QUICK GUIDE

Create Shortcuts to Shared Folders

NOTE: To access any SHARED FOLDERS, your supervisor must already request this to the Helpdesk.

Windows XP

1. Right click anywhere on the desktop

2. Select New and left click Shortcut.

3. Type \kip\biz\shared folders\yourfoldername (replace yourfoldername with the shared folder name). In the example shown below, the shared folder name is Excel Training.

4. Click Next>

5. Accept or change the name for the shortcut
6. Click Finish

7. A new icon should be created on your desktop.
Windows 7

8. Right click anywhere on the desktop

9. Select and left click

10. Type \kip\biz\shared folders\yourfoldername (replace yourfoldername with the shared folder name). In the example shown below, the shared folder name is Excel Training.

11. Click

12. Accept or change the name for the shortcut
13. Click **Finish**

14. A new icon should be created on your desktop.
Common Shared Folders

1. Go to http://bits-ticket.biz.uwa.edu.au/cgi-bin/shortcuts.cgi

2. Right click on the shortcut you want

   **Business School shortcuts**

   (Right click on the shortcut you want and choose "

   - "Save Link As..."
   - "Send Link..."
   - "Copy Link Location"

3. Click "Save Link As..."

4. Select Desktop

5. Click "Save"