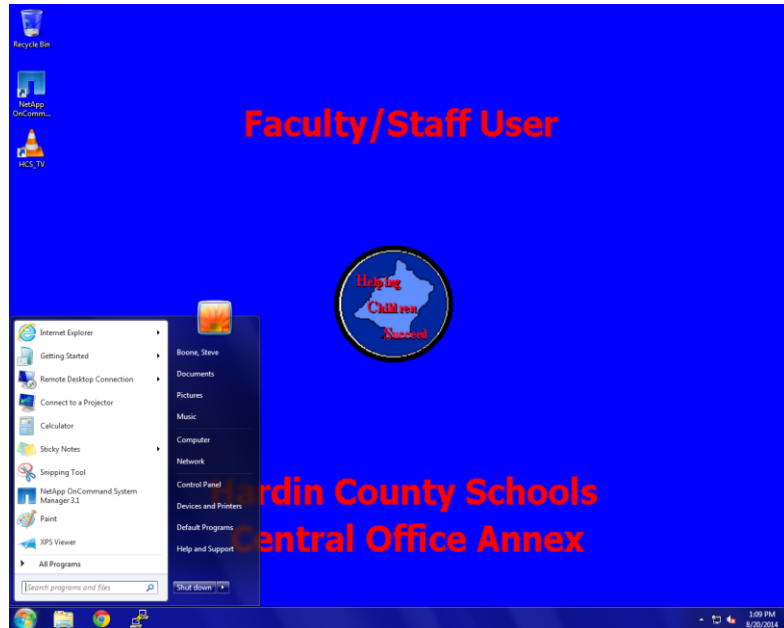
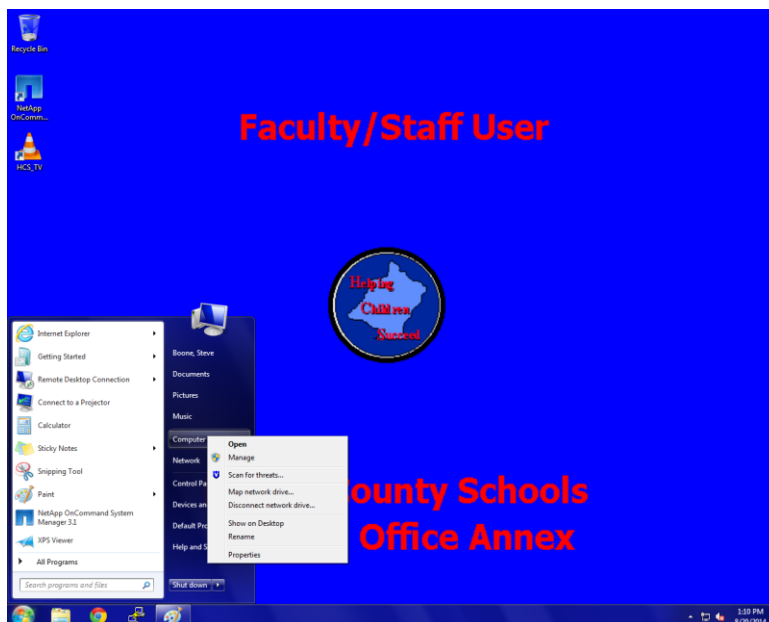


How to MAP a network drive

- 1) Click the 'Start' button (the windows circle in the lower left of the screen).



- 2) 'RIGHT-Click on 'Computer', Select 'Map Network Drive' and LEFT-Click



- 3) Select the desired drive letter from the drop down box.
- 4) Type the PATH to the network location in the 'Folder' box. DO NOT TRY TO BROWSE TO THE LOCATION.
- 5) If you wish this drive to be available every time you log on to THIS computer, be sure to check the 'Reconnect at Logon' box.
- 6) Click 'Finish'

