Finding Your File in the New Fileserver

The IT Department will be replacing the Production Fileserver in January of 2024. If for some reason your file was missed in the move from the old server to the new server, please follow the directions below to find your file.

1. Click on the file icon in your task bar at the bottom of your computer. 
2. A screenshot of a computer

   Description automatically generatedType, “\\fileserver” in the file explorer address bar.

1. Scroll down and find your name in the Folders below on the right-hand side.

A screenshot of a computer

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1. You can create a shortcut on your desktop by right clicking the mouse button on the shared drive you want to create the shortcut, and select Create Shortcut from the menu.

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