How to Locate Workstation Name

On a PC (Windows XP):

1. 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:

OR

c. Locate the icon on your desktop

2. Right click on **My Computer** and select **Properties**.
3. The **Systems Properties** dialogue box will display.

![Systems Properties](image1.png)

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

![System Properties](image2.png)
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.