

# Guidelines for Vocal Tract Development Lab (VT Lab) team members to access the VT Lab WebSpace via the VT Lab website

The VTLab WebSpace is a new and improved mechanism for VT lab team members to **share files**. We are replacing the former Member Login section of our website with MyWeb Space (developed by Dolt) and naming it the “VT Lab WebSpace”. This VT WebSpace will allow us to actively share, upload, and download information over a **secure** connection on the web. Also, each one of us will have their own directory to communicate information.

Here are **6 simple steps** to access the VT Lab WebSpace:

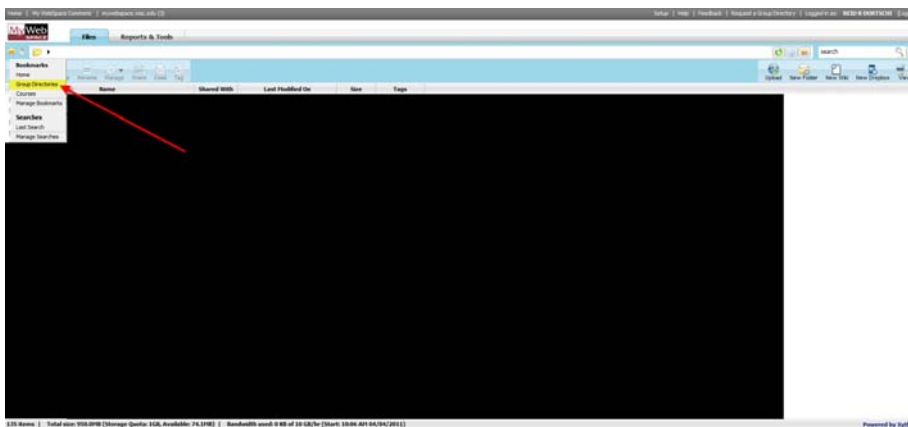
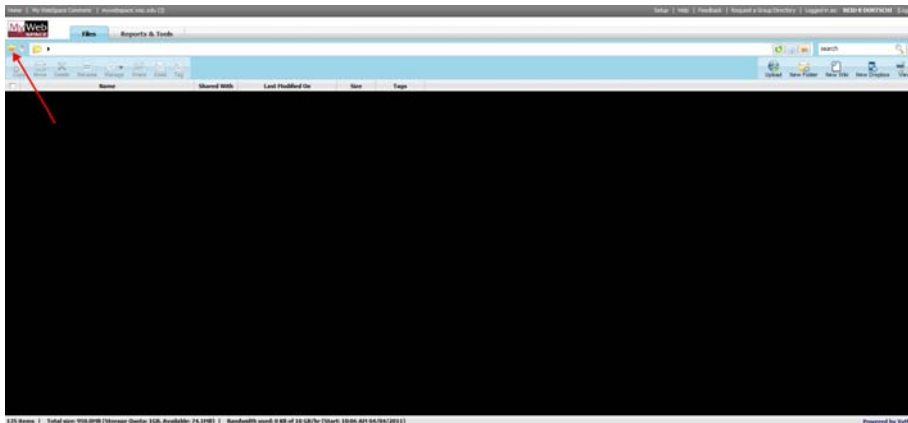
1. Enter website <http://www.waisman.wisc.edu/vocal/index.htm> and click on link to the VT Lab WebSpace -- located on the left side of the navigation bar --



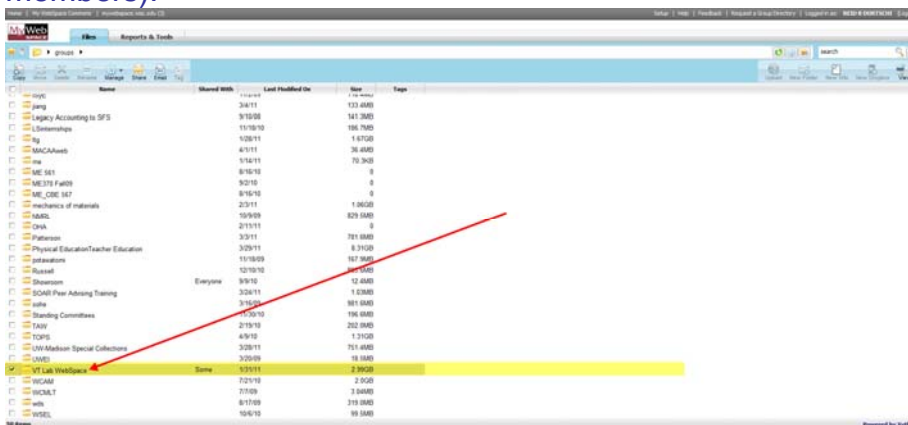
2. Enter your net ID on the login page. \*Note: If you need to activate your net-ID, using this link: <https://www.mynetid.wisc.edu/activate>



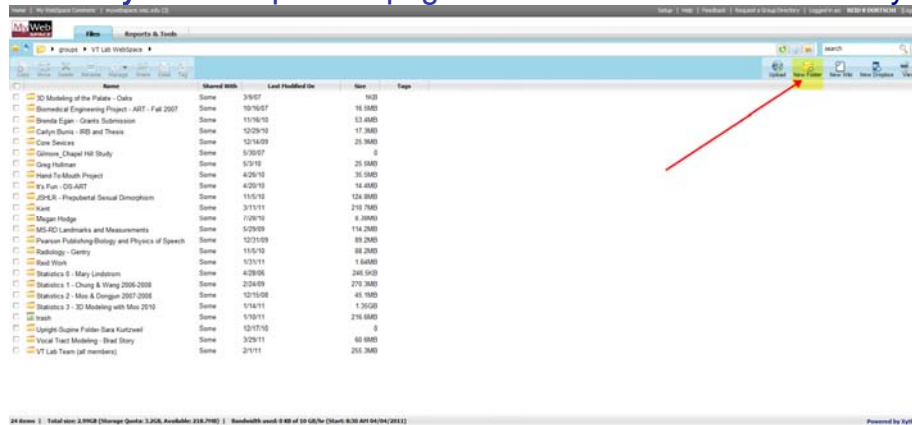
3. Click on **Bookmarks and Saved Searches (Yellow Star)** (left side navigation bar) and click on **Group Directories**.



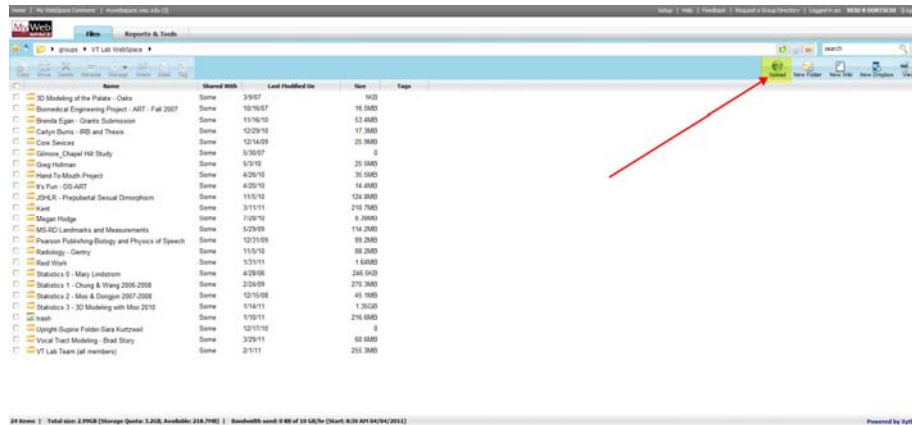
4. Click on **VT Lab WebSpace** directory and you should see all directories that have been created. However, you can only access the contents of your directory and the project directories you are involved in. That is, each directory has specified share properties as to who can access it (select individuals or entire VT lab team members).



5. If needed, authorized users may add new directories by clicking the “New Directory” at the top of the page. Please add directories within your directory.



6. You may view and download files. Also, you may upload files to a group or individual directory by hitting the “Upload” button at the top of the screen.



If you have any questions or problems accessing the VT Lab WebSpace, please contact Reid Durtschi at the VT Lab 608 263-5610 or [durtschi@waisman.wisc.edu](mailto:durtschi@waisman.wisc.edu).

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