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."

E Core Properties	Core Properties
General Shortcut Security Details Previous Versions	General Shortcut Security Details Previous Versions
Core	Core
Target type: File folder	Target type: File folder
Target location: psyc	Target location: psyc
Target: [\\cf1\coreprod\psyc\wuenschk	Target: \\myweb\cbreprod\psyc\wuenschk
<u>S</u> tart in:	Start in:
Shortcut <u>k</u> ey: None	Shortcut <u>k</u> ey: None
Run: Normal window	Run: Normal window
Comment:	Comment:
Open <u>File Location</u> <u>Change Icon</u> A <u>d</u> vanced	Open <u>File Location</u> <u>Change Icon</u> <u>Advanced</u>
OK Cancel Apply	OK Cancel Apply

		-	
Solution → Coreprod → psyc →	wuenschk 🕨	• • • • • •	Searc ዖ
Organize 🔻 Burn New folder		• = = • •	
Name	Date modified	Туре	
🐌 6430Pics	7/23/2015 6:15 PM	File folder	
🐌 Advising	8/7/2015 9:08 PM	File folder	
🐌 Animals	6/26/2014 5:35 PM	File folder	
📕 Anosmia_Core	7/25/2014 7:59 PM	File folder	
📕 Articles	6/26/2014 5:35 PM	File folder	
📕 docs00	4/21/2015 5:05 PM	File folder	
📕 docs01	7/31/2015 8:50 PM	File folder	
📕 docs30	6/16/2015 9:41 PM	File folder	-
			•
222 items Offline status: On Offline availability: No	line t available		

Return to Creating Web Pages