
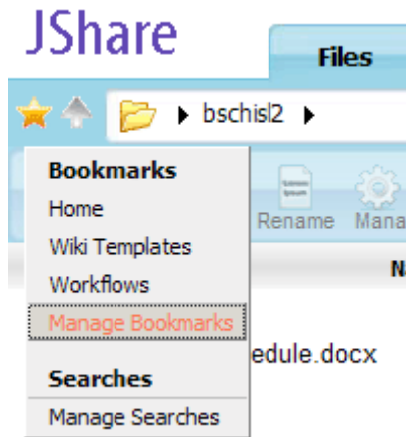

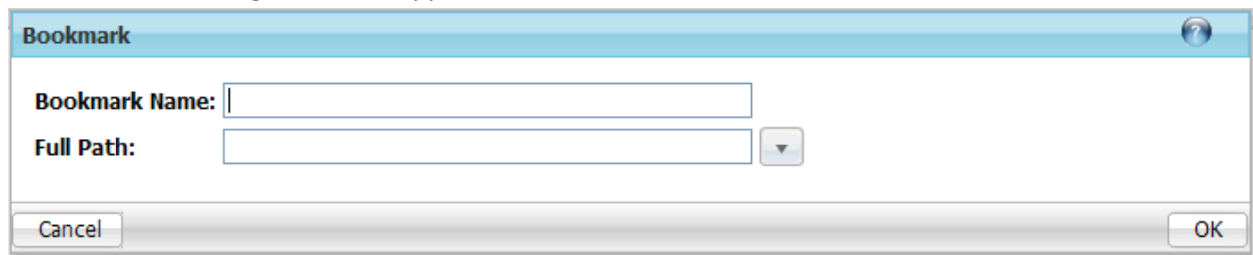



Creating a Bookmark

1. Log in at <https://jshare.johnshopkins.edu>
2. Click the **bookmarks and searches**  icon to the left of the navigation bar. Find the **Manage Bookmarks** link




3. **Create a Bookmark**  button on the top right hand corner of the screen.
4. The **Bookmark Dialogue** box will appear



5. In the **Bookmark Name** field, enter a name for the Bookmark that is related to the file/folder that you are accessing, i.e. MyBookmark
6. In the **Full Path** field, enter the full path of the shared file/folder (JHED ID of the person that's sharing the file/folder, followed by the file/folder name). Please see the example below:
/bschis1/JShare/abc_file2009.doc
(Please note that all Bookmarks are case sensitive.)
7. Click on **OK**
8. Once the Bookmark has been created successfully, click to **Exit**
9. To access your newly created bookmark, Click the **bookmarks and searches**  icon to the left of the navigation bar and find the Bookmark in the drop down list. You will now have direct access to the files/folders that have been shared to you.
10. **Internet Explorer Users only.**



Once you have accessed your Bookmark, you can click to Launch Web Folder  icon to view the files in a Windows Explorer environment. This will allow you to drag and drop files directly to and from your desktop. **Note: You will need to enter your login credentials before the Windows Explorer environment loads. Sometimes, the login box gets hidden.**