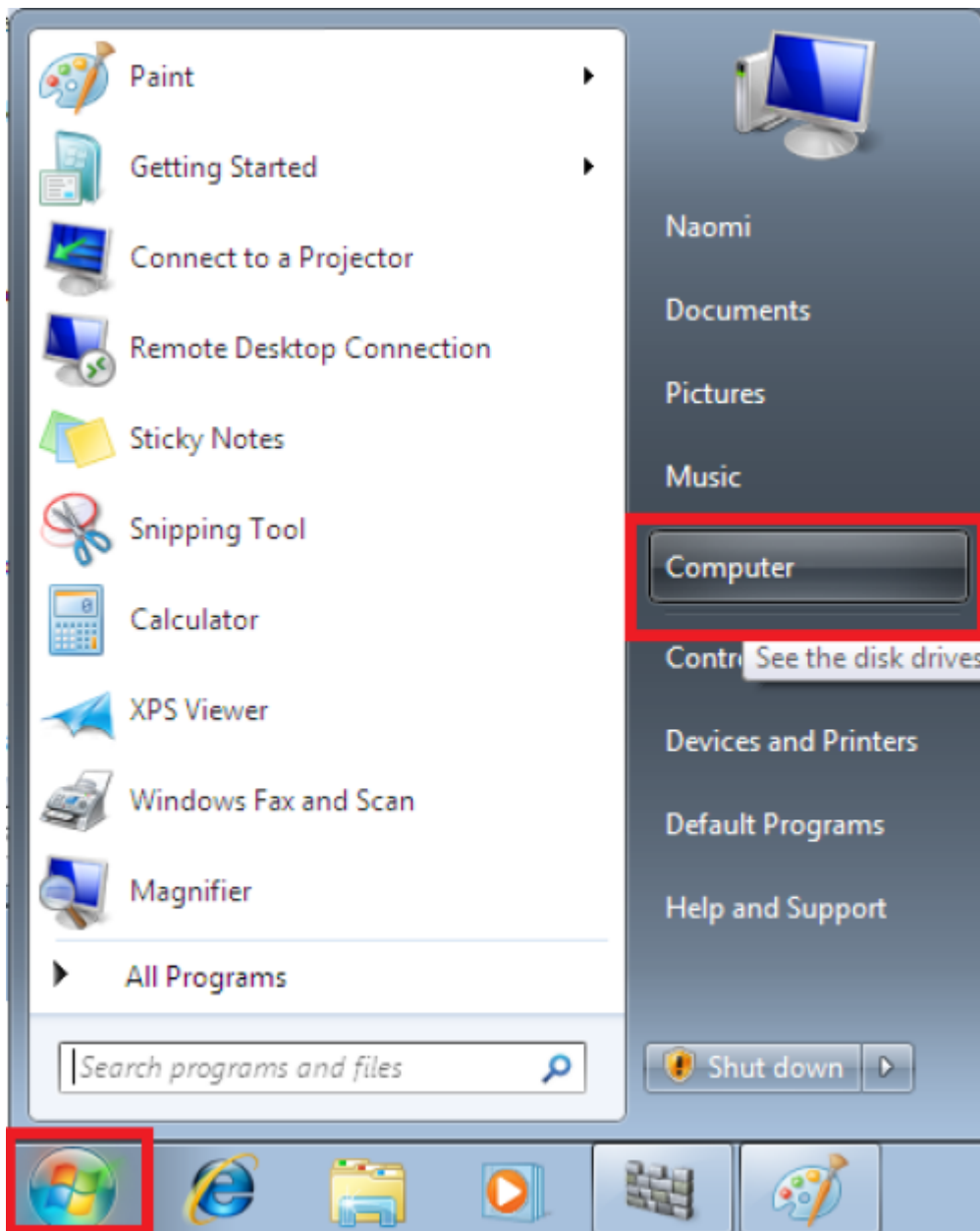
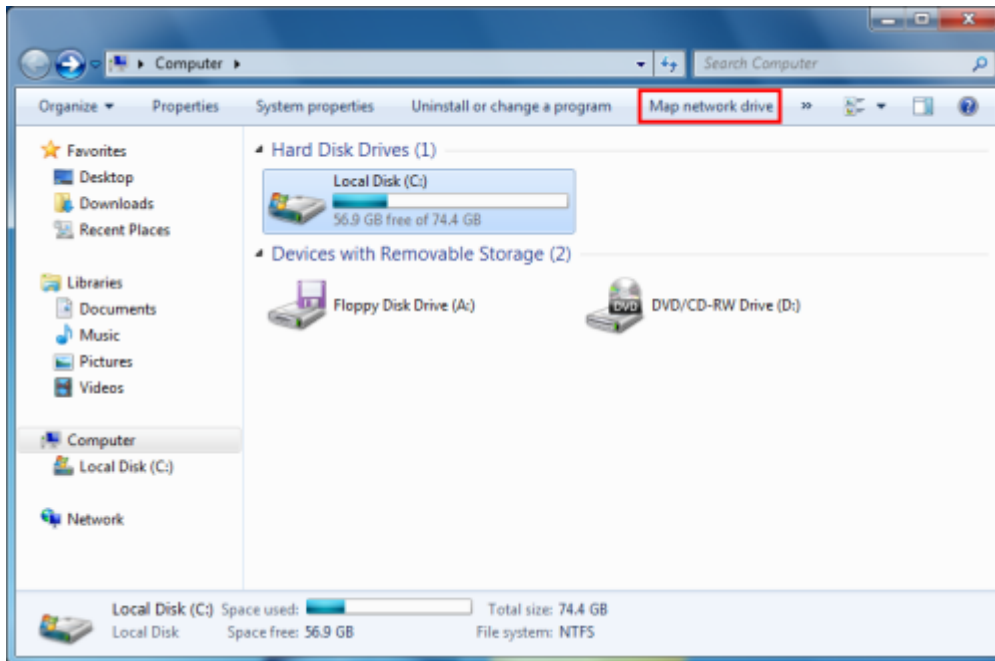


Map Network Drive (Shared Folder)

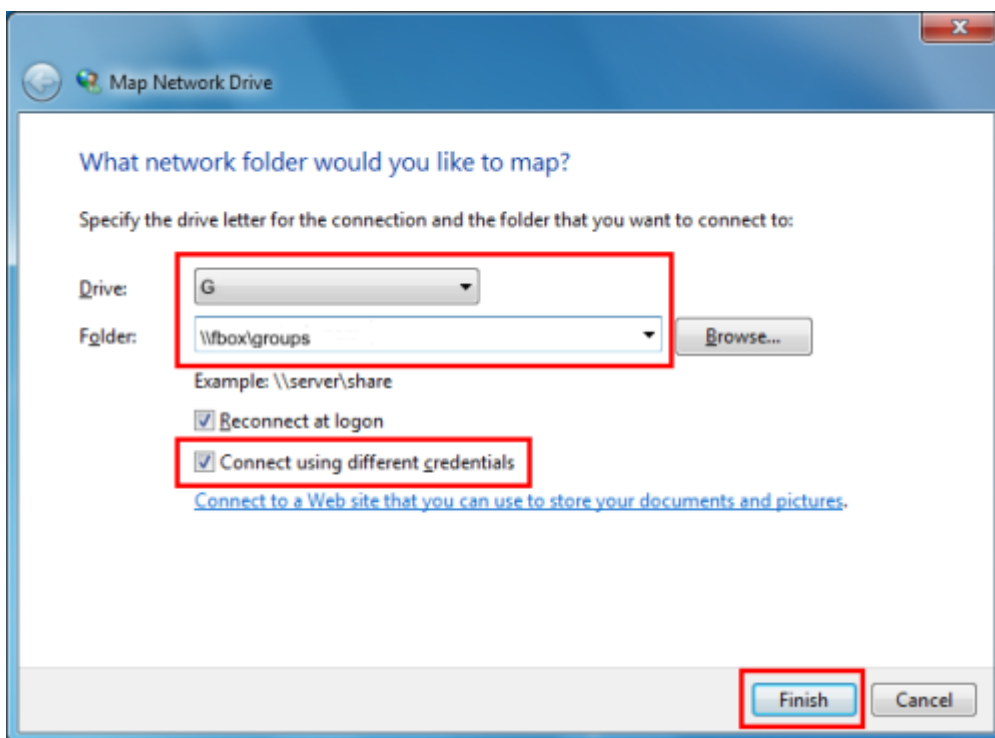
1. Left-click on the windows icon  in the bottom left of your screen and then click on Computer



2. Click on Map network drive



3. Use the drop down menus to choose a Drive (e.g. G) and the shared folder, e.g. \\fbox\Groups then click Finish.



4. In Enter Network Password enter CERGE-EI\

Viewing my mapped drives



1. Right-click on the windows icon (start) in the bottom left of your screen and then click on Computer. You will see the G: drive. Double-click the drive to open or right-click and choose Open.

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Last update: **2016-08-31 09:51**

