

Mapping a Drive to MyWeb (Previously the Core Server)

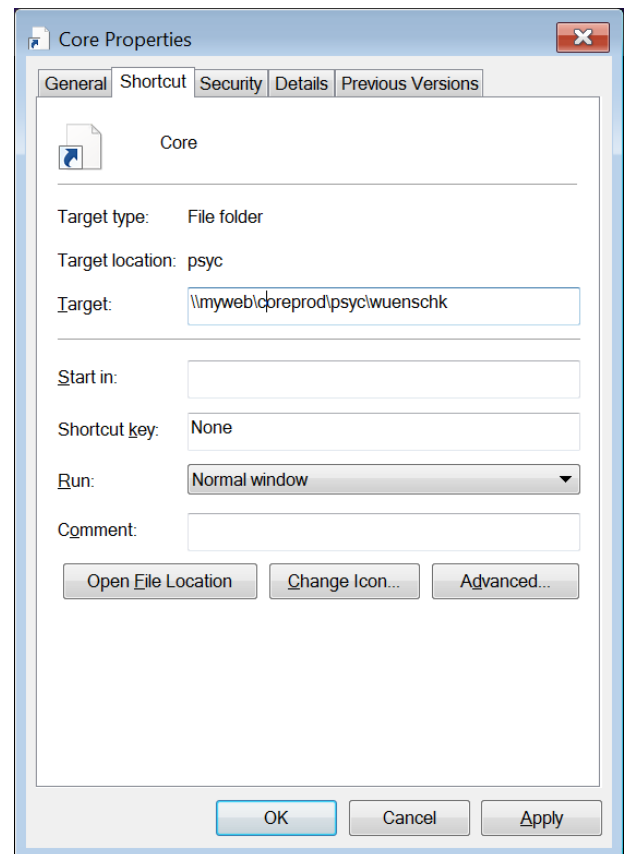
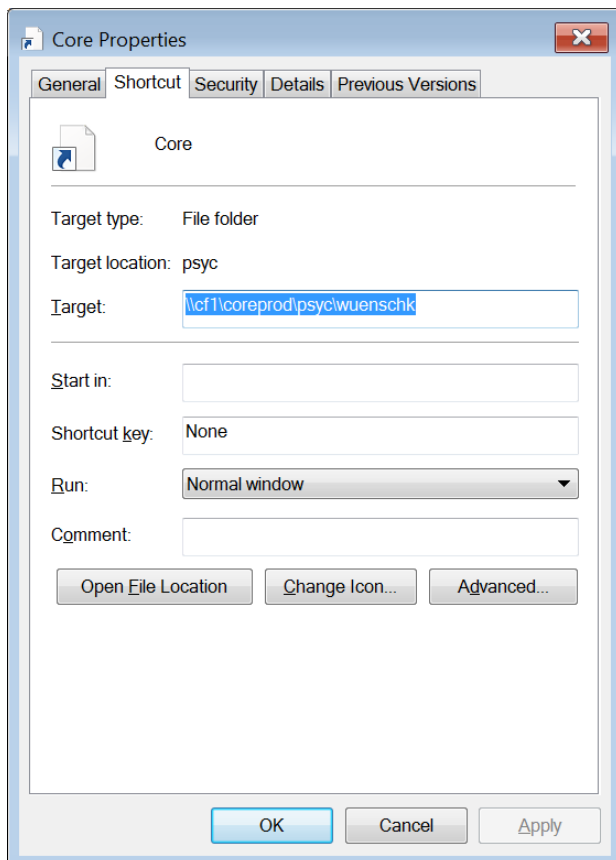
This only works on campus. It allows you create a desktop folder to and from which you can drag and drop, open, delete and rename files on the myweb server.

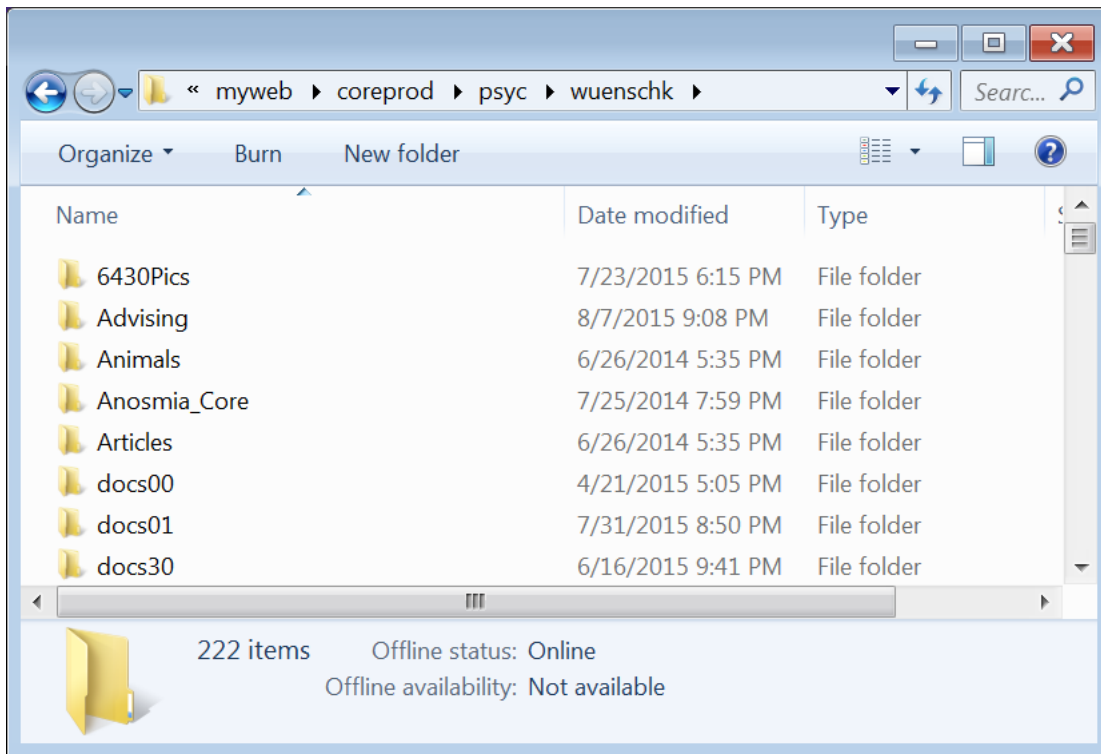
1. The computer is on campus and set up automatically to log on to the network when you boot it up.
2. Select START from the TaskBar and then Select RUN.
3. Type (in the Open box) \\myweb\coreprod to connect to the myweb server, and then select OK.
4. The directory appears. Navigate your way to your directory. For me, that was psyc\wuenschk.
5. Right click on the desktop and select NEW, SHORTCUT. On the command line enter the path to the folder to/from which you wish to be able to drag and drop files -- for example, \\myweb\coreprod\psyc\wuenschk. Give the shortcut a name.
6. That should do it. You may or may not have to restart your machine for the shortcut to work.

Here is the root directory of myweb:



If you already have a shortcut to the core server, you can easily edit its properties to make it point to the myweb server. Simply replace the “cf1” in the path with “myweb.”





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