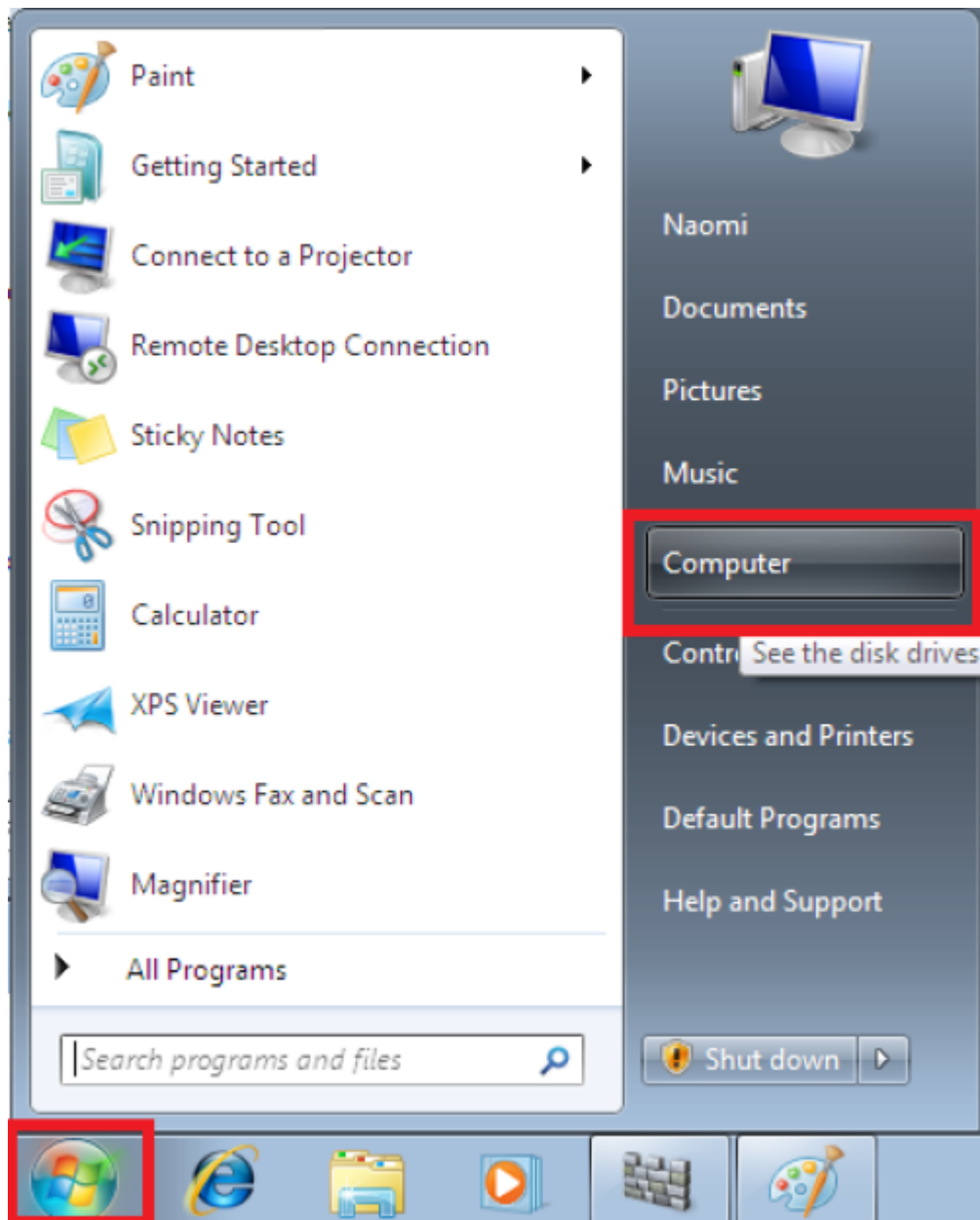


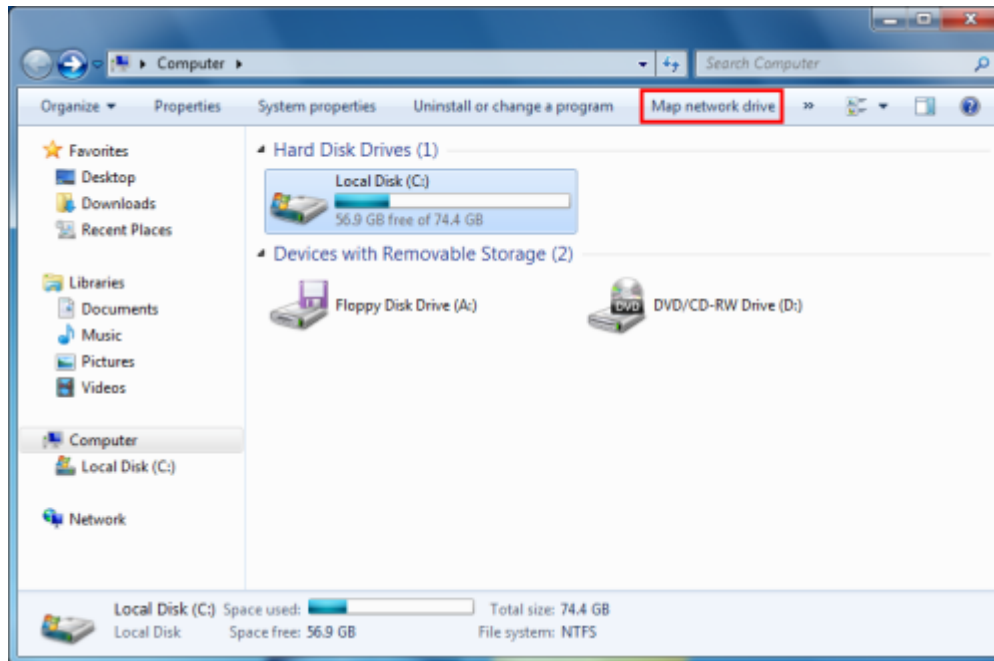
# Map Network Drive (Shared Folder)



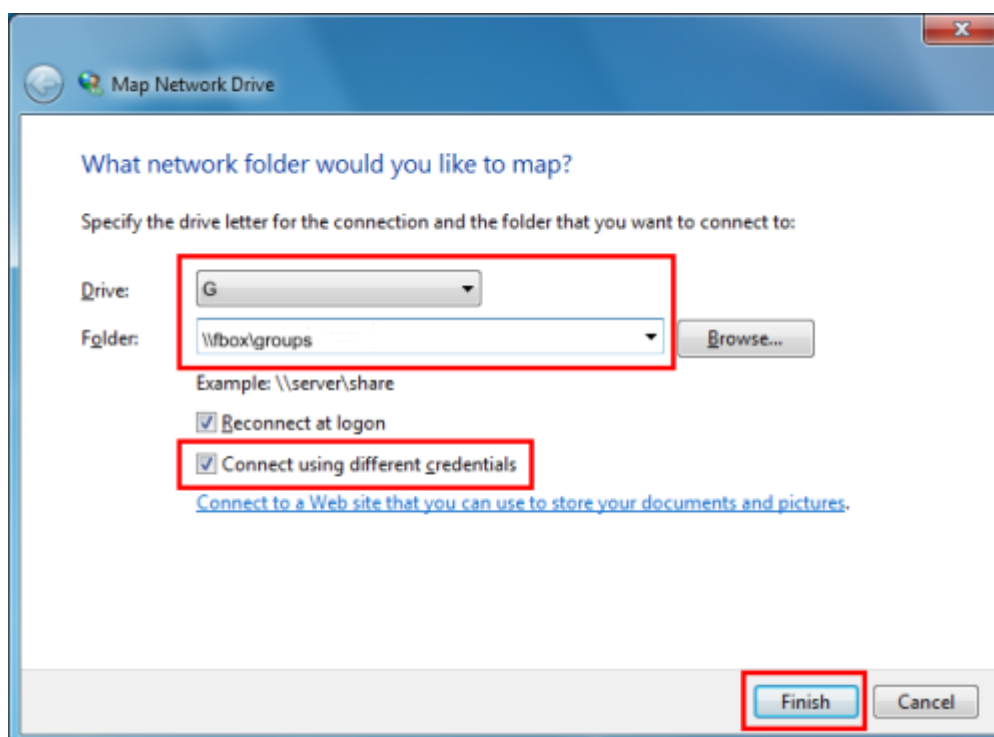
1. Left-click on the windows icon in the bottom left of your screen and then click on Computer



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\<username> (replace with your CERGE-EI domain username) in the User name box and your password in the Password box.

## 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 09:50**

