## **Mapping YPIC shares remotely**



- Obtain Permission from your supervisor
- Send email request to <u>noc@ypic.com</u>
- Create VPN Connection

• Start | My Computer:



• Map Network Drive:



• From the Drop-Down list, select Y:

What ne Specify th	etwork Drive etwork folder woul e drive letter for the conr	d you like to map? nection and the folder that you want to connect to:
Drive:	Z:	•
Folder:	Z: Y: X: W: V: U: T: S: R: Q: P: O: N:	Browse  tials n use to store your documents and pictures.
	M: L: K: I:	Finish

• In Folder box, enter <u>\\216.160.212.2\Staff</u>:

🕞 Map N	etwork Drive						
What network folder would you like to map?							
Specify the drive letter for the connection and the folder that you want to connect to:							
Drive:	Y: •						
Folder:	\\216.160.212.2\Staff						
	Example: \\server\share						
	Reconnect at logon						
	Connect using different credentials						
	Connect to a Web site that you can use to store your documents and pictures.						
	Finish Cancel						

• Check Reconnect at logon, Connect using different credentials, then press Finish:

🕞 Map N	letwork Drive						
What network folder would you like to map? Specify the drive letter for the connection and the folder that you want to connect to:							
Drive: Folder:	Y:         \\216.160.212.2\Staff         Example: \\server\share         ☑ Reconnect at logon         ☑ Connect using different credentials         Connect to a Web site that you can use to store your documents and pictures.						
	Finish Cancel						

• Enter <u>yumapic</u>\Your User Name and Password, then press OK:

Windows Security
Enter Network Password ter your password to connect to: 216.160.212.
yumapic\gary •••••• Domain: yumapic Remember my credentials
OK Cancel



• Upon Successful connection, you will see the shared drive:

		-	-			x		
Com Com	pute	r ► Staff (\\216.160.212.2) (Y:) ►		earch Staff (\\21	6.160.212.2) (Y:)	م		
Organize 🔻 New	folde	r				?		
〕 Downloads	*	Name	Date modified	Туре	Size			
📃 Recent Places		퉬 Adriana	6/16/2020 1:22 PM	File folder				
📁 Librarian		鷆 Aida	6/16/2020 12:48 PM	File folder		=		
Decuments		鷆 Alicia	6/2/2020 2:33 PM	File folder				
Documents		퉬 Amber	6/16/2020 12:55 PM	File folder				
IVIUSIC     Distance	-	鷆 Ana	6/16/2020 1:22 PM	File folder				
		퉬 Andrea	5/5/2020 9:35 AM	File folder				
		鷆 Archive-PaperLessFiles	10/16/2018 11:36	File folder				
		퉬 Archive-WIACaseNotes	12/9/2017 10:20 AM	File folder				
Nomegroup		퉬 Beatriz	6/15/2020 2:08 PM	File folder				
· Commuter		鷆 Brian	6/11/2020 3:00 PM	File folder				
Local Disk (C)		鷆 Charter	6/16/2020 11:14 AM	File folder				
Cocal Disk (C:)	2	鷆 Christopher	6/12/2020 4:12 PM	File folder				
	-	Compliance	6/11/2020 4:35 PM	File folder		Ψ 		
36 items Offline status: Online Offline availability: Not available								

- Site Specific Notes
- YPIC Main Site Staff using the Y: drive:
  - $\odot$  216.160.212.2 \Staff
- MLK Youth Staff using the M: drive:
  - o 67.132.122.36\Staff