



To Connect to Network Drives or CD-ROM:

1. Double-click on the **File Manager** icon in the *SIGAPPS (Common)* group.
2. Select **Disk, Connect Network Drive** from the menu bar in the *File Manager* window. The *Connect Network Drive* dialogue box appears.
3. Select the appropriate drive.
4. Click on the **OK** button.

To Change Permissions:

When you wish to save a document on the I:\ drive you may wish to modify the default permissions. The procedure to change permissions is as follows:

1. Double-click on the **File Manager** icon in the *SIGAPPS (Common)* group.
2. Select the I:\ drive, then single-click the file you wish to modify.