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).

~	😪 Map Net	& Map Network Drive	
	What network folder would you like to map?		
	Specify the o	pecify the drive letter for the connection and the folder that you want to connect to:	
	Drive:	U: v	
	Folder:	\\fin-fnpser\\tanala	
		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 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

Finish

Cancel