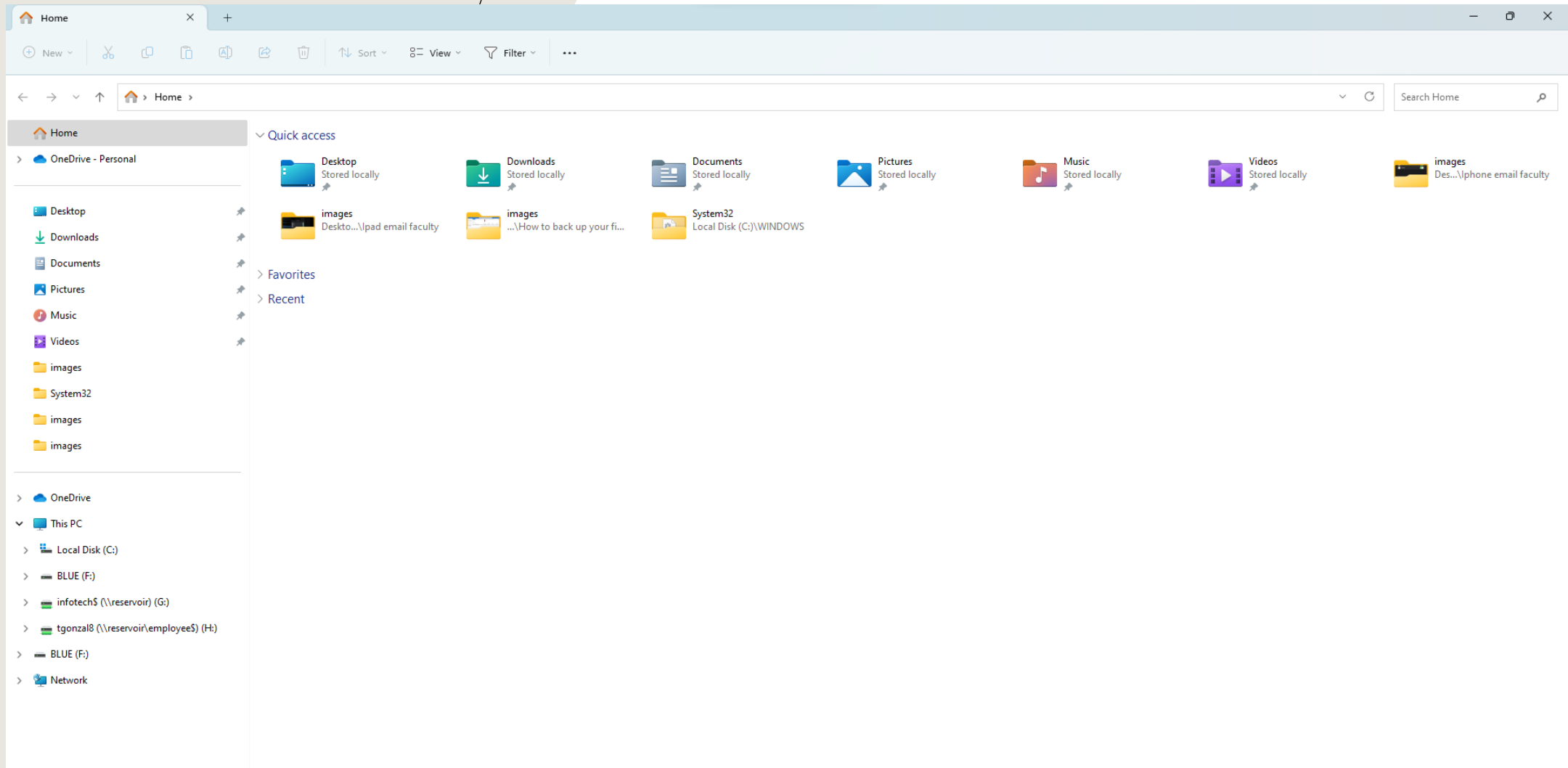# HOW TO:

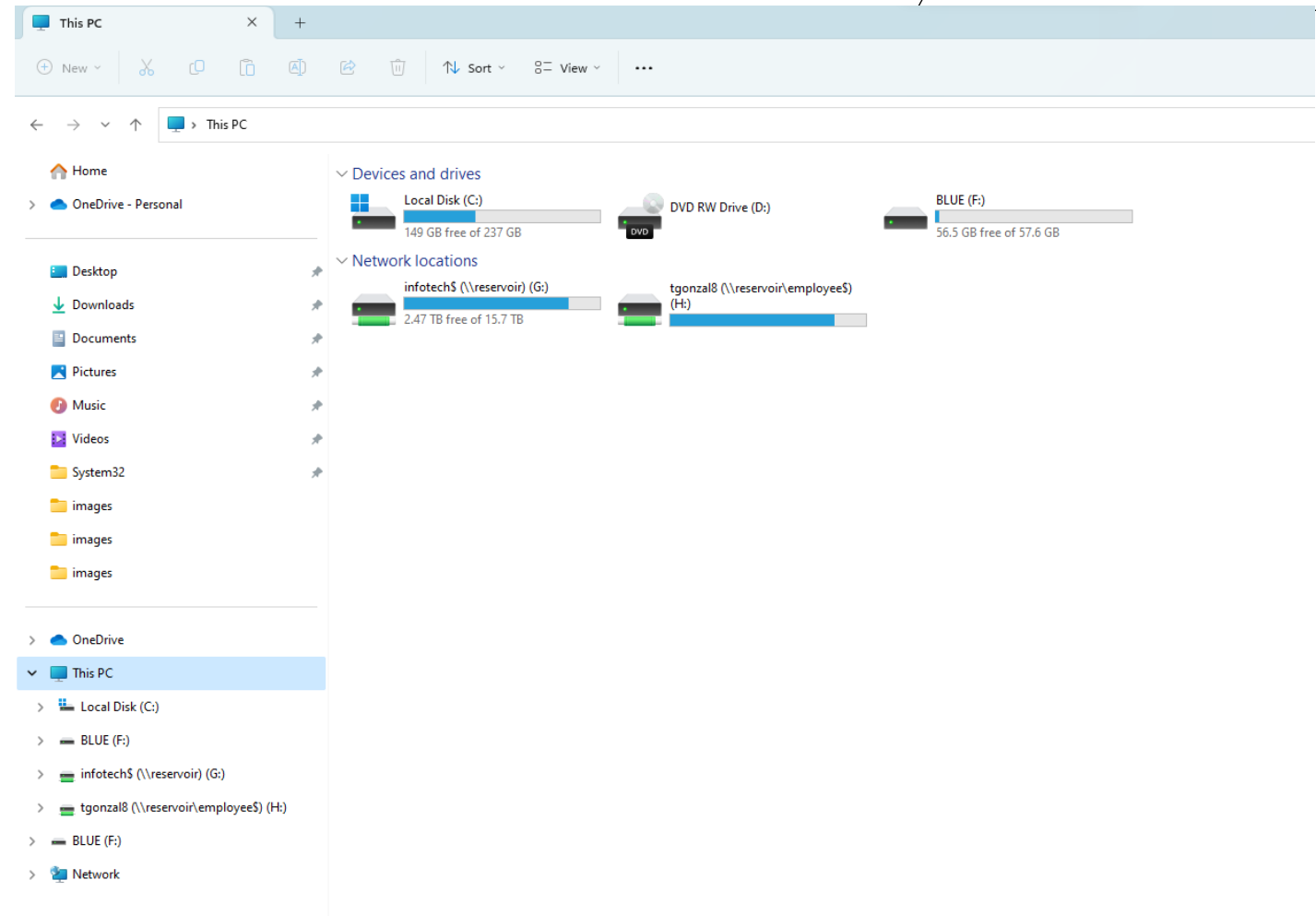## CREATE A SCREENSHOT OF YOUR CURRENT MAPPED NETWORK DRIVES

1) From your desktop click the File Explorer Icon on the Taskbar located on the bottom of the screen. *Note: The icons on your Taskbar may look slightly different from the icons shown in this sample screenshot.

2) When the File Explorer window opens click the Window icon on the right to Maximize the window

3) On the left-hand side click This PC from the list of available options

4) Using your keyboard press the CTRL key and PRINT SCRN key together at the same time to take the screenshot of the drives showing. *Note: The keys on your keyboard may look slightly different then the keys on the provide screenshot.

5) Open a New Microsoft Word Document and paste the screenshot into the new document.

6) Save the Document to your H Drive and use the File Name of My Network Drives.