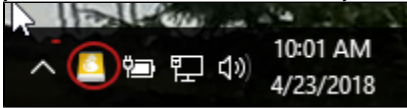


Use Contribute with Mountain Duck

First I need to tell you that all Mountain Duck does is mounts a drive to the new Media3 server. This changes how we will need to use Contribute.

Step-by-step guide

1. Start Mountain Duck
 - a. you will now see the duck icon in the system tray



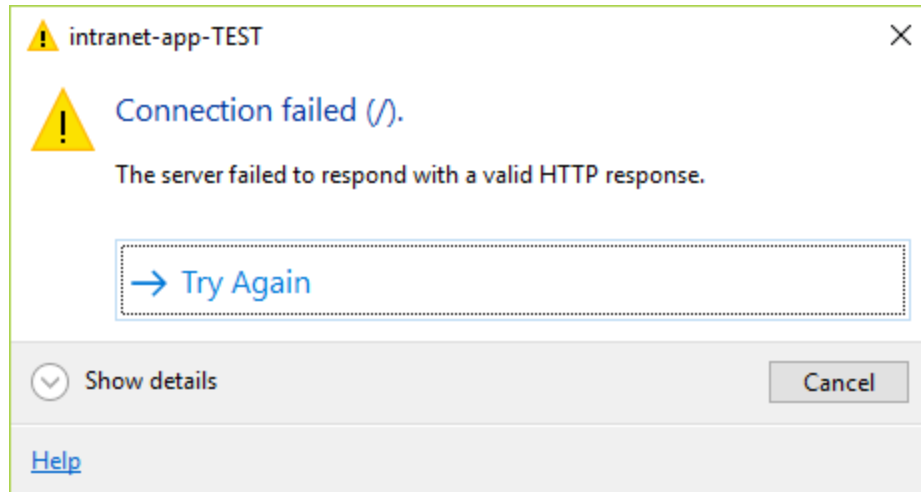
2. Right-click on the duck icon

a.

3. Click on the "aad-alumni-test-19938.cornell.media3.us – WebDAV (HTTPS)" and select show from the sub-menu.
 - a. Clicked "Connect" and then hover over the bookmark again and click "Show" to open the folder.

i.

- b. After you've clicked on "Connect" you may see this error.



- i.
 - ii. Click "Try Again" and the Intranet folder will open
4. Find the page you want to edit.
 - a. How to find the page:
Open your browser and navigate to the page you want to edit. For example:
5. This will open the (test) intranet folder on Media3, you will land inside the "Intranet" folder, scroll down to the folder you need to open, in the example above that would be "workplace" and double click to open.

a.

6. Then open the next folder,

a.

7. Following this URL path you need to open the workplace folder and then the digital folder, but because there is no .cfm page showing on this url the page you want would be index.

a.

8. Right click on the file (index in this example), up to "Open with >" then over to "Contribute"

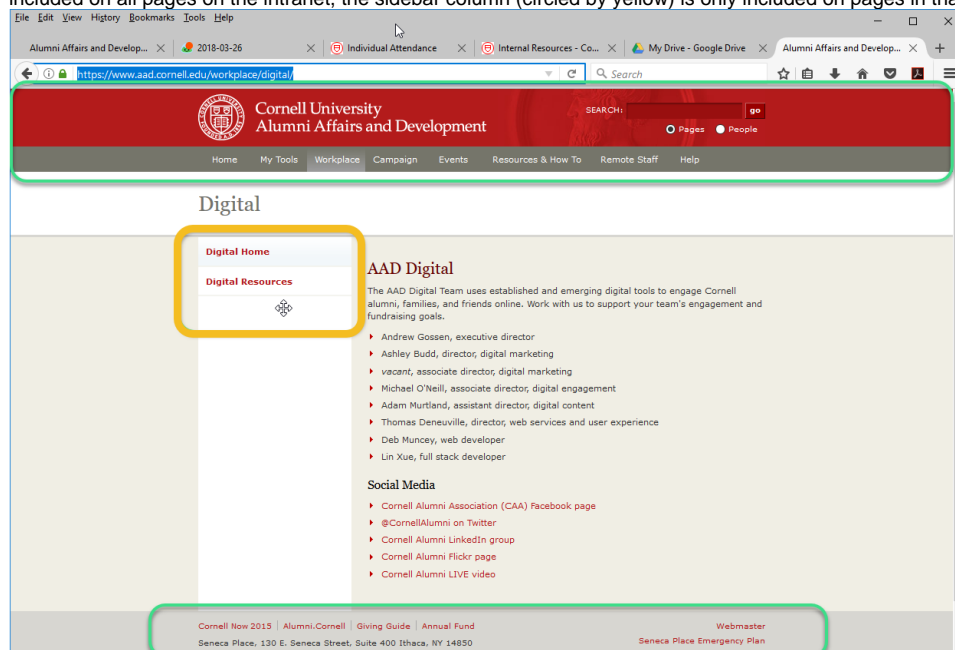
a.

9. Contribute will open a draft of the page that you right clicked on.

a.

b. A few reminders when working in Contribute:

- i. Circled areas you will not be able to edit from this page. (Cornell banner, main menu, left column menu, and footer) These actually live on separate pages and are "included" on the page. Anything inside the "header" or "footer" (circled by green) is included on all pages on the intranet, the sidebar column (circled by yellow) is only included on pages in that section.



- ii. If you have in parts of the page you can edit, be careful not to delete them.
10. When you are done with the changes, save your page and send a request to the team [AAD WSUX Team](#) team, tell us the exact path to the file you want put into production, for example for the above mentioned digital page either send a screen shot or type it out.
- <https://www.aad.cornell.edu/workplace/digital/> (no page in url means it's an "index.cfm")
 - (or) <https://www.aad.cornell.edu/workplace/digital/digital-resources.cfm> (page is part of the url)
 - Please follow the template shown below for the request.

Template for change request

Dear Web Services and UX team,

I made changes to the following pages in test:

- AAD Digital at <https://www.aad.cornell.edu/workplace/digital/>
- Digital Resources at <https://www.aad.cornell.edu/workplace/digital/digital-resources.cfm>
- etc.

Could you please reflect these changes in production?

Thank you,



Related articles

- [Request Security Scan for App & aadReporting](#)
- [Use Contribute with Mountain Duck](#)
- [Provide access to edit websites](#)
- [Remove a connection key in Contribute](#)
- [Managing "My Tools"](#)