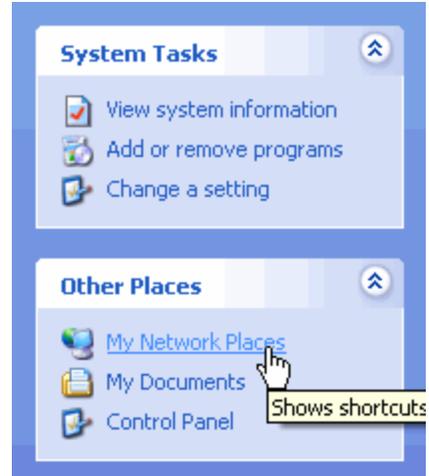


How to Access Network Folders in Windows XP

Before You Begin: You must have a working VPN connection first. If needed, follow the steps in [Setting Up A VPN Connection](#).

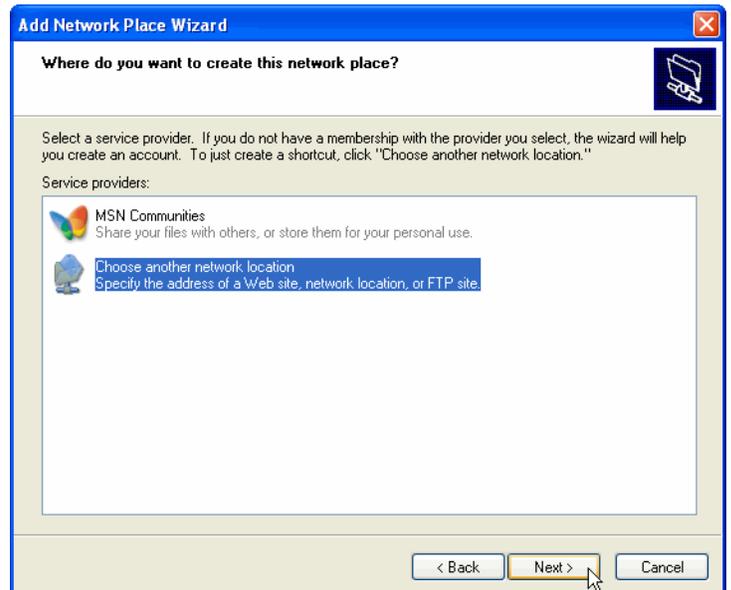
To open My Network Places, click on the **Start** menu, and then click **My Computer**.

Under **Other Places**, click **My Network Places**.



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.



Type the address of the Web site, FTP site, or network location that this shortcut will open.

Internet or network address:

[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**.

 If you are prompted to enter your Goucher account information, please make sure to type **gadmin** 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.