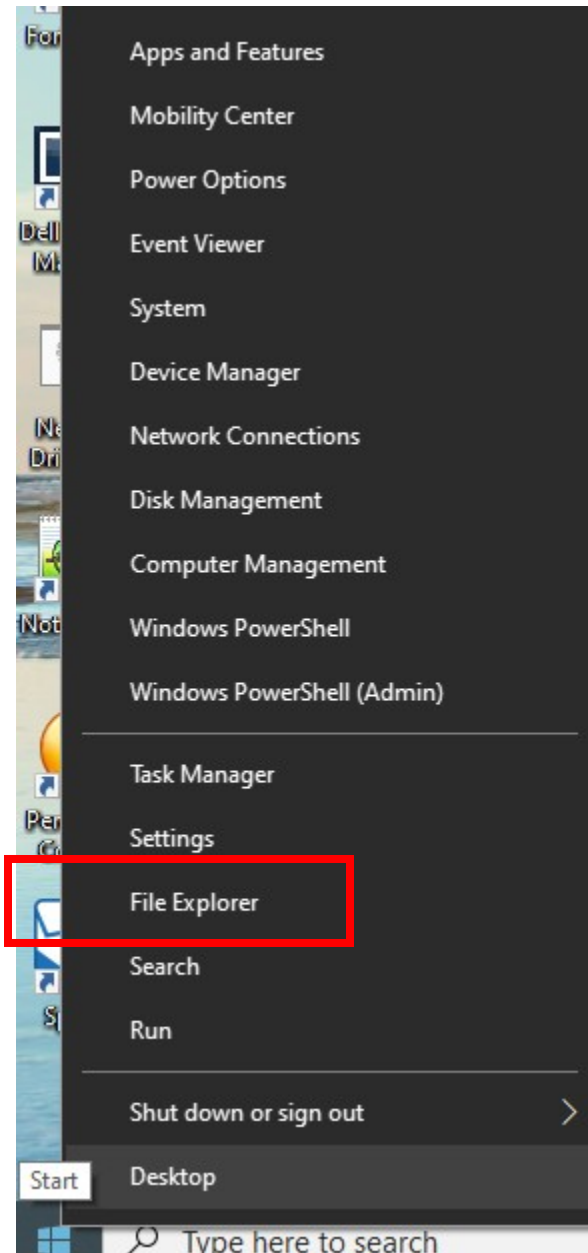


How to Map Network Shared Drives for VP of Finance/Treasurer

1. Once you login to your laptop, click on the FortiClient VPN icon to connect to the division network with network credentials typically used in the morning:



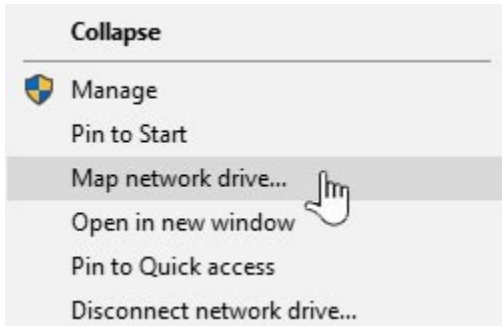
2. Right-click on Windows button icon on the lower part of your screen and then select "File Explorer":



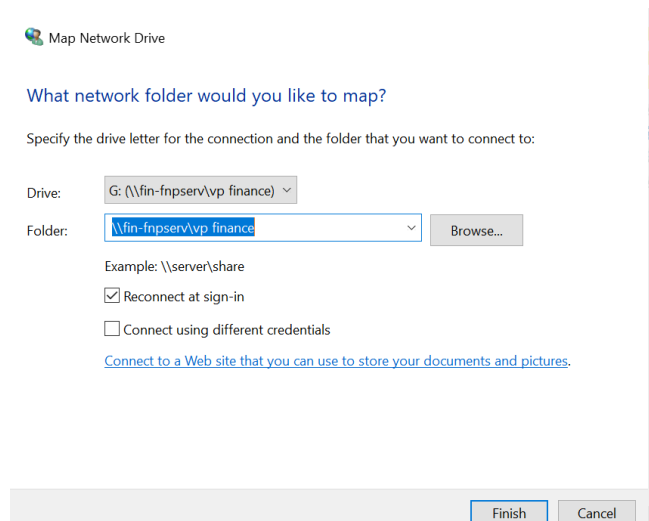
3. Right click on “This PC” in left frame:




4. Select “Map Network Drive” option:



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



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

 vp finance (\\fin-fnpserv) (G:)

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

G:\\Fin-FNPServ\\VP Finance
T:\\Fin-FNPServ\\Statements
W:\\Fin-FNPServ\\Shared

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