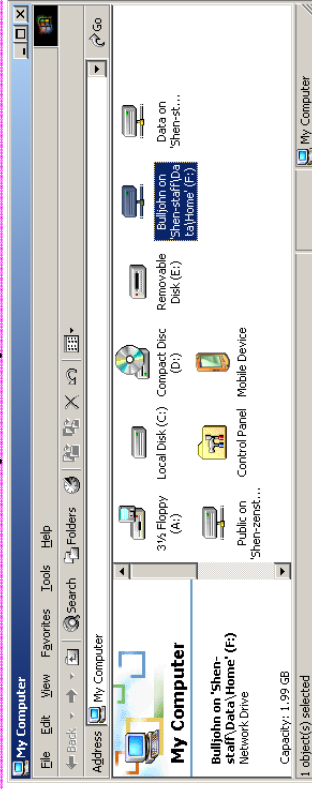


My Computer



The **My Computer** icon is a quick way to access your computer's resources.

The **My Computer** window displays all the drives connected to your computer that may contain programs and/or data.

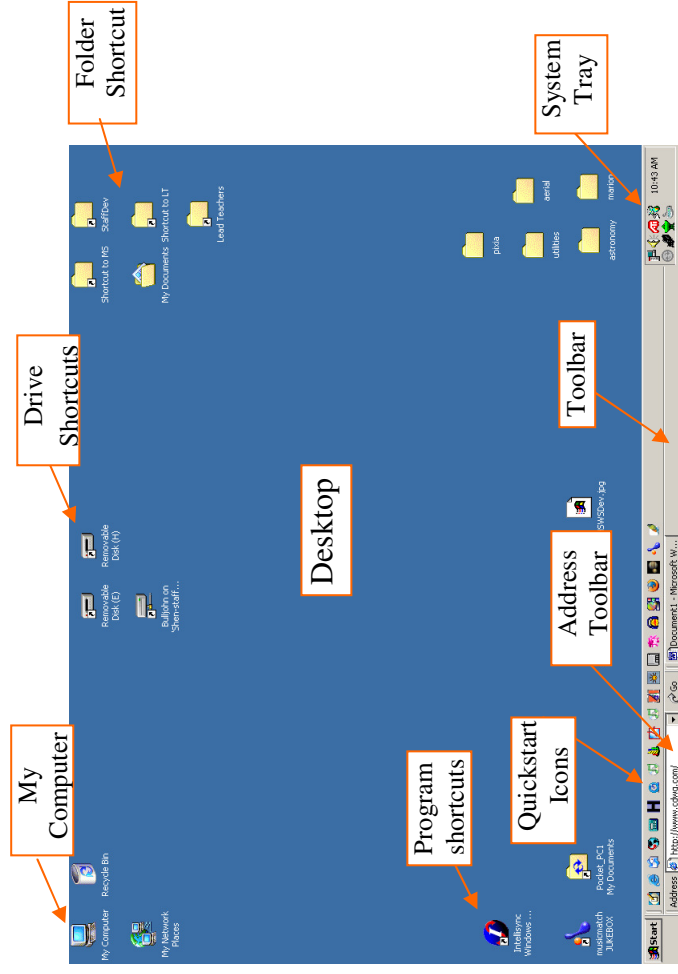
The drives are assigned alphabetically from left to right. The drive letter is what your computer uses to locate data.

- A: - Floppy Drive
- C: - Local Disk (Hard drive inside computer case)
- D: - CD-Rom Drive (unless your computer has two optical drives CD, CD-RW, DVD, ETC – they will most likely be D: and E:)
- E: - Removable Disk – This is a flash drive or digital camera (see Peripherals TopTips for more info)
- F: - User Network Drive – Located atIMS, the F: drive represents your personal storage space on Shenet; the drive will also be named also with your 8-letter user name.
- G: - Sharepoint\$ Drive – Faculty can share files with other faculty members, department, and/or building.
- S: - Instructional Share – Faculty can share files with individual, groups or entire graduating classes of students.

System Tray

The system tray shows programs that your computer is currently running. Double-click on these icons to access setup features for those programs. The speaker-like icon allows you to set volume level for sound and/or mute the volume. If you double-click on the clock, you can set the date and time. To see the date, pause your cursor on the clock.

Desktop



Create Desktop Shortcuts

Right-click on a blank spot on the Desktop. Choose **New >> Shortcut**. Click the **Browse** button. Navigate to the file, folder or application to which you wish to create a shortcut. Click **OK**, then **Finish**. A shortcut will appear on your Desktop. Click and hold the left mouse button to drag the icon to where you would like it.

Organize Desktop Shortcuts

Right-click on a blank spot on the Desktop. Select **Arrange Icons** and make sure **Auto Arrange** is unchecked. You can now left click and drag an icon to wherever you'd like and drop it. Organizing icons by type of program (folder) is a quick way to find and use what you want. To remove a shortcut from your desktop, simply left-click on the icon and hit the delete key on your keyboard. This will delete the shortcut only. It does not remove/uninstall the program.

