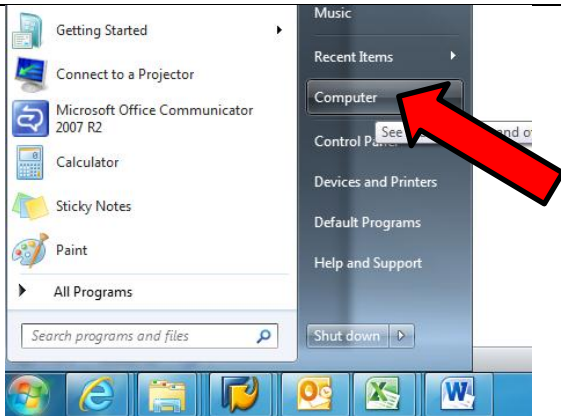


# How to Access the Title 1 Online TASKHUB (Formerly in Outlook Public Folders)

The TASKHUB is a location to find many forms, files, and shared documents that were previously held in the TASKHUB in public folders. As when the files were stored in Public Folders, you will not be able to “edit” the files in the TASKHUB. You will need to copy them to your computer in order to edit or change them.

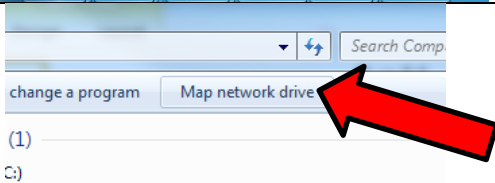
To quickly access the drive, click [\\fs9701b\taskhub\\$](\\fs9701b\taskhub$) or type that address into the “search programs and files” box in the START menu.



Find “My Computer” or “Computer”

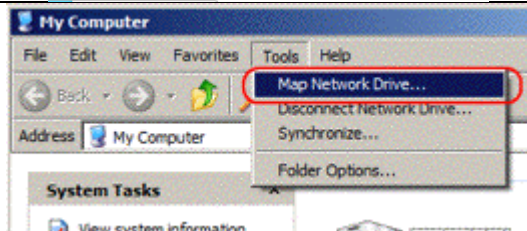
This is usually either found on the Desktop or under the “Start Menu”

Double Click to open “My Computer” or “Computer”



**For Windows 7:**

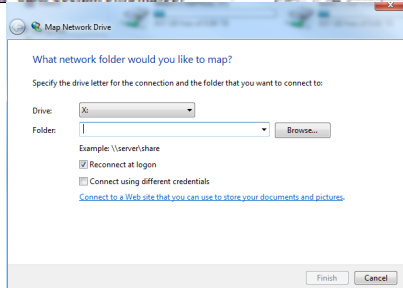
Click on “Map Network Drive”



**For Windows XP:**

Click on “Tools” from the top menu

Choose “Map Network Drive”

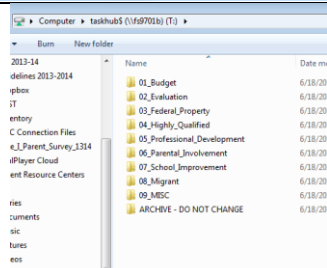


Type or copy this into the “Folder” box:

[\\fs9701b\taskhub\\$](\\fs9701b\taskhub$)

Be sure “Reconnect at Login” is **CHECKED**

Click “Finish”



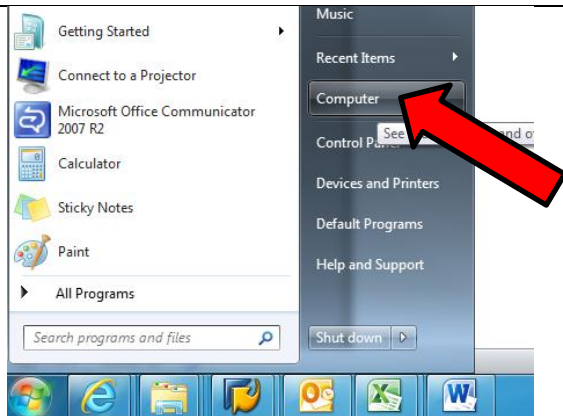
A Window should pop up that contains a folder for each of the areas previously found in Public Folders

If you experience any problems, or if you cannot connect to the drive, contact Andy Baldwin in the Title 1 office.

[andrew.baldwin@polk-fl.net](mailto:andrew.baldwin@polk-fl.net) or 863-534-0776

# How to Access the Title 1 Online eTASK

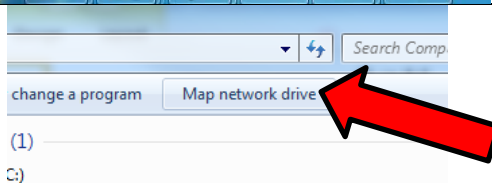
The online eTASK is a “shared” folder located on a Server. This is the location where you will upload many files throughout the year. The files uploaded to his folder should mirror the files located in your TASK audit box.



Find “My Computer” or “Computer”

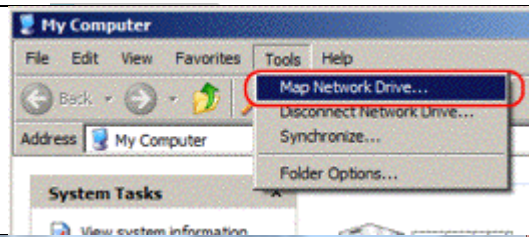
This is usually either found on the Desktop or under the “Start Menu”

Double Click to open “My Computer” or “Computer”



**For Windows 7:**

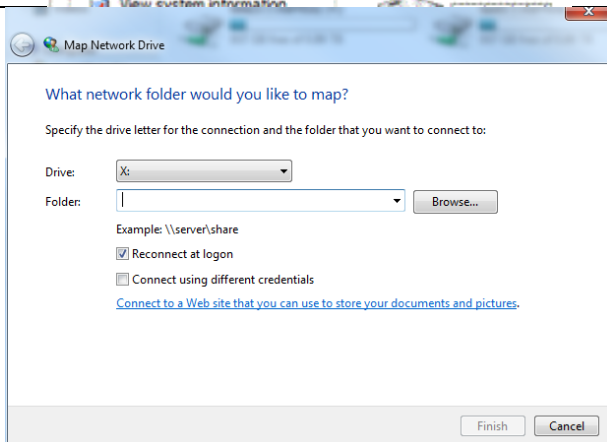
Click on “Map Network Drive”



**For Windows XP:**

Click on “Tools” from the top menu

Choose “Map Network Drive”

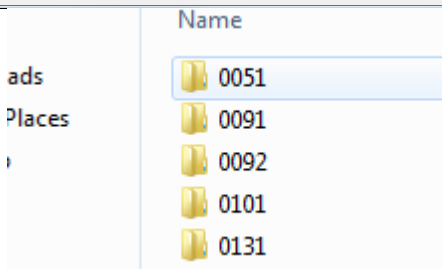


Type or copy this into the “Folder” box:

[\\fs9701b\task\\$](\\fs9701b\task$)

Be sure “Reconnect at Login” is **CHECKED**

Click “Finish”

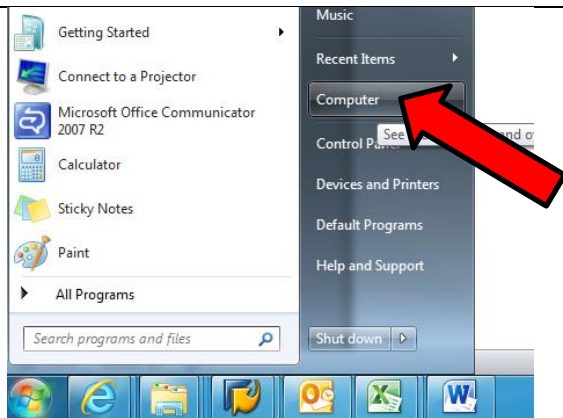


A Window should pop up that contains a folder for each Title 1 site location.

If your site number is not listed, or if you cannot connect to the drive, contact Andy Baldwin in the Title 1 office.

[andrew.baldwin@polk-fl.net](mailto:andrew.baldwin@polk-fl.net) or 863-534-0776

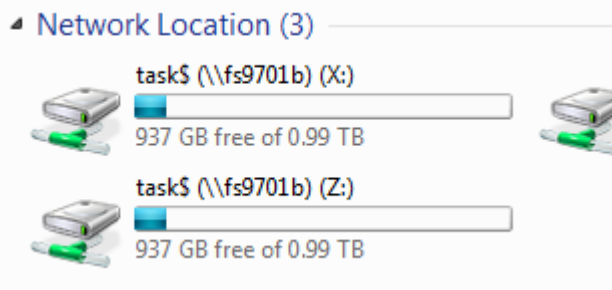
# How to Create a Desktop Icon for the eTASK and TASKHUB



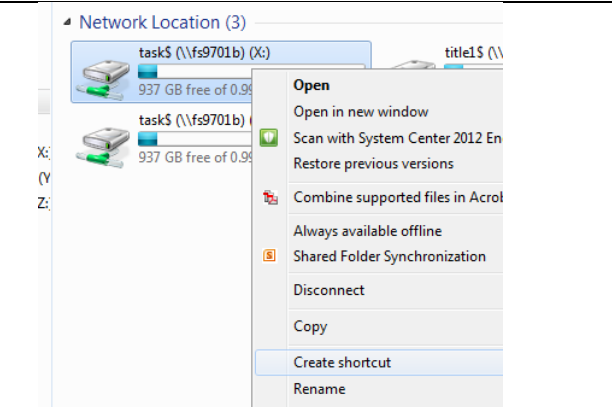
Find "My Computer" or "Computer"

This is usually either found on the Desktop or under the "Start Menu"

Double Click to open "My Computer" or "Computer"

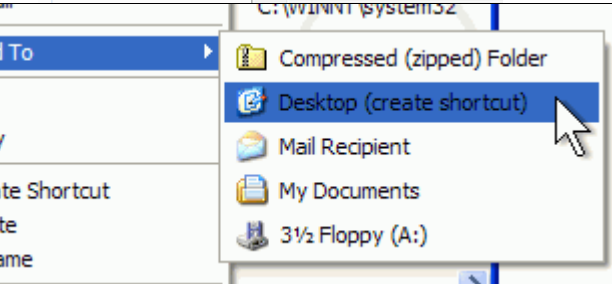


Find the TASK\$ OR TASKHUB\$ drive that should be located under the "Network Location" section.



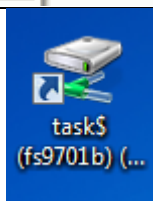
**For Windows 7:**

Right click on the "TASK\$" or "TASKHUB\$" Drive and choose "create shortcut"



**For Windows XP:**

Right click on the TASK\$ Drive and choose: Send To ---Desktop (create Shortcut)



You should now see a "Task\$" or "TASKHUB\$" icon on your Desktop.