Map HR S Drive
Windows XP

Purpose: This procedure describes how to add the HR shared drive(s) to your computer

Step 1  Click the “Start” menu and click on “My Computer”

Step 2  On the Top Menu click “Tools” and select “Map Network Drive”
Step 3  Click the drop down box for “Drive” and select the letter “S”

Step 4  In the “Folder” box please type \uqfile2\ps if at UQ or if at home \uqfile2.soe.uq.edu.au\ps
Step 5  Tick the box that says “reconnect at logon”

Step 6  Click the “Finish” button

Step 7  Now check you can access your Teams specified folder as below