



## SHAREDRIVE

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Saving to ShareDrive allows you to collaborate with other departments through restricted access folders. Access your files from any computer on the GateWay campus.

- 01** Press the **Windows Key + R** simultaneously on your keyboard.
- 02** Type **"\\gwfs4\Shares"** in the text field. Then, click on the **OK** button.
- 03** Transfer (drag and drop) your files to the folder that opens.