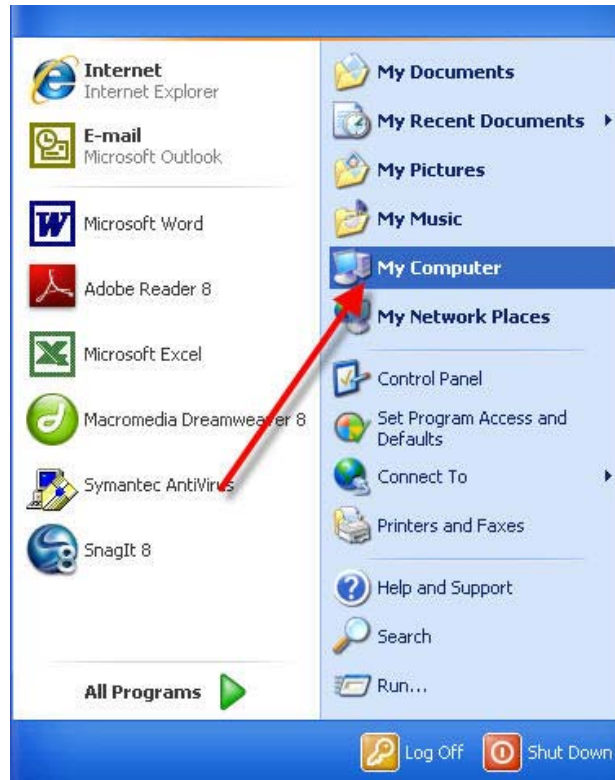


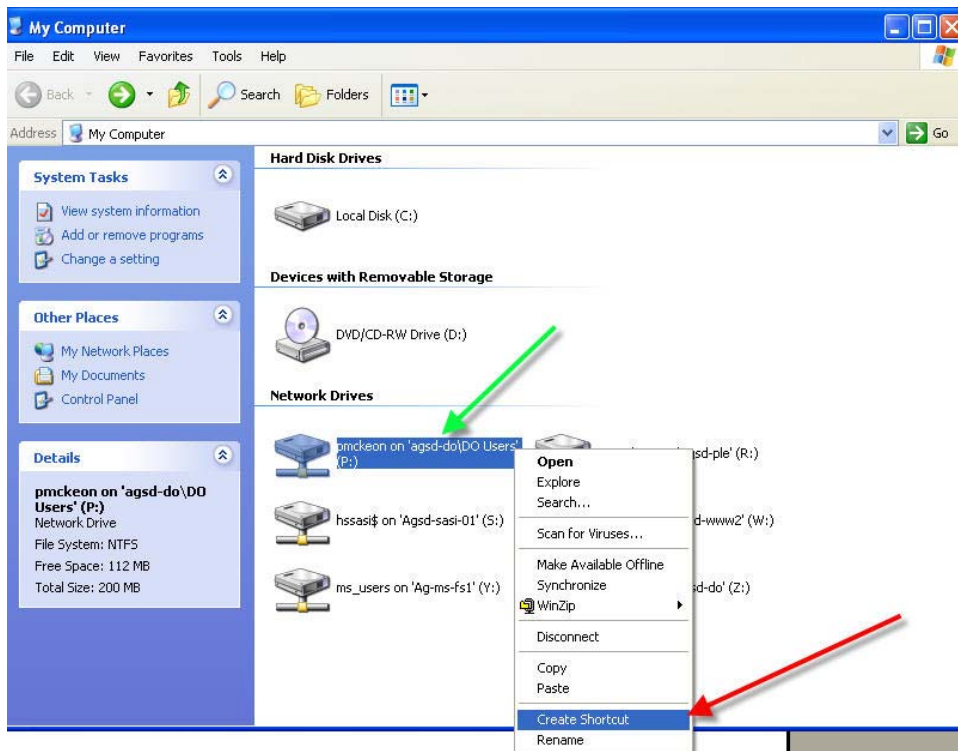
Using Your Server Folder (P Drive)

Part I: Creating a Shortcut to Your Server Folder

1. Click on **My Computer** in the Start Menu.



2. Right click on **the icon** for your Server Folder found under Network Drives. Then click on **Create Shortcut** in the pop-up menu.

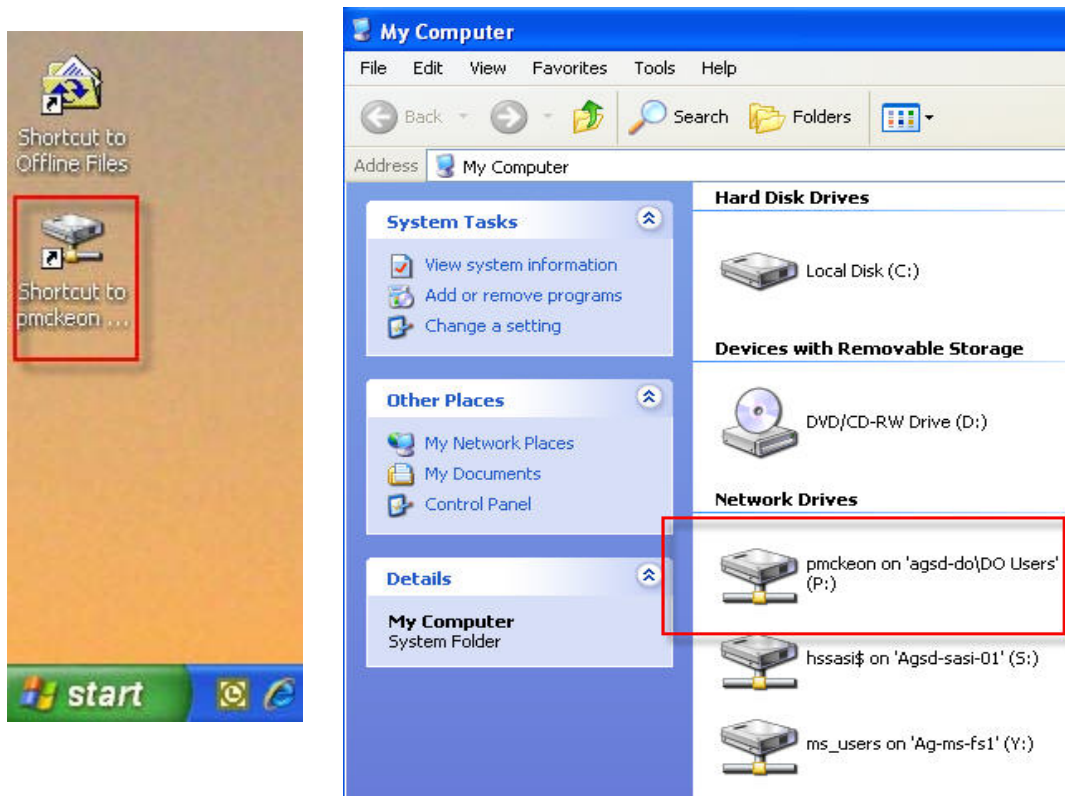


3. The following message will appear. Click **Yes** and a shortcut to your **P Drive** will be placed on your desktop.

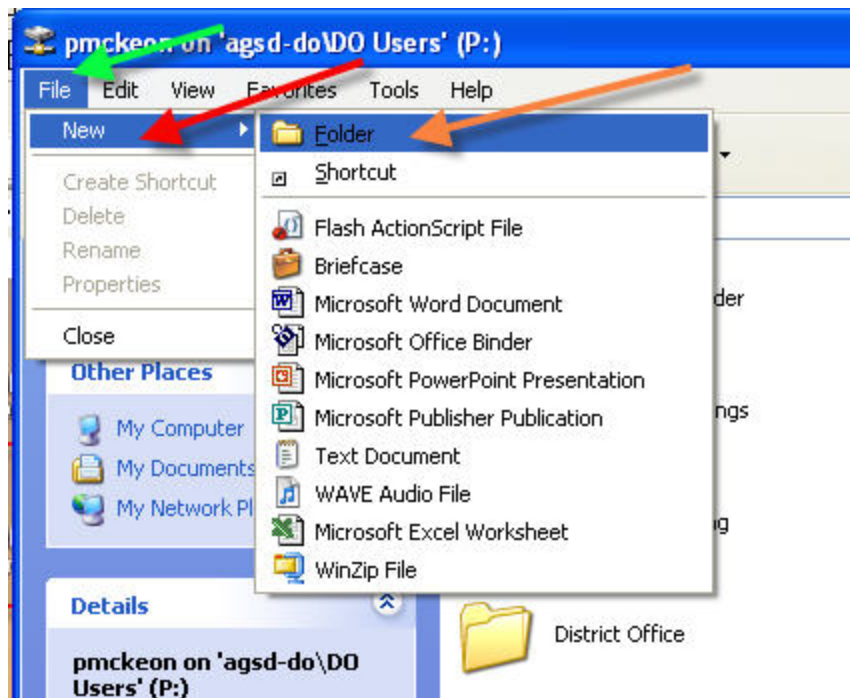


Part II: Creating Folders for Saving Files on Your Server Folder (P Drive)

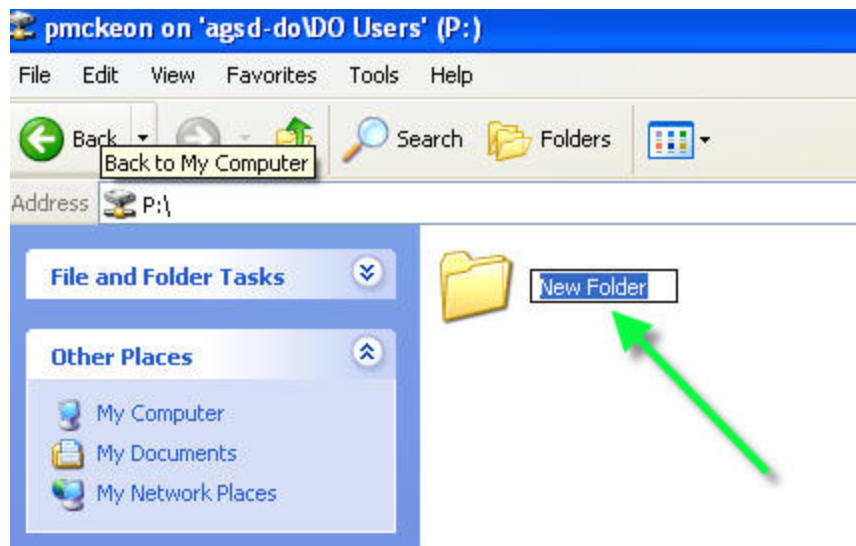
1. Open your Server Folder by double clicking either the shortcut on your desktop or in My Computer under the Network Drives.



2. In your Server Folder, select **File, New** and then click on **Folder**.



3. A New Folder will appear. Click the words **New Folder** to edit the name of the folder.



4. Files can be saved directly into this folder from your applications (ie Word docs). Files can also be saved in your Server Folder by dragging into the folder from folders on your desktop or in My Documents. (see directions for Saving on the Server)

