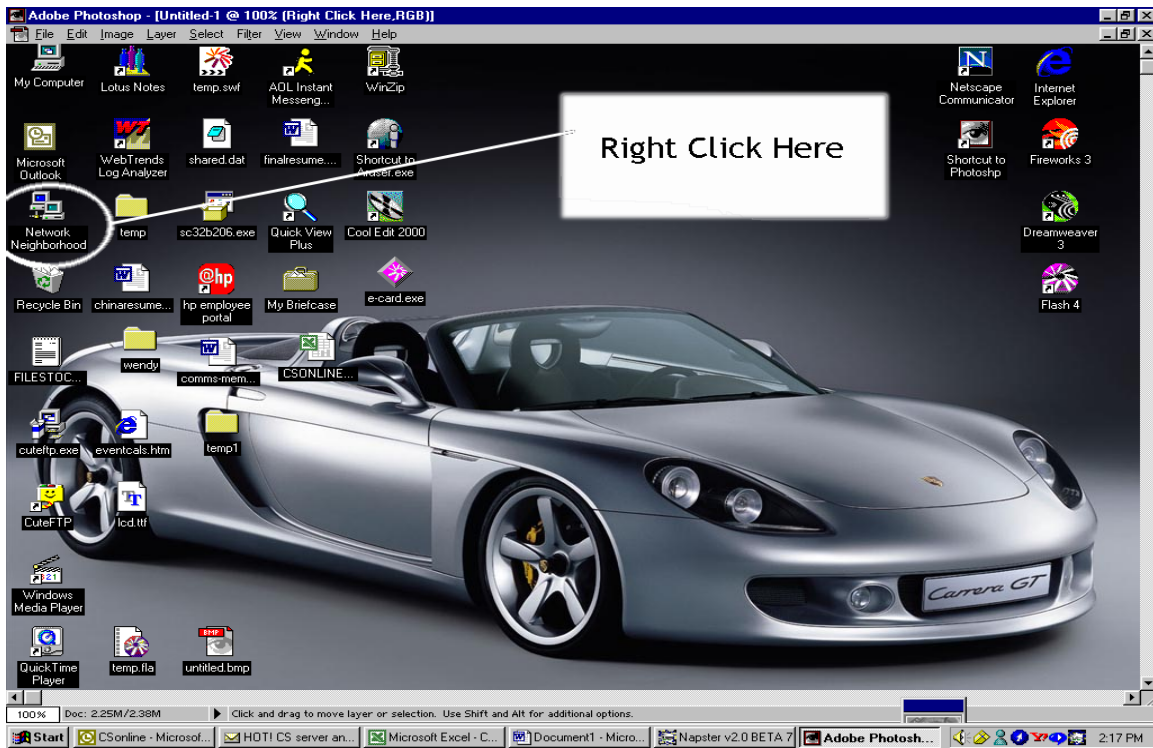


Welcome to the CS online Web site access manual.

First Stage

- 1) Right click on Network Neighborhood



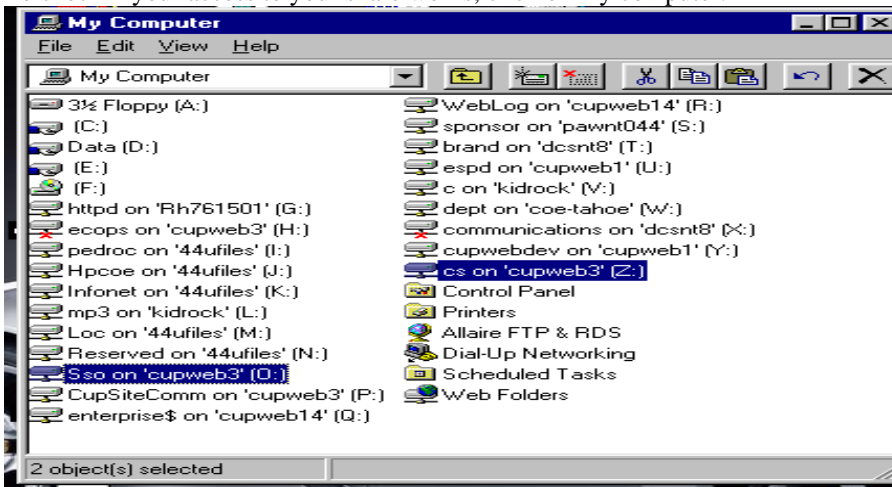
- 2) Then select Map Network drive



- 3) Then select your desire drive or letter drive available.
- 4) In the path type [\\cupweb3\cs](#) for cs access, [\\cupweb3\bsto](#) for bsto access, [\\cupweb3\ispo](#) for ispo access, [\\cupweb3\pco](#) for pco access, [\\cupweb3\sso](#) for sso access, [\\cupweb3\nsso](#) for nsso access.
- 5) Then click okay



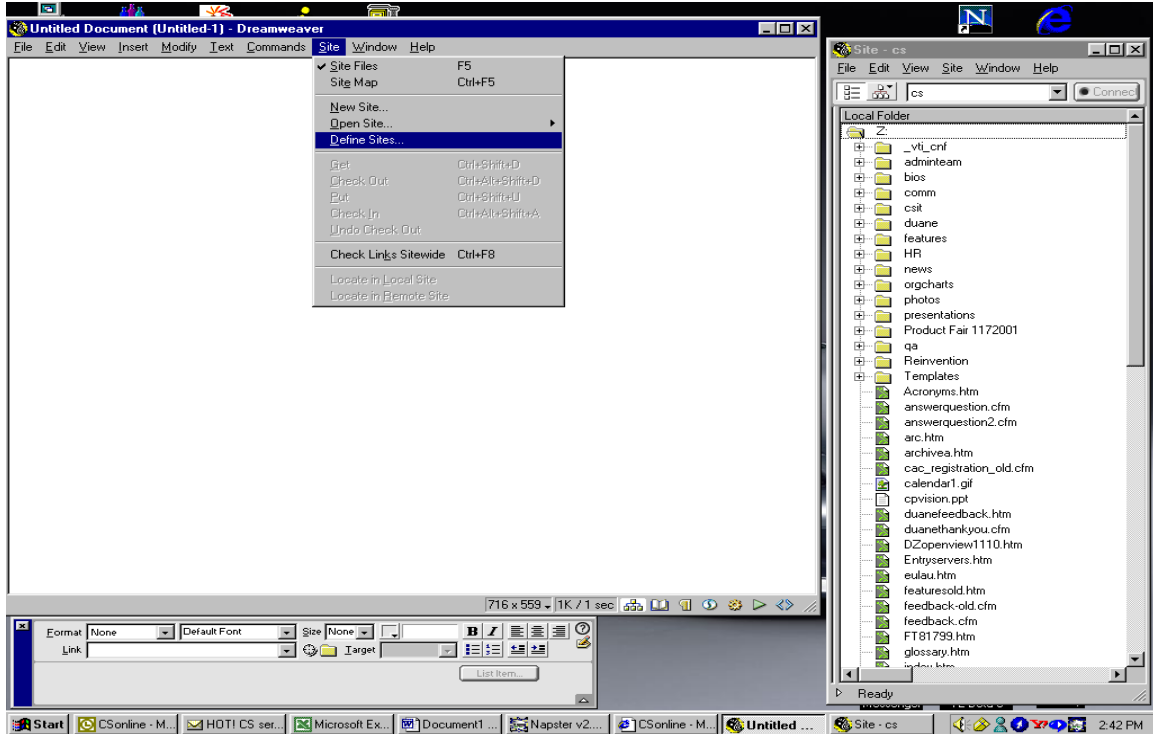
To check if your access to your share works, click on my computer.



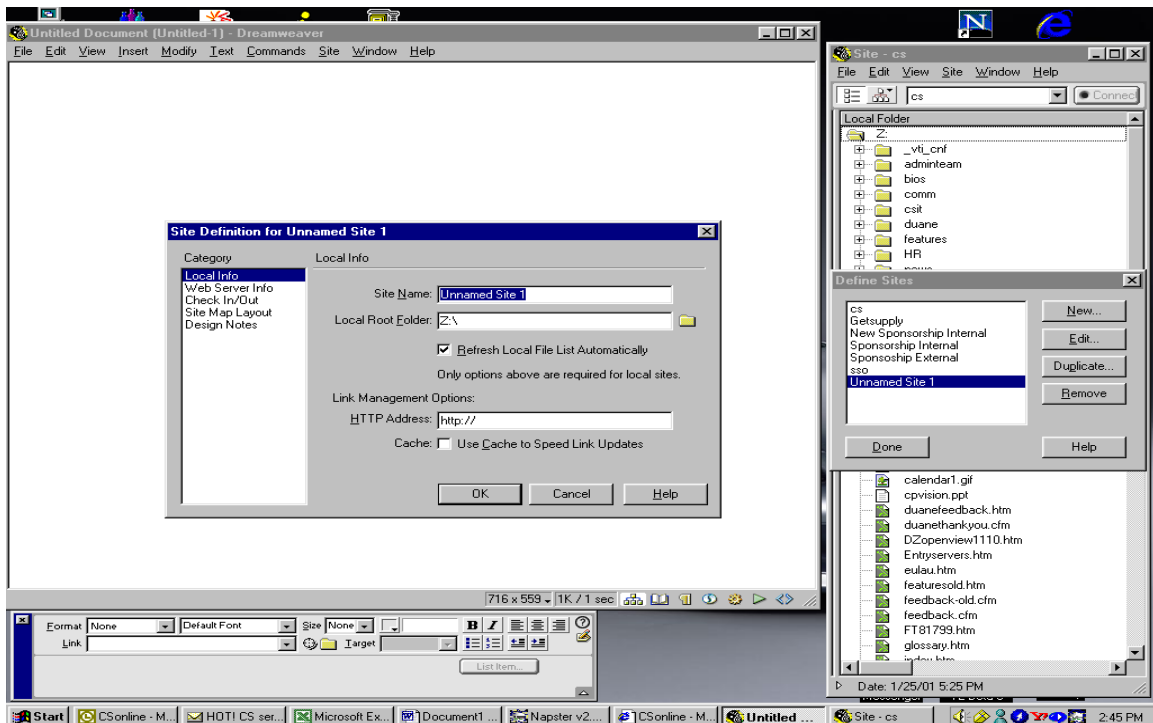
If you double click on the drive and see all your folders and files then you are okay. Note: You will need to remember your letter drive of your site. Example in this case is the drive letter O:\ is for SSO and Z:\ is for CS.

Second Stage

- 1) Open Dream weaver
- 2) Go to Site and then click on Define site



- 3) Click on New



- 4) Under Site name type the name of your site CS, SSO, NSSO, etc.
- 5) On the Local Root Folder type the letter drive you select for your site and then click okay. Dream weaver will recreated the cache and your site will load; after the site loads you should be able to do updates on your site.
- 6) THE END