

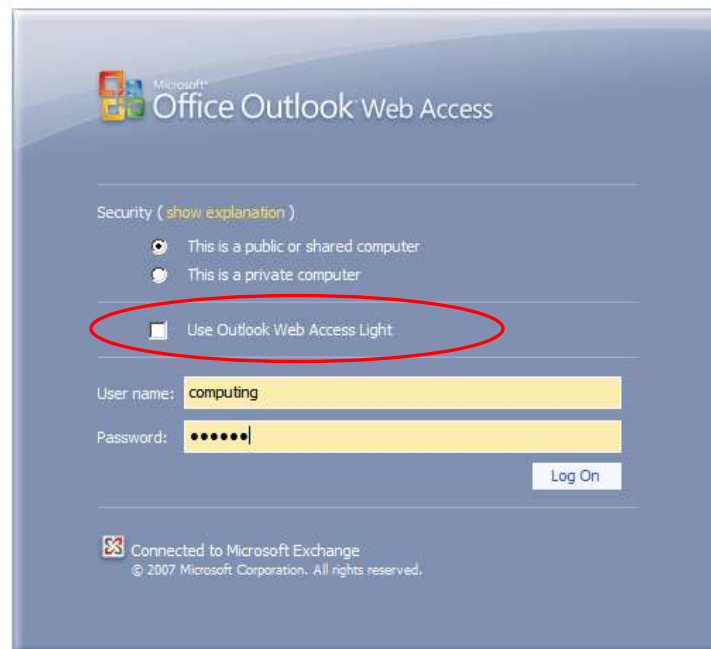
Read-Only Access to P: drive

You can now get **read only** access to your P drive and any other sever shares you have access to through Web based email access. The key word here is read only.

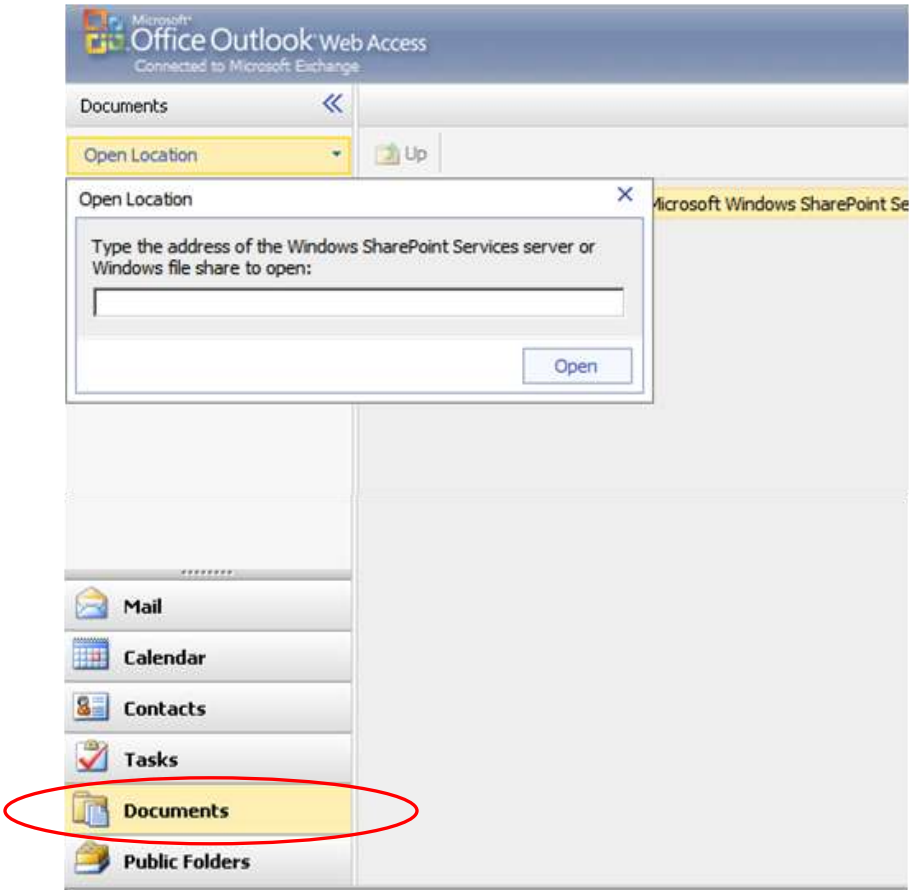
Rather than carry your files on memory stick, etc. when you travel you can now access your files through web mail. You can modify the files at the location but you will not be able to save them back to the server. You would have to save to another media and then copy back to server the next time you are at work.

To setup for access:

1. Login in to Web based email at www.swgc.ca and click on the **SWGC Mail tab** at the top
2. Make sure the option to **Use Outlook Web Access Light** is **NOT** selected.



3. Type in your SWGC computer **userid** and **password**
4. Select the **Documents tab** lower left
5. Select **Open Location** top left



6. Type in the following

Faculty: [\\swgcfaculty\users\\$username](#)

Staff: [\\swgcstaff\users\\$username](#)

Students: [\\curly\users\\$username](#)

replace user name with your account name i.e. in Randy's case he would type:
\\swgcstaff\users\$rrowse

7. You should only have to do this once. The system will retain the setting in future. When you login to access again select documents and it will show the shares you have already added.