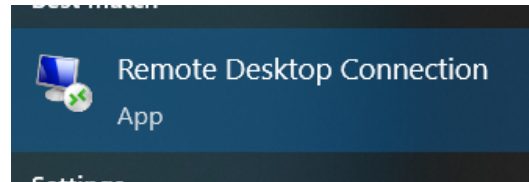


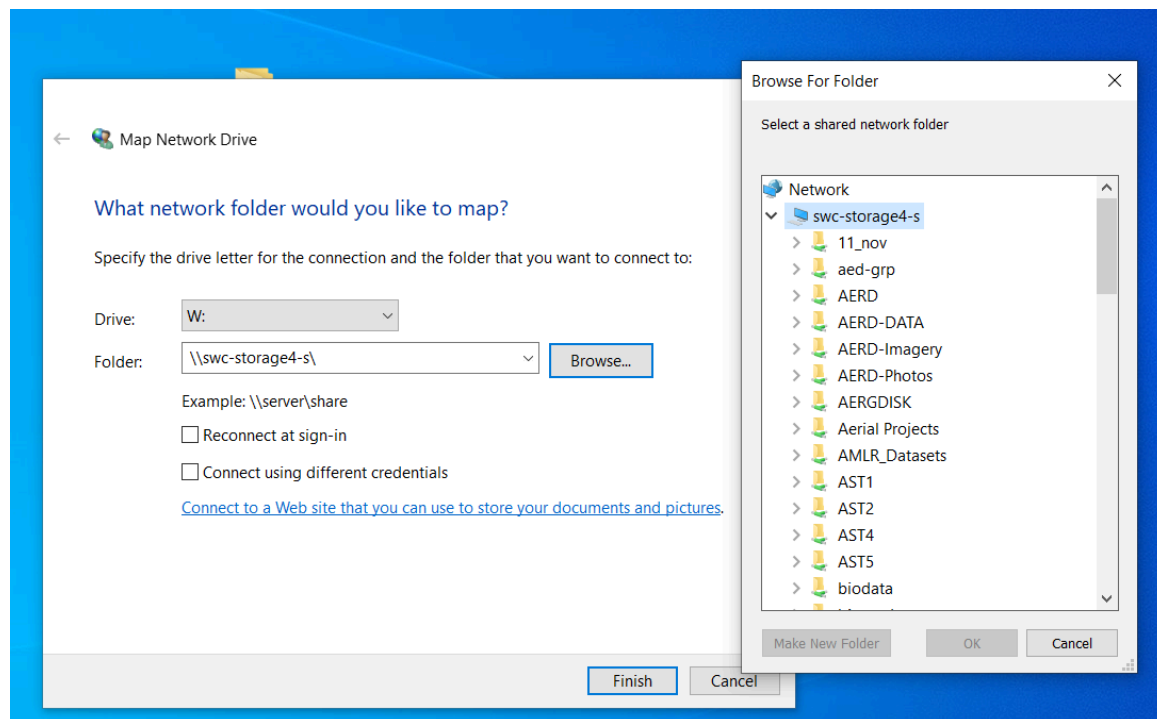
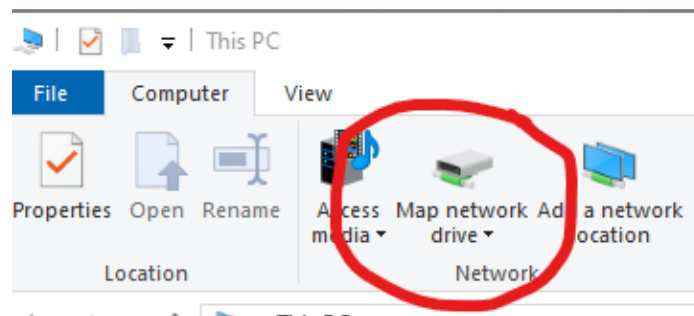
Connect to desktop

1. Open 'Remote Desktop Connection' software
2. Type **swc-cweav-d** into Computer field
3. You will be prompted to enter your credentials, if CAC login is not automatically popping up select 'More choices' and select it
4. Enter your pin and click OK, the remote desktop window should open and start signing you in there
5. It may take a few minutes to establish an user profile



Set path to shared drive

1. Once signed onto the desktop, open file explorer and click on 'This PC'
2. Under Network at the top, select Map network drive
3. Type **\\swc-storage4-s** and select browse



4. This will open up all the shared drives on this server, either map to main directory or choose a subdirectory where your data is stored
5. Select Ok and Finish, you should now see that drive in your File Explorer and be able to access the files stored there