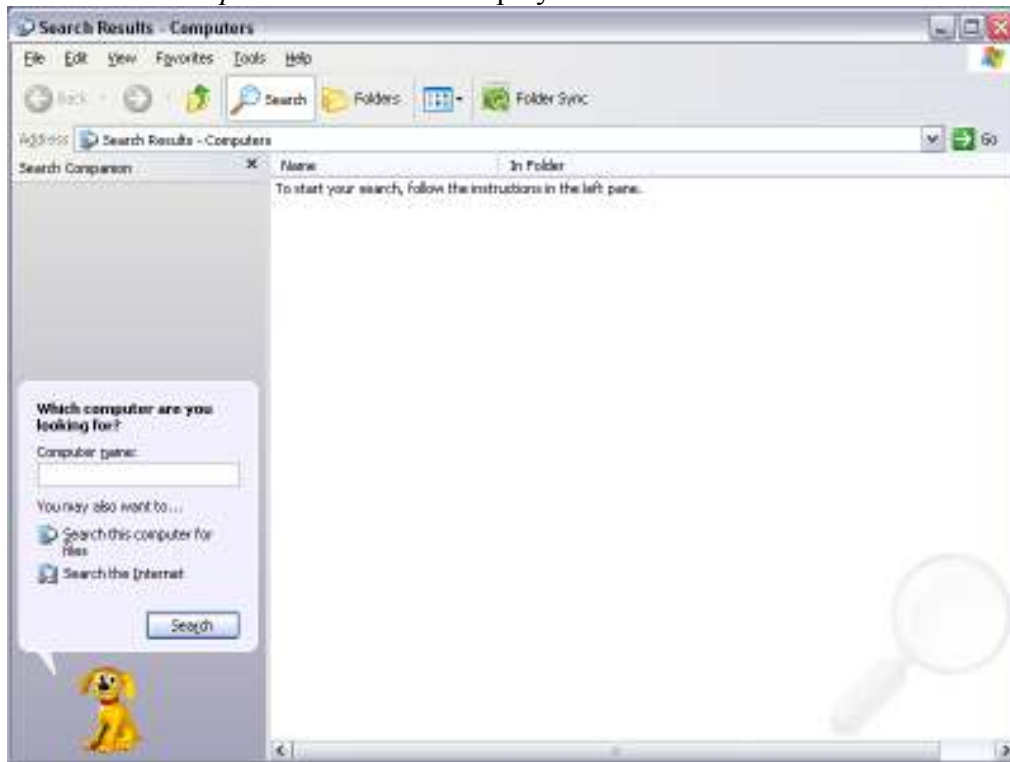


Create a Desktop Shortcut to my Network Files

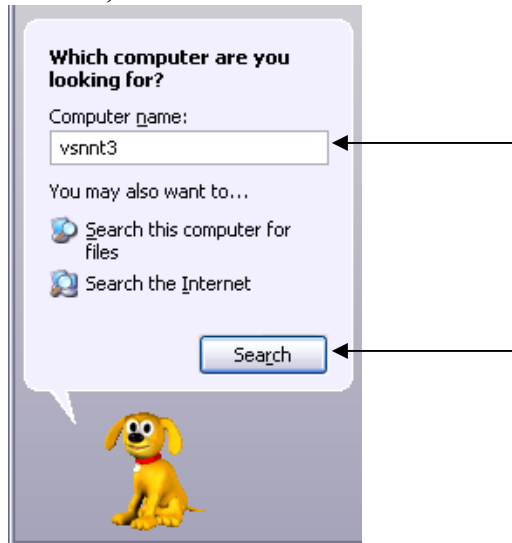
1. Please log into the computer with the Vol State user account provided by the Information Technology Department.
2. Locate the icon on the computer's desktop that reads *My Network Places*.



3. Using the right mouse button single-click this icon.
A menu is displayed.
4. From this menu choose *Search for Computers*.
The *Search Companion* window is displayed.



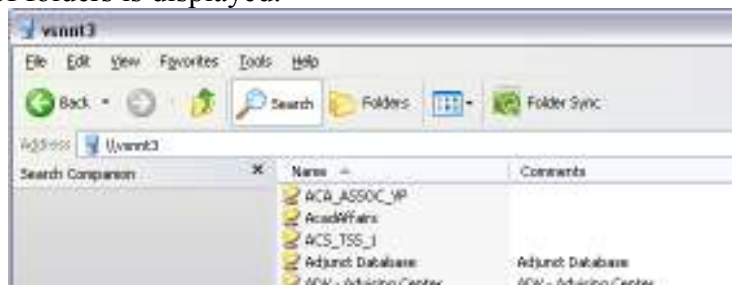
5. On the left side of the *Search Companion* window, there is a text box located right below the words “Computer name:”. In this text box, enter *vsnnt3*.



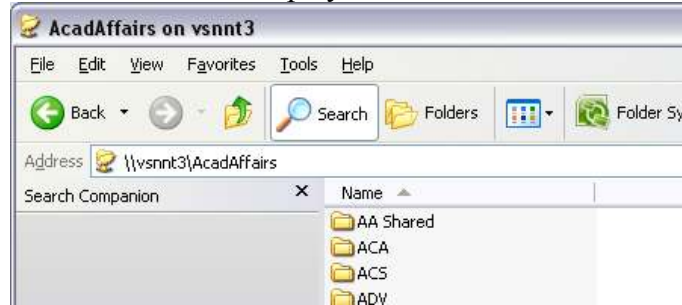
6. Press the button labeled *Search*.
7. In the right part of the Search Companion window, a picture of a computer is displayed with the text that reads *vsnnt3*.



8. Using the left mouse button, double-click on this picture of a computer. A list of folders is displayed.

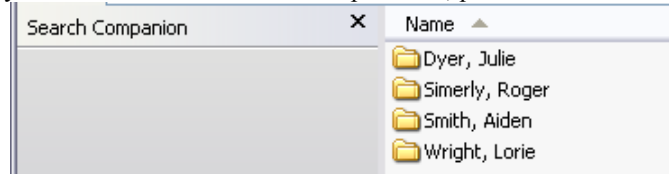


9. Using the left mouse button, double-click on the folder that reads *Academic Affairs*.
A second list of folders is displayed.



10. Using the left mouse button, double-click the folder that corresponds to your department of employment within the college.
A third list of folders is displayed.

Note: If you teach for the Humanities Department, please double click on the folder that reads *HUD*.



11. Using the right mouse button click on the folder with your name.
A menu is displayed.
12. From this menu, choose *Send To*.
A second menu is displayed. From this menu, choose *Desktop (create shortcut)*.
A shortcut is placed on your Desktop to your Network Folder.