How to Access Network Folders in Windows XP

Before You Begin: You must have a working VPN connection first. If needed, follow the steps in <u>Setting Up A VPN Connection</u>.

To open My Network Places, click on the **Start** menu, and then click **My Computer**. Under **Other Places**, click **My Network Places**.



Network Tasks			
22 23 31	Add a network place View network place Set up a wHelps you sign up for		
9	for a home or small office Search Active Directory		
. <u>Ş</u> .	Show icons for networked UPnP devices		

Under Network Tasks, click Add a network place.

The Add Network Place Wizard appears.			
Click Next to continue.			
Select Choose another network location			
and then click Next.			

Add Network Place Wizard 🛛 🗙				
Where do you want to create this network place?	7			
Select a service provider. If you do not have a membership with the provider you select, the wizard will help you create an account. To just create a shortcut, click "Chose another network location."				
Service providers:				
MSN Communities Share your files with others, or store them for your personal use. Choose another network location Specify the address of a Web site, network location, or FTP site.				
< Back Next > Next > Cancel				

Type the address of the Web site, FTP site, or network location that this shortcut will open.				
Internet or network address:				
\\darwin.goucher.edu\users	Browse			
View some examples.				

In the Internet or network address field type one of the following paths: *For faculty/staff:* \magellan.goucher.edu\users\ \magellan.goucher.edu\dept \meyerhoff.goucher.edu\faculty_web or \meyerhoff.goucher.edu\staff_web

For students: \\darwin.goucher.edu\users\ \\meyerhoff.goucher.edu\students_web\

Then click Next.

Type a name for the Network Place in the field provided then click **Next**.

 $\mathbb{A}^{\mathbb{A}}$ If you are prompted to enter your Goucher account information, please make sure to type **gcadmin**\ before your username.

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.