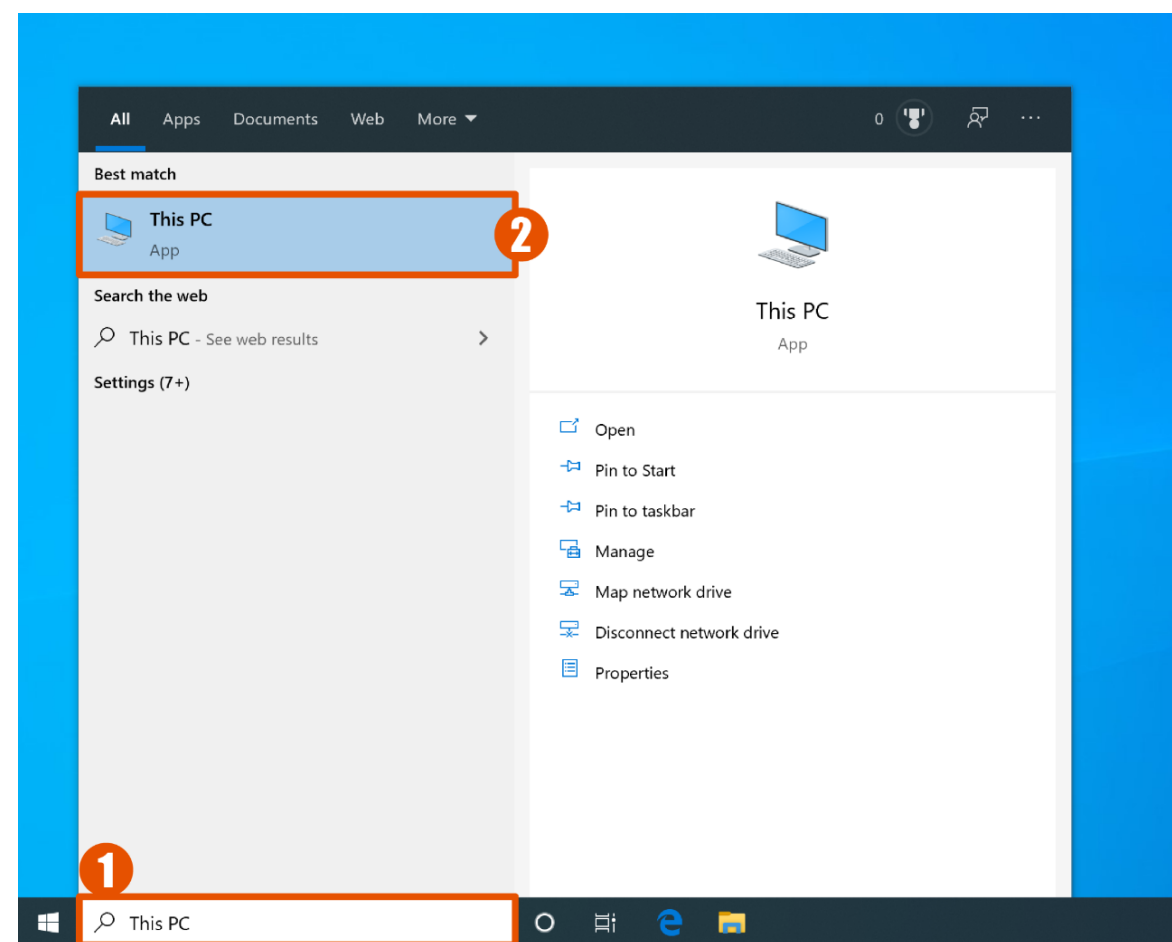


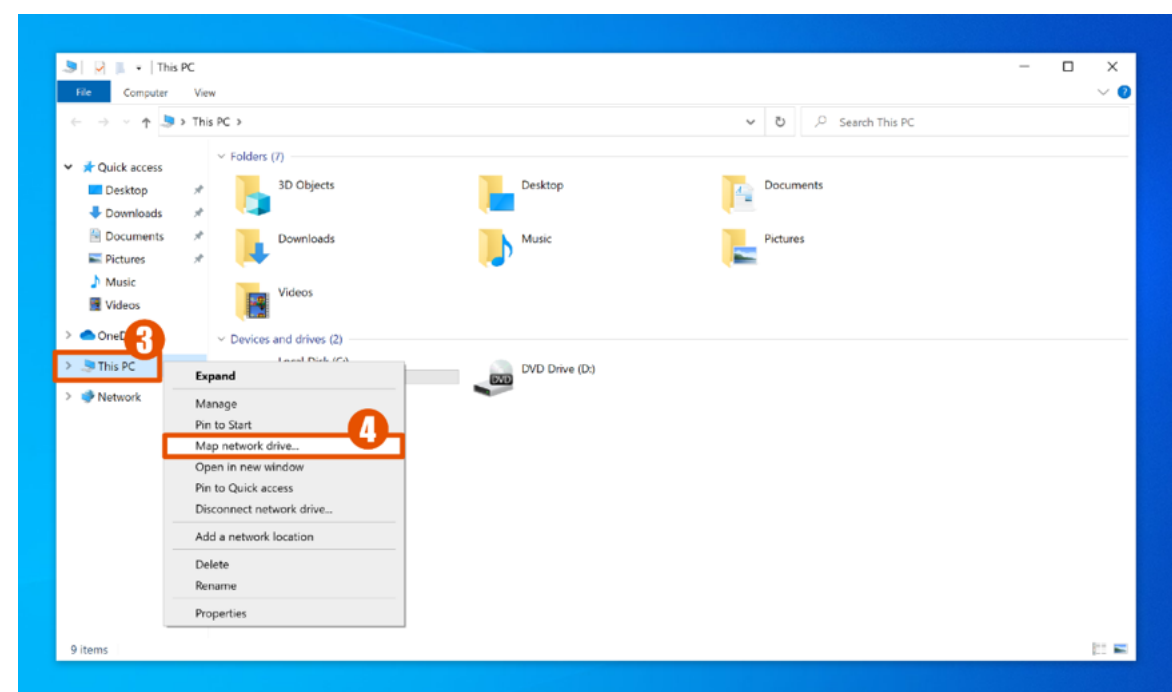
STEP 1-2

On your desktop taskbar search for *This PC* and select it.



STEP 3-4

A new window should open with *This PC* listed on the left. Right click on *This PC* and select **Map Network Drive...**



STEP 5-6

In the next window, type in the address of your department's shared drive. For example:

`\\ais-
fs1.sfu.ca\vol2\shared\insert_your_department_here`

You may be asked to enter your SFU computing ID.

Enter your SFU computing ID using the following the format:

adsfu\ComputingID

Then enter your password to authenticate. When done, press *Finish*.

Your network drive will be loaded and accessible under *This PC*.

