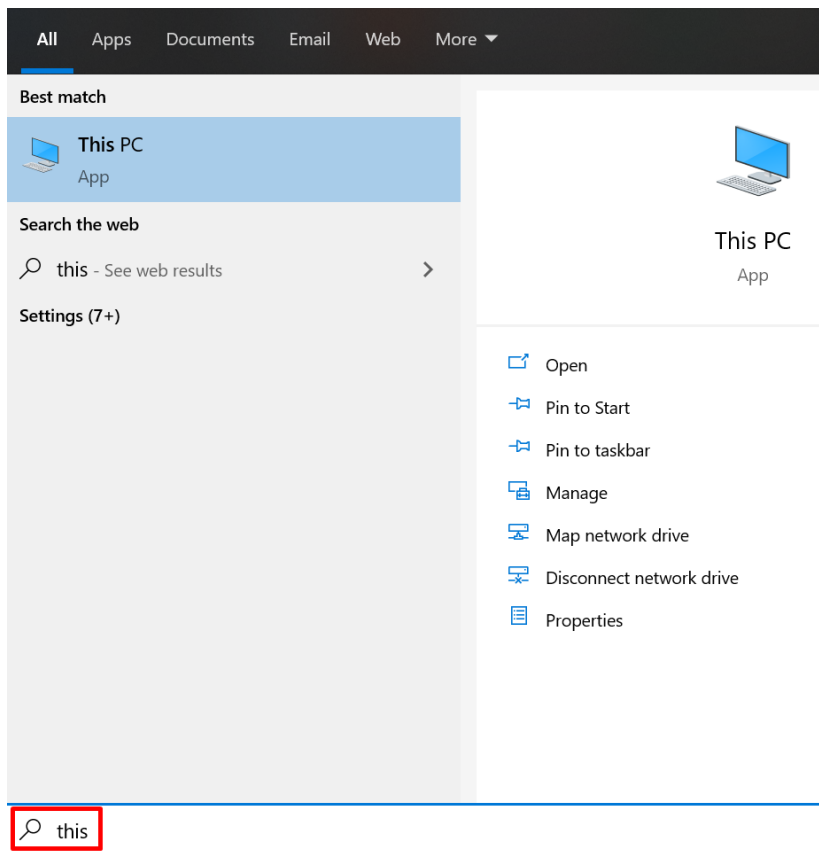


Map the G Drive on Windows

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

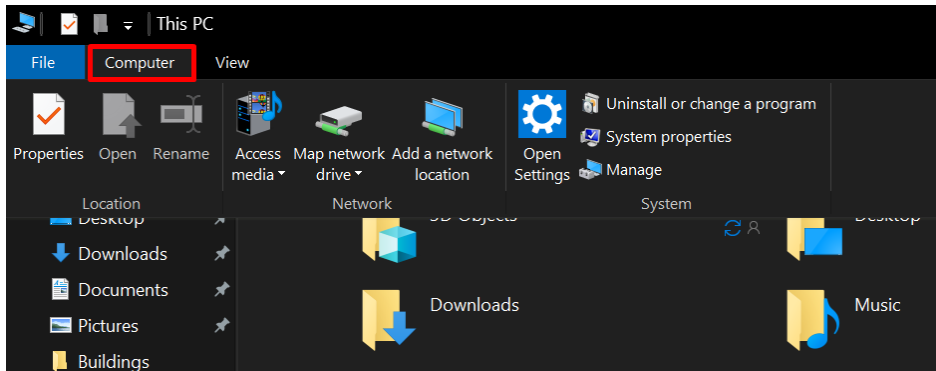


3. Just start typing the word "this" (without the quotes)

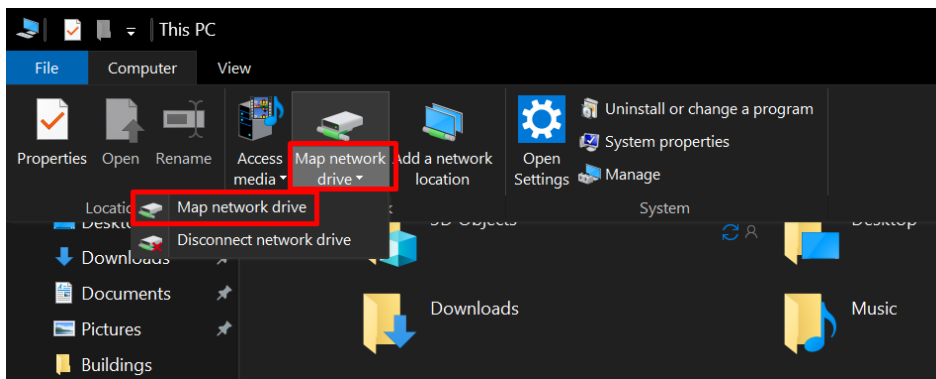


4. Hit the enter key and a window will pop-up

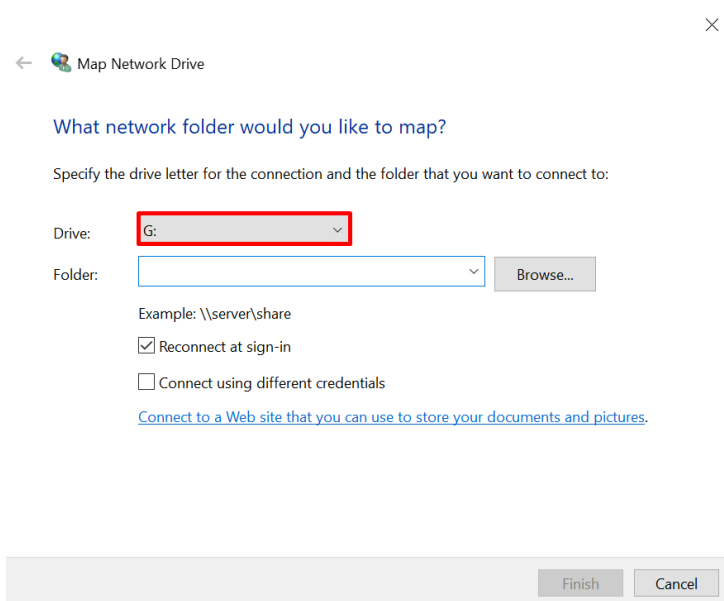
5. Click the “Computer” label on the top bar of that window



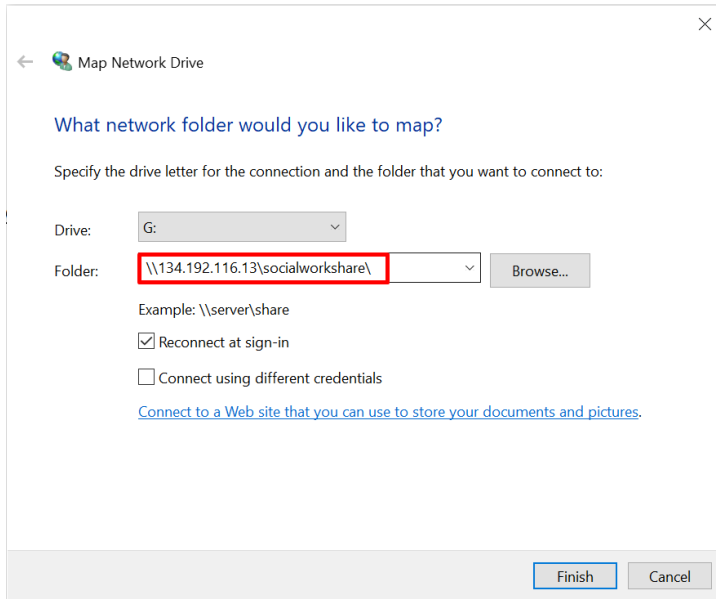
6. Click the “Map Network Drive” drop-down menu and then “Map Network Drive”



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

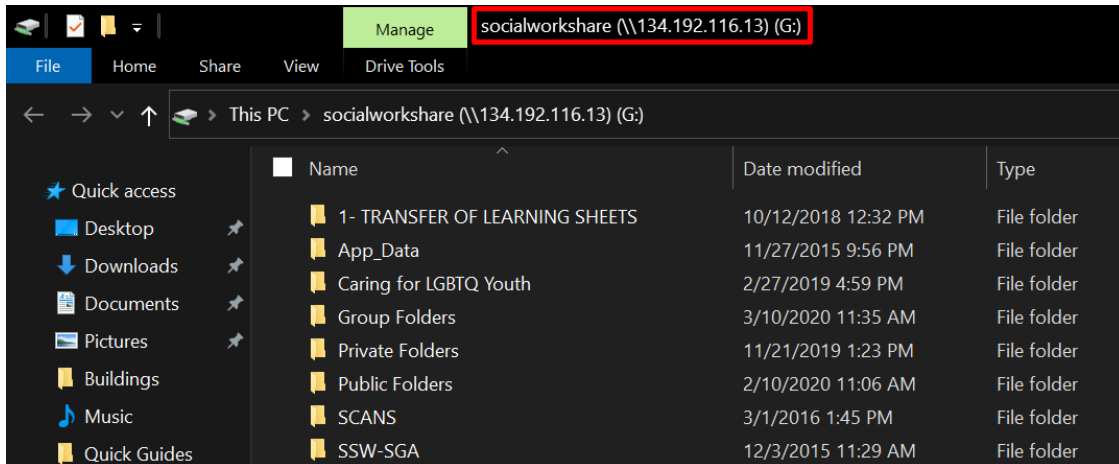


8. In the “Folder” field, type in [\\134.192.116.13\socialworkshare\](http://134.192.116.13/socialworkshare/)



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)”

