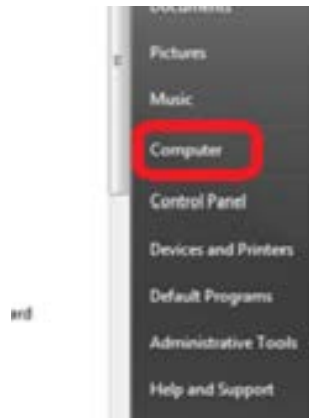


Windows 7

Open the Computer window by choosing Start.

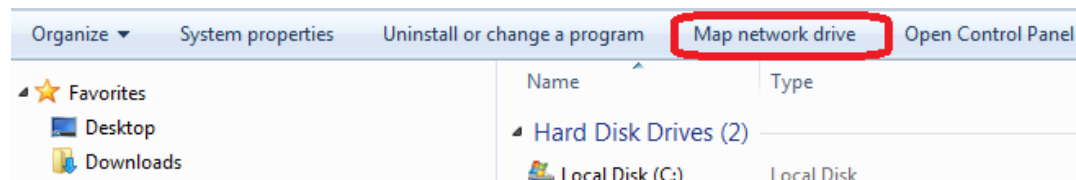


Choose Computer.

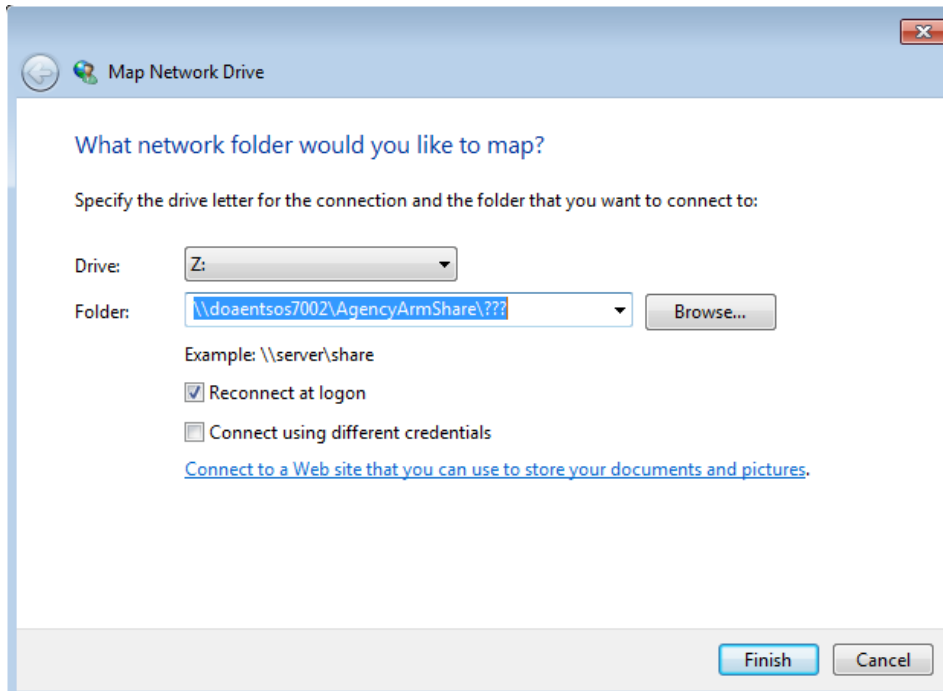


In the list please select the soshlnbak1\#### and note what is displayed after the \ as this is your agency folder. Right click on it and then select disconnect.

Click the Map Network Drive button on the toolbar to open the Map Network Drive dialog box.



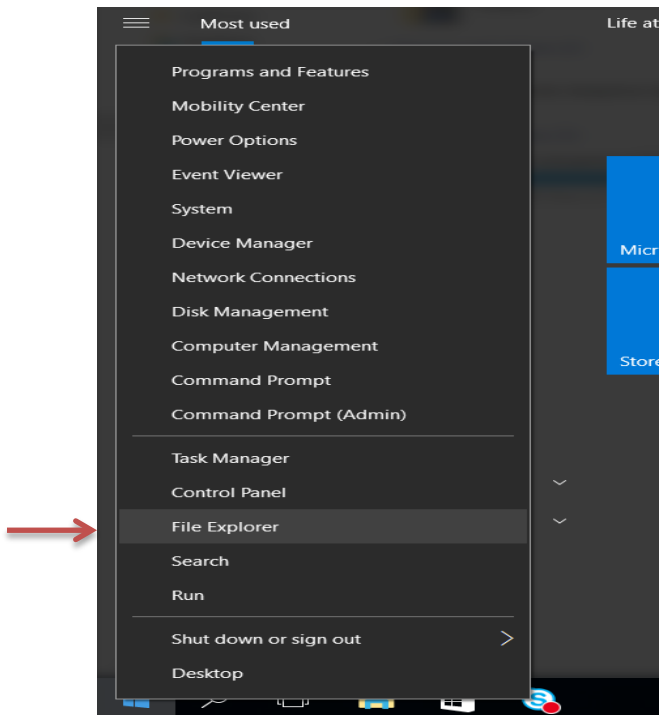
In the box below please enter choose an available letter for the drive. Then in the folder field enter \\doantsos7002\AgencyArmShare\“your agency folder” and check the checkbox next to “reconnect at login”. Example: \\doantsos7002\AgencyArmShare\sos, \\doantsos7002\AgencyArmShare\admin, \\doantsos7002\AgencyArmShare\doc, etc.



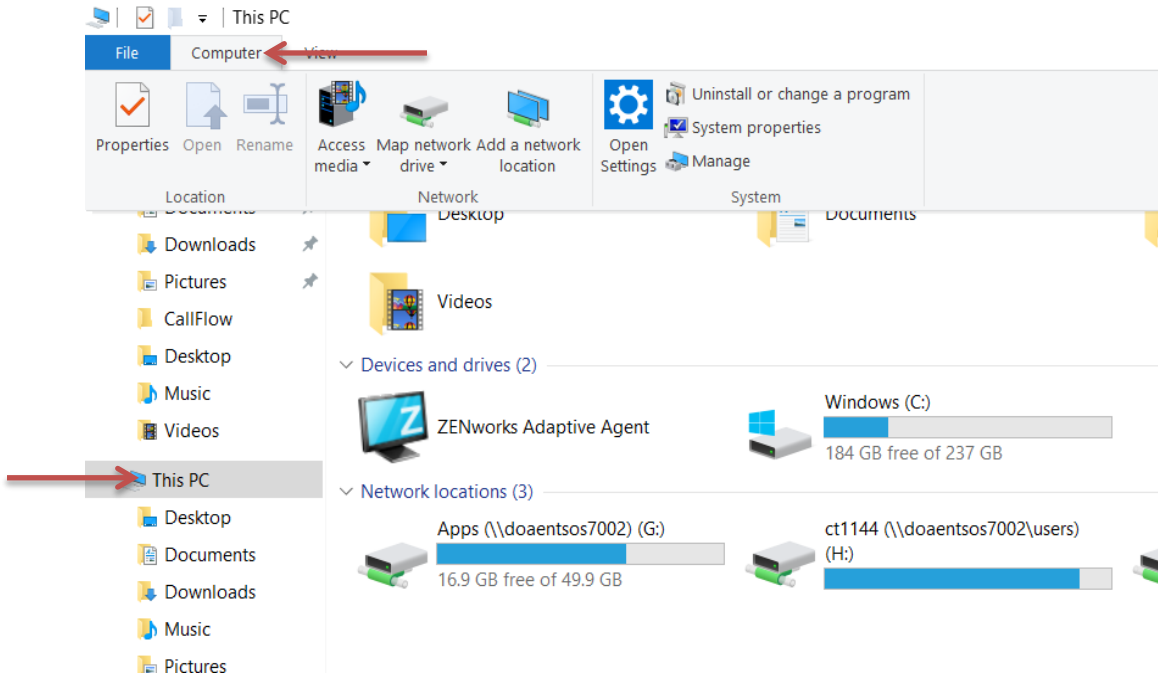
We recommend that you have your IT support staff or Help Desk add the Server and IP into your hosts file.

Windows 10

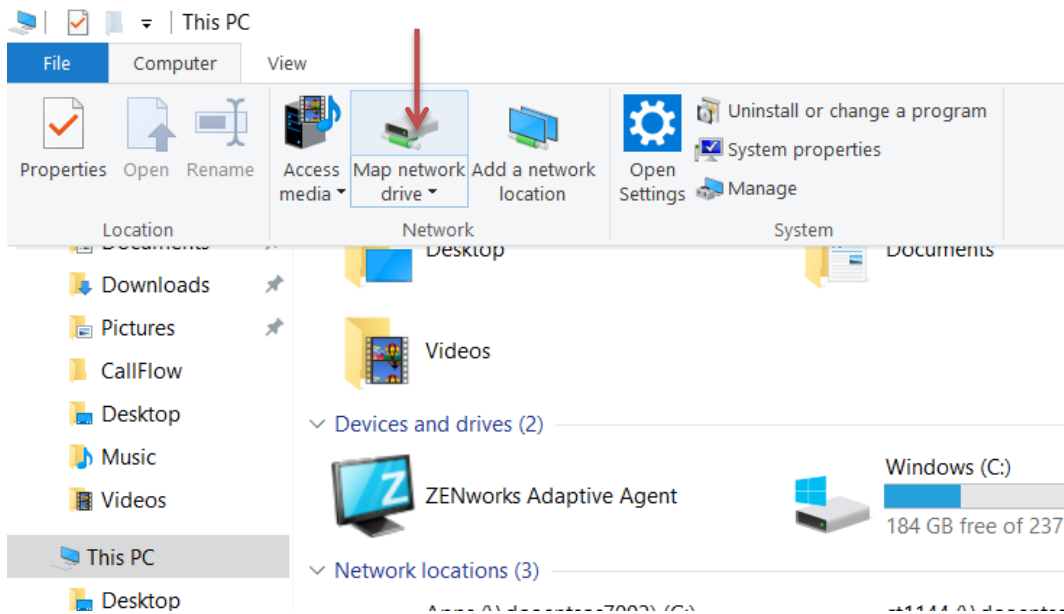
Open file Explorer, right click on the start menu and select File Explorer.



Select this pc and then the Computer tab.




Select Map Network Drive.



Choose a drive letter and select the Reconnect at Sign in checkbox.

Enter the server information. <\\doagents7002\AgencyArmShare> "agency"



←  Map Network Drive

What network folder would you like to map?

Specify the drive letter for the connection and the folder that you want to connect to:

Drive:

Folder:

Example: \\server\share

Reconnect at sign-in

Connect using different credentials

[Connect to a Web site that you can use to store your documents and pictures.](#)

Finish

Cancel