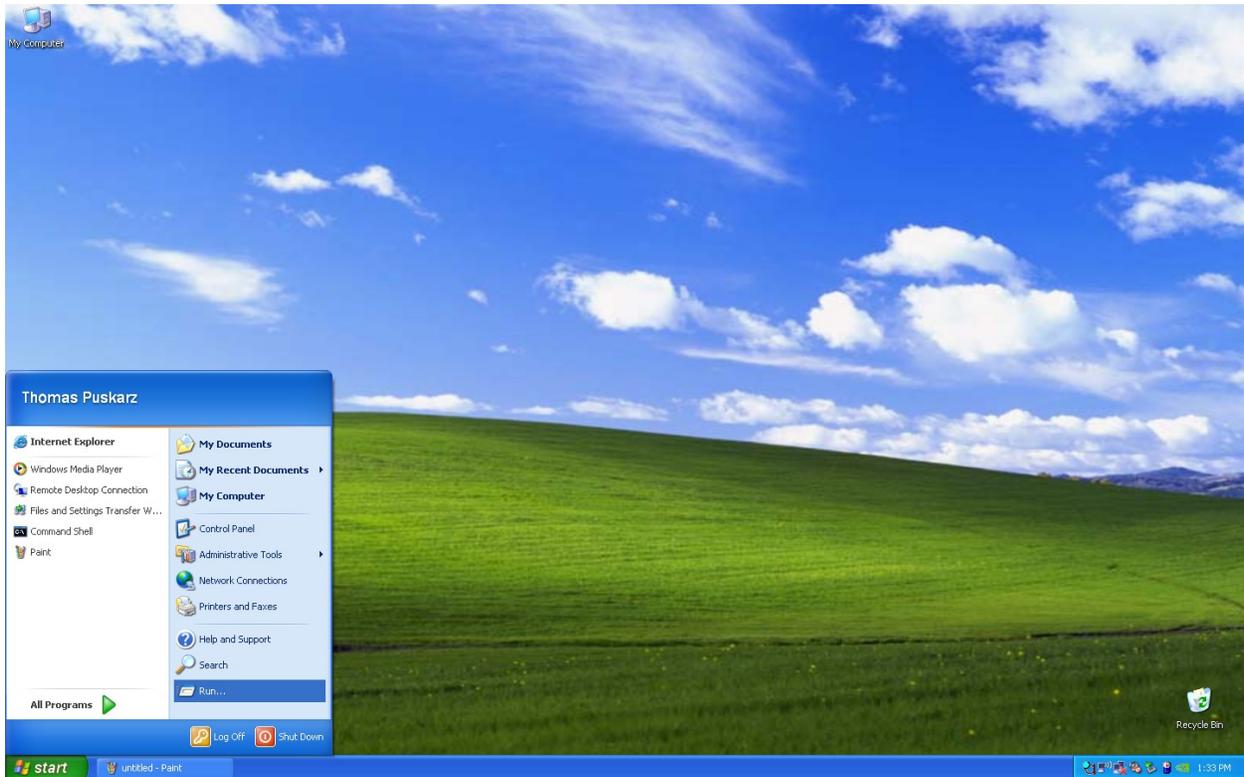Windows:

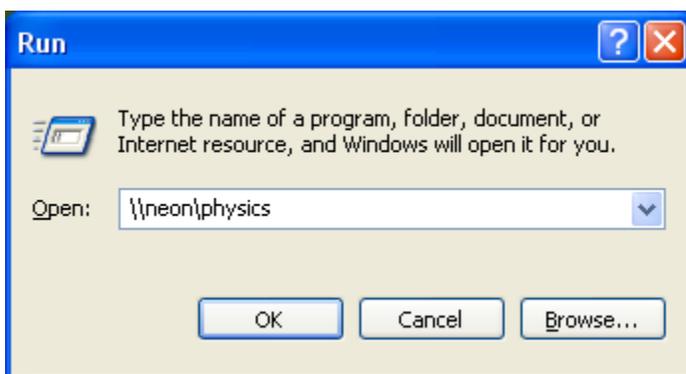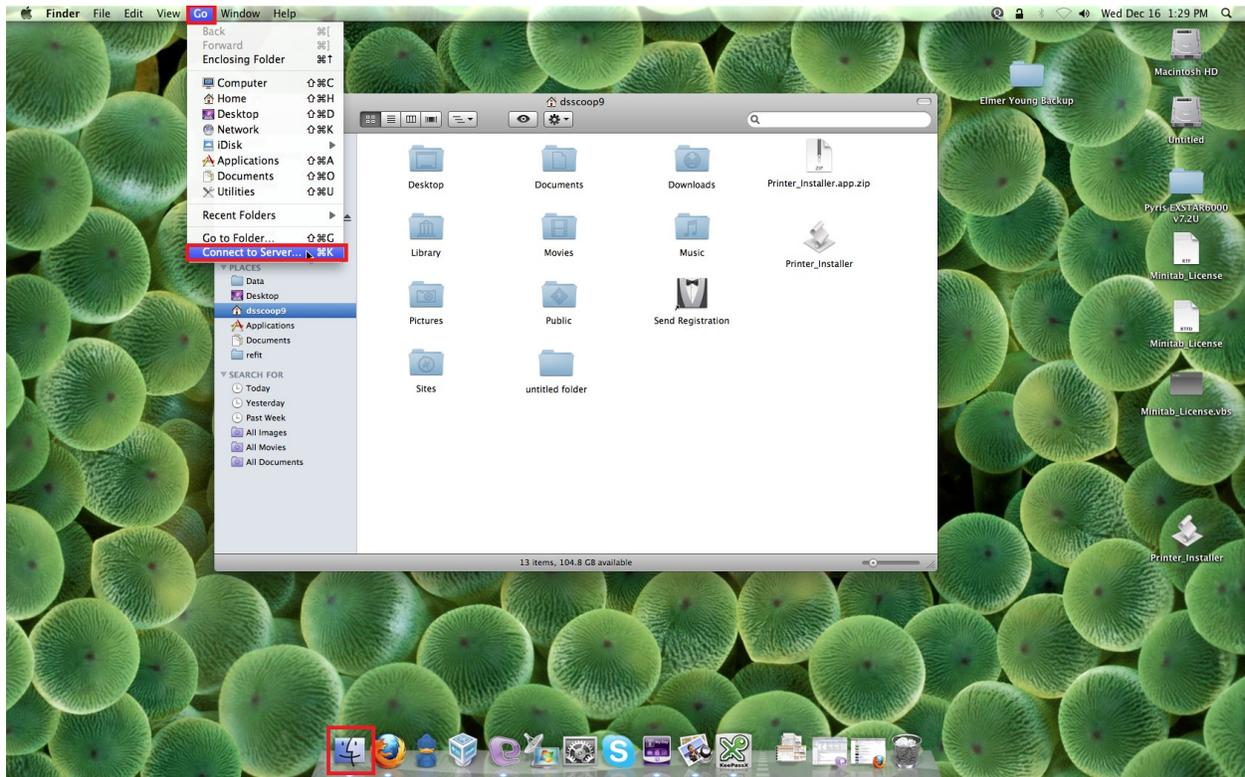**Click Start > Run**

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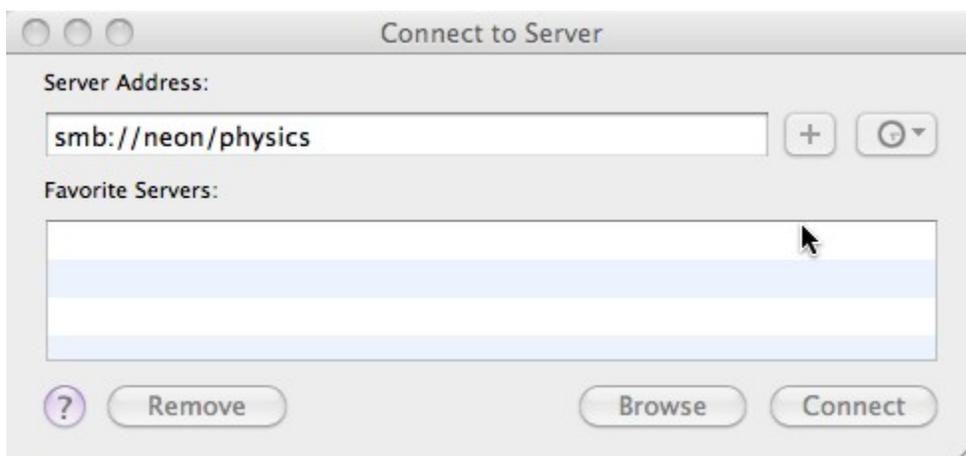
MAC:

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.