

The Crown College

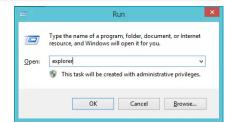
Faculty/Staff File Server Instructions

(Crown College provided Desktop PC)

The steps in the guide below only need to be followed once to provide easy access to the Crown College file server.

Note: There are too many different versions of Windows to provide a guide for each. Therefore, I've taken the path most consistent between the various versions. The text labels referenced in the images and text may not match exactly what you see. Feel free to visit the IT office for assistance.

1. With the Windows Desktop displayed, press + R, type "Explorer" and press the Okay button.



2. In the explorer window, click on the address bar, remove any text there and type \\10.0.0.5 to display the various shared folders on the file server. You MAY see a notification that File Sharing or Network Discovery is turned off and requires an administrator to enable. If you see this, contact IT for quick resolution.



3. The next window should be a list of shared folders. If you're a faculty member, you'll probably want to scroll down to "Faculty Common" or find your personal folder. Your personal folder will be named "LastnameFirstname" with no space (ie: SmithPamela). If you've been employed here prior to August 2015, your folder name is "FirstInitialLastName" with no space (ie: psmith). Your personal folder is private.

