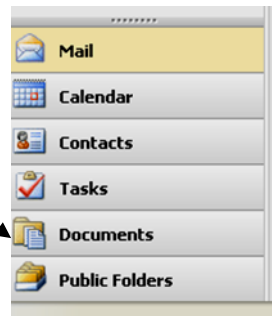


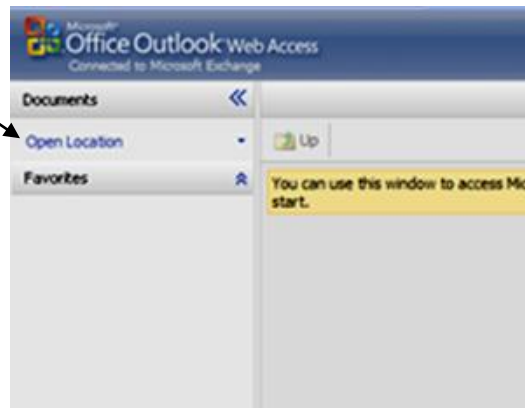
How to access your My Documents folder and shared folders from home

1. Login to Outlook Web Access using the internet: <http://webmail.mcpsmd.org>
2. On the bottom, left side of the screen under your folders you will see Tabs: (Mail, Calendar, Contacts, Tasks, Documents, Public Folders)

Click on the **Documents** tab



3. Click **Open Location**



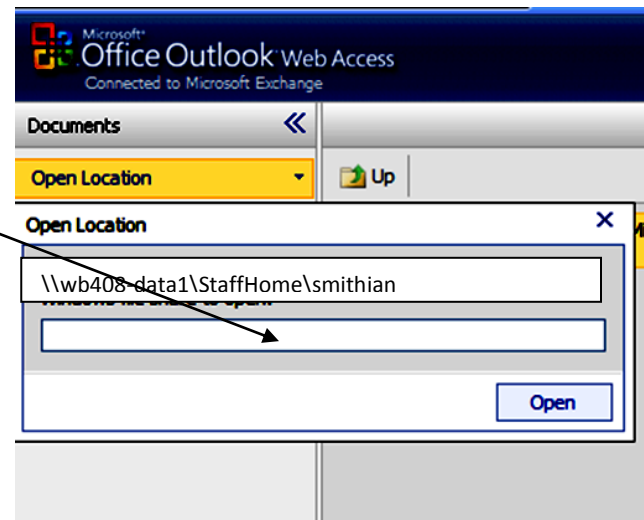
4. In the **Open Location** dialogue box type:

\\YourLocation*-data1\StaffHome\Yourusername

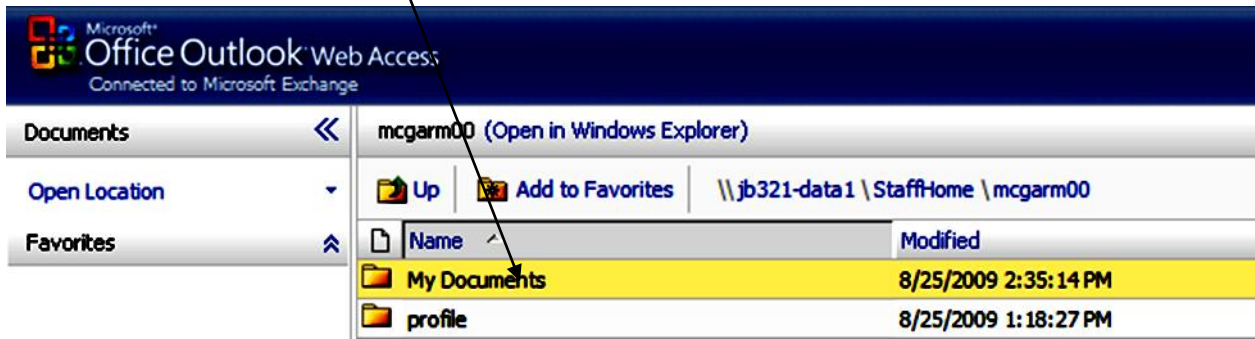
- Your username is your Outlook username.

*You can find your location code if you click on

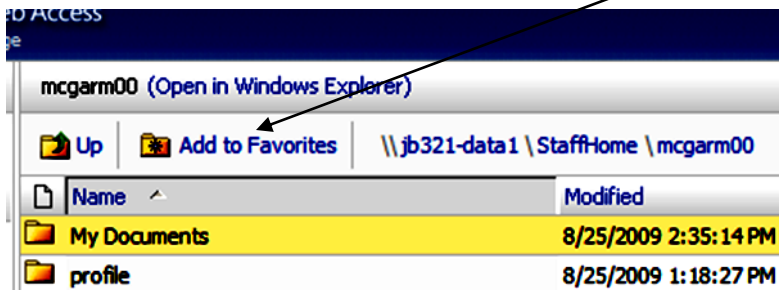
My Computer >>My Documents folder



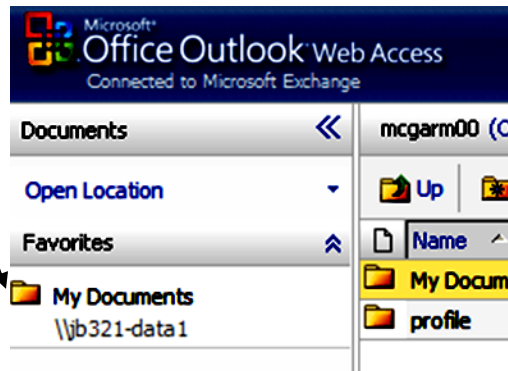
5. Double-click on **My Documents** to open your documents.



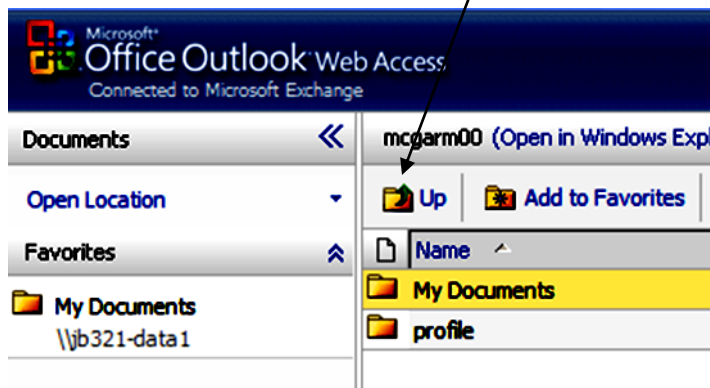
6. When your documents are open, click on **Add to Favorites**.



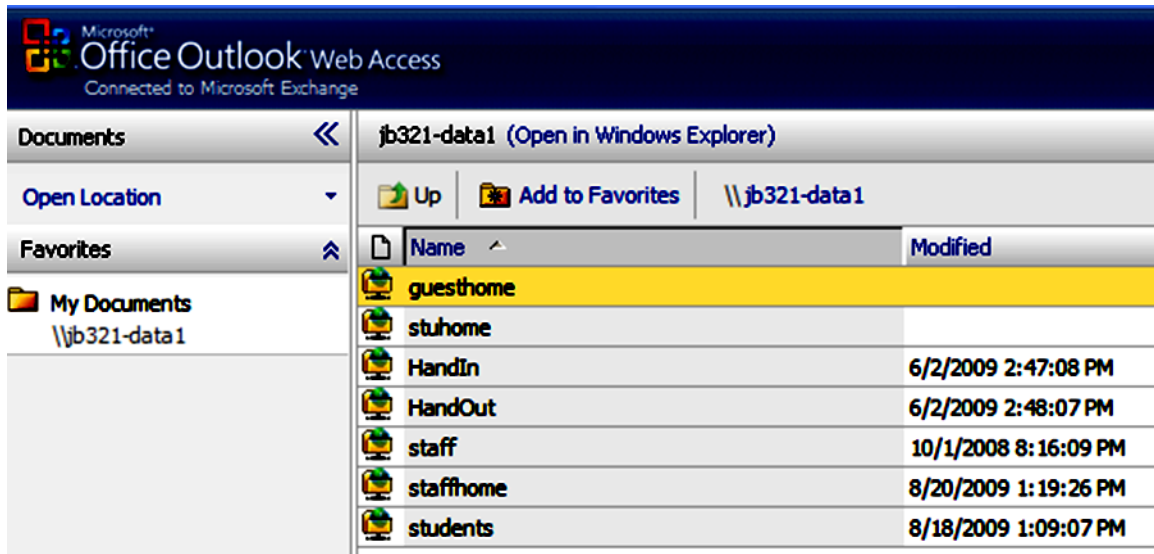
7. This will create a shortcut to your **My Documents** folder



8. To add T-shared folder, click the **Up** Button or type in \\Your Location-data1\Staff



9. Double-click on **Staff** to open the **T-shared** folder and then click **Add to Favorites**. Click Up to get back to the list of shared folders.



10. Add any other folders in the same manner.
11. All your **Favorites** will now be listed. To open a Favorite, simply click on the name of the desired folder from the list.

