Mapping the TOAD Shared Queries Drive (ie. BlueWhale)

- Complete the **Computer Account Request/Change Form** and send to OIT for processing
  - Select **Computer Login – Groups or Shared Drive Path:** and enter **\\sw-bluewhale.apps.ad.alaska.edu\ToadQueries** on the line provided
- Once access has been granted, 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\UAUserName
      (UAUserName = your login used to sign in to your computer)
    - Password: Your UA 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.