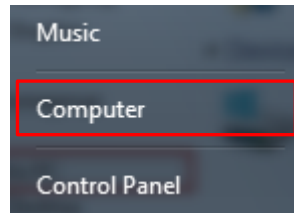


How to Map a Network Drive

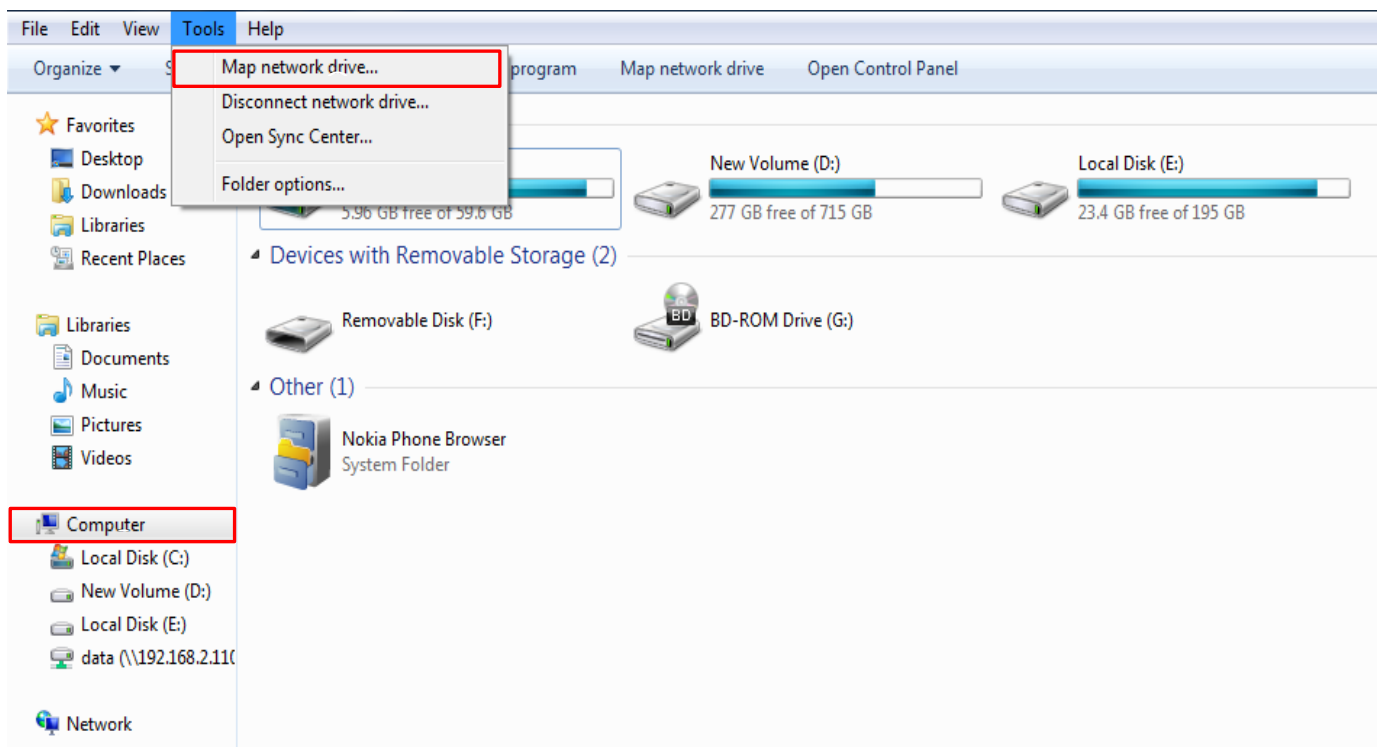
1 Add new Network Location

Navigate to the Start menu and select "Computer".



The "Computer" icon in the Start Menu

When the window opens select the "Tools" option in the top right hand corner and click on "Map network drive...". If the "Tools" option is not accessible tap the "Alt" key on your keyboard.

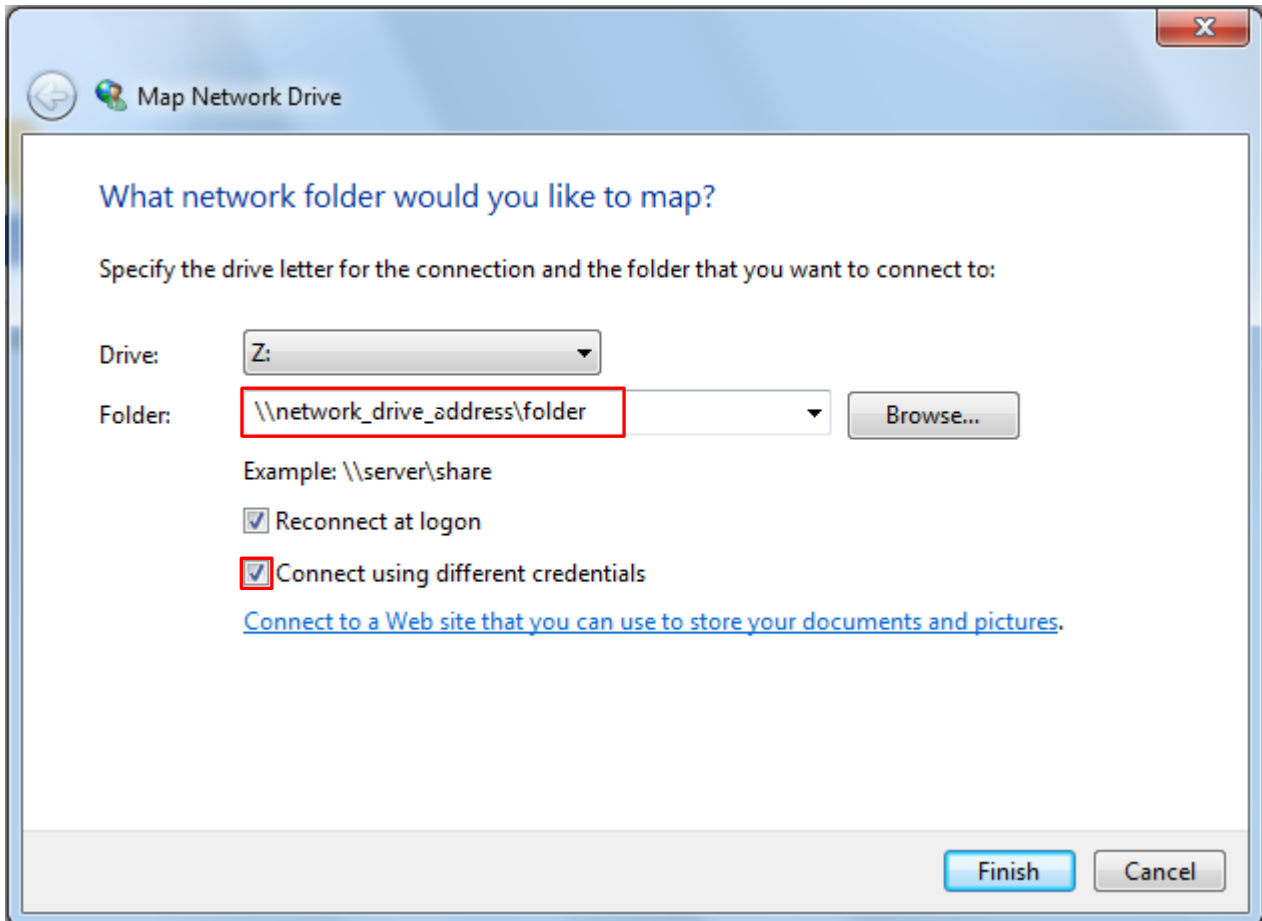


Add a network location by navigation to "Computer"

This will bring up the Map Network Drive window.

2 Add Network Location Wizard

In the window that appears select the “Folder box” and enter the Address or name of network location.



The “Add Network Location” window

Make sure “Connect using different credentials” and select “Finish”.

On the next window that opens, enter the network user name and password and click the “OK” button.

Your drive has now been added to the network and can be accessed through the file browser and should be available under “My Computer”.

If you wish to access your drive from the desktop simply drag it onto your desktop from the file browser. This will create a shortcut on your desktop.