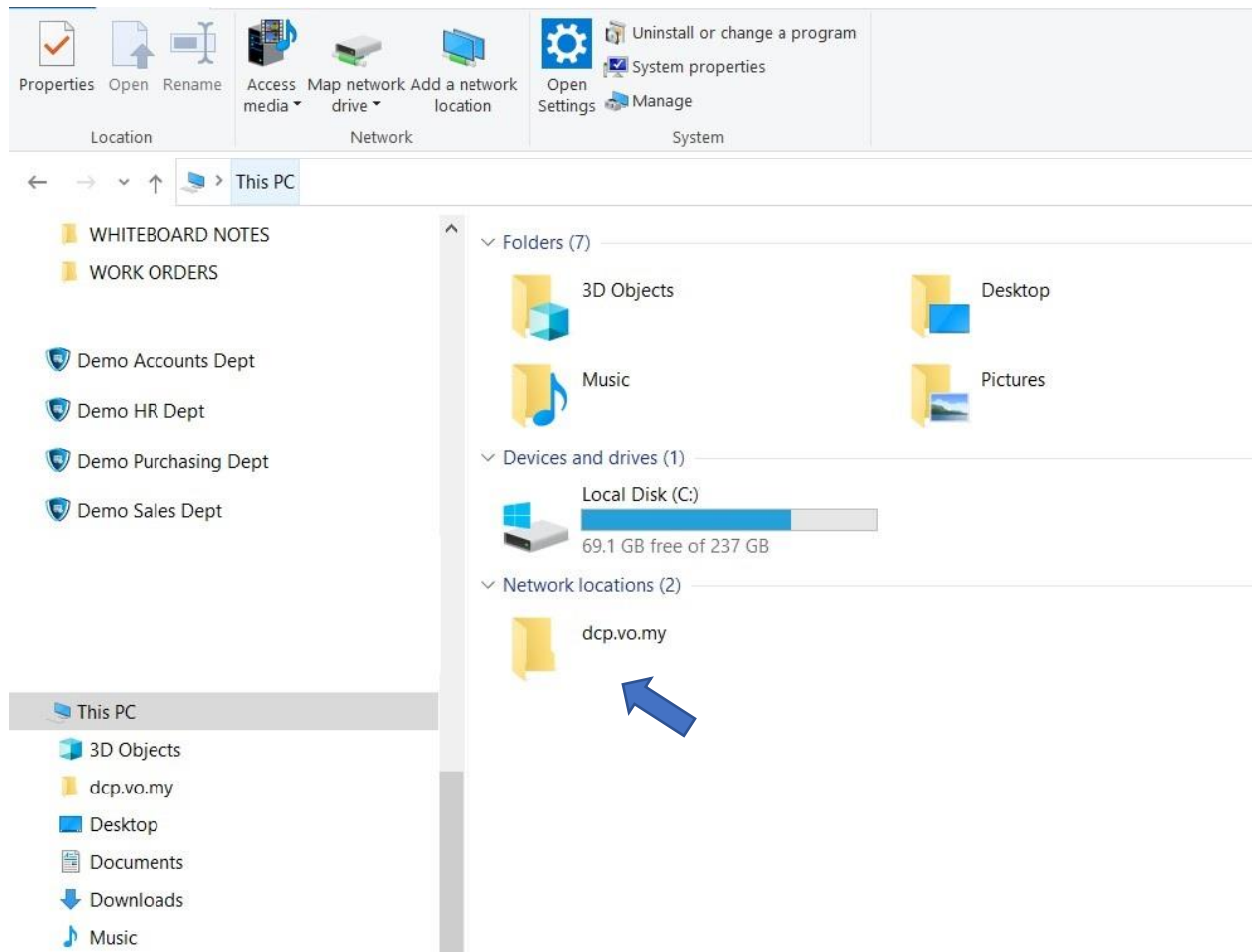
Now, you can open files on DCP (Word, Excel, Powerpoint & etc) directly to read, edit & save.

NOTES TO PAY ATTENTION TO:

1. Expect slowness in the synching speed (drag & drop) by this method to DCP.
2. Expect slowness in opening of Word, Excel & etc. files.
3. When opens a PDF file via WebDAV, you might be asked to key in your DCP's username & password before the PDF file could be opened for viewing.
4. You may need to re-configure WebDAV to the Files Explorer, the next day when you re-start your device.
5. Some drawing or 3-D format files, e.g. Autodesk Revit and etc., might not open / works with WebDAV, unless converted to PDF or downloaded to the local device.