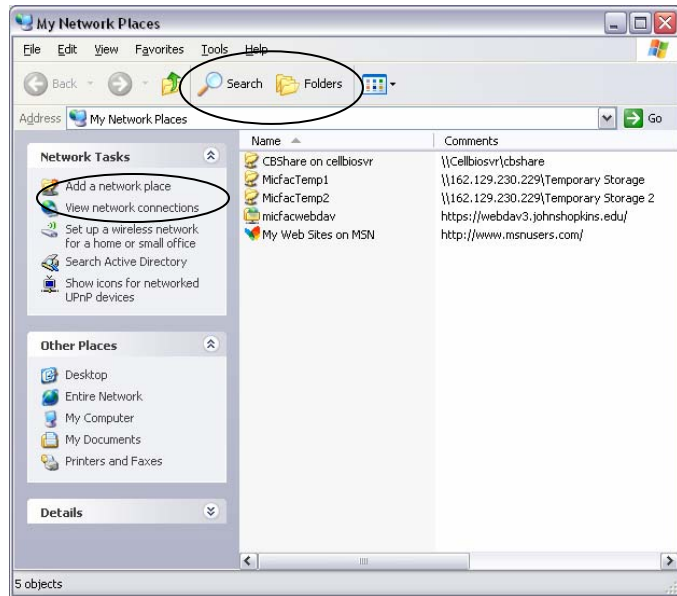


Create a Network Connection to the Micfac Server

Instructions for Microscope Facility users using Windows XP

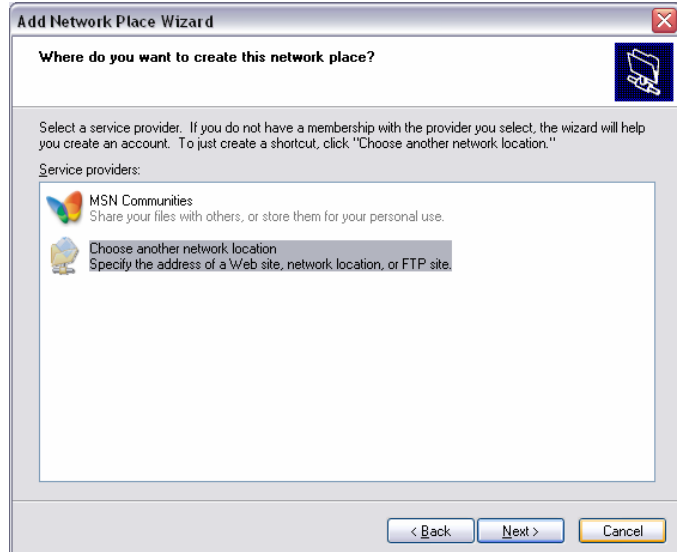
- 1) On the pc, click on **Start > My Network Places**. The window at right should appear.
- 2) If the **Network Tasks** panel is not showing on the left, you may have Search or Folders active. Click once on the Search or Folders icon from the top.
- 3) From the Network Tasks panel, select **Add a network place**.



- 4) Click **Next** to continue.



- 5) Select **Choose another network location**... so that it's highlighted then click **Next**.



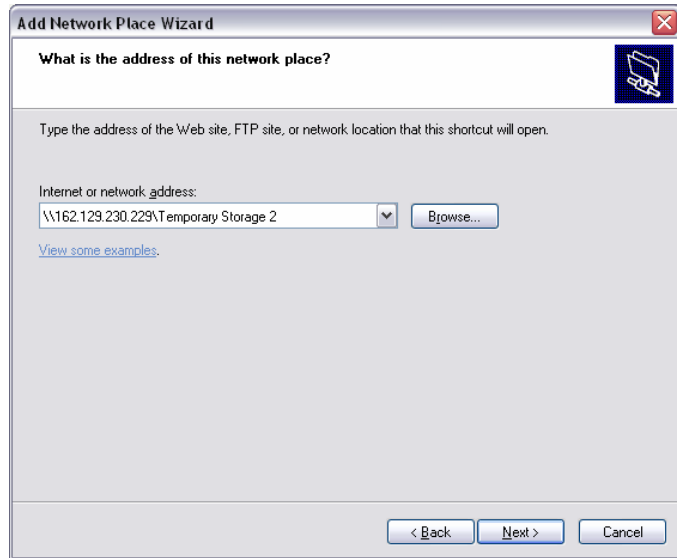
Create a Network Connection to the Micfac Server

Instructions for Microscope Facility users using Windows XP

6a) To access Temporary Storage, type **\\162.129.230.229\Temporary Storage** and click **Next**.

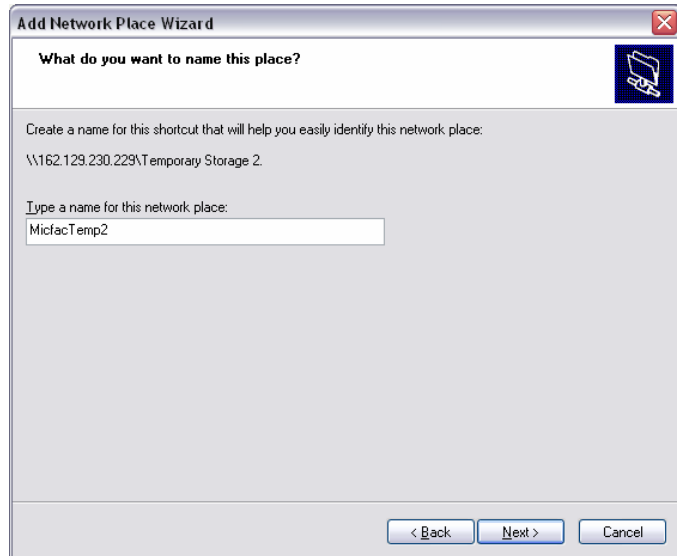
6b) To access Temporary Storage 2, type **\\162.129.230.229\Temporary Storage 2** and click **Next**. *Type the address exactly as it appears here!*

(If prompted, type the username and password and click **OK**.)



7) Create a name for this network place (i.e., **MicfacTemp1** or **MicfacTemp2**) and click **Next**.

8) Click **Finish** to close the wizard.



9) Open Windows Explorer and click on **Folders** icon at the top to view folders in the left column.

10) Open **My Network Places** and click (or double-click) on **MicfacTemp1** or **MicfacTemp2**.

11) Type the username and password and click **OK**.

