

Accessing the shares folders from your dorm room or anywhere else on campus

Find files for lab and homework assignments

- Start menu
- Select Search
- Select Printers, computers or people
- Select A computer on the network
- Type **shares** in the textbox and click on Search
- Open the Shares icon
- From the long list that displays open Data_Files
- Open CAP100, CAP100 Labs, Course Docs
- Open the appropriate folder (Word, Excel, etc)

Drop Off Homework

- Start menu
- Select Search
- Select Printers, computers or people
- Select A computer on the network
- Type **shares** in the textbox and click on Search
- Open the Shares icon
- From the long list that displays open Drop_off
- Find Fall_2009, CAP100, Douglas_LC, Your folder
- Copy your file to your folder