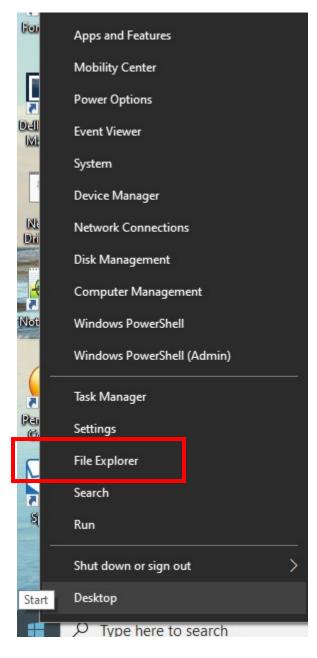
How to Map Network Shared Drives for International Tax

1. Once you login to your laptop, click on the FortiClient VPN icon to connect to the division network with the same user name and password you use to log into your PC each the morning:



2. Right-click on Windows button icon on the lower part of your screen and then select "File Explorer":



3. Right click on "This PC" in left frame:



4. Select "Map Network Drive" option:

	Collapse
•	Manage
	Pin to Start
	Map network drive
	Open in new window 💙
	Pin to Quick access
	Disconnect network drive

5. New pop-up box will appear. Change to the G: Drive and complete it by adding your department folder

😪 Map Network Drive		
What network folder would you like to map?		
Specify the drive letter for the connection and the folder that you want to connect to:		
Drive:	G: (\\Fin-FNPServ\Disburser ~	
Folder:	\\Fin-FNPServ\Disbursements & Tax	
	Example: \\server\share	
	Reconnect at sign-in	
	Connect using different credentials	
	Connect to a Web site that you can use to store your documents and pictures.	
	Finish Cancel	

- 6. Click on the "Finish" button
- 7. G: Drive will appear in your network drive listing as

✓ Disbursements & Tax (\\Fin-FNPServ) (G:)

8. If you need access to the remaining network shared drive follow steps from 3 to 6.

M:\\Fin-Apps\CorpTax W: \\Fin-FNPServ\Shared

Please call the IT Service Helpline at x8-HLPU or 215-898-4578 with any further questions.