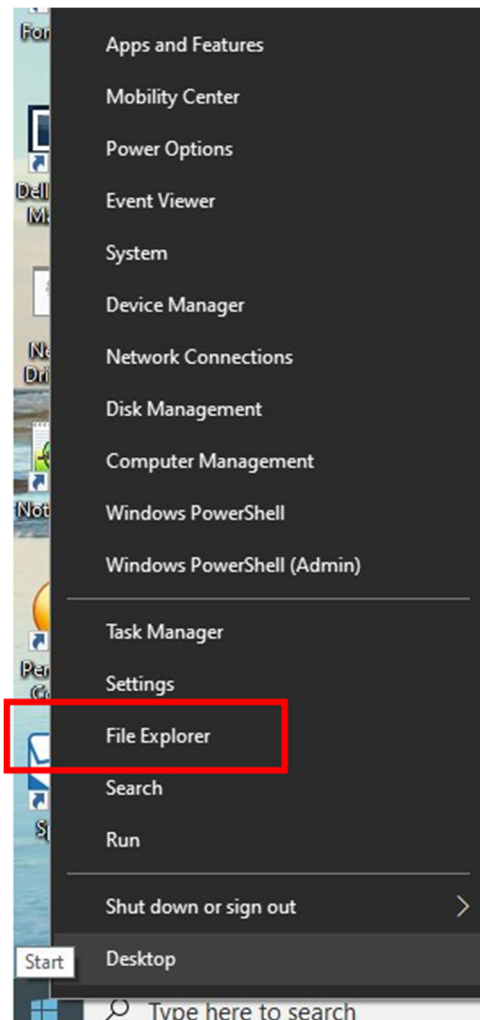


How to map the G: Drive for SRFS Department

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.



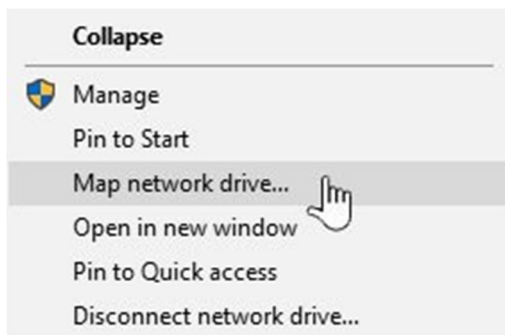
2. Right-click on Windows button icon on the lower part of your screen and then select "File Explorer".



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



4. Select “Map Network Drive” option.



5. A new pop-up box will appear. Use the drop down menu next to Drive: to select G and then use the drop down menu next to Folder: to select or type: \\Fin-FNPServ\ common

← 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:

Folder:

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.](#)

6. Click on the “Finish” button.
7. Drive will appear in your network drive listing with the name common.

> common (\\Fin-FNPServ) (G:)

If you have any questions please email us at FinanceITS@upenn.edu, submit a ticket at <https://FinanceITS.freshdesk.com> or call our Help Line at 215.898.4578