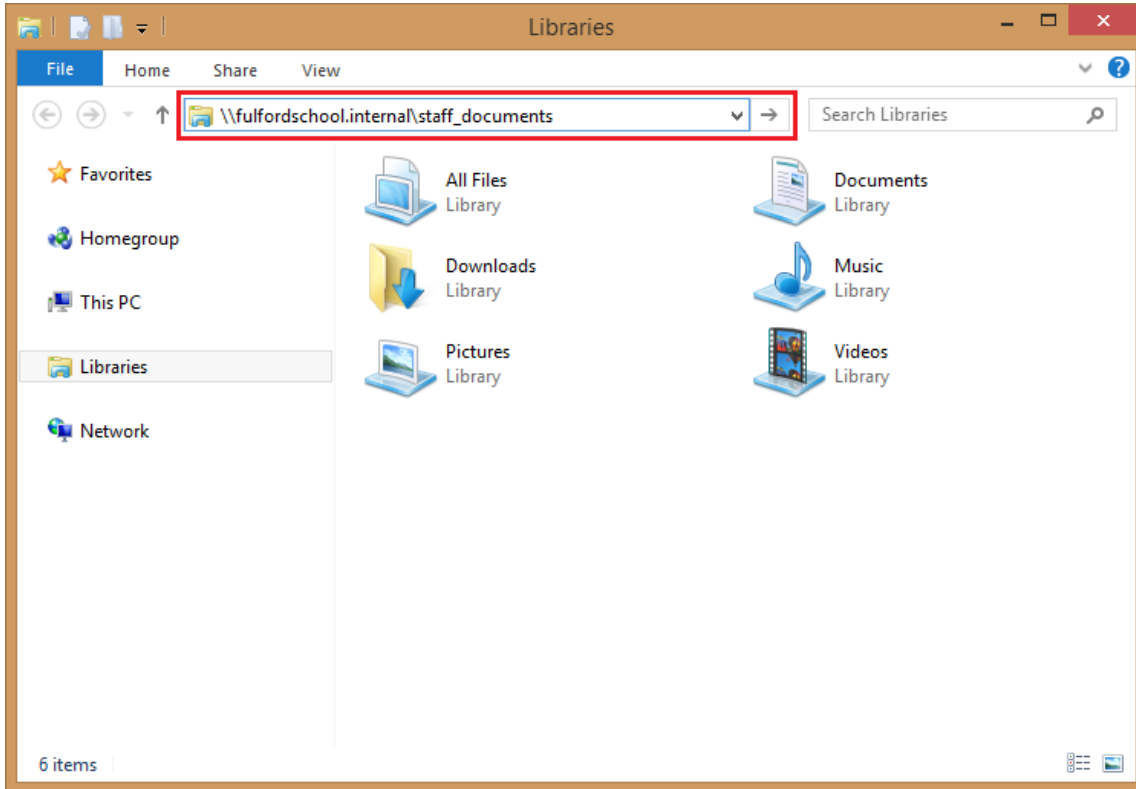


Accessing shared drives from Windows

Before you can access any of the shared drives, including the one which contains your private documents folder, you need to connect to the school network using Pulse Secure VPN, instructions for the VPN client are available separately.

1. **Connect to the school network** using the Pulse Secure VPN client
2. **Open an Explorer window** and **enter the path** to the share:



3. You will be asked for your credentials, your username must be preceded with **fulfordschool** like in the image below:



Click OK, Connection to the shared drive is now established.

Paths to shared drives and documents folders

Staff Documents = \\fulfordschool.internal\Staff_Documents

Shared Documents = \\fulfordschool.internal\Shared_Documents

The path to your personal documents folder varies depending on if you are:

Admin staff

Includes: Office staff

Path: \\fulfordschool.internal\Staff\AdminStaff_Work\

Or \\fulfordschool.internal\Staff\NonTeachingStaff_Work\Admin_Staff\

Non-teaching staff

Includes Catering, Site Team, Student Support, Technicians etc.

Path \\fulfordschool.internal\Staff\NonTeachingStaff_Work\

Teaching staff

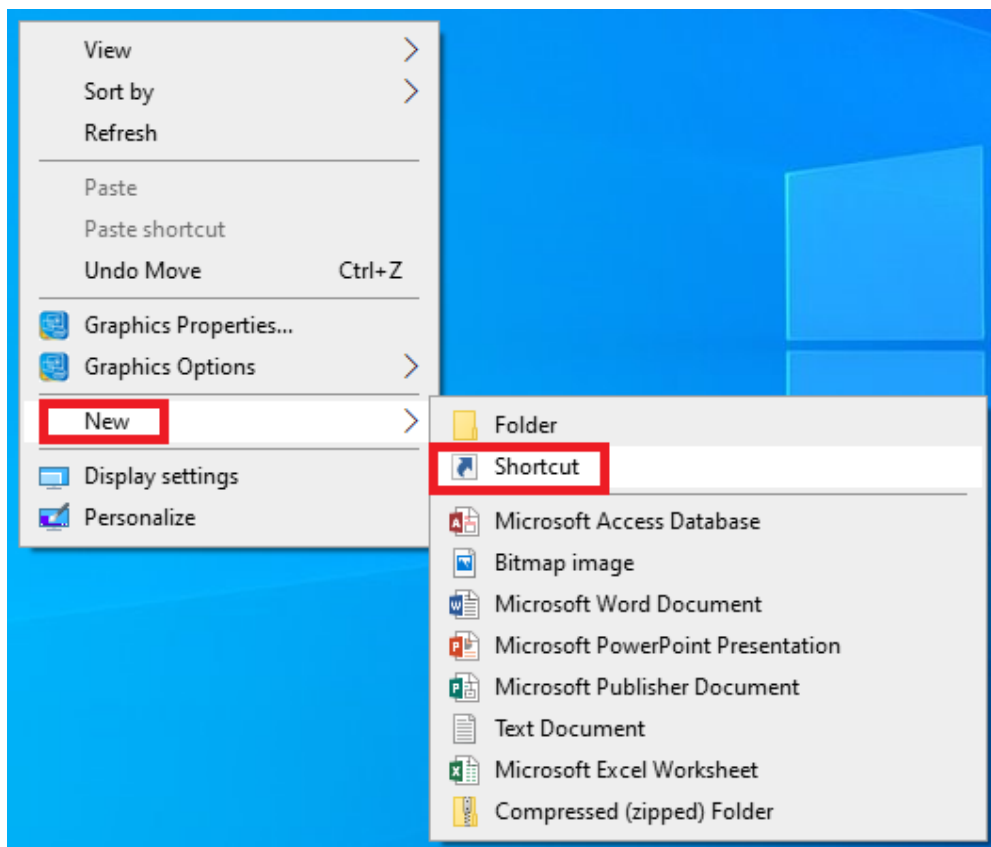
Includes Supply Teachers, Teaching Assistants, Teachers

Path \\fulfordschool.internal\Staff\TeachingStaff_Work\

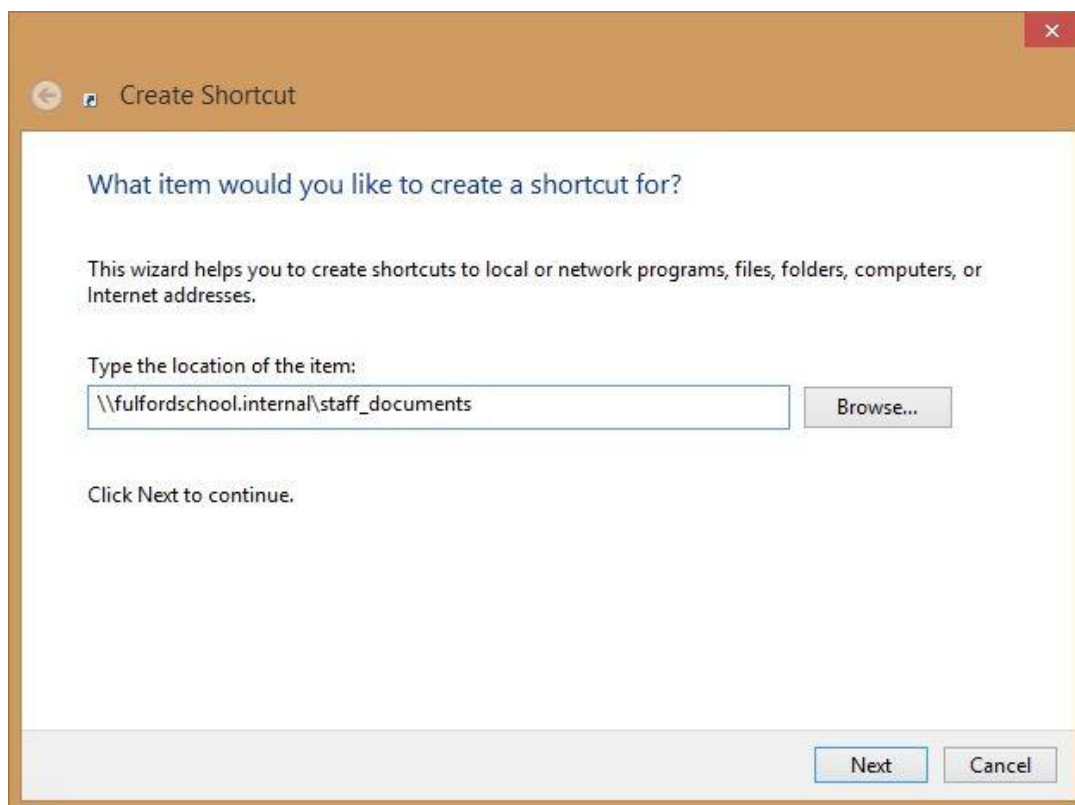
Create a Shortcut (optional)

You can create shortcuts to the shared drives so you don't have to keep typing the full path every time you need access.

4. Create a new shortcut in a location of your choice, to keep it simple we suggest creating it on the desktop:
5. **Right-click > New > Shortcut**



6. In the Create Shortcut window, **type the location of the folder** which you wish to access:



7. **Click Next**, you may be asked for your credentials depending on whether you have already connected previously as per steps 2-3.
8. **Click OK**. The shortcut will be given a name based on the target location, change this if you wish. **Click Finish**.

You can now use this shortcut to access files, remember that this will only work if Pulse Secure VPN is running and connected.