Mapping the TOAD Shared Queries Drive (ie. BlueWhale)

- 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: contact your campus Security Coordinator for password
    - 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 contain useful Toad documentation and stored queries.