

Creating Shortcuts to Network Drives/Folders

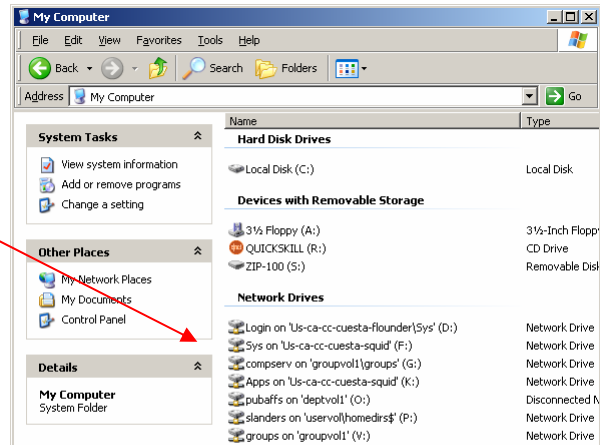


1. Launch (e.g. double-click on) **My Computer**.

The “My Computer” window will be displayed.

2. If necessary, double-click on the drive containing the folder you wish to access.

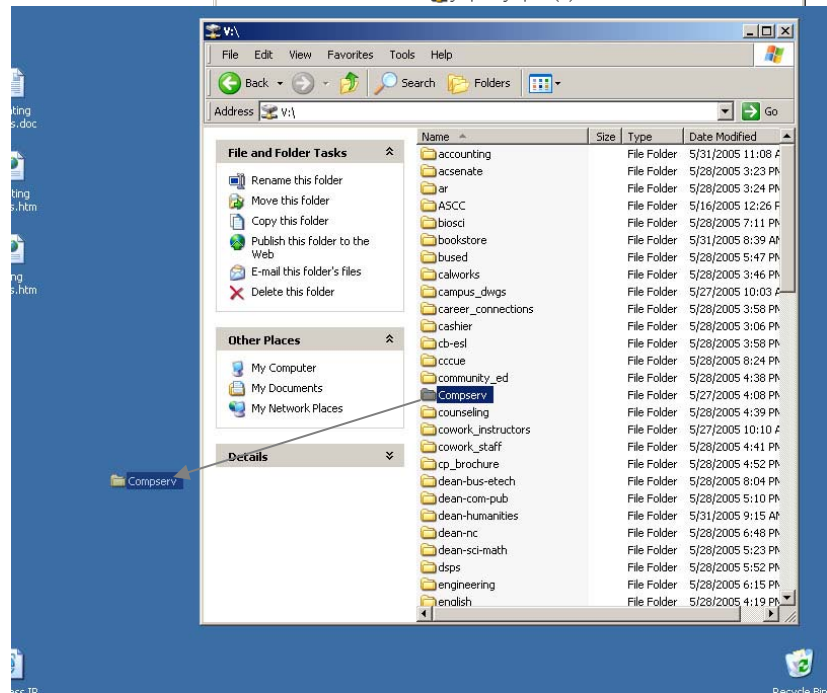
The “My Computer” window will display the contents of that drive.



3. Make a shortcut on your Desktop to the desired folder:

- a. Press and **hold** the [Alt] key
- b. **Drag** the drive/folder icon from the window to a blank space on your **Desktop**
- c. **Release** the **mouse button**
- d. **Release** the [Alt] key

A shortcut icon will appear on your Desktop.



Verify you've created a shortcut by identifying the small curved **arrow** on the lower-left of the icon.

You can quickly **open** a window displaying the contents of the drive/folder by **double-clicking on the shortcut**.

You can easily **rename** a shortcut by **right-mouse clicking** on the shortcut and selecting **“Rename”** from the menu.