Step 1) Go to My Computer:



Step 2) Right Click and choose Add a Network Location

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Step 3) use the Add a Network Location Wizard.



Step4) Choose a Custom Network Location. Next: Specify the location of your website.

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The Location of your website should read:

<u>https://webdav.hosting.vt.edu/www.filebox.itma.vt.edu/itma/{pid}/</u> \rightarrow change {pid} to your pid

You can choose an easy name for your location.

You should log in using the same pid/password you use to access Filebox.