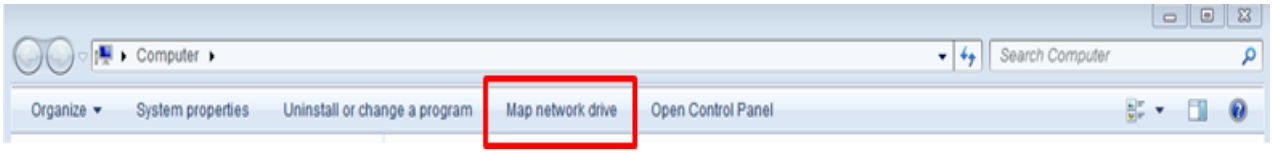
INSTRUCTIONS TO MAP TO THE "INSTITUTIONAL_REPORTS" SHARE DRIVE

Mapping a Network Drive

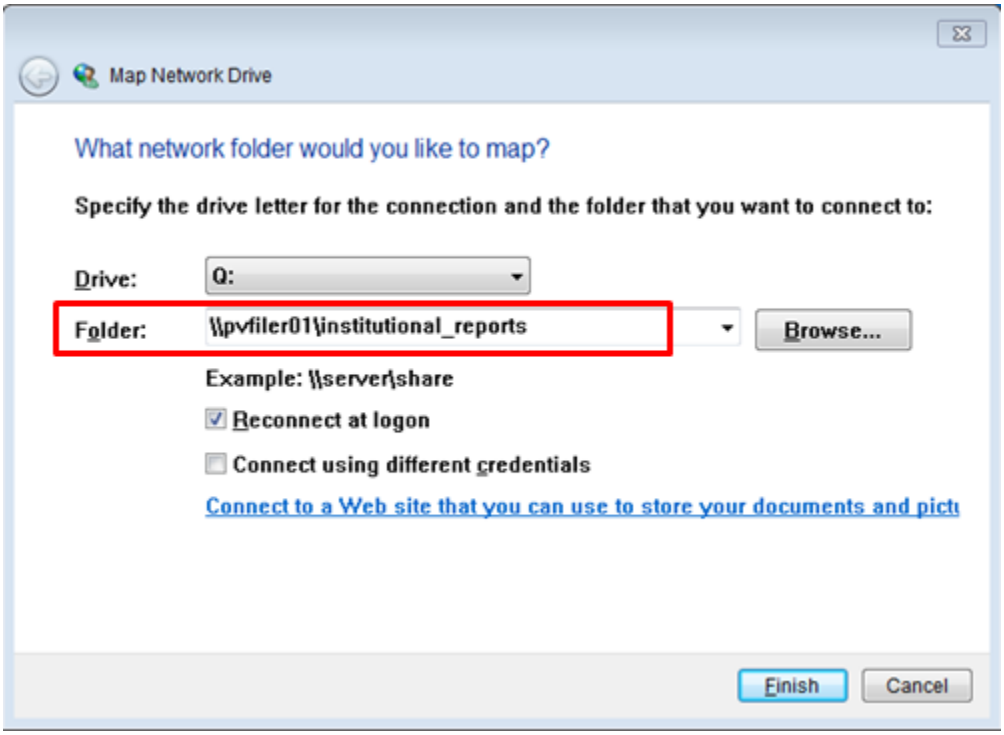
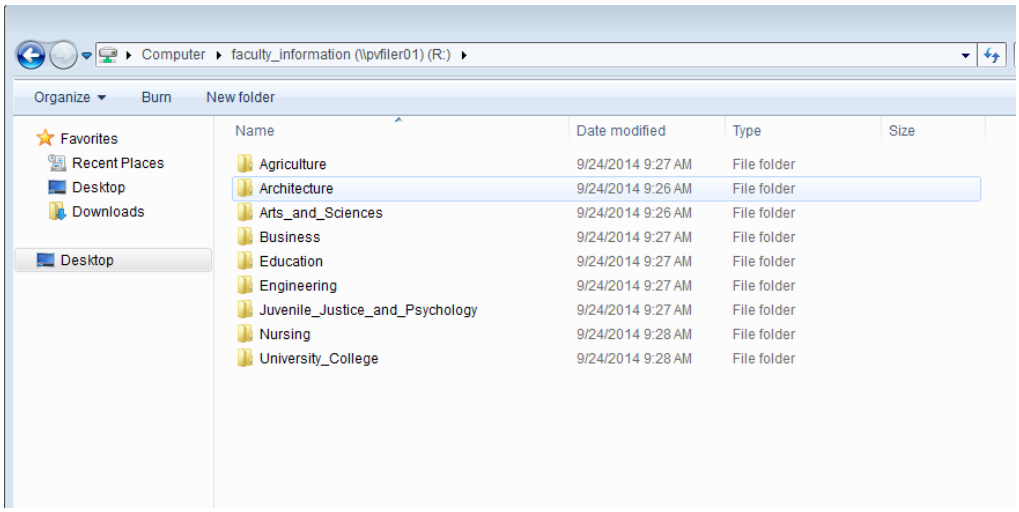
1. Click on "Start" Windows icon in lower left side of screen

2. Select "Computer"

3. Select "Map Network Drive" (In the blue bar)



4. In Folder window, type **\\pvfiler01\institutional_reports**
   Note: Type as "pvfiler zero one" AND put an underscore between "institutional_reports"



5. Click Finish
   - A new window will pop up showing the new “Share Drive”.