



Creating a Web Folder in Windows XP

A web folder allows for access to files stored on a server through the ease and familiarity of Windows Explorer. Creating a web folder is fairly simple.

Launch Internet Explorer. In the Internet Explorer window select **File ► Open...** or use the keyboard shortcut **Ctrl+O**. In the dialog that appears enter the full URL to the desired server and check the **Open as Web Folder** checkbox. When finished click **OK**.

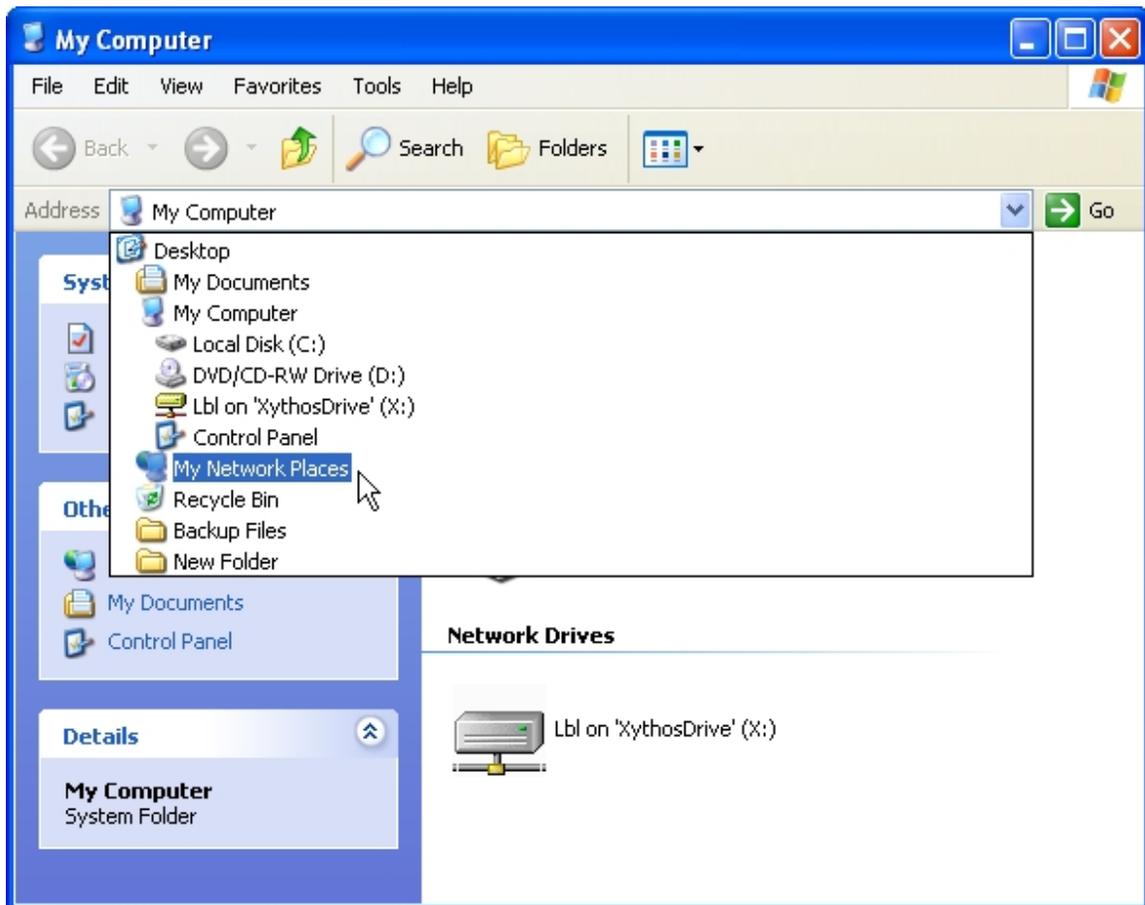


A password prompt will appear. Enter a valid user name and password and check the **Remember my password** checkbox to avoid having to reenter this information at a later time. Click **OK** to confirm.



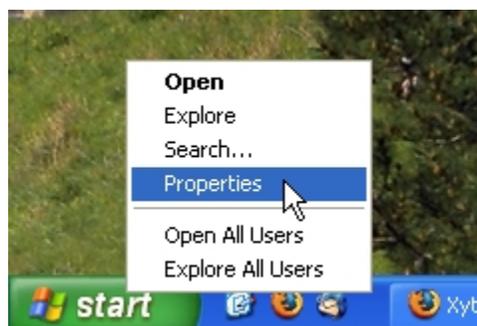
The Internet Explorer window will now become a Windows Explorer window. This is the web folder for the server specified earlier. It will now be available in My

Network Places. A link to My Network Places should be present on the desktop, the start menu, or both. If it is not present in either of these locations, it can be accessed by opening any folder and selecting it from the drop down menu.



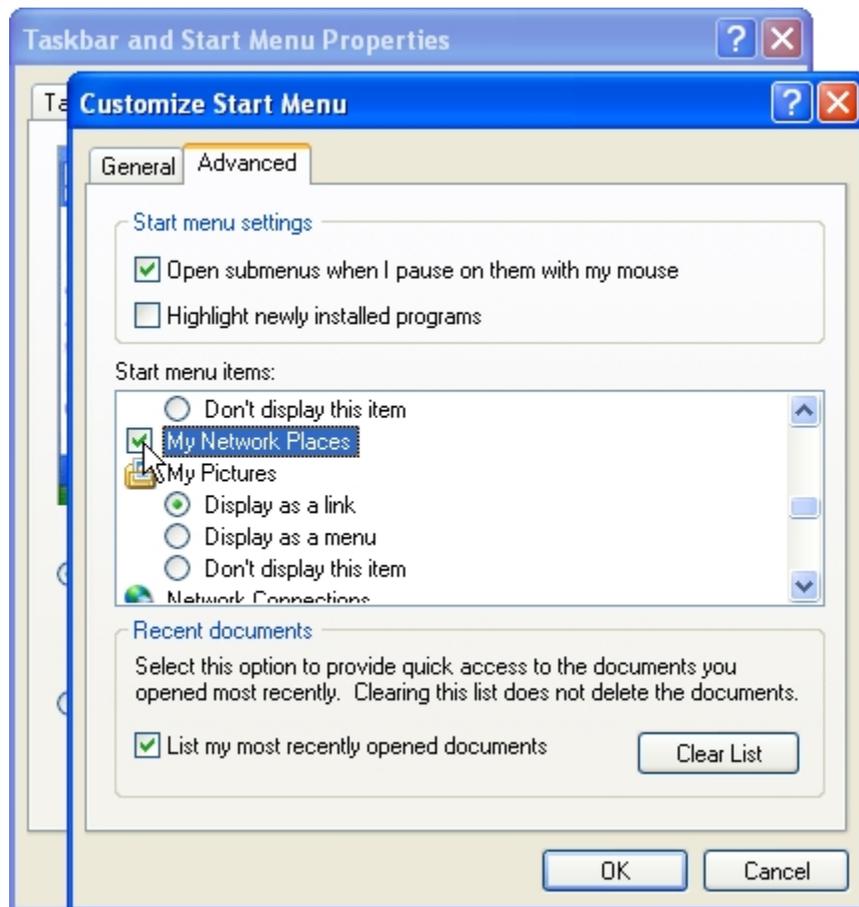
Adding My Network Places to the Start Menu

Right-click the Start Button and click on **Properties** in the resulting contextual menu.



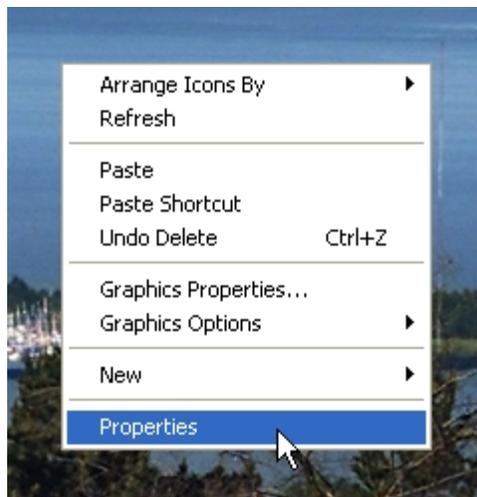
Click on the **Customize...** button and then select the **Advanced** tab in the new window that appears. Use the scroll bar to scroll down until a **My Network**

Places checkbox is visible. Check this box and then click **OK** in both windows to add My Network Places to the Start Menu.



Adding My Network Places to the Desktop

Right-click any blank portion of the desktop and click on **Properties** in the resulting contextual menu.



Select the **Desktop** tab and click on the **Customize Desktop...** button. In the new window that appears, check the **My Network Places** checkbox. Click **OK** in both windows to add My Network Places to the desktop.

