1. Click on this folder looking thing on your dashboard



 Or

1. Right click on “This PC” and select Map network drive…

On windows 7, this item will be called “Computer”, same steps, different name…

1. Type in [\\san02\Universal\Zoom](file:///%5C%5Csan02%5CUniversal%5CZoom) Recordings and click finish



1.  The mapped folder is in the quick access panel (same as H & I)