Network Shared Folder Access (Windows 8)

Windows computer

1. From the Start Menu, select Desktop.

2. Select the File Explorer and then Computer from the displayed window.
3. Select Computer at the top of the window and select Map Network Drive.

![Computer window with Drive and Folder options]

4. Input the following:
   a. Drive: “S”
   b. Folder: `\medicine-fs\assigned folder name`
   c. Ensure that “Reconnect at Logon” is checked.
   d. Select Finish.

![Map Network Drive window with Drive and Folder details]
5. If prompted for a username and password, please use the following:
   a. Username: win\your SUNet ID
   b. Password: SUNet password
   c. Select OK.

6. The network drive should now be displayed and can be accessed later by double clicking on Computer.