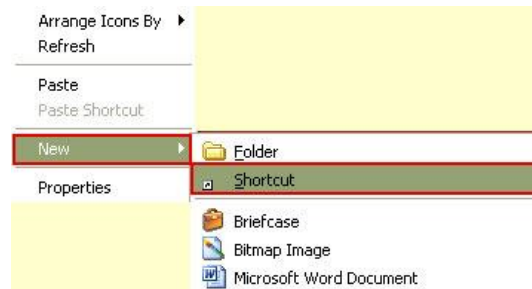


Creating Shortcuts to Network Drives Windows XP

12/13/2006

To create a shortcut to the HWS network drives:

1. On the desktop, **right-click**
2. Select **New > Shortcut**



3. In the 'Create Shortcut' wizard, enter the location of your drive
 - For M: enter `\\fsrv\yourusername$`
 - For N: enter `\\fsrv\pccommon`
 - For I: enter `\\fsrv\netcommon`



4. **Name the shortcut** accordingly
5. Click **Finish**

