Map Network Drive (Shared Folder) in Windows 7
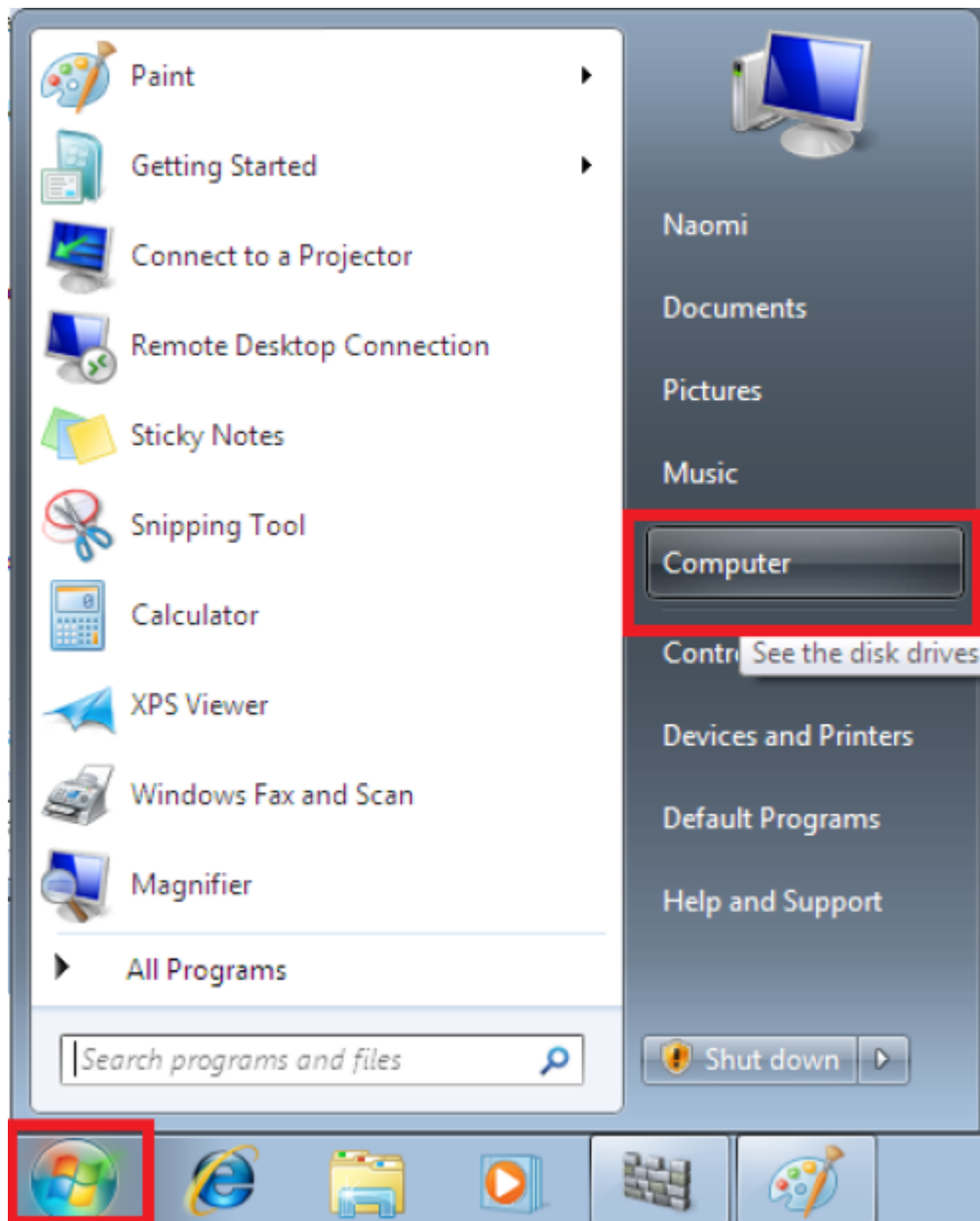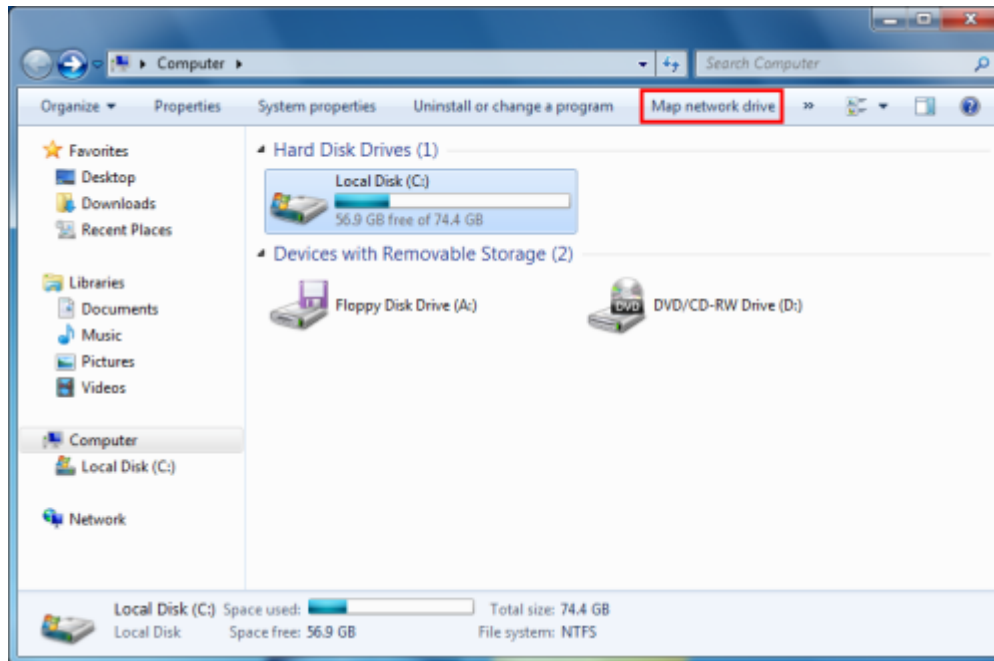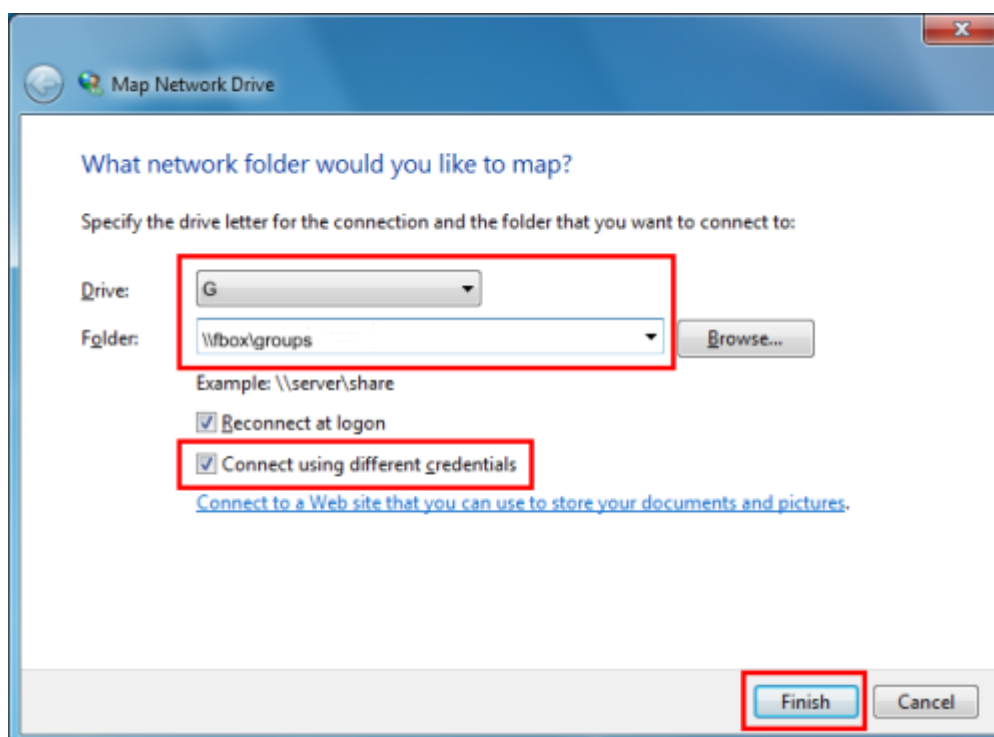
1. Left-click on the windows icon [windows icon] in the bottom left of your screen and then click on Computer

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.

Map Network Drive (Shared Folder) to Mac OS X

1. From the Mac OS X Finder, hit Command+K to bring up the 'Connect to Server' window 2. Enter the path to the network drive you want to map, ie: smb://networkcomputer/networkshare and click 'Connect' 3. Enter your login/password and click "OK" to mount the network drive 4. The drive will now appear on your desktop and in the Finder window sidebar