

## How To Map to the T: Drive For Information Providers

When you applied as an Information Provider, you were given access to certain departmental folders. You were sent an email with unique information. Each department has slightly different set up instructions. Please refer to your email for your specific instructions. The following is general set up information. Where it states **yourdept**, substitute your specific department information.

All BSC web pages are stored on the T: drive. To edit or create web pages, you need access to this drive. You will need to set up a connection to this drive and work directly off this drive (open your web pages from this drive, make all your changes and save your files back onto this drive.)

1. Log on to the network as you normally do.
2. Right-click on the "My Computer" icon from your desktop. (See Fig 1)

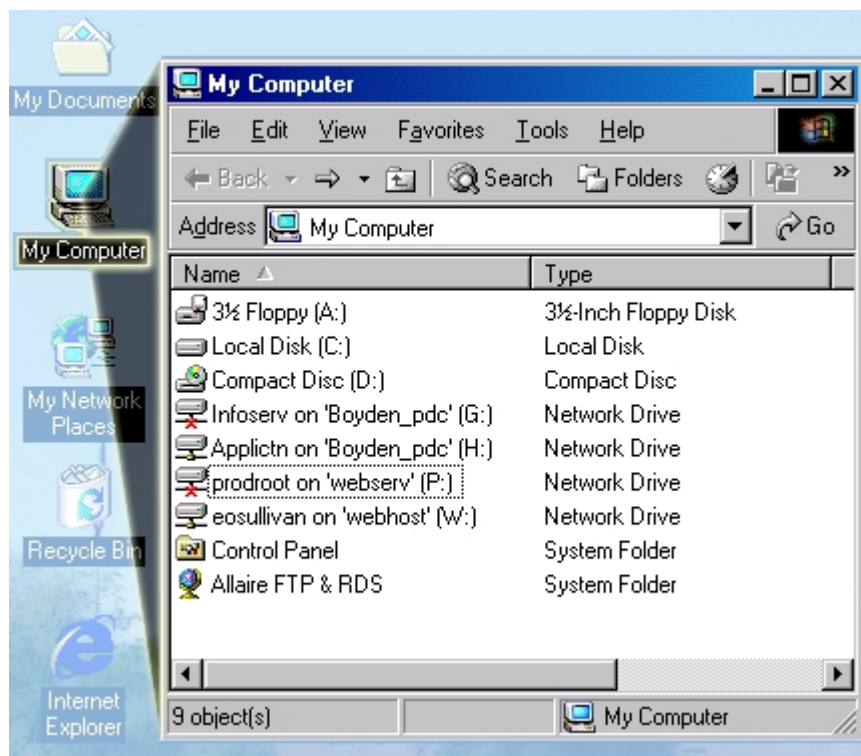


Figure 1

3. From My Computer, choose Tools/ Map Network Drive. (fig 2)

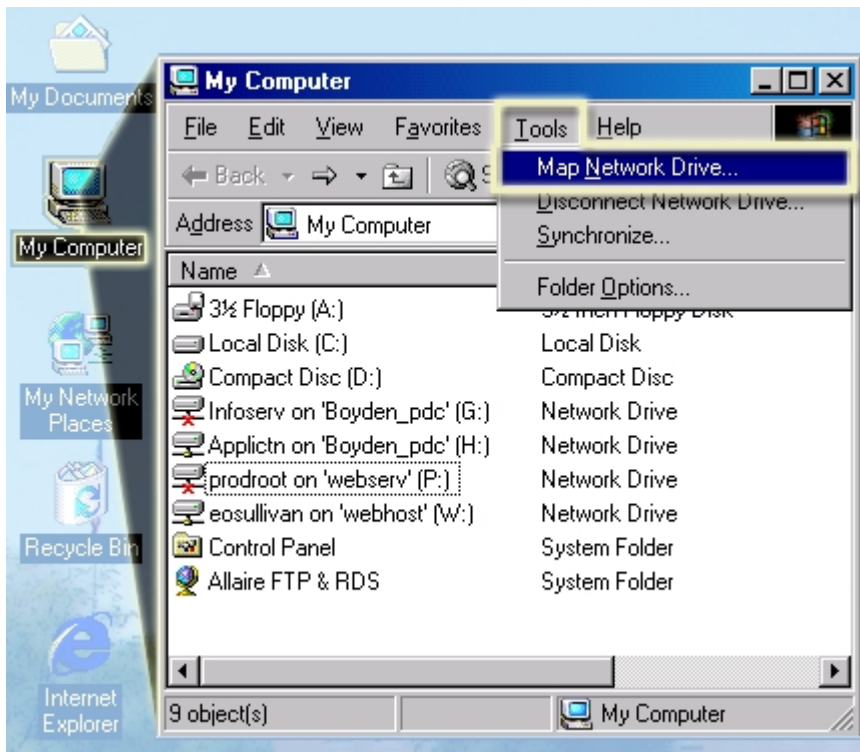


Figure 2

4. Map Network Drive window will appear (fig 3)

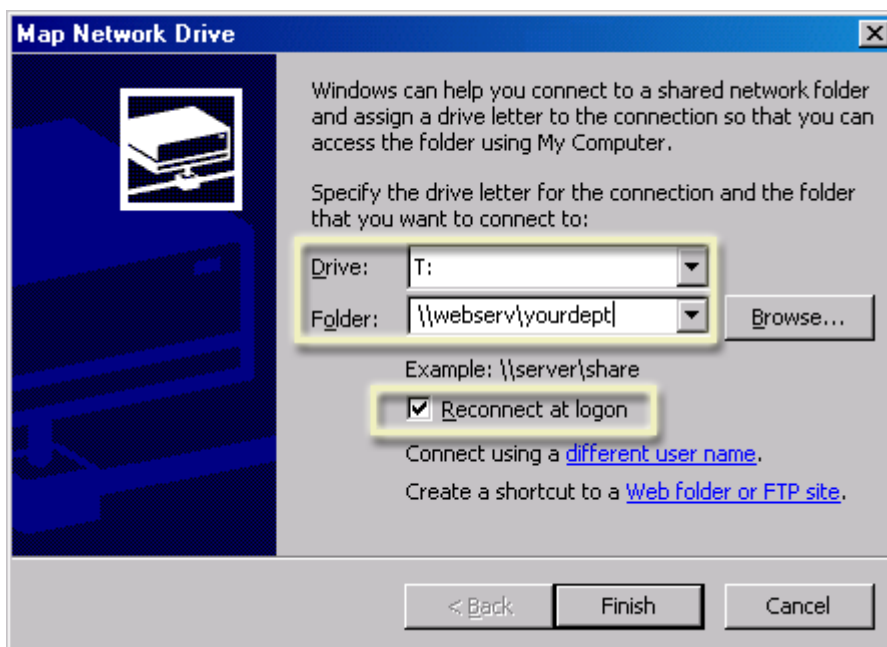


Figure 3

5. In the "Drive" option select T: from the pull down menu. (fig 3)

6. For Folder, enter \\webserv\**\*yourdept** (fig 3)

**\* yourdept should be replaced with your department-specific info sent via email.**

7. Make sure that the option "Reconnect at logon" is checked. That way, the drive will be mapped automatically each time you log on to the network, and you won't have to do this again. (fig 3)

Now, each time you go to My Computer, you will see the test server mapped to the T drive. Now that you've mapped to the Test server, you can open files, work on them, and save them just as you would if they were on your hard drive, but you will save them to T: instead of C:. Changes you make to pages on the T: drive are viewable in a browser at

[http://testwww.bridgew.edu/\\*\\*yourdept](http://testwww.bridgew.edu/**yourdept)

**\*\***Each department has slightly different set up instructions. Your department may have a different directory structure than the one used in this example. Use the information emailed to you. Where it states **yourdept**, substitute your specific department information.

#### **Additional Resources:**

Resources for Information Providers at <http://it.bridgew.edu/CIS/WebDev/>

FrontPage 98 Tutorial at <http://www.bridgew.edu/Depts/InfoServ/HELPDESK/FP98/>