Windows:

Click Start > Run

In the prompt that appears type in `\neon\physics`. Click Ok and it will open the folder
MAC:

Click Finder > Then choose the Go menu and choose Connect to a Server...

In the window that appears enter the following: smb://neon/physics
If it asks for a user name, choose a registered user and enter your username as main\username. This account is the RIT username, the same one that logs you into your email.