

Introduction

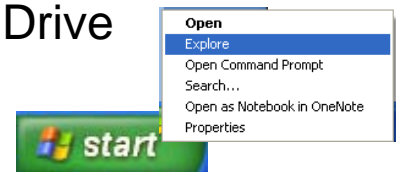
This document is meant to be a guide for anyone trying to enable access to their eGCC S: Drive (shared space on eGCC) on their *Windows XP* laptop or desktop computer. These instructions are written specifically for Windows XP users.

Here is what you will need to have:

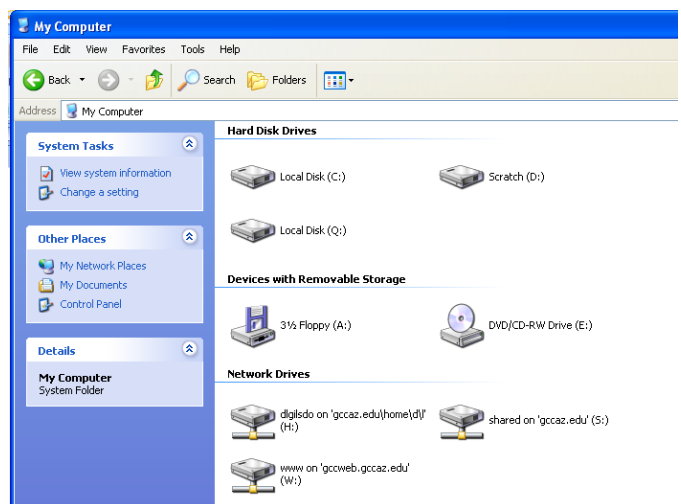
- **Windows XP installed on computer.**
- **Your eGCC Username and Password:** For eGCC Username and Password account information, please contact the Helpdesk.
 - In person: Our main Helpdesk is located in HT1 inside the west entrance.
 - Call: 623.845.3555.
- **An Internet Connection:** During this setup process, Windows Vista will immediately try to connect to the desired resource location. If you're not connected (e.g., you can't reach any website via your browser) other dialog boxes not talked about in this document may appear.
- **<http://www.gccaz.edu> added to your trusted sites.** This step will assure that you can reconnect to your H: drive. See Appendix A: Add a Trusted.

Setting up a Network Connection to your S: Drive

1. Right-click on the **Start** menu and click on "**Explore.**" The Windows Explorer window should appear.



2. In the left side of the Windows Explorer window, you may see a sidebar with certain categories: "System Tasks," "Other Places" and "Details." click once on "**My Network Places,**" which is found under "Other Places." If you don't see the categories, simply locate "**My Network Places**" in the folder tree.

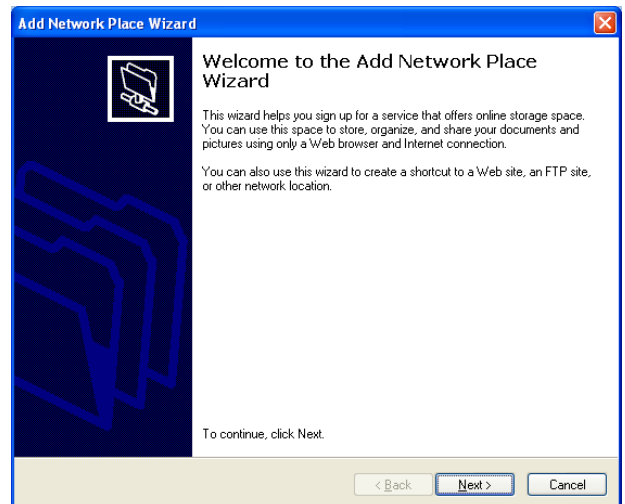


3. The left side of the Windows Explorer window might change slightly. As before, you may see a sidebar with certain categories: "Network Tasks," "Other Places" and "Details."

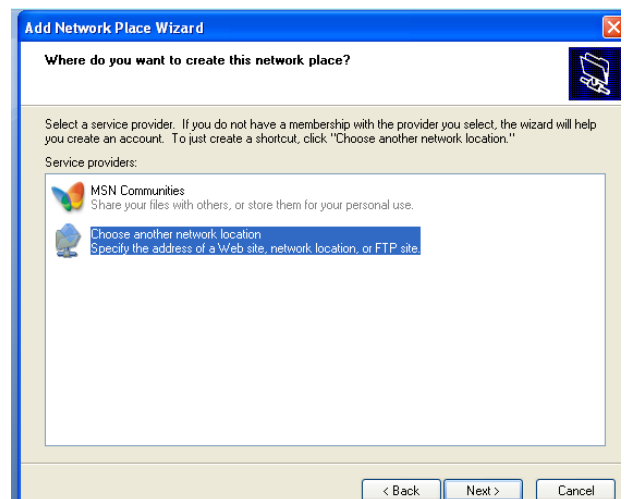
Under "Network Tasks," click once on "**Add Network Place.**"

- If you do not see the three categories, please click on the "Folders" button located at the top of the Explorer window. Or, go to View > Explorer Bar and click on "Folders" such that the checkmark next to "Folders" disappears. You should now see the three categories.

4. When the **Welcome to the Add Network Place Wizard** window appears, click **Next.**



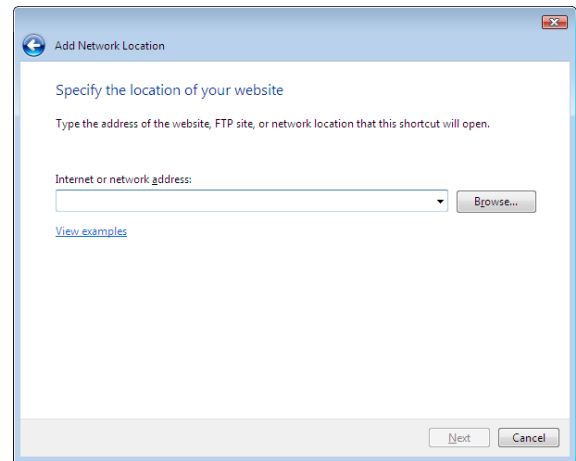
5. On the next screen, you should be asked to "Select a service provider". From the options listed, please click on "**Choose another network location. Specify the address of a Web site, network location or FTP site.**" Then, click "**next.**"



6. On the next screen, you should be asked: **Type the address of the website, FTP site, or network location that this shortcut will open.** On the screen you should see "**Internet or Network address:**" enter in the box:

On the screen you should see "**Internet or Network address:**" enter in the box:

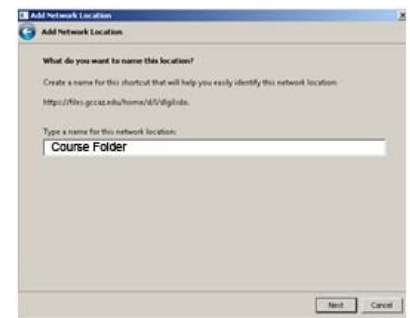
- <https://files.gccaz.edu/shared> then click "**Next.**"



7. You should see a login box appear, just like the one to the right. Enter the following two items and then click **OK**:
- a. Username: eGCCUsername
 - b. Password: eGCCPassword.



8. You should see the text **files.gccaz.edu** in the **Type a name for this network location** textbox. You may either leave the name as is, or you may rename the shortcut to something else (In this example, we typed "Course Folder"). Click **Next**.

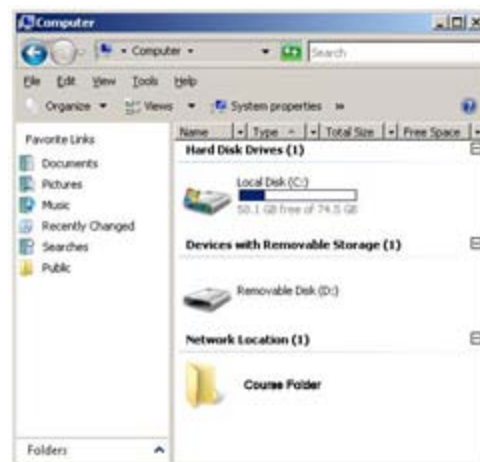


9. You should now be at the last screen in the Add Network Location wizard (above-right screenshot). Select the "**Open this network location when I click Finish.**" checkbox. Then, click **Finish**.

10. An Explorer window should now appear; in the right-hand pane of the **Explorer** window you should your S: Drive's contents listed.

Accessing your S: Drive

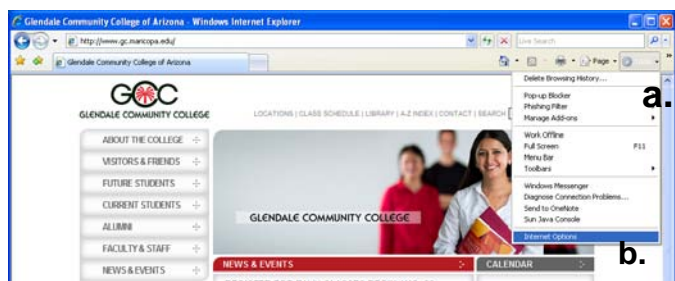
- Now that you've setup the network location for your S: Drive, you can access the S:\drive (labeled Course Folder) by clicking on "My Computer" from the Start menu, or double-clicking on "My Computer" on the desktop.
- The S:\drive will be under Network Location and will be the one labeled Course Folder'. Double-click on the Shared drive (Course Folder icon) to open it, then double-click on the Courses folder to open it.



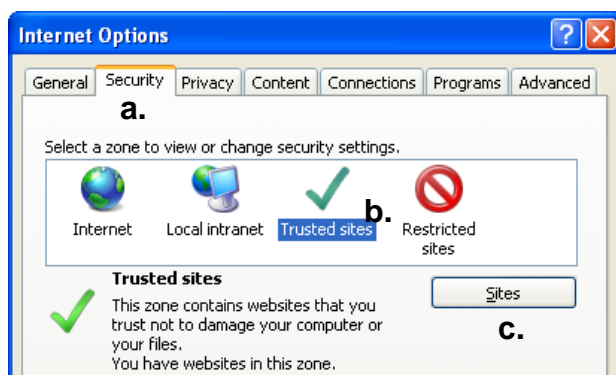
APPENDIX A: Add a Trusted Site

Internet Explorer 7

- 1) Open **Internet Explorer 7**.
- 2) Open **the internet Options Dialog Box**.
 - a) Click the down-facing arrow to the right of the **Tools** button.
 - b) From the drop-down menu, select **Internet Options**.



- 3) When the Internet Options Dialog Box opens:
 - a) Select the **Security Tab**.
 - b) Click the **Trusted Site** button
 - c) Click the **Sites** button.



- 4) When the Sites dialog box opens, add the addresses, in the “Add the website to the zone” text box.
 - a) *.gc.maricopa.edu
 - b) *.gccaz.edu
- 5) Click **Add**.
- 6) Click **OK**.
- 7) Close the **Dialog Box**.

