HOW TO ACCESS THE SHARED GROUPS FOLDERS

Click on “START”, then click on “RUN”.

Type the path to the Groups folder that applies to you in the following format, then click OK:

\College\MurphyHall\Groups
\College\Campbell\Groups
\College\Covel\Groups
A new window will open with all the Shared Groups Folders on that server. In the previous step you could navigate directly to a subfolder by adding a backslash and the exact folder name to the path. (For example, `\MurphyHup\Groups\CCL`)