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| Press the Windows Key and letter R on your keyboard |  |
| Type the following address: **\\ic-files.cmcss.net\sharing** |  |
| The Sharing Server will open in a window.  **To SAVE this link:** Click and hold on the folder icon in the address bar with your mouse and drag it to your desktop.  **To quickly ACCESS** the Sharing Folder in the future:  Double click on the Sharing Folder icon on the desktop to open the folder window. |  |