Faculty Meeting Minutes Digital Archive

How to Access Archive

Note: All faculty & staff have access to this archive. All you need to do is set up your network drive.

1. Open My Computer.

Under Tools, click on "Map Network Drive" as illustrated below Or, you can click on the icon indicated below (7th from the right)

🛃 My Computer			
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u>	ools Help		
🕞 Back + 🛞 + 🏂 🌾	Map <u>N</u> etwork Drive <u>Disconnect Network Drive</u>	· 🔨 🕐 🍞 🖄 🌮 🗙 🍤 🋂	
Address 😼 My Computer	Synchronize		🝷 ラ Go
	Folder Options	Туре	Total Size Fr
System Tasks	A Hard Disk Drives	-	
View system information	System (C:)	Local Disk	18.9 GB
👸 Add or remove programs	Second Disk (D:)	Local Disk	38.3 GB
Change a setting	Devices with Removable Storage		
Other Places	★ 3½ Floppy (A:)	3½-Inch Floppy Disk	
Ny Network Places	CD-RW Drive (V:)	CD Drive	
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- 2. In the Dialog Box that appears:
 - Select a drive letter
 - Type in: \\minutes.drive.engr.uiowa.edu\minutes
 - Select "Reconnect at logon"

Map Network Drive	×
	Windows can help you connect to a shared network folder and assign a drive letter to the connection so that you can access the folder using My Computer. Specify the drive letter for the connection and the folder that you want to connect to: Drive: Z: Folder: \minutes.drive.engr.uiowa Folder: \minutes.drive.engr.uiowa.edu\minutes YES!!! → ✓ Reconnect at logon Connect using a <u>different user name</u> . Sign up for online storage or connect to a network server.
	< Back Finish Cancel

• Click Finish

3. Once a drive has been mapped, open **My Computer** again. You should see the new mapped drive.



From here, you can drag the new drive onto your desktop and a shortcut will be created.