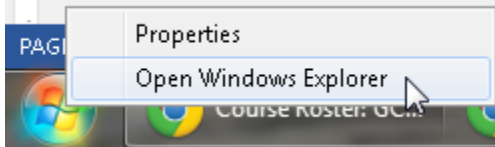


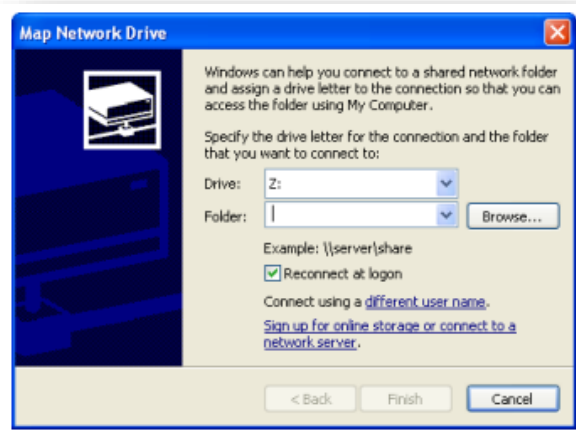
Mapping a Drive

Accessing a GCCWeb folder on an eGCC computer can be easily accomplished via Windows Explorer by mapping a new network drive for GCCWeb.

1. Right click on the **Start Button** on the bottom left and choose **Open Windows Explorer**.



2. If necessary, turn on Folders view to display the drives and folders in the left panel.
3. Right-click over My Computer and select Map Network Drive . . .



4. Use the Drive: list arrow to select the drive you want to represent your GCCWeb space (such as W: for web)
5. In the Folder: text box type `\\gccweb.gccaz.edu\www\foldername`, replacing foldername with the name of your webspace (ex: library for Library Media Center, ted for Training and Employee Development, etc.)
6. Click on the **Finish** button.
7. Enter your MEID username using the format `gccaz\MEID`.
8. Enter your MEID password.
9. Decide whether or not you want your computer to remember your username and password (not recommended) and use the checkbox to indicate your choice.
10. Click on **Login**.

The Windows Explorer window displays the gccweb folder in the panel at the left. All folders and files located in the gccweb folder are displayed on the right. You can now use standard Windows Explorer copy procedures to copy new files to the gccweb server.