1. Press the Windows button

2. Select Computer
3. The Computer window will appear; **Right Click mouse** in the **middle** of the page.

4. **Select Add a network Location.**

5. The Add Network Location Wizard will appear; **Press Next.**
6. **Select Choose a custom network location.**

7. **Specify the Location of your website:**

   If you do not know your server address, please ask the IFAS Server Administrator.
   a. Most server addresses start with:
      \\if-srv-web\\websites\\site-name.ifas.ufl.edu
b. There are some sites that have been moved to a new server and the beginning of the server address is:
\%if-srvv-web.ad.ufl.edu\%websites\%site-name.ifas.ufl.edu

Copy (ctrl+c) and Paste (ctrl+v) your address into the Internet or network address box:

8. Press Next.
9. **Name the Website.**
By default the site address is the name given. You may leave it as the address or give it a more memorable name.

This site will be called “IFAS website”

10. **Press Next**
11. The network connection should now be complete.

12. *If you find you cannot complete your connection...*
   Verify connection information. Was the website server address typed incorrectly or only copied partially? If the connection information is correct, you may not have access to the website you are trying to connect to. You cannot make a connection to a website that you do not have permission to edit. If you need to have your permissions checked, please contact the IFAS server administrator.