Appendix B – Map the TOAD Shared Queries Drive

Mapping the TOAD Shared Queries Drive:

Start **My Computer** or right-click on the **Windows Start** button and then select **Explore**.

Open the **Tools** menu.

Select Map Network Drive.

Fill in the **Map Network Drive** window.

Drive:
Select a drive letter that is not already used by your system. Click the drop-down button to see a list of choices, and select one that does not already have something after the colon. T: (for *Toad*) is a good choice if it is not already used.

Folder:
\\sw-bluewhale.apps.ad.alaska.edu\ToadQueries
Leave the **Reconnect at logon** checkbox marked.
Click the Connect using a different user name link.
Fill in the **Connect As…** window.
User name: **ua\tguser**

Password: Get the password from your local security coordinator.

Click **OK**.

Back in the **Map Network Drive** window, click **Finish**.

Now when you open **My Computer** or **Windows Explorer**, they should include this drive:
ToadQueries on 'sw-bluewhale.apps.ad.alaska.edu' (T :)

Look in that location for folders that contains documentation and stored queries that you can use.

After you log off, turn off or restart your computer, if you try to go to the shared drive you may be prompted for the password. This is the password you used to map the drive.

Type this password carefully; and then click the **OK** button or press the **Enter** key.

If the password is not accepted, **do not try again more than twice**; wait 15 minutes and try again.