1. **Click Computer**

2. **Click Map network drive**

3. **Type \ifcs.cpos.hku.hk\ user name → Check Connect using… → Finish**

4. **Enter User name & Password → OK**

5. **1. A network drive is mapped to the computer**

6. **2. Transfer your data from D drive to the Network drive: Copy → Paste**

7. **Right Click network drive at my Computer → Disconnect Network drive**