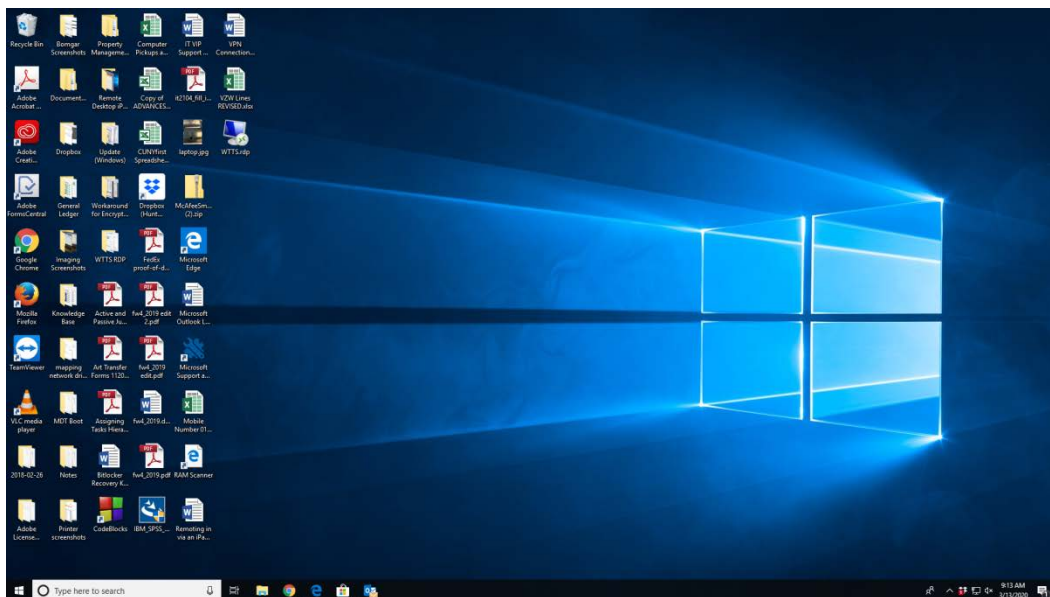
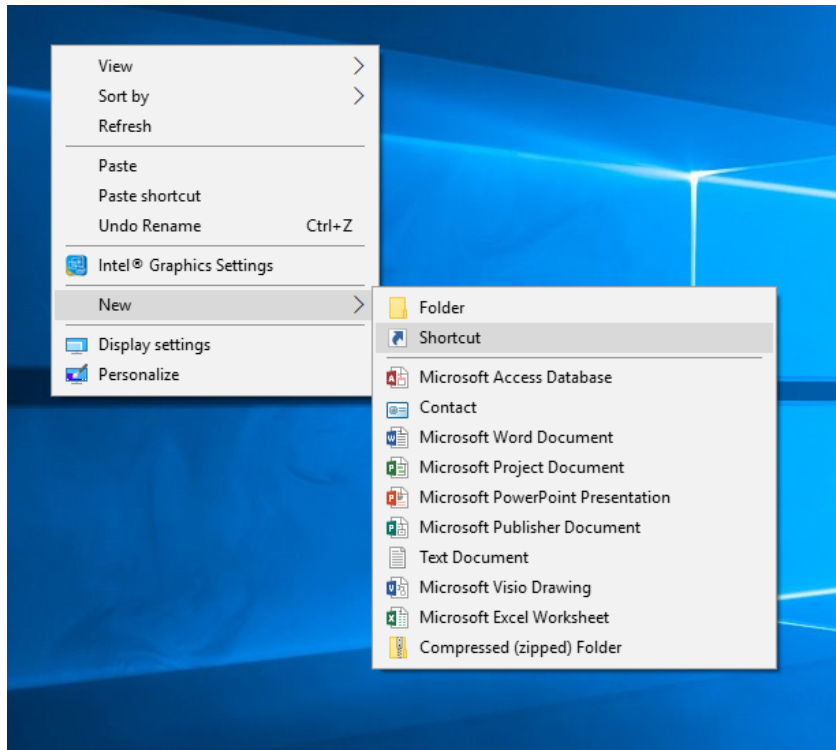


## Create a Shortcut to Filer on Desktop

1. Be sure you are connected to the GlobalProtect VPN. You can view appropriate VPN documentation to ensure connectivity to VPN.at the following website”
  - a. <http://www.hunter.cuny.edu/it/it-services/vpn/vpn-software>
2. Go to your Desktop.

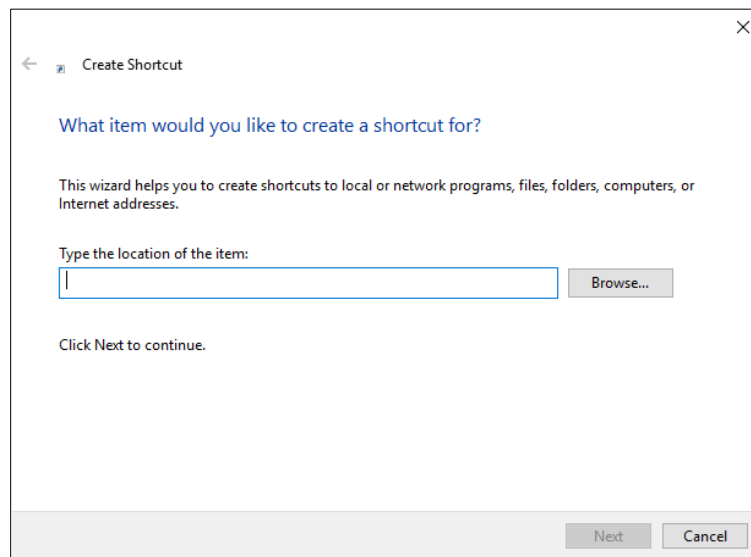


### 3. Right-click and go to **New > Shortcut**

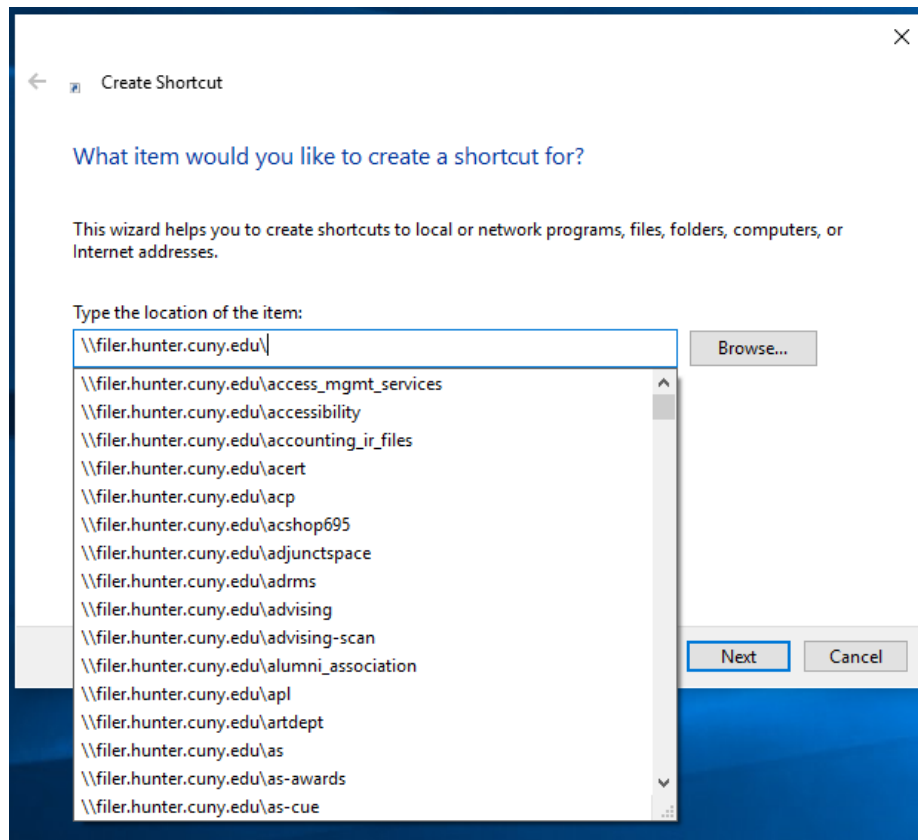


4. Next you will enter the path (location) for the file shortcut in “type the location of the item:” the text field.

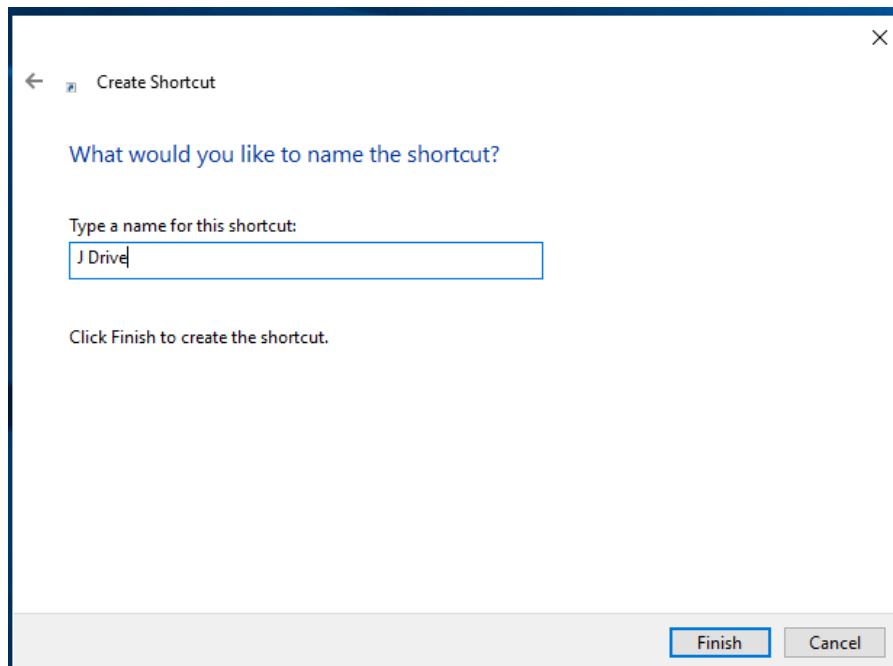
- a. All paths will begin with: \\filer.hunter.cuny.edu\



5. Select from the drop-down box the drive you have access you'd like to create a shortcut for.



6. Name the shortcut for the drive whatever you would like to name it.



7. You will see the drive appear on your Desktop after clicking **Finish**. To access your file drive, simply double-click on your newly created shortcut!

