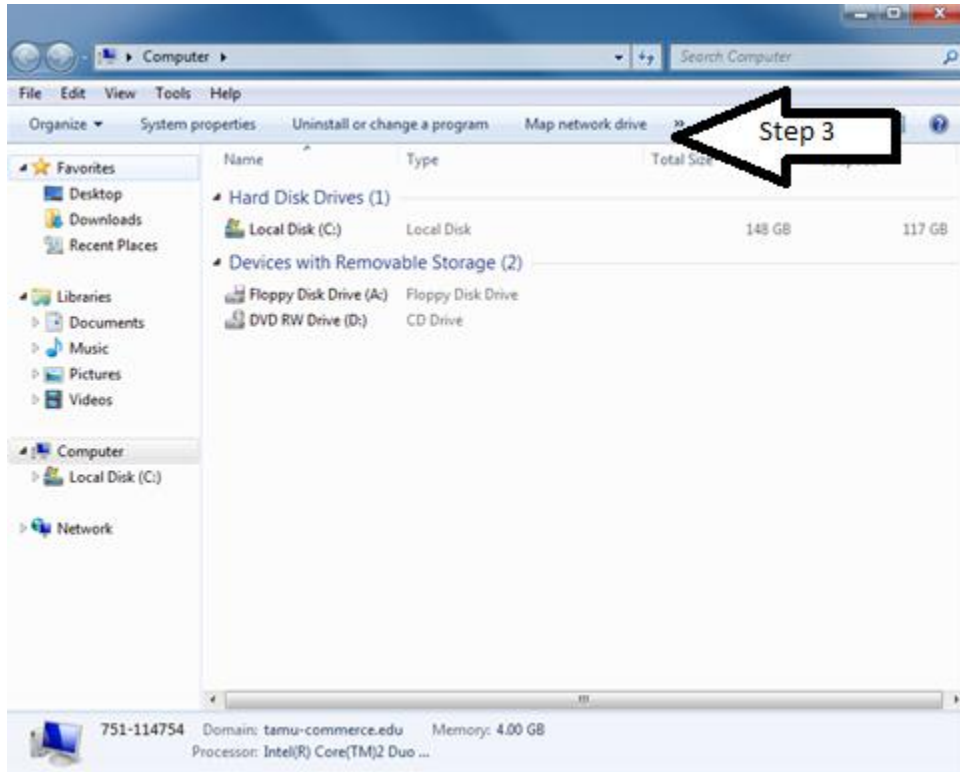
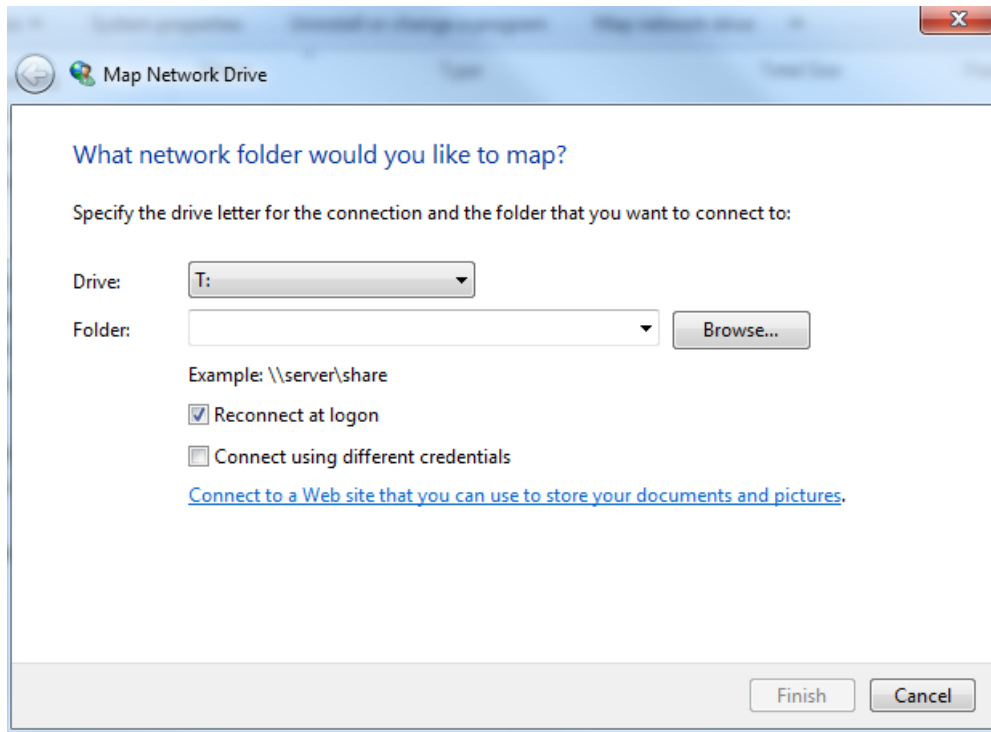


1. After logging onto your computer, click the Start button (located in the bottom left-hand corner of your screen).
2. Click Computer.
3. Click on Map Network Drive.



4. In the Map Network Drive wizard, select the letter of your choice in the Drive drop down menu.



5. Enter the location of the share in the Folder field. The path will be the following:
\\ctis\dfsroot\foldername.
6. Select reconnect at logon so that this share will be recreated each time you logon.
7. Click Finish