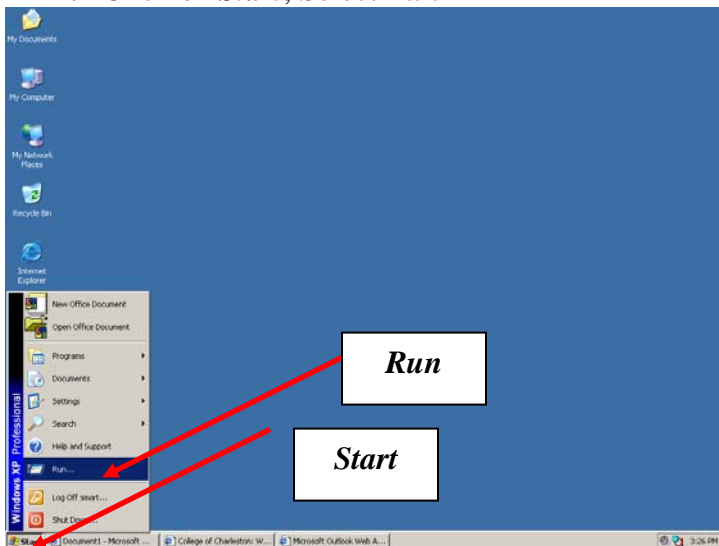


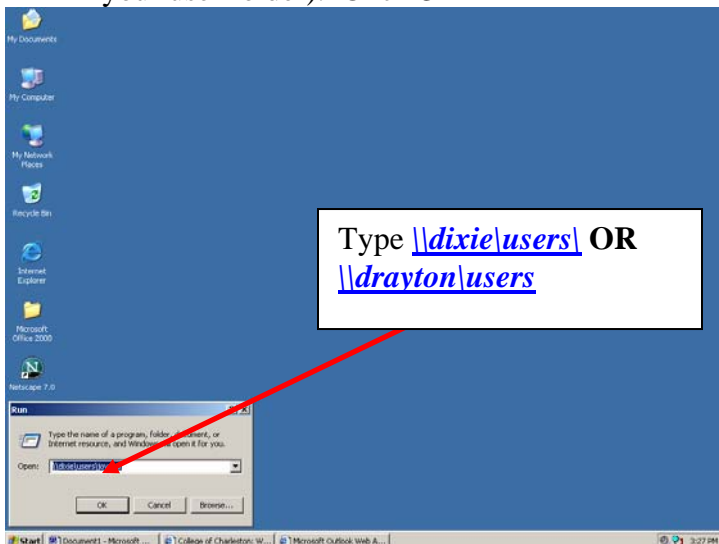
Accessing your Network User Folder in a Smart Classroom

If you are logging on to a Smart Classroom computer with your Cougars username and password you will automatically be able to access your user folder on the network. If you are logging on the Smart Classroom Computer with the generic login information you will need to follow the instructions below to access your user folder on the College of Charleston network.

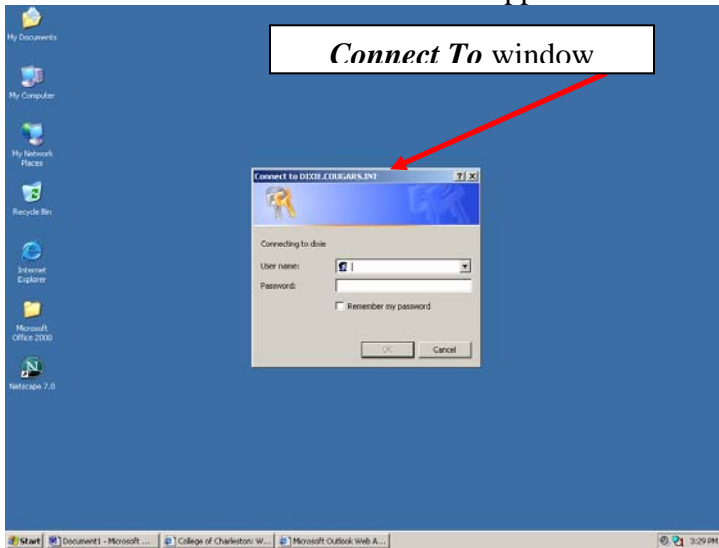
1. Click on *Start*, Select *Run*



2. Type [\\dixie\users](#) or [\\drayton\users](#) (this will depend on the server location of your user folder). Click *OK*



3. The **Connect To** window will appear



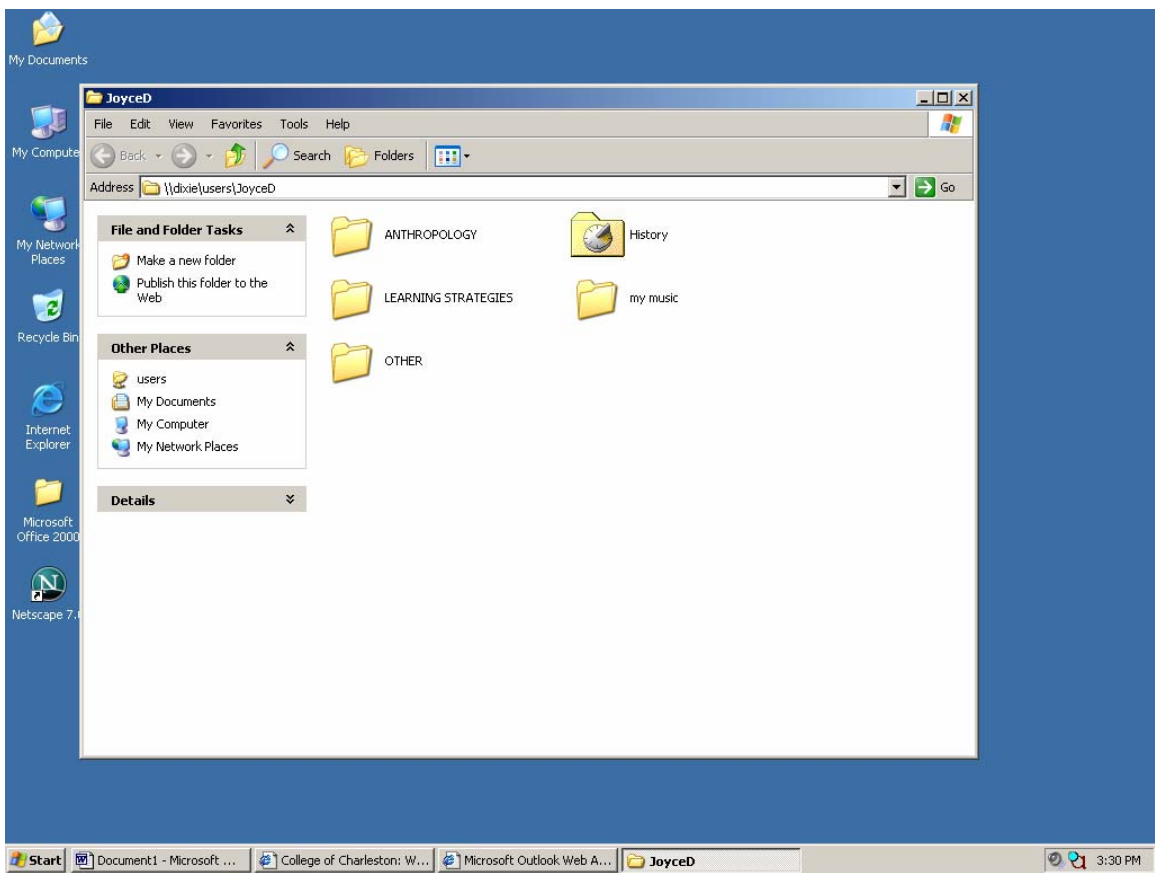
4. Type the following information (see the example below):

- cougars\your cougar's username
- password



5. Click **OK**

6. Your user folder will appear on the desktop



7. You now have access to your network user files in the smart classroom.
8. **MAKE SURE TO SHUTDOWN OR RESTART THE MACHINE WHEN YOU LEAVE THE CLASSROOM.**