

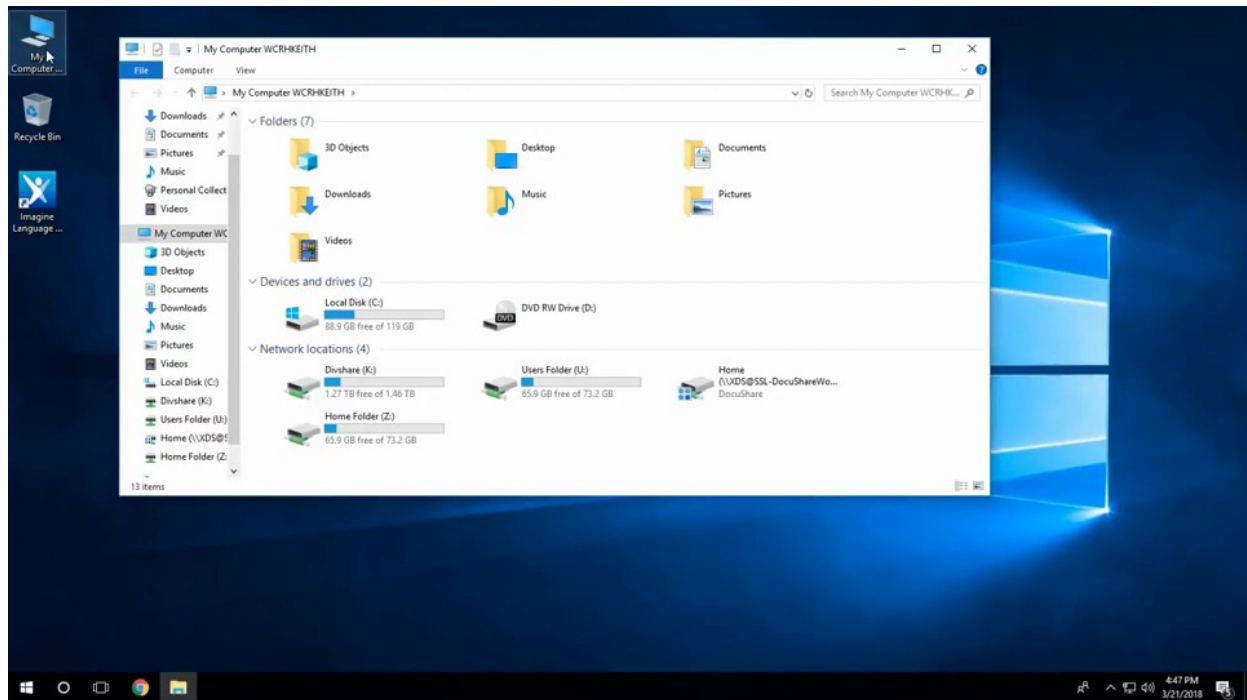
Access DocuShare Drive After Setup

Open DocuShare content from Windows File Explorer

Prerequisite: DocuShare Drive must already be installed and connected on the computer.

STEP 1 Open File Explorer

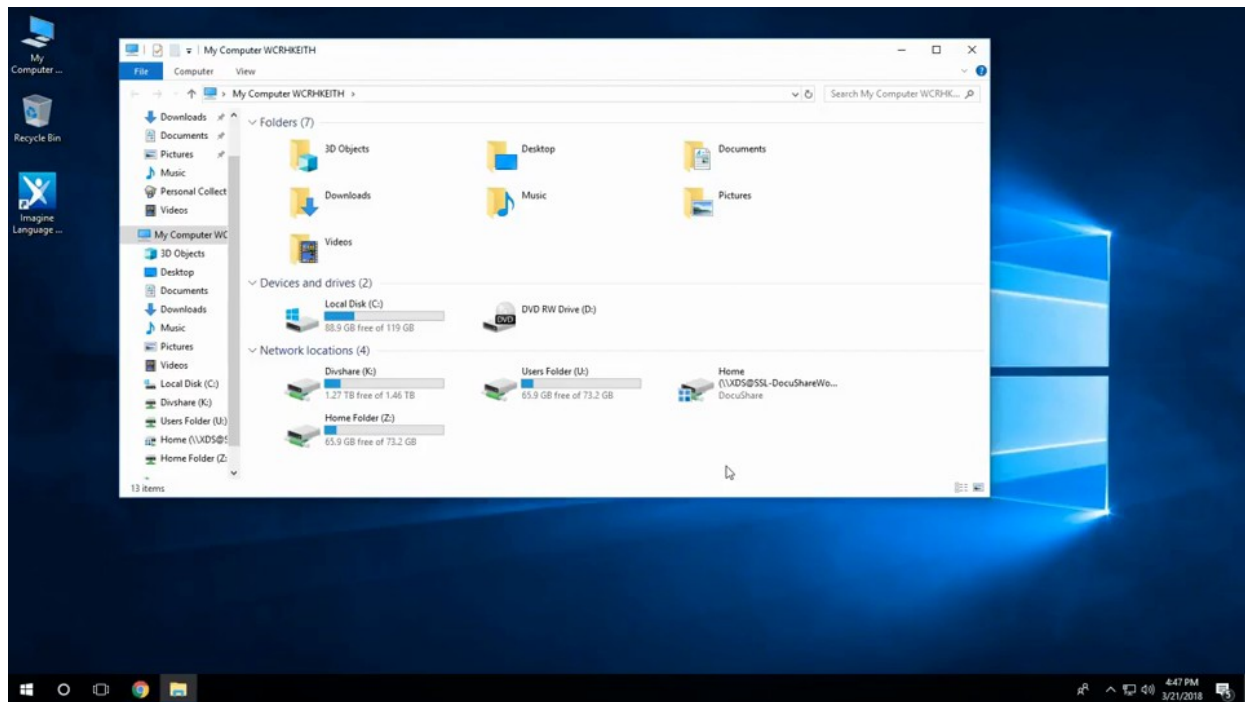
Select the File Explorer folder icon on the Windows taskbar or open File Explorer from the Start menu.



Open File Explorer.

STEP 2 Open This PC

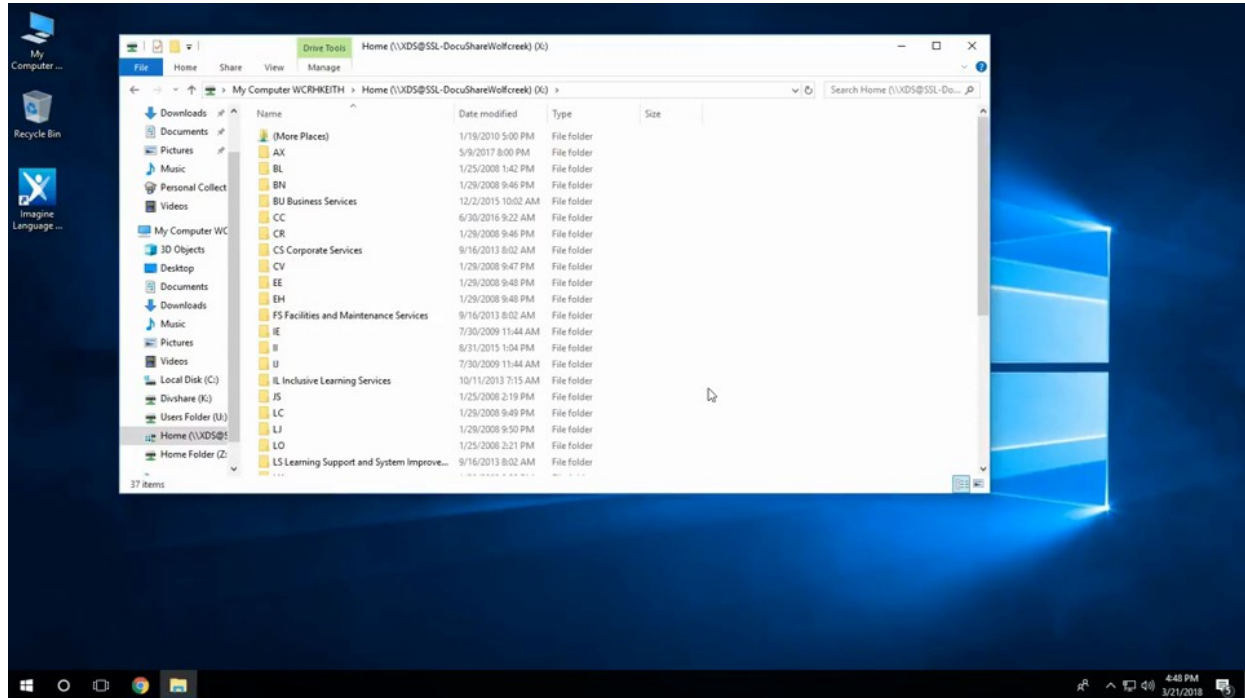
Select This PC in the left navigation pane, then locate DocuShare Drive with the other available drives.



Locate DocuShare Drive under This PC.

STEP 3 Browse DocuShare

Double-click DocuShare Drive, then open the appropriate folder or collection.



Browse the DocuShare folders in File Explorer.

Finished

You can now open the DocuShare folders and files you have permission to access.