

How to Locate Workstation Name

On a PC (Windows XP):

Locate My Computer. You may do so by using *one* of the three following methods:
 a. On the bottom left of the computer screen, click the Start button.



OR

b. Right click on the **Start** button and select **Explore**



The browser will display:

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c. Locate the icon on your desktop



2. Right click on My Computer and select Properties.



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3. The Systems Properties dialogue box will display.



4. Select the **Computer Name** tab.



5. The workstation name is located in the Full computer name section.



On a Mac (Os X):

1. Click on the Apple symbol, scroll down and select System Preferences.



2. Under the Internet & Network section, click the Sharing icon.



3. The workstation name is in the **Computer Name** field.

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