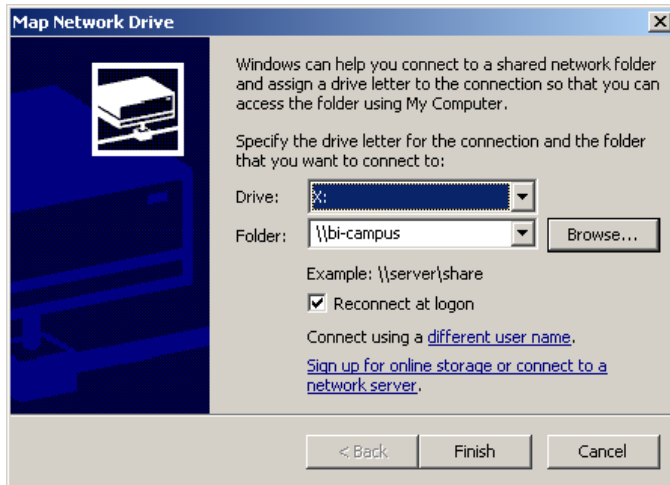
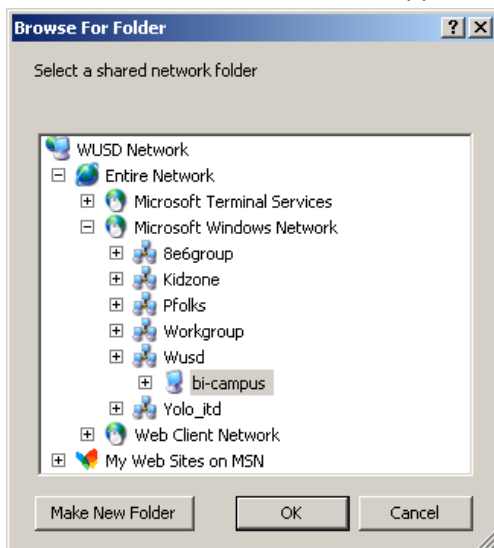


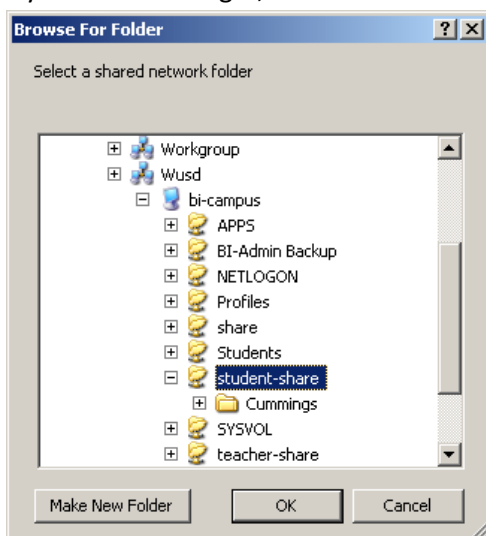
1. Click START
2. Choose MY COMPUTER
3. Click TOOLS
4. Select MAP NETWORK DRIVE
5. Choose LETTER X under the first dropdown button
6. In the next box, type **\\BI-CAMPUS** – when finished, your page should look like this:



7. **CLICK BROWSE** – this screen will appear. Click on the + sign and select STUDENT-SHARE :

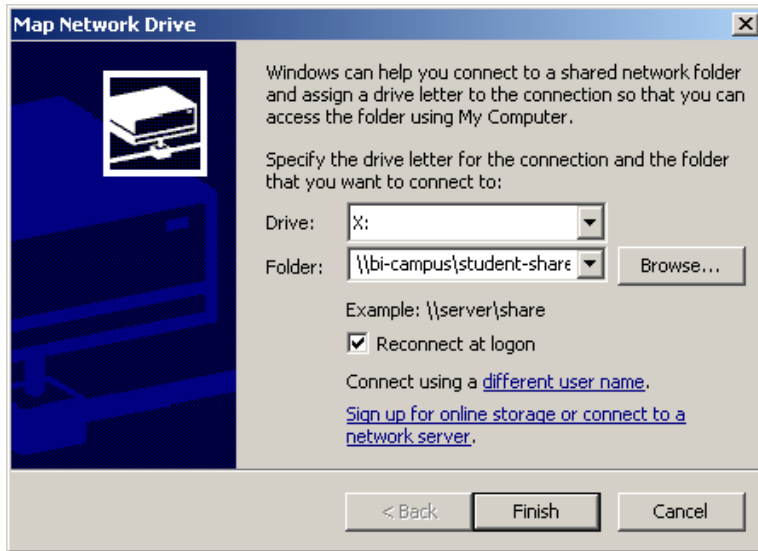


8. If you've done it right, the screen will look like this:

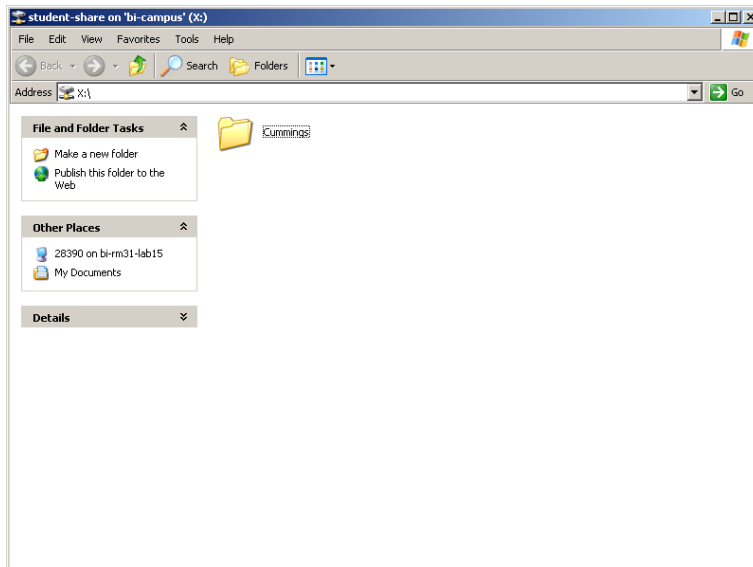


9. Click OK

10. You will return to this screen:



11. Click FINISH, and this screen will appear:



12. From here, choose CUMMINGS, and navigate to the folder requested. **You cannot make changes to this folder – all work must be saved to your Home Drive (H:).**