



Restoring Shortcuts (or the N: Drive)

If at some point your Mapped Drive Link to the shared files on the network disappears, you will have to browse to the folder manually. Here is how:

1. Open Windows explorer by clicking on the Folder Icon on your Taskbar, or pressing  + E.
2. In the left part of the window, click the Network icon. This should bring up a list of network computers and printers.
3. Scroll down and double click "Ogimaakwe".
4. Double-click "Public Share" icon
5. Then you'll see the same icons you would see in the N: Drive.
6. Create a shortcut to this location for future reference.

You can do this for any location in Windows Explorer for quick access. You can store your "Shortcut Paths" in a Text or Word document if the N: Drive, or any network shortcut keep disappearing. Then you can quickly recover them. The shortcut path is located in the address bar on the top of Windows Explorer. Just click to the left of the address and it will highlight blue for you to copy ( +C).

