Accessing Network Shares in Windows XP

1. Double-click on your “My Computer” icon on your desktop or find the “My Computer” link in your start menu.

2. Select the “Tools” menu from the top, and choose the “Map Network Drive…” option.

3. Choose a drive letter for the network share. It is recommended you choose the letter “I” or something after it. Other letters are used for your computer’s normal functions. For the “Folder:” section type the path to your network share. At Willamette this will usually start with “\home\” and the “drivename” will be unique to the network share. Be sure to check the “Reconnect at logon” option, and then click the “Finish” button.

4. The network drive will show up in your “My Computer” pane near the bottom in the “Network Drives” section.