

How to Add a Shortcut to your User Folder in My Network Places

My Network Places displays shortcuts to shared computers, printers, and other resources on the network. The shortcuts are created automatically in My Network Places whenever you open a shared network resource, such as a printer or shared folder.

My Network Places shortcuts are best used when you need to access your files stored on Darwin or Magellan once connected via dialup or VPN. If a shortcut has not been created automatically for your Darwin, Magellan or Meyerhoff folders follow the instructions below:

NOTE: These instructions are for Windows 2000 and XP users only

1. To open My Network Places, click on the **Start** menu, and then click **My Computer**.
2. Under Other Places, click **My Network Places**.
3. Under Network Tasks, click **Add a network place**.
4. The Add Network Place Wizard appears. Click **Next** to continue.
5. Select **Choose another network location** and then click **Next**.
6. In the Internet or network address field type the following path:

For faculty/staff: <\\magellan\users\<username>>
<\\magellan\dept>
\\meyerhoff\faculty_web\<username>
\\meyerhoff\staff_web\<username>

For students: <\\darwin\users\<username>>
\\meyerhoff\students_web\<username>

Replace <username> with your actual username used to access email and logon to the network. Then click **Next**.

7. Type a name for the Network Place in the field provided then click **Next**.
8. Click **Finish** to exit. A window will appear displaying the contents of the shortcut you just created in your Network Place.

From now on, once you have connected to the Goucher network you will be able to access your files quicker through My Network Places.