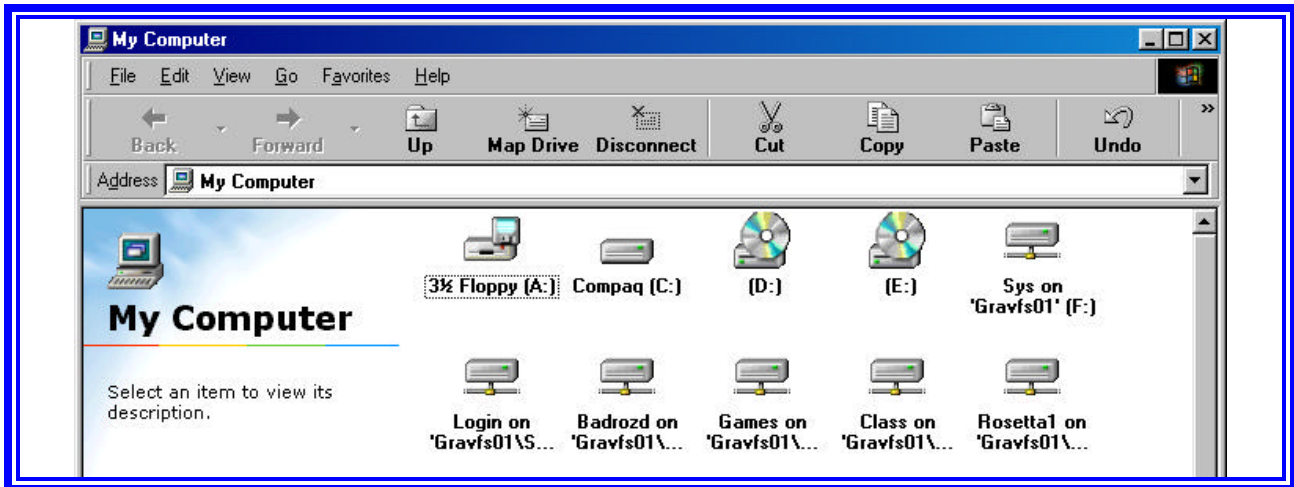


## Your Network Folder

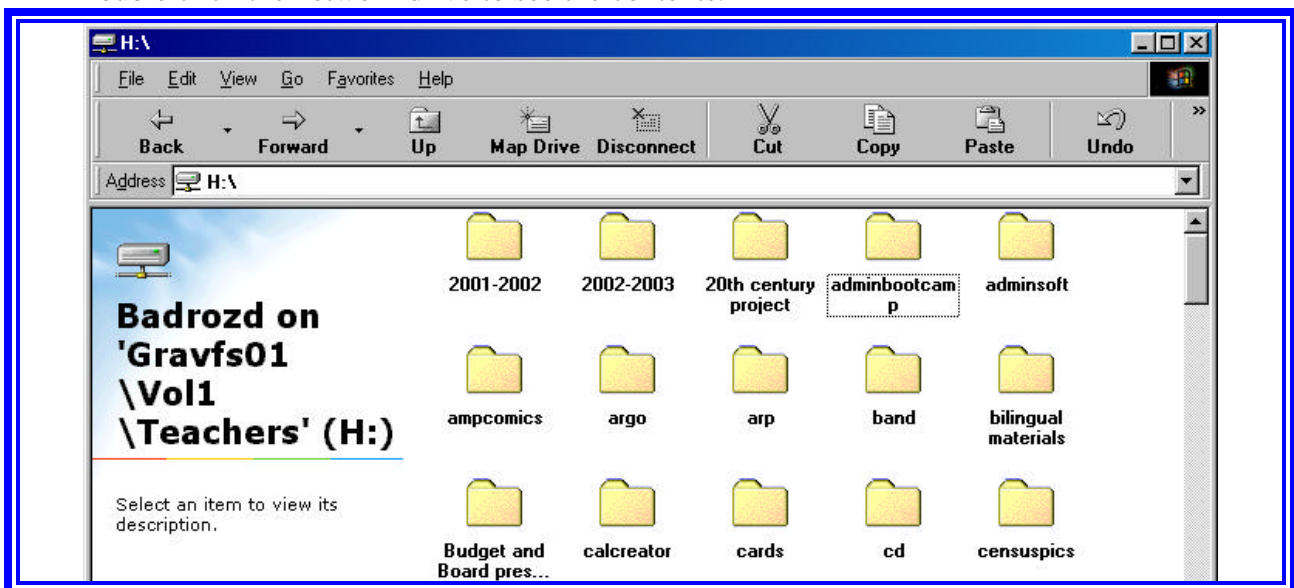
See it!



Double click the **My Computer** icon.



- In the window that opens up, find the network drive with your username.
- The network drive is a location on the server that only you have access to based on your network account.
- The name of the network drive should be the same as your username.
- Double click the network drive to see the contents.



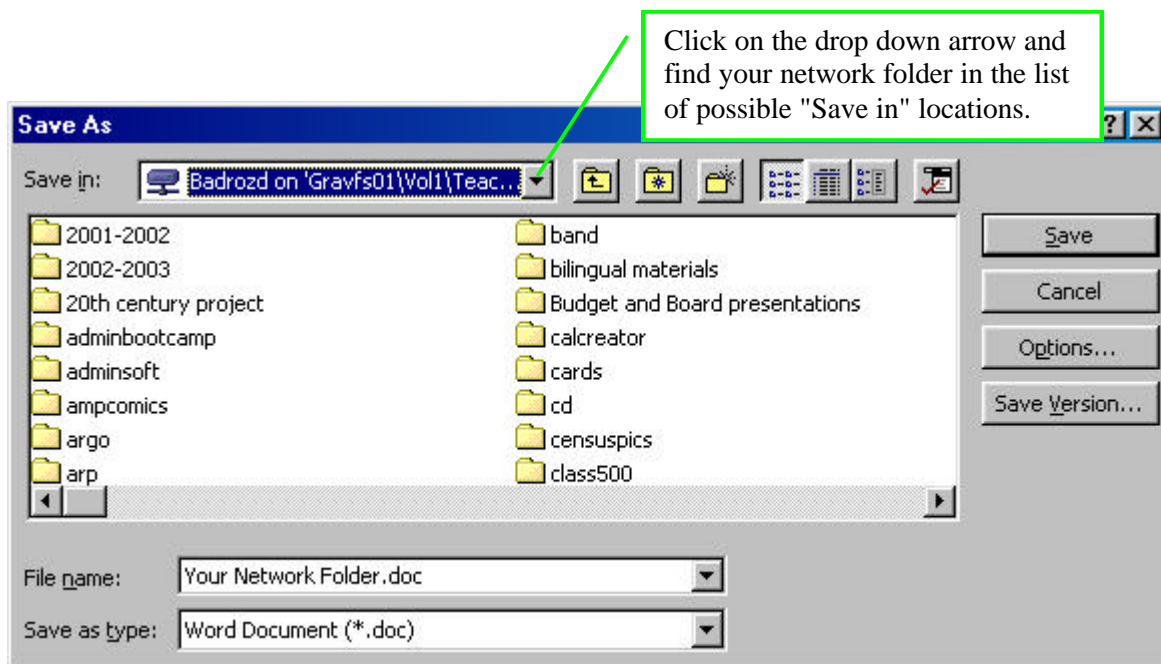
## Save To It!



How to Save to your network folder from a program.

Microsoft Word will be used for this example, simply because it is the most common application from which you may wish to save something to your network folder.

Once you have typed in your document, go to the **File** menu and choose **Save As**



- Find your network folder
- Make any changes to the File Name as needed
- Click the Save button.

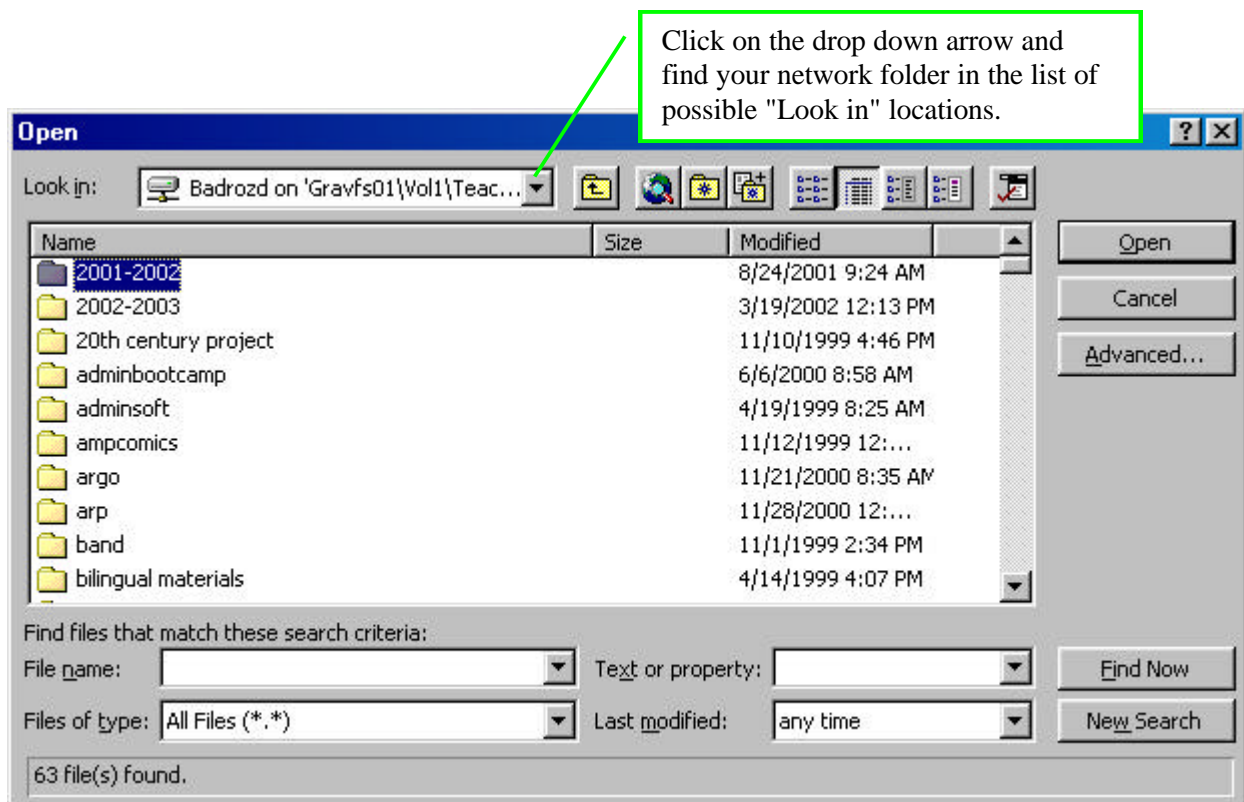
## Open It!



How to access your network folder to open a file.

Again, we will use Microsoft Word for this example.

Go to the **File** menu and choose **Open**.



- Find your file
- You can either double-click it, or click it once (to select) and then click the Open button