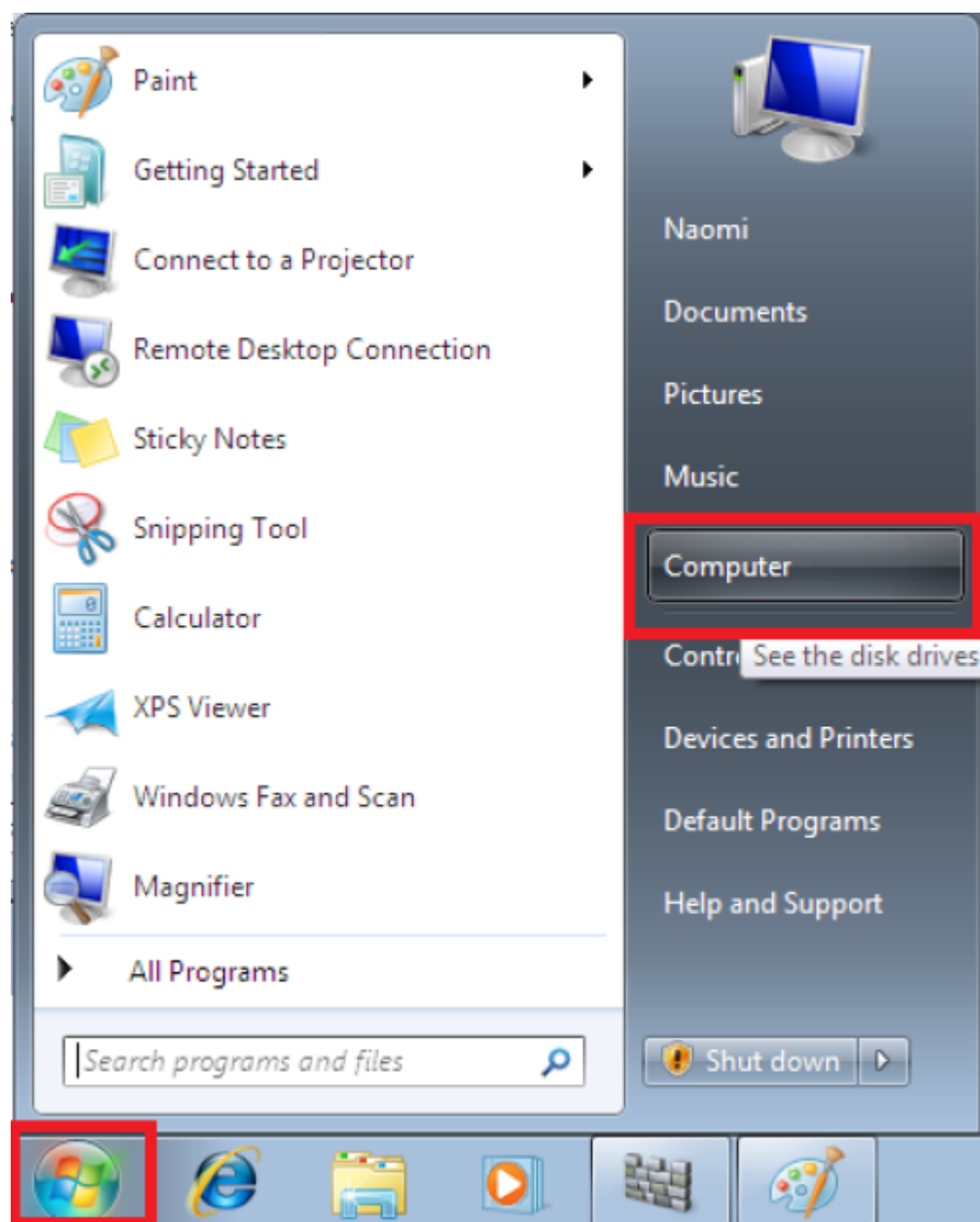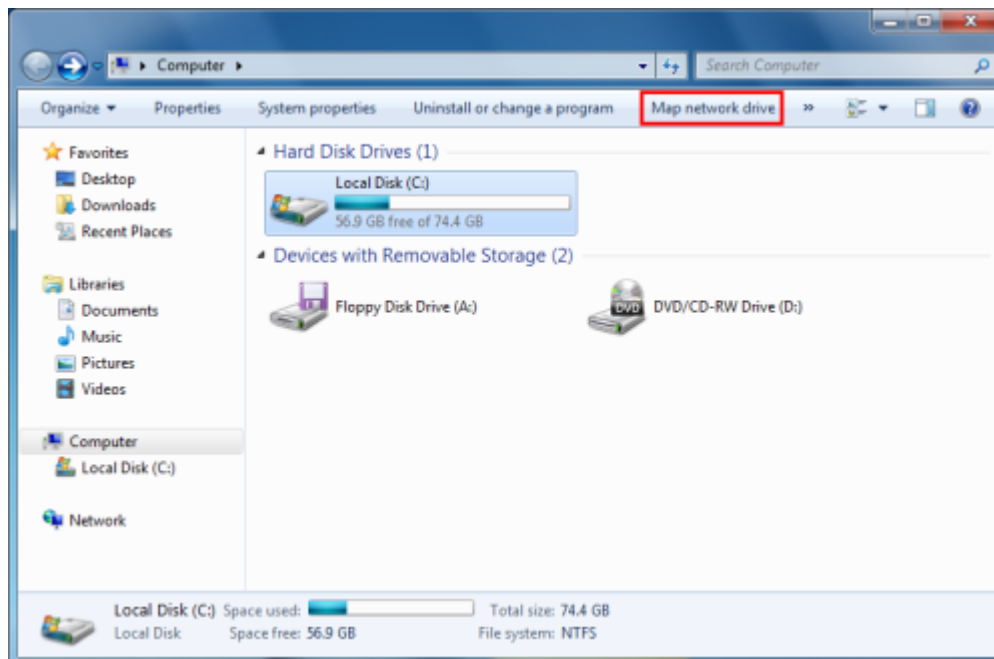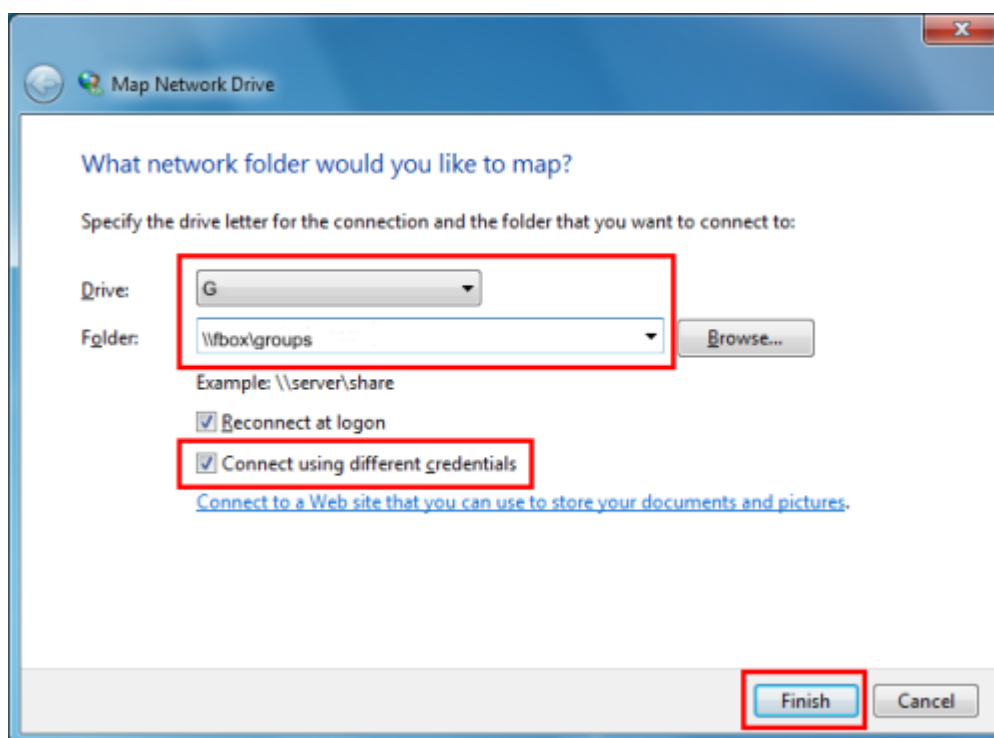# Map Network Drive (Shared Folder) in Windows 7

1. Left-click on the windows icon in the bottom left of your screen and then click on Computer

2. Click on Map network drive

3. Use the drop down menus to choose a Drive (e.g. G) and the shared folder, e.g. \\fbox\Groups then click Finish.

4. In Enter Network Password enter CERGE-EI\<username> (replace with your CERGE-EI domain username) in the User name box and your password in the Password box.

Viewing my mapped drives

1. Right-click on the windows icon (start) in the bottom left of your screen and then click on Computer.

You will see the G: drive. Double-click the drive to open or right-click and choose Open.

Map Network Drive (Shared Folder) to Mac OS X

1. From the Mac OS X Finder, hit Command+K to bring up the 'Connect to Server' window 2. Enter the path to the network drive you want to map, ie: smb://networkcomputer/networkshare and click 'Connect' 3. Enter your login/password and click "OK" to mount the network drive 4. The drive will now appear on your desktop and in the Finder window sidebar