Mapping the SOE Public Drive with Windows 10
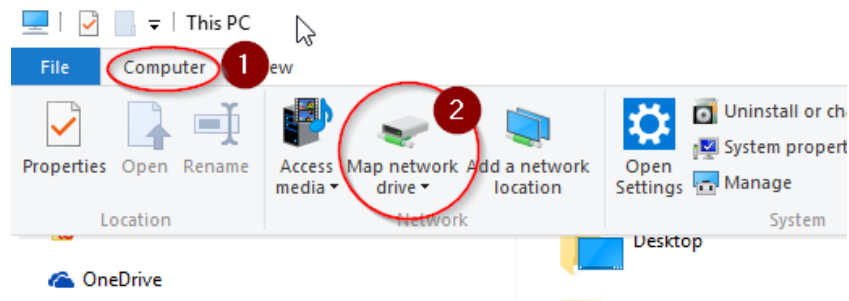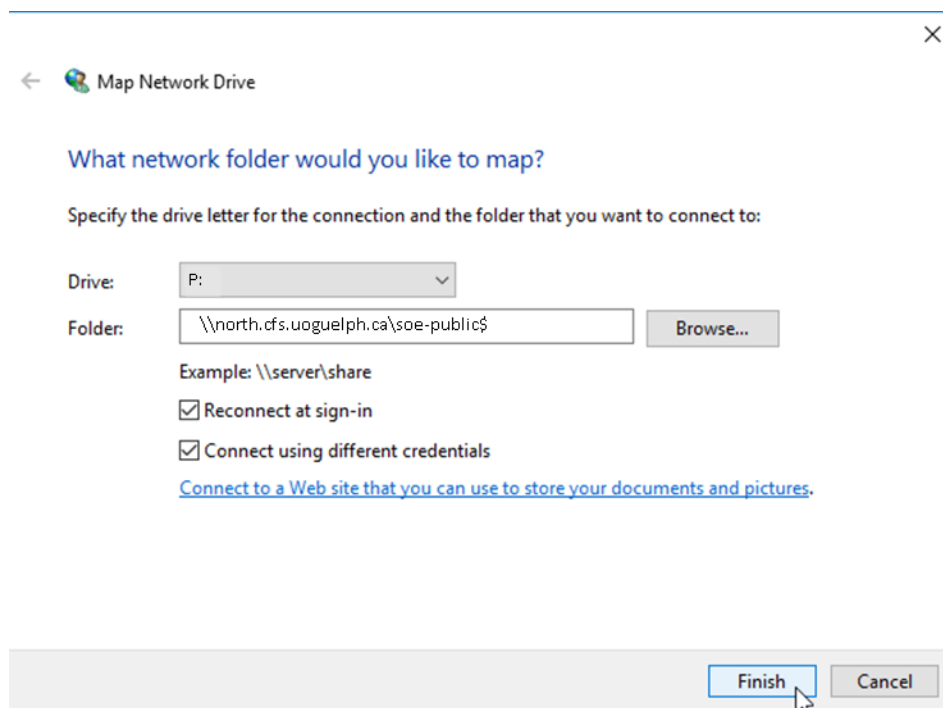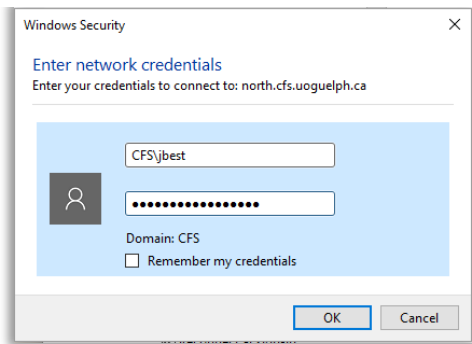
1. If you're connecting from off-campus, make sure you're connected to the UofG VPN Service
2. From the Start Menu or Desktop, open "This PC"
3. From the top menu bar, select "Computer" and then "Map network drive":

4. For the Drive select H: and for the folder enter:
   \\north.cfs.uoguelph.ca\soe-public$
5. Check the box for both options: "Reconnect at logon" and "Connect using different credentials":

6. When prompted for credentials, enter your username as CFS\<**your username>**, use your email password and then check "Remember my credentials":

7. Click OK

8. The SOE Public Drive should now be accessible from the This PC window