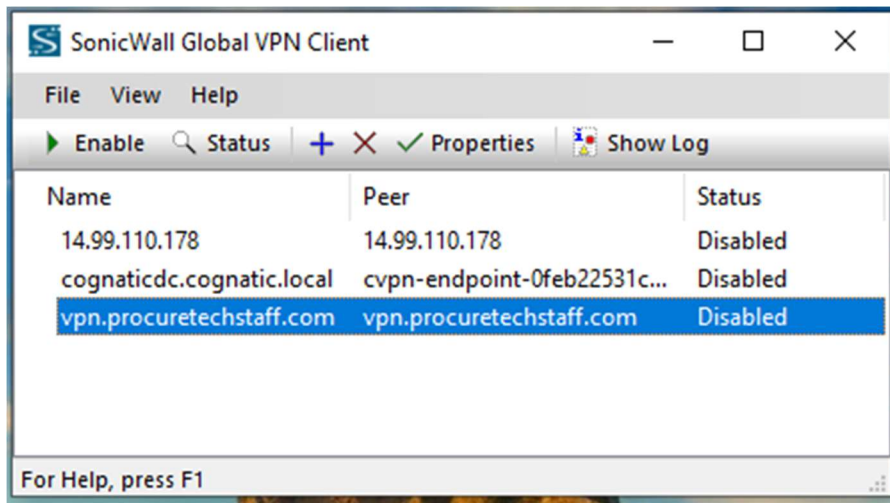
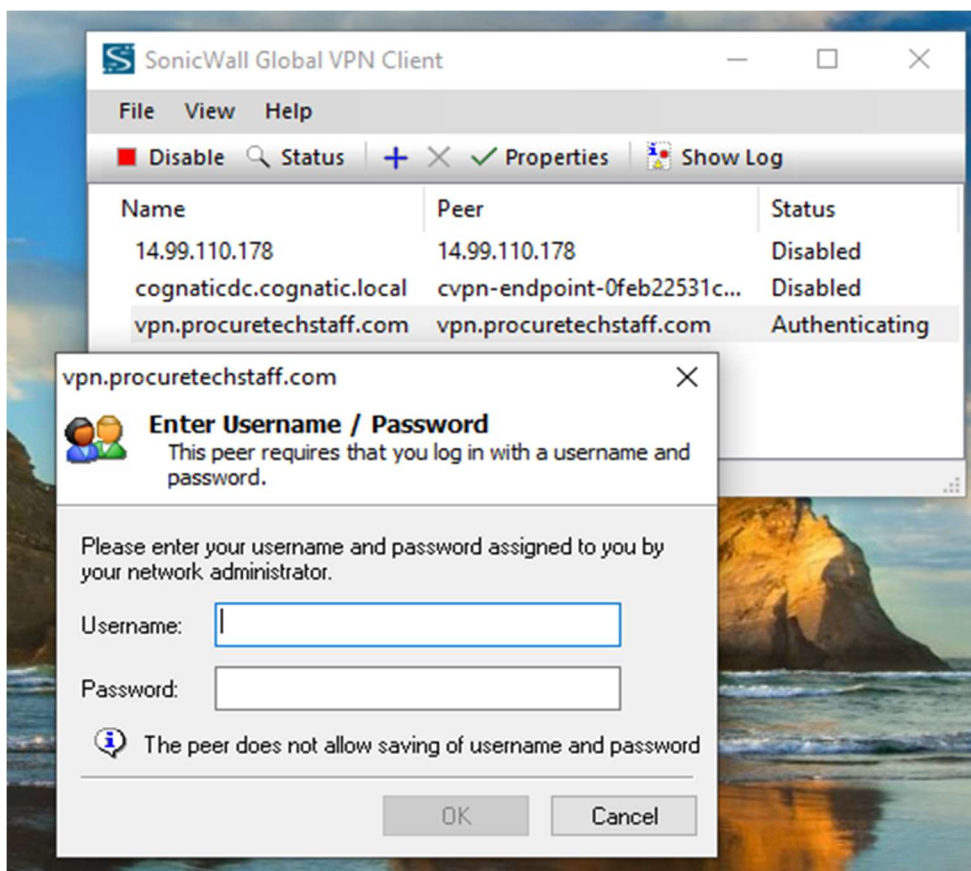


How to access PTS share Folders and User Folder

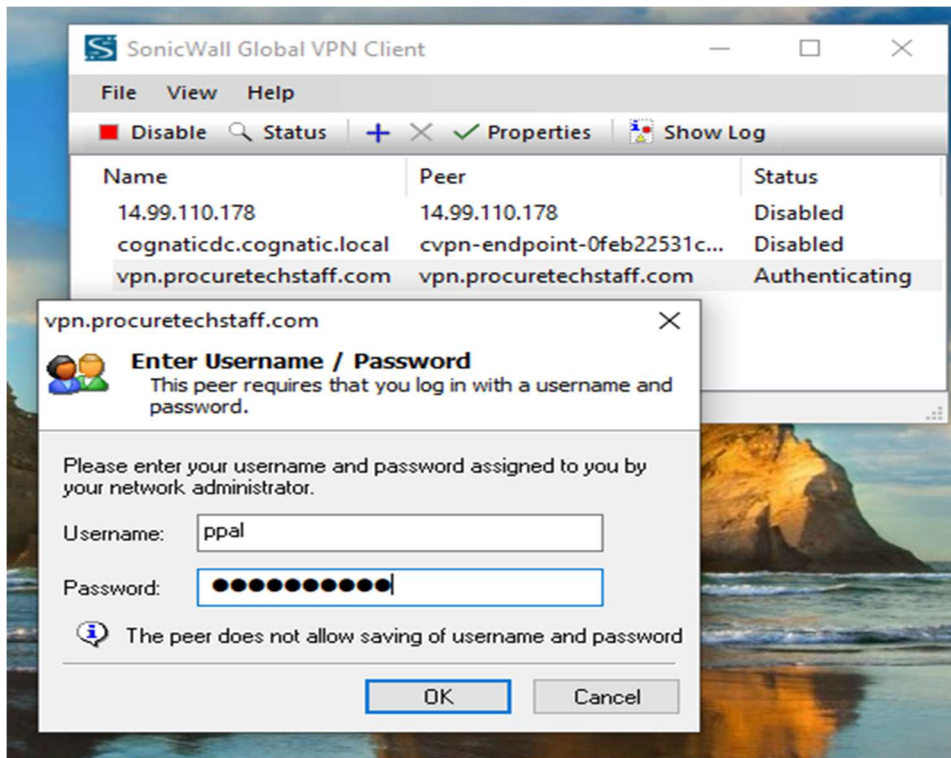
Step 1: If you are outside of PTS Network (USA Office) then need to connect with PTS network through VPN connection. For example, use SonicWall Global VPN Client to connect. If you are in PTS Network (USA Office) then move to Step 5.



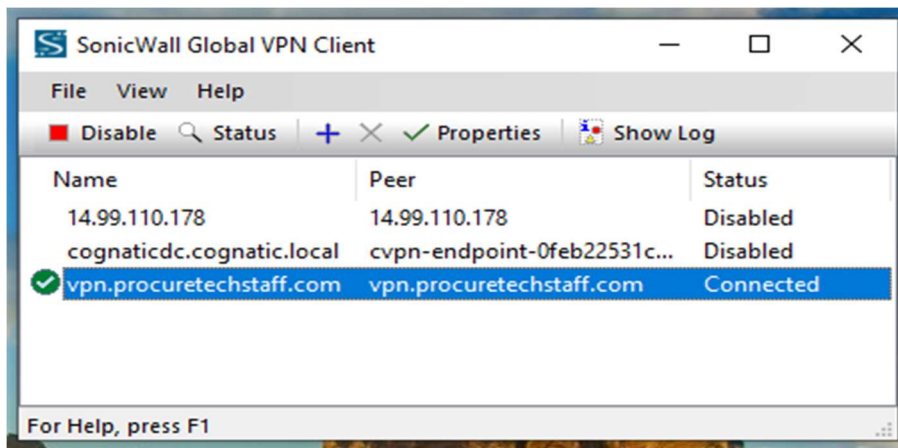
Step 2: Select VPN connection (i.e vpn.procuretechstaff.com) and click Enable. It will asked PTS domain user credentials.



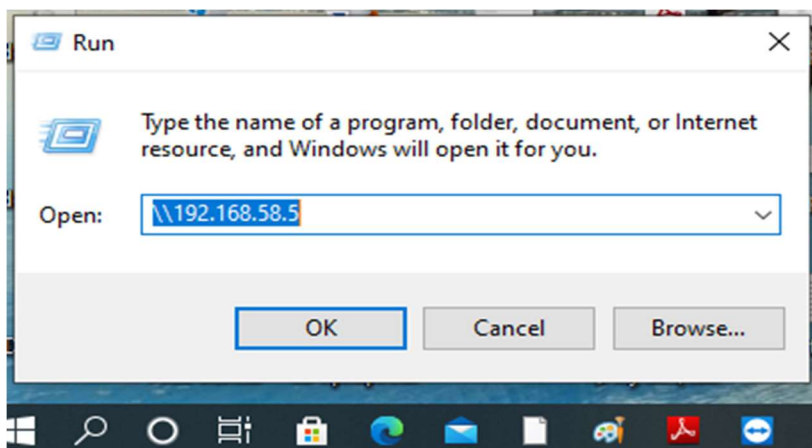
Step 3: Put the domain username and password and then OK.



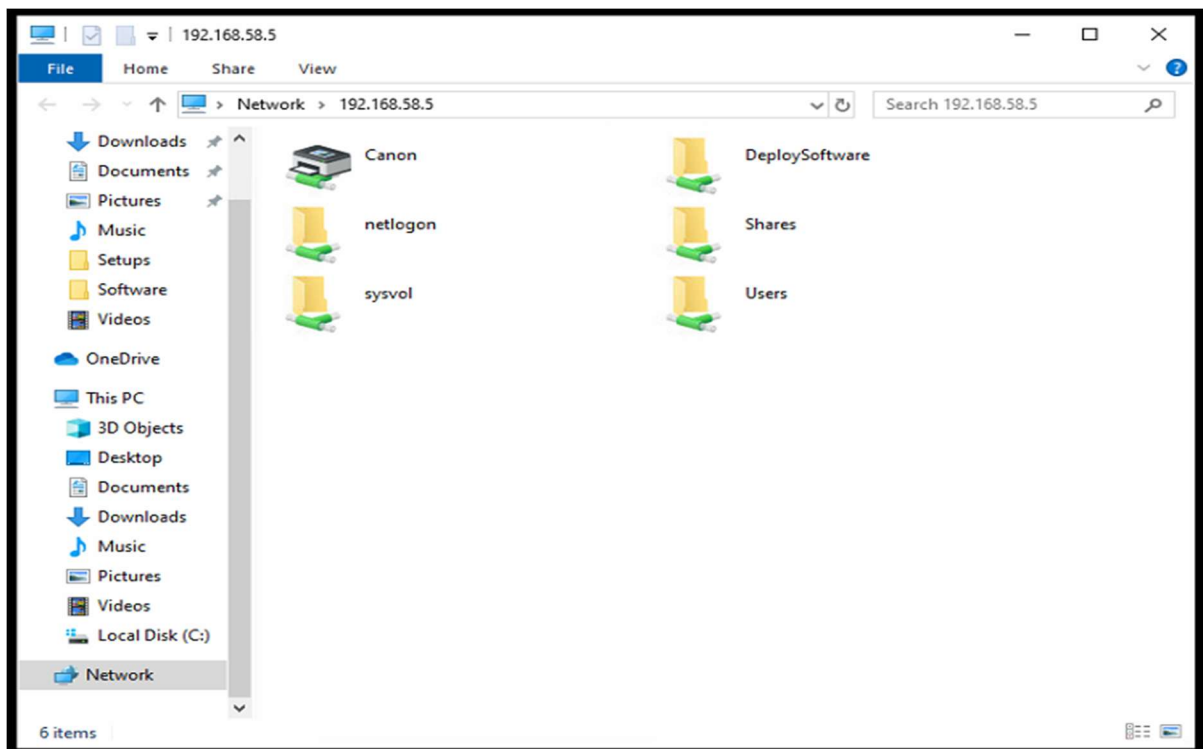
Step 4: After successfully login it will show VPN status as Connected.



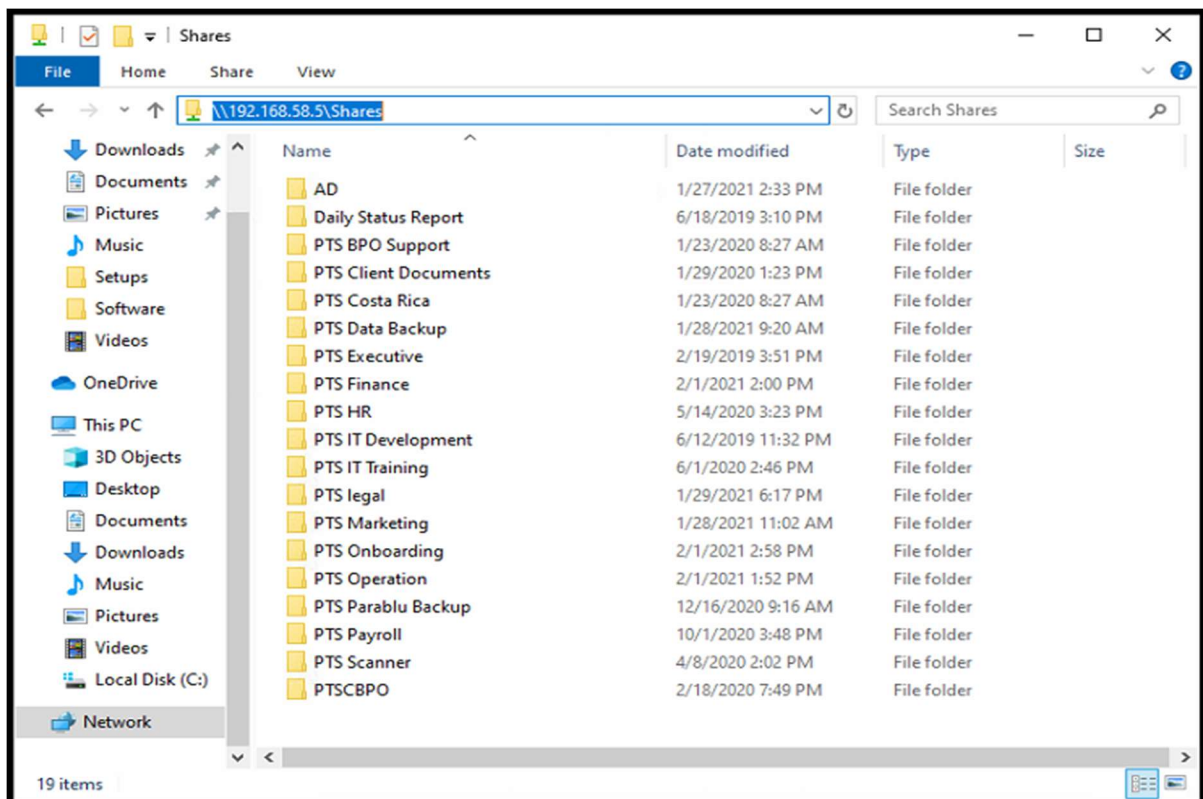
Step 5: Go to Start > Run and put the IP of Server after \\ (i.e, [\\192.168.58.5](http://192.168.58.5)). Then OK.



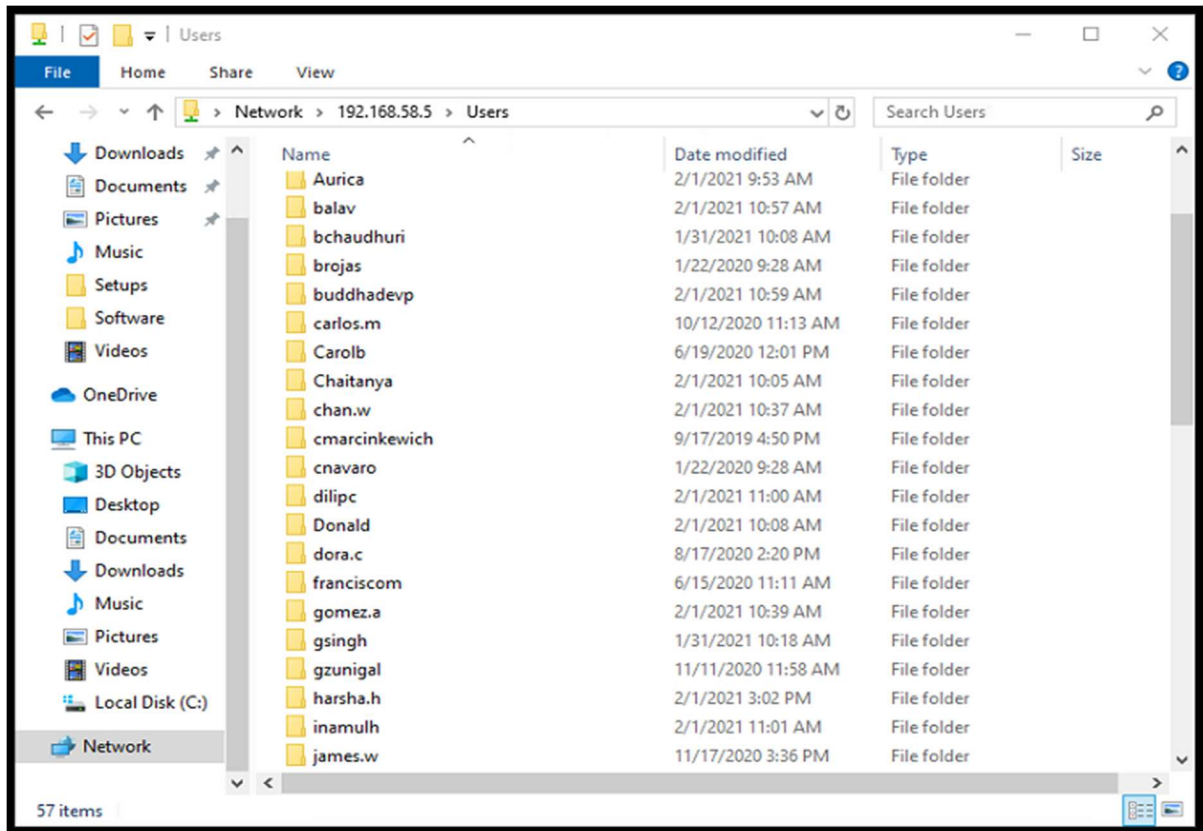
Step 6: It will ask for credentials to access share resources. Put your domain user name and password (for example if your Okta id is ppal@pts.local then use ppal or pts\ppal). Note: if it stores in system cache then will not asked for.



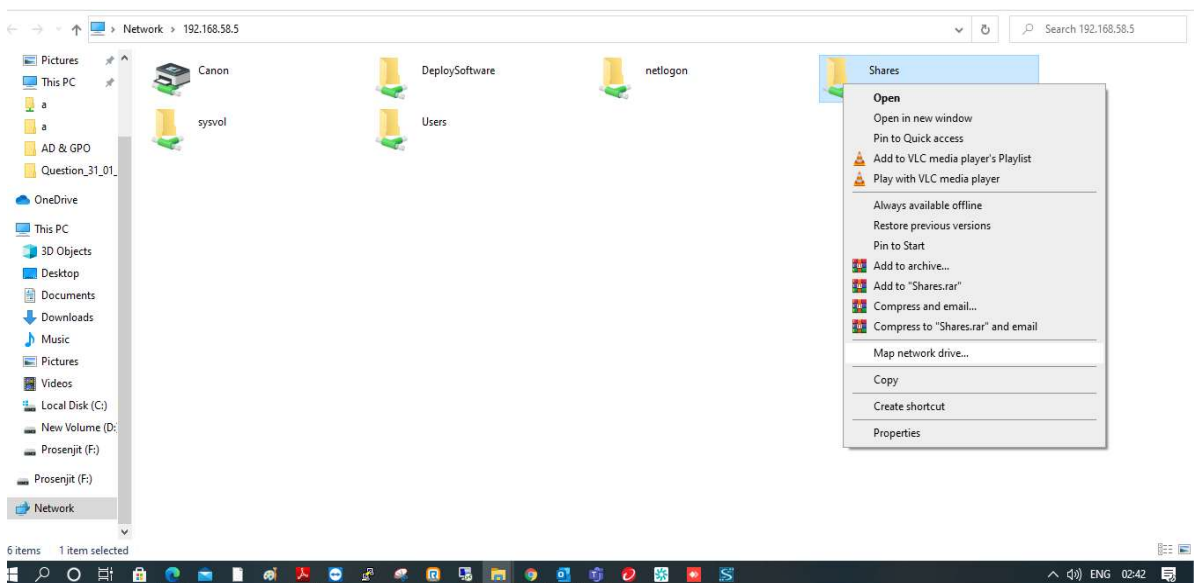
Step 7: Click on “Shares” and it will open the list of share folders. You will be allowed those folders which you have access permission.



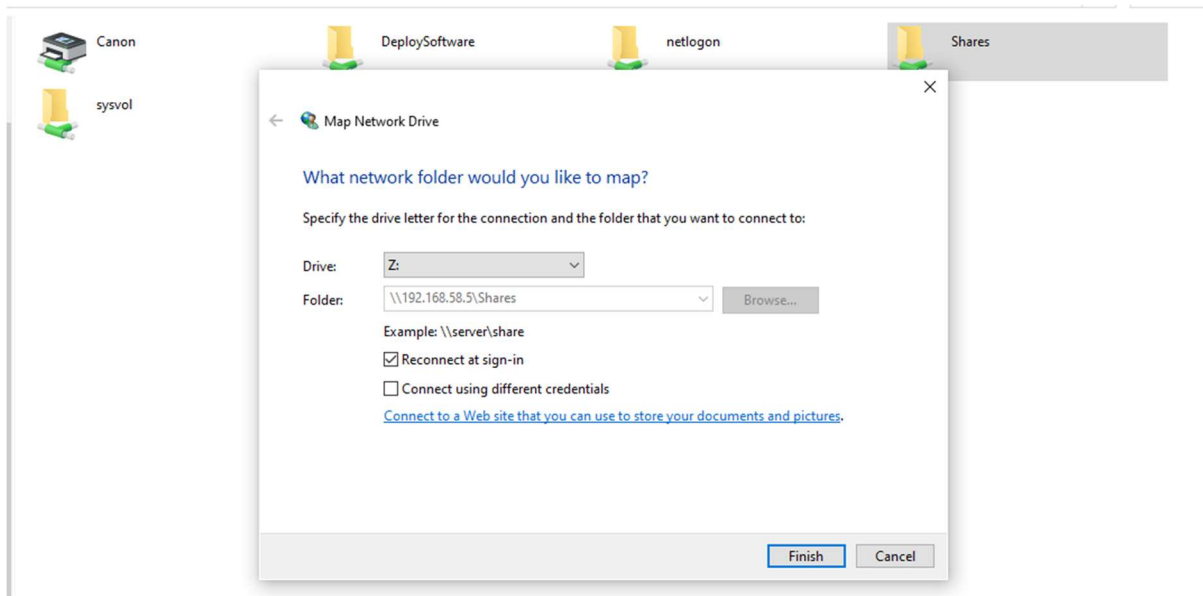
Step 8: To access “Users” folder after step 6 click on “Users” and it will open the list of Users folders. You can access your user folder from here.



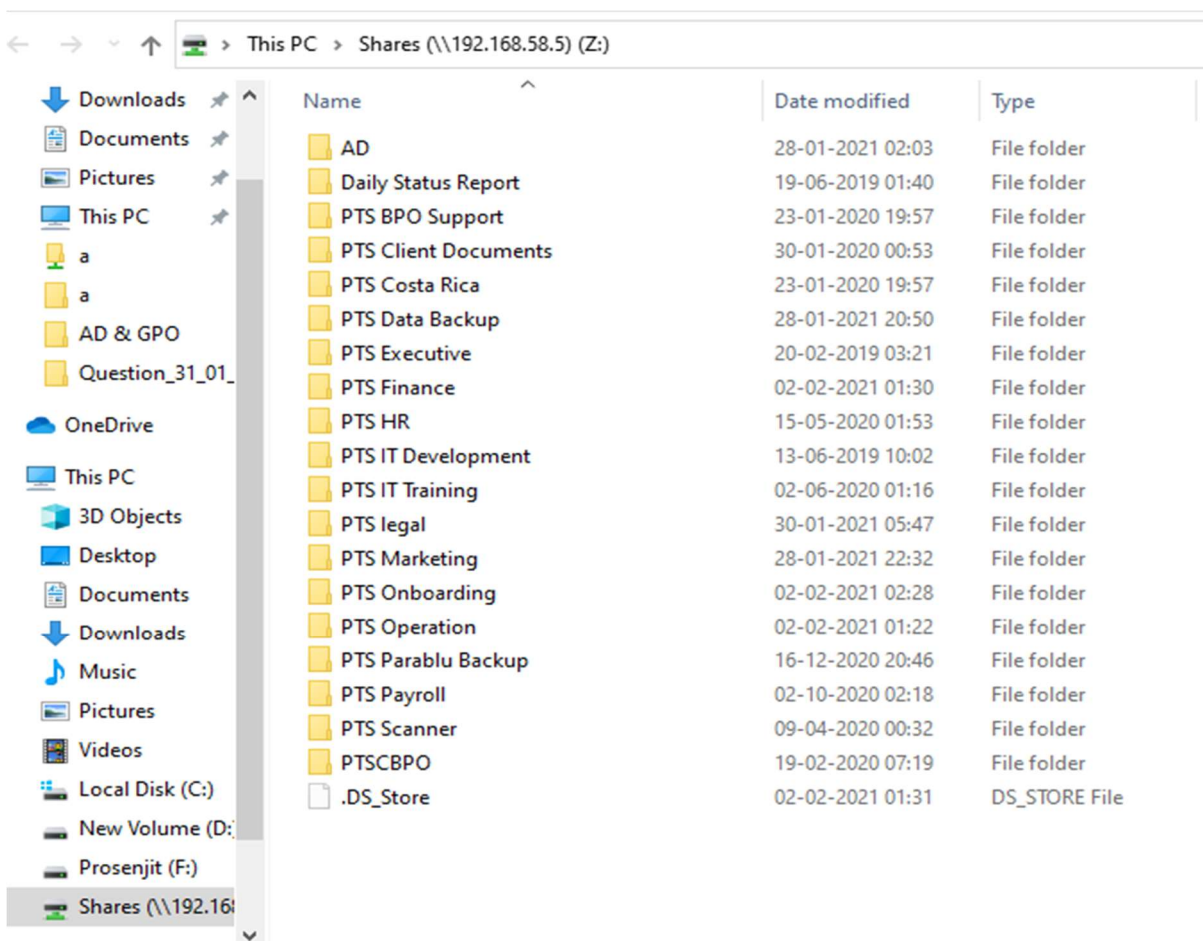
Step 9: You can also Map Share folder on your System drive. Right click on Share folder > Map Network Drive.



Step 10: Select a drive letter and Finish.



Step 11: Once done it will show like below.



Step 12: If you want to give a name of map drive just right click on the map drive and rename it.

