

Creating "My Documents" and "Shared" folder shortcuts

(you will require a connection to the school network)

Path to "My Documents" folder: !! need to replace "user.name" with your user name !!

\\e4005s01sv001.green.schools.internal\fsStudentFolders\$\E4005S01-Belmont CC\user.name

Path to the "Shared" folder:

\\e4005s01sv001.green.schools.internal\Shared

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- Copy on one of the paths above into a Windows File Manager and press Enter. You will then be prompted by a window like the one on the left.
- Enter your user name and password, you may need to add "green\" in front of your user name.
- 3. Only tick the box "Remember my credentials" if you're on your own computer and account.

You can create a shortcut to the Network Drive by dragging the folder icon onto the desktop with the mouse.

If you make a mistake: How to clear network saved credentials

Press the Windows key + R together to open the Run box. Type the following command and hit Enter:

rundll32.exe keymgr.dll, KRShowKeyMgr



Assigning a Drive Letter to a Network Folder

(you will require a connection to the school network)

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You can assign a drive letter to your "My Documents" or "Shared" folder by right clicking on **This PC** icon and selecting "**Map network drive...**"

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In the "Map Network Drive" window you can assign the desired drive letter and past/type the link of the "Shared" drive or your "My Documents" drive and click Finish.

If you make a mistake: How to remove a mapped network drive letter:

- Start -> Run... (or just hold down the Windows key and press "R")
- Type: "regedit"
- Navigate to HKEY_CURRENT_USER\Network\
- There you should see whatever network drives you have mapped, as a list of letters.
- Right-click the one you want to change, and select "Delete".
- Close Regedit
- Reboot