

## Windows 7

1. Open File Explore (Windows Key+E)
2. Click on **"This PC"**
3. On the Menu click on **"Computer"**
4. Click on **"Map Network Drive"**
5. Click on **"Select the letter R:"**
6. Type the network path: [\\ifs-crec-1mps\Data\Groups](#)
7. Check the **"Reconnect at sign-in"** check box
8. Click **Finish**

## Windows 8.1

1. Open File Explore (Windows Key+E)
2. Click on **"This PC"**
3. On the Menu click on **"Computer"**
4. Click on **"Map Network Drive"**
5. Click on **"Select the letter R:"**
6. Type the network path: [\\ifs-crec-1mps\Data\Groups](#)
7. Check the **"Reconnect at sign-in"** check box
8. Click **Finish**

## Windows 10

1. Open File Explore (Windows Key+E)
2. Click on **"This PC"**
3. On the Menu click on **"Computer"**
4. Click on **"Map Network Drive"**
5. Click on **"Select the letter R:"**
6. Type the network path: [\\ifs-crec-1mps\Data\Groups](#)
7. Check the **"Reconnect at sign-in"** check box
8. Click **Finish**