

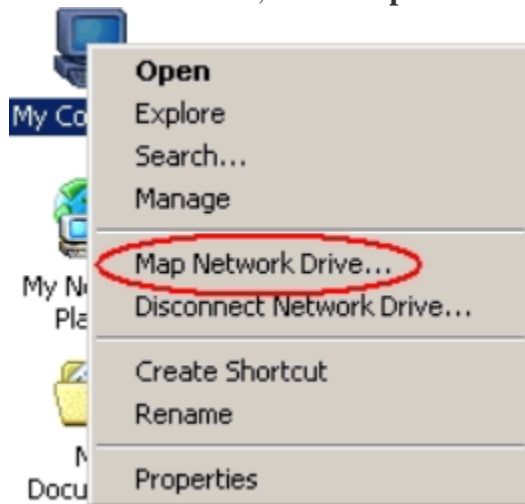
# Create a shortcut to (map) a network drive in Windows XP

Connect a drive from My Computer or Windows Explorer

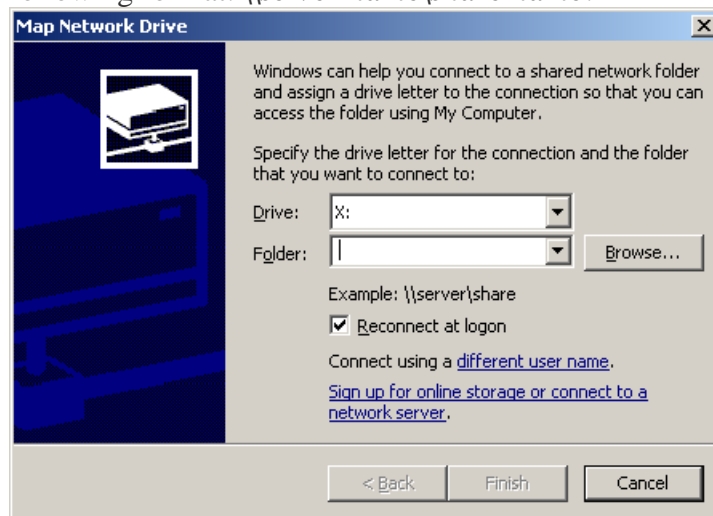
1. To connect a drive from My Computer, click **Start**, right-click **My Computer**, and then click Explorer.

To connect a drive from Windows Explorer, right-click **Start**, and then click **Explore**.

2. On the **Tools** menu, click **Map Network Drive**.



3. In the **Drive** box, click a drive letter.
4. In the **Folder** box, type the UNC path for the server and shared resource in the following format: `\\server name\share name`.



Degree Works Audit and Academic Plan server name\share name:  
[\\auditstore\auditdgw](http://auditstore\auditdgw)