

To Access your Spreadsheet Folder:

- ❖ You will need to map a network drive
- ❖ To do this, go to the My Computer icon on your desktop and right-click on it
- ❖ From the dropdown menu, choose Map Network Drive...
- ❖ Pick a drive letter that is not associated with anything else
- ❖ Type in \\Whale\Sponsored Pgms & Grants in the Folder field
- ❖ Make sure Reconnect at logon is checked; then click Finish
- ❖ You may need to reboot your computer to be able to access the drive