How to Map Network Shared Drives for Comptroller

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

\leftarrow	왻 Map Ne	etwork 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: ~	
	Folder:	\\Fin-FNPServ\Compt. Staff	
		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

Compt. Staff (\\Fin-FNPServ) (G:)

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

H:\\Fin-FNPServ\Genrl Acctg I:\\Fin-FNPServ\Invest Acctg J:\\Fin-FNPServ\Fin. Rept. O:\\Fin-FNPServ\P2P 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.