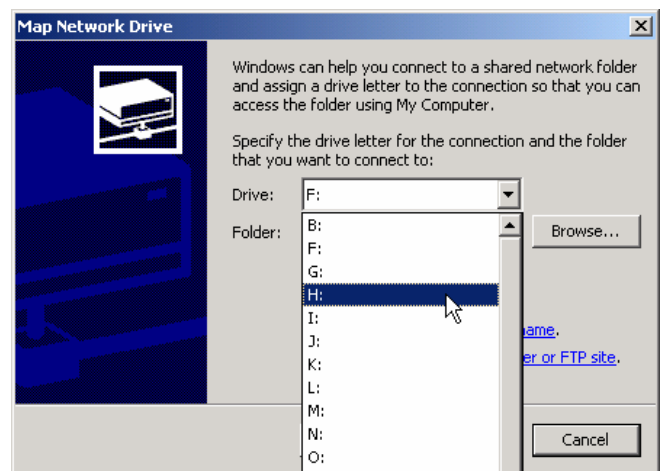


## To access ENVS accounts on Windows machines

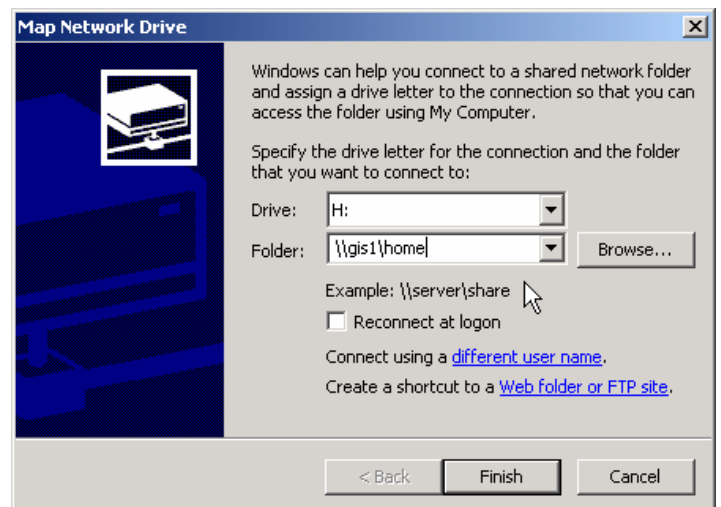
1) From “Windows Explorer” (not Internet Explorer!) or “My Computer.”  
Choose “Tools.”  
Select “Map Network Drive.”



2) Assign a drive letter not found on the computer you are using.  
Example: “Drive H” or “Drive Z.”  
Your account will appear as an actual drive, as in Explorer or “My Computer.”



3) Type - [\\gis1\home](#) in the “Folder” field.



4) Enter your username in “Connect As” field.  
Enter your password in “Password” field.

