Connecting to G Drive on Windows 8

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

![This PC](image1.png)

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

![Map network drive](image2.png)

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
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)