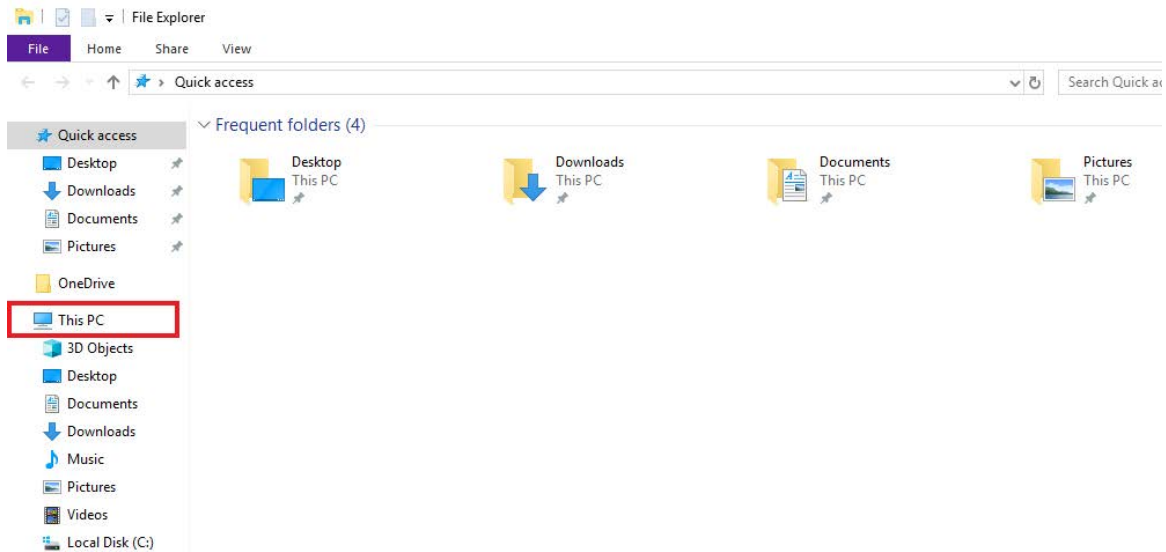


How to map P-Card Reconciliations Network Drive - WINDOWS 10 Mapping Instructions

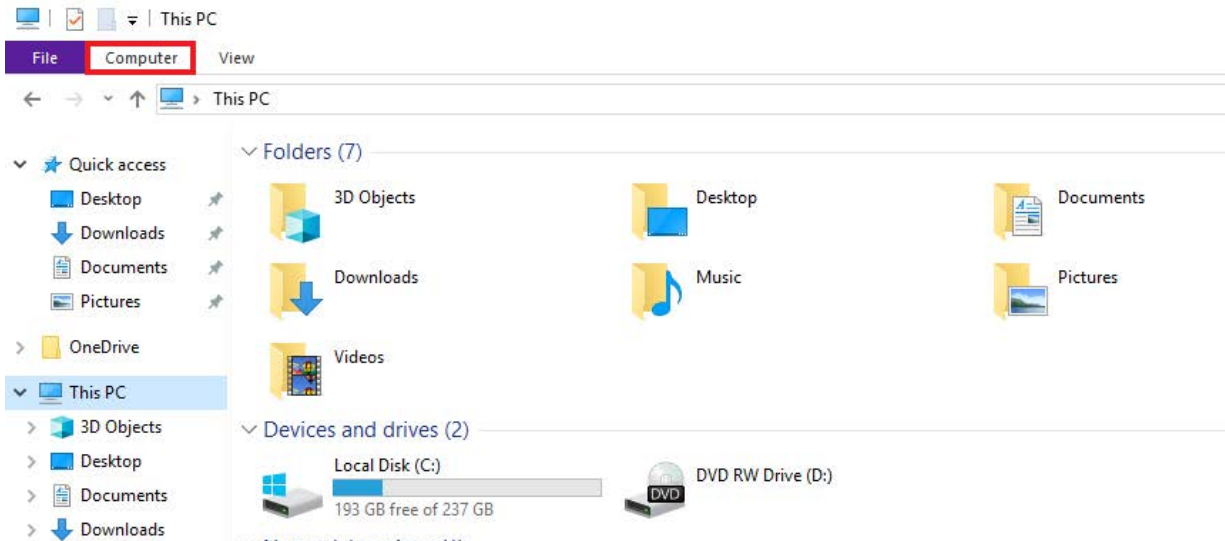
1. Click on the **File Explorer**



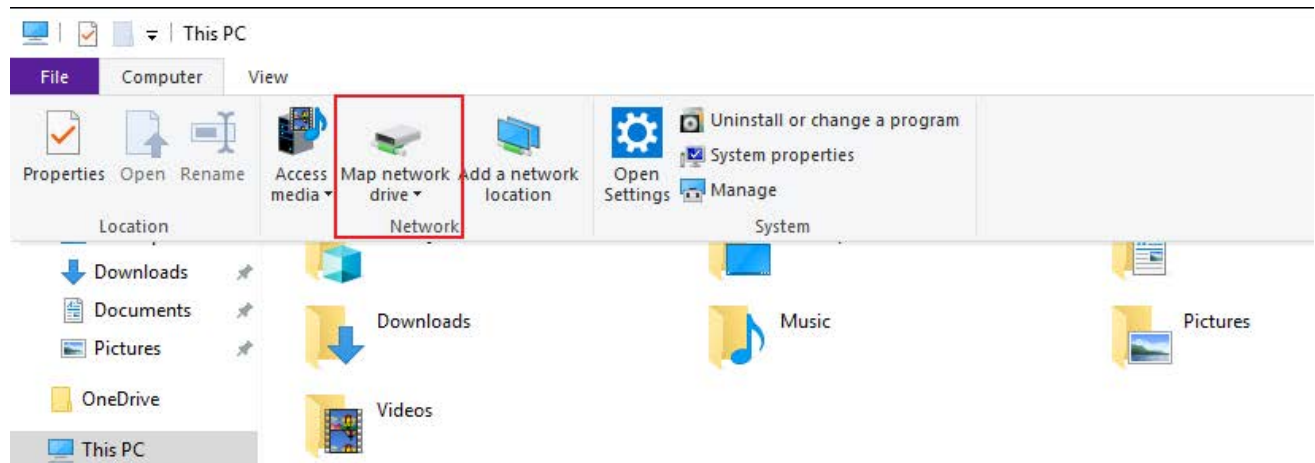
2. When the File Explorer window opens, click **This PC**.



3. Click the **Computer** tab,



4. Then click **'Map network drive'**.



5. Choose a drive letter between G and X
6. Enter the share path: \\fileserv\XXXXXXXX (replace \\fileserv\XXXXXXXX with the specific share path you're wanting to map - \\fileserv\Pcard_Reconciliations\$)
7. Make sure the **Reconnect at logon** checkbox is checked.
8. Click **Finish**.

