Windows XP & Windows 7   – Where did My Windows XP Custom Network locations\shortcuts go in Windows7
Use network shortcuts to streamline routine tasks!

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Windows users may streamline tasks by creating shortcuts to shared folders on a network eliminating the need to search for the folders or type its network address each time. I use network shortcuts for tasks I execute frequently.

After upgrading to Windows 7 on my development laptop I was unable to use my custom network locations\shortcuts. I finally found the work around buried in a poor UI (user interface) change. Here are the details you need to make the change from XP to Windows 7 or to add network shortcuts to your Windows XP or Windows 7 PC.
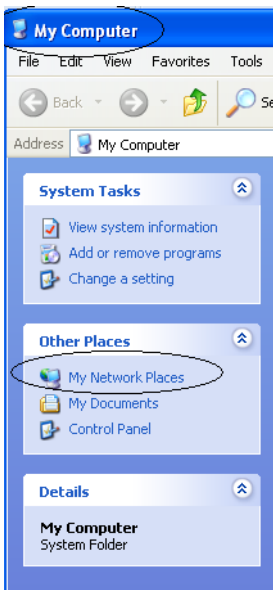
Windows XP – My Network Places

The Windows XP feature *My Network Places* is a great tool to streamline user's workflow and tasks by allowing them to customize shortcuts to shared computers, printers, and other resources on the network. The user specific shortcuts auto launches a specific resource on a shared network such as a printer or shared folder. I use my custom network locations for reoccurring routines and tasks.

This feature is ideal for users who access a shared folder or other resource on a network drive routinely. By creating the network shortcut the user can easily locate and navigate to the specific resource and save time exploring through various resources on a network.[1]
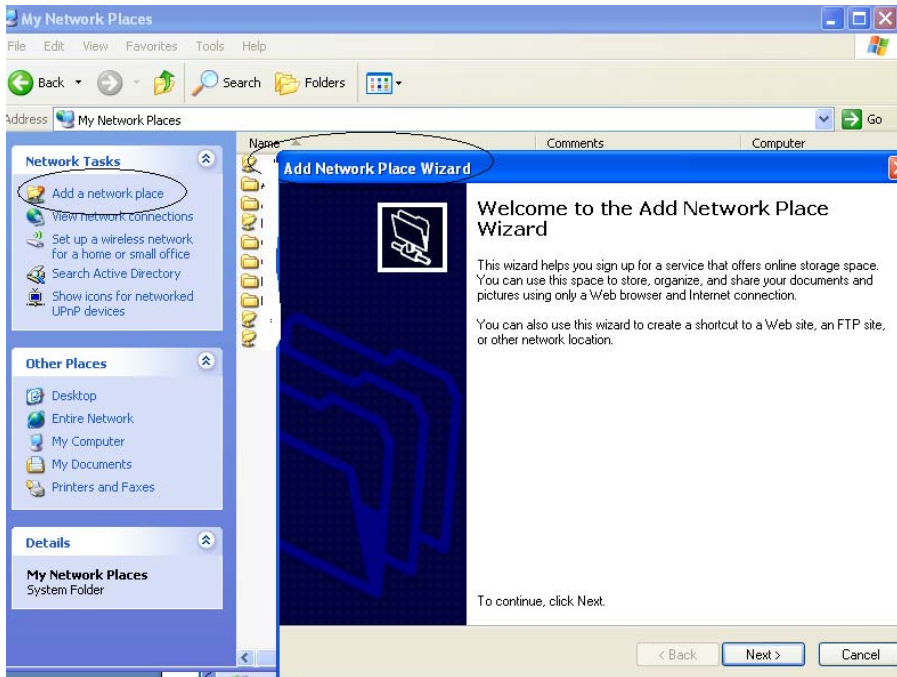
The *My Network Places* folder contains hyperlinks to tasks and locations on your computer.

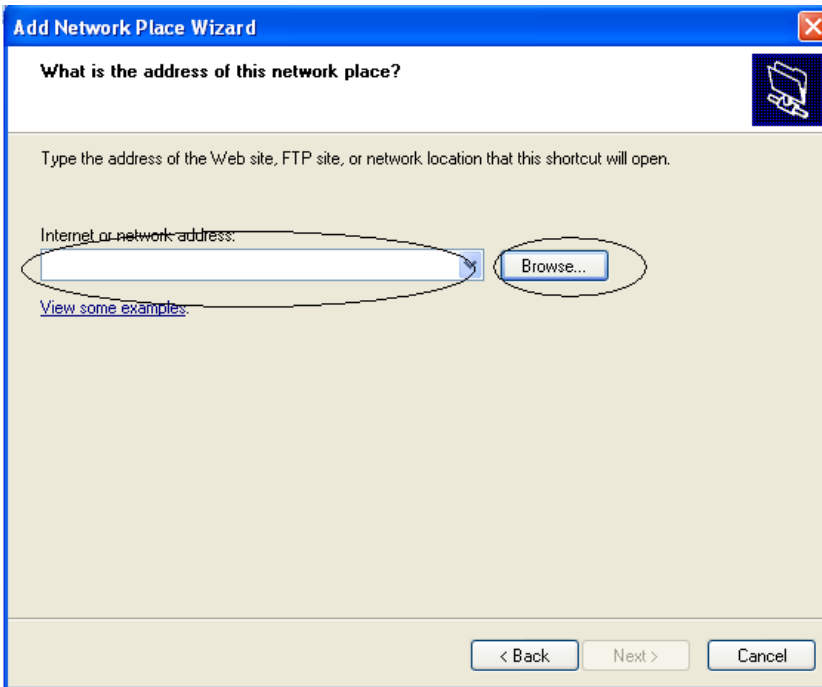To open *my network locations* click *Start*, then *My Computer*

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[1] http://www.microsoft.com/resources/documentation/windows/xp/all/proddocs/en-us/webfoldr_overview.mspx?mfr=true

To add shortcuts to your network places click **add a network place** and the **add network place wizard** window appears.

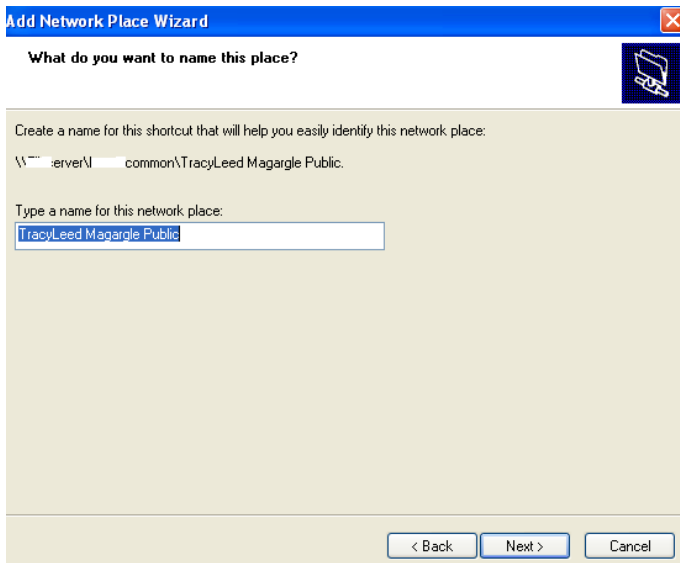Follow the prompts to add the new shortcut for the network resource.

For example to add a resource from the network, use the **Browse** button to navigate through the network or use Windows explorer to copy and paste the address of the resource into the address field.
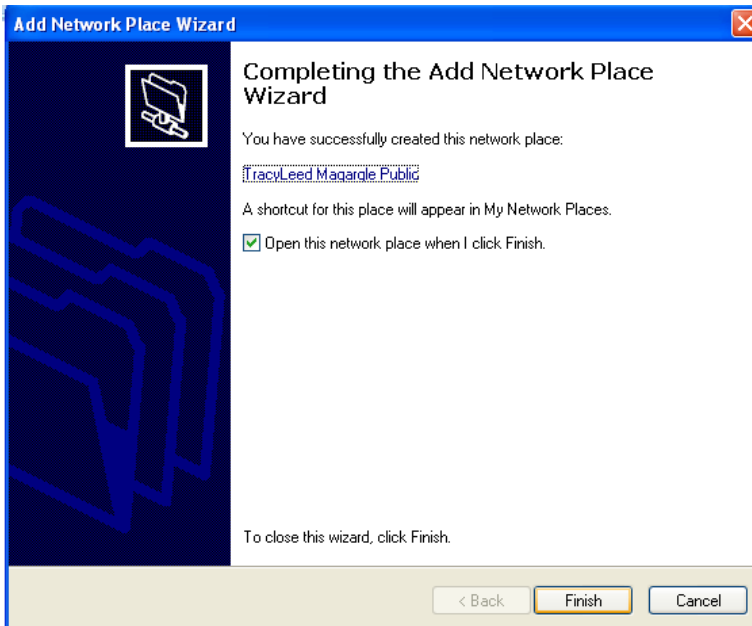
Click **Next** after adding the Address

Type a name for the network place, this name will display in your *network places*
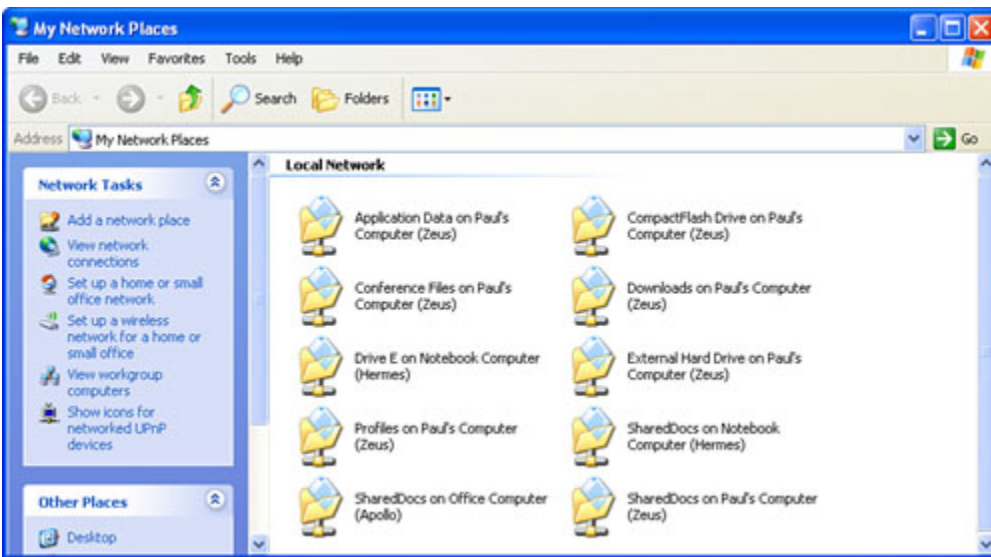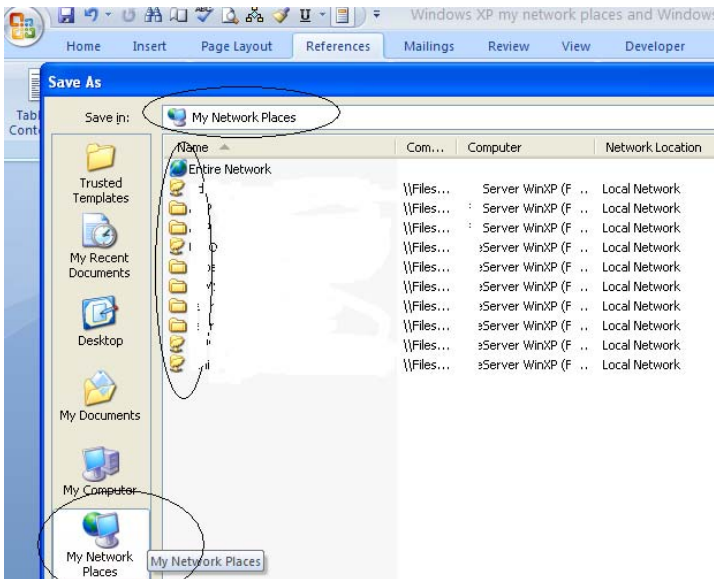
Click **Next**

This window appears to confirm the setup of the shortcut.

Once you've added shortcuts to you're **My Network Places**, they will appear in a list as shown below.
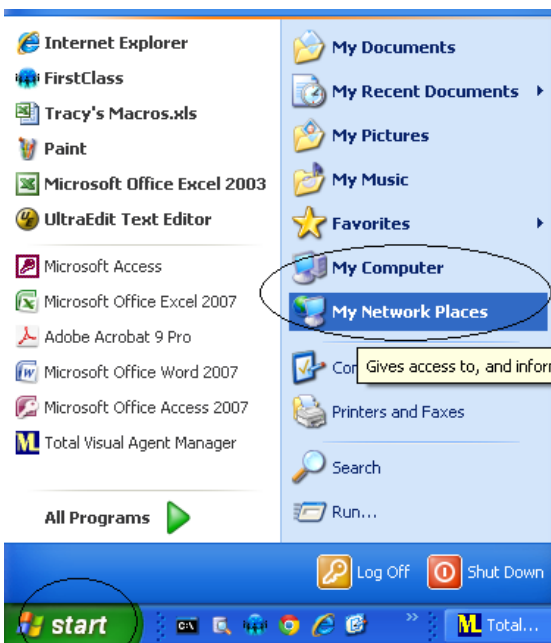

This same list will be available when you **save** new or **open** documents in the application window. The example below displays **Microsoft Word** with **My Network Places** listed on the left side of the window, when **clicked**, the list of **My Network Places** appears as shown below.

Or if you need to open/launch a file on a resource you've added to your My Network Places, a simple point and click will get you right to the file on the network resource

Point at **Start**, **Click My Network Places**, your list of custom shortcuts appears, click on the file desired.
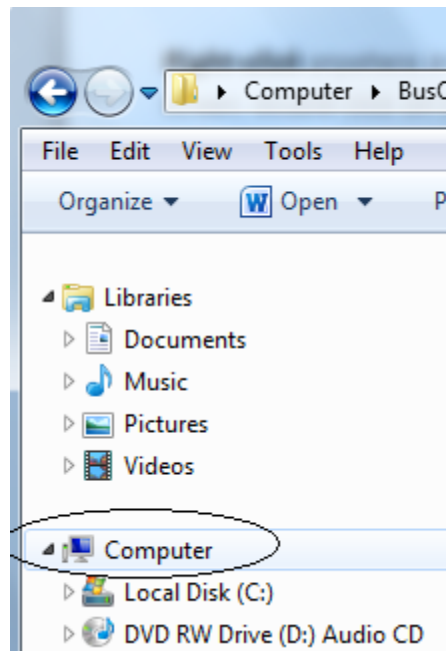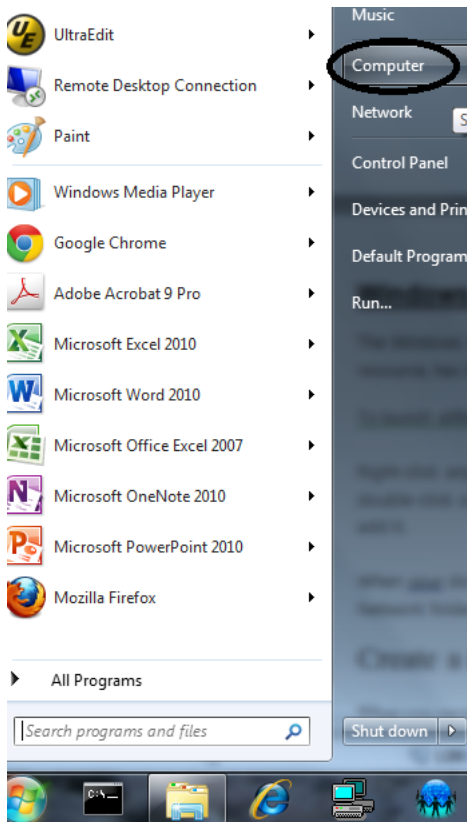

 Windows 7 - Network Places

The Windows XP function **My Network Places** which allows users to create a shortcut to a specific folder on a network resource, has been moved to **Computer**.

To add to my frustration I was not able to find information on this change on the Microsoft website nevertheless I did find this information on a Windows 7 forum and I was able to add the custom network places to my Windows 7 laptop.

To open custom network locations/shortcuts either **click** on **Computer** from the **Start Menu** or **click** on **Computer** in **Windows Explorer**.[2]
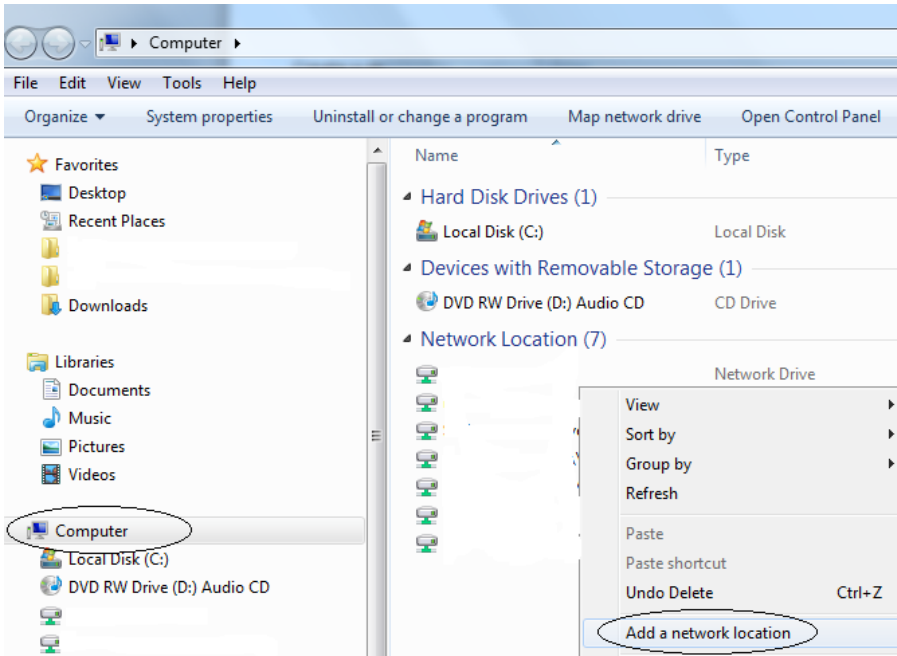

or

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[2] http://answers.microsoft.com/en-us/windows/forum/windows_7-desktop/how-do-i-get-to-my-network-places-in-windows-7/02f34043-8115-415e-a94e-e2d41c98b8a8
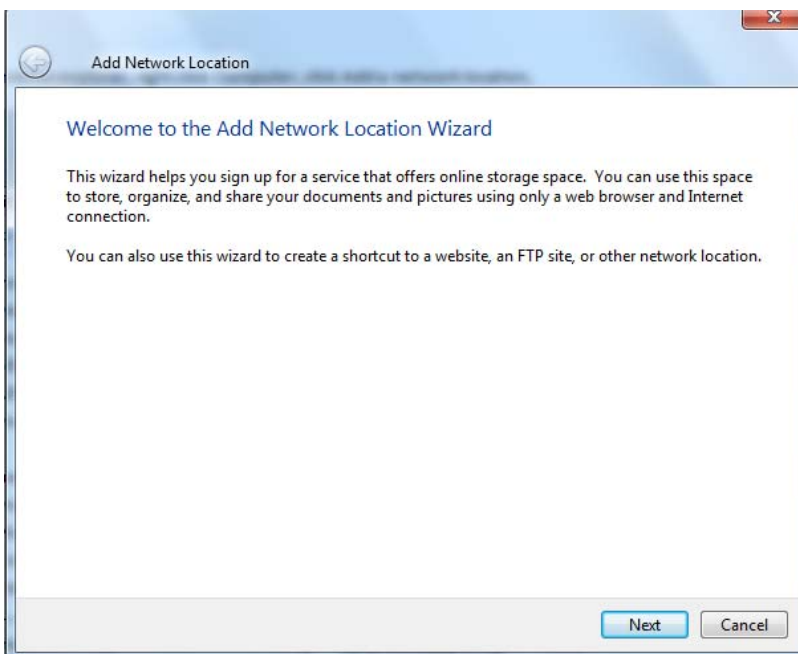
To add a custom network location, **Select** Computer **Right-click** anywhere in the ***blank area of the right-side pane***, and choose ***Add a Network Location***. On the 2nd screen, ***double-click*** on ***Choose a Custom Location*** to open the familiar dialog box from XP. ***Browse*** to your network folder and ***add*** it.
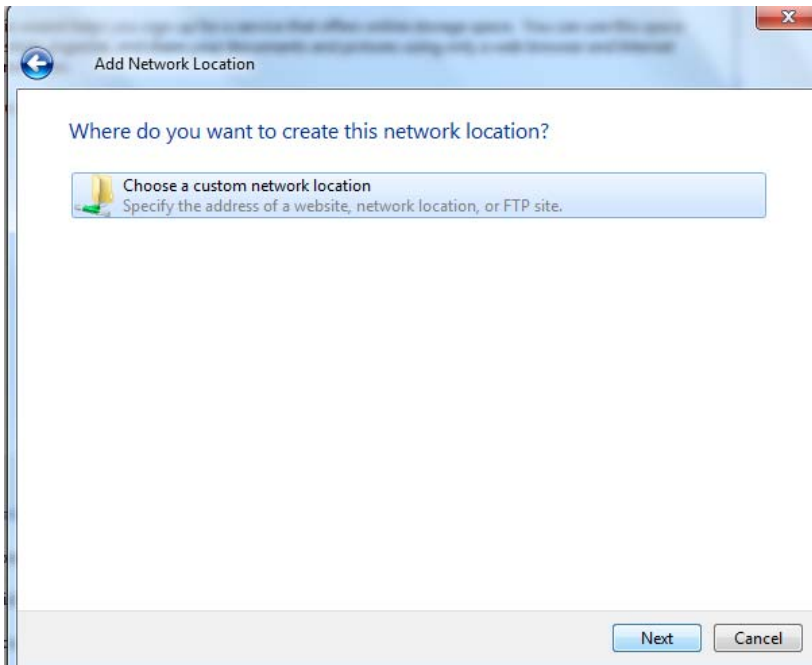
Step by Step display:

Launch windows explorer, ***right click Computer***, ***click Add a network location***
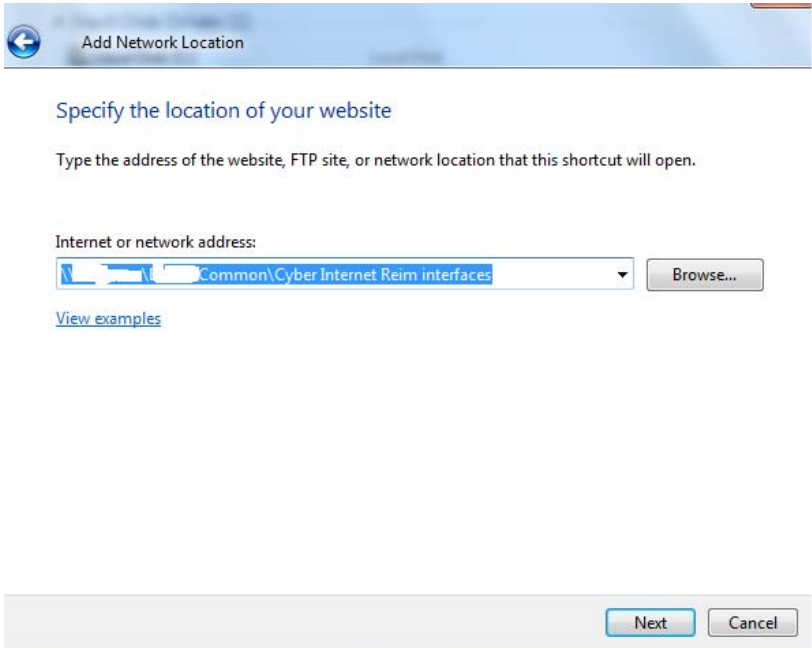

This Wizard window appears, ***click Next***

In the window below the option to choose a custom network location option is listed, **click Next**
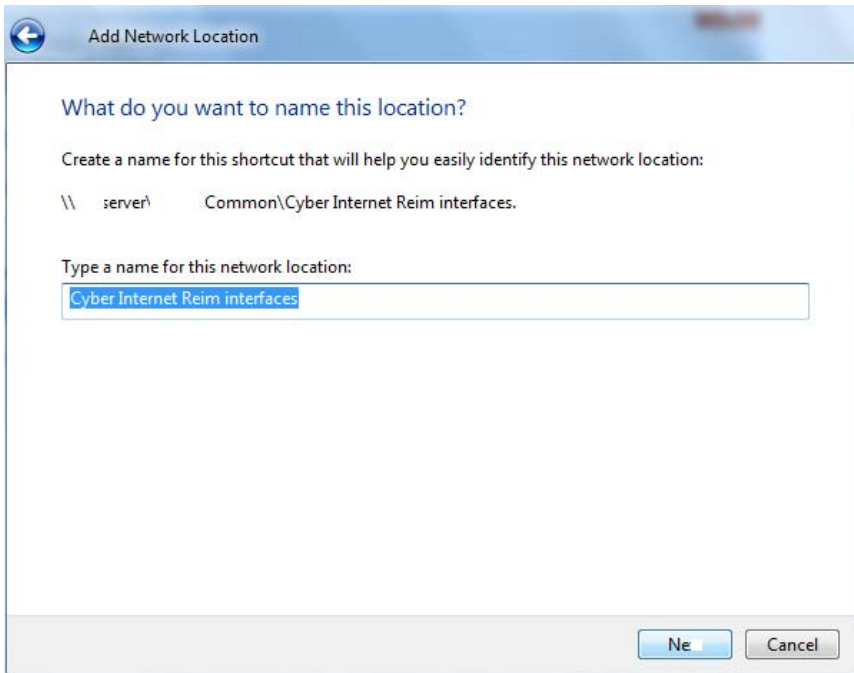

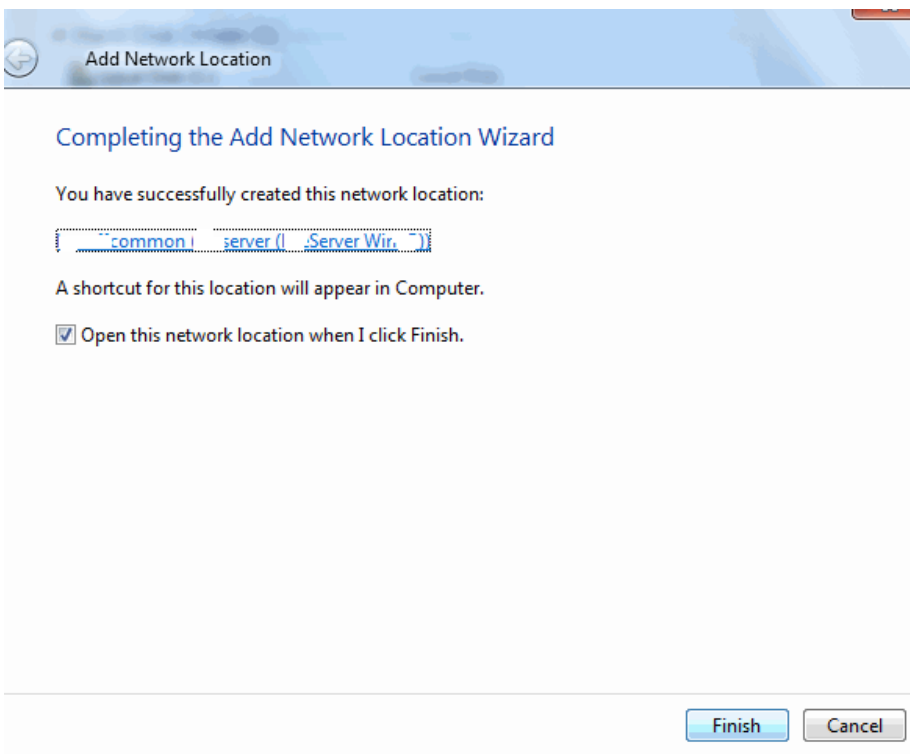Type in or browse for address desired, **click Next**

Type a name for the location**, click Next**

Click Finish to add the new custom location

When you are finished, the new link will appear in the Computer folder under Network Locations. It will no longer appear in the Network folder where it used to be in XP.