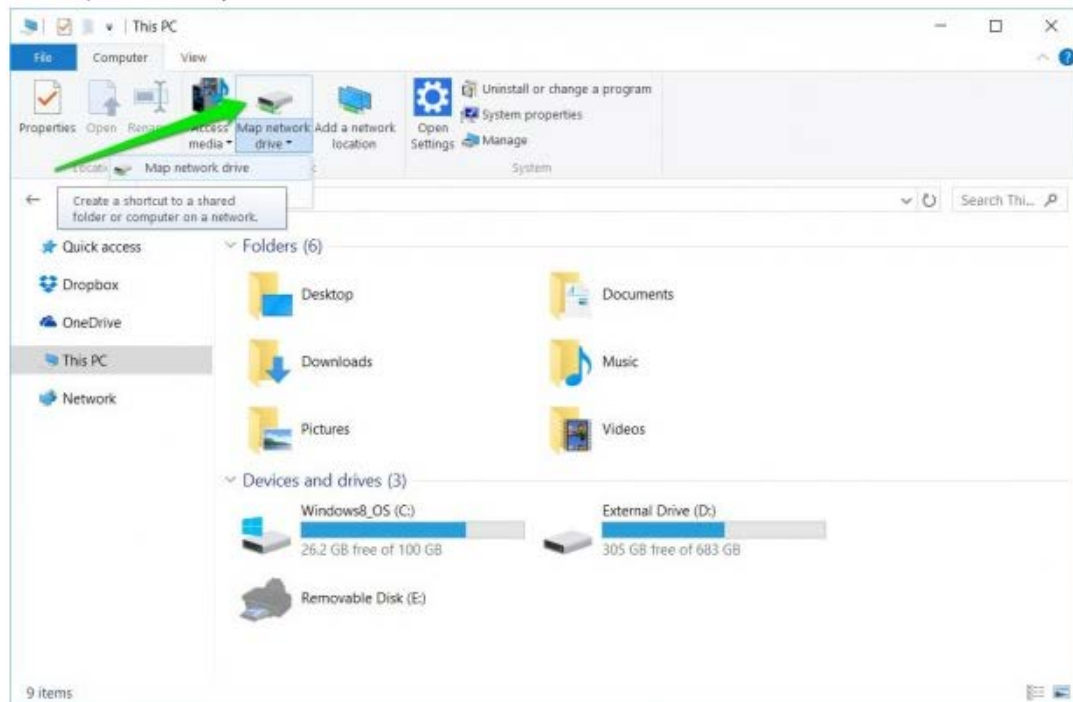# Mapping to the Z Drive (one-time setup)

1. Open File Explorer

2. **Click the Map network drive button** in the ribbon menu at the top, then **select "Map network drive."** (This is under the Computer tab, which should open automatically when you go to This PC, as above.)

3. Select **Z Drive** and type **\\cmsfssrv\CMS FIN** in **Folder** then click **Finish**