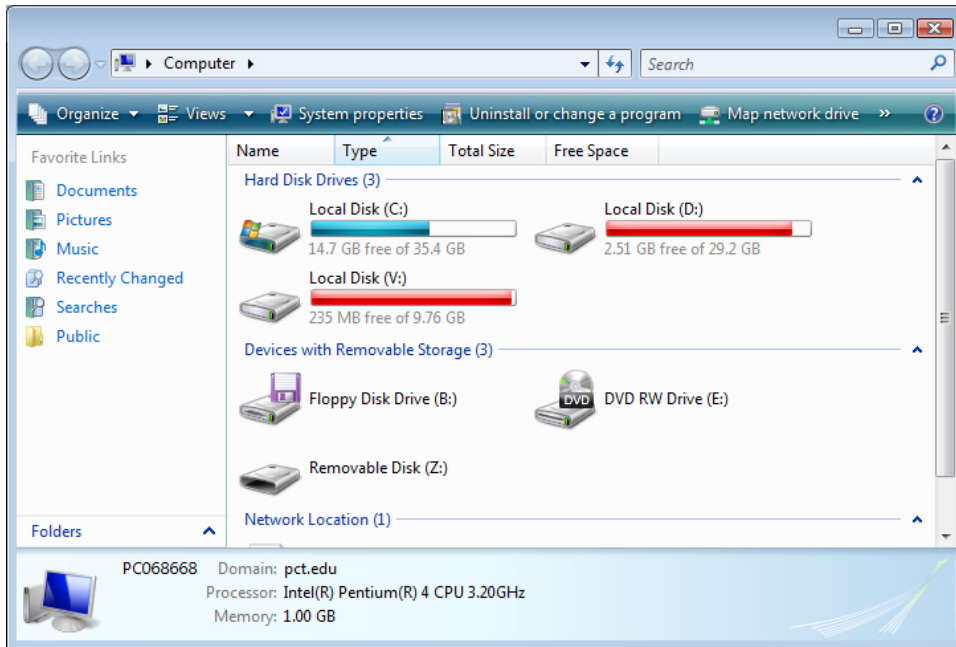
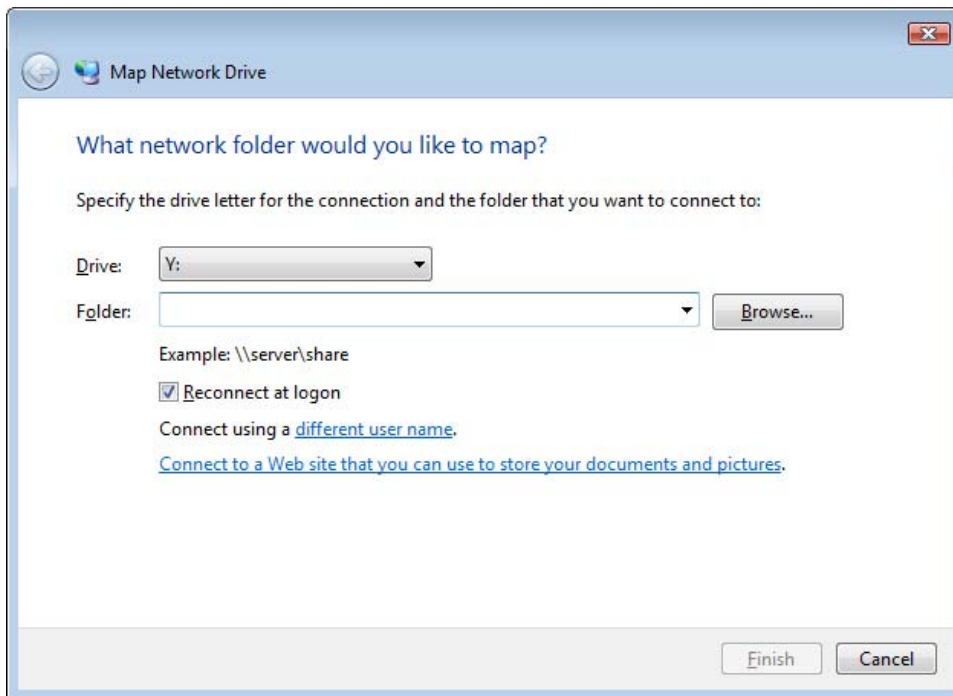


Windows Vista Instructions for Accessing your Network Drives

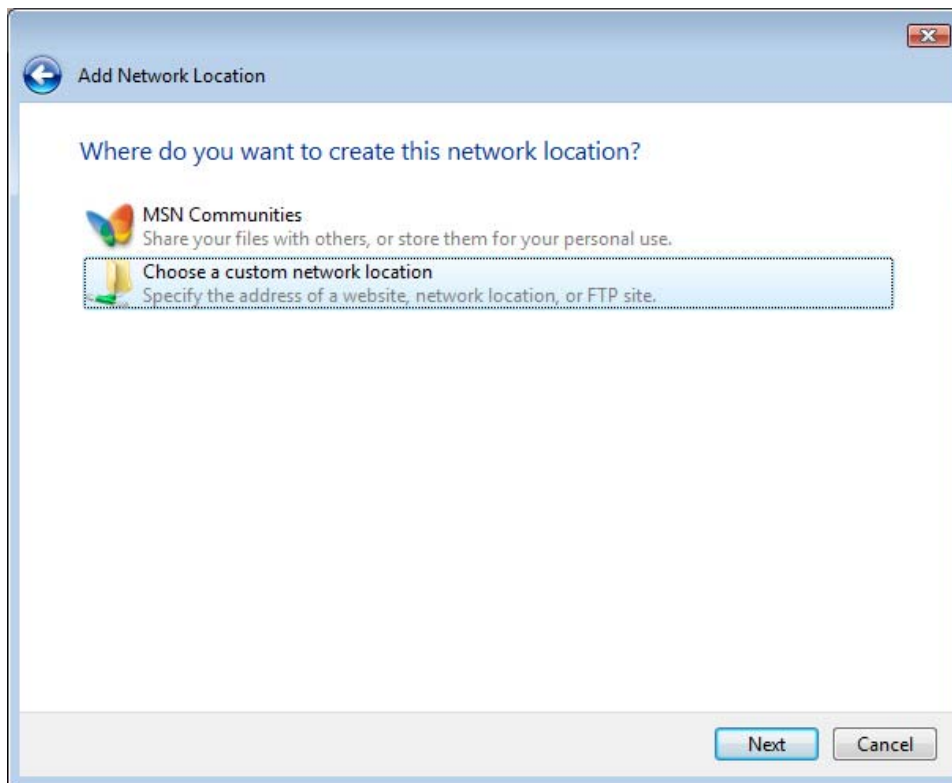
1. Open up "Computer."
2. Click on "Map Network Drive."



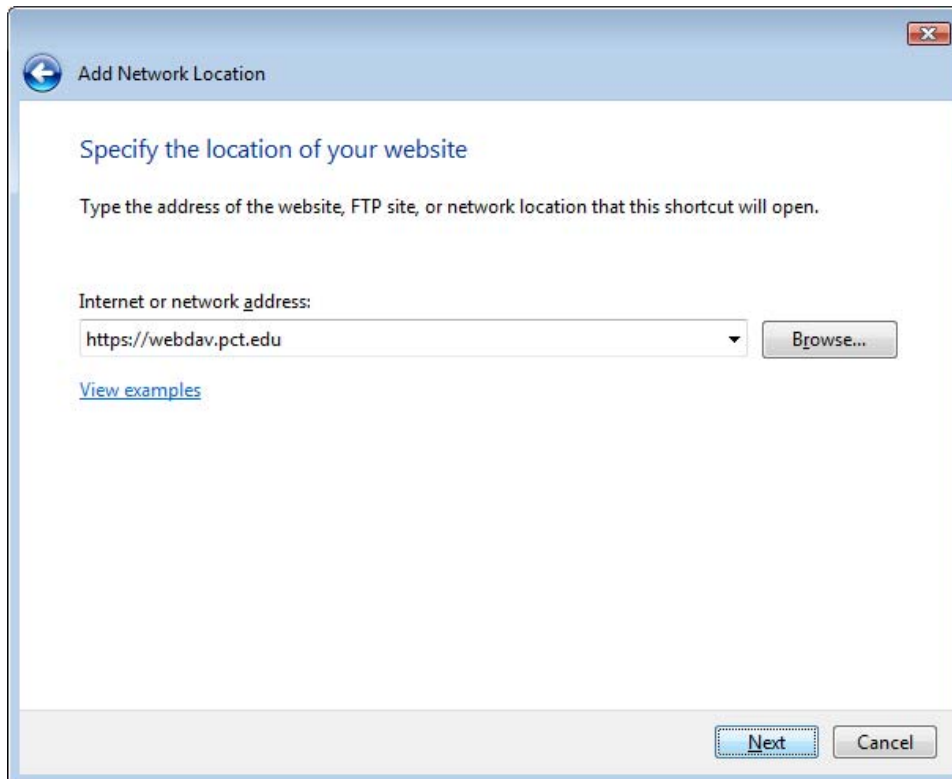
3. Click on "Connect to a Web site that you can use to store your documents and pictures" and then click Next.



4. Select **“Choose a custom network location,”** and then click Next.



5. Enter <https://webdav.pct.edu> and click Next.

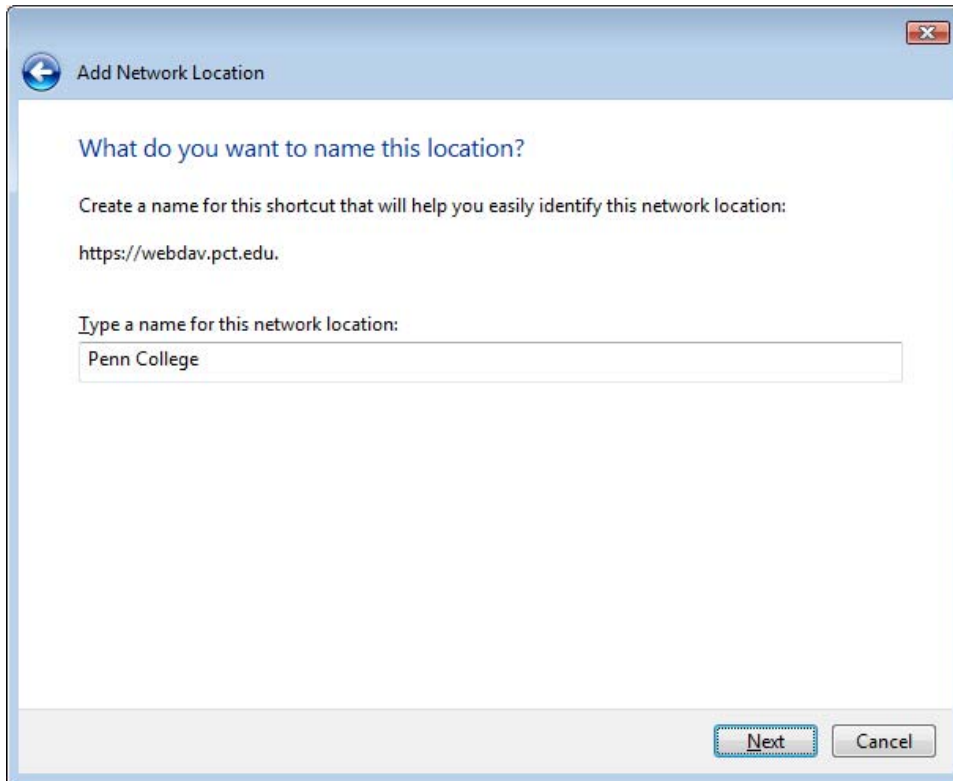


6. Enter your Penn College **User name** and **Password** as shown below, and then click OK.

Note: The Login dialog box may be hidden behind another window. Press Alt-Tab to switch to the Login dialog box.

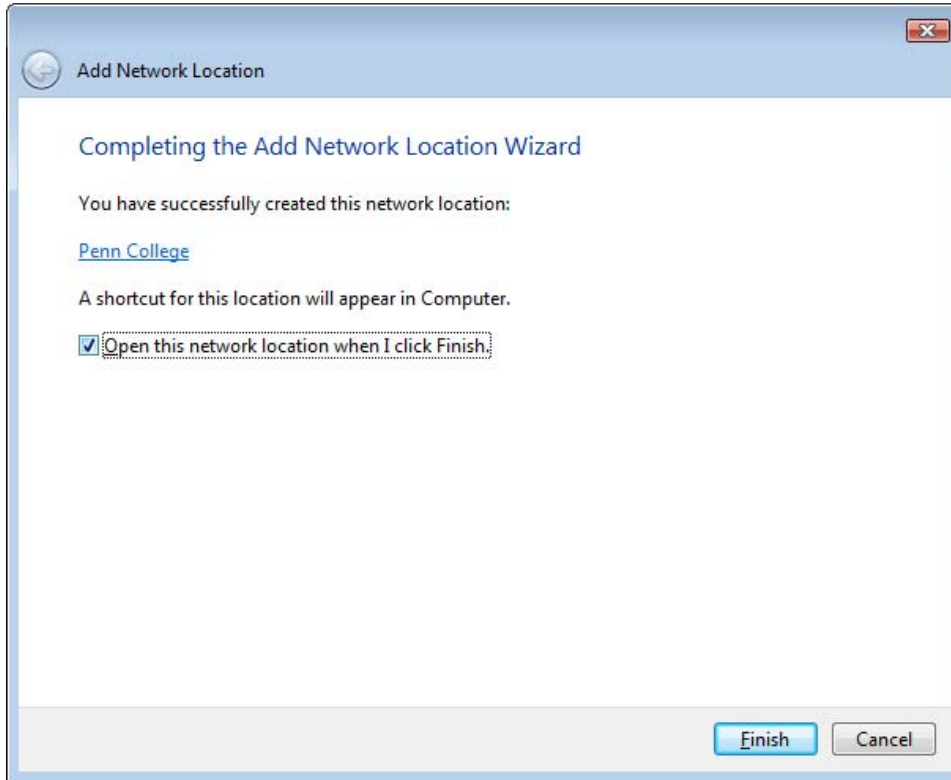


7. Enter a **name** for the network location (such as **Penn College**), and then click Next.

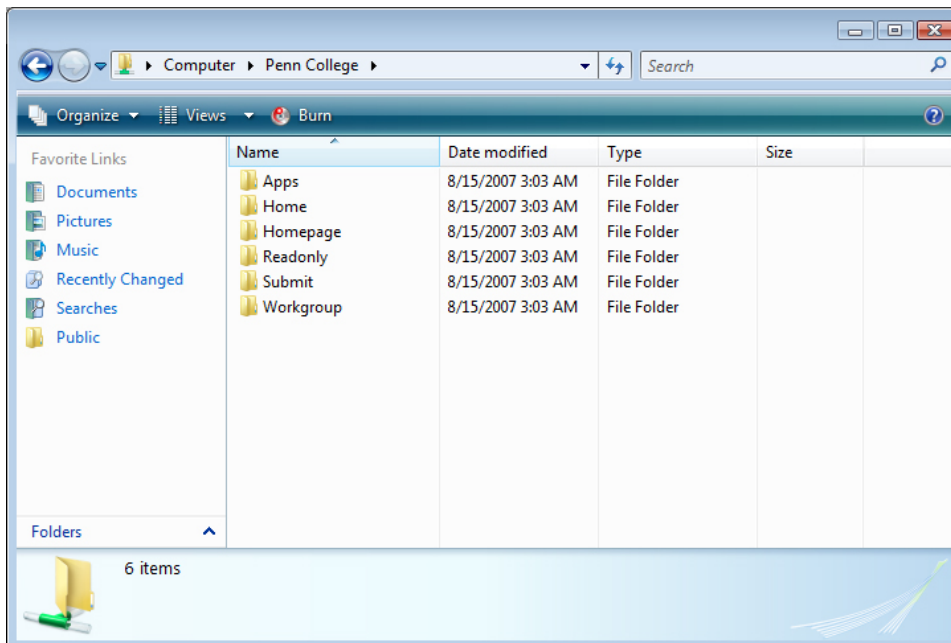


8. Click **Finish** to complete the set-up of the network location. If you checked "Open this network location when I click Finish, you will be prompted to log in again as you did in Step 6.

Note: A new network location named "**Penn College**" will be created in "**Computer**."



9. After logging in to the new network place that was just created, you should see a list of folders that you have access to.



10. Below is a table showing the corresponding network drives.

Drive	Folder
H (personal/home) Drive	Home
I (personal web page)	Homepage
R (read-only) Drive	Readonly
S (submit) Drive	Submit
W (workgroup) Drive	Workgroup

Students:

If you need assistance with setting up a connection to your network drives, contact the Student Help Desk at extension 7154 or send an e-mail to studenthelpdesk@pct.edu.

Employees:

If you need assistance with setting up a connection to your network drives, contact the Employee ITS Help Desk at extension 7329 or send an e-mail to helpdesk@pct.edu.