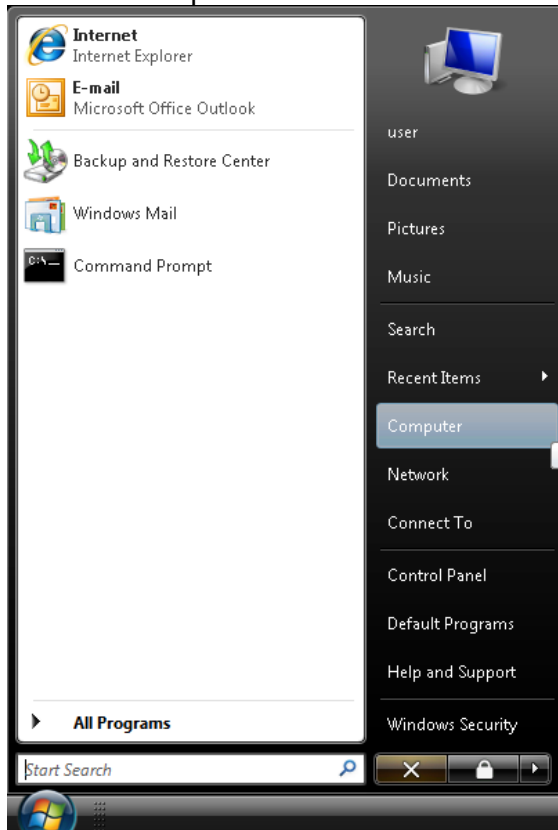


## Creating a Web Folder in Windows Vista

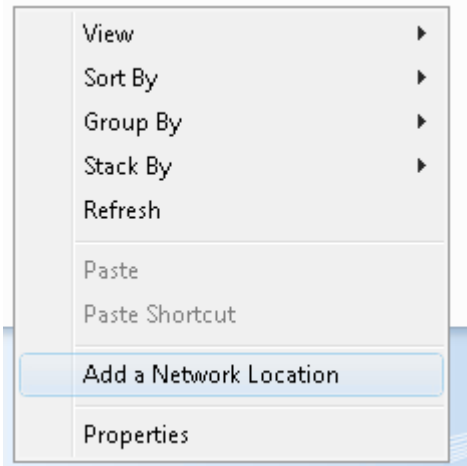
1. Click on the Start button in the bottom left corner of your screen.



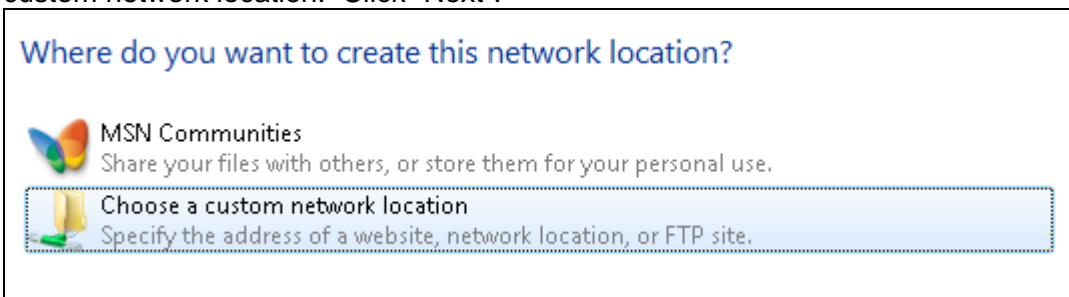
2. Click on "Computer".



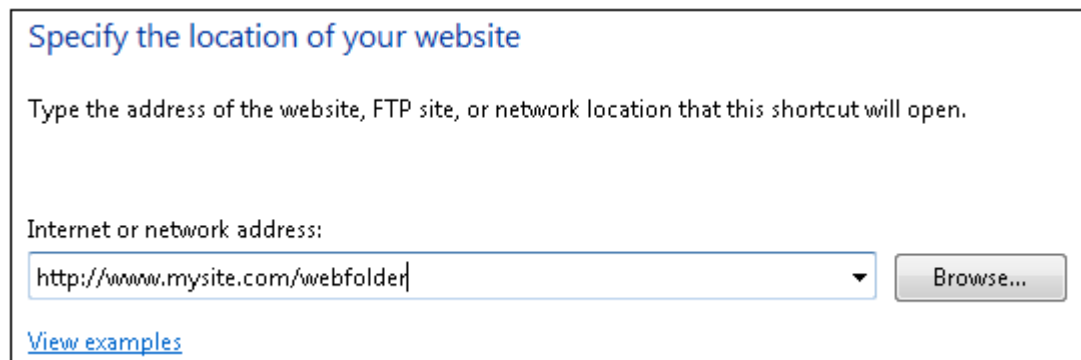
3. In "Computer" Right-Click an open area on the right side of the Window, then select "Add a Network Location".



4. The "Add Network Location Wizard" will appear. Click "Next".
5. When asked, "Where do you want to create this network location?" select Choose a custom network location. Click "Next".



6. When asked to "Specify the location of your website" in the Internet or network address field, enter <http://www.mysite.com/webfolder>, with [www.mysite.com](http://www.mysite.com) representing the name of your new website. Click "Next".



7. Enter your Username and Password when prompted.

8. When asked, "What do you want to name this location?" enter a label of your choice. Click "Next".
9. When you see "Completing the Add Network Location Wizard" Check the box "Open the network location when I click Finish" and click "Finish".
10. A Network Location has been created in the "Network Location" section of Computer with the label you choose.