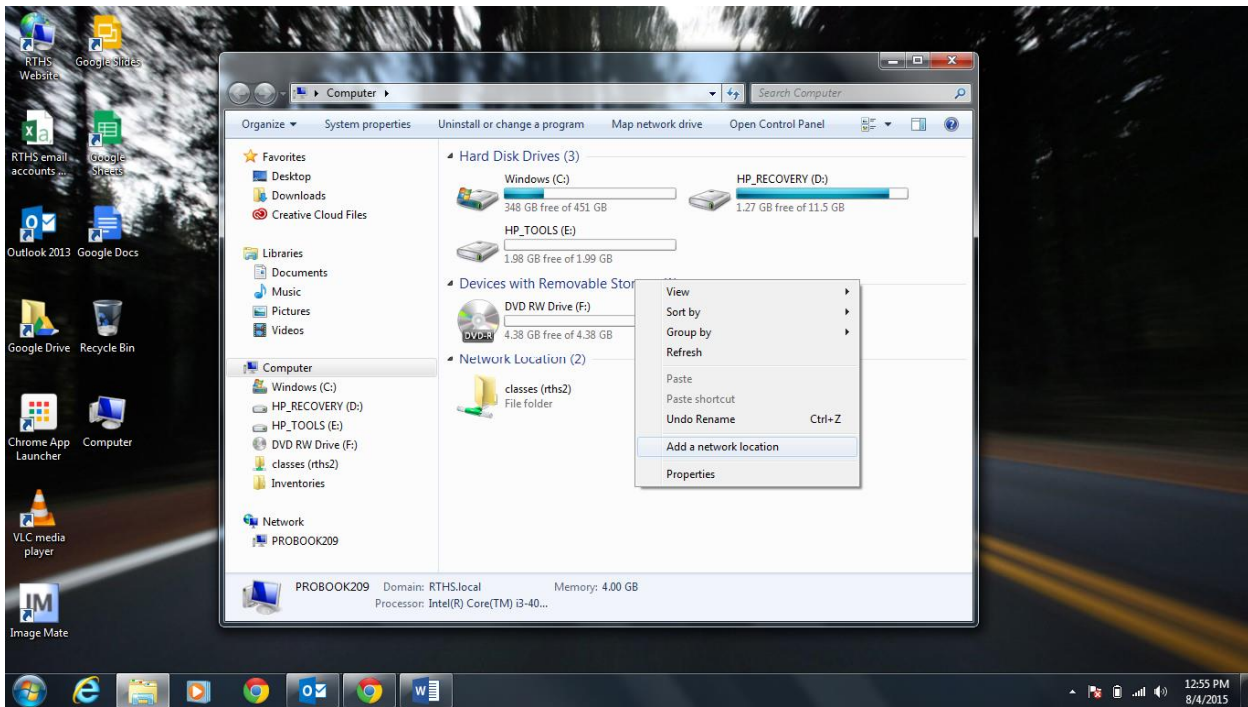
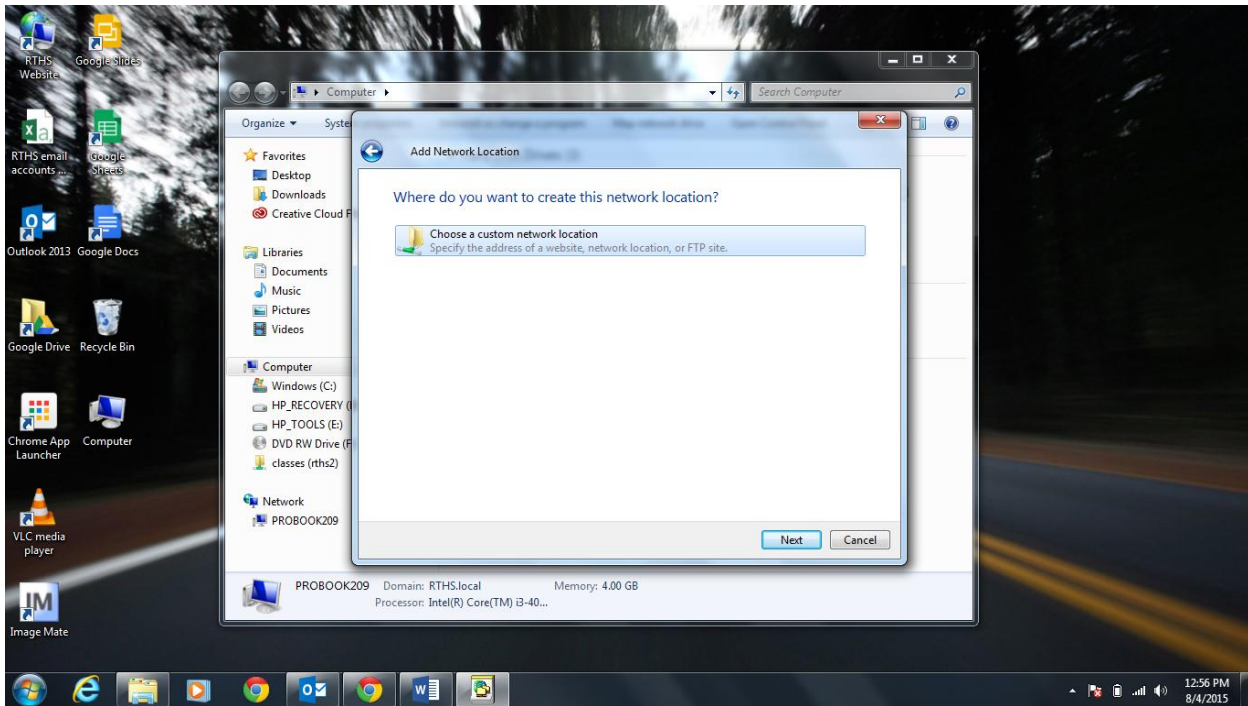
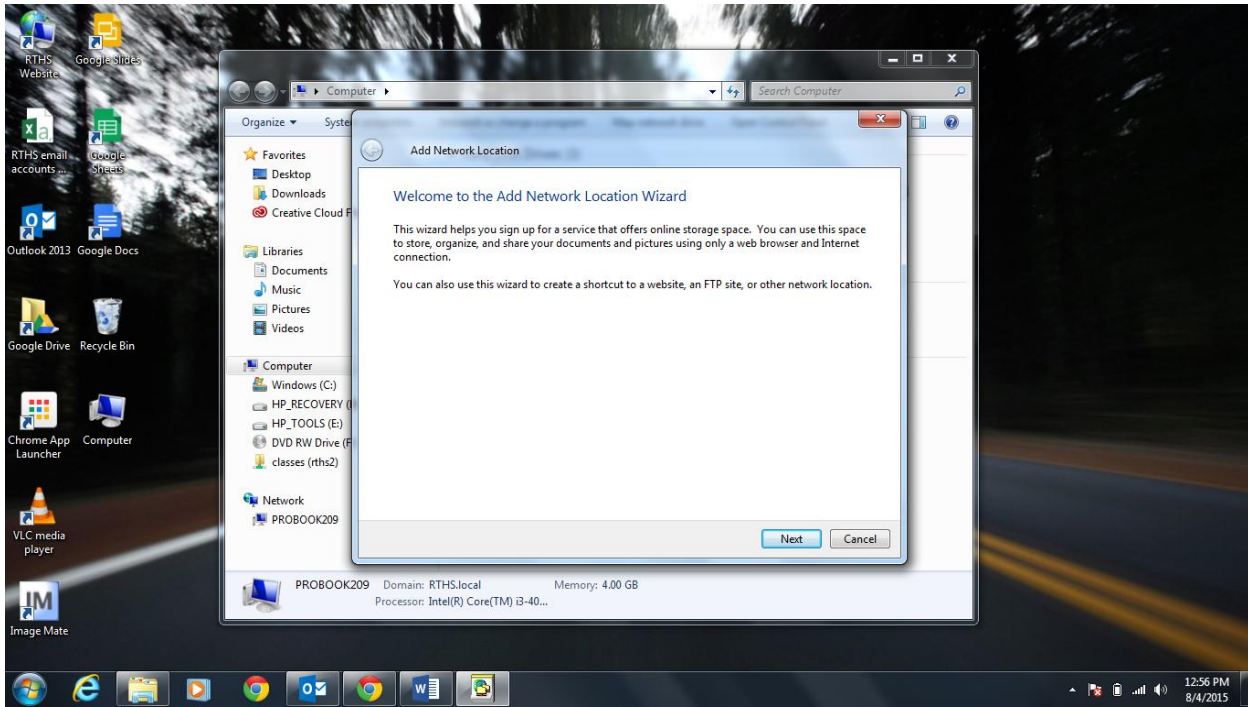


Connecting to the Network Inventories Folder

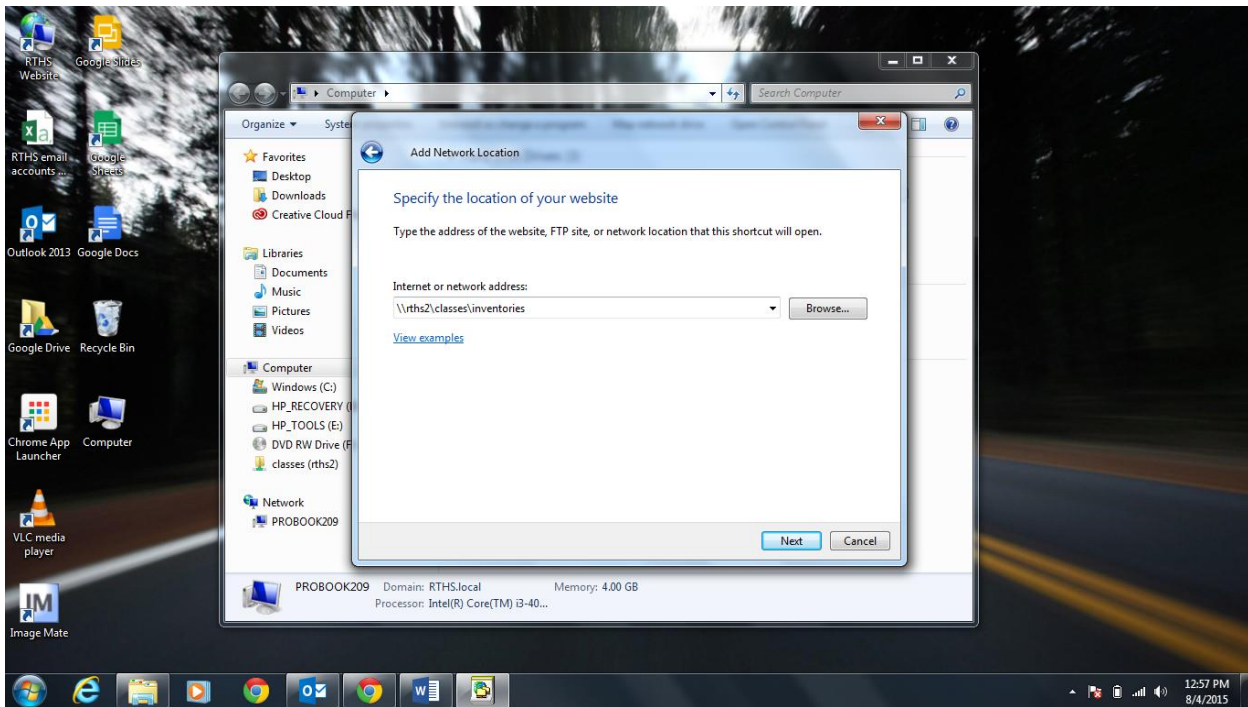
1. Make sure you are on the RTHS Wi-Fi and not RTHS-Guest (hard wired people are fine).
2. Click on My Computer.
3. Right click in any of the white space.
4. Click “add a network location”.



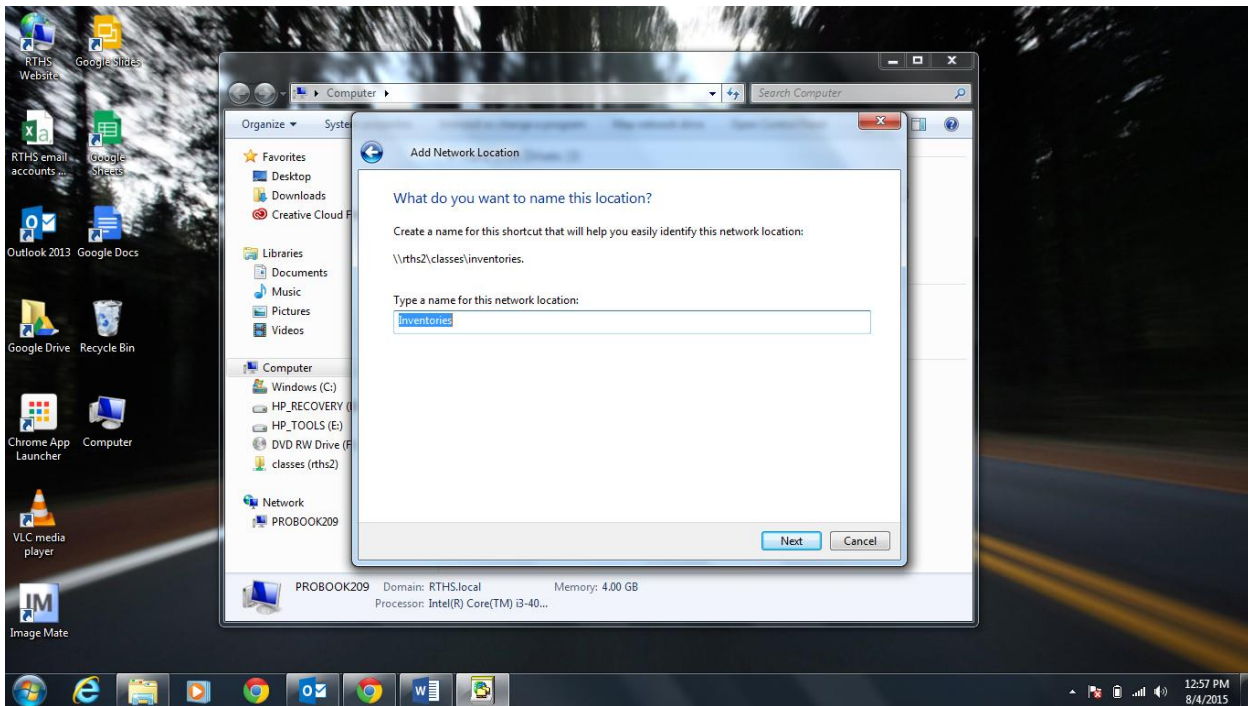
5. Hit “next” twice.



6. Under "internet or network website", type \\rths2\classes\inventories

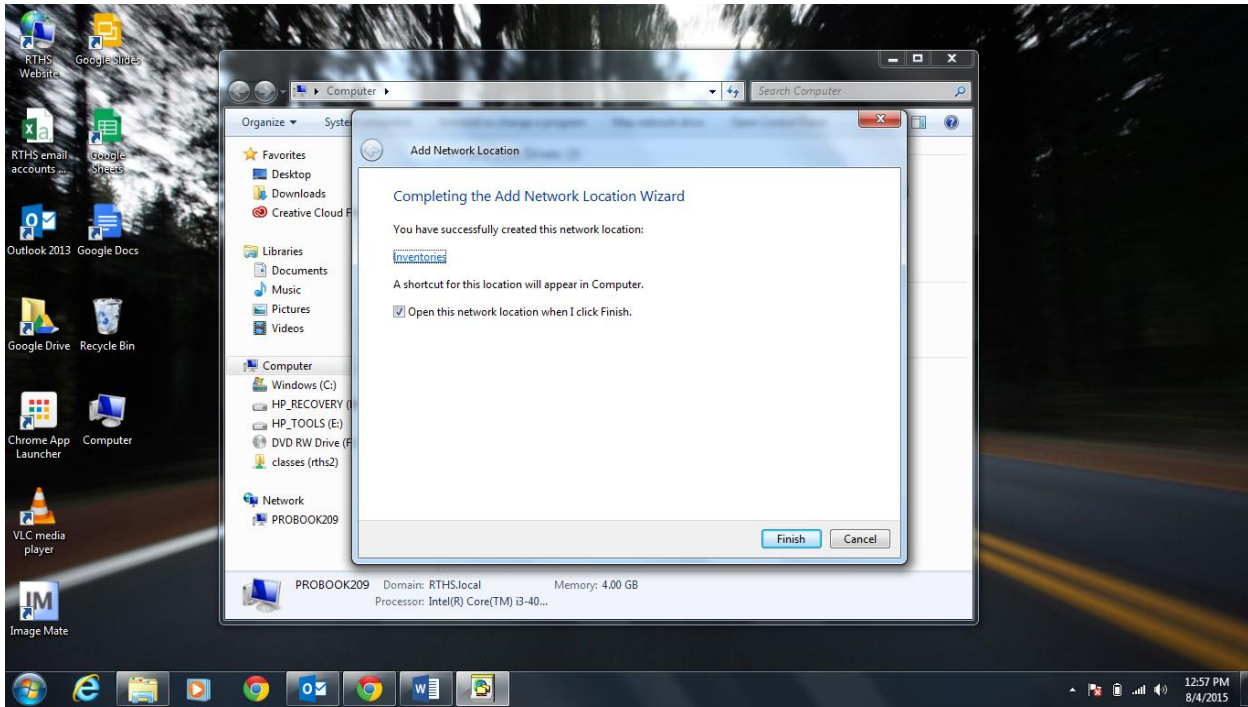


7. Click “next” and leave the name as inventories.



8. Click “next” again.

9. Click “finish”.



10. Now your inventories folder should open up and will magically reappear under My Computer.

