

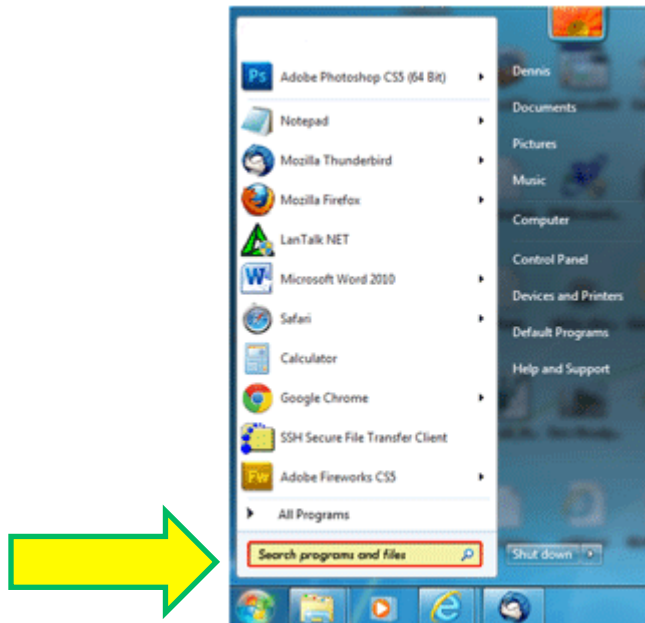
Access Instructions for Printing and Mailing FileDrop Folder

Windows 7

If your computer is part of the University Active Directory and you are logged in to it with your email address do the following:



1. Navigate to the Start Menu by choosing the “**Start Button**”.
2. In the “**Search Programs and Files**” text box enter [\\Print-Filesrv\FileDrop](#), or if you have a specific departmental folder enter [\\Print-Filesrv\DepartmentFolder](#).

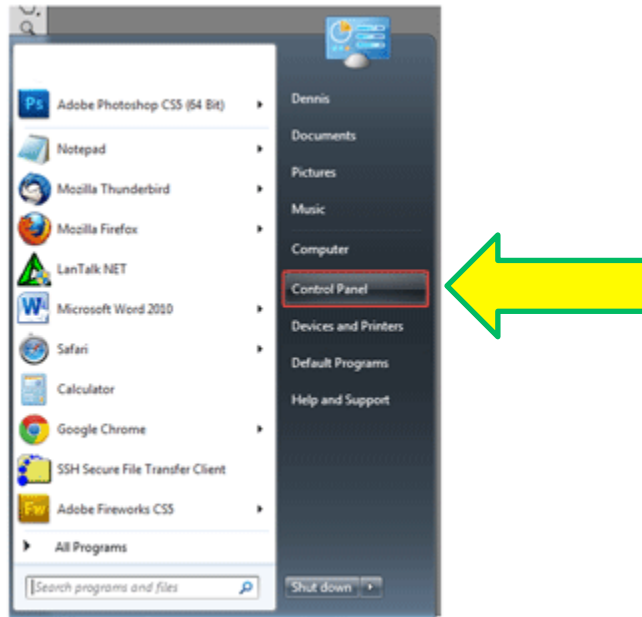


3. If prompted for credentials enter your email name and password in the following format:
UserName: ad\Webmail name.
Password: Webmail password.
4. You will now be able to drag and drop your files onto the Server.

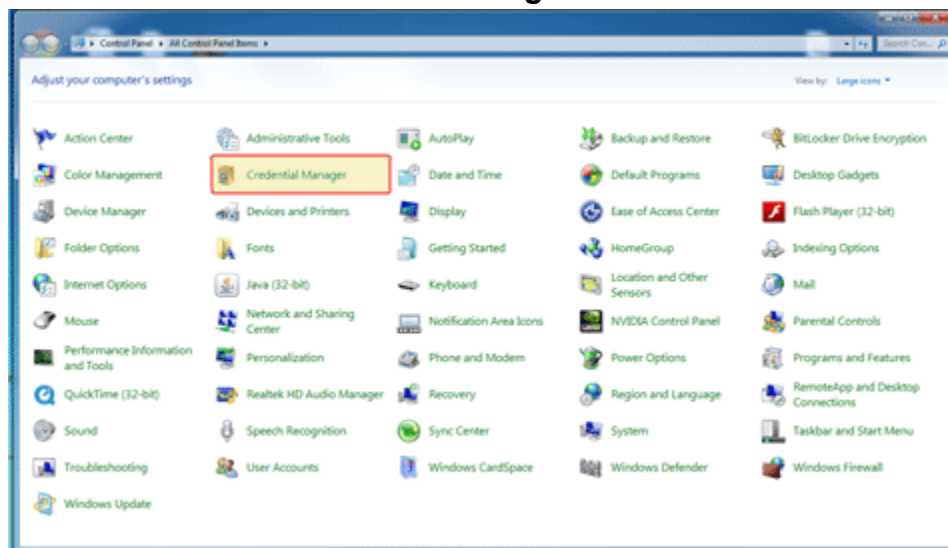
If your computer is not part of the Active Directory or you are not logged on to it with your email address you will have to do the following:



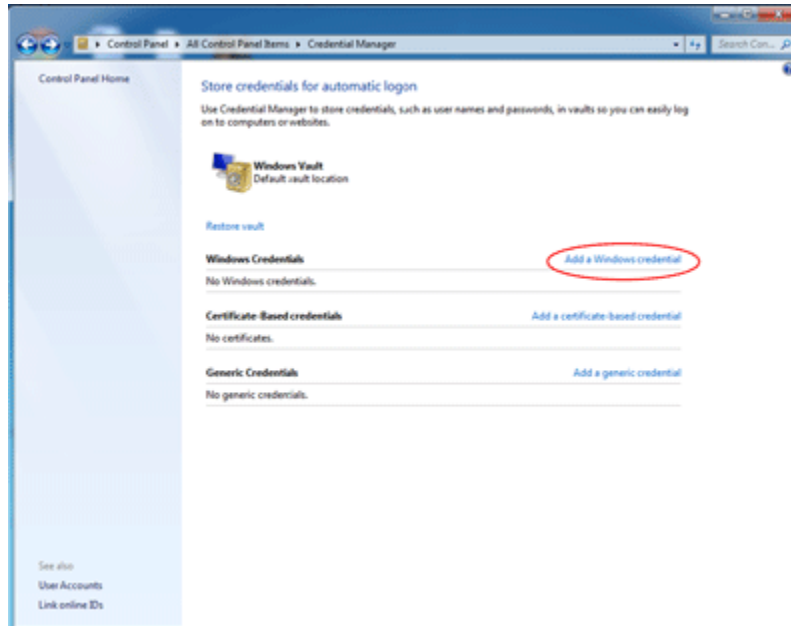
1. Open the Start Menu by choosing the “**Start Button**”.
2. On the right hand side of the Start Menu choose “**Control Panel**”.



3. Inside the Control Panel choose “**Credential Manager**” or choose “**User Accounts**” then choose “**Credential Manager**”.



- Click the **“Add Windows Credential”** link.



- In the **“Internet or network address”** text box enter the following: **\\Print-Filesrv**
- In the **“User name”** text box enter your email name in the following format:
ad\Webmail name
- In the **“Password”** text box enter your **Webmail password**

Type the address of the website or network location and your credentials

Make sure that the user name and password that you type can be used to access the location.

Internet or network address (e.g. myserver, server.company.com):	<input type="text" value="\\Print-Filesrv\FileDrop"/>
User name:	<input type="text" value="AD\Webmail name"/>
Password:	<input type="text" value="Webmail Password"/>

- Choose **OK**
- Close **“Credential Manger”** and the **“Control Panel”**.
- Navigate to the Start Menu by choosing the **“Start Button”**.
- In the **Search Programs and Files** text box enter **\\Print-Filesrv\FileDrop**, or if you have a specific departmental folder enter **\\Print-Filesrv\DepartmentFolder**.

12. If prompted for credentials enter your email name and password in the following format:

UserName: ad\emailname.

Password: email password.

13. You will now be able to drag and drop your files onto the Server.