

Instructions: Accessing the Microscope Facility Server

To access the Microscope Facility server from your pc, create a shortcut on your desktop.

To create a shortcut on your PC desktop:

- 1) Right-click on the desktop and select **New > Shortcut**.
- 2) At the Create Shortcut window, type **\\162.129.230.229\Temporary Storage** or **\\162.129.230.229\Temporary Storage 2** and click **Next**.
- 3) Create a custom name for the shortcut (i.e., **MicfacTemp1** or **MicfacTemp2**) and click **Finish**.

To access a temporary storage folder:

- 1) Click (or double-click) on the desktop icon.
- 2) Type login and password and click **OK**.

Please note: Any data left on Temporary Storage or Temporary Storage 2 will be deleted after one month.