**Creating a Shortcut to Your Network Drive on your Desktop:**



1. Locate the **THIS PC** icon on your Desktop and double click to open.



1. In the This PC Window locate your ID Number in the Network Locations section of this window.
2. Click and Drag that Icon outside the window and Drop

the icon on your desktop.

**3**

**2**

**Creating a Class Folder on your Network Drive:**

1. Double click to Open your Network Drive.
2. Right Click to access a menu.
3. Click New
4. Click Folder
5. A folder will appear, and you will name the Folder COMP APPS.

**Creating an Assignment Folders in your Class Folder:**

1. Double click to Open your COMP APPS Class folder.
2. Right Click to access a menu.
3. Click New.
4. Click Folder.
5. A folder will appear, and you will name the Folder **WORD** (DO NOT OPEN THIS FOLDER).
6. Right Click again to access a menu, click New.
7. A folder will appear, and you will name the Folder **EXCEL** (DO NOT OPEN THIS FOLDER).
8. Right Click again to access a menu, click New.
9. ****A folder will appear, and you will name the Folder **POWER POINT** (DO NOT OPEN THIS FOLDER).

 **See picture to the right for an example. 🡺**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Day & Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**