



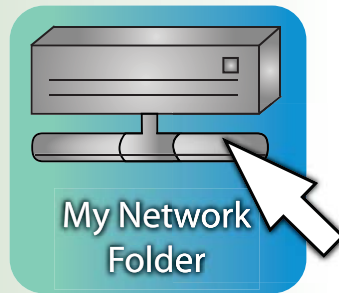
De La Salle University

INFORMATION TECHNOLOGY CENTER

Connect to DLSU Network Folder

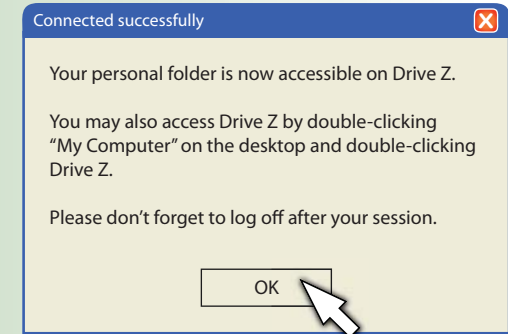
Step 1:

On the Desktop, double-click on the 'My Network Folder' icon. This will allow you access to your personal folder in the DLSU Network.



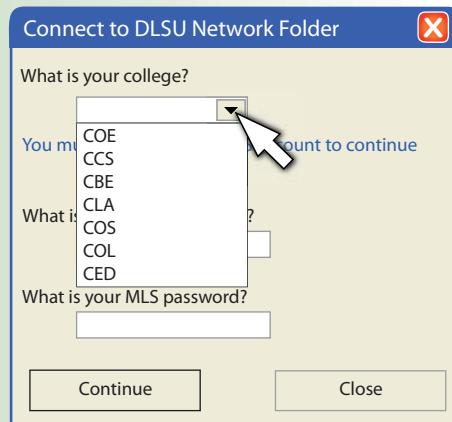
Step 3:

Click on OK to proceed.



Step 2:

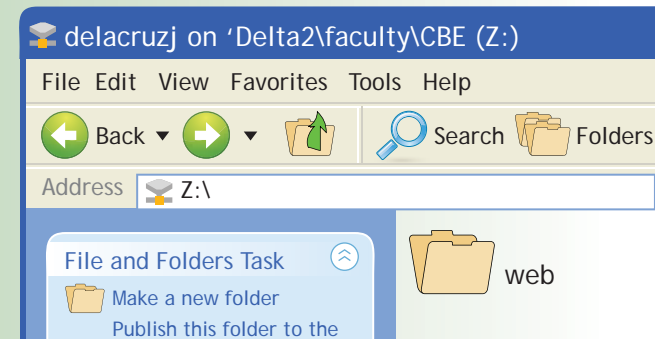
Select your college from the drop-down menu. Supply your MLS user name and MLS password.



Note: To be able to connect to your DLSU Network Folder, you must have an active My.LaSalle account.

Step 4:

A window showing your network folder will now appear. You may also access your network folder by going to 'My Computer' and double-clicking Drive Z.



Important: Please do not forget to shut down the computer after your session. Otherwise, your network folder and the files contained in it may be accessible to the next user.