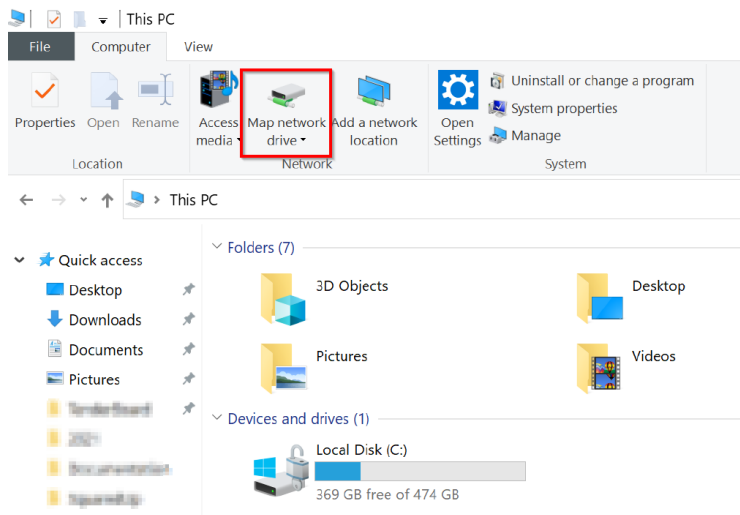
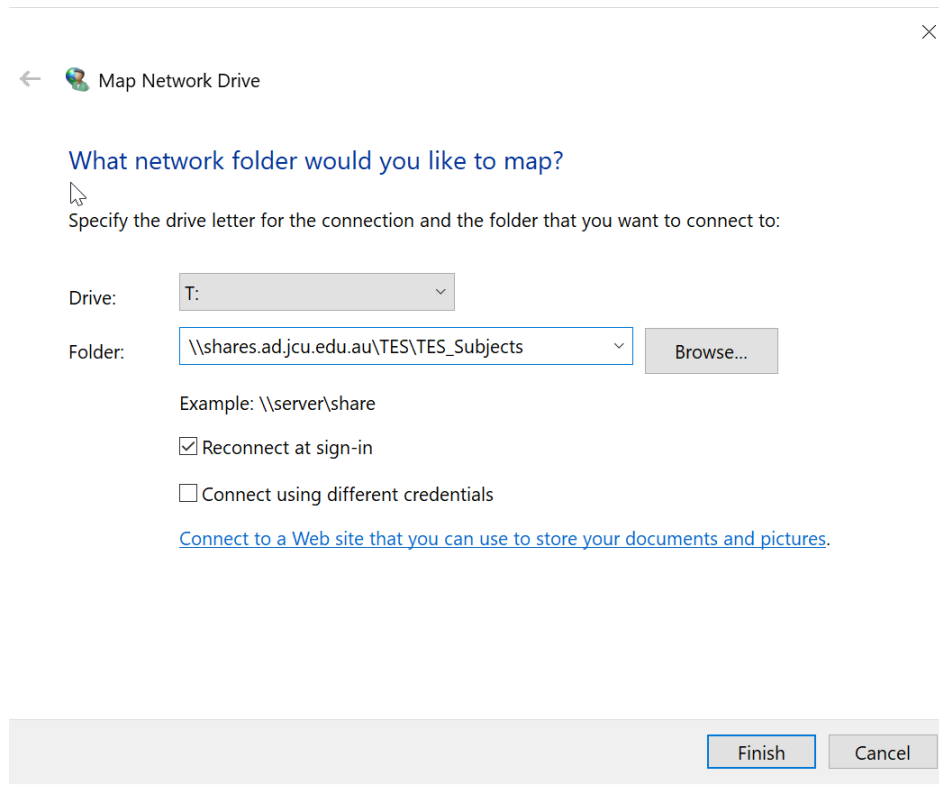

Map Network Drive – TES_Subjects

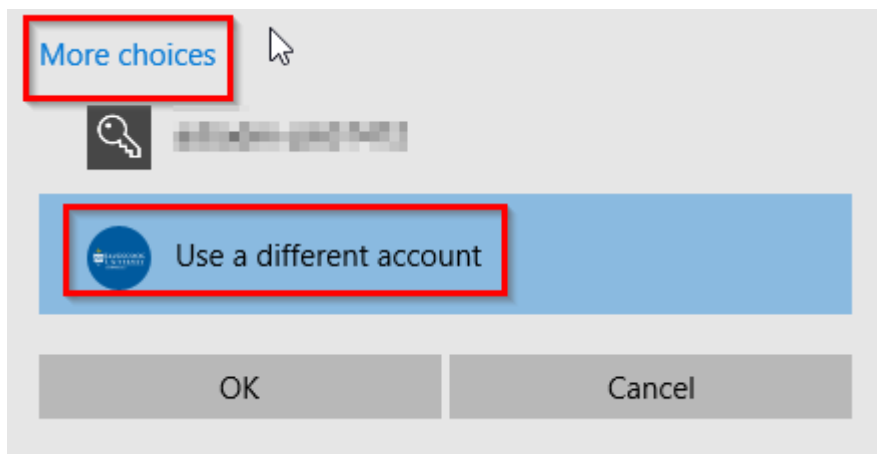
1. On File Explorer, please click on “Map Network Drive”



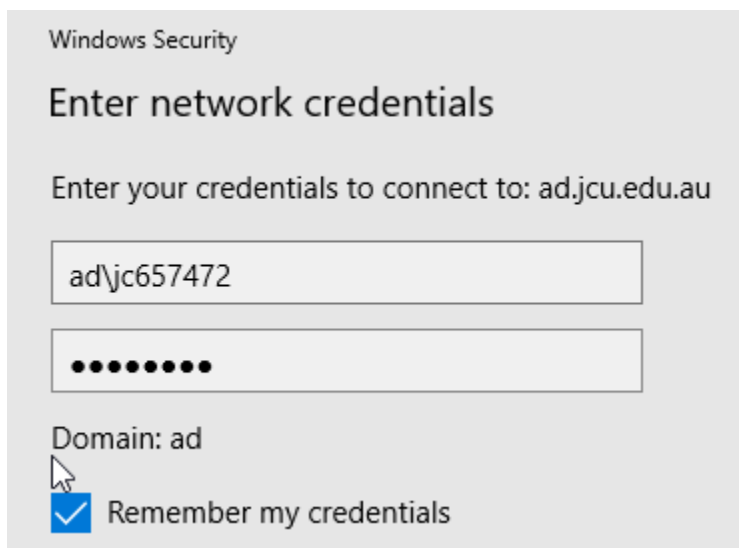
2. On the Folder field, type in \\shares.ad.jcu.edu.au\TES\TES_Subjects



3. If it prompts for password, type in your Email Password.
4. If it failed to authenticate, click on **“More choices”** → **“Use a different account”** → OK



5. Type in **ad\jc number** and **Email Password**. Tick **“Remember my credentials”**



6. Done.