

How To . . .

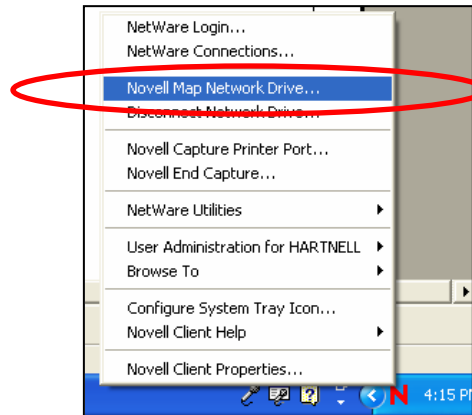
Map To your WWW Folder

You will need to make sure that you have a web folder and rights to that folder before you can map to it.

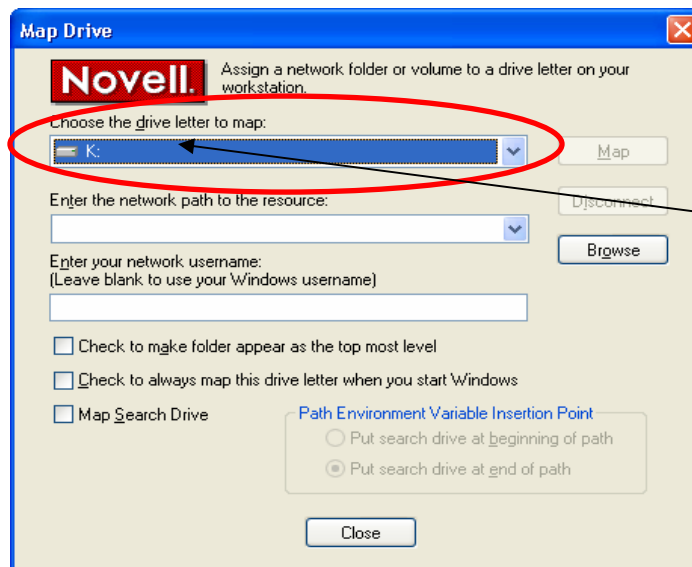
Step 1: Right Click on Red N from in the Task Bar.



Step 2: Select *Novell Map Network Drive* from the Pop up Menu.



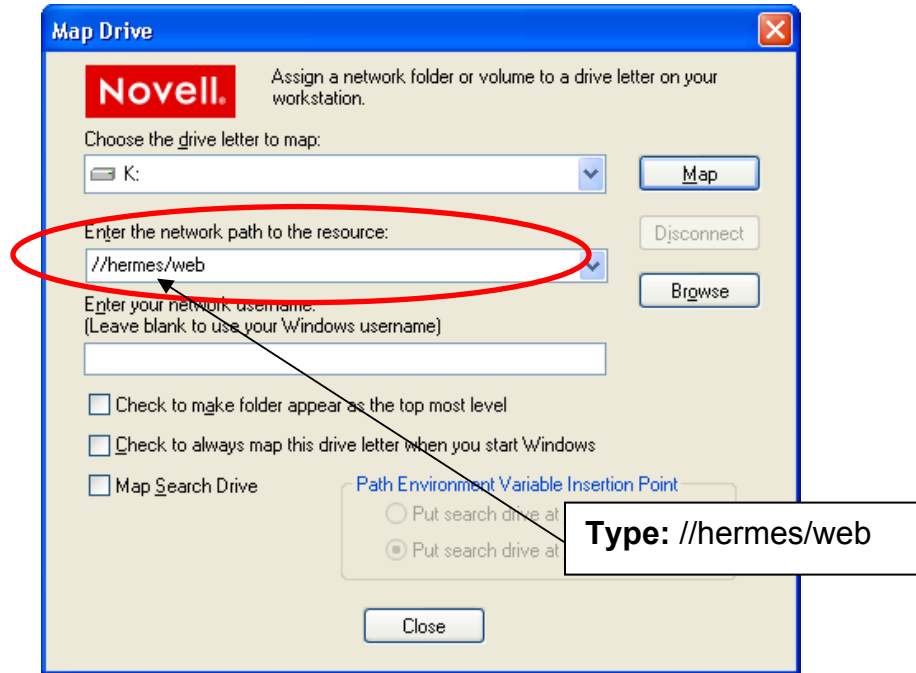
Step 3: The *Map Drive dialogue* box appears. Novell will assign a letter to the next available drive. In this case the next available drive is K



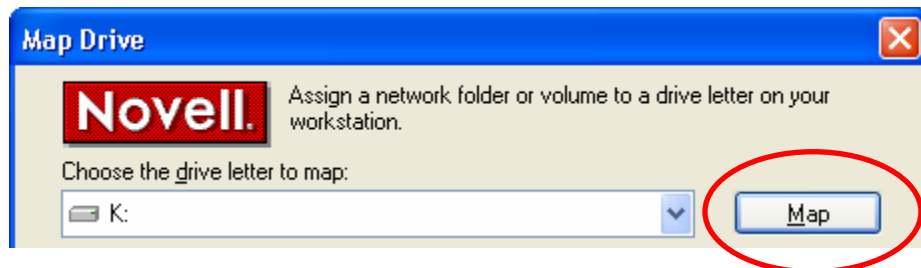
How To . . .

Map To your WWW Folder

Step 4: In the *Enter the network to the resource:* field type `\\hermes\web`



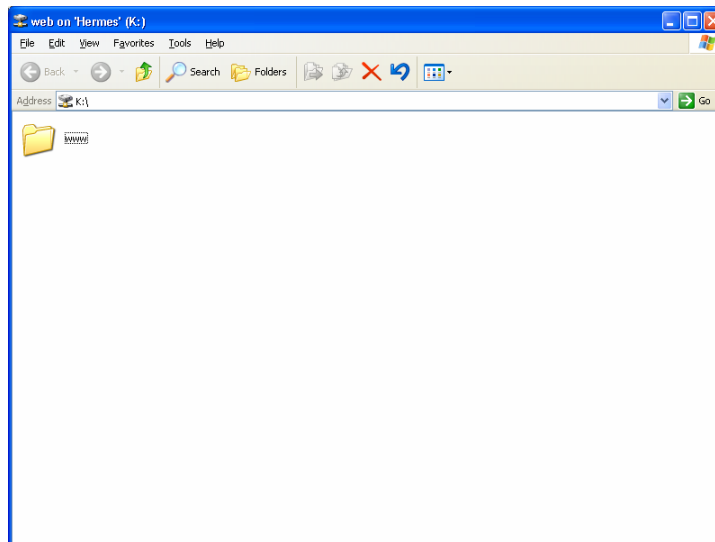
Step 5: Click *Map*



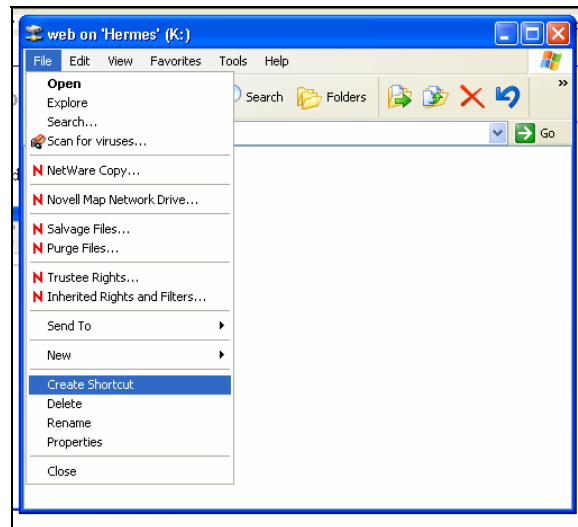
How To . . .

Map To your WWW Folder

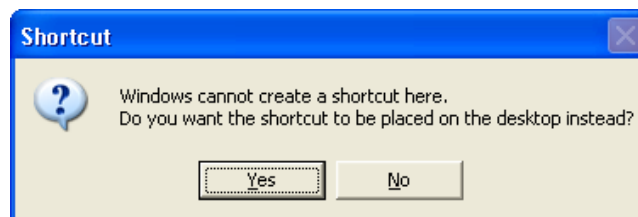
A new window will appear similar to the one bellow



Step 6: Click Once on the WWW folder to select it. Next Click *File* on the Main Menu and **Select Create Shortcut**



The Following Message will appear **Click** Yes to have a shortcut place on you desktop.



How To . . .

Map To your WWW Folder

Step 7: To Access your WWW folder the next time you login to your computer
Double-Click *Shortcut to www* icon on the desktop



Inside that folder is a folder called Faculty. Open the Faculty Folder to locate your personal web folder.