

## How To: Create a Desktop Shortcut to “My Storage” - Faculty and Staff

'My Storage' space is file storage available to faculty and staff members via Sharepoint from within the WSC Community System. The files saved here are available from **any** internet connection. This storage is in addition to the Z:/ drive. (e.g. your Z:/ drive is available only when you are on the campus network domain or are accessing the campus network via VPN (virtual private network) software.)

1. Right Click on your desktop and choose New>Shortcut.
2. In the box entitled “Type the location of the item:” type in the path **replacing your username** in place of the word '**username**' below:

*<https://webstorage.worcester.edu/sites/username/storage/Stored%20Files>*

3. Choose Next and fill in the field entitled “Type a name for this shortcut:” with the name you wish to appear identifying the desktop icon.
4. Choose Finish.

**Note:** *This requires an internet connection. Once the icon has been created, you will need to either (1) be connected to the domain; or (2) authenticate to the domain using your WSC Network credentials (see below). Once the storage area is open in your browser, if you wish to use drag&drop, click on 'Explorer View' from the View: menu. alternatively you can choose 'Upload Document' from the top menu bar.*

### Faculty Staff: (500 mb of storage)

WSC\_Domain\username

Password