Connecting to G Drive on Windows 10

1. Open This PC by clicking the folder icon in the taskbar

![This PC](image)

2. Click the Computer tab, and select Map network drive

![Map network drive](image)

3. Enter exactly as seen below. Alternatively, copy and paste from here.

   **Drive:** G:
   **Folder:** `\plcvfs01\data`
   **Check** Reconnect at sign-in
   **Check** Connect using different credentials

![Map Network Drive](image)
4. Enter your school email address, password and check Remember my credentials. Click OK

This completes the process of setting up your computer to access G Drive (Data/Common/Student)