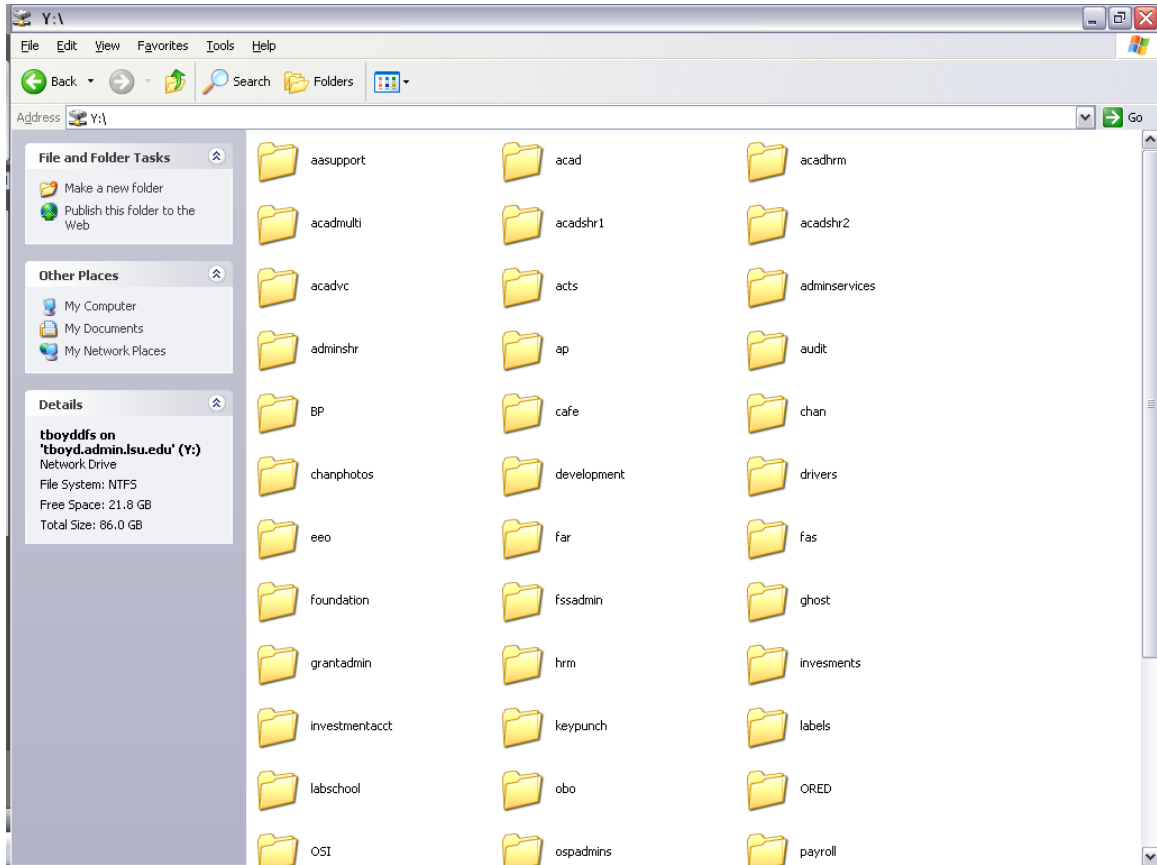


Creating a shortcut on your desktop from the DFS(Distributed File System)

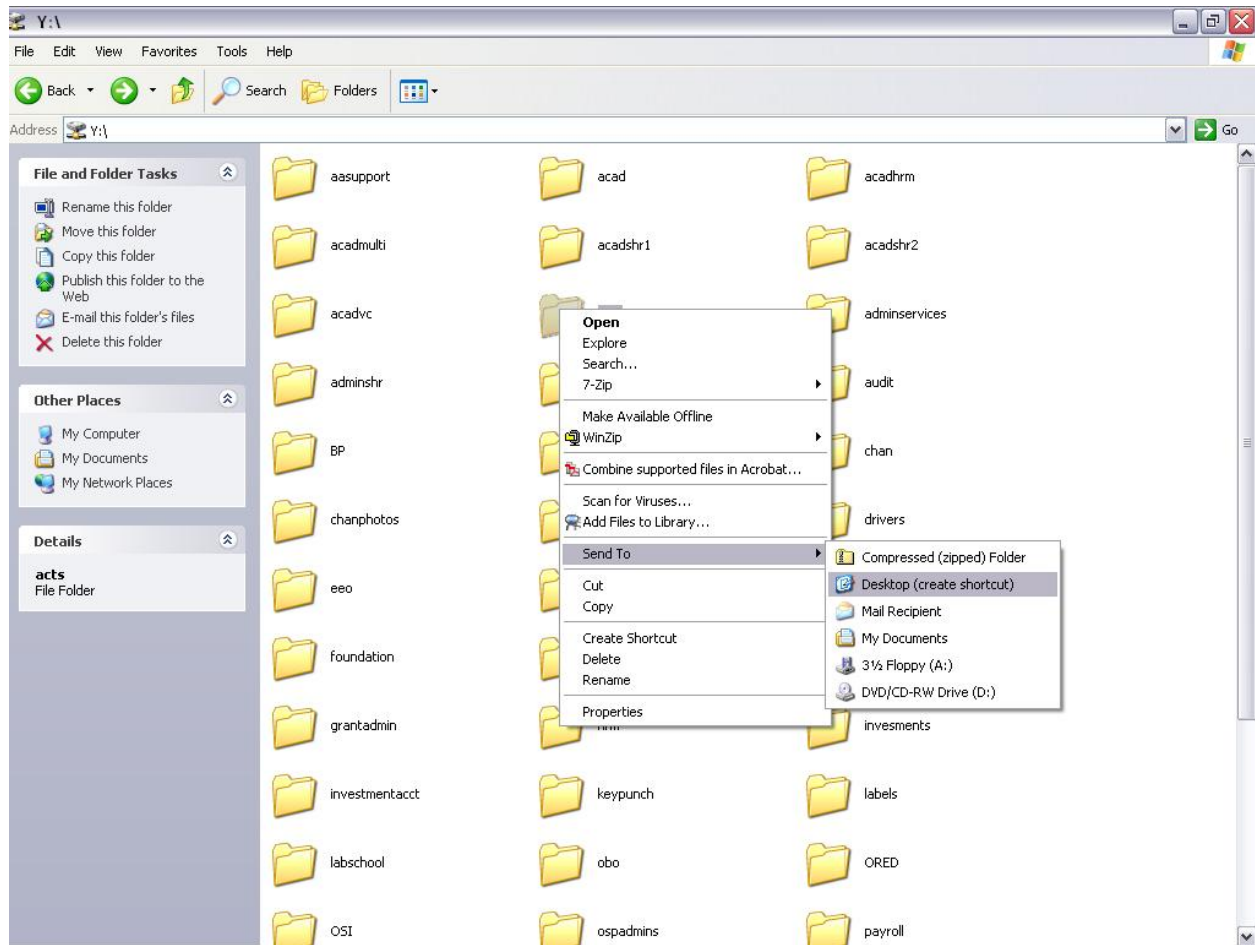
First, go to the start menu, and then “My Computer”

Next, under “Network Drives”, double click on the Y: drive.

You should then see this screen:



Right click on the folder you would like to make a shortcut to, put your mouse over “Send to” and then click on “Desktop(create shortcut)”:



You will now see a shortcut folder on your desktop to this folder. The folder will look similar to this: (with the folder name coming after “Shortcut to”)

