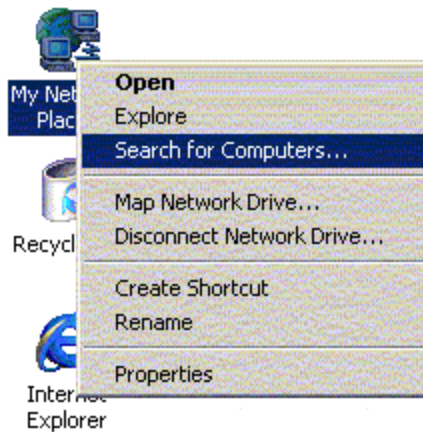


Searching for a Computer or File

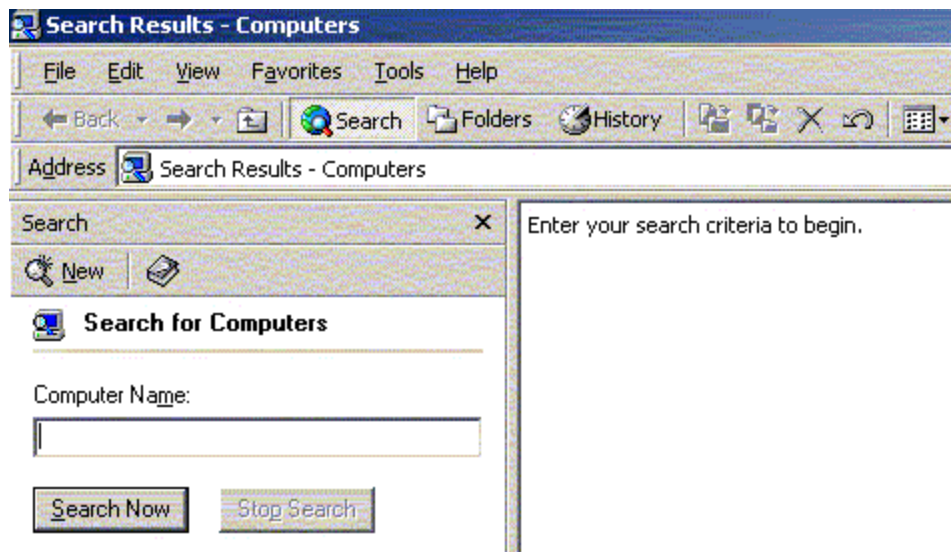
1. To search for a computer on the Northwest Network, **RIGHT** click on the **My Network Places**



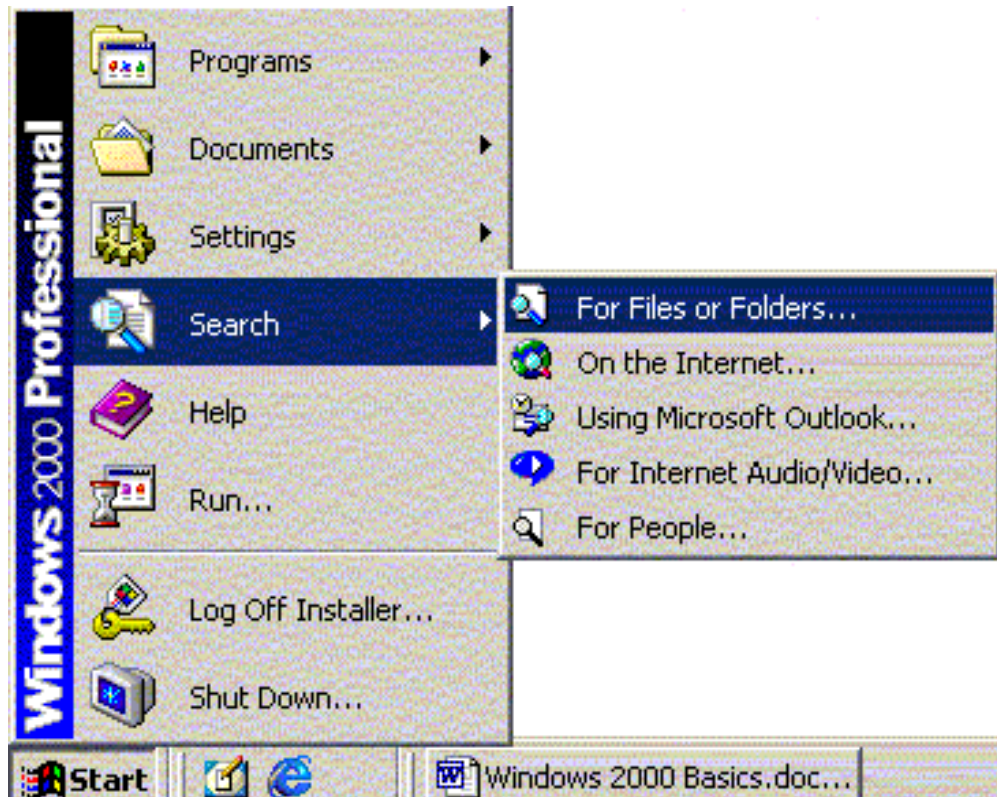
2. **LEFT** click on **Search for Computers** on the pop-up menu that appears.



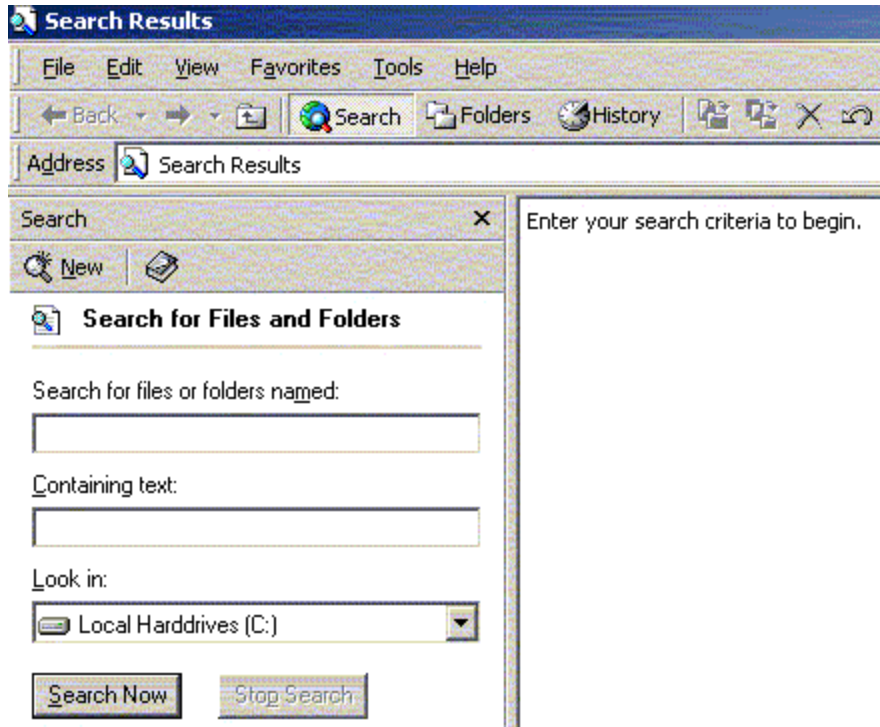
3. Enter the name of the computer you are searching for in the dialog box, then click the **Search Now** button.



4. Double click on the computer when it is display in the right-hand side of the **Search Results** window.
5. To access a file or folder, click on **Start**.
6. Click on **Search** on the **Start** taskbar.
7. Click on **For Files or Folders**.



8. Type the name of the file or folder you are looking for in the **Search for files or folders named** dialog box.



Click on the files or folder that appears on the right-hand side of the **Search Results** window to access the file or folder.