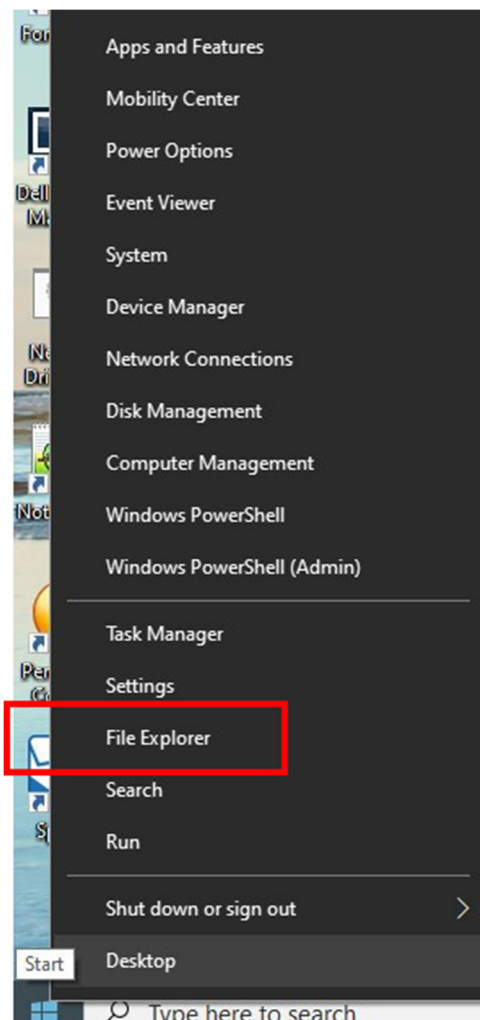


How to map the U: Drive for Finance Departments

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.



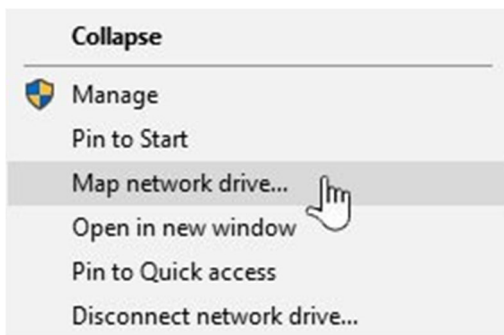
2. Right-click on Windows button icon on the lower part of your screen and then select "File Explorer".



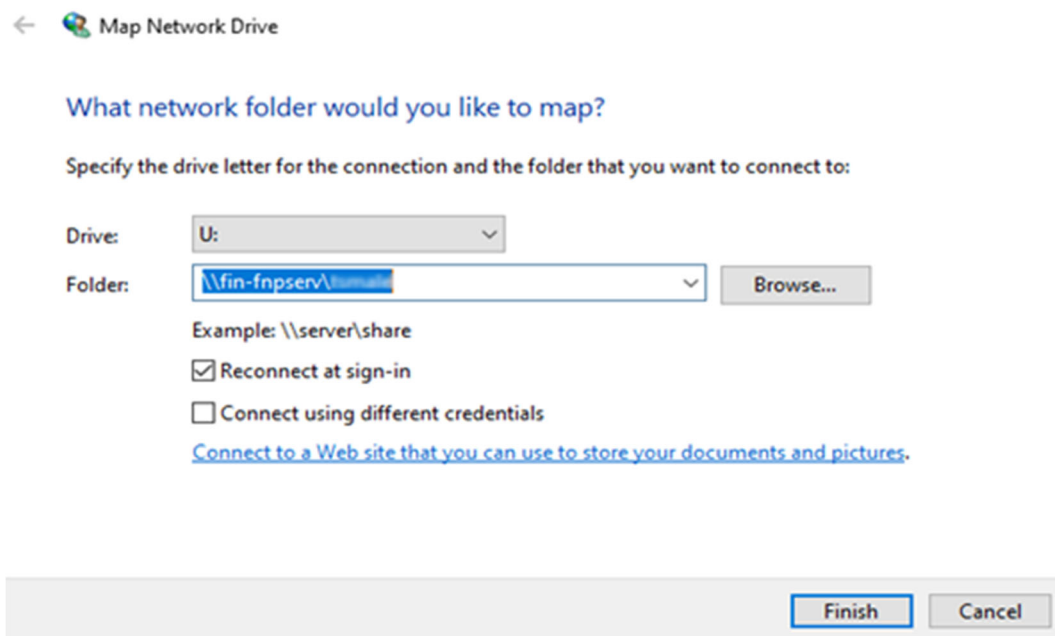
3. Right click on "This PC" in left frame.



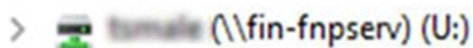
4. Select “Map Network Drive” option.



5. A new pop-up box will appear. Use the drop down menu next to Drive: to select U and then use the drop down menu next to Folder: to select or type \\fin-fnpserv\ (with your login ID).



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



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