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:

	Collapse
•	Manage
	Pin to Start
	Map network drive fm
	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 Net	work Drive
What net	work folder would you like to map?
Specify the o	drive letter for the connection and the folder that you want to connect to:
Drive:	G: (\\fin-fnpserv\vp finance) ~
Folder:	\\fin-fnpserv\vp finance
	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

👽 vp finance	e (\\fin-fnpserv) (G:)
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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.