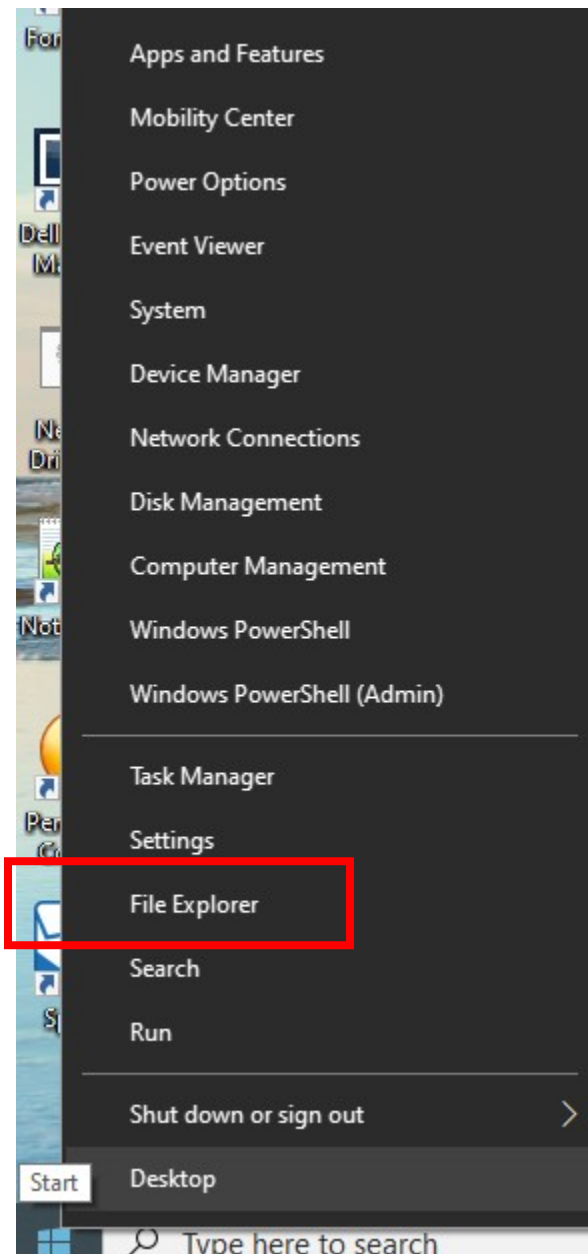


How to Map Network Shared Drives for Research Services

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:



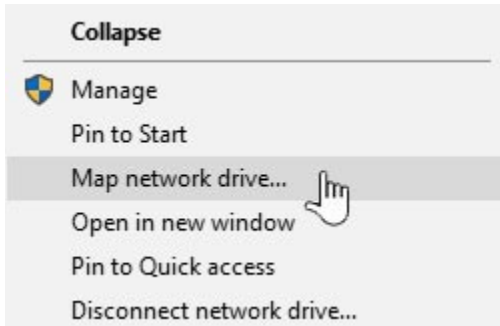
2. Right-click on Windows button icon on the lower part of your screen and then select "File Explorer":



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



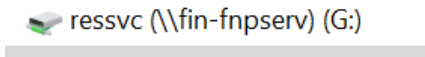
4. Select "Map Network Drive" option:



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

A screenshot of the 'Map Network Drive' dialog box. The title bar says 'Map Network Drive'. Below the title bar, it asks 'What network folder would you like to map?'. It then says 'Specify the drive letter for the connection and the folder that you want to connect to:'. There are two input fields: 'Drive:' with a dropdown menu showing 'G:' and 'Folder:' with a dropdown menu showing '\\fin-fnpserv\ressvc'. To the right of the 'Folder:' field is a 'Browse...' button. Below these fields, there is an 'Example: \\server\share' and two checkboxes: 'Reconnect at sign-in' (checked) and 'Connect using different credentials' (unchecked). At the bottom, there is a link: 'Connect to a Web site that you can use to store your documents and pictures.' and two buttons: 'Finish' and 'Cancel'.

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



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

H:\\Fin-FNPServ\\RS Groups
M:\\Fin-Apps\\RS Apps
W:\\Fin-FNPServ\\Shared

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