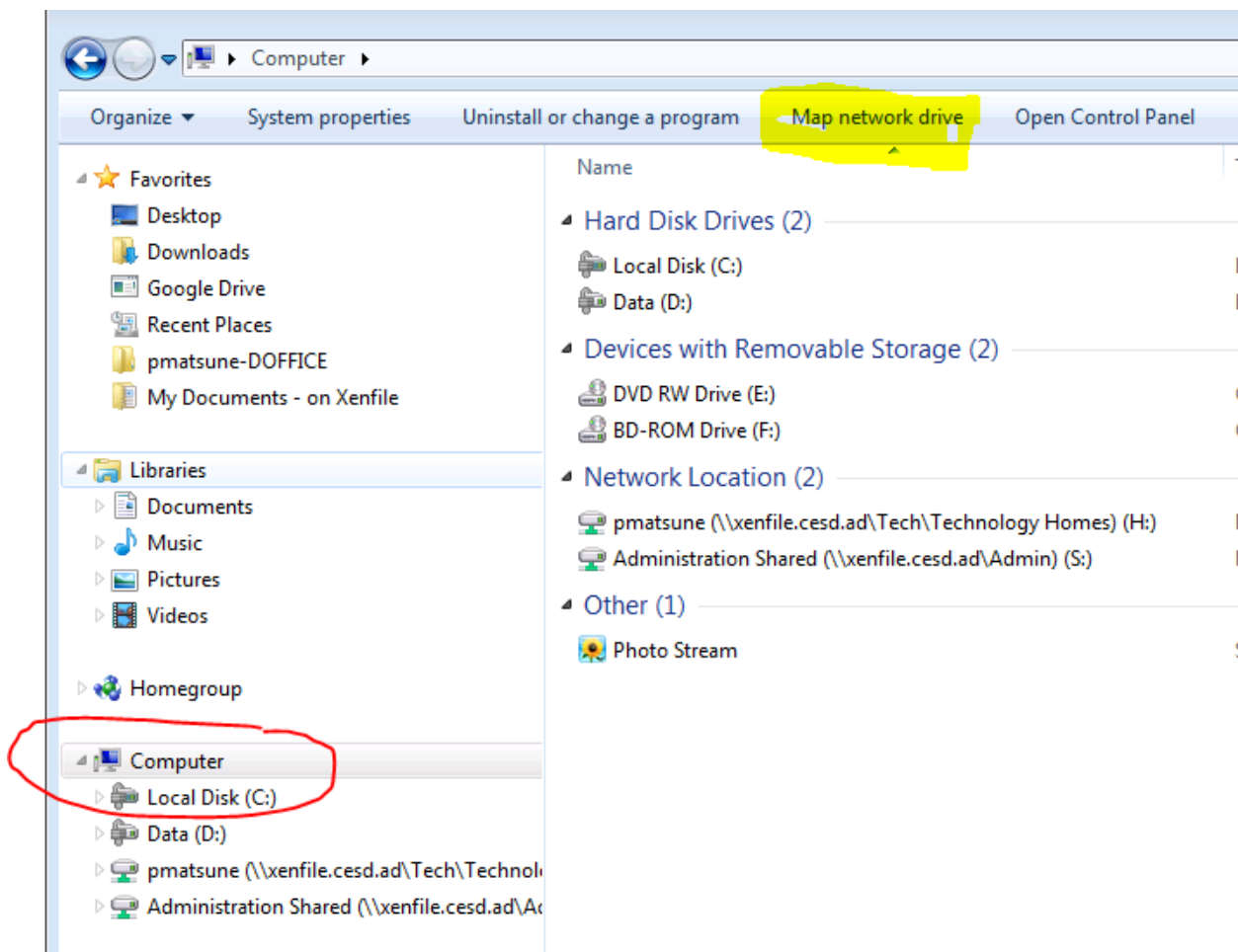


Mapping a SharePoint Folder in MY COMPUTER

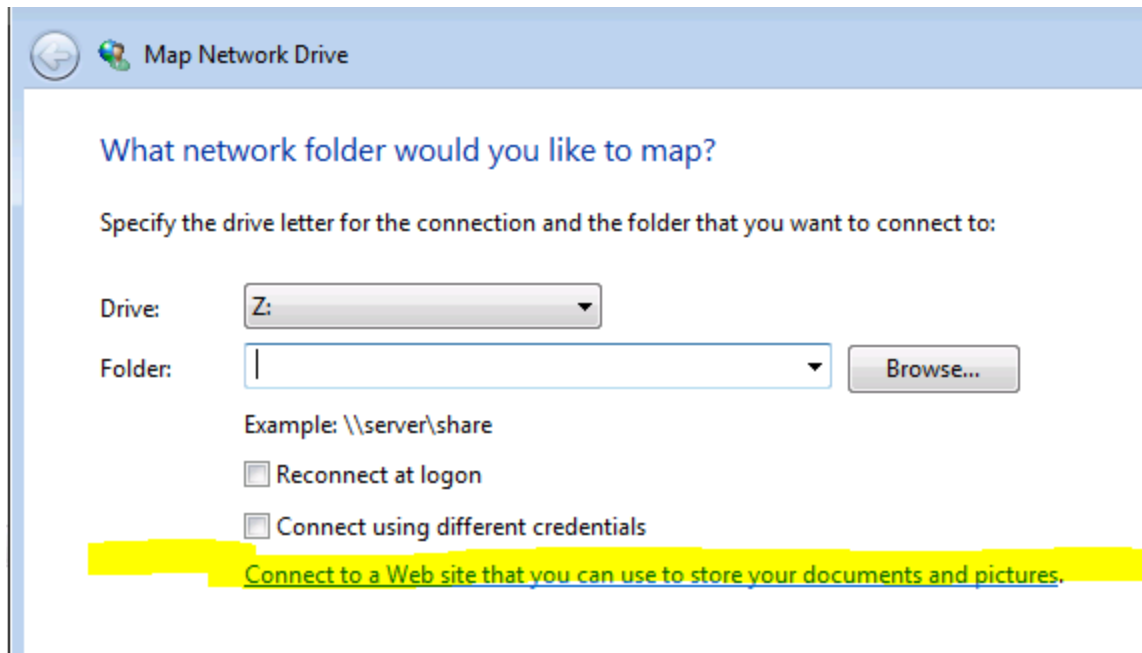
Detailed Instructions

How to run the Map Network Drive wizard

1. Right-click Computer, and then click Map network drive...

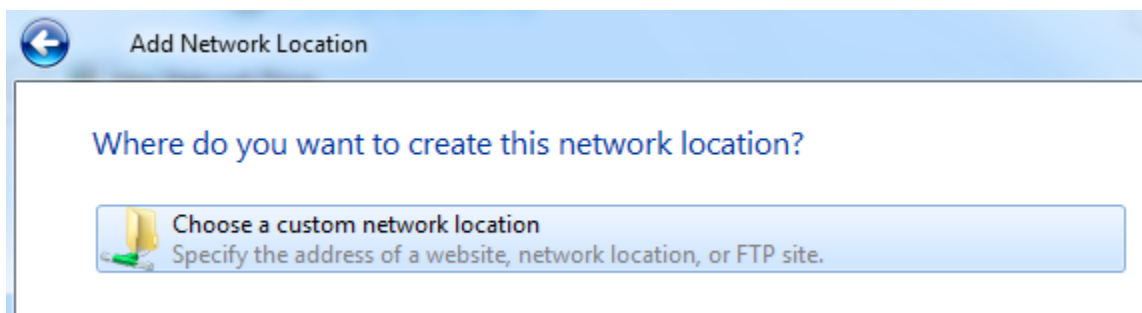


2. In the Map Network Drive dialog box, click Connect to a Web site that you can use to store your documents and pictures.



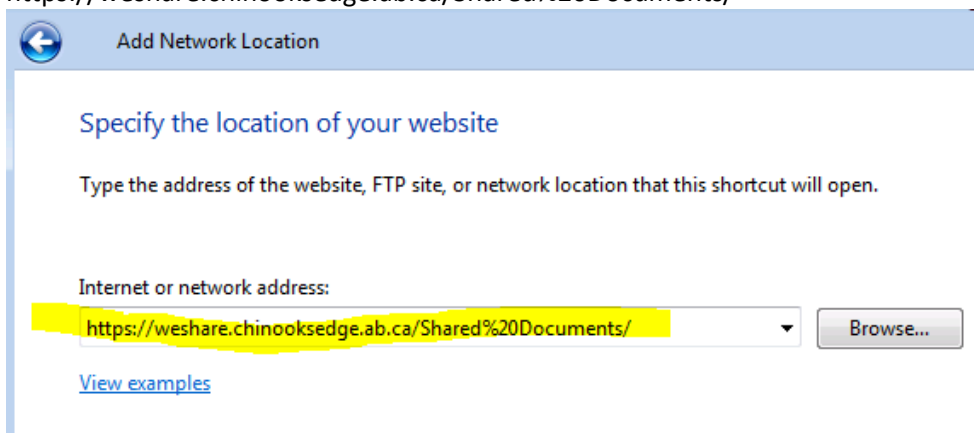
3. In the Add Network Location wizard, click Next.

4. Click Choose a Custom Network Location, and then click Next.

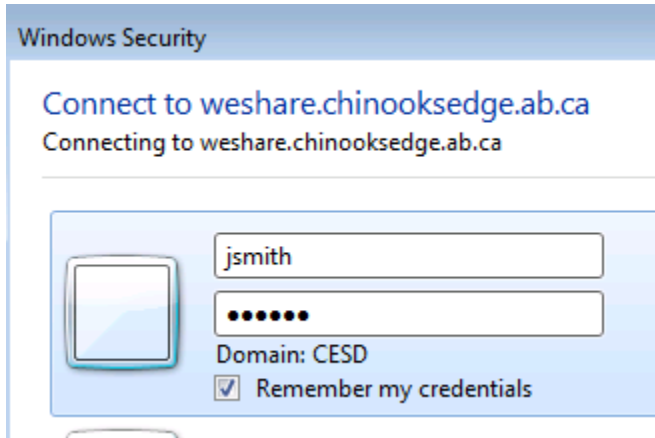


5. Enter a name for the network location. For example:

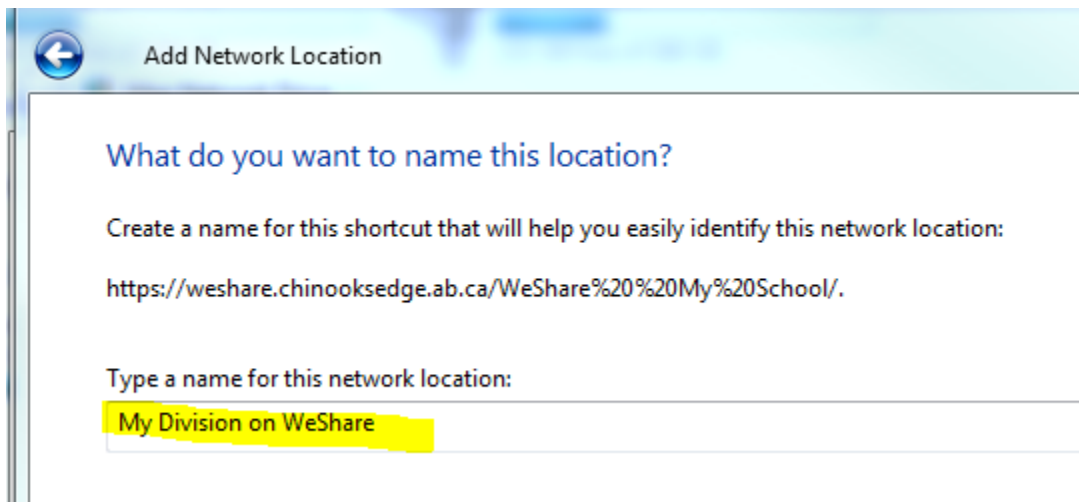
<https://weshare.chinooksedge.ab.ca/Shared%20Documents/>



6. You will also be asked to login. Use your regular username and password.



7. Enter a user friendly name for the shortcut you are creating. For example:



FINISHED!! You should see your new drive.

