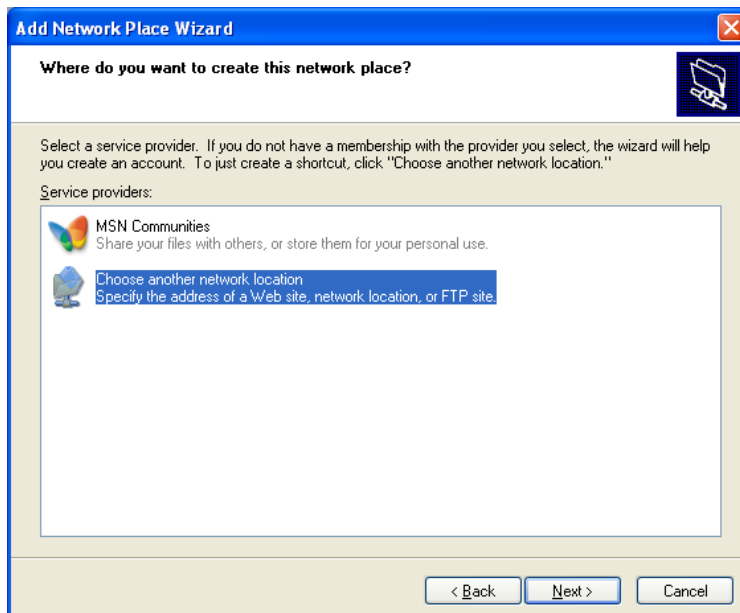


## Creating a Web Folder in Windows XP

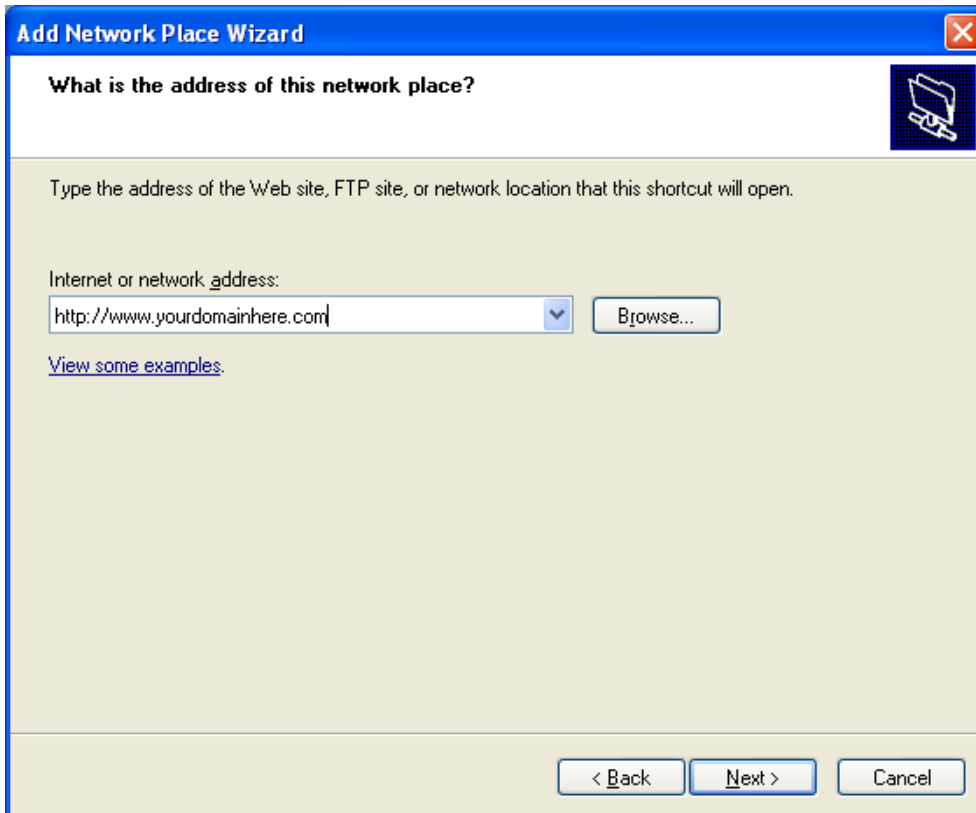
1. Click **Start > My computer**
2. Click on the left side under “Other Places” the link to “**My Network Places**”.



3. In the “**My Network Places**” windows, click “**Add a network place**”.
4. Click “**Next**” at the Add a Network Place Wizard window.
5. Highlight “**Choose Another Network location**” and click “**Next**”.



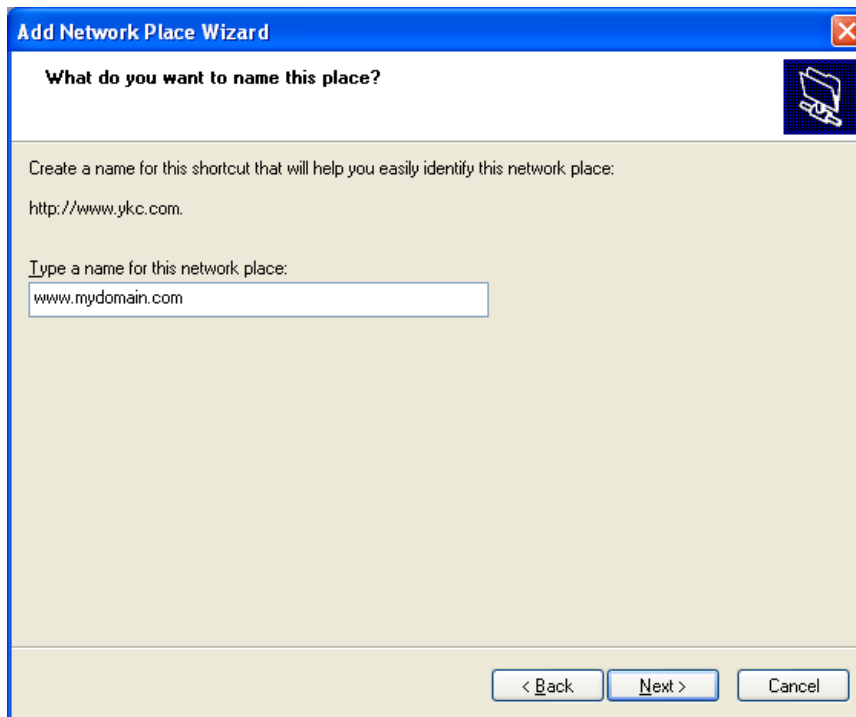
6. Type in your web address. Don't forget to start with <http://>



7. At the following box, insert your user id (**wwwserver\username**) and password for your domain.



8. Name the “**Network Place**”. It is recommended that you name it your domain name for easy reference at a later time.



9. At the next screen, click “**Finish**”.
10. The network place has been added. Treat it as another folder on your computer. You can double-click the network place to open the folder that your website is located in and can drag-and-drop files from your PC to the Network Place.
11. To get to the **Network Place** at a later time. Click **Start > My Computer** and then double-click the icon for your network place in the right of the screen.