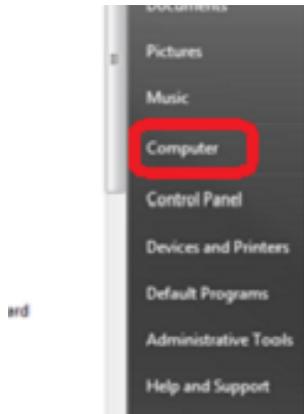


## Windows 7

Open the Computer window by choosing Start.

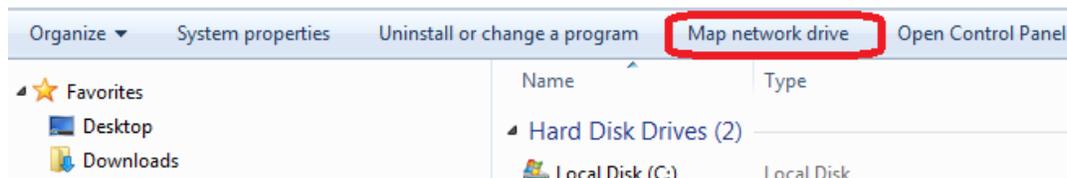


Choose Computer.



In the list please select the soshj0fbp1\#### and note what is displayed after the \ as this is your agency folder. Right click on it and then disconnect.

Click the Map Network Drive button on the toolbar to open the Map Network Drive dialog box.



In the box below please enter choose an available letter for the drive. Then in the folder field enter "\\soshlnbak1\"your agency folder" and check the checkbox next to "reconnect at login".

Example: \\soshlnbak1\sos, \\soshlnbak1\admin, \\soshlnbak1\doc, etc.

### What network folder would you like to map?

Specify the drive letter for the connection and the folder that you want to connect to:

Drive:  Folder:

Example: \\server\share

Reconnect at logon

Connect using different credentials

[Connect to a Web site that you can use to store your documents and pictures.](#)

We recommend that you have your IT support staff or Help Desk add the server and IP into your hosts file.

## Windows XP

Open Windows Explorer or My Computer.

In the list please select the soshj0fbp1\#### and note what is displayed after the \ as this is your agency folder. Right click on it and then disconnect.

On the tools menu select Map Network Drive.



In the box below please enter choose an available letter for the drive. Then in the folder field enter \\soshlnbak1\“your agency folder” and check the checkbox next to “reconnect at login”.

Example: \\soshlnbak1\sos, \\soshlnbak1\admin, \\soshlnbak1\doc, etc.



We recommend that you have your IT support staff or Help Desk add the Server and IP into your hosts file.