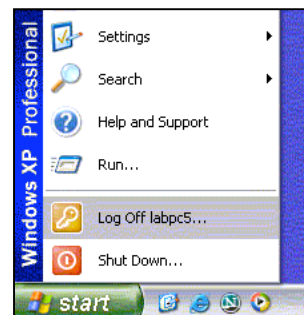


## How to access your personal network folder using XP on a PC

Each Simmons Student has a personal network folder that is 100MB in size. You can access your folder from any lab computer on campus. To do this you will need to login to the machine, and then select the correct drive. If you need assistance, please see a computer consultant or lab manager in any staffed computer lab on campus, or call x2769 and press 3.

**Step 1)** Anytime you sit at a computer in a lab, it should already be logged in and ready for use. To access your personal network folder, you must choose **Log out** from the **Start menu** in the lower left-hand corner.



**Step 2)** Login by entering your

a) **Username (same as Webmail)**

b) **Password (if this is your first time logging in type in your Simmons ID #)**

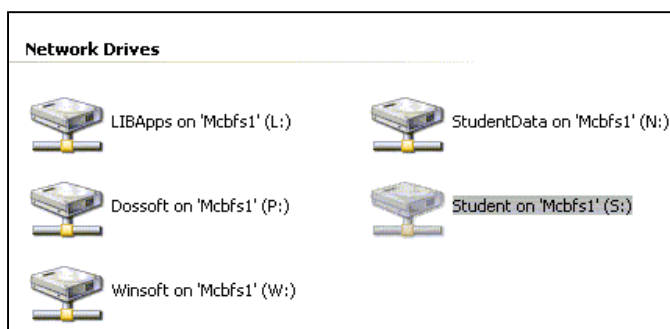
c) **simmonsnt as the domain**

Once logged in, you will be prompted to change your password. Please change it to something that would be difficult for others to guess.

**Step 3)** Once logged in, you will be able to access any programs and drives that lab computers allow, plus your personal network folder. Open **My Computer** from the desktop (if not on the desktop, choose it from the Start menu). You will see a list of drives. Your personal network folder is in drive **y:** and will read “***your username on Mcbfs1 (Y:)***”.

**Step 4)** When you are finished using your personal network folder or the computer, remember to **log out**, or others will have access to your saved work. You can do this either by **restarting** the computer, or by selecting **Log off** from the Start menu.

**Optional:** You may also access a shared student network drive that you can save your work to temporarily. Open **My Computer** from the desktop (if not on the desktop, choose it from the Start menu). The shared network drive will say “**StudentData on Mcbfs1 (N:)**”. Please note that files older than 2 weeks are deleted daily. Also, this is not a secure location, and files can be viewed and deleted by anyone who accesses the drive. Please backup your work and do not save sensitive/personal documents that you don't want others to read.



### Important info on personal network folders:

- 1) Your personal network folder is not a temporary folder like the Student drive. Any documents you save there will stay until **you** delete them, or until you are no longer enrolled at Simmons.
- 2) Only you have access to your own personal network folder. Only when you are logged into a computer with your own username and password, will your folder be available to open.
- 3) Occasionally Technology needs to perform maintenance on Simmons servers. Please check your Simmons email or ask computer lab staff for info about when and how this may affect access to your folder.