Select the *Explorer* Icon

Right Click on the *This PC* icon
Select Map network drive...

Select which drive letter you wish to use (pick one that is not used already) In the example below, the X drive has been chosen. Select the “Reconnect” box as well.
Type in the path for the network drive. You need to get path information from IS if you do not know it already. *YOUR DRIVE PATH WILL BE DIFFERENT* than the one below.

Click Finish.

Margaret Erhart
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