

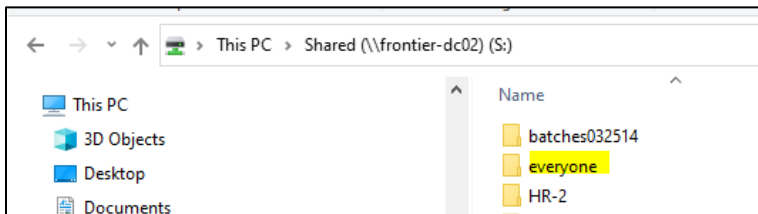
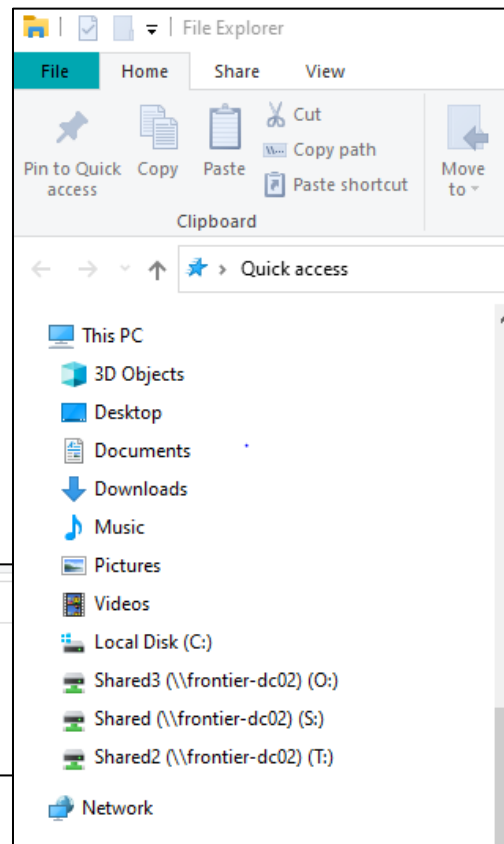
How to access Frontier's Server

Upon hire, each of Frontier's employees will be give select access on our Shared Drives
To access from any desktop, please follow the below steps:

1. Log in to a desktop using the username and password previously set up
2. At the bottom of you should see a taskbar
3. Click on the yellow file folder.
 - a. If you do not have this on your task bar, you can use the search bar, type in: file explorer



4. On the left toolbar, you will see various folders and Shared drives
 - a. This is where you can access the server, as well as any other documents that you will save in the future.
5. If you click on the Shared (S:) drive, you will be able to access the everyone folder. This is accessible to all employees.



Depending on your role, you will have access to various drives and folders on those drives