**Mapping the Etraining Server to Your Computer
10/29/14/dc/mh**

1. To set up access to the etraining server, follow these steps. Click on the Start button then click on Computer.



1. Click on Map network drive.



1. Select a blank drive, then type in the address [\\10.109.11.217\ss](file:///%5C%5C10.109.11.217%5Css) in the folder field. Then click on Finish.



Note – you may see [\\10.109.11.217\ss](file:///%5C%5C10.109.11.217%5Css) or Etrain for the drive name when you go back to Computer and click on your drives. You can rename the drive to Etrain by R clicking on the drive name and selecting Rename.

