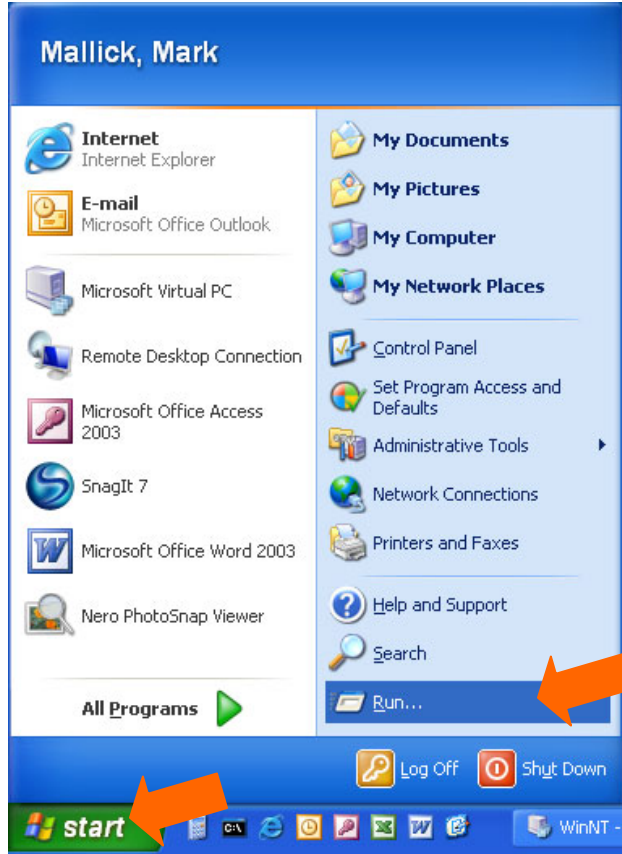


HOW TO ACCESS THE SHARED GROUPS FOLDERS

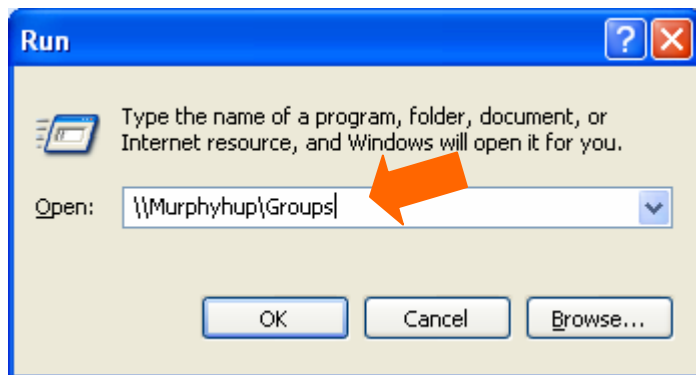


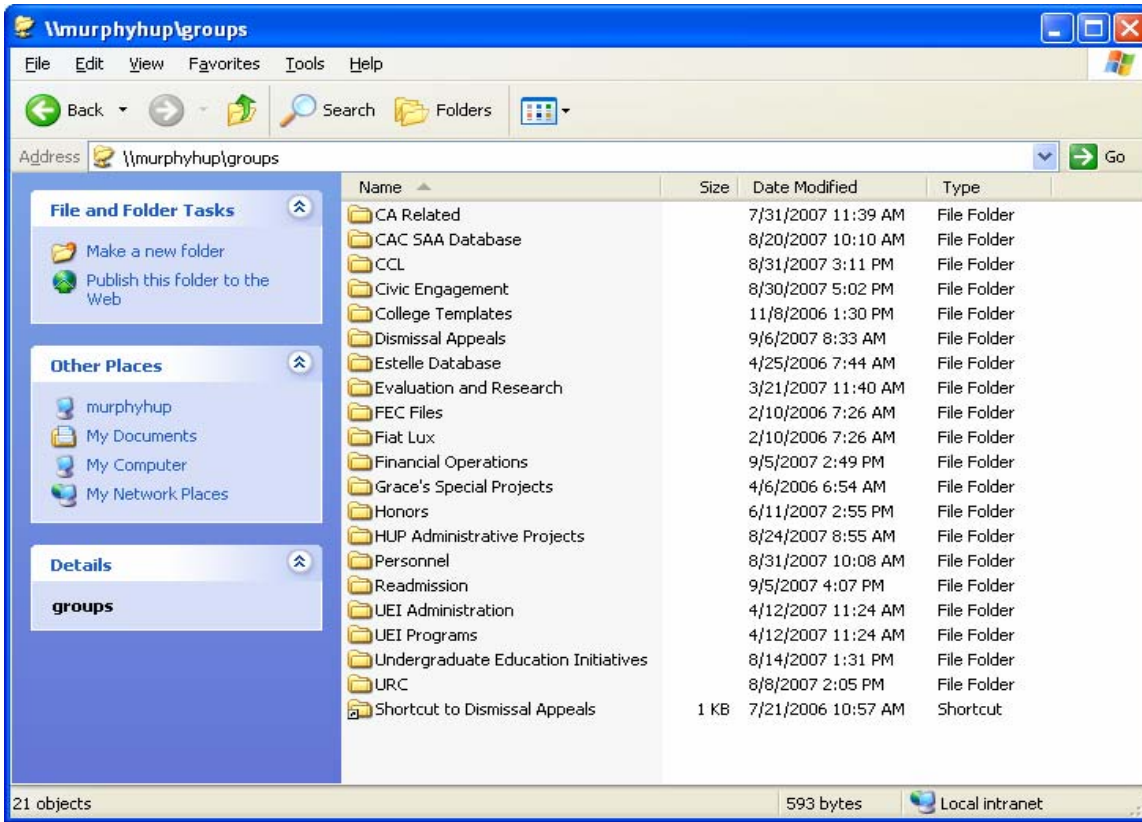
Click on “START”, then click on “RUN”.

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

\\ServerName\Groups

(substitute MurphyDeans, MurphyHup, Campbell, or Covell, for the ServerName group you belong to.)





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`)

