



## Publishing your Faculty Website using Xythos

### Table of Contents:

|  |   |
|--|---|
| How Publishing Works .....                               | 1 |
| Managing your Website files .....                        | 1 |
| Uploading your Website files .....                       | 1 |
| Updating your Website .....                              | 2 |
| Your Website Address .....                               | 2 |
| Uploading your Website Files to your Xythos Account..... | 2 |

### How Publishing Works

Your website will be hosted on the Xythos storage server. In order to upload your website files, you will be given a Xythos account. As a result, a “websites” folder will be created in your Xythos account and this will be the place where you will be uploading your website files to.

#### ***Managing your Website files***

Before you upload your website files to your Xythos account, you must make sure that your website files saved on your computer are in order. You should have one folder on your computer called “my website” or something similar. You should have the **“index.html”** file as well as other webpage files (html, office files, images etc.) in that folder. Once you have your webpage files organized, you can then upload them to your Xythos account.

#### ***Uploading your Website files***

When uploading your website files to your Xythos account, you will need to upload all related website folders and files to the “websites” folder. The “websites” folder must contain the “index.html” file (your homepage file). All other related folders and files can be organized based on the structure of the website.

## ***Updating your Website***

If you need to update your website, you will first make the changes to the files on your computer. Afterwards, you can then upload just the changed files to your “websites” folder and replace the older files that you are working with. You could also re-upload your entire website by uploading all the files from your computer to update it.

## ***Your Website Address***

Even though you will be uploading your website files to your Xythos account, your website address will remain: **www.faculty.fairfield.edu/username**

## **Uploading your Website Files to your Xythos Account**

There are two methods of uploading files to your Xythos account:

1. If you have a University computer, you will upload files to your Xythos account via the **Xythos Drive software if you have a PC. If you have a Mac, you will use the program called Transmit**. These software applications have to be installed on your computer. These programs can be installed by a C&NS technician. **(Contact C&NS at x4069 or [cns@mail.fairfield.edu](mailto:cns@mail.fairfield.edu))**
  - a. As a result, shortcuts to your Xythos account will be created on your desktop where you will be able to drag and drop files right into your account.
2. An optional way of uploading files to your account is to use the Xythos web interface. Accessing your Xythos account via the web can be accessed from a web browser from the following address: **<http://files.fairfield.edu>**

Instructions on how to use the Xythos web interface can be found at the following website:

**[http://www.fairfield.edu/documents/administration/xythos\\_storageonly.pdf](http://www.fairfield.edu/documents/administration/xythos_storageonly.pdf)**