

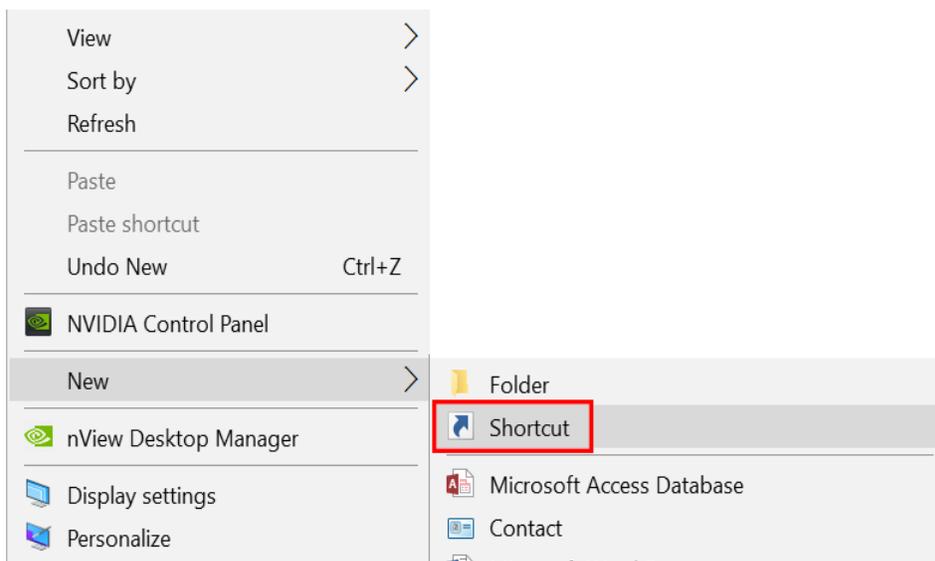
If you tend to access a network folder frequently, follow the steps below to add a shortcut to your computer. This will typically help those of you that have a laptop and would like to access files without having to connect to your office desktop.

Notes for Adding Shortcuts to Network Folders

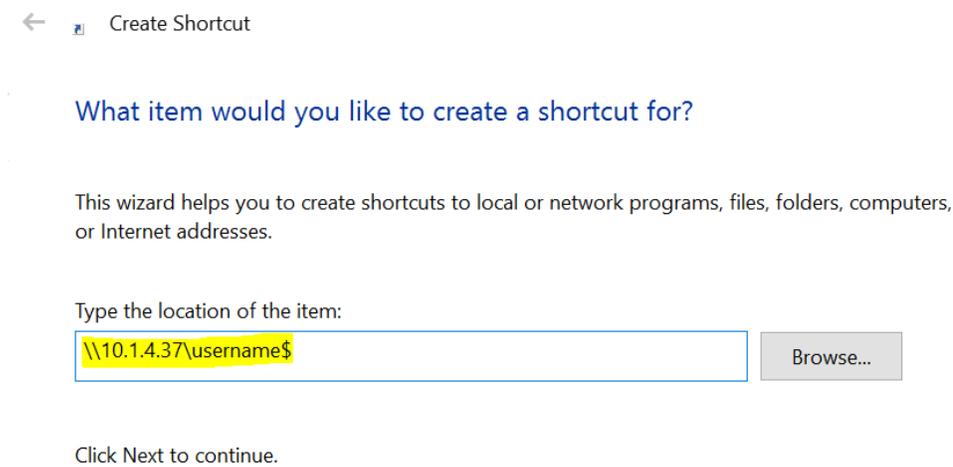
- You must either be on campus or connected via VPN to access these folders. If you don't have a connection to the BOCES network, you will receive an error.

Add a Shortcut to a Network Folder

1. On your desktop, right click in any empty space, select **New**, and select **Shortcut**.



2. A window will pop up asking for the location of the item. An H: Drive is used in the example below. Please note that you must use the exact syntax. Most of the network folders are on the file server, which is \\10.1.4.37\. You can add any folder here, but you'll need to know the folder name. It requires a dollar sign at the end as well. Please contact us if you do not know the name of the folder that you are looking for. Click next to continue.



3. Select a name for the folder and click Finish. You will see the folder appear on your desktop.

Helpful Tip: Right click on the desktop icon that you just made and select "Pin to Quick Start." This will have it appear in your file explorer for easy access to open and save your files!

