

## Accessing your Network Storage from a PC using Windows XP

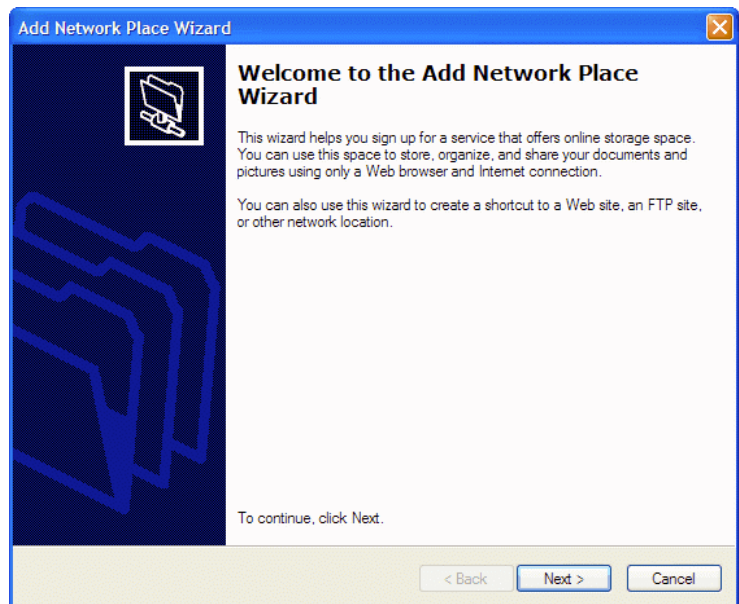
1. Double-click the My Network Places icon on your desktop.



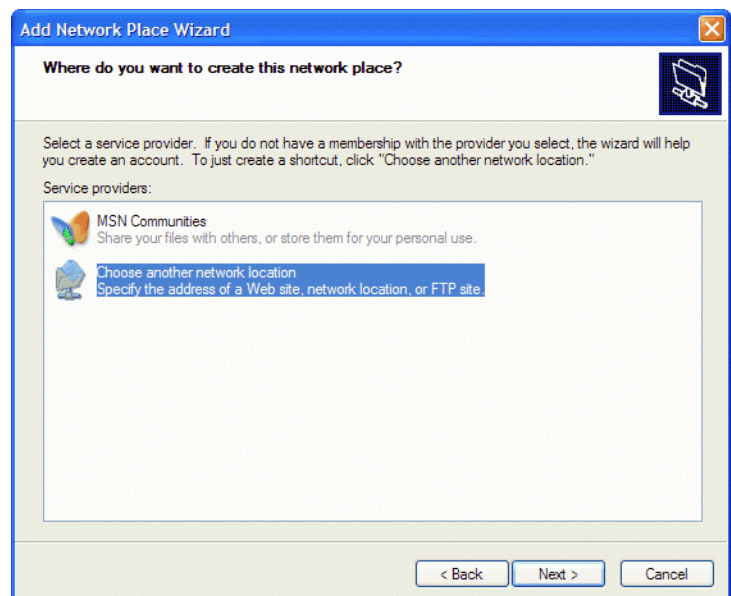
2. In the window that opens click the *Add a network place* item in the Network Tasks menu at the left.



3. When the Welcome screen appears click Next



4. Select the option labeled *Choose another network location* and click Next

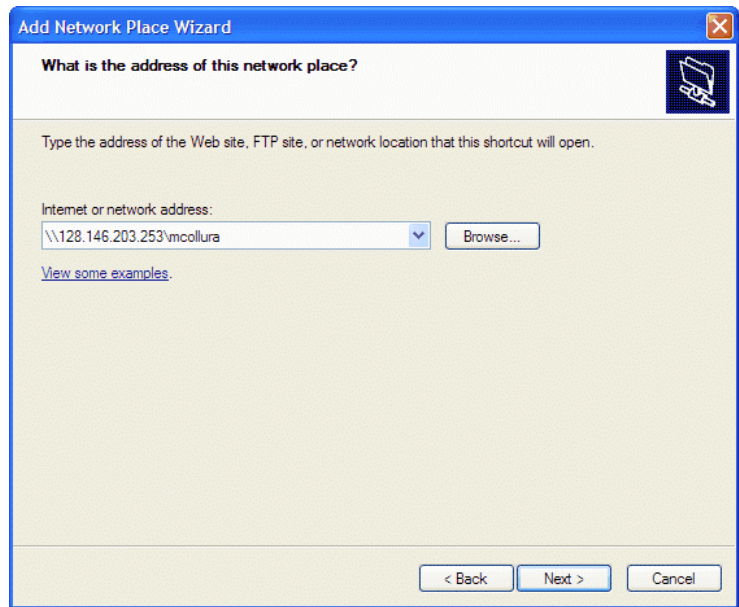


5. Enter the address of the network storage in the space provided using the first letter of your first name followed by your last name as seen here:

\\128.146.203.253\mcollura

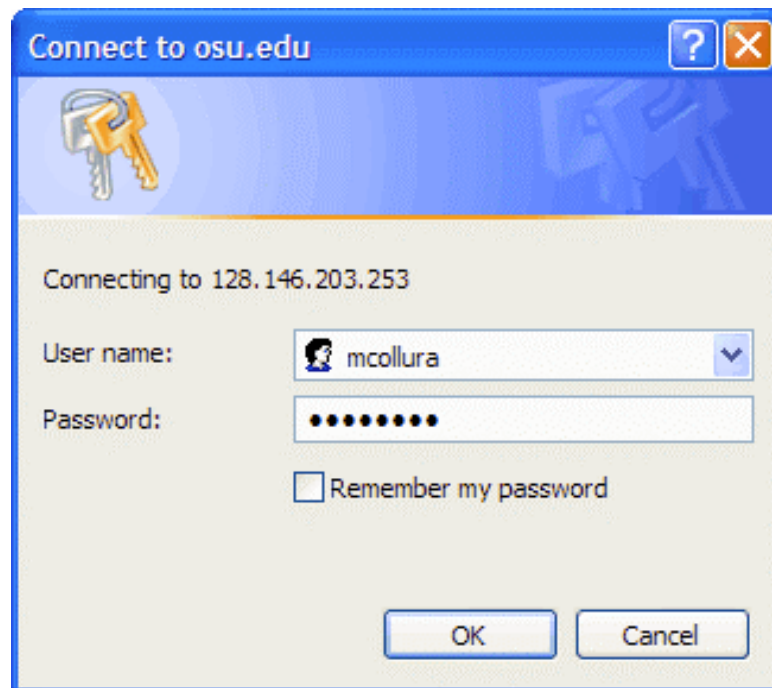
NOTE: see below for more information regarding the username.

Click Next.

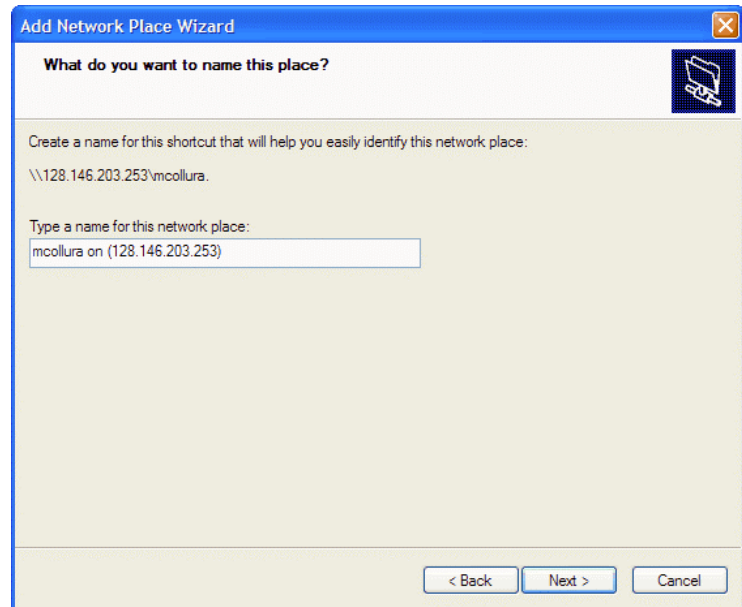


John Ferguson maintains the network storage and corresponding accounts. If you currently have an OSU Mansfield web site, it's the same username and password. If you don't have a website or you don't remember the password contact John ([ferguson.110@osu.edu](mailto:ferguson.110@osu.edu)).

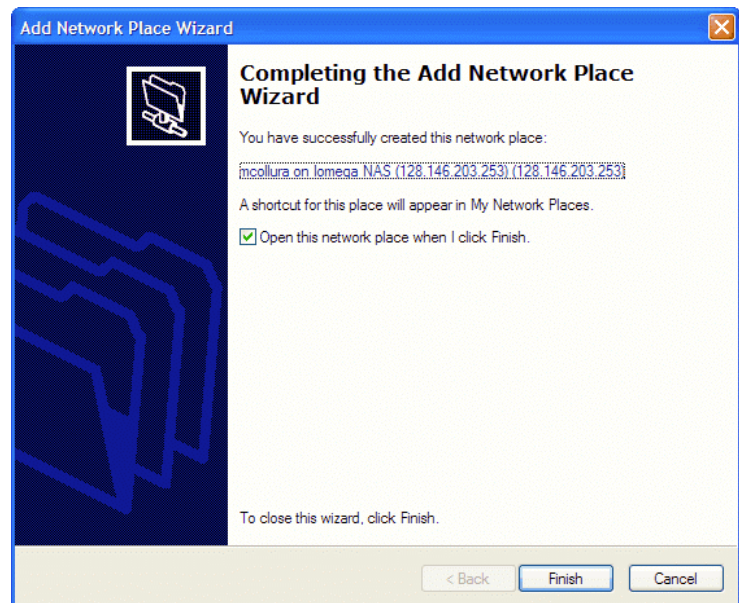
6. You will then be prompted for a username and password as pictured here. Enter them and click OK.



7. The following dialog box appears. Give the share a name if you so choose or just use the default and click Next.



8. Complete the Wizard by clicking Finish



9. Once the connection is made the My Network Places window will contain an icon to your network storage space. Double-click it to open. Copy any files to that drive that you would like to use in the classrooms. From the computer on the multimedia unit repeat the steps and you can access your file for use during class. You can also use this space to manually backup any important data.



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