

## Introduction

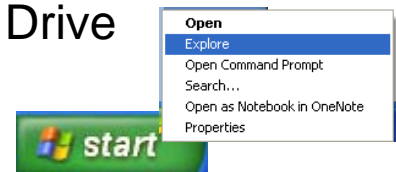
This document is meant to be a guide for anyone trying to enable access to their eGCC H: Drive (personal space on the eGCC Server) on their *Windows XP* laptop or desktop computer. These instructions are written specifically for Windows XP users.

Here is what you will need to have:

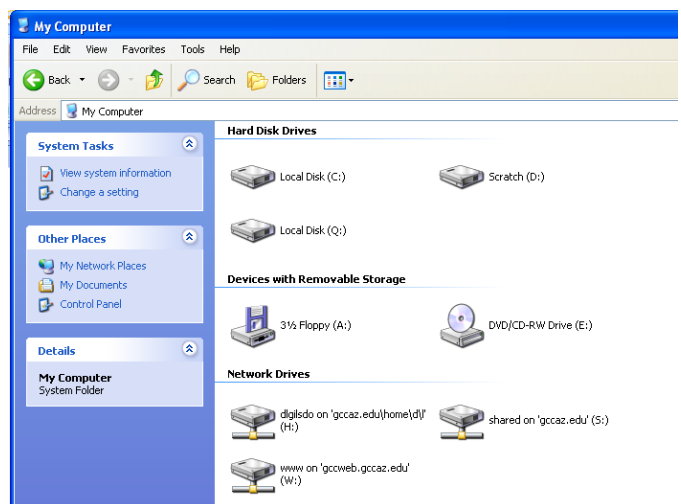
- **Windows XP installed on computer.**
- **Your eGCC Username and Password:** For eGCC Username and Password account information, please contact the Helpdesk.
  - In person: Our main Helpdesk is located in HT1 inside the west entrance.
  - Call: 623.845.3555
- **An Internet Connection:** During this 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 H: Drive

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

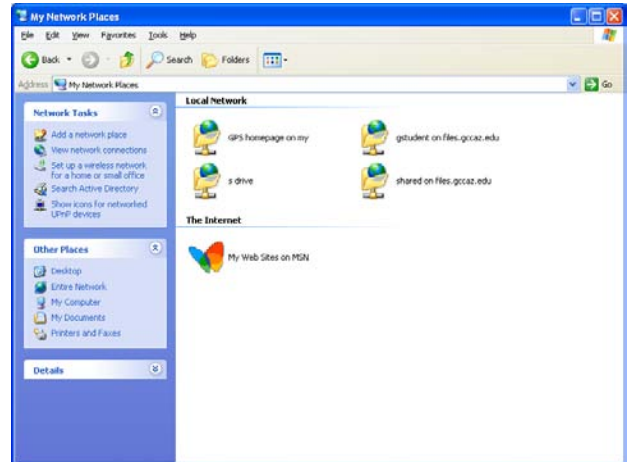


2. In the left side of the Windows Explorer window, you may see a sidebar with certain categories: "System Tasks," "Other Places" and "Details." click once on "**My Network Places,**" which is found under "Other Places." If you don't see the categories, simply locate "**My Network Places**" in the folder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

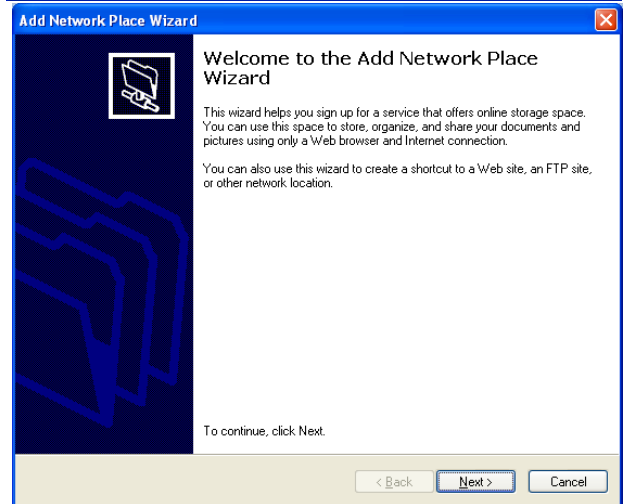


3. The left side of the Windows Explorer window might change slightly. As before, you may see a sidebar with certain categories: "Network Tasks," "Other Places" and "Details." Under "Network Tasks," click once on **"Add Network Place."**

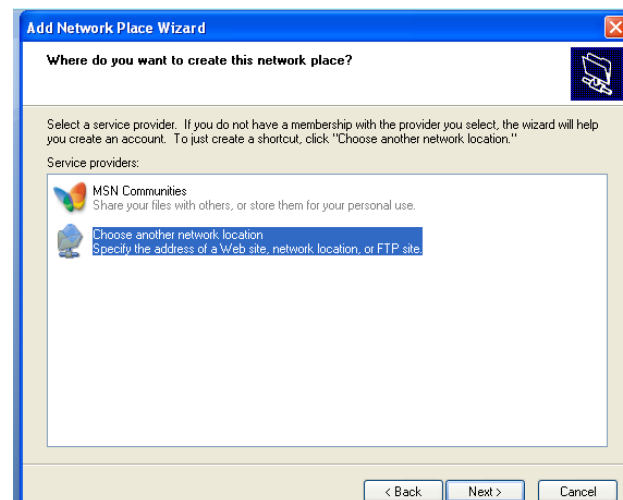
- If you do not see the three categories, please click on the "Folders" button located at the top of the Explorer window. Or, go to View > Explorer Bar and click on "Folders" such that the checkmark next to "Folders" disappears. You should now see the three categories.



4. When **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."**



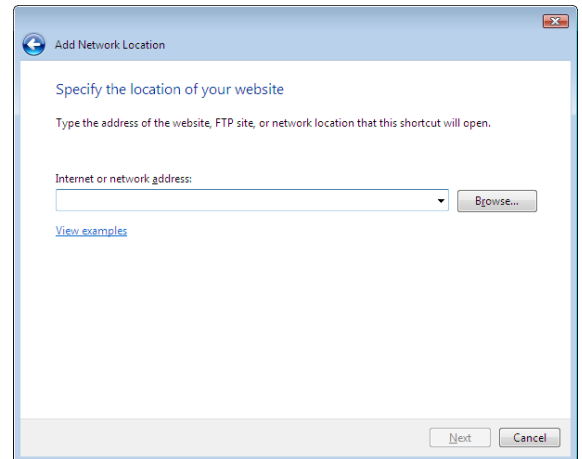
6. On the next screen, you should be asked: **Type the address of the website, FTP site, or network location that this shortcut will open.** This address is a little tricky, so we'll explain here:

- The first part of the address is <https://files.gccaz.edu/home/>

The rest of the address is related to your eGCC username: the *first directory* will be the first letter of your username, the *second directory* will be the second letter of your username and the *third directory* will be your entire username.

For example, the rest of the address for student Adam Johnson might be `a/j/ajohnson` .

On the screen you should see the text box called **Internet or Network address.** Enter in the box: <https://files.gccaz.edu/home/a/j/ajohnson> (change the "a/j/ajohnson" to reflect your own username). Now, click **Next.**

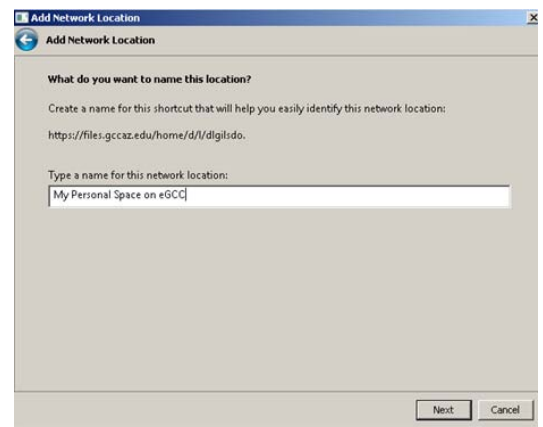


7. You should see a login box appear, just like the one to the right. Enter the following two items and then click **OK:**

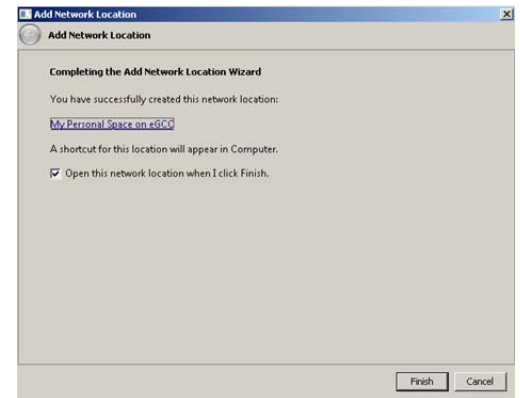
- a. Username: gccaz\eGCCUsername
- b. Password: eGCCPassword.



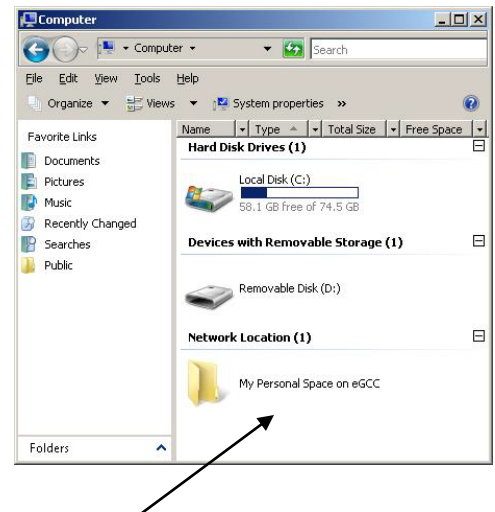
8. You should see the text **files.gccaz.edu** in the **Type a name for this network location** textbox. You may either leave the name as-is, or you may rename the shortcut to something else (In this example, we typed "My Personal Space on eGCC"). Click **Next.**



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 H: Drive's contents listed. In this example, it is label **My Personal Space on eGCC**.



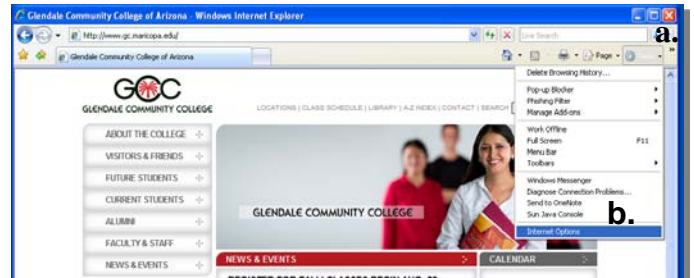
## Accessing your H: Drive

- Now that you've setup the network location for your H: Drive, you may now access it by simply going to the **Start** menu and selecting **Computer**. A window called **Computer** will appear, and you should see the Network Location you just set up. Now that you've setup the network location for your H: Drive, you can access the H:\ drive (labeled My Personal Space on eGCC) by clicking on "My Computer" from the Start menu, or double-clicking on "My Computer" on the desktop.
- The H:\drive will be appear under Network Location. Double-click on the Shared drive (My Personal Space on eGCC icon) to open it.

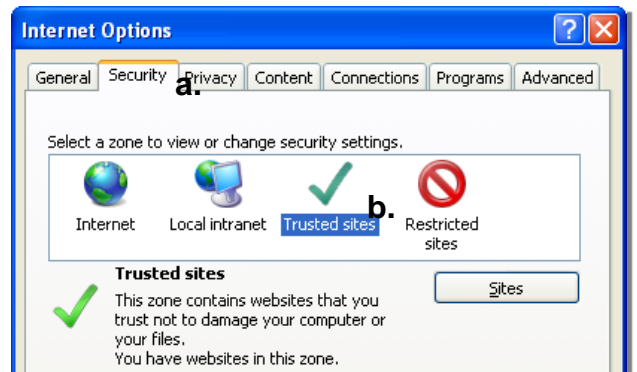
## APPENDIX A: Add a Trusted Site

### 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**.

