To create a shortcut to the HWS network drives:

1. On the desktop, right-click
2. Select **New > Shortcut**
3. In the ‘Create Shortcut’ wizard, enter the location of your drive
   - For M: enter `\\fsrv\yourusername$
   - For N: enter `\\fsrv\pccommon`
   - For I: enter `\\fsrv\netcommon`
4. **Name the shortcut** accordingly
5. Click **Finish**