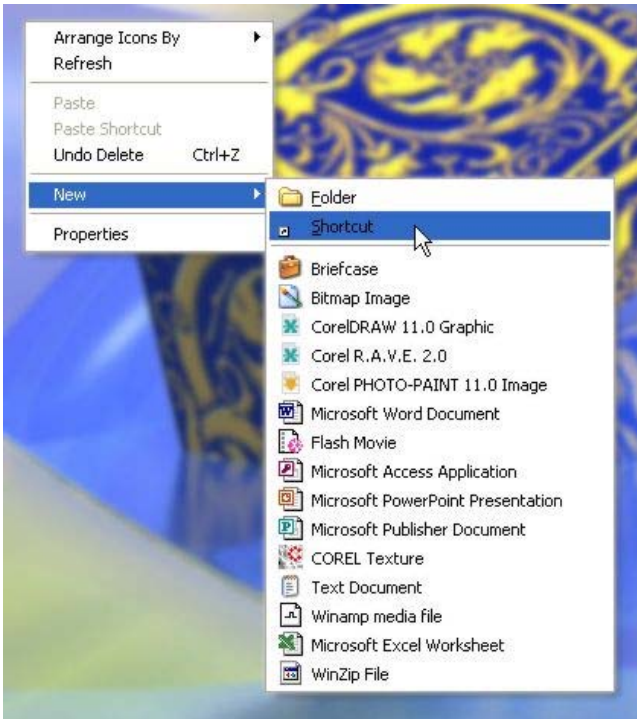


Creating a Shortcut to your Folder

This exercise will demonstrate how to create a shortcut to your Web folder on the Faculty Server (RUBY). It may be helpful to Print these instructions and store them for future reference. *These instructions apply to users who are logged on to the CSU Network on the physical campus or are logged in via VPN access. All other access attempts will not work.*

Step 1

Right-Click on any clear area of your desktop: Select “New” then select “Shortcut”



Step 2

In the pop-up window, type \\RUBY followed by your Login Username (The name you supply to log in to our network, not your email address). Now click “Next”.



Step 3

Assign a meaningful title to the **Shortcut**, something like “Faculty Web Folder” or “My Faculty Homepage”. Click “Next”.



Step 4

From now on, getting into your folder to manipulate your web files is as easy as activating (double-clicking, in most cases) your new shortcut.

NOTE: You need not repeat steps 1-3 unless you are on a new machine or have lost the shortcut.

