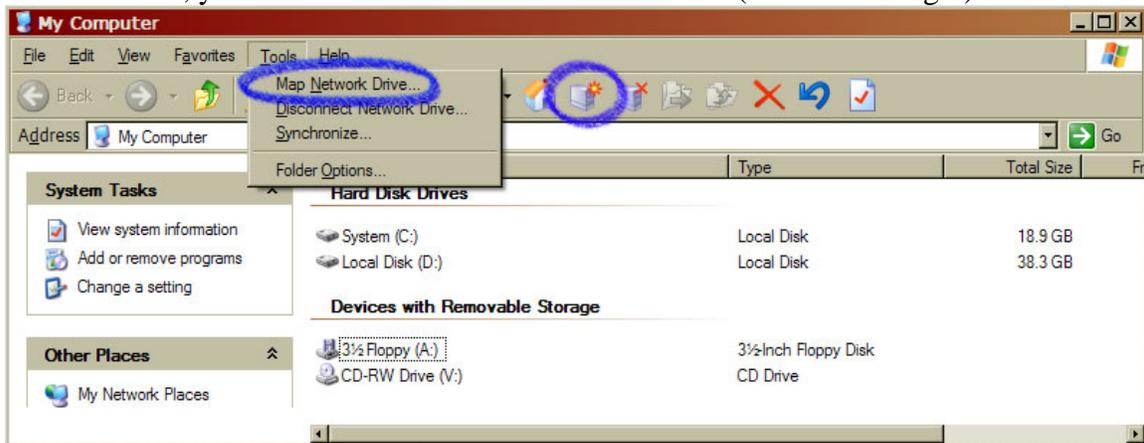**Faculty Meeting Minutes**
Digital Archive

<u>How to Access Archive</u>
Note: All faculty & staff have access to this archive. All you need to do is set up your
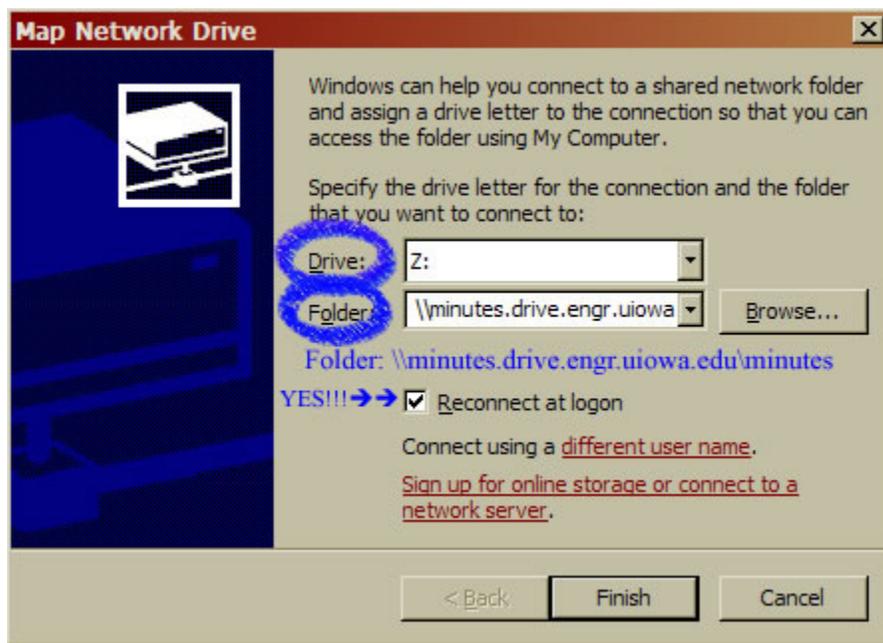network drive.

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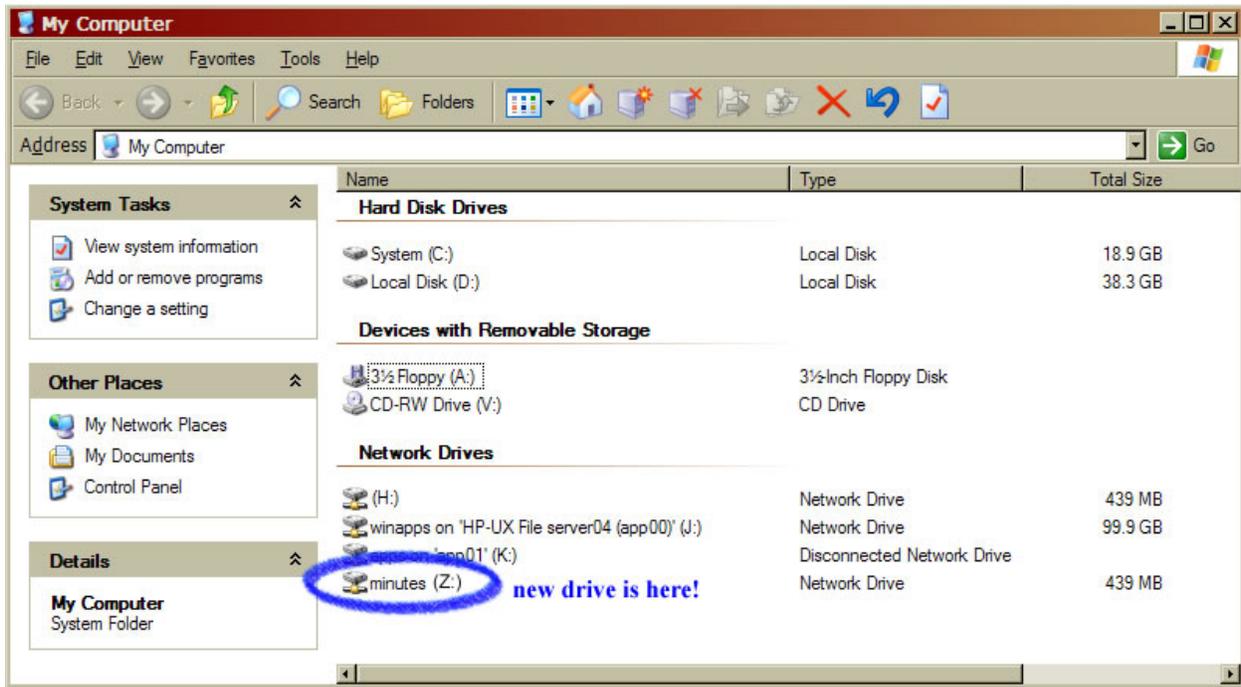   Or, you can click on the icon indicated below (7th from the right)

2. In the Dialog Box that appears:
   - Select a drive letter
   - Type in: **\\minutes.drive.engr.uiowa.edu\minutes**
   - Select "**Reconnect at logon**"

   - 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.