Here is one way of opening a Mapped Drive like the Training T-Drive. Just click on the File Explorer shortcut on the bottom left of your screen. Then click the little arrow to the left of "This PC" to expand everything. Scroll down until you see the Mapped Drive you're looking for like the "Training (T:)"

Note that Mapped Drives can be accessed

- 1. From within the office
- 2. Through FortiClient VPN from home (authorized laptop users)
- 3. Through <u>https://rd.azarthritis.com</u> from home

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Image: Share View Manage	e Training (T:)
 This PC This PC This PC Click to Expand Desktop 	 Name Computer Training
 > Documents > Downloads 	NextGen Training Open a Mapped Drive like the T-Drive
 Music Pictures Videos 	Your files and folders will appear in this window
 Local Disk (C:) Finance (F:) Training (T:) 	
 Computer Training NextGen Training Administration 	