Step 1) Go to My Computer:

Step 2) Right Click and choose Add a Network Location
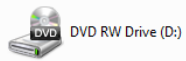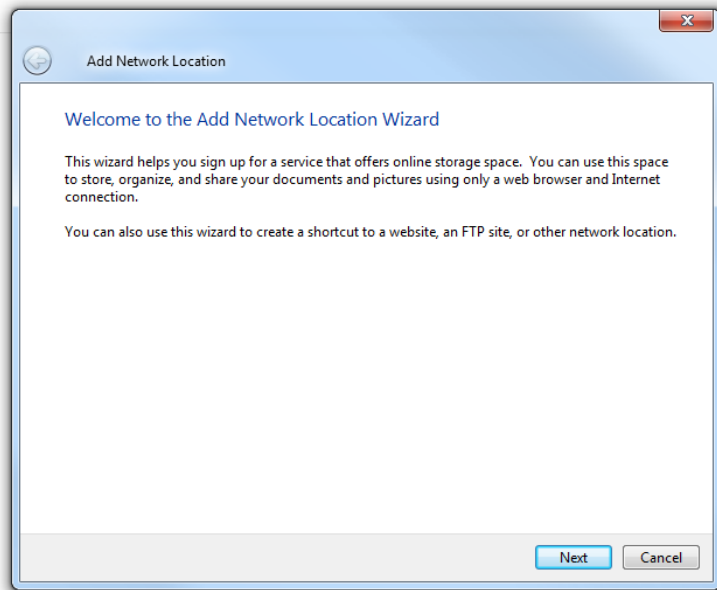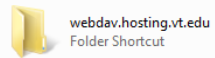
Step 3) use the Add a Network Location Wizard.

Hard Disk Drives (2)

OSDisk (C:)
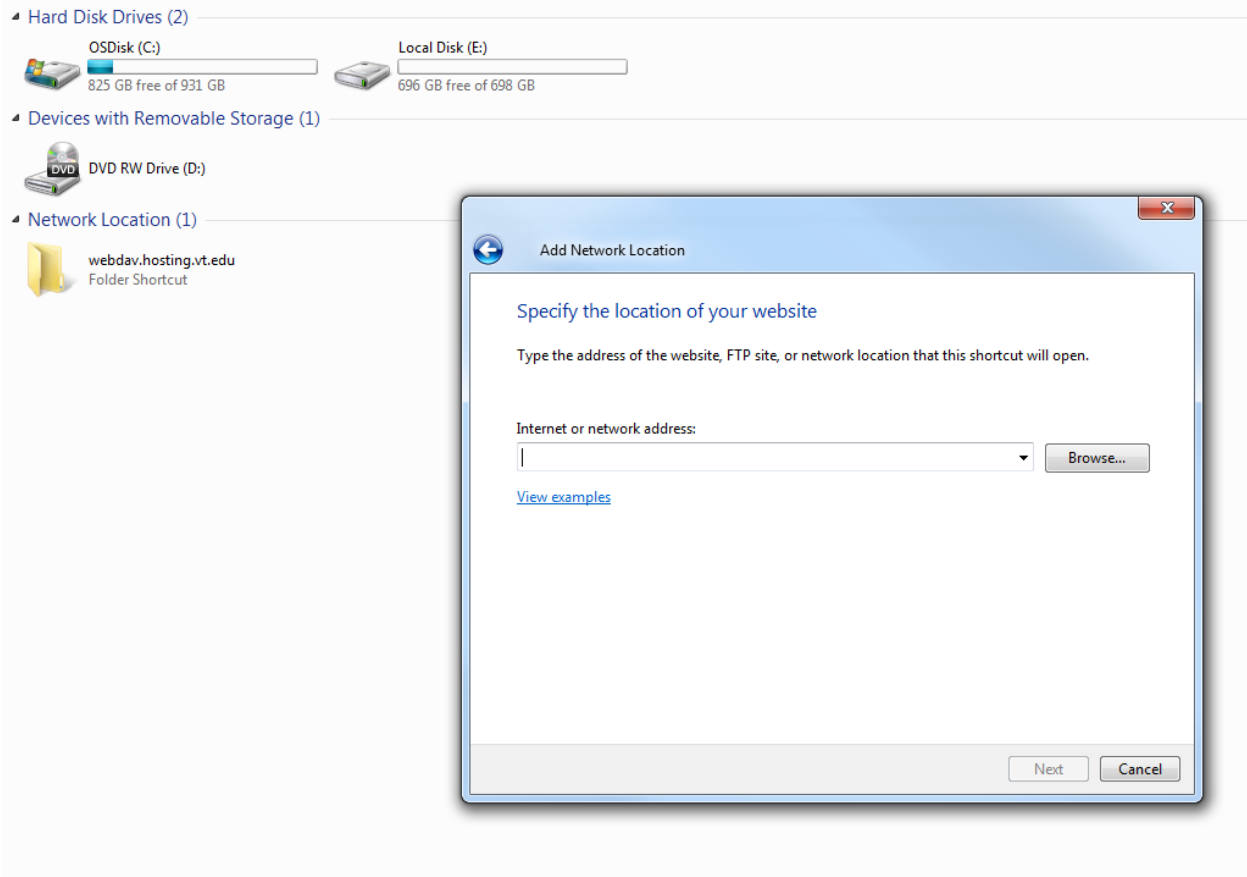825 GB free of 931 GB

Local Disk (E:)
696 GB free of 698 GB

Devices with Removable Storage (1)

DVD RW Drive (D:)

Network Location (1)

webdav.hosting.vt.edu
Folder Shortcut

Add Network Location

Welcome to the Add Network Location Wizard

This wizard helps you sign up for a service that offers online storage space. You can use this space to store, organize, and share your documents and pictures using only a web browser and Internet connection.

You can also use this wizard to create a shortcut to a website, an FTP site, or other network location.

[Next] [Cancel]

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

The Location of your website should read:

https://webdav.hosting.vt.edu/www.filebox.itma.vt.edu/itma/{pid}/ → 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.