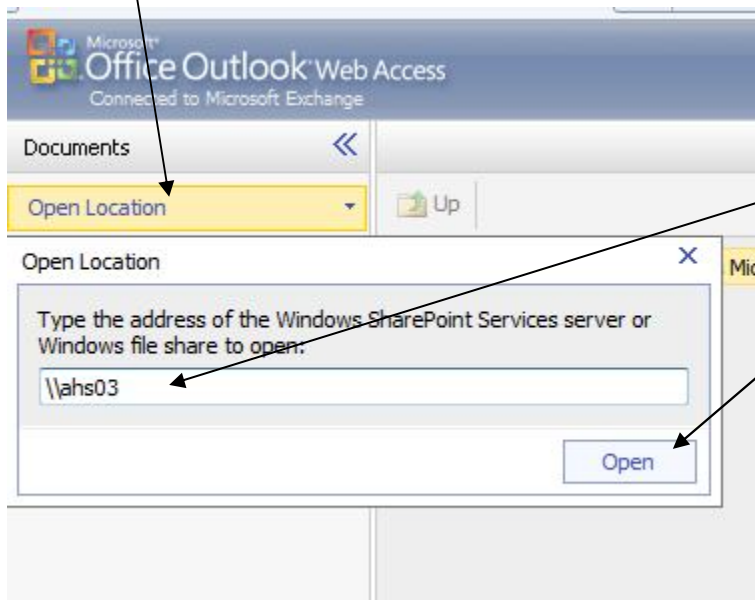


To access network folder via the Internet (**read only access**):

1. Open your Outlook web access account.
2. On the left menu bar, click Documents.



3. Click Open Location.



This window opens. Enter \\ and then the name of the server. Example is for AHS.

Click Open.

List of network folders will open on right side.