

MAPPING THE TOAD SHARED QUERIES DRIVE: BlueWhale

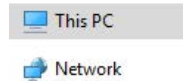


Add a Network Shared Drive in Windows 10

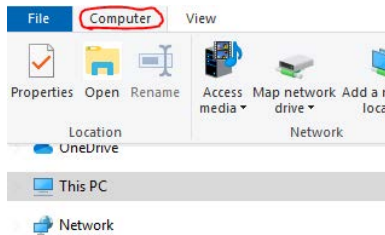
Open the File Explorer icon from the Taskbar



On the left side Select 'This PC'



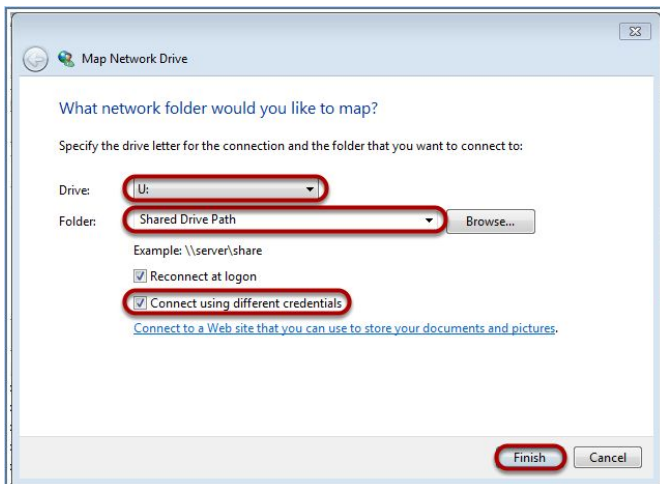
Select 'Computer, then, Map network drive'



Type in your 'UA Username and password'

Click 'Remember my credentials'

Your mapped **ToadQueries** drive should now appear automatically upon login



Select an available letter in the '**Drive:**'

(T: (for *Toad*) is a good choice if it is not already used.)

Type the shared drive path in the '**Folder:**'

\\sw-bluewhale.apps.ad.alaska.edu\ToadQueries

Leave '**Reconnect at sign-in**' checked

Check '**Connect using different credentials**'

Select '**Finish**'