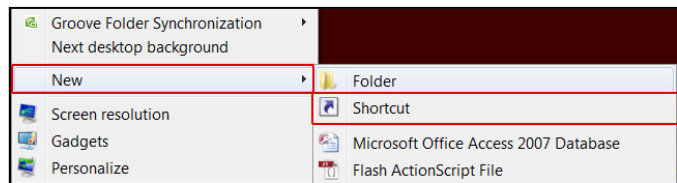


To create a shortcut to the HWS network drives:

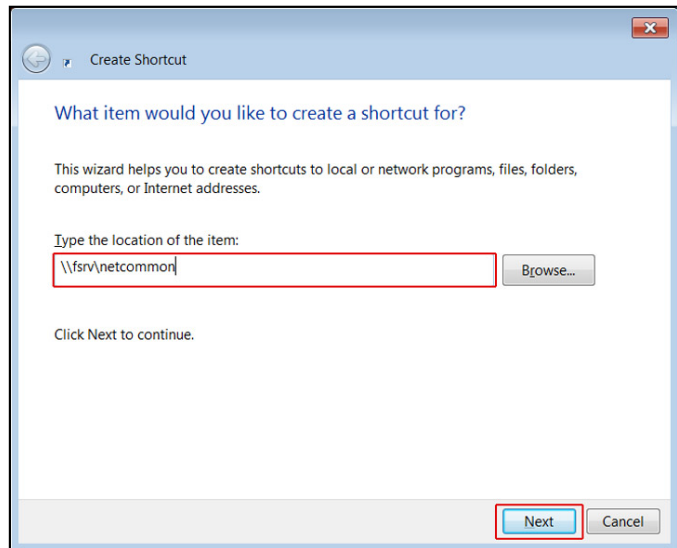
1. On the **desktop**, right-click

2. Select **New > Shortcut**



3. In the Create Shortcut wizard, enter the **location of your drive**

- For M: enter
`\\fsrv\yourusername$`
- For N: enter
`\\fsrv\pccommon`
- For I: enter
`\\fsrv\netcommon`



4. **Name** the shortcut accordingly

5. Click **Finish**

