



## Personal Web Pages on the Faculty Web Server

Computing & Network Services has provided the Faculty Web Server to allow any University instructors, full- or part-time, to have a place to set up their own web sites. This server is not to be used for any official Fairfield University material or communications; it is solely for the use of, and represents the views of, the instructors who maintain its pages.

- To change your password, go to <http://faculty.fairfield.edu/pw.htm>
- To create new pages or make changes to existing pages, use NVU or another web authoring tool. Word is fine for text only pages but if you plan on inserting graphics, you should use NVU. It is a free download from <http://www.nvu.com>.
- Your main page should always be named Index as web browsers will default to this page when connecting to your folder.
- To upload your files, go to <http://faculty.fairfield.edu/upload> (jsmith being the first initial of your first name and your last name)
- Once your Index file and associated files have been transferred, go to <http://faculty.fairfield.edu/jsmith> to view your web page (again use your first initial and last name in the url).