## Map the G Drive on Windows

- 1. Make sure you are connected to VPN
- 2. Click the Windows button (four white tiles)

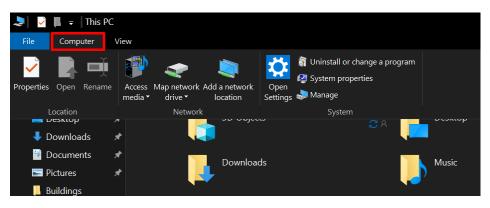


3. Just start typing the word "this" (without the quotes)

All	Apps	Documents	Email	Web	More	2 🕶
Best m	atch					
	<b>This PC</b> App					
Search	the web					This PC
,	i <b>is</b> - See we	eb results			>	Арр
Setting	js (7+)					
						🖵 Open
						🛱 Pin to Start
						-🏳 Pin to taskbar
						둼 Manage
						🖾 Map network drive
						😴 Disconnect network drive
						Properties
	_					
,∕⊂ th	is					

4. Hit the enter key and a window will pop-up

5. Click the "Computer" label on the top bar of that window



6. Click the "Map Network Drive" drop-down menu and then "Map Network Drive"

🤳 🗾 🖡 🗧   This PC	
File Computer View	
🔽 🛃 🛒 🚏 🧟 🖉	<ul> <li>Uninstall or change a program</li> <li>System properties</li> </ul>
Properties Open Rename Access Map network dd a network media	Open Settings 📥 Manage
Locatic 🥪 Map network drive 🛛 🗧	System
Disconnect network drive     Downloads	
Documents 🖈 Downloa	nds Music
Buildings	

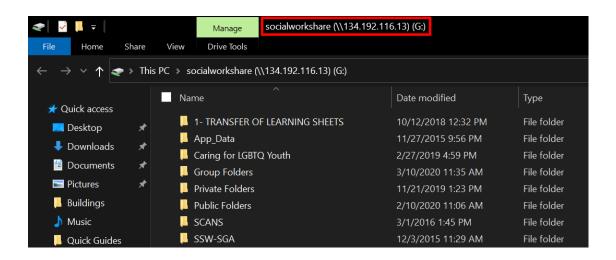
7. Click the drop-down menu and select "G" drive. If G is not an option, use any other letter.

			$\times$			
~	🥵 Map Ne	twork Drive				
	What network folder would you like to map?					
	Specify the drive letter for the connection and the folder that you want to connect to:					
	Drive:	G: ~				
	Folder:	∽ Browse				
		Example: \\server\share				
		Reconnect at sign-in				
		Connect using different credentials				
		Connect to a Web site that you can use to store your documents and pictures.				
		Finish <b>Cance</b>	I			

8. In the "Folder" field, type in <u>\\134.192.116.13\socialworkshare\</u>

$\leftarrow$	Map Ne	etwork Drive	×			
	What network folder would you like to map?					
	Specify the drive letter for the connection and the folder that you want to connect to:					
	Drive:	G: ~				
	Folder:	\\134.192.116.13\socialworkshare\				
		Example: \\server\share				
		Reconnect at sign-in				
		Connect using different credentials				
		Connect to a Web site that you can use to store your documents and pictures.				
		Finish Cano	el			

- 9. Click the "Finish" button
- 10. A window will pop-up



11. Navigate to your folder

12. If you would like to create a shortcut on your desktop to the folder, please: right click the folder, click on "send to" and then click "Desktop (create shortcut)"

🛱 Documents 🖈 🗖 🗖			
Documents 🗶 🔽 Group E	ders	3/10/2020 11:35 AM	File folder
Open	lders	11/21/2019 1:23 PM	File folder
Open in new window	ders	2/10/2020 11:06 AM	File folder
Pin to Quick access		3/1/2016 1:45 PM	File folder
<table-cell-rows> Scan with Windows Defender</table-cell-rows>		12/3/2015 11:29 AM	File folder
Always available offline		2/5/2020 4:43 PM	File
Restore previous versions	Shortcut	8/15/2017 10:03 PM	Shortcut
Pin to Start	my	1/26/2018 1:08 PM	File
	,h	11/27/2015 Q.59 DM	CONFIG File
Send to $ ightarrow$	🚯 Bluetooth device		
Cut	Compressed (zipped) folder		
Сору	E Desktop (create shortcut)		
	🚨 Documents		
Create shortcut	🐗 Fax recipient		