

To add a permanent drive place to your PC or a laptop for Windows 7 - by Stanley Minkin

1. Click on **Start** (lower left corner) – click on **Computer**
 2. **Right click** on the open area – from the pop-up menu choose “**Add a network location**”
 3. “Welcome to the Add Network Location Wizard” opens – click on **Next**
 4. Choose a custom network location – click on **Next**
 5. Specify the location of your website – Internet or network address – type <https://socialworkshare.ssw.umaryland.edu/>
(Be sure to use 'https' instead of just 'http' when logging in to manage your files. The 'https' protocol allows you to manage your files with a secure certificate, while just using 'http' does not use the secure mode)
 6. In Windows Security dialog box type your user name (username@ssw.umaryland.edu) and your network/Outlook password – check “Remember my credentials” box
 7. What do you want to name this location – **Type a name for this network location** – you can leave “socialworkshare.ssw.umaryland.edu” or type any custom name you prefer (e.g. SSW connection)
 8. Completing the Add Network Location Wizard – click on **Finish**
 9. Click on **Start** – click on **Computer** – under Network Location you will see name of the newly created network File Folder (e.g. SSW connection)
 10. **Double click** on it to see the same set of folders as you can see at work when you open your network G: drive and you will be able to manage your files.
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To add a permanent network place to your home office PC or laptop for Windows 8

1. Go to the Desktop by (**Click/tap the Desktop Icon on the lower hand side of the screen**)
2. **Move the mouse pointer (arrow) to the top right hand corner** and (with touchscreen: **Swipe from the right hand towards the left**) and there will be a Search tool icon on the top. The icon looks like a Magnifying Glass.
4. Click the **Magnifying Glass Icon Type** “This PC” in the bar
5. Then Click on **“This PC” Icon**.
6. Then **Right Click** on **“This PC”** that is located on the left hand side of the window.
7. **Click “Add a Network Location”**
8. “Welcome to the Add Network Location Wizard” opens – click on **Next**
9. Choose a custom network location – click on **Next**
10. **Specify the location of your website** – Internet or network address – type [https:// socialworkshare.ssw.umaryland.edu/](https://socialworkshare.ssw.umaryland.edu/)

(Be sure to use 'https' instead of just 'http' when logging in to manage your files. The 'https' protocol allows you to manage your files with a secure certificate, while just using 'http' does not use the secure mode)
11. In Windows Security dialog box type your user name (username@ssw.umaryland.edu) and your network/Outlook password – check “Remember my credentials” box
12. What do you want to name this location – **Type a name for this network location** – you can leave

“socialworkshare.ssw.umaryland.edu” or type any custom name you prefer (e.g. SSW connection)

13. Completing the Add Network Location Wizard – **click on Finish** It will bring up a Window, showing the contents of the G drive.

14. **Create a shortcut for each of the G Drive Folders** that you wish to have on the Desktop (example: Private Folder, Group Folder etc.) by right hand click hold on the folder that you want to create a shortcut for and drag and drop it to the Desktop.

15. A menu will appear and click on **“Create Shortcut”**

16. **Click on a Folder** you crated a shortcut for and you will be able to manage your files.