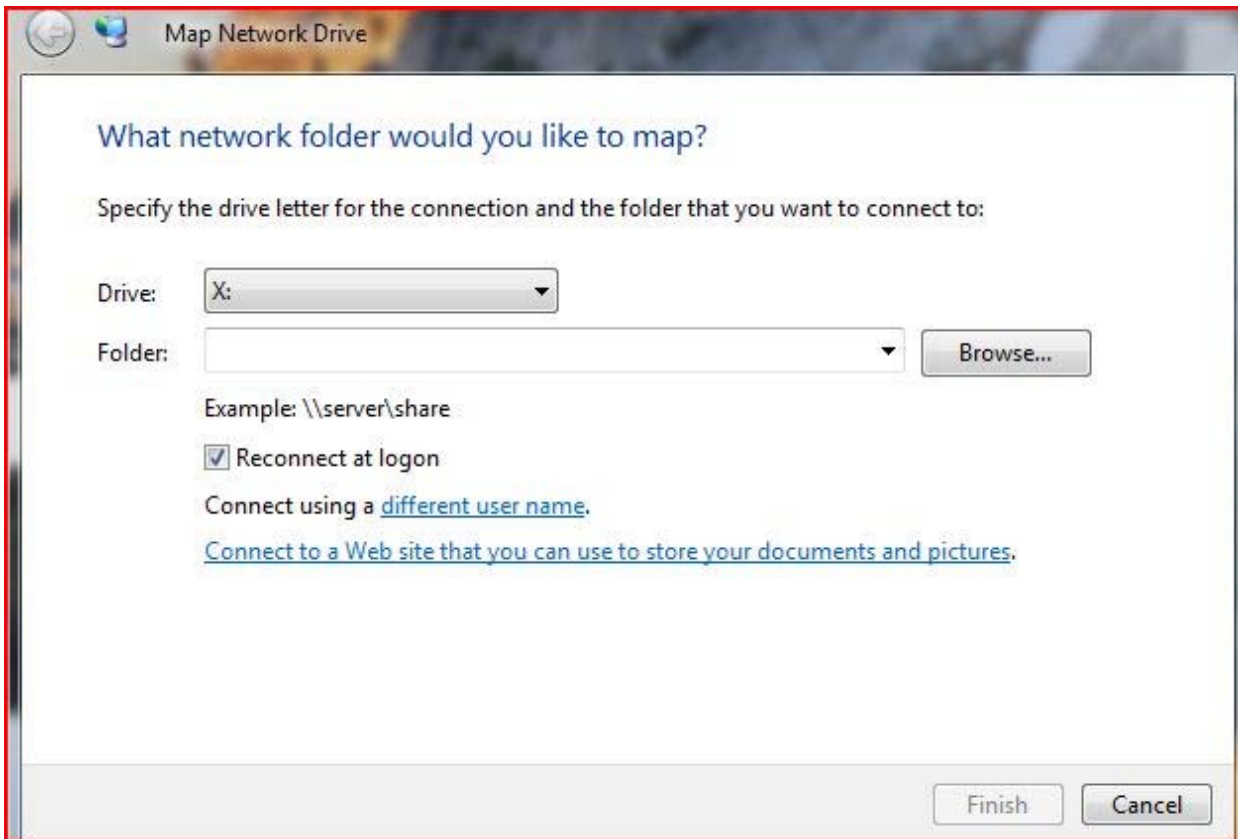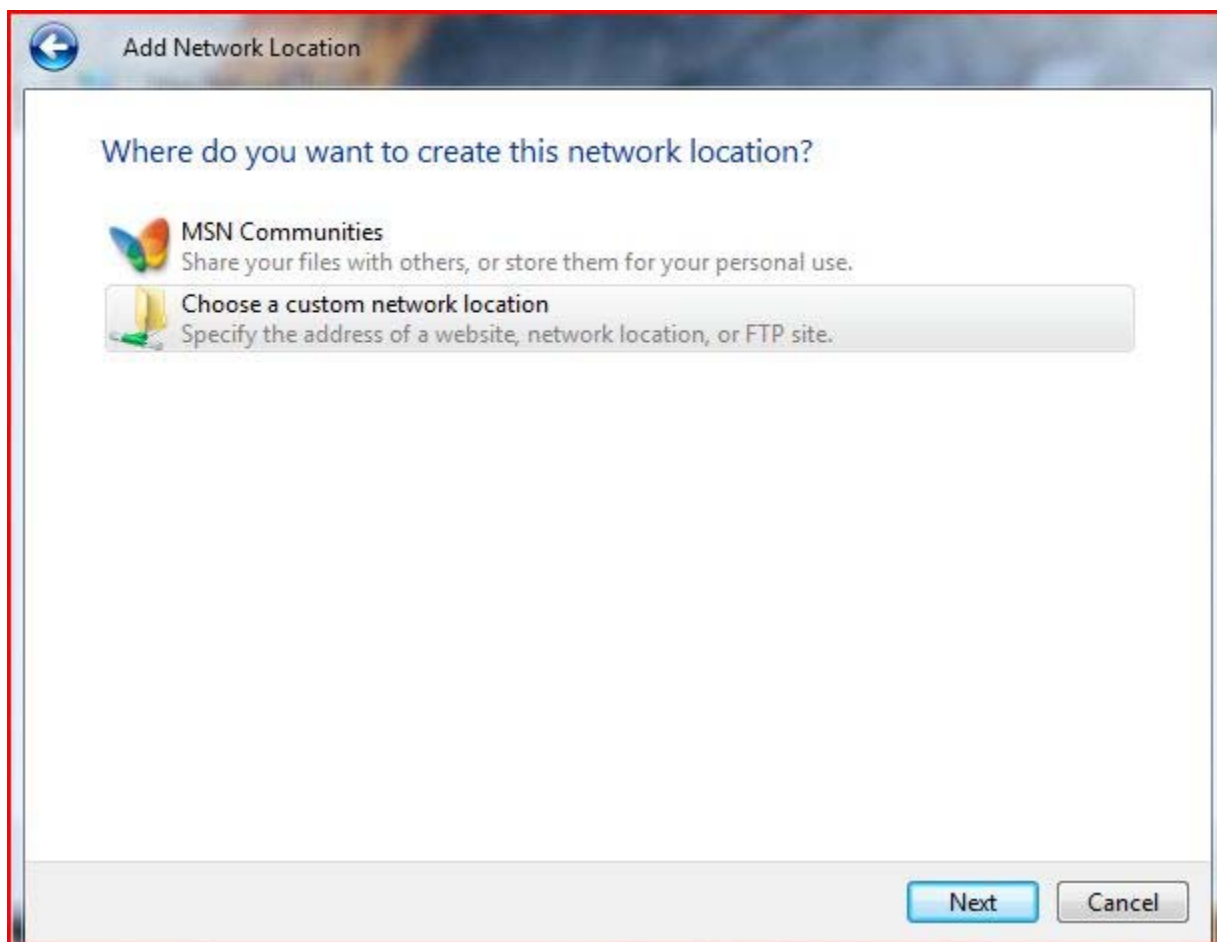# Accessing Network Files Remotely Using Windows Vista

1. Connect to the Internet
2. Go to http://www.microsoft.com/downloads/details.aspx?FamilyId=17C36612-632E-4C04-9382-987622ED1D64&displaylang=en
3. Download and install the software update for web folders
4. When finished, click on the Start menu
5. Right click on Computer and select "**Map Network Drive…**"
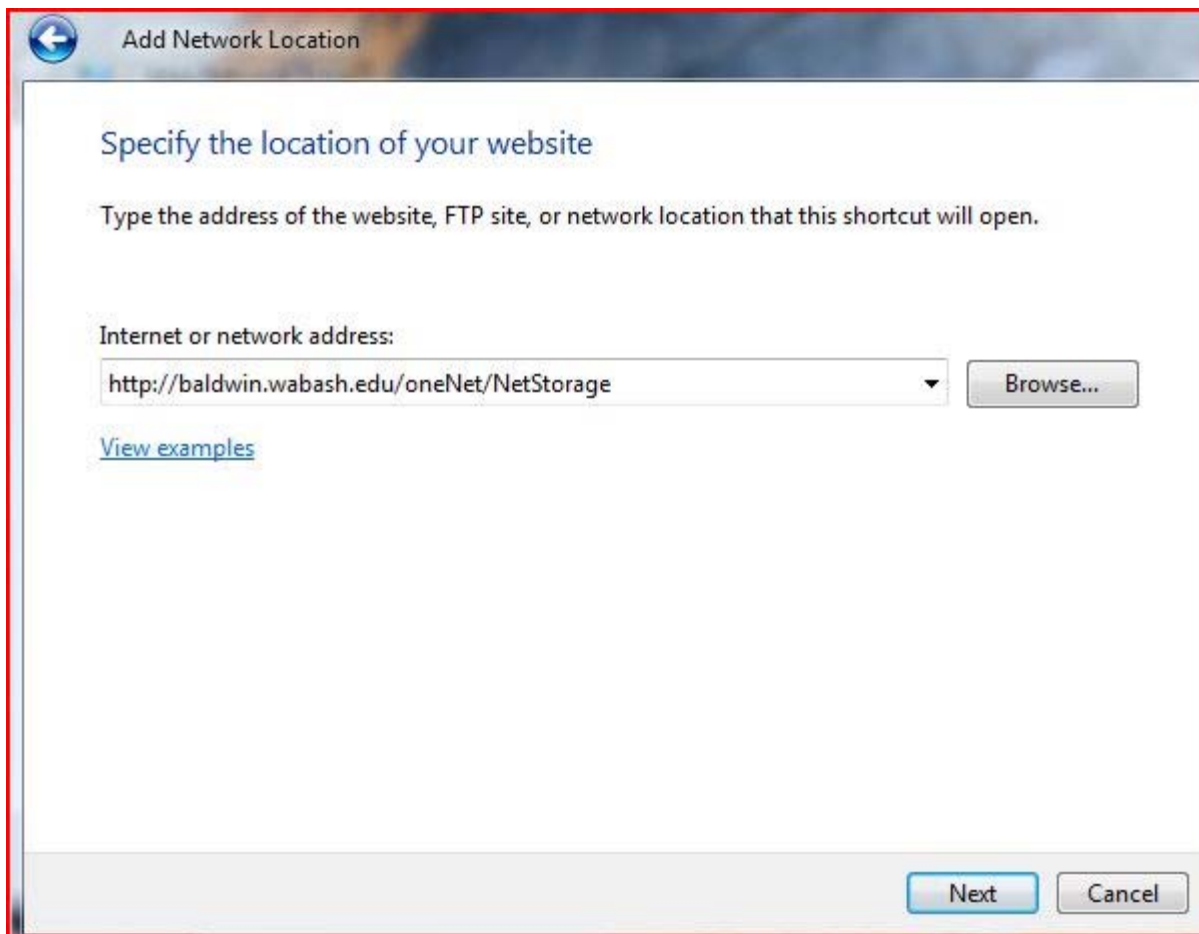6. A window will appear similar to the following:

7. Click on the link that says "**Connect to a Web site that you can use to store your documents and pictures**"
8. Click Next

9. A window will appear similar to the following:

Add Network Location

Where do you want to create this network location?

MSN Communities
Share your files with others, or store them for your personal use.

Choose a custom network location
Specify the address of a website, network location, or FTP site.

Next   Cancel

10. Click on "Choose a custom network location", then click Next
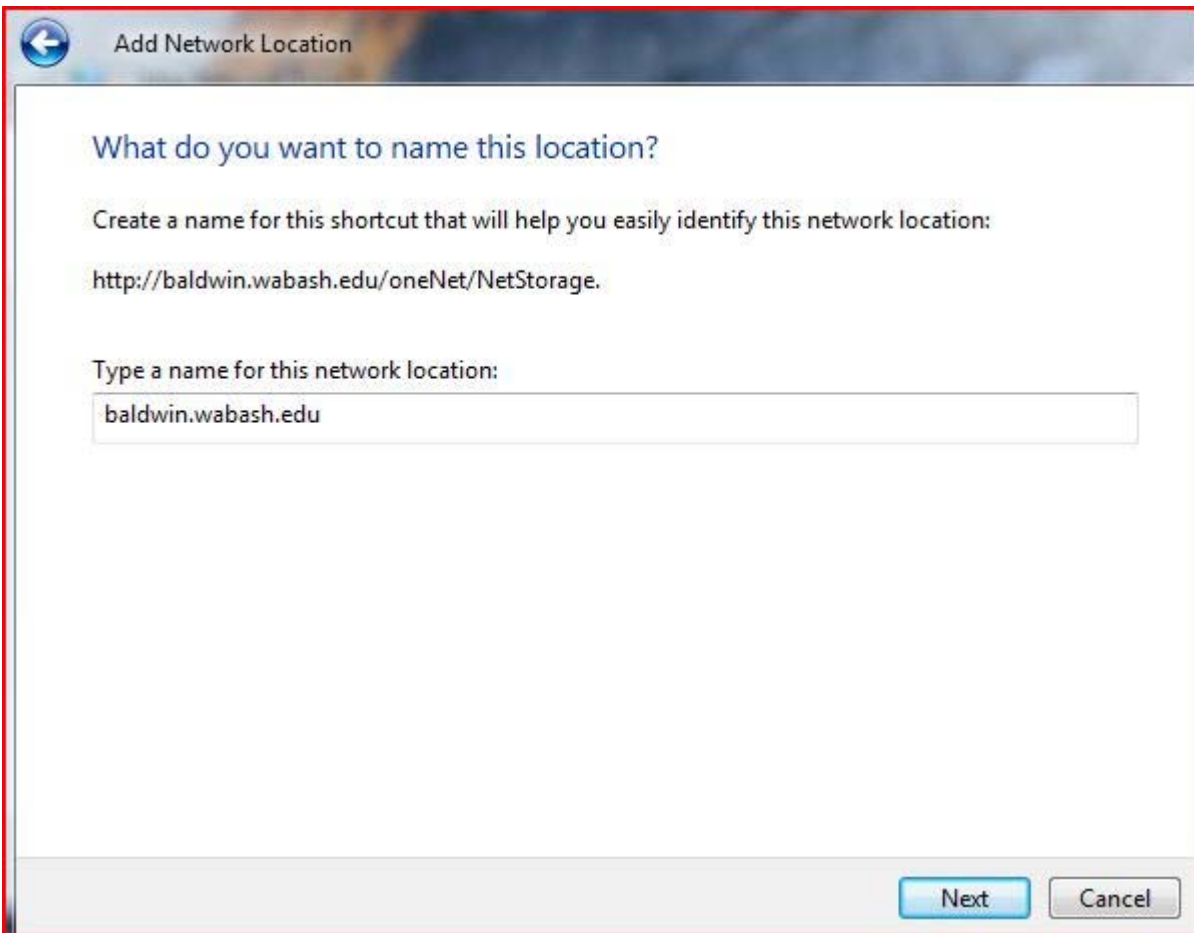11. Enter **http://baldwin.wabash.edu/oneNet/NetStorage** (case sensitive) for the address

12. Click Next

13. You will next see a login box. Log in using your normal network username/password:

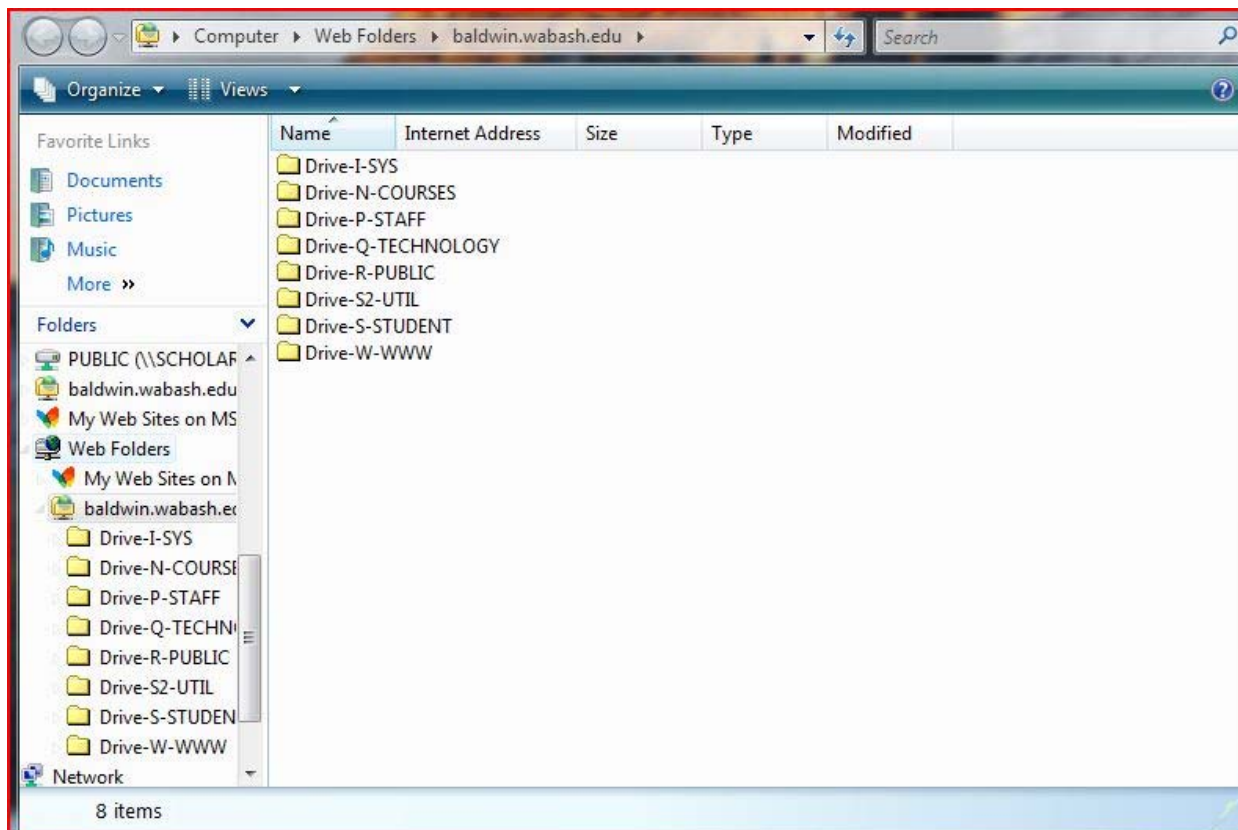14. Enter a name for the network location, we recommend using the default name baldwin.wabash.edu

15. Click Next
16. Click Finish

17. You will be prompted again for your username and password. After you log in you should see a window similar to the following:

18. You are now finished. You only need to perform these procedures once. You will have a shortcut for the drive listed when you double click on Computer for future access to the drives.

Double click problem:

There is a known problem with the drive when you try to double click on folders. You will not be able to double click on folders to open them up. Currently there is not a fix for this problem, but you can follow these procedures to open your network files and folders:

1. Right click on the folder and select Open
2. You will need to do this for every file and folder you want to open