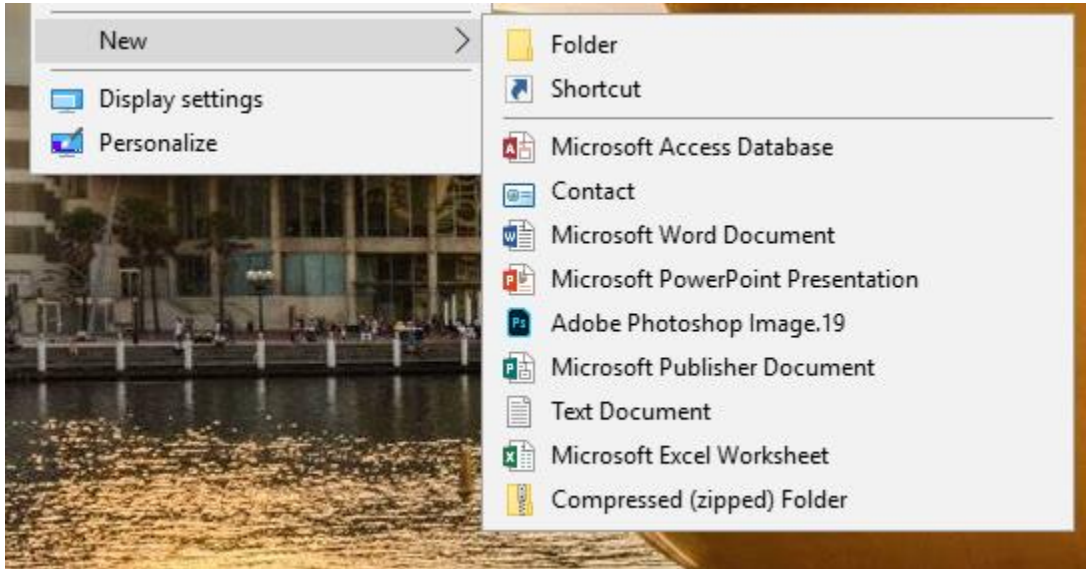


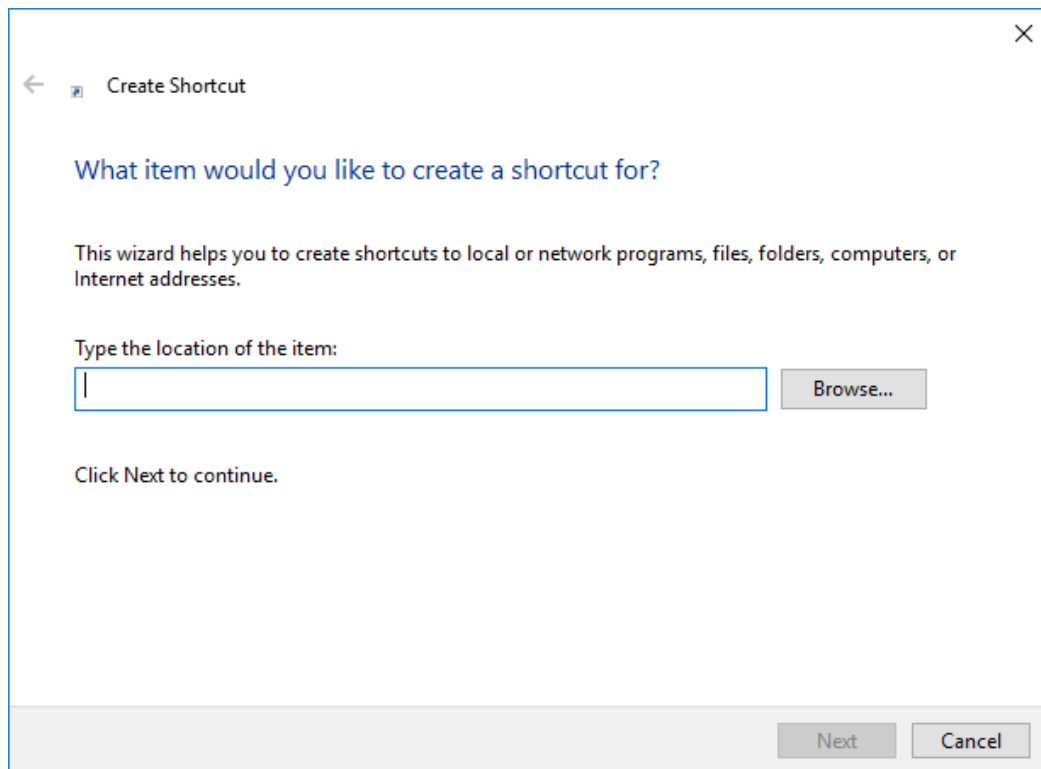
File Share Access: Shortcut

Step 1: Right click on the Desktop. Select New and then Select Shortcut.



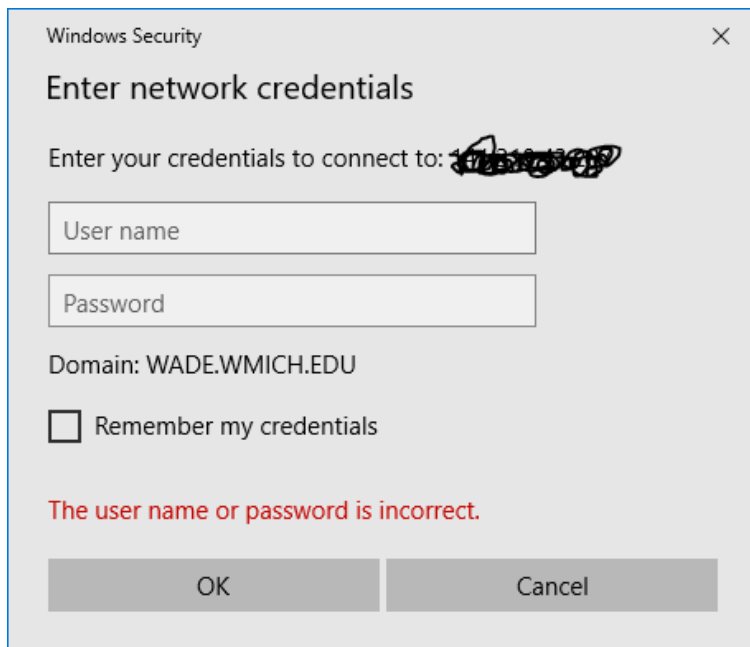
This will open up a create shortcut window as shown in Step 2.

Step 2:



Type in: [\\cas-wfp0.wade.wmich.edu\deptshares\\$](\\cas-wfp0.wade.wmich.edu\deptshares$) and click next to continue which will take you to the login screen. Login screen may take a while to come up.

Step 3: Login Screen



Windows Security

Enter network credentials

Enter your credentials to connect to: ~~192.168.1.100~~

User name

Password

Domain: WADE.WMICH.EDU

☐ Remember my credentials

The user name or password is incorrect.

OK Cancel

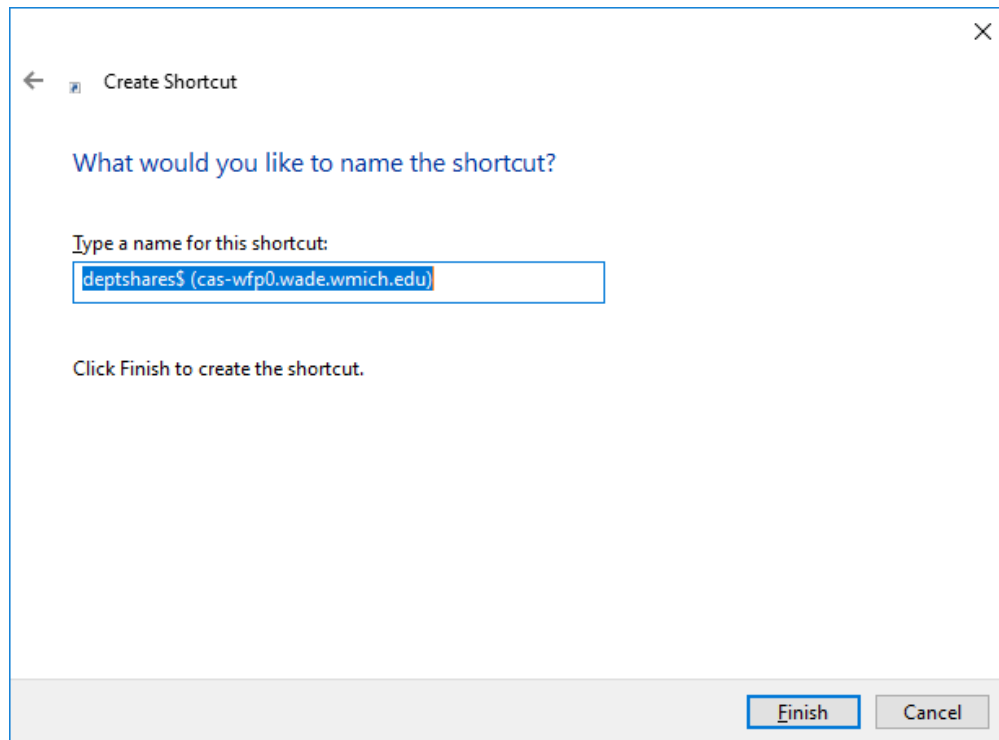
Enter your bronco ID and password.

Username: wade\your Bronco id

Password: *****

Do not check "Remember my credentials"

Step 4: Rename your shortcut to deptshares and click finish.



Repeat the above process to access your home directory with the following changes:

In Step 2:

Type in: [\\cas-wfp0.wade.wmich.edu\usershares\\$\yourBroncoID](#)

In step 4: Rename the shortcut to Home Directory

Once done, double click on to the shortcuts to access your file share.