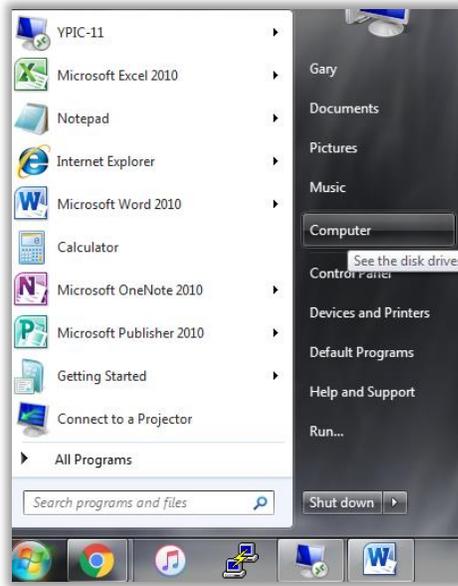


## Mapping YPIC shares remotely

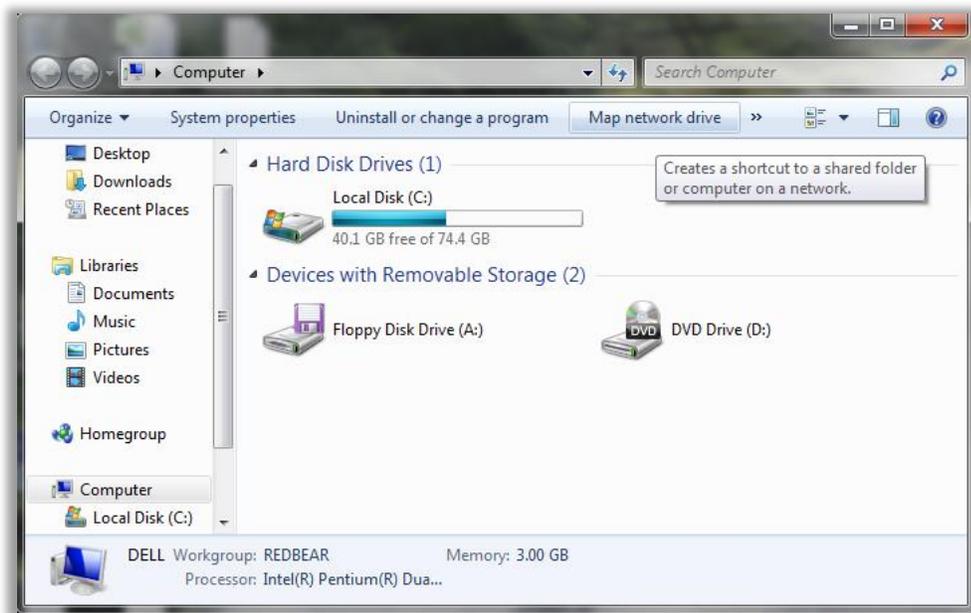


- Obtain Permission from your supervisor
- Send email request to [noc@ypic.com](mailto:noc@ypic.com)
- Create VPN Connection

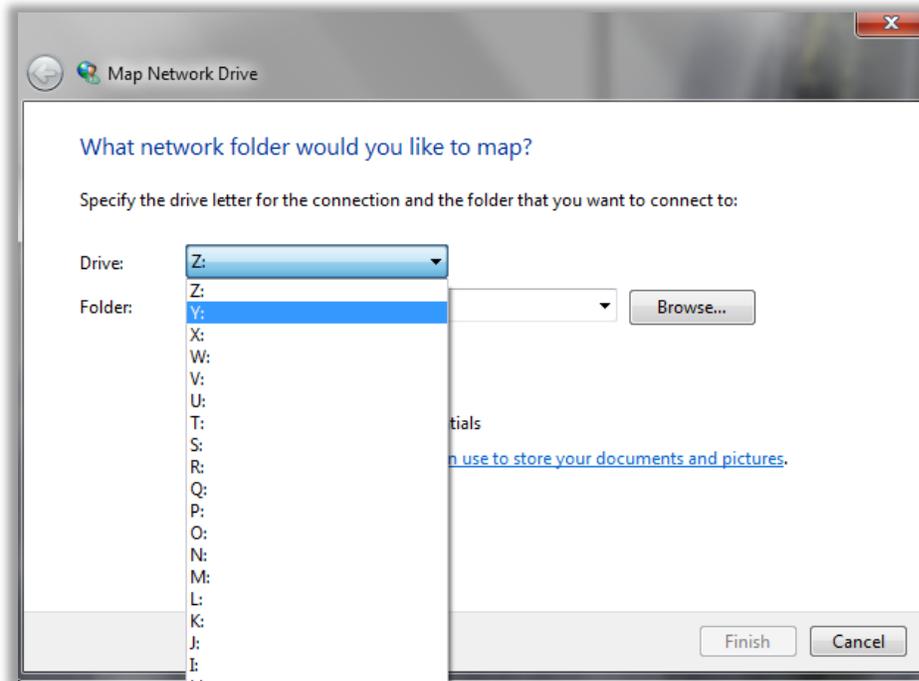
- Start | My Computer:



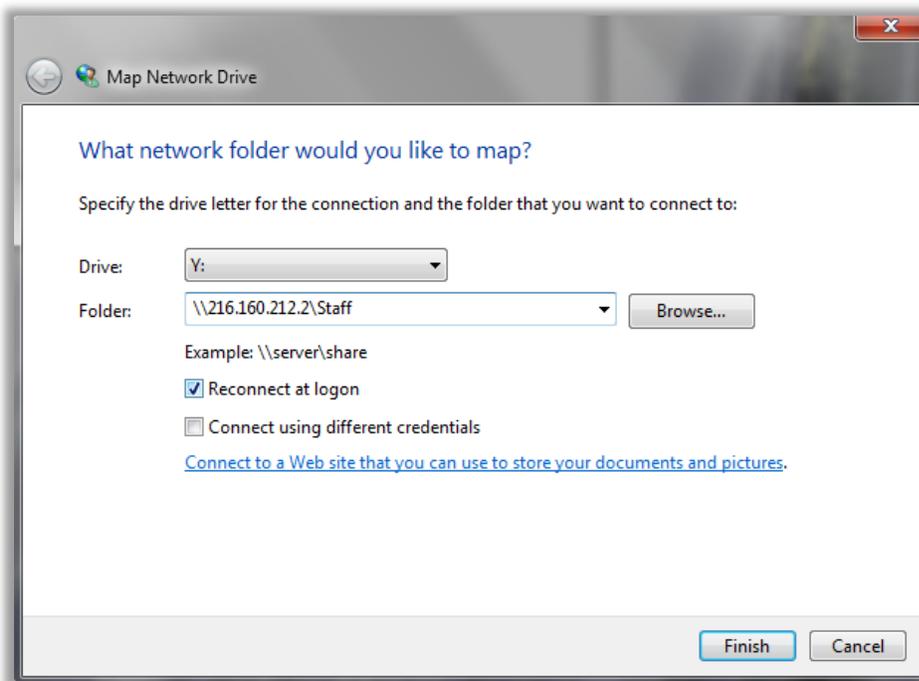
- Map Network Drive:



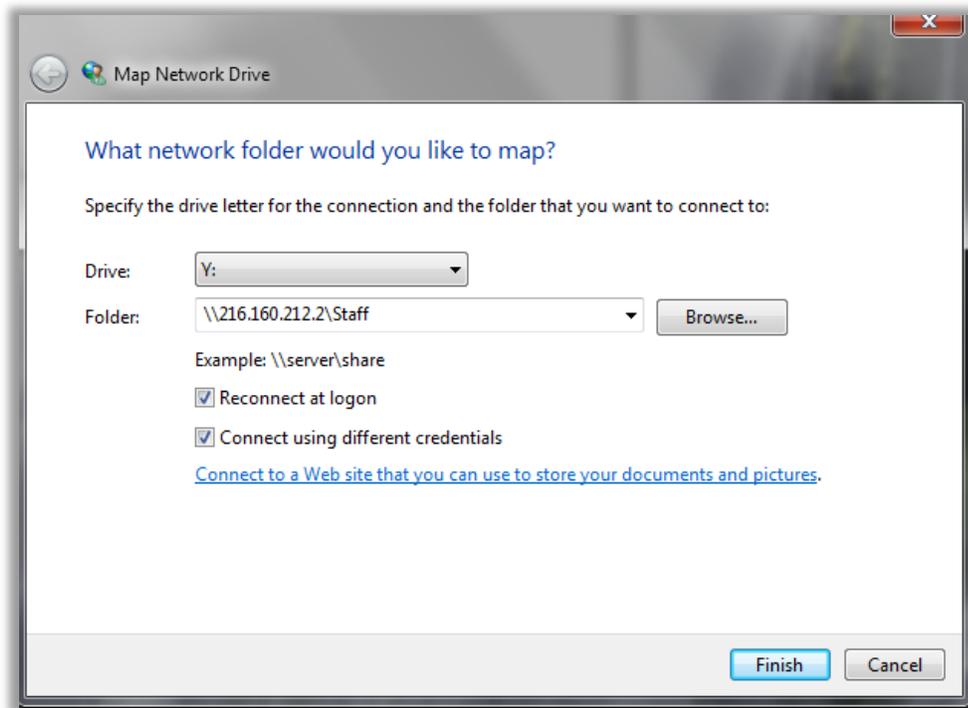
- From the Drop-Down list, select Y:



- In Folder box, enter [\\216.160.212.2\Staff](http://216.160.212.2/Staff):

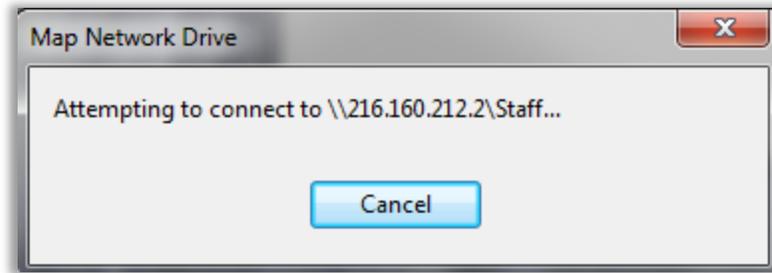


- Check Reconnect at logon, Connect using different credentials, then press Finish:

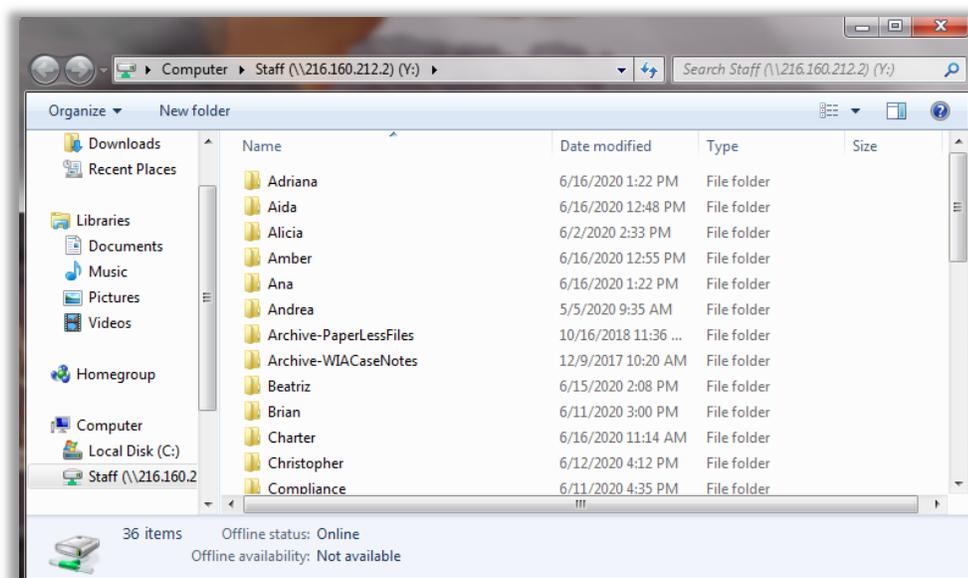


- Enter yumapic\Your User Name and Password, then press OK:





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



- **Site Specific Notes**

- YPIC Main Site Staff using the Y: drive:
  - 216.160.212.2\Staff
- MLK Youth Staff using the M: drive:
  - 67.132.122.36\Staff