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