

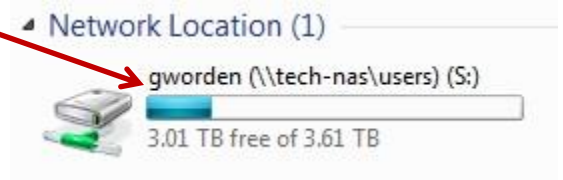
Network drives mapped to your computer may be disconnected in order to increase system speed and security. Please follow these steps to disconnect your network drives and place a shortcut on your desktop for easy access to the data you need:

I. Disconnect the drive

- a. Click **Start**
- b. Select **Computer**
- c. Locate the network drive you would like to disconnect
 - i. Write down the complete path to the network drive.

Example: [\\tech-nas\users\gworden](#)

- ii. Right mouse-click the drive
- iii. Select **Disconnect** from the menu



II. Create a shortcut

a. *Windows Vista or 7*

- i. Click **Start**
- ii. Type the path to the root directory where the data is stored (for example, the apps folder at Martin Elementary would be located at [\\Martin](#))
- iii. Locate the folder for which you need a shortcut
- iv. Right mouse-click the folder you need
- v. Select **Create Shortcut** from the menu
- vi. Close the directory window
- vii. Double-click the shortcut to access your data

A path consists of two back-slashes and the name of the server.

IMPORTANT NOTES:

If you manually disconnect your S: drive using item (I.) above, your computer will automatically map the drive once you restart the computer.

If you have software that requires a mapped drive (Skyward PAC, Essential Skills, etc.) it will not run once the drive is disconnected.