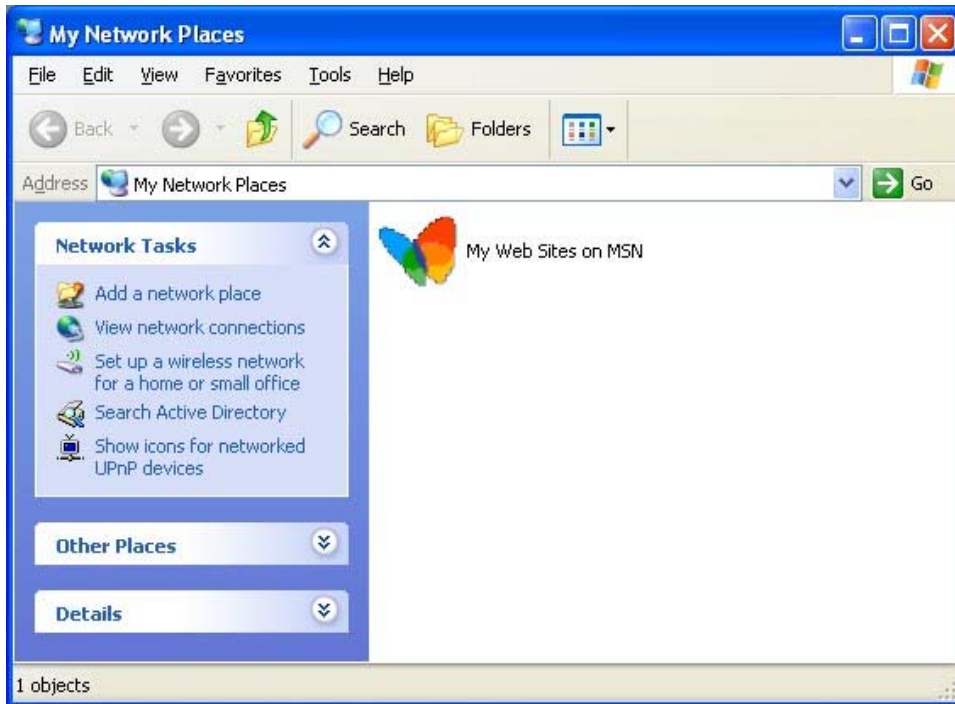
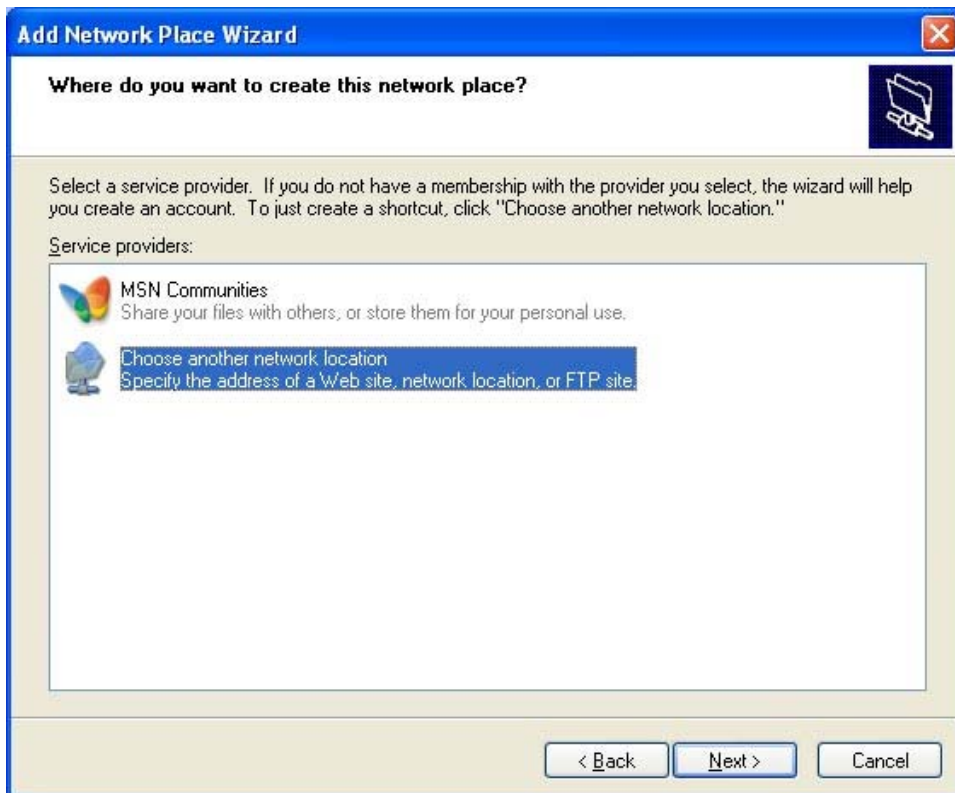


# Windows XP Instructions for Accessing your Network Drives

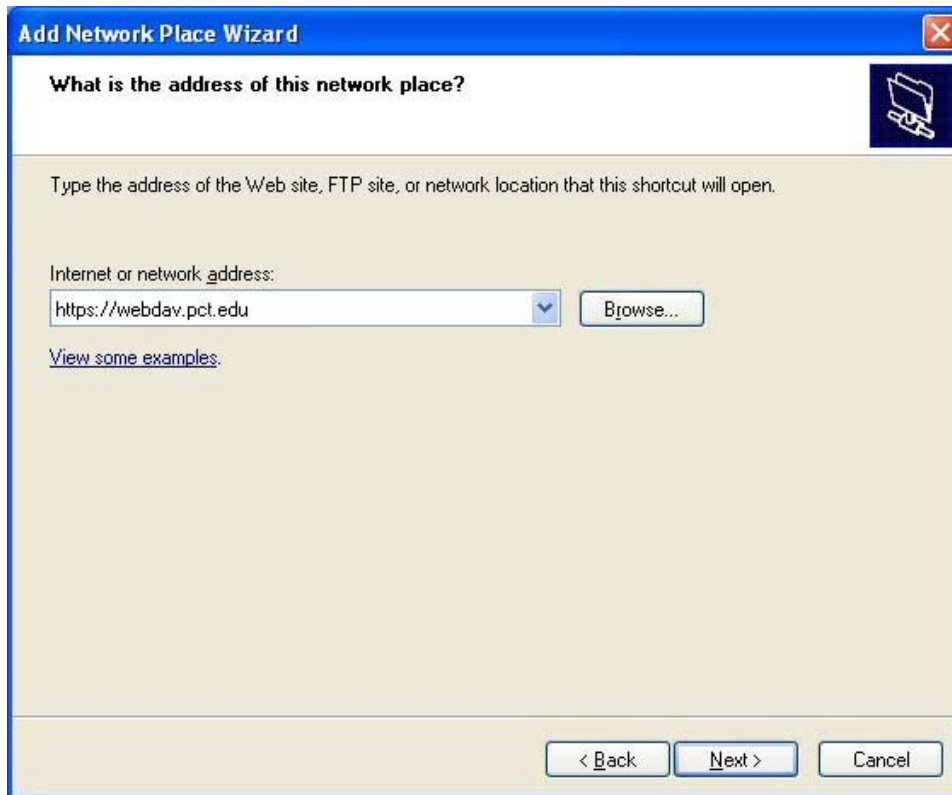
1. Open up "My Network Places."
2. Click on "Add a network place" and then click Next.



3. Click on "Choose another network location" and then click Next.



4. Enter **https://webdav.pct.edu** and then click Next.

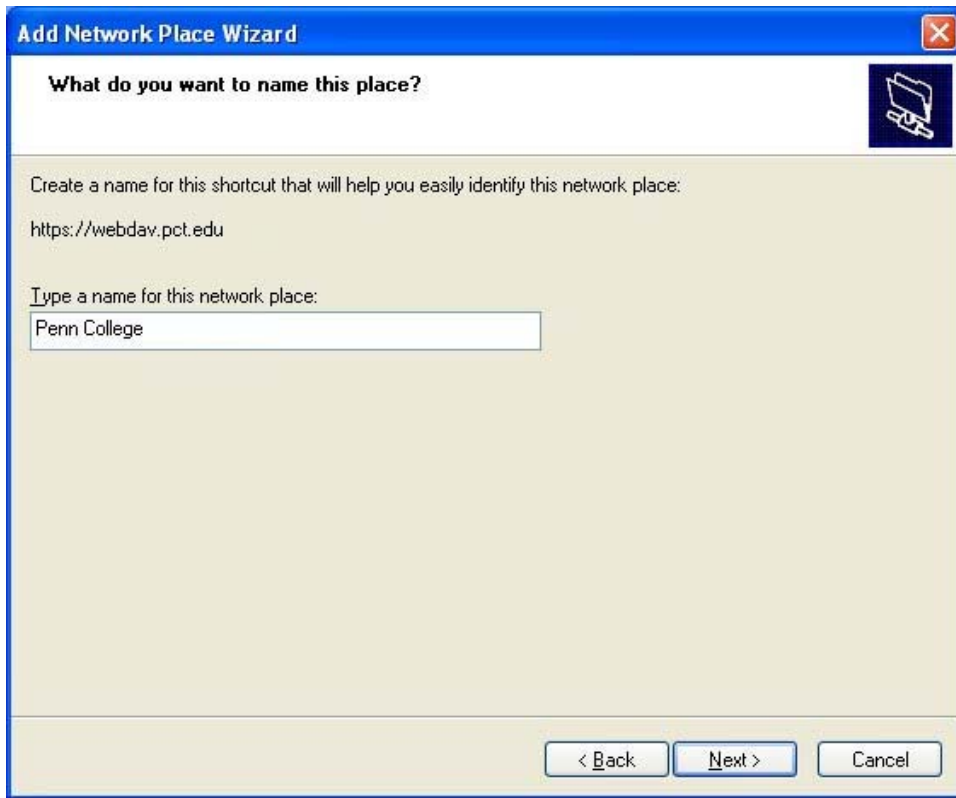


5. Enter your Penn College **User name** and **Password** as shown below, and then click OK.

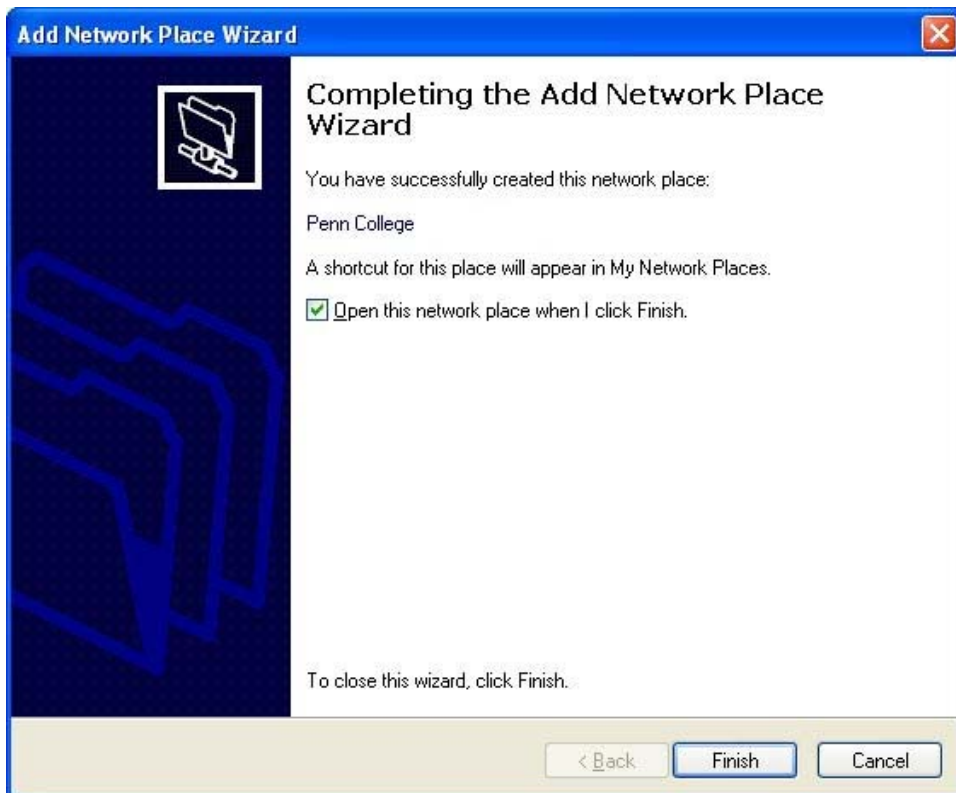
**Note:** The Login dialog box may be hidden behind another window. Press Alt-Tab to switch to the Login dialog box.



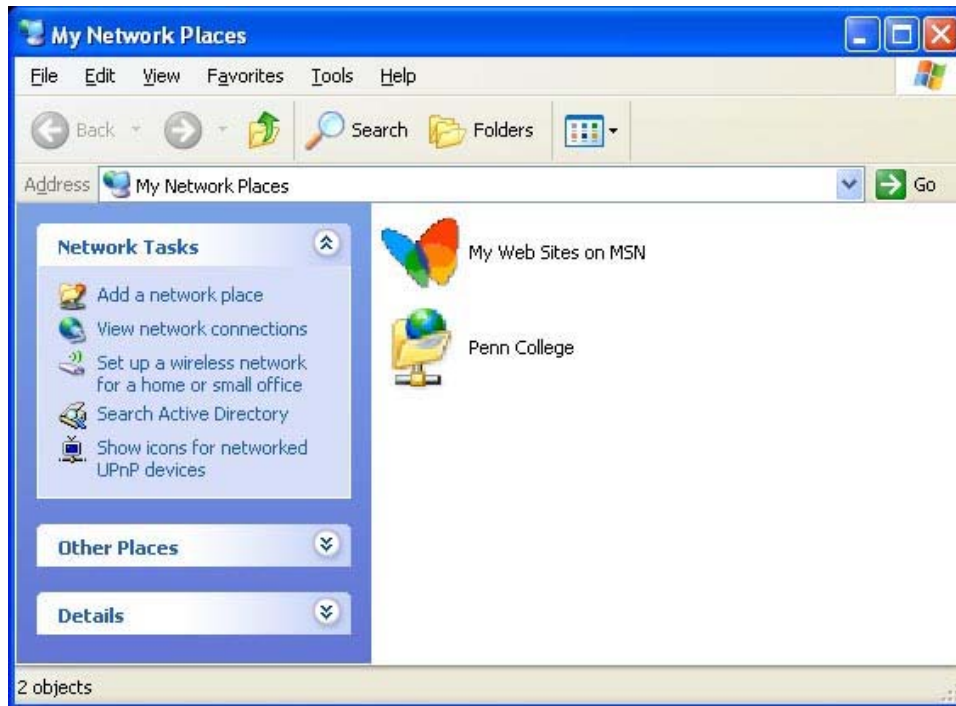
6. Enter a **name** for the network place (such as **Penn College**), and then click Next.



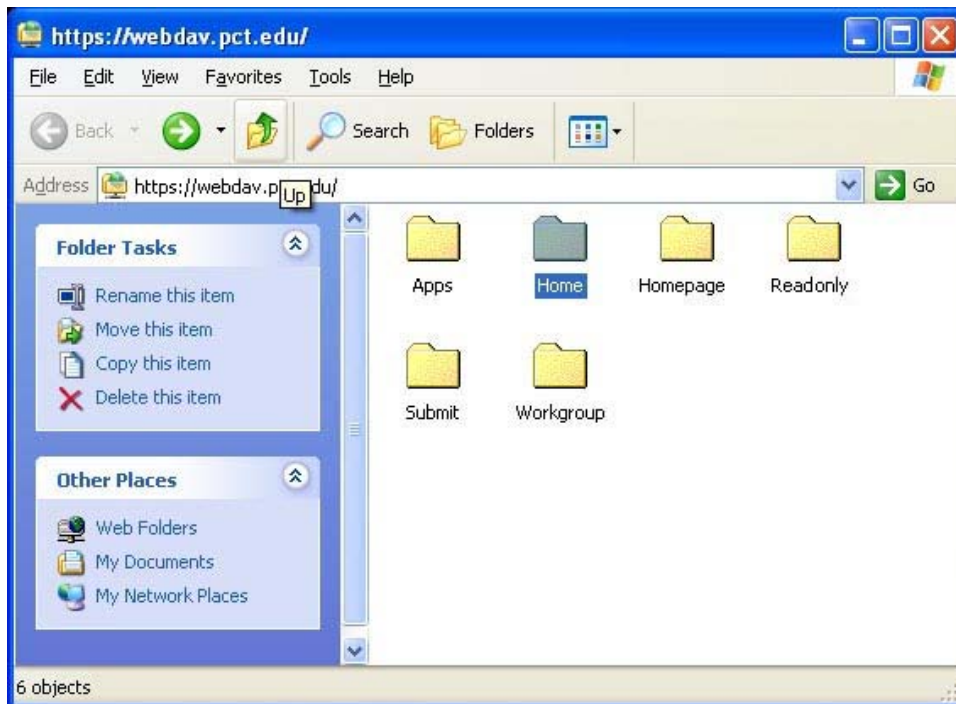
7. Click **Finish** to complete the set-up of the network place. If you checked "Open this network place when I click Finish," you will be prompted to log in again as you did in Step 5.



8. A new network place named "**Penn College**" will show up in "My Network Places."



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.

<b>Drive</b>	<b>Folder</b>
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](mailto: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](mailto:helpdesk@pct.edu).