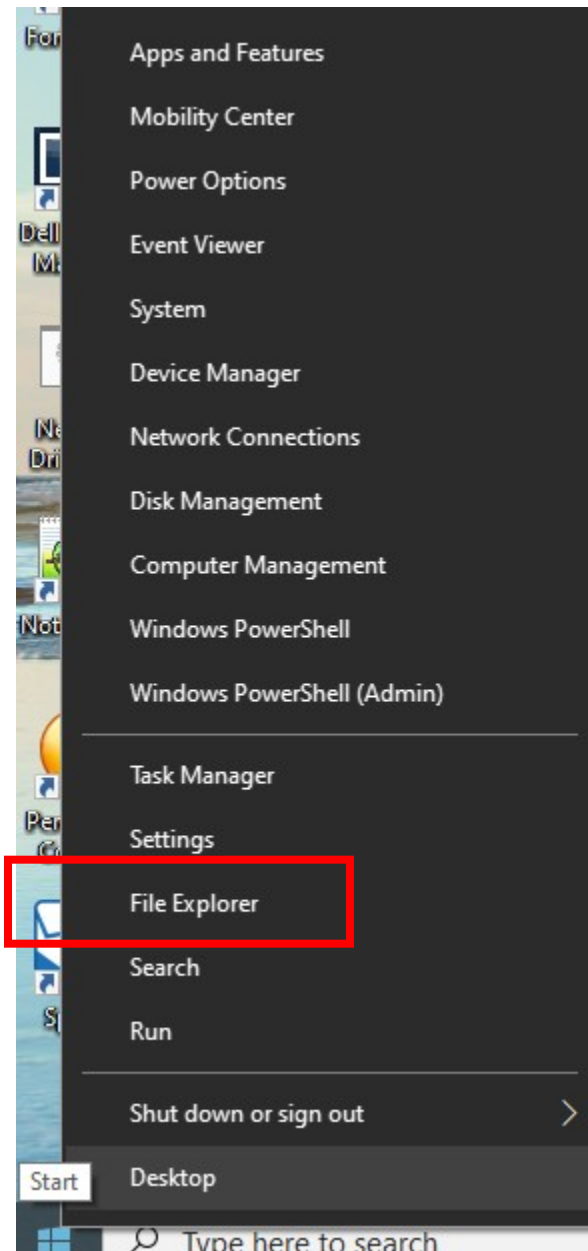


How to Map Network Shared Drives for VP Finance Tres

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:



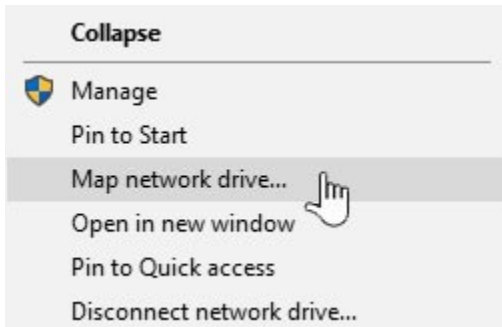
2. Right-click on Windows button icon on the lower part of your screen and then select “File Explorer”:



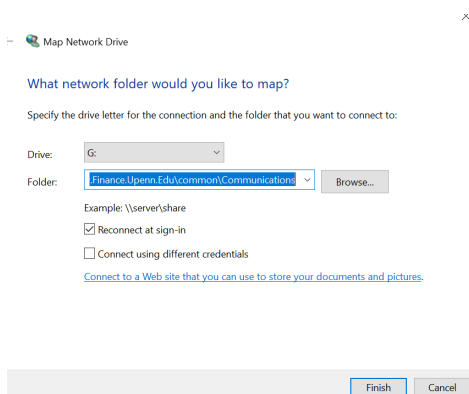
3. Right click on “This PC” in left frame:



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



\\Fin-FNPServ.Finance.Upenn.Edu\common\Communications

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

 Communications (\\Fin-FNPServ.Finance.Upenn.Edu\common) (G:)

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

H:\\Fin-FNPServ.Finance.UPenn.Edu\\Treas Staff
I:\\Fin-FNPServ.Finance.UPenn.Edu\\VP Finance
K:\\Fin-FNPServ.Finance.UPenn.Edu\\Treasury
T:\\Fin-FNPServ.Finance.UPenn.Edu\\Statements
W:\\Fin-FNPServ\\Shared

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