**To connect once to your share without mapping it**

Click on the **Start** button in the lower left hand corner of your screen, Select **Run**.

![Start button](image)

In the **Open** field: box type in `\coral.campus.ccri.edu\NameofYourDeptShare` (if you do not know the name of your department share, please call the Help Desk at 401.825.1112) and click **OK**.

![Run dialog](image)

The Authentication required box will open enter your **domain username**, as campus\username, and **password** then click **Submit**.

![Authentication dialog](image)

The files and folders in your department share will then be displayed.